

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees as a Corporation and Administrative Agency (First Meeting)

Tuesday, May 8, 2018, 8:30 a.m.
Boston Public Library, Commonwealth Salon
Central Library, 700 Boylston Street, Boston, MA 02116

MINUTES

The annual meeting of the Trustees of the Public Library of the City of Boston was held in the Commonwealth Salon, Central Library, Copley Square, 700 Boylston Street, Boston, MA on Tuesday, May 8, 2018 at 8:30 a.m.

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

Chair Robert Gallery presiding, called the meeting to order at 8:35 a.m., greeted all in attendance. Mr. Gallery welcomed all and announced the appointment of two new Trustees, Jabari Asim and Linda Dorcena Forry. He noted that Paul LaCamera's tenure as a Trustee ended after several terms. Mr. LaCamera stepped down as trustee at the end of his term. Mr. Gallery thanked him for his long standing service on behalf of all trustees, thanked him for his deep appreciation for the Library. He proceeded with the agenda and called for a motion to approve the minutes of the March 8, 2018 meeting. There was one edit made regarding Representative Rushing's attendance. Upon motion duly made and seconded, the meeting minutes were unanimously approved.

David Leonard, President, presented his report by introducing two new members to the leadership management team. Jessica Dembro was introduced as the new Director of Human Resources. She gave a brief introduction, noting her last position was with the City supporting the BPL on Labor Relations. Second, Mr. Leonard introduced Ben Hires, the new Director of Strategic Partnerships. Mr. Hires was not starting until the end of May but came to introduce himself to the Board. Noting he was excited to join David Leonard and his team to begin the great work of the Library.

Mr. Leonard referred the Trustees to the draft of the FY18 Accomplishments and FY18 Goals document, offered as part of the BPL's budget submission to the City. He noted the most recently renovated spaces reflect patron usage numbers. He expressed his ongoing appreciation to staff and all donor support across the organization, especially the BPL's partnerships.

Mr. Leonard highlighted some accomplishments including the addition of the Chinatown Branch, the reopening of Jamaica Plain, and the addition of a social worker to aid the BPL's efforts to better serve the disadvantaged population. Noting with these additional needs come new demands, needing an increase in staffing. The efforts around the newest overhaul for the philanthropic strategy are moving from planning to implementation. He added that the BPL website had its first major overhaul in 10 years. The BPL has had a strong focus on services, through many programs and services offered, such as: We Are Pride, Black is Black, Speaking Up, Speaking Out. On a financial note, the BPL will see a \$2.3 million increase in its operations budget in the next fiscal year. Staffing levels are flat in aggregate, and there are increases in capital projects as follows.

These include increases to Adams and Roslindale branch projects. He updated the board on the Dudley Renovation which is currently in construction phase. He continued, the Rare Books & Manuscripts Department Project has been updated, there is continued collaborative work on Uphams Corner, and the Egleston study is moving forward. He pointed out there is new funding for South End and \$400,000 to support the McKim master plan update which includes a new interior master plan focused on the third floor, courtyard fountain repair, and much needed plaza updates. The Board had some discussion on the partnership with WGBH and thanked Mr. Leonard for the impressive, extensive report.

Next, Ms. Melina Schuler, Chief of Communications and Scot Colford, Online and Web Services Manager briefed the Board of Trustees on behalf of the Website launch and accessibility compliance. Ms. Schuler explained the current and new websites will be running in tandem for next few weeks to work out any glitches that may arise. Explaining that this new front door to the BPL will service approximately two million visitors annually. Ms. Schuler added that the new format will be friendly for mobile use as well as from tablets, laptops and computers.

She went on to identify the key staff from her team who helped with this project, including: Scot Colford, Dhruvi Bhagat, and Anna Williams, and Rosie Lavery. Additionally, she thanked Pete Coco who started the process a few years ago as well as the institution overall for assisting with proofing it for the past six weeks before going live to the public.

This new website enables us to highlight things daily from news, blogs, collections, etc., showcasing the diversity of literature and the unique voices of those who work here via blog. Scot Colford added the format of the website is meant to feel familiar in a social media way. He noted that it includes a “show more” feature to allow those to continue exploring if they want to.

Ms. Schuler pointed out some new features such as the geo locator which allows patron to see what BPL location is closest to them based on zip code, provides services and capital project updates on the Branches pages, more user-friendly information tabs, and an easier to navigate Trustees page.

Mr. Colford discussed that accessibility was a focus of the redesign since conception, the old website was built on older standards and did not meet usability standards. Updating accessibility has always been a priority area to focus. Due to an issue with accessibility of the old website, a draft of our new accessibility plan is currently at the Office of Civil rights. We will include annual training to ensure that we have content accessible to all and ensuring we remain accessible going forward. There will be a vote before the board later this year once this is cleared through the Office of Civil Rights.

