
Minutes of the Board of Library Trustees

The Board of Library Trustees met on May 30, 2023, 3:30 PM,
in the meeting room of the Howland-Green Branch Library

Present: Diana Henry, Vice-Chair
Kimberly S. Ferreira
Elsie R. Fraga
Ann O’Leary
Helen Rogers
Olivia Melo, Director
Carmen Brodeur, Administrative Assistant

Excused: María Gloria de Sa
Carl J. Cruz
Lee Blake

Guests: Linda Tarantino, Howland-Green Branch Manager

Called to order: Ms. Henry called the meeting to order at 3:36 p.m.

Ms. O’Leary made a motion to accept the minutes of the April Trustees’ meeting, seconded by Ms. Rogers; unanimously approved.

STAFF REPORTS

Ms. Rogers made a motion to accept the Staff reports, seconded by Ms. Ferreira, unanimously approved.

DIRECTOR’S REPORT

Ms. Rogers made a motion to accept the Director’s report, seconded by Ms. O’Leary, unanimously approved.

Ms. Melo reported the following:

- Blinds & Designs installed shades on the 2nd floor windows at the main library on May 19th. This project has been underway during the past four years, with the 3rd floor being the first to have the blinds installed to protect the art collection from sun damage. The 2nd floor was split into two years as the number of windows needing shades were doubled. This project is being funded through the Wilks Fund for the betterment of the library.
- The Watchperson assigned to Howland-Green, Jose Morales, was transferred to the main library as of May 1st due to the resignation of Ramon Bermudez on April 29th. Mr. Morales had trained with Mr. Bermudez and is already familiar with the workflow at the main library and familiar with the individuals who may create any issues.

- Requested a transfer of funds from the library Salaries & Wages line item, in the amount of \$10,000 to Charges & Services to cover the cost of updating the video security surveillance system at the library.
- Signature Signs provided a proposal for refreshing the exterior signs utilizing the city marketing colors, including the cost for cleaning, sanding, and repainting. The proposal came in well within the amount left in our maintenance line-item in the general budget.
- Developed a “skin” for the Outreach Vehicle with Karen Tolman and Joseph Fernandes and sent it to the vendor Matthews Specialty Vehicles.
- Attended the following meetings for the month of April, two days at the Mass. Library Conference in Falmouth, and a day at the Mass. Board of Library Commissioners for grants review and Sails Board meeting.

COMMITTEE REPORTS

Ms. Rogers made a motion to accept the Committee reports, seconded by Ms. Ferreira; unanimously approved.

1. **Art:** Ms. O’Leary, Chair – Nothing to report.
2. **Building:** Ms. Rogers, Chair – Nothing to report.
3. **Development:** Ms. Ferreira, Chair – Nothing to report.
4. **Finance:** Ms. Fraga, Chair – The Finance Committee met on May 23rd to discuss the library certificates of deposit that are maturing. Ms. Fraga contacted Mark Fuller, in the city Treasurer’s office, to seek current rates on CD’s. BayCoast Bank offers a 12-month term at 4.75% APY (any length of time over that drops to 4.50% APY) and the committee approved staying with BayCoast.

Ms. Fraga also reported on the following: the monetary donations received in memory of Dr. Fletcher totaled \$895 and it has been added to the Dr. Fletcher & Marybeth Fletcher certificate of deposit. The Bebis CD is not up yet for maturity as it is a 2-year term, due in August of 2024, as stated in the trust per family wishes.

5. **Personnel:** Ms. Blake, Chair – Nothing to report.
6. **Policy:** Ms. Blake, Chair –Nothing to report.
7. **Scholarship:** Mr. Cruz, Chair – Ms. Melo reported on behalf of Mr. Cruz. The library received the letter from Bank of America for the Clement L Yaeger Scholarship Fund. This year \$2,700 is available to be awarded to recipients. Ms. Melo said that there are two library staff members currently enrolled in an MLIS program and qualify for this scholarship and an email will be sent to all staff members with information on the availability of this scholarship.

OLD BUSINESS

Ms. Melo reported that the low-e tempered insulated glass windows for the Howland Green Branch have been ordered by the vendor, Guido's Plate Glass Services, and they are waiting for the glass delivery so they can install them.

Ms. Melo reported that she has contacted vendor Clear Sound Communications for an estimate for repairs to the video security system at the libraries.

Branch Exterior Signs- See above under directors' report.

Outreach Vehicle- See above under directors' report.

Ms. Melo reported in more detail the request for a transfer of funds from *Salaries & Wages* in the amount of \$10,000 to *Charges & Services* account lines. This is due to the projected surplus of \$90,000 in the library's salaries due to retirements and vacancies. This surplus will support the cost of finishing the project of replacing and upgrading the video surveillance security cameras at the libraries. Ms. Melo notified the Trustees that she would be presenting the FY24 library budget via Zoom to the City Council, scheduled for that evening at 8:00 pm.

NEW BUSINESS

Nothing to report.

COMMUNICATION

Ms. Henry will be picking up the Whalemen bookends as a retirement gift for Pauline Robillard. She requested an invitation be sent to Ms. Robillard to attend the next Trustee meeting to be congratulated and be presented with this retirement gift.

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

Ms. Henry thanked branch manager, Linda Tarantino, for hosting and noted how bright, beautiful, and organized the branch is and asked Ms. Tarantino if she wanted to add anything. Ms. Tarantino said that she is very pleased, grateful, and thankful to be working at the branch and that she enjoys and loves working with her peers and the community at her location and expressed her gratitude to the library director Ms. Melo and the Library Board for hiring her.

NEXT MEETING:

Regular meeting: Tuesday, June 27, 2023, at 3:30 p.m. at the Lawler branch.

Ms. Rogers made a motion to adjourn, seconded by Ms. O'Leary; passed unanimously.

The meeting adjourned at 4:17 pm.

Clerk,

Ann O'Leary