

**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES**

DATE: November 12, 2024

TIME: 6:33p.m.

PLACE: Lingos Trustee Room & Zoom

PRESENT: Jocelyn Meek, Chairperson; Jorge Vega, Vice Chair; Margaret Mone; & Lisa O'Donnell, Matthieu Delisme & Paul Engle, Library Director

Zoom- Phyllis Ellis; Elaine Gatewood

ABSENT: Aminah Pilgrim; Joseph Policape

VISITORS: Courtney Henderson and Mary Waldron

RECORDING: Lisa O'Donnell

TOPIC/AGENDA	FINDINGS/DISCUSSION	RECOMMENDATIONS/ACTIONS	FOLLOW-UP
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1. Hearing of Visitors -

a. Courtney Henderson, Director of Immigration Affairs, Mayor's Office discussed offering additional immigration services intended to complement the services currently being offered at the library. The intention is to offer a safe space for ESL conversations to continue. The offerings would include listening sessions to share concerns and services as well as services offered by clinicians that would provide office hours for non-urgent services such as mental health services as well as group conversations. These offerings would be provided as evening hours, 2 times per week. The services would be scheduled on the same days the library is already opened for evening hours. The space available is Feinberg Room and the group discussed will it meet the group's needs based on space?

Recommendation: **BOT will vote in December on moving this shared space partnership forward.** If vote is approved, BOT will develop a Memo of Understanding that includes:

- a. Re-evaluation in 3 months
- b. No additional cost being charged back to Mayor's office for use of space

Follow up: Paul will follow up with Courtney after the 11/12/24 meeting to advise of vote at December BOT meeting. See notes below from the September 10, 2024 meeting to be sure these topics are reviewed with Courtney: **Will part of Courtney's budget/compensation be allocated to the library? Also, make sure there is an understanding that any support will not be with our staff, just space.**

b. Mary Waldron, President Downtown Business Association. DBA has donated \$1,000 to BPL to purchase additional teddy bear supplies for the activities offered on Saturday 11/30/24. (Holiday Parade Day). Additionally, Mary advised the board of a \$50,000 grant that was awarded to Beautify Downtown. The group discussed a few concerns brought forward regarding Library Employee's safety based on the recent increase of unhoused people in the immediate area of the library. Mary advised the group DBA is working towards establishing a Business Improvement Plan.

Follow Up: Board members should reach out to their respective city counselor to express concerns for library employee's safety.

2. Acceptance of Minutes	Approval of minutes from September 10, 2024 as submitted.	Approval of minutes by Margaret Mone, second by Jorge Vega; voted unanimous	
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3. Chairman's Report – Jocelyn expressed appreciation for sidewalk and repaving of brick walkway near White Avenue parking lot.

4. Director's Report –

a) Paul advised Board members of a new floor in Lingos being done with 100% recycled materials.

Follow Up: Sometime December the Lingos Room will be taken offline so the

b) There was a discussion about refreshing the paint throughout the library.

new floor can be installed.

Follow Up: The facilities sub-committee will be reconvened and meet to select colors for the repainting.

c) Paul expressed to the group the risk of approximately \$300,000 in funding may be lost in the first 2 years of the Trump Administration.

d) See notes below in the New Business section related to safety/security at the library.

e) See Paul's submitted report for additional information regarding the Director report.

5. Invited Courtney Henderson (see above visitor section)

6. Strategic Plan

Lisa has built survey questions in survey monkey and it will be translated via google translate as the cost to use SurveyMonkey to convert to other languages is prohibitive.

Follow Up: As we are a bit ahead of schedule for the information needed on the Strategic Plan, Paul will review and propose new meeting dates in January or February (instead of November/December).

7. Buildings Update

Paul shared the library roof is not complete. Unfortunately, the contractor stopped communicating and Paul has initiated a termination of agreement. New contract will be needed to proceed with the necessary work on the room. More info to follow.

8. Old Business

Paul's anniversary/performance review. Lisa noted Paul's work anniversary is in December.

We discussed we would use the same review form as last year even though we have learned COB has implemented a Department Head Review/Self Evaluation Process.

Follow Up: Timeline: Lisa will share the review with Board Members by December 1, 2024 with the goal of completion by December 31, 2024 so we can review and discuss the feedback in the January meeting. The goal would be to implement a pay increase, if applicable by February 2025.

9. New Business

a) Discussion w Superintendent regarding the future of school libraries: Jorge reported as a member of the School Committee he has had discussions with the Superintendent of Brockton around "What does the future school libraries look like?"

Follow Up: Jorge asked if the library would host open discussions constituents involved in the dialog. More to follow

b) Security Guard Partner: Paul reported security guards will return to BPL starting in early December. The library has been without a security presence for approximately one month. A new security company partner is in the process of being approved. A number of concerns related to the unhoused lingering

c) Safety of Staff: Paul discussed a number of concerns related to the increased number of homeless people being in close proximity to the library.

i) There is increased violence in the neighboring park. ii) Kevin spends time sweeping the parking lot almost daily and continues to find drug paraphernalia and used needles that require safety precautions and Kevin calls for them to be picked up. iii) Human waste on the library property has increased, in turn requiring a cost of approximately \$500 each time additional services are needed.

Follow up items include: Paul is going to ask the City to clear away some of the trees near the river and the area surrounding the library and library parking lots. Each BOT member is asked to reach out to their City Counselor to request money be invested in clearing the area and improving lighting which may increase safety. At Elaine's suggestion, Paul and Kevin will remind the staff of

safety tips and measures they can take for additional safety arriving and leaving work.

Appendix:

Notes from September 2024 meeting regarding partnership request with Director of Immigration Services

Courtney Henderson – Director of Immigration services for the City of Brockton has a proposal for a drop-in clinic. She asked Paul for space for office hours.

Thought of the Feinberg Room but it may be too small.

Trustees would like to invite Courtney to the next meeting to present ideas. Trustees want to make sure she is not duplicating services

Things to be talked about include- Will part of Courtney’s budget/compensation be allocated to the library? Also, make sure there is an understanding that any support will not be with our staff, just space.

10. Adjournment

Meeting Adjourned at 7:53pm

Motion by Phyllis Ellis, second by Jorge Vega
voted unanimous.