Mr. Colford explained that he is conducting user testing. They have also reached out to the Perkins School for the Blind, the Office of Immigration Advancement, and the Elderly Commission for their input. Ms. Schuler added there will be a full launch of the website in June. The team is very excited to complete this arduous project. The Board thanked the Web team for all their hard work and noted that the new website was a 100% improvement. Mr. Leonard thanked Melina Schuler for her years of service and for seeing this project to completion. He noted that it was her last day.

Next, Mr. Leonard invited Michael Colford, Director of Library Services to report on the Summer Reading campaign, “*Boston Reads a Million Minutes*”. He explained that this initiative was to try to engage all ages to read via books, eBooks, and audio books and log their time online to encourage not

only community involvement but also literacy. He explained the logistics and some key highlights that were going to be offered during the summer to promote it. All the information would be updated regularly on the website. He noted that this campaign was in addition to “*Read Your Way to Fenway*”. With no further discussion, Mr. Leonard concluded his report.

Mr. Leonard introduced Mr. Matthew Teitelbaum, the Director of the Museum of Fine Arts (“MFA”). Mr. Teitelbaum noted the BPL has done wonderful things at the BPL by building an audience and creating greater accessibility. He looked forward to working with David Leonard in the future. He introduced Helen Burnham, MFA Curator. Ms. Burnham spoke to the Special Collections that the BPL holds. She noted it was a pleasure to see the riches that the BPL holds she explained the upcoming exhibition that they MFA will be featuring. It will include five acts and a finale, with underlying themes that resonate today. The exhibition will take us through the life of Paris at a time it was undergoing tremendous change. It will immerse us in the world of theatre and celebrity culture. She added the digitization efforts are allowing us to do a catalog. The MFA has already engaged teams to develop talks across the branches. It is hoped to be an energized program and the first of many to come. Mr. Leonard added that this can be a showcase for bringing a greater sense of intellectual control to the collection. If accessibility is the ultimate goal of an instillation, then thrilled to be doing in partnership with the MFA.

Mr. Leonard invited Beth Prindle, Head of Special Collections to explain the loan presented to the Board for a vote. She explained it was a 109 item loan as well as delivering accessibility through digitization. She noted the collection includes the Toulouse Collection, which represents just one of the BPL’s collections. It came in the 1940s from a gift of Albert Wiggins. The project work has been fast tracked so the entire collection is available via Digital Commonwealth. She noted this was made possible by funding from the Associates. The work of the BPL and the MFA have arranged for appraisals of the collection. This is work that would not have been done and also includes the hiring of a registrar. Ms. Prindle noted that this is the largest loan of physical objects and is a time and detail oriented process. The Board was delighted to hear of this collaboration and discussed how pleased they were to see the start of this working relationship. With no further questions or comments, the Chair asked for vote. The Chair called for a motion, duly made and the Trustees,

VOTED: “that, 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.”

Ms. Arana-Ortiz reviewed the Operating and Capital Budget for FY19, as reviewed and approved by the Finance and Audit Committee. She explained this does not require a vote but rather the obligation is simply to inform the Board. She explained that the votes would be explained and divided into lots. Ms. Ellen Donaghey, Chief Financial Officer, gave the report and a brief overview of the budget. First, highlighting the city budget in three areas: increase in salaries, collections budget, and additional money on technology. Next, Ms. Donaghey discussed the external/trustee funds. She noted there were no changes since March, but explained that the Funds expended from the Fred Allen Trust may increase and briefly gave an overview of the projected FY19 expenditures. There were no questions or comments. Ms.

Arana-Ortiz called for a motion that was duly seconded and,

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.”

Ms. Arana-Ortiz explained the next few votes were standard annual votes and briefly reviewed them. There were no questions or comments. A motion as duly made, seconded and,

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).”

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.”

Next Ms. Arana-Ortiz invited Eamon Shelton to explain the contract for the Patrol Services/Security. There were eight respondents. The incumbent had the highest evaluation. After the technical review they opened the pricing proposals, the next highest was US Security. There was a difference of \$100,000 between the two proposals. Based on the technical review and pricing, the BPL recommends G4S. He noted they found the large difference in the pricing of \$100,000 was likely due to employee salary costs. If US Security was chosen, the security staff would likely see a pay cut. Based on this recommendation, the Finance and Audit Committee voted to recommend G4S for award of the contract. .

Ms. Arana-Ortiz added that they had stronger benefits for their employees and better training. Mr. Shelton added that G4S plans to offer more robust staff training going forward. The Trustees discussed the contract. Ms. Arana-Ortiz recommended to call a vote to approve G4S Secure Solutions. A motion was duly made and seconded and,

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 to G4S Secure Solutions (USA) Inc. located at 281 Winter Street Suite 340, Waltham, MA 02451.”

