



BOARD OF TRUSTEES:
ADMINISTRATIVE AGENCY
ANNUAL MEETING

*Robert Gallery, Chair
BPL Board of Trustees*

5.26.20

CHAIR'S REPORT

➔ **WELCOME**

➔ **REVIEW AND APPROVAL OF MINUTES FROM 1.30.20**

➔ **DESIGNATION OF FINANCE AND AUDIT COMMITTEE AS
“INVESTMENT COMMITTEE”**

➔ **INTRODUCE NEXT TOPIC, “PRESIDENT’S REPORT”**



BOARD OF TRUSTEES
PRESIDENTS REPORT

*David Leonard,
BPL President & Leadership Team*

05/24/20

A: AGENDA ITEMS A - F

- ➔ **WIPO LETTER SIGNATORY IN CONCERT WITH IFLA**
- ➔ **“ON WORLD INTELLECTUAL PROPERTY DAY 2020, APRIL 25TH WE, THE UNDERSIGNED ORGANIZATIONS, CALL ON THE WORLD INTELLECTUAL PROPERTY ORGANIZATION (WIPO) TO TAKE URGENT ACTION TO HELP SAVE OUR CULTURAL HERITAGE.**
- ➔ **THE WORLD’S CULTURAL HERITAGE IS AT RISK FROM THE DEVASTATING EFFECTS OF CLIMATE CHANGE.”**

B. ACCOMPLISHMENTS

➔ DIGITAL & PHYSICAL COLLECTIONS DEMAND

- *2019: 2.2m digital, 2.8m physical*
- *2020 (est): 2.8m, digital, 2.6m physical*

➔ VISITOR DEMAND: 3.5M → 3.7M

➔ SERVICES & NEIGHBORHOOD EXPANSION

➔ LIBRARY CULTURE

➔ COVID -19 RESPONSE

COVID-19 TO DATE

- ➔ **ONLINE CONTENT**
- ➔ **ONLINE PROGRAMS**
- ➔ **BOOKS FOR BOSTON OUTREACH PROGRAM**
- ➔ **FACILITIES SAFE AND CLEAN**
- ➔ **REMOTE WORK**
- ➔ **STAFF PROFESSIONAL DEVELOPMENT**

SOME STATS SINCE 3.15

- ➔ NEW BPL CARDS/ACCOUNTS: 22,816**
- ➔ NUMBER OF ONLINE PROGRAM VIEWS: 143,854**
- ➔ CHECKED OUT WEEKLY: 72,000 (3 WEEK AVERAGE)**
- ➔ BOOKS FOR BOSTON: 2337 DELIVERED, \$31K**
- ➔ AUTHORIZATION TO SPEND AN ADDITIONAL \$500K ON E CONTENT (FY20 SURPLUS) – DECREASE WAIT TIMES, INCREASE AVAILABILITY**

REOPENING GUIDANCE

➔ STATE UPDATES

- *Library Curbside Pickup may begin May 25th*
- *Broader Library services such as browsing are part of phase 2*
- *Boston will see a later startup of some services than state guidance*

➔ CITY/MAYORAL UPDATES

- *Public Health Emergency Remains in effect*
- *Populations Density requires a very cautious and thorough approach*
- *Attention to Equity and Vulnerable Populations*
- *Partial Construction restart underway*
- *Limited Office Space Use as of June 1*
- *Additional guidance forthcoming for multiple sectors next week.*

PLANNING UPDATE

➔ CITY REVIEW NOT YET COMPLETE

- *Public Health Review*
- *Operational and Safety Protocols Review*
- *Administrative, Human Resource & Labor review*
- *Citywide Services Coordination*

➔ REOPENING DATE TO THE PUBLIC NOT YET CONFIRMED

TIMELINE THOUGHTS

- ➔ CONTINUE SUPPORT OF REMOTE WORK
- ➔ FINALIZE CITY REVIEW
- ➔ COORDINATE WITH UNIONS / NOTIFICATION TO STAFF
- ➔ COORDINATE FACILITIES STAFF RETURN
- ➔ HOLDS PICKUP AT CENTRAL
- ➔ HOLDS PICKUP AT BRANCHES (IN GROUPS)
- ➔ RECONFIGURATION OF WORKSPACES & STAGE 1 SERVICE AREAS
- ➔ CONTINUE PLANNING OF ADDITIONAL SERVICES & TIMELINES

