

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

## Meeting of the Trustees Finance and Audit Committee Tuesday, August 24, 2021, 8:00 a.m. Held via Zoom

### DRAFT MINUTES

A meeting of the Boston Public Library Trustees Finance and Audit Committee was held virtually on Tuesday, August 24, 2021 via Zoom.

Present at the meeting included: Committee Chair Evelyn Arana-Ortiz and Committee members, John Hailer, Jeff Hawkins, Navjeet Ball, Mike Rush, and President David Leonard. Zamawa Arenas was absent due to a conflict.

Also present were Boston Public Library staff including Chief Financial Officer Ellen Donaghey, Head of Special Collections, Beth Prindle, and Clerk of the Board Pamela Carver and other BPL staff members along with members of the public.

Ms. Arana-Ortiz presiding, called the Special Meeting of the Trustees Finance and Audit Committee (“Committee”) to order at 8:02 a.m. Roll call was taken and determined there was a quorum. Everyone was reminded that the meeting was being recorded.

Ms. Arana-Ortiz welcomed Trustee Mike Rush as the newest member appointed to the Committee.

The first matter of business was approving the Meeting Minutes of May 11, 2021. With no additional comments or edits made, the Chair called for a motion that was duly made, seconded, and approved the meeting minutes from May 11, 2021, via a roll call vote. (Mike Rush was abstained as he was not present at the May meeting.).

The Chair read the welcoming statement, which stated, “The Trustees of the Boston Public Library reaffirm our commitment to racial equity and to principles of diversity, equity, and inclusion, more broadly. The Library is formally committed to becoming an anti-racist organization in response to systemic racism, inequity, and injustice prevalent in our society. We acknowledge also that the Boston Public Library’s Central Library stands on land that was once a water-based ecosystem providing sustenance for the indigenous Massachusetts people *and is a place which has long served as a site of meeting and exchange among nations*. We are committed to land acknowledgements for all locations at which we operate. *We reaffirm this commitment to set the context for our planning, deliberations and public engagement will take place from the spirit of welcome and respect, found in our motto ‘free to all.’*”

Ellen Donaghey invited Beth Prindle, Head of Special Collections, to review two of the votes. Ms. Prindle explained that they have been working for the past year on the anti-slavery collection with Zooniverse. As part of this process to make these collections available online, we have undergone a fairly complex approval process with various contractors to ensure accuracy of the transcriptions. The process was anticipated to be completed in 2022. They have hired a project manager, Meaghan DesRoches, to oversee this complicated process and would like to expand her contract \$10,000 to \$22,000 to complete this project this fiscal year. This position is externally funded through our affiliate, The Associates of the BPL.

Next, Ms. Prindle explained that Meg Weeks, Curator of Interpretation, had been working with Above Summit to provide aerial drone services to create a 360-degree virtual tour of the McKim Building. It was part of their outreach and expansion particularly in virtual services. The goal is to allow users

virtually to explore spaces and create various art and architecture tours. One phase was completed but required some additional drone footage. The vote was to approve an additional \$6,700 to complete the project. She noted this project was also funded externally through The BPL Fund from funds supported by Bank of America.

Ms. Donaghey explained the final contract was for additional signage in the Central Building. She explained that APCO Graphics created all signage during the Central Library and have the original templates for consistency. APCO would be updating existing signage. The vote was to approve \$26,000 to complete these updates.

Mr. Leonard added that the changes need to be made due to name changes of various departments and spaces being used for different purposes. The goal is to make it easier for staff and patrons to get around the building. It was also an opportunity to reduce the frequency of which we reference “Philip Johnson” as the named person of the building. He pointed out that the building was never *officially* named the “Johnson Building”. In recent years it had come to light that Philip Johnson was a complicated individual. So as part of this process, the Library will take the opportunity to diminish the use of his name in wayfinding. He also explained that as we periodically change locations or department names, these costs will occur occasionally in the future. He noted that the benefit of using APCO Graphics was they were the original manufacturer on recent implementations, and we are very pleased with their work.

Ms. Arana-Ortiz made a motion to vote on the three contracts as a lot. The motion was duly made, seconded, and voted unanimously to approve them all in a roll call vote.

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston vote to approve up to but not exceed, Twenty-Two Thousand Dollars and Zero Cents (\$22,000) for Metadata Specialist, Meaghan DesRoches of 42 Hall Street, Jamaica Plain, MA 02130 for the Zooniverse Anti-Slavery Transcription Project.”**

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston vote to approve a contract for Six Thousand Seven Hundred Dollars and Zero Cents (\$6,700) to Above Summit of 343 Medford St, Somerville, MA 02145 to provide additional drone aerial video in the McKim Building.”**

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston vote to approve funding to APCO Graphics, 84 Cutler St., Unit 8, Warren, RI 02885 for \$26,000 to update certain public signs in the Central Library up to but not exceed Twenty-Six Thousand Dollars and Zero Cents (\$26,000).**

Ms. Arana-Ortiz asked for any new business and public comment, for which there was none.

With no further business, the meeting was adjourned at 8:13 a.m.

Respectfully Submitted,

*Pamela R. Carver, Clerk of the Board*