

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

## Meeting of the Trustees as a Corporation and Administrative Agency

Thursday, March 8, 2018, 5:00 p.m.  
Boston Public Library, Roslindale Branch  
4246 Washington Street, Roslindale, MA 02131

### MINUTES

A Meeting of the Trustees of the Public Library of the City of Boston was held at the Roslindale Branch Library, 4246 Washington Street, Roslindale, MA 02131 on Thursday, March 8, 2018 at 5:00 p.m.

Present at the meeting were: Chair, Bob Gallery, Vice-Chair, Evelyn Arana-Ortiz and Trustees: Zamawa Arenas, Cheryl Cronin, John Hailer, Paul LaCamera. Trustees Ben Bradlee, Priscilla Douglas, and Representative Byron Rushing were not present.

Also attending were David Leonard, President, Justin Sterritt, City Budget Director, and Pamela Carver, Clerk of the Board. Several BPL staff and members of the public were also present.

Chair Robert Gallery called the meeting to order at 5:01 p.m. and addressed the order of business. Mr. Gallery thanked everyone for attending the meeting and invited Roslindale Branch Librarian, Becky Manos to give welcome remarks.

Ms. Manos thanked the Board and President Leonard and introduced her staff. She thanked everyone for coming and expressed her gratitude for Mayor Walsh, Councilor Tim McCarthy, and all of the Friends for their ongoing support. She and her staff are very excited for the branch renovation. She mentioned there was an influx of young families and there has been an added interest in the Roslindale Branch. They are excited to serve the changing needs of the community.

Ms. Manos introduced Amy Gitlin, the Roslindale Friends President. She mentioned some of their programs that help support the branch and motioned to acknowledge all members present.

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 January 30, 2018. No edits were made so a motion was duly made, seconded and the meeting minutes of January 30, 2018 were approved.

Mr. David Leonard began his President's report with some key notes on the state of the library systemwide. The Library continues to have strong programs, he told them about the Chinese New Year celebration with over 100 children attending at the basement at the new library. There was the 1st ever viewing of "The Kennedys" with CNN, and a panel of two former ambassadors to discuss the state of the State. Also, other popular programs included: Maggie the therapy dog, Mike the Bubble Man at Hyde Park, and Jamaica Plain exploring 3d printing at their location. Central celebrated the 70<sup>th</sup> anniversary with the Boston Printmakers whose collection is part of the BPL and announced a fund named in honor of Sinclair Hitchings, who was a BPL Prints Curator for over forty years, to continue his legacy and support of emerging local artists. Mr. Leonard stated they are continuing to work on a full slate of Capital projects in collaboration with city colleagues. The BPL is continuing to focus on operational improvements in order to build the BPL brand and the philanthropic endeavors to enhance and improve the BPL.

Next, Mr. Leonard introduced the City of Boston's newest Budget Director, Justin Sterritt to review the upcoming budget. Mr. Sterritt began with a review of the last four years. He discussed the AAA bond rating and stated they maintain their rating by having responsible budgeting, one that gives solid value, revenue maximization, cost containment, long-term planning, data-based decisions, and fiscal management.

Mr. Sterritt noted that the lack of support and funding from the State is troublesome and he reviewed the FY 19 budget parameters. He noted that there was a strong property tax and local receipt revenue in FY19 but a worsening state aid trajectory and while revenue is positive, spending pressures limit opportunities for investment. Mr. Sterritt thanked the BPL for some good fiscal management.

Next Ms. Donaghey gave a brief overview of the FY19 maintenance budget that was submitted in January with certain assumptions. She explained it is a 1% increase overall and reviewed the city operating budget. She noted they are up \$184,000 in permanent salaries, overtime was level funded. She explained they expect repairs and maintenance line will be larger, looking at a 6% increase. She also explained that the G4S Security contract is up in May and will be putting out a Request for Proposals ("RFP") as early as the coming week. Ms. Donaghey reviewed the Projected FY19 Resources (which included Affiliates, State funding, Trust Fund and other). The estimated FY19 resources in FY18 is \$44,873, 829 and FY19 is \$45,110,827 which is an additional \$236, 998 increase. Mr. Leonard noted there are a lot of new initiatives that are proposed that would improve services.

