

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees Fellowes Athenaeum Trust Advisory Committee
Tuesday, December 29, 2020 at 2:00 p.m.

Via Zoom: <https://boston-public-library.zoom.us/j/83241321344>

AGENDA

I. **Welcome**

Evelyn Arana-Ortiz, Committee Chair

- A. Roll call of committee members
- B. Review and introduction of Committee members
- C. Approval of Minutes of September 12, 2019 meeting

II. **Roxbury Branch Update**

Priscilla Foley, Neighborhood Services Manager

III. **Program Manager Report**

Candelaria Silva-Collins, Project Manager

- A. Final report on FY20 programming
- B. Update on activities from June 2020-December 2020

IV. **Review of Financial Report**

Evelyn Arana-Ortiz, Committee Chair

V. **Discussion of Programming for FY21**

Evelyn Arana Ortiz, Committee Chair

VI. **New Business**

Evelyn Arana-Ortiz, Committee Chair

VII. **Public Comment**

VIII. **Adjournment**

Trustees of the Public Library of the City of Boston

Robert Gallery, Chair; Evelyn Arana-Ortiz, Vice Chair,
Zamawa Arenas, Jabari Asim, Ben Bradlee, Jr., Cheryl Cronin,
Priscilla Douglas, Linda Dorcena Forry, John Hailer, Jeff Hawkins, Rep Chynah Tyler

President, David Leonard
Clerk of the Board, Pamela Carver

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

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TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

**Meeting of the Trustees Fellows Athenaeum Trust Advisory Committee
Thursday September 12, 2019 at 2:00 p.m.
Grove Hall Branch Library
41 Geneva Avenue, Dorchester, MA 02121**

DRAFT MINUTES

A meeting of the Trustees Fellows Athenaeum Trust Advisory Committee was held on Thursday, September 19, 2019 at the Grove Hall Branch Library, 41 Geneva Avenue, Dorchester, MA 02121 at 2:00 p.m.

Present at the meeting were: Trustees Fellows Athenaeum Trust Advisory Committee Chair and Trustee Evelyn Arana-Ortiz, Committee Members: Sarah-Ann Shaw and Che Madyun, Friends of the Dudley Branch Library. Also attending were Pete Coco, Assistant Neighborhood Services Manager, Priscilla Foley, Director of Neighborhood Services/Branches, Allen Knight, Dudley Branch Librarian, and Candelaria Silva-Collins, Fellows Athenaeum Trust Project Manager. Also present was Pamela Carver, Clerk of the Board of Trustees.

Trustees Fellows Athenaeum Trust Advisory Committee (“Committee”) Chair Evelyn Arana-Ortiz presided and called the meeting to order at 2:09 p.m. She thanked everyone for coming and addressed the first item of business: Approval of the Meeting Minutes. A motion was duly made and seconded, and the Minutes of the Trustees Fellows Athenaeum Trust Advisory Committee meeting held on May 21, 2019 were approved.

Ms. Priscilla Foley, Director of Neighborhood Services/Branches gave an update on the Dudley Branch Library Renovation. She noted construction is steadily moving forward and anticipated that staff would be moving back into the branch in late winter. She expects to have the date for the public closer to three months out. The exact month could not be determined at this point, but told the Committee they should expect it to be spring 2020. She stated the BPL communications team will be sure to publicize this to the public via the BPL’s website, social media outlets, and the local community newspaper, The Banner. The committee members asked a few questions regarding a possible preview night for the Friends group and/or the possibility of hosting a fundraising event. Ms. Foley explained there will be a ribbon cutting ceremony and conversations for a fundraising event closer to the opening.

Ms. Arana-Ortiz gave a brief review of the budget (which was not on the agenda but noted the carry over figure of \$30,258 from last year along with the annual distribution funds available of \$96,020. She calculated expenses and determined the annual distribution funds available for programming is \$88,942 for the upcoming year. With the balance available known, they began to review the proposals.

Ms. Silva-Collins presented the proposals so the Committee could discuss and vote to approve them. Ms. Silva-Collins distributed a new chart listing the 9 proposals along with previous attendance charts for previous sessions. Ms. Silva-Collins reported on, and the Committee

discussed, each grant proposal. All of the programs were approved, two had approvals based on contingencies of the recommendations discussed with the Program Manager and Committee members. (Haley House and Mindful Based Stress Reduction as noted below).

