

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Annual Meeting of the Trustees as an Administrative Agency

Tuesday, May 8, 2018 at 8:30 a.m.
Commonwealth Salon, Central Library
700 Boylston Street, Boston, MA

AGENDA (Revised)

I. **Chairman's Call to Order and Report**

Robert E. Gallery, Chair

- A. Welcome Remarks
- B. Review and Approval of Minutes for the Trustees Meeting held on Tuesday, March 8, 2018.

II. **President's Report**

David Leonard, President

- A. Accomplishments and Goals FY18-FY19
- B. Capital Projects Update
- C. Website Launch and Accessibility Program
Melina Schuler, Chief of Communications
Scot Colford, Online & Web Services Manager
- D. Summer Reading Campaign
Michael Colford, Director of Library Services

III. **Trustees Special Collections Committee**

David Leonard, President

Laura Irmscher, Chief of Collections

- A. Museum of Fine Arts Partnership/Exhibition Briefing and Loans
Matthew Teitelbaum, Director of Museum of Fine Arts
Edward Saywell, Director of Exhibitions Strategy and Gallery Displays

VOTED: “that, the Trustees Special Collections Committee recommend the Trustees of the Public Library of the City of Boston, pursuant to the terms of the Exhibition Loan Policy, approve the Loan of 109 original works by Henri de Toulouse-Lautrec to the Museum of Fine Arts, Boston for purposes of an exhibition running from April 2 to August 4, 2019. The total loan duration will span August 2018 through September 2019 for preparation, installation, and de-installation requirements.”

IV. **Trustees Finance and Audit Committee**

Evelyn Arana-Ortiz, Committee Chair

A. Mayor Martin J. Walsh's FY19 Recommended Operating and Capital Budgets
Executive Summary

Evelyn Arana-Ortiz, Committee Chair

Ellen Donaghey, Chief Financial Officer

VOTED: “that, the Trustees of the Public Library of the City of Boston vote to accept Mayor Martin J. Walsh’s FY19 Recommended Operating and Capital Budget.”

B. Award of Contracts

Evelyn Arana-Ortiz, Committee Chair

1. Contract or Contracts for Various Goods or Services relating to the Critical Repair Operating Budget for FY19

VOTED: “that, the Trustees of the Public Library of the City of Boston authorize the President, or designee, on behalf of the Trustees of the Public Library of the City of Boston, to enter into a contract or contracts for various goods or services relating to the Boston Public Library Critical Repair Budget for the period July 1, 2018 through June 30, 2019 provided that each contract entered into pursuant to this authorization shall have been estimated to be less than one hundred thousand dollars (\$100,000.00). In no event will the contracts cumulatively exceed three hundred thousand dollars (\$300,000.00).”

2. Contract for the Purchase of Books and Certain Other Library Bibliographical Acquisitions Materials

VOTED: “that, the Trustees of the Public Library of the City of Boston enter into a non-advertised contract, as authorized under G.L., c.30-B, Section 7(a), referred to as a “Procurement of Library Books,” between the Trustees of the Public Library of the City of Boston (a Corporation under Chapter 114 of the Acts of 1878), and the vendors listed therein (including any subsidiaries or agents), for the acquisitions of books and for certain other library bibliographical acquisitions materials, in an amount not to exceed the amount appropriated in the Library Department budget for books and other related bibliographical acquisitions materials, during the period July 1, 2018 through June 30, 2019.”

3. Award of Contract for Guard and Patrol Services

VOTED: “that, the Trustees of the Public Library of the City of Boston approve a contract for Guard and Patrol Services for Various Library Buildings.” (Firm to be determined)

4. Award of Contract for Annual Independent Audit Services

VOTED: “that, the Trustees of the Public Library of the City of Boston approve a contract for Annual Independent Audit Services.” (Firm to be determined)

C. Trustees Fellowes Athenaeum Trust Advisory Committee/Trust Fund FY19 Expenditure

VOTED: “that, the Trustees Finance and Audit Committee recommend that the Trustees of the Public Library of the City of Boston approve the expenditure from the Fellowes Athenaeum Trust Fund in an amount not to exceed ninety eight thousand three hundred sixty one dollars and no cents (\$98,361) to support the Fellowes Athenaeum Trust Fund Programmatic Plan for FY19 as recommended by the Fellowes Athenaeum Trust Advisory Committee and to be presented at an upcoming meeting.”

D. Review of delegation of certain contract approvals for the Board of Trustees

VOTED: “that, the Trustees of the Public Library of the City of Boston delegate approval of any contract deemed to be of a critical nature by the President of the Library during the period between May 2018 and September 2018 to the Finance and Audit Committee.”

E. Delegate Rare Books Contract

VOTED: “that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston delegate approval for award of the Secure Move and Storage of Certain Library Collections to the Trustees Finance and Audit Committee.”

F. Approval to purchase from Mass Higher Educational Consortium Contract

VOTED: “that, the Trustees of the Public Library of the City of Boston accept membership in the Massachusetts Higher Education Consortium (MHEC) which gives access to 54 master purchasing contracts with excellent discount pricing with over 600 vendors in more than 700 contract categories; a yes vote confirms the use of their pre-negotiated contracts to compare prices and procure goods and services for the library without further bidding.”

V. Review of Select Trusts

Ellen Donaghey, Chief Financial Officer

- A. Review of Certain Trusts with a value of less than \$75,000
- B. Review of Charles J. Wilkins Trust, established January 16, 2007

VI. Proposed Schedule of Trustees Meetings for 2018 – 2019
Robert Gallery, Chair

VOTED: that, the Trustees of the Public Library of the City of Boston approve the proposed schedule of Trustees meetings for 2018-2019 as noted below:

- Thursday, September 27, 2018, 3:00-4:30 p.m., Parker Hill Branch
- Friday, November 16, 2018, 3:00-4:30 p.m., Central Library
- Tuesday, January 15, 2019, 3:00-4:30 p.m., Adams Branch
- Thursday, March 28, 2019, 4:00-5:30 p.m., Chinatown Branch
- Tuesday, May 14, 2019, 8:30-10:30 a.m. Annual Meeting, Central Library

**All meetings are subject to change dates, times, and/or location*

VII. New Business

VIII. Public Comment

IX. Adjournment
Robert Gallery, Chair

Trustees of the Public Library of the City of Boston
Robert E. Gallery, Chair; Evelyn Arana-Ortiz, Vice Chair,
Zamawa Arenas, Ben Bradlee, Jr., Cheryl Cronin,
Priscilla Douglas, John Hailer, Representative Byron Rushing

President, David Leonard
Clerk of the Board, Pamela R. Carver

This is an open meeting. The public is welcome to attend.
For information check www.bpl.org