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## Minutes of the Board of Library Trustees

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The Board of Library Trustees met on April 25, 2023, 3:30 PM,  
in the meeting room of the Casa da Saudade Library

**Present:** Diana Henry, Vice-Chair  
Carl J. Cruz  
Kimberly S. Ferreira  
Elsie R. Fraga  
Ann O’Leary  
Lee Blake  
María Gloria de Sa  
Olivia Melo, Director  
Carmen Brodeur, Administrative Assistant

**Excused:** Helen Rogers

**Guests:** Janet Barbosa, representing Mayor Jon Mitchell  
Irene de Amaral, Casa da Saudade Library Branch Manager

**Called to order:** Ms. Henry called the meeting to order at 3:39 p.m.

Ms. Henry thanked Irene de Amaral, branch manager, for hosting and attending the meeting and noted how bright and organized the branch was. This was the 1<sup>st</sup> time the Trustees have met in the reading room of the branch, as in previous years, they had met in the meeting room on the 2<sup>nd</sup> floor of the building which is now leased to the Immigrants Assistance Center.

Mr. Cruz made a motion to accept the minutes of the March Trustees’ meeting with minor corrections to be made, seconded by Ms. de Sa; unanimously approved.

### STAFF REPORTS

Mr. Cruz made a motion to accept the Staff reports; seconded by Ms. de Sa, unanimously approved.

Ms. Henry asked Ms. Melo about the technology services report on the issues at the Main library regarding the two microfilm PCs, the card catalog laptop, and the watchperson’s laptop, all having lost the ability to connect to the internet via ethernet. Ms. Melo explained that the team at the MIS department is aware of the issues and are working on resolving the problem.

Ms. Blake asked Ms. Melo about the recent incident at the Howland Green branch of a patron who was found unresponsive in one of the public restrooms. Ms. Melo answered that this patron needed the assistance of the EMTs, and a police report was filed. With the report, the No Trespass process was put in place and communicated to NB Police and Solicitor’s office.

## DIRECTOR'S REPORT

Mr. Cruz made a motion to accept the Director's report, seconded by Ms. O'Leary, unanimously approved.

Ms. Melo reported the following:

- Lawler branch full-time Library Assistant, Pauline Robillard will be retiring as of April 29<sup>th</sup> after 40 years of service. This vacancy has been posted in-house per the AFSCME guidelines. Currently none of the AFSCME library employees are interested in the position. This position has been internally advertised to the variable time employees and the position will be filled after April 29<sup>th</sup>.
- The library delivery van suffered some minor damage due to a side swipe by a car pulling out from his parking spot near the Howland Green branch in April. A Police report was generated, and the incident report was provided to the administration office and the city garage by van driver Wayne Lauzon. The insurance company sent a check for the damage to the City on April 3<sup>rd</sup> and Carlos Araujo, manager of the city garage, made an appointment with the collision center for its repair on April 10<sup>th</sup>.
- A change-up with the evening custodians, including Bill White, has him assigned to the Police Headquarters on Rockdale Avenue and the custodian at Police, Arthur Phaneuf, was assigned to the library due to resignations and vacancies at the Dept. of Facilities. Mr. Phaneuf is assigned to work three nights (Mon-Wed) instead of the five nights Mr. White used to work at the Main library. This has left a huge gap in service as Mr. White spent the last 7 years at the library working a full week and knew the building needs well, mitigated many situations eliminating the need to open service requests.
- Mr. Ramon Bermudez, Watchperson, submitted his resignation letter as of April 29<sup>th</sup> to relocate to New Jersey to be with his family. He will be greatly missed by patrons and staff as he has been an excellent asset to the New Bedford Library.
- Completed a NO TRESPASS notice on file with New Bedford Police Department on C. Cassidy, due to an issue in the restroom at the Howland Green branch.
- Full-time Library Assistant, Maria Gadomski, has submitted her retirement letter as of April 29<sup>th</sup>. Ms. Gadomski has worked at the Main library for the past 10 years and is interested in staying on as a variable time employee. The Personnel office is assisting with this shift in position title and hours so Maria can stay on at the Main library.
- Clear Sound Communications has provided estimates for the replacement of the 25+ years old alarm system for both Howland Green and Casa da Saudade branches.

Mr. Cruz shared his concern over the lack of a custodian on days the library is open with the morning custodian leaving at 2 p.m. as it is necessary to stay on top of keeping the public restrooms clean and disinfected for the safety of staff and patrons. He recognized how clean the Main library is and added that the custodian has always done a wonderful job keeping the inside and outside of the library clean.