1. Akiba Abaka/ArtsEmerson: Play Reading Book Club, a theater literacy initiative led by teaching artists from Arts/Emerson 2019/2020. Eliminating the youth component for now, there will be four plays to be held at Vine Street Community Center and Egleston Branch for \$6,000.
2. Corey Evans/Boch Center: Youth Arts for Social Change Summit, a youth targeted event at Hibernian Hall for \$6,500.
3. Lana Jackson/Push Cart Art: Urban Makers Technical Assistance Program for adults, a mentorship-type program geared to artists, designers, performers, and makers to help them prepare materials about their craft on paper. It would be held at the Grove Hall Branch Library. It would be considered a Pilot programs. Asked for \$6,010 but the Committee suggested a smaller grant of \$3,000-\$4000 and do 2 sessions with some recommendations. Ms. Silva-Collins will discuss with applicant and resubmit her proposal for consideration based on their suggested recommendations for a later approval.
4. Bonita Jones: Mindfulness Based Stress Reduction, a course in stress reduction techniques for greater health awareness and improved well-being for adults being held at the UUUM (First Church). Asked for \$6,000, committee approved with contingency for improved administrative responsibilities to the program director which include: better community outreach, meeting program report deadlines, and a balanced ratio of new and returning attendees.
5. John Kordalewski: The Makanda Project – Jazz Music Programming. The Committee voted to approve funding for this popular live music program that features nine week sessions offered in both fall and spring by Makanda Project held in the Bruce Bolling Building for \$7,000.
6. Joel Mackall and Reidren Business Group: Tracing Our Roots workshop. Students learn how to begin family history research and genealogy searches. A return for this highly successful program. The instructor will offer two series, one for beginners and one for intermediates. They will consist of 4 weekly sessions and a one day workshop, held at the Freedom House for \$3,300.
7. Joel Mackall and Reidren Business Group: How to Use a Smart Phone business skills at the Freedom House. This was approved for \$2,670 for eight sessions over fall and spring.
8. Ricardo Monroy/Haley House, Inc: Take Back the Kitchen Cooking Classes, a program for seniors and families offering easy culinary recipes and will be held in the Haley House Teaching Kitchen in Dudley approved for \$6,000. The Committee approved funding for the family session only and offered suggestions for community input. Suggested targeting millennials or multicultural offerings rather than the senior session; which was determined to be unsuccessful and was not approved. The funding will be adjusted accordingly to offer family sessions only or include a new target group as described.
9. Carlos Vargas: Piano Instruction Classes: Offers introductory piano playing and music theory

instruction. A strong desire among patrons exists for this program. The Boston Conservatory at Berklee College of Music will be the host site for this program. It was approved for \$6,000. Ms. Silva-Collins noted a new substitute instructor was identified.

10. Aaron Devine/With Dedication: Writing Poems To and For Other People. To be held at the Egleston Branch, Grove Hall Branch, or Northeastern Crossing for \$2,500. Mr. Devine previously taught a successful Memoir Writing course funded by the FATC. This course will run five consecutive Saturdays in May and June.

Ms. Silva-Collins explained she will try to encourage a minimum of one print ad for each program in addition to The Banner's online calendar.

Next, the Committee reviewed the funds. Ms. Silva-Collins reviewed the administrative fees. She noted there was only one ad for The Banner. She discussed her requests for refreshments and incidentals and suggested \$8,000 to cover these costs. The committee discussed and decided to allocate \$5,000 along with \$5,000 to the branch. The final budget for programming (with all suggested adjustments) left a carryover balance of \$32,972. Ms. Silva-Collins noted she will not be able to attend some of the programs due to personal reasons.

Next, the Committee discussed the 2019-2020 meeting schedule. The Committee agreed to meet on March 5 at 2:00 p.m. and June 23, 2020 at 2:00 p.m. at the Grove Hall Branch library. The Clerk will confirm the availability of the location and send out confirmation notices to the Committee members. She noted the dates may be subject to change and will be posted accordingly.

Ms. Arana-Ortiz noted she was appointed to the Boston Arts Academy Board and was going to connect them with Ms. Silva-Collins for potential program participation in the future from the Senior Students or Faculty.

With no further business or public comment, upon a motion duly made and seconded, the Committee voted to adjourn the meeting at 3:40 p.m.

Respectfully submitted,



Pamela R. Carver

Report to FATF Advisory Committee – December 29, 2020
Candelaria Silva-Collins

I shared a PowerPoint of FATF Activities from November 2019 to March 2020 via email on April 10.