Next, Ms. Arana-Ortiz explained that they put out a request for independent audit services, The Finance and Audit Committee had each applicant in for a presentation. In the end, we decided to go with CliftonLarsonAllen, who is the incumbent. They were selected because separate from the RFP parameters, we asked for each applicant to provide their company’s diversity report. CLA were the most

diverse, in all areas of employment from administrative to management. They also had “value added” service hours built into their contract to be utilized for recommended projects from the audit or one that the BPL staff suggests. Ms. Arenas added that they were willing to rotate the team to maintain a fresh set of eyes on the BPL. Ms. Arana-Ortiz called for a motion that was duly made, seconded and,

VOTED: “that, the Trustees of the Public Library of the City of Boston approve a contract for Annual Independent Audit Services to CliftonLarsonAllen Wealth Advisors, LLC located at 131 Hartwell Avenue Suite 300, Lexington, MA 02421.”

Ms. Arana Ortiz gave a brief overview that the next vote was to approve the Fellowes Athenaeum Trust annual distribution to allow for programs in the Dudley area.

VOTED: “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.”

Next, Ms. Arana-Ortiz explained the next vote was for the delegation of certain contracts deemed to be of a critical nature by the President between the months of May to September in the event of an emergency. Ms. Arana-Ortiz called for a motion that was duly made, seconded and,

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.”

Next vote was to delegate the rare books contract to the Finance and Audit Committee. Ms. Arana-Ortiz explained that they are currently in need of packing, moving and storing of the Rare Books department holdings and materials for the duration of the renovation. She asked Laura Irmscher to give some background to the Board. Ms. Irmscher explained that after the mold outbreak due to humidity from lack of appropriate environmental controls, they hired a company to come clean all the materials. It was determined that it was imperative to fix the mechanicals, then renovate. Not just renovate the stacks, but all the spaces. The design for this project is ongoing currently with various experts in the field. In order to prepare for the renovation we need to move the collections. It is an unprecedented endeavor. Staff has been active in improving intellectual control measures. She explained they have decades of backlogs. The vote is to approve the move of the collection, so the BPL is seeking a vendor to pack, box, ship, store and resshelf the collection. Due to the time-sensitive nature of the decision, we would like to bring the recommended vendor to the Finance and Audit Committee for approval. The Trustees asked several questions regarding the move and location of the storage facilities along with several logistic questions related to the renovation. Rep Rushing noted that due to security issues revolving around the collection, it was best not to discuss the location. Mr. Leonard added that it was a benefit to have a single chain of custody regarding the move and storage. And that the \$15 million seen in Capital Projects is for the Rare Books renovation. It is comparable to a branch renovation, delivering a new rare books department. After some discussion, the Board agreed to vote on delegating the vote to the Finance and Audit Committee. A motion was duly made, seconded, and voted with a condition of inviting the Board of Trustees to attend

the Finance and Audit meeting in June to participate in the vote if they choose. Motion was duly made, seconded, and the Trustees,

VOTED: “that, 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.”

Ms. Arana-Ortiz reviewed the last item on the committee’s report to approve the membership in the Mass Consortium. A membership would provide increased access to books, better pricing, etc. A motion was duly made, seconded, and

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.”

Mr. Gallery asked the Trustees vote to approve the schedule of Trustees Meetings for 2018-2019 calendar year. Upon motion duly made and seconded, the Trustees voted:

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

Mr. Gallery asked if there was any New Business, to which there was none. Therefore, he called for Public Comment.

David Vieira, member of the City-Wide Friends noted that during the discussion of website, there was no mention to translate into other languages. Ms. Schuler explained that there is an option to translate the website into seven different languages; it is a built in feature. Mr. Vieira continued that in regards to the summer reading program, the City-Wide Friends were asked to help fund this incentive and was not mentioned in the report. They were asked but never acknowledged for the donation.

Marlene Nienhuis, member of the Friends of South End Library stated that she has spoken before, about the successful adventure with David Leonard and his team to raise funds through the first private/public partnership for the South End library. She noted it was an out of date library, with a large underserved population that can be hard to manage. She noted they proposed a two phase renovation that will use both private and public dollars. The Friends pledged \$50,000 and raised \$90,000. They also pledged \$100,000 for the second phase. She noted in order to do this, they need to ensure that these funds be visible in the budget. Concluding that the Friends hope the Trustees support these efforts and that this will become the new template for future branch partnerships

Shelly, a Friend of the Faneuil branch questioned if the Faneuil Branch was on the FY19 list for Design Phase but noticed no date was set in the Capital Projects. She asked when she can anticipate a set date for Faneuil to be posted. Mr. Leonard stated by way of clarification, the “to be scheduled” in FY19 has to be voted on for approval by the City Council. Once it is approved, the BPL can move forward with projects accordingly. In the interim, we develop a draft schedule.

Emily Todd, PSA President just wanted to say how excited she is about the capital improvements and that staff is an important key to the success of renovations. Librarians can run programs, outreach, and are absolutely vital.

Mr. Gallery thanked everyone for their comments and noted they will take them under advisement.

With no further business, the First meeting was adjourned at 9:57 a.m.

Respectively submitted,

Pamela R. Carver, Clerk of the Board

Pamela R. Carver