

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees as a Corporation and Administrative Agency

Tuesday, January 30, 2018 at 9:00 a.m.
Boston Public Library, East Boston Branch
365 Bremen Street, East Boston MA 02128

MINUTES

A Meeting of the Trustees of the Public Library of the City of Boston was held at the East Boston Branch Library, 365 Bremen Street, East Boston, MA 02128 on Tuesday, January 30, 2018 at 8:00 a.m.

Present at the meeting were: Chair, Bob Gallery, Vice-Chair, Evelyn Arana-Ortiz and Trustees: Zamawa Arenas, Ben Bradlee, Cheryl Cronin, Priscilla Douglas, John Hailer, Paul LaCamera, and Representative Byron Rushing. Also present were: David Leonard, President, Pamela Carver, Clerk of the Board, along with Boston Public Library staff and members of the public.

Chair Robert Gallery called the meeting to order at 9:00 a.m. and addressed the order of business. Mr. Gallery thanked everyone for attending the meeting and invited East Boston Branch Librarian, Margaret Kelly to give welcome remarks.

Ms. Kelly welcomed the Trustees and the community to the library. She thanked the Trustees for their support and noted that they were a well-attended, well-loved branch. She thanked the Friends group for providing the refreshments and for all of their assistance. She introduced Debra Cave, Chair of the East Boston Friends. Ms. Cave thanked everyone for coming and noted the heavy use of the branch from the community all day long from children to seniors. She explained the East Boston Friends group was established 20 years ago and their focus is to help encourage and support the wonderful programming at the branch.

Mr. Gallery thanked the staff and the Friends for their hard work every day and then moved to the next matter of business, approval of the meeting minutes of the meeting. No edits were made so a motion was duly made, seconded and approved the meeting minutes of November 16, 2017.

Mr. Leonard began the President's report by inviting the affiliates of the Library to give their annual reports. Louisa Stephens, Executive Director of The Associates began by explaining the primary purpose of the Associates is to help preserve the Special Collections of the BPL to ensure continued public access by underwriting their cataloguing, conservation, digitization and exhibitions. She reviewed some highlights from the annual report explaining that the bulk of their funding goes toward Library positions (including the BPL's Conservation Officer and the hiring of Rare Books and Manuscripts librarians) The previous year included continued collaboration on the BPL's digitization efforts and offered additional funding for digital catalogers and assistance with special projects in the print department (one being the inventory of the photography department). Ms. Stephens noted that The Associates runs the Writer- In-Residence program which fosters the careers of emerging authors. She announced a recent donation of \$600,000 to create a performance arts program series and explained that a lot of the work of the Associates is possible because of the donation of an anonymous donor (through The Boston Foundation) of approximately \$1 million dollars. Another significant portion of their budget comes from the proceeds of their annual gala, Literary Lights. She closed by highlighting this year is the 30th annual dinner, and asked the Board to save the date of Sunday, April 22nd.

Connie Chin, President of the Norman B. Leventhal Map Center (LMC) explained their mission of promoting the creative educational use of the collections to engage curiosity and learning. LMC was established in 2007 as an independent non-profit organization and has been in a highly successful private/public partnership with the BPL since and looks forward to continuing it. She highlighted some exhibitions (including the American Revolution with 107,000 visitors), and Shakespeare collaborative effort. They also take on contemporary issues which recently included the mapping of climate change and immigration. The Gallery shows in 2017 attracted over 60,000 visitors within a six month period. She noted regarding public programming, they work alongside the BPL with talks, with classes and family programming. In 2017, they served over 4,000 students in their education programs. The Map Center also offers extensive teacher training and professional development workshops and trained over 400 teachers last year. She noted a new section of their website with offers educators lesson plans, which was built with the support of a \$150,000 grant from the Institute of the Museum of Library Services. She stated they are proud to be entrusted with the stewardship and care of the Library's collection of 200,000 maps and over 5,000 atlases. Since its founding, the Map Center has catalogued almost all of the pre-nineteenth century maps. Ms. Chin announced a new grant from the Council on Library and Information Resources for \$138,000 to digitize and georeference Boston area real estate and fire insurance atlases (which are among the most sought after). The new website was launched in spring 2017 which now provides 8,500 zoomable high resolution digitized images. She explained that by being a separate 501(c)(3), they receive their support from their annual fund, gifts, foundations corporate sponsorships, and private donors.

Julie Streeter, President of the City-Wide Friends was invited to give report on their activities. She explained she was the newly elected President since June 2017. She began with review of their income. Their book sales generated \$26,000 in 2017 (with a majority of the books priced at \$1.00 to \$2.00 each). She explained they also sell some books online through Amazon which generated over \$4,000. She noted this was the first year using customer management software which allowed them to take donations online, which generated over \$1,000 alone. Along with the annual meeting announcement, they sent out a large membership renewal appeal which had an excellent response. Through a round of grants, they awarded \$2,500 to six branches who applied for projects (including a new computer, community block party, programming, etc.). The City-Wide friends also sponsored museum passes to eighteen Boston institutions at low or no cost. They supported both youth and adult summer programs and donated twenty eight boxes of books to the Suffolk County Jail and are look forward to expand their book donations in 2018. They also funded training for Children's librarians and de-escalation training for staff to improve overall customer service. They are currently working on improving their social media presence in hopes to increase their membership with the millennial generation.

Mr. Leonard noted there is no report from the BPL Foundation while it is on hiatus as it transitions into a new entity. However, he noted there was some fundraising activity that will be reported at a later meeting.