Selected Activities, March – December 2020.

March 2020

- Contacted supervisor (Pete Coco) about Piano class teacher's visit to Italy and asked for guidance. Subsequently informed by teacher that Berklee College (including Boston Conservatory) had canceled all classes. Sent email to parents and substitute teacher. Called all parents (who didn't respond as asked to email) and informed them that classes were canceled until further notice because of Covid-19.
- Attended 1st session of How to Use your Smart Phone class with Joel Mackall at Freedom House on 3/10. 7 people attended.
- Put notice on FODL Facebook page that all programs were suspended until further notice because of Covid-19.
- Requested that Carlos Vargas (Piano Instructor) find a way to continue lessons virtually. He did via a platform called *flipgrid*. Twenty students signed up.
- Posted on FODL Facebook Page that FATF programs were happening virtually

April 2020

- Obtained permission of parents and sent FATF Advisory Group link to piano lessons on flipgrid platform
- Posted info to FODL Facebook page about Census (Boston Culture Counts logo) and article about Boston Public Library online Resources from the Boston Globe. Also forwarded this info to FODL members and others.
- Began preparing Piano Recital program. This involves phone calls and emails to parents.
- Had Zoom Call on 4/22 with Haley House Team about their offering cooking demonstrations virtually. Corresponded with them about their proposal and helped select recipes.
- Phone calls and correspondence with Aaron Devine about *Poetry class: With Dedication: Writing Poems to and for Other People*.
- Sent fliers to FATF databases, personal databases, FODL, FATF Advisory group, Dudley staff, and uploaded on FODL Facebook page.

May

- Prepared program book for Piano class recital, held on Sat., May 16, 2-3:30– All students who signed up were able to participate (although 2 were late and program had to adjusted)

Candelaria Silva-Collins

- Attended *Poetry classes: With Dedication: Writing Poems to and for Other People* (led by Aaron Devine) and Cooking Classes (Haley House) – virtually
- Shared lovely note one parent of a piano student had written with FATF Advisory Committee. It was shared with Pamela Carver and with Ben Hires, who requested photos which I shared. (I think it's going to be shared as part of a library newsletter).
- Attended BPL Trustees meeting on 5/26. Participated in the discussion about renaming the Dudley Branch, Nubian branch.
- Read final reports submitted by grantees
- Submitted invoices
- Shared FODL Memorial Scholarship application with databases and on Facebook

June

- Attended final Poetry class via Zoom on June 15. There were 13 participants
- Correspondence with Pamela Carver around cancelling long-scheduled FATF Advisory Meeting and how much notice would be needed to schedule a meeting
- Correspondence with John Kordalewski of Makanda Project around possible dates in August, September and October for postponed Spring concert. (Two would be outside on grounds of First Church in Roxbury. One is reserved at Bolling Building although there are no clear guidelines when it will reopen.)
- Sent info to parents of students in Piano classes about various summer opportunities
- Informed by Pete of pending change in him being my supervisor
- Phone meeting with Pete and Diana Preusser my new supervisor

July & August

- Contacted by Natasha Fee, new Senior Public Relations Associate at BPL, about possible interview with reporter regarding the name change of Dudley Branch to Roxbury Branch. Also discussed whether she would be the person to forward fliers for review when programs are held again.
- Shared PDF of "With Dedication: New Poems" with FATF Advisory Committee and Friends of the Dudley Branch Library (got positive feedback about it from Evelyn Arana). Mailed copy of *With Dedication* to Sarah Ann Shaw (my first trip to the Post Office during the quarantine)
- Emails and phone calls made to grantees and FODL members about the passing of Mimi Jones, a long-time active FODL member and leader
- Posted Boston Globe article about Mimi Jones to Friends of the Dudley Library Facebook page
- Correspondence with John Kordalewski of the Makanda Project about places to hold *Concert for Mimi* – put him in touch with Lisa Martin at Freedom House who told him about Bartlett Yards where the concert was held on August 15 (not funded by FATF)
- Contacted members of FODL to attend and speak at Concert for Mimi
- Answered inquiries about when branch will open and about FATF RFP

Candelaria Silva-Collins

September – December

- Attended monthly meetings of Friends of the Dudley/Roxbury Library
- Sent Allen Knight dates of FODL meetings
- Conversation with Diana around my contract and concerns about programs
- Sent info out on BPL To Go at request of Priscilla Foley
- Changes photo of Branch on FODL website
- Answered inquiries from parents, grantees and public re FATF programs