Next, Mr. Gallery asked Michael Colford to give a brief review of the Action Plan submitted to the Massachusetts Board of Library Commissioners ("MBLC"). Mr. Colford explained that the action plan is an annual report that summarizes some of the initiatives that the BPL is proposing and is submitted for specific grants across the state. The Trustees asked a few questions regarding analytics and various methods of data collection that can be used for future program planning. Mr. Gallery called for a motion, which was duly made and seconded and,

**VOTED: "that, the Trustees of the Public Library of the City of Boston approve to accept the Boston Public Library's Action Plan for the Massachusetts Board of Library Commissioners."**

The next topic discussed was a briefing of the Roslindale Branch renovation and design given by Eamon Shelton, Director of Operation and Alison Ford, Major Projects Program Manager. Mr. Shelton explained that the building is well loved but is in need of updates. The community process was reviewed and in September 2016 began the design process. Working in partnership with several city agencies such as: PFD, Office of Neighborhood Services, Library staff and the Friends Group. Mr. Shelton explained that in regards to design, they will show architectural documents at the next community meeting. The anticipated time line is late 2018-2019 for renovation to begin with an anticipated completion to reopen in 2020. Ms. Ford walked through the design by showing the Board and the public a slide show of several photos. She reviewed the schematics of both the exterior and interior changes, noting there will be a central service point in the middle with staff having a 360 degree view of the space and the community room will be better equipped with technology. Other areas that were highlighted were a quiet reading room, new bathrooms, and a smaller conference room, and updated and improved teen and children's spaces which were moved away from the front entrance. The Trustees asked about some of the design

elements and the expected closure duration and continuity of services. Mr. Leonard explained that they look at the needs of the community but do not have the budget to have full temporary services during that time. He noted they will use the Dudley and Parker Hill model.

Moving onto the next topic of Trust Funds initiatives FY19, Ms. Donaghey and Laura Irmscher discussed the Artick Children's Room Fund, the Helen O'Sorrow Memorial Fund, and Dr. Samuel Abbot Green Memorial fund. The Artick fund is over \$250,000 and would be able to put an annual distribution of \$31,000. Next was the Dr. Green fund, which would provide \$61,000 for literacy work. The finance team is focused on some of the smaller trusts that can possibly be consolidated. Ms. Irmscher gave a brief update on the Fred Allen trust. Fred Allen was a famous comedian in the 1940s whose widow donated his films and money at her death. The Trust fund was established with restrictions. She noted there is a \$1 million distribution, so prioritizing it with digitizing and preserving the collection followed by digitizing the WGBH films. Currently the collection is inaccessible to the public. She added that the BPL does not have equipment to make it accessible. Other areas the funds would be used would be for Tech Goes Home which provides digital literacy, continuing GED courses, and sponsoring new career online high school.

The Trustees thanked Ms. Donaghey and the others for their research into these funds.

Last section of the President's report was a preview of the long desired project of a new BPL website.

Melina Schuler, Chief of Communications and Scot Colford, Online and Web Services Manager gave a brief overview of the new platform that will host the new website. The BPL will be using the vendor Biblioweb, which will allow patrons to find what they need more quickly. It is very visuals heavy, which is an effective way to showcase our collections, and there is also a blogging platform. The new launch for staff will be in April to work out any kinks, discover missing information, what works and what does not. On May 16<sup>th</sup>, there will be a limited public launch to super users, general users and accessibility groups. The official public launch is anticipated for June 2018. She explained the BPL pays an annual fee of \$70,000 to lease the platform, host and maintain the site with the BPL maintaining full control over the website.

Ms. Arana-Ortiz asked if they will be doing a focus group to get input before the launch. Mr. Colford responded that they were hopeful to utilize feedback from staff, patrons and various user groups, particularly accessibility groups such as the Perkins School for the Blind. Mr. Leonard stated that they will be asking the Trustees to adopt some new standards at their Annual May meeting.

There was no new business. Mr. Gallery asked for Public Comment.

Elissa Cadillic, President of AFSCME Local 1526, requested that the meeting materials provided to the Trustees be made public before the meeting because the PowerPoint doesn't provide all the information that the Trustees are viewing. She also asked that the PowerPoint be posted the day after the Board meetings to allow those not able to attend to view it. Ms. Cadillic recognized all the great work of the unions, the City and all employees working together to get the noted increase of benefits in healthcare. She noted that collective bargaining was ongoing for approximately one year. She asked that the RFP for

the new security contract has training for the guards as an ongoing expectation rather than a benefit or just a one off. She also asked why there was not an update on the Governance Committee.

David Vieira, City-Wide Friend, thanked the Clerk of the Board for providing the PowerPoint to him so he could view it on his phone. He asked if there was a line item for the Enterprise Fund. Ms. Donaghey explained that it is included in “other resources”, which she explained were funds from events.

Mr. Vieira suggested that line items be expanded in future reports so the public can better understand. He asked that the new website be translatable in many languages. He noted that in regards to the Johnson Building renovation, having spent 78 million, that the new elevators don’t accommodate visually impaired patrons. He asked that they seriously consider looking to have someone possibly provide a solution to upgrade them so they are more fully functional. He added that he was thrilled with the Roslindale renovation and stated that he hoped they could expand the budget beyond the \$6 million as it would benefit the entire community.

Mr. Gallery concluded by thanking Ms. Manos for hosting the meeting and all the members of the Friends group for attending and showing support and the Trustees look forward to being here when it reopens.

With no further business, the meeting was adjourned at 6:22 p.m.

Respectfully submitted,



Pamela Carver, Clerk of the Board of Trustees