

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Annual Meeting of the Trustees as an Administrative Agency

Tuesday, May 26, 2020 at 8:30 a.m.

Held Virtually via Zoom: <https://boston-public-library.zoom.us/j/82844556151>

AGENDA

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 January 20, 2020
- C. Designation of Finance and Audit Committee as an 'Investment Committee'

II. President's Report

David Leonard, President

- A. World Intellectual Property Day
- B. Accomplishments and Goals FY20-21
- C. Capital Projects FY21
Alison Ford, Major Projects Coordinator and David Leonard, President
- D. Dudley Branch Update and Naming Considerations
- E. BPL Fund Updates
- F. Review and Approval of Community Room/Meeting Room Policy and Procedures
Emily Tokarczyk, Special Events Manager and David Leonard, President

VOTED: "that, the Trustees of the Public Library of the City of Boston vote to accept the updated Community Room/Meeting Room Policy and Procedures as presented."

- G. Discussion of Fine Forgiveness
Michael Colford, Director of Library Services and David Leonard, President

VOTED: "that, the Trustees of the Public Library of the City of Boston authorize the President of the Boston Public Library to consult with the CFO for the City of Boston and, as needed, extend the waiving of fines for BPL library cardholders up to the extent of the current public health emergency."

III. Trustees Finance and Audit Committee

Evelyn Arana-Ortiz, Committee Chair

- A. Mayor Martin J. Walsh's FY21 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 FY21 Recommended Operating and Capital Budgets, subject to further amendments in advance of final approval by City Council.”

B. Award of Contracts

Evelyn Arana-Ortiz, Committee Chair

1. Contract for Communications Department consultant

VOTED: “that, the Trustees of the Public Library of the City of Boston approve a third contract in the amount of \$10,000, with Susan Minichello, 60 Adams Street, Somerville, MA, to provide interim contracting services to the Library’s Communication Department.”

2. Contract or Contracts for Various Goods or Services relating to the Critical Repair Operating Budget for FY21

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, 2020 through June 30, 2021 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).”

3. 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, 2020 through June 30, 2021.”

4. Contract with CityScapes Plant Care for landscaping services in McKim Courtyard.

VOTED: “that, the Trustees of the Public Library of the City of Boston vote to award a contract for landscaping service in the McKim Courtyard in the amount not to exceed twenty five thousand (\$25,000) to Cityscape Plant Care, 197 Clarendon St, Boston, MA.”

C. Trustees Fellowes Athenaeum Trust Advisory Committee/Trust Fund FY21 Expenditure

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 six thousand twenty dollars and eighteen cents (\$96,020.18) 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 2020 and September 2020 to the Finance and Audit Committee.”

III. Proposed Schedule of Trustees Meetings for 2020-2021
Robert Gallery, Chair

- Tuesday, September 29, 2020, 8:30 a.m.
- Tuesday, November 17, 2020, 8:30 a.m.
- Tuesday, January 12, 2021, 8:30 a.m.
- Tuesday, March 23, 2021, 8:30 a.m.
- Tuesday, May 18, 2021, Annual Meeting, 8:30 a.m.

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

** Meetings held virtually until further notice.*

VOTED: “that, the Trustees of the Public Library of the City of Boston approve the proposed schedule of Trustees meetings for 2020-2021:

- Tuesday, September 29, 2020, 8:30 a.m.
- Tuesday, November 17, 2020, 8:30 a.m.
- Tuesday, January 12, 2021, 8:30 a.m.
- Tuesday, March 23, 2021, 8:30 a.m.
- Tuesday, May 18, 2021, Annual Meeting, 8:30 a.m.

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V. New Business

VI. Public Comment

Public can also submit written comments in advance to pcarver@bpl.org with subject: "Trustees Meeting Public Comment" by 5.25.20 at 12:00 p.m. All submissions will be read into the public record.

IV. Adjournment
Robert Gallery, Chair

Trustees of the Public Library of the City of Boston
Robert E. Gallery, Chair; Evelyn Arana-Ortiz, Vice Chair,
Jabari Asim, Zamawa Arenas, Ben Bradlee, Jr.,
Cheryl Cronin, Priscilla Douglas, Linda Dorcena Forry,
John Hailer, Jeffrey Hawkins, Representative Chynah Tyler

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

Please click the link below to join:

<https://boston-public-library.zoom.us/j/82844556151> Webinar ID: 828 4455 6151

Or iPhone one-tap:

US: +16465588656, 82844556151# or +13017158592, 82844556151#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or
+1 346 248 7799

Webinar ID: 828 4455 6151

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