Monthly

- Attend FODL meetings, create report about FATF activities, take notes, type notes and send to chair of FODL.
- Forward information to various databases at the request of Akunna Eneh, Paul Edwards, and Kay Gray (Grove Hall Library), and info about relevant BPL events and resources (from Census info to summer jobs)
- Got approvals for FATF event/program fliers from BPL Communications Office (March-May)
- Distribute fliers to databases and local media and post on FODL Facebook page

Attendance Chart – FATF Programs

November 2019-June 2020

Candelaria Silva-Collins (Program Manager)

Leader/Organization	Program	Dates & Attendance	Notes
ArtsEmerson (Webster McDonald – Graduate Theatre Student & Akiba Abaka – Audience Development Manager)	Play Reading Book Club	Triptych (10/19-11/2) 7-10 An Iliad (11/9-11/23) 14-22 Detroit Red (1/25-2/8) 20-36	3 plays studied; 5 sessions each (Originally 4 planned but Covid-19 prevented 1)
Boch Center	Youth Arts for Social Change Conference	(2/29) 75	Single event
Haley House	Cooking Classes for Families	3 (5/27-6/27) 3-13	1 series, 4-sessions, (Originally, 2 series and 1 stand-alone session were planned.)
Joel Mackall	Tracing Our Roots	(2/5-2/25) 15-25	1 series, 4-sessions
Joel Mackall	How to Use Your Smart Phone	(3/10/21) 7	1 series, 1 session held (other 3 classes cancelled because of Covid-19 quarantine)
Joel Mackall	Genealogy Bootcamp	(3/21 - 1, 10-3:30)	1 session

		20	
John Kordalewsky	Makanda Project Concert	(11/02) 171 (8/15) 40	2 concerts, 1 held in Nov., Spring postponed – Concert for Mimi was held in Bartlett Yard – (attendance restricted)
Carlos Vargas	Piano Classes for children	(Nov.-May) 25-32 students 20 in recital +family & friends	Held on Saturdays except for vacations. Final recital held virtually.
Bonita Jones	Mindfulness-based Stress Reductions	(11/5-12/10) 9-13 attendees	1 series, 5 session (1 cancelled because of now) plus orientation and intro session
Aaron Devine	With Dedication: Writing Poems to and for Other People	(May 18-June 19) 10-15	1 series, 5 sessions A publication of participants was created.

**Boston Public Library
 Fellowes Athenaeum Fund
 Quarterly Report FY 2021
 Through December 31, 2020**

	1st Qtr F/Y 2021	2nd Qtr F/Y 2021
	7/1/2020	10/1/2020
Beginning Fund Balance	56,376.46	152,099.35
Trust Fund Distribution	98,812.89	
Project Management	(3,090.00)	
Programs		
Program Supplies/Advertising		
Books/Subscriptions		
Security/Custodian Charges		
Ending Cash Balance	152,099.35	152,099.35
	9/30/2020	12/31/2020

Encumbrances:

FY 2021 Funds available

YTD Expenses

Encumbrances

Current Balance Available

Fellowes Fund Corpus Value June 30, 2012

Fellowes Fund Corpus Value June 30, 2013

Fellowes Fund Corpus Value June 30, 2014

Fellowes Fund Corpus Value June 30, 2015

Fellowes Fund Corpus Value June 30, 2016

Fellowes Fund Corpus Value June 30, 2017

Fellowes Fund Corpus Value June 30, 2018

Fellowes Fund Corpus Value June 30, 2019

Fellowes Fund Corpus Value June 30, 2020

Increase in Corpus Value from FY 12 FY20 To date

Distribution since FY09 (including FY20)

Total increase in value

FY21 Distribution

3rd Qtr F/Y 2021	4th Qtr F/Y 2021	YTD Total
1/1/2021	4/1/2021	
152,099.35	152,099.35	
		98,812.89
		(3,090.00)
		0.00
		0.00
		0.00
		0.00
152,099.35	152,099.35	
3/31/2021	6/30/2021	
	-	
	155,189.35	
	(3,090.00)	
	6,410.00	
	145,689.35	
	1,622,786.10	
	1,757,186.13	
	1,935,070.58	
	1,901,317.78	
	1,811,680.43	
	1,916,751.36	
	1,928,993.39	
	1,836,595.59	
	1,910,559.79	
	287,773.69	
	1,160,800.85	
	1,448,574.54	

98,812.89