C: CAPITAL PROJECTS - I

➔ DUDLEY BRANCH

- *Two months of construction work remaining plus move in preparation*

➔ ADAMS STREET BRANCH

- *Construction delay, (est 2021)*

➔ ROSLINDALE BRANCH

- *Construction delay, (est 2021)*

➔ HYDE PARK WATERPROOFING

- *4-6 Months of Construction, (est for 2020)*

➔ FANEUIL BRANCH DESIGN

- *No delay, projected construction end of 2020*

➔ FIELDS CORNER BRANCH DESIGN

- *Begin Design in FY21*

CAPITAL PROJECTS - II

➔ RARE BOOKS DEPARTMENT AT CENTRAL

- *Now projected into 2022 for reopening*

➔ JOHNSON ROOF

- *Construction Delay, est. completion by Fall 2020*

➔ JOHNSON LOCKER ROOM

- *6 Months of construction work est. Fall 2020*

➔ MCKIM FOUNTAIN

- *In design, Complete Construction Spring 2021*

➔ MCKIM MASTER PLAN

- *Completing Designer Selection*

CAPITAL PROJECTS – III

➔ CHINATOWN

- *Designer onboard conducting Test –Fit Study with Developer*

➔ UPHAMS CORNER

- *Combined RFP being lead by Office of Economic Development*

➔ WEST END AND EGLESTON PROGRAMMING STUDY

- *Designer Selection for Joint Project in process*

➔ CODMAN PROGRAMMING STUDY

- *Will follow WE & Egleston, in FY21*

➔ SOUTH END PROGRAMMING STUDY

- *Projected for FY21*

➔ NORTH END PROGRAMMING STUDY

- *Projected for FY22*

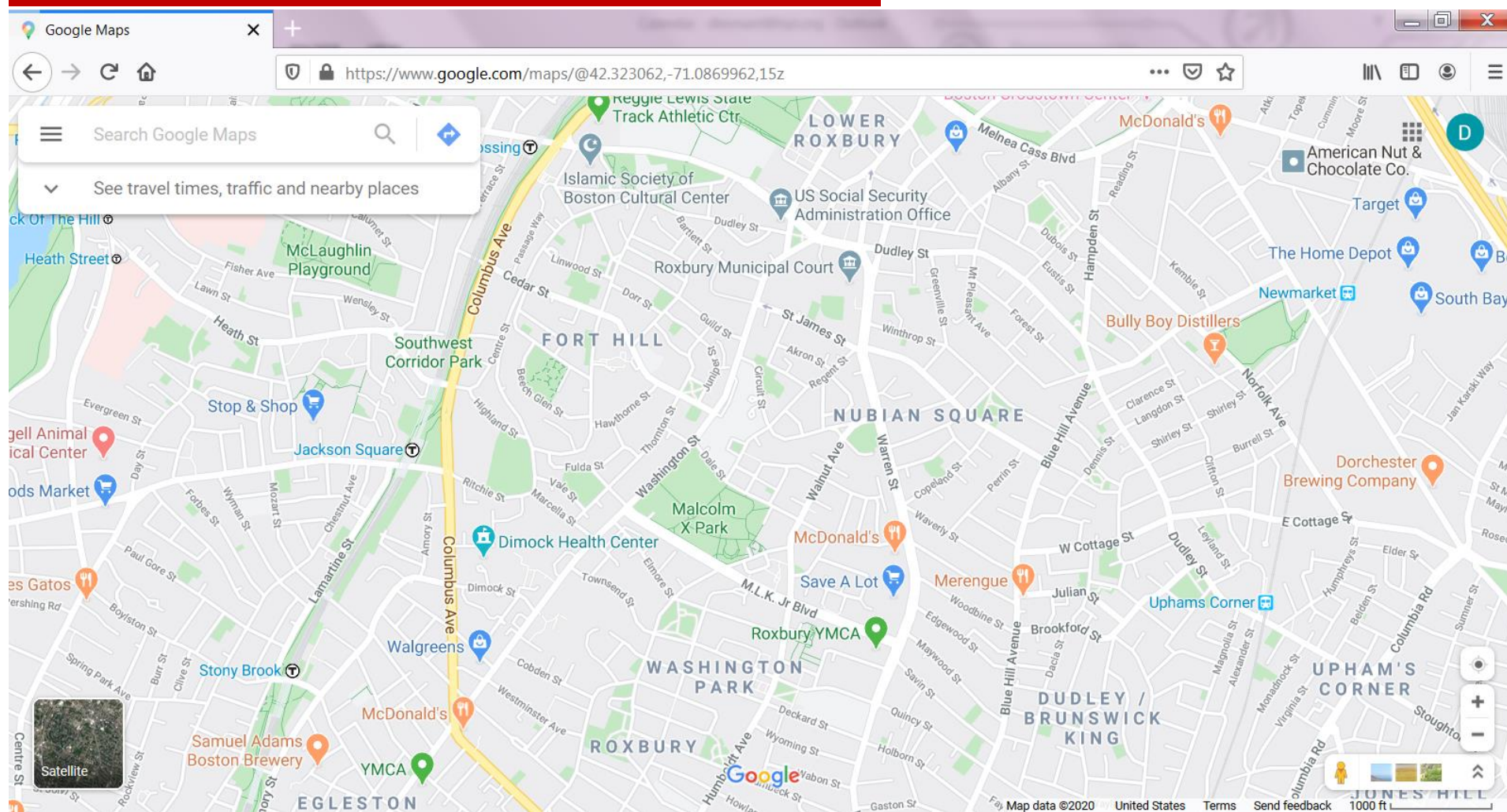
D: DUDLEY BRANCH NAME

➔ NUBIAN SQUARE

➔ ROXBURY

- *Neighborhood Map Review*
- *Branch History*
 - MOUNT PLEASANT
 - ROXBURY BRANCH
 - FELLOWES ATHENAEUM TRUST

NEIGHBORHOOD MAP



ADMINISTRATIVE ITEMS

- ➔ **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***
- ➔ **G. DISCUSSION OF FINE FORGIVENESS *MICHAEL COLFORD, DIRECTOR OF LIBRARY SERVICES AND DAVID LEONARD, PRESIDENT***

OPERATING BUDGET

- ➔ **ADDITIONAL CUSTODIAL CAPACITY SYSTEMWIDE (6)**
- ➔ **DUDLEY BRANCH – PROGRAMS LIBRARIAN (0.5)**
