
Minutes of the Board of Library Trustees

The Board of Library Trustees met on June 27, 2023, 3:30 PM,
in the meeting room of the Lawler Branch Library

Present: Diana Henry, Vice-Chair
Carl J. Cruz
Lee Blake
Elsie R. Fraga
Ann O’Leary
Helen Rogers
Maria Gloria de Sa
Olivia Melo, Director
Carmen Brodeur, Administrative Assistant

Excused: Kimberly S. Ferreira

Guests: Denise Plaskon, Lawler Branch Manager
Pauline Robillard

Called to order: Ms. Henry called the meeting to order at 3:30 p.m.

Mr. Cruz asked for a moment of silence in dedication to library staff member, Sonia Klakus, who had recently passed away.

Mr. Cruz made a motion to accept the minutes of the May Trustees’ meeting, seconded by Ms. Rogers; unanimously approved.

STAFF REPORTS

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

Mr. Cruz noted that the Casa da Saudade Branch is seeing an increase in attendance due to the programs, school visits and educational workshops being offered by the new manager, Irene de Amaral and all agreed.

Ms. Henry commended all the library staff members for keeping the library growing in a positive direction, from all the departments at the main library and the branches.

Ms. de Sa inquired about the Funbrary “Library of Things”. Ms. Melo explained that it is funded by a grant from the Massachusetts Department of Environment Protection and that these funds are held by the Department of Facilities & Fleet Management. The funds are provided to the library to purchase the items for borrowing. Ms. Melo added that all the information on the Funbrary can be found on the library website or on the library’s Facebook page.

DIRECTOR'S REPORT

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

Ms. Melo reported the following:

- Sent an email and posted in the staff rooms, the notice for the Clement L. Yaeger Scholarship Award available to all New Bedford library staff members. Received two applications from the staff who are currently enrolled in an ALA accredited program.
- Requested a sign to be made for installation at Howland-Green Library in the parking lot listing the hours the branch is open to help with mitigating the parking lot issues.
- Office of Tourism offered a hospitality tour to the New Bedford High School students and Reference Librarian Amy Ferguson gave a brief tour to the students on how hospitality plays a big part in library work.
- Full-Time Library Assistant Sonia Klakus passed away unexpectedly on June 4th.
- Attended the annual meeting in Lakeville on June 21st and accepted the nomination to serve as President of the Sails Library Network, having served on the Sails Library Network Board for 20 years.

COMMITTEE REPORTS

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

1. **Art:** Ms. O'Leary, Chair – A meeting will be scheduled.
2. **Building:** Ms. Rogers, Chair – Blinds and Designs has completed the installation of the roller shades on the 2nd floor windows at the Main Library. Next year we will complete the 1st floor windows.
3. **Development:** Ms. Ferreira, Chair – Nothing to report.
4. **Finance:** Ms. Fraga, Chair – Waiting to receive the copies of the Library Certificates of Deposit from the City Treasurer's office which have matured and were re-invested.
5. **Personnel:** Ms. Blake, Chair – Nothing to report.
6. **Policy:** Ms. Blake, Chair – Nothing to report.
7. **Scholarship:** Mr. Cruz, Chair – The Scholarship Committee received two applications for the Clement L. Yaeger Scholarship this year. A meeting will be scheduled.

OLD BUSINESS

Ms. Melo reported that the low-e tempered insulated glass windows for the Howland Green Branch have been installed by the vendor, Guido's Plate Glass Services, and this project has been completed. The children's area and the meeting room are now bright with natural light,

there is visibility into the courtyard, and the light shining out of the building helps to signal that the library is open.

The Wilks, Lawler, & Howland-Green branch exterior signs all received a refresh utilizing the city marketing colors. The project including the cost for cleaning, sanding, and repainting, was done by Signature Signs.

Ms. Melo said the outreach vehicle is still a work in progress.

NEW BUSINESS

Nothing to report.

COMMUNICATION

Ms. Melo presented Ms. Pauline Robillard with her retirement gift of the Whalemen bookends from the Board. Ms. Robillard retired after 40 years of service to the library in April of 2023. After receiving her gift, Ms. Robillard expressed her thanks to the Board and the Library Director for all the support over the years.

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

Ms. Henry thanked branch manager, Denise Plaskon, for hosting the Board meeting at Lawler and asked if she wanted to ask or share something with the Board. Ms. Plaskon stated that she is very happy and thankful to be working at the branch and that she enjoys working with her peers and the community. Ms. Plaskon added that new Library Assistant, Meagan Sisson is popular with the toddlers and moms and the programs attendance has gone up. She is in need of a little more bookshelf room as she is running out of space to store the new items that come in and expressed her gratitude to the library director Ms. Melo and the Library Board.

Regular meeting: Tuesday, July 25, 2023, will be held at the Wilks branch. Future meetings: There will be no meeting in August, with meetings resuming at the Lawler library on September 26, 2023.

NEXT MEETING:

Regular meeting: Tuesday, July 25, 2023, at 3:30 p.m. at the Wilks branch.

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

The meeting adjourned at 4:22 pm.

Clerk,

Ann O'Leary