Mr. Leonard then moved onto the update on Capital Projects. He expressed how grateful he was to Eamon Shelton, Director of Operations and Alison Ford, Major Projects Program Manager. Mr. Leonard began with the announcement of the ribbon cutting on February 3, 2018 for the new space at the Chinatown Trade Center for the Chinatown Library. He explained this is a 3-5 year temporary space that will be the first dedicated library space in that neighborhood since the 1950's. It will open with normal

business hours beginning on Monday, February 5, 2018. A long term programming study on the longterm needs in Chinatown is being reviewed with city colleagues towards a more permanent home for the library. The two projects that are currently in or about to go into construction: Parker Hill is receiving interior improvements and Dudley a major renovation and is due to open in spring 2020. He reviewed the three projects currently in the design or planning phases: Adams Branch, Roslindale and Uphams Corner.

The four minor projects at the West Roxbury, Lower Mills, South End, and South Boston branches have projects in planning each for under \$150,000 for modest interior and exterior work for South Boston. Mr. Leonard directed their attention to a summary chart of the projects, but noted with respect to Roslindale and Adams Street that requests for additional funding are being reviewed with the City of Boston Finance/Budget offices.

Upcoming projects for FY19 include Faneuil Branch and Fields Corner. The Egleston Square and North End branches are both proposed for programming studies in FY20.

Mr. Leonard continued with an update on the Central Library. The Rare Books department's \$15 million dollar capital improvement project is currently in design and hope to complete the process by the fall of 2018. There is a facilities project to replace the roof of the Johnson Building and could start as soon as end of this fiscal year. There is an assessment underway for a permanent collections storage need; primarily focused on the West Roxbury Archival Center. Mr. Leonard then reviewed a wish list of new projects which may be funded by City funding or by private fundraising efforts. They represent long standing needs of the library which include: two McKim studies to renovate the plaza on Dartmouth street, and revive the McKim II D study. There are a number of facilities projects which include: energy and infrastructure improvements in the Johnson Building, McKim Courtyard Fountain repairs, and a systemwide security upgrade.

Mr. Leonard then noted that as part of city's commitment to these projects and as a way of making the Boston Creates plan to come to life, he invited the City's Chief of Arts and Culture, Julie burros, to give an update on *Percent to Art* program as it relates to the capital projects.

Ms. Burros explained that this *Percent to Art* program is in part implementing the cultural plan in Boston Creates. It is a long range strategy for investing in the cultural sector for five goals (how to align resources, policies, initiatives, and to keep arts viable in Boston) *Percent of Art* dedicates 1% of the capital project borrowing budget to include permanent artwork to be commissioned for new public buildings. The program takes this small portion and sets it aside than allocates it back to projects, prioritizing on areas of the city that don't have much art. Dudley is the first major library project for the team and will be taking input, seeking artists, and have that artist involved in the iterative process.

Next the Chair asked Ms. Arana-Ortiz to give report on the Finance and Audit Committee. Ms. Arana-Ortiz explained there are two votes before the Board. The first is to approve the lease for two hybrid sedans, one pickup truck, one passenger van and three cargo vans for the period of 24 months. They discussed this contract and with no questions, a motion was duly made, seconded and

VOTED: “that, the Trustees of the Public Library of the City of Boston vote to approve a contract with Acme Leasing LLC, 440 Washington Street, North Haven, CT

06473, the lowest eligible, responsible and responsive bidder in the public bidding, advertised under G.L.C 30B, a contract for the leasing of two (2) 4-Door Hybrid Sedans, One (1) Pick-up Truck with Lift Gate, One (1) Passenger Van, & Three (3) Cargo Vans as Specified, for a Multi-Year (two [2] year) period beginning April 1, 2018 through March 31, 2020, at a total cost for the two year period not to exceed one hundred ten thousand, four hundred ninety six dollars and zero cents (\$110,496.00).”

Ms. Arana-Ortiz then reviewed the second vote regarding delegating approval for any E-rate contracts to the Finance and Audit Committee. She explained it was in regards to potentially time sensitive RFPs and resulting contract awards. This is a backup plan in case a decision needs to be made outside a full Board meeting. A motion was duly made, seconded and

VOTED: “that, the Trustees of the Public Library of the City of Boston delegate approval of any E-rate contract during the period between February 2018 and April 2018 to the Finance and Audit Committee.”

Mr. Gallery asked Mr. Hailer to give the report for the Governance and Development Committee. Mr. Hailer explained the goal of increasing the Board, and balancing engagement in the community while helping with the needs of the Board in creating and raising funds similar to other cultural institutions’ boards in city.

Mr. Gallery asked for any new business for which there was none. He then asked for Public Comment.

Members of the South Boston Friends wanted to thank the Trustees, Eamon Shelton, and Priscilla Foley for their commitment to the libraries, especially the branches and stated they’re excited to discuss the courtyard project which will allow that space to be accessible..

Maddie from East Boston Friends stated they have managed to put the history back to where it belongs with the restored artwork.

Elissa Cadillic, President of AFSCME stated when they think back to 2010, it was very different; we are in a better place, but there are insufficient resources. While our community meetings are open, they are not always available to the front line staff, so should find other ways to consider their input. She suggested it is not too early to think about extra Dudley staff while in the budget process at this time. She felt Jamaica Plain opened with not enough staff and suggested thinking proactively. She asked that minutes in draft form should be posted online prior to the next meeting so those who can’t attend can comment before they are voted on.

She also added that when considering art, maintenance needs to be considered.

Mr. Gallery, stated with no further business, the meeting was adjourned at 10:11 a.m.

Respectfully submitted,



Pamela R. Carver