- ➔ **EAST BOSTON BRANCH – GENERALIST LIBRARIAN (1)**

- ➔ **FY20 APPROPRIATED: \$ 40,534,902**
- ➔ **FY21 RECOMMENDED: \$ 41,632,909 (APRIL 2020)**
- ➔ ***SUBJECT TO FINAL AMENDED FILING AND APPROVAL***

- ➔ ***TRANSITION TO NEXT AGENDA ITEM (AWARD OF CONTRACTS)***



BOARD OF TRUSTEES
III. FINANCE & AUDIT COMMITTEE

Evelyn Arana-Ortiz, Committee Chair

Ellen Donaghey, Chief Financial Officer

AWARD OF CONTRACTS

- ➔ **A. MAYOR WALSH'S FY21 RECOMMENDED OPERATING & CAPITAL BUDGETS EXECUTIVE SUMMARY**
- ➔ **B. REVIEW AND APPROVAL OF CONTRACTS**
 - 1. COMMUNICATIONS DEPARTMENT CONSULTANT
 - 2. VARIOUS GOODS & SERVICES RELATED TO CRITICAL CARE FY21
 - 3. PURCHASE OF BOOKS & BIBLIOGRAPHICAL ACQUISITIONS/VENDOR LIST
 - 4. CITYSCAPES PLANT CARE LANDSCAPING SERVICES
- ➔ **C. FELLOWES ATHENAEUM TRUST DISTRIBUTION FY21**
- ➔ **D. DELEGATION OF CONTRACT APPROVALS OVER SUMMER**

MAYOR WALSH FY21 BUDGET

Category	FY2020	FY2021	Change	% Change	Description
Permanent Employees	26,928,871	27,401,338	472,467	1.75%	Librarian East Boston, 50% Librarian Dudley, 6 custodians
Overtime	325,000	325,000	0	0.00%	
Other Salary Costs	177,960	171,000	-6,960	-3.91%	Based on lower experience
Telecomm/Utilities	3,826,746	4,145,606	318,860	8.33%	OMB utility estimate
Repairs/Maintenance Buildings	2,537,150	2,537,150	0	0.00%	HVAC, elevator, fire alarms, etc
Repairs/Service Equipment	224,100	174,100	-50,000	-22.31%	
Contracted Services	2,421,588	2,580,588	159,000	6.57%	G4S wage increase/Boston Saves
Misc Supplies/Materials	3,325,008	3,325,008	0	0.00%	Collections budget
Other Costs	733,479	938,117	204,638	27.90%	Financing of lease purchase, costs associated with Renew Boston Trust - energy conservation
Equipment	35,000	35,000	0	0.00%	replacement of equipment
Total	40,534,902	41,632,907	1,098,005	2.71%	

