

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.
Held via Zoom

DRAFT MINUTES

A meeting of the Boston Public Library Trustees Finance and Audit Committee held virtually on Tuesday, January 11, 2022 via Zoom at 8:30 a.m.

Present at the meeting included: Committee Chair Evelyn Arana-Ortiz and Committee members: Zamawa Arenas, Navjeet Bal, John Hailer, Jeff Hawkins, Senator Mike Rush, and President David Leonard.

Also, present were Boston Public Library staff including Chief Financial Officer Ellen Donaghey, Clerk of the Board Pamela Carver, other BPL staff members, and members of the public.

Ms. Arana-Ortiz presiding called the Meeting of the Trustees Finance and Audit Committee (“Committee”) to order at 8:31 a.m. The Chair read the welcoming reaffirmation statement of the Trustees. A roll call was taken and determined there was a quorum. Everyone was reminded that the meeting was being recorded and to sign up for Public Comment.

The first matter of business was approval of meeting minutes of November 9, 2021. With no comments or edits, the minutes were approved via a roll call vote.

Kurt Mansperger, BPL Consultant, explained the first vote was to initiate a contract with Lyrisis, which works with software called “CollectionSpace”, an open-source software for collections management. The contract is for \$25,000, for initial set up, configuration, data migration, and training to ensure successful implementation. The on-going cost for annual membership will be \$9,000.

Mr. Mansperger explained that during the selection process, they looked at museum-focused collection management software and found CollectionSpace to fill the needs for the BPL. Backup procedures and security practices were considered to ensure they were a strong option

The Committee discussed the security of the system, reviewed the system’s specific usage for both staff and patrons, and the migration process from the existing system to CollectionSpace.

With no further questions, Ms. Arana-Ortiz made a motion that was duly made, seconded and voted to approve via a roll call vote,

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 Lyrisis, 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.”

Beth Prindle, Head of Special Collections, reviewed the 2-year contract with Hepzibah Rapoport Consulting. She gave a brief background of Ms. Rapoport’s professional experience and explained this position would be overseeing the project management for the Research Collections Project. The project

would develop, implement, and oversee the completion of cleaning, inventorying, cataloging, storing, and providing access to hundreds of thousands of the library's most significant research holdings, which are among some of the library's oldest collections. The contract was for \$199,640 and funded by an anonymous donation made through the BPL Fund and the Associates of the BPL.

Ms. Prindle explained that this initial project was for the first 150,000 items of the collection. The scope is that those collections are cleaned, stored appropriately, and accessible to the public, if requested. Donors have expectations of periodic reporting and metrics and milestones will be put in place.

Ms. Arana-Ortiz made a motion that was duly made, seconded, and voted unanimously via a roll call vote,

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.”

Michael Colford gave an overview of the next phase of a project funded through “Library for the Commonwealth” funds (“LFC”). This is focused on neighborhood newspapers from both Boston and around the state. The contract for \$50,000 with Content Conversion Services (CCS) is to conduct a pilot program of post-processing previously digitized newspaper images through a partnership with My Heritage. This pilot project would focus on newspapers from the mid-1800s to the mid-1900s and many local Boston newspapers that are not available online. The records that have already been done with My Heritage however, are not currently searchable in the current format for the public. This proposal for the pilot project is to make them searchable in both the Digital Commonwealth and the Library of Congress' newspaper repository.

Eben English, Digital Services Manager for the BPL, added that this company is widely known for newspaper digitization. They have worked on many known projects, most recently with Providence Public Library. He noted they received quotes from several companies and CCS had the best price, lots of experience, and a great reputation. If the pilot program is successful, they will undergo a full RFP process

Ms. Arana-Ortiz made a motion that was duly made, seconded, and voted unanimously to approve via a roll call vote,

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."

Ms. Arana-Ortiz asked if there was any new business. Ms. Bal asked for an update on the auditor search. Ms. Donaghey explained they will have update for them at the March or May meeting.

Ms. Arana-Ortiz asked for Public comment for which there was none. With no further discussion, the meeting adjourned at 9:01 a.m.

Respectfully Submitted,

Pamela R. Carver, Clerk of the Board

| Category | FY2022 | FY2023 | Change | % Change | Description |
|-------------------------------|-------------------|-------------------|----------------|-----------------|---|
| Permanent Employees | 28,046,795 | 28,127,581 | 80,786 | 0.3% | No COLAs, several old positions deleted |
| Overtime | 325,000 | 325,000 | 0 | 0.0% | |
| Other Salary Costs | 142,000 | 142,000 | 0 | 0.0% | unemployment, workers compensation, MBTA passes |
| Telecomm/Utilities | 3,602,675 | 3,623,171 | 20,496 | 0.6% | |
| Repairs/Maintenance Buildings | 2,537,150 | 2,648,123 | 110,973 | 4.4% | HVAC, elevators, fire alarm, glass repair |
| Repairs/Service Equipment | 174,100 | 174,100 | 0 | 0.0% | snow equipment, gates, fire extinguisher, etc. |
| Contracted Services | 3,018,649 | 2,738,649 | -280,000 | -9.3% | Joy money, earmarks, facility inspections, pest control, security |
| Misc Supplies/Materials | 3,325,008 | 3,914,686 | 589,678 | 17.7% | collections |
| Other Costs | 1,024,480 | 1,004,126 | -20,354 | -2.0% | Chinatown rent, software licenses, debt service |
| Equipment | 47,000 | 47,000 | 0 | 0.0% | 0% |
| Total | 42,242,857 | 42,744,436 | 501,579 | 1.2% | |

External Spending Projections - 2023

| Resource | FY22 Budget | FY23 Budget | Change | Notes |
|------------------------------|------------------------|------------------------|-----------------|--|
| Affiliates | 1,650,490 | 1,547,481 | (103,009) | Final State Budget |
| Interlibrary Loan | 100,000 | 100,000 | 0 | ~June Final State Budget |
| Library for the Commonwealth | 3,386,189 | 3,479,842 | 93,653 | ~June |
| State Aid | 752,952 | 752,952 | 0 | Depends upon funding levels and applications |
| Trust Fund Spending | 1,333,527 | 1,374,648 | 41,121 | |
| Other Sources | 2,234,585 | 2,171,698 | (62,887) | Uncertainty on events |
| Total | 9,457,743 | 9,426,621 | (31,122) | |