Ms. Blake asked Ms. Melo about the peeling paint on the 3<sup>rd</sup> floor of the Main library and Ms. Melo reported that it is an open request with DFFM and when there is a crew available, they will be assigned to the library. The carpenters and painters are currently assigned to city hall to refurbish office spaces there.

Ms. de Sa asked about the new computers that the library purchased over two years ago which are still sitting new in boxes. Ms. Melo replied that the MIS department has been steadily deploying them throughout the branches and at the main branch.

Mr. Cruz asked about the possibility of beautifying the garden behind the Howland Green branch. Ms. Blake suggested using the Garden Club for this project and she would contact them to see if they are available to assist with this project.

## **COMMITTEE REPORTS**

Mr. Cruz made a motion to accept the Committee reports, seconded by Ms. Blake; unanimously approved.

- 1. Art:** Ms. O'Leary, Chair –Nothing to report.
- 2. Building:** Ms. Rogers, Chair –Nothing to report.
- 3. Development:** Ms. Ferreira, Chair – The Friends of the Library met on April 11<sup>th</sup>. The paperwork to re-establish them as 501c3 has been submitted and now there is a waiting period for an answer from the IRS. The Friends' next meeting will be in September, in which they will re-elect a treasurer, but for now the attorney advised the group to not make any changes in the Officers roster until the 501c3 has gone through officially.

The Trustees joined Ms. Melo in thanking Ms. Ferreira for her dedicated assistance to the process of getting the Friends organization back to good standing with the IRS by filing the necessary reports and also acknowledged the excellent work done by Bethany Silva, Youth Services Librarian, and attorney Michele Keith.

- 4. Finance:** Ms. Fraga, Chair –Nothing to report.
- 5. Personnel:** Ms. Blake, Chair –Nothing to report.
- 6. Policy:** Ms. Blake, Chair –Nothing to report.

## **OLD BUSINESS**

Ms. Melo reported that three companies were contacted to obtain quotes for window replacement at the Howland-Green branch. Guido's Plate Glass Services met with the Director at the branch and provided a quote as requested. The two other bid requests contacted were Bay State, who declined the project, and New Bedford Windows who did not provide a quote. Guido's quote to install the windows of low-e tempered insulated glass in the six existing frames came in below three-quote requirement so the quote was approved, and glass has been ordered.

## **NEW BUSINESS**

Ms. Melo reported she has received quotes for the security alarm system upgrades by Clear Sound Communications for Howland-Green and Casa da Saudade as noted above.

Ms. Melo reported on the inclusion of library projects in the Capital Improvement Plan presented by DFFM to the City Council recently included the following: the Howland-Green branch roof renovations; the Lawler branch floor renovations; and the Wilks branch ADA upgrades on the Irvington side entrance. The last piece of projects for the library in the 2015 CIP plan is the security system at the Main library and that will be completed shortly by Clear Sound Communications. The 2015 plan included the Main library roof, windows, fire and security alarm.

Ms. Henry recommended the Board purchase the Whalemens bookends as a retirement gift to Pauline Robillard. Mr. Cruz made a motion to purchase the bookends, seconded by Ms. Fraga; unanimously approved.

### **COMMUNICATION**

Ms. Melo reported that the New Bedford Library received a total of \$302,691.14 in the State Aid grant award for FY23 from the Mass. Board of Library Commissioners.

Ms. Melo reported that the Community Preservation Act (CPA) grant application was approved by the City Council on April 20<sup>th</sup> for the Mobile Shelving System in the archives at the Main library for the continued preservation of historical documents. The success of the application and approval by the CPA committee is due to Special Collections Librarian, Jodi Goodman, and her dedication to the preservation and care of the collection.

### **ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD**

Ms. Melo reported that Blinds & Designs was contacted for a quote for roller shades to complete the project [already underway] of placing the shades in the windows to protect the collection from sun damage at the Main library. This year the second floor will be completed, next year the 1<sup>st</sup> floor will be done. This project has been underway for 4 years and the funds for the project have come from the Wilks fund.

Ms. Melo reported that she has received the specs from Matthews Specialty Vehicles for the outreach vehicle and that the library should be receiving the vehicle by late June, early July.

### **NEXT MEETING:**

Regular meeting: Tuesday, May 30, 2023, at 3:30 p.m. at the Howland Green branch.

Mr. Cruz made a motion to adjourn; seconded by Ms. Fraga; passed unanimously.

The meeting adjourned at 4:31 pm.

Clerk,

*Lee Blake*