



TO: Trustees of the Public Library of the City of Boston
FROM: David Leonard, Interim President
DATE: May 3, 2016
RE: Annual Trustees Meeting – Tuesday, May 10, 2016 at 8:30 am

The Annual Trustees Meeting, scheduled for Tuesday, May 10, 2016 at 8:30 a.m., in the Commonwealth Salon, Central Library, Copley Square, requires three separate meetings.

The first meeting is a Regular Meeting of the Trustees as a Corporation and Administrative Agency. During this regular meeting, the Trustees will address the ongoing business of the Boston Public Library.

The second meeting is the Annual Meeting of the Trustees as an Administrative Agency. In this meeting, the Trustees will administer matters of the Boston Public Library as a Department of the City of Boston. This includes the signing of payrolls, acceptance of Critical Repair Funds, appointive authority over Civil Service personnel at the Library, and other operating procedures.

The third meeting is the Annual Meeting of the Trustees as a Corporation. In the third meeting the Trustees will address matters in which the Trustees act as a separate § 501 (c)(3) nonprofit corporation, including the election of officers, signing of payrolls for grant funded positions, acceptance of gifts and grants, as well as authorization to accept funds and spend Trust Funds.

There will be an Executive Session just prior to adjournment of the third meeting.