

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees Finance and Audit Committee

Tuesday, January 11, 2022 at 8:30 a.m.

Zoom: <https://boston-public-library.zoom.us/j/88009379026>

REVISED AGENDA

I. Welcome

Evelyn Arana-Ortiz, Committee Chair

A. Welcome Remarks

B. Roll Call

C. Review and Approval of Meeting Minutes from November 9, 2021.

II. Votes for Contracts

Evelyn Arana-Ortiz, Committee Chair

A. CollectionSpace

Beth Prindle, Head of Special Collections & Kurt Mansperger, BPL Consultant

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve a contract not to exceed Twenty-Five Thousand Dollars and Zero Cents (\$25,000) to be entered into with Lyrasis, 1438 West Peachtree Street, NW Suite 150, Atlanta, GA 30309, for the initial set up, configuration, data migration, and training to support the implementation of CollectionSpace, an open-source collections management software primarily used by museums to manage collections. There will be on-going annual fee of \$9000 for hosting costs.”

B. Content Conversion Services

Michael Colford, Director of Library Services

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve a contract for Fifty Thousand Dollars and Zero Cents (\$50,000) to be entered into with CCS, Weidestr. 134 22083 Hamburg, Germany, to conduct a pilot program in the post-processing of newspaper images digitized from certain Boston neighborhood newspapers from the mid-1800s to the mid-1900s. The purpose of this project is to make these images searchable and to allow the images to be ingested into both the Digital Commonwealth and Library of Congress’ newspaper repository.”

C. Hepzibah Rapoport Consulting

Beth Prindle, Head of Special Collections

VOTED: “that, the Trustees Finance and Audit Committee Recommend the Trustees of the Public Library of the City of Boston vote to approve a contract not to exceed One Hundred Ninety-Nine Thousand Six Hundred Forty Dollars and Zero Cents (\$199,640) with Hepzibah Rapoport Consulting, 34 Belmont St, Apt 2, Somerville, MA 02144. They were the most responsive and responsible bidder in a public Request for Proposal (RFP) process, advertised under M.G.L. 30B, a contract for as specified for two years with the BPL to serve as project consultant to develop, implement, and oversee completion of a major initiative to clean, inventory, catalog, store, and provide access to hundreds of thousands of the library’s most significant research holdings. The Boston Public Library Evaluation

Committee performed an evaluation of the proposals submitted by the vendors as described in the RFP documents, and through this process determined the proposal presented by: Hepzibah Rapoport Consulting represented the best value for the Boston Public Library.”

III. New Business

IV. Public Comment

“Please sign up for public comment the first 30 minutes of the meeting to support effective time management. On occasion, additional public comments on matters formally on the agenda may be allowed at the discretion of the Chair, and time allowing. Members of the public are also reminded that comments may alternatively be submitted in writing to the Clerk of the Board for distribution to the Trustees.”

V. Adjournment

Next meeting is Tuesday, March 8, 2022, at 8:30 a.m. via Zoom
Meeting is subject to change

Trustees of the Public Library of the City of Boston

Priscilla H. Douglas, Chair; Evelyn Arana-Ortiz, Vice Chair
Zamawa Arenas, Jabari Asim, Navjeet Bal, Joseph Berman, Ben Bradlee, Jr,
Cheryl Cronin, Linda Dorcena Forry, John Hailer, Jeff Hawkins,
Joyce Linehan, Sen. Mike Rush, Rep. Chynah Tyler, and Christian Westra

President, David Leonard
Clerk of the Board, Pamela Carver

This is an open meeting; the public is welcome to attend; for information: www.bpl.org

Zoom: <https://boston-public-library.zoom.us/j/88009379026>

Meeting ID: 880 0937 9026

Call in: 646 558 8656, or, 301 715 8592, or 312 626 6799, or 669 900 9128

International numbers available: <https://boston-public-library.zoom.us/u/kd0lWa2Uww>