MAYOR WALSH FY21 BUDGET-FUNDING SOURCES

Source	2020 Budget	2021 Budget	Change	Initial Assumption	Current Assumption/Information
City	40,534,900	41,632,907	1,098,007		
External					
Affiliates	1,148,181	1,486,195	338,014	Continued Expansion of Associates and Fund	
ILL	105,368	100,000	-5,368	Level Funding of State Interlibrary Loan Program	House and Senate Budgets delayed
LFC	2,523,529	2,707,276	183,747	Assumed increase	House and Senate Budgets delayed
Other	2,915,402	2,830,338	-85,064	Costs include both event related costs and spending of event income - event income has increased since Johnson reopening	No 4th qtr FY20 revenue, no 1st qtr FY21 Revenue, minimal 3rd quarter - maintain event staff \$420k
State Aid	700,670	752,952	52,282	Assumed slight increase - funding steadily increasing since FY17	
Trust Fund	2,027,304	1,970,770	-56,534	Trust fund spending is relatively stable	
External	9,420,454	9,847,531	427,077		
Total	49,955,354	51,480,438	1,525,084		

FELLOWES ATHENAEUM FUND FY21

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
	F/Y 2020	F/Y 2020	F/Y 2020	F/Y 2020	YTD Total
	7/1/2019	10/1/2019	1/1/2020	4/1/2020	
Beginning Fund Balance	38,252.05	127,052.09	113,394.99	102,371.42	
Trust Fund Distribution	96,020.19				96,020.19
Project Management	(7,195.00)	(9,270.00)	(8,755.00)	(5,407.50)	(30,627.50)
Programs		(3,811.50)	(1,935.00)	(3,488.50)	(9,235.00)
Program Supplies/Advertising	(25.15)	(456.00)	(333.57)		(814.72)
Books/Subscriptions		(119.60)			(119.60)
Security/Custodian Charges					0.00
Ending Cash Balance	127,052.09	113,394.99	102,371.42	93,475.42	
	9/30/2018	12/31/2018	3/31/2019	6/30/2019	
Encumbrances:				3,629.55	
FY 2020 Funds available				134,272.24	
YTD Expenses				(40,796.82)	
Encumbrances				(43,777.50)	
Current Balance Available				49,697.92	

Estimated FY21 Distribution

\$96,020.18



BOARD OF TRUSTEES:
IV. PROPOSED SCHEDULE

Robert Gallery, Chair

PROPOSED SCHEDULE 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.

**** MEETINGS ARE SUBJECT TO CHANGE DATES, TIMES, AND/OR LOCATION.***

**** MEETINGS HELD VIRTUALLY UNTIL FURTHER NOTICE.***



BOARD OF TRUSTEES:

V. NEW BUSINESS

VI. PUBLIC COMMENT

VII. ADJOURNMENT

Robert Gallery, Chair



BOARD OF TRUSTEES:
CORPORATION
ANNUAL MEETING

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BPL Board of Trustees*

5.26.20



BOARD OF TRUSTEES:

II. GOVERNANCE & DEVELOPMENT COMMITTEE
*NOMINATION OF OFFICERS

*John Hailer, Committee Chair
BPL Board of Trustees*

SLATE OF OFFICERS VOTE

➔ **ROBERT GALLERY, CHAIR**

➔ **EVELYN ARANA-ORTIZ, VICE CHAIR**

➔ **PAMELA CARVER, CLERK**

ENABLING OF VOTES

ROBERT GALLERY, CHAIR

➔ **III. SIGNING OF PAYROLLS**

➔ **IV. SIGNING OF CONTRACTS APPROVED BY THE BOARD**

➔ **V. FOR THE ACCEPTANCE ON BEHALF OF THE CORPORATION OF THOSE GIFTS, PAYMENTS MADE IN RECOGNITION FOR SPECIAL SERVICES RENDERED, AND PAYMENTS RECEIVED FOR PUBLICATIONS AND PRINTS EXECUTED UNDER LIBRARY SPONSORSHIP**

➔ **VI. FOR ACCEPTANCE ON BEHALF OF THE CORPORATION OF GIFTS TO BE ADDED TO FUNDS ALREADY ESTABLISHED IN THE GENERAL INVESTMENT ACCOUNT**

➔ **VII. FOR THE DISTRIBUTION OF INCOME**

➔ **VIII. ON TRUST FUNDS**



BOARD OF TRUSTEES:
CORPORATION
ANNUAL MEETING

VIII. NEW BUSINESS
IX. ADJOURNMENT

*Robert Gallery, Chair
BPL Board of Trustees*