

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Annual Meeting of the Trustees as an Administrative Agency (First Meeting)

Tuesday, May 24, 2022 at 8:30 a.m.

Via [Zoom](#)

AGENDA

I. Chair's Call to Order and Report

Priscilla H. Douglas, Chair

- A. Welcome Statement
- B. Roll Call of Board
- C. Review and Approval of Minutes for the Trustees Meeting held on March 18, 2022
- D. Trustee updates
- E. Committee updates
- F. BPL move to Human Services Cabinet

II. President's Report

David Leonard, President

- A. General updates
- B. Proposal & Vote for Community Room Dedication at the Faneuil Branch Library
Anne Mazzola, President of the Friends of the Faneuil Branch Library

VOTED: “that, the Trustees of the Public Library of the City of Boston approve the dedication and renaming of the Children’s Room at the Faneuil Branch library, ‘JaiJai’s Room’, after Jairam Miguel Rodrigues Rao.”

- C. Discussion of Accomplishments and Goals FY2022-2023

- D. MBLC 2022 Action Plan
Angela Veizaga, Director of Strategic Partnerships

VOTED: “that, the Trustees of the Public Library of the City of Boston approve to accept the Boston Public Library’s 2022 Action Plan for the Massachusetts Board of Library Commissioners.”

- E. BPL Equity Program Update
Roudnie Celestin, Equity Programs Officer

- F. Review and Approval of the Collection Security Policy
Beth Prindle, Head of Special Collections

VOTED: “that, the Trustees of the Public Library of the City of Boston approve the Collection Security Policy as presented.”

- G. Termination for the Boston Medical Library-BPL Deposit Relationship

VOTED: “that, the Trustees of the Public Library of the City of Boston approve to terminate the Boston Medical Library-BPL Deposit Relationship.”

III. **Trustees Finance and Audit Committee**

John Hailer, Committee Member and Ellen Donaghey, Chief Financial Officer

- A. Mayor Michele Wu’s FY23 Recommended Operating and Capital Budgets Executive Summary
Ellen Donaghey, Chief Financial Officer

VOTED: “that, the Trustees of the Public Library of the City of Boston vote to accept Mayor Michelle Wu’s FY23 Recommended Operating and Capital Budget.”

- B. Award of Contracts

1. Mechanical, Electric, and Plumbing (“MEP”) Contract

VOTED: “that, the Trustees of the Public Library of the City of Boston award a contract to EMCOR Services, 80 Hawes Way, Stoughton, MA 02070 in the amount of Seven Million Six Hundred Seventy-Two Thousand Eight Hundred Seventy Eight Dollars and Seventy-Two Cents (\$7,672,878.72) to provide mechanical, electrical, and plumbing services for a term of three years.”

2. Elevator Maintenance Contract

VOTED: “that, the Trustees of the Public Library of the City of Boston award a contract to United Elevator Co., 165 Enterprise Drive, Marshfield, MA 02050 in the amount of Four Hundred Forty Seven Thousand Four Hundred Eight Dollars and Zero Cents (\$447,408.00) to provide elevator maintenance and repair services for a term of three years.”

3. Audit Review Firm Vote

VOTED: “that, the Trustees of the Public Library of the City of Boston award management of the Audit Review for the Boston Public Library to Marcum LLP, 155 South Street, Suite 100, Providence, RI 02903 in the amount of One Hundred Six Thousand Five Hundred Dollars and Zero Cents (\$106,500.00) for a term of three years.”

- C. Delegate Approval for Fire Alarm Contract

VOTED: “that, the Trustees of the Public Library of the City of Boston approve delegation for the Fire Alarm Contract to the Finance and Audit Committee.”

- D. Award of Annual Contracts

1. Contract or Contracts for Various Goods or Services relating to the Critical Repair Operating Budget for FY23

VOTED: “that, the Trustees of the Public Library of the City of Boston authorize the President, or designee, on behalf of the Trustees of the Public Library of the City of Boston, to enter into a contract or contracts for various goods or services relating to the Boston Public Library Critical Repair Budget for the period July 1, 2022 through June 30, 2023 provided that each contract entered into pursuant to this authorization shall have been estimated to be less than one hundred thousand dollars (\$100,000.00). In no event will the contracts cumulatively exceed three hundred thousand dollars (\$300,000.00).”

2. Contract for the Purchase of Books and Certain Other Library Bibliographical Acquisitions Materials

VOTED: “that, the Trustees of the Public Library of the City of Boston enter into a non-advertised contract, as authorized under G.L., c.30-B, Section 7(a), referred to as a “Procurement of Library Books,” between the Trustees of the Public Library of the City of Boston (a Corporation under Chapter 114 of the Acts of 1878), and the vendors listed therein (including any subsidiaries or agents), for the acquisitions of books and for certain other library bibliographical acquisitions materials, in an amount not to exceed the amount appropriated in the Library Department budget for books and other related bibliographical acquisitions materials, during the period July 1, 2022 through June 30, 2023.”

- E. Trustees Fellowes Athenaeum Trust Advisory Committee/Trust Fund FY23 Expenditure

VOTED: “that, the Trustees of the Public Library of the City of Boston approve the expenditure from the Fellowes Athenaeum Trust Fund in an amount not to exceed One Hundred Twelve Thousand Seven Dollars and Twenty-Three Cents (\$112,007.23) to support the Fellowes Athenaeum Trust Fund Programmatic Plan for FY23 as recommended by the Fellowes Athenaeum Trust Advisory Committee and to be presented at an upcoming meeting.”

- F. Review of delegation of certain contract approvals for the Board of Trustees

VOTED: “that, the Trustees of the Public Library of the City of Boston delegate approval of any contract deemed to be of a critical nature by the President of the Library during the period between May 2022 and September 2022 to the Finance and Audit Committee.”

- IV. Proposed Schedule of Trustees Meetings for 2022-2023

Priscilla H. Douglas, Chair

VOTED: “that, the Trustees of the Public Library of the City of Boston approve the proposed schedule of Trustees meetings for 2022-2023 at the Central Library as noted below:

- **Tuesday, October 11, 2022 8:30-10:00 a.m.**
- **Tuesday, November 15, 2022 8:30-10:00 a.m.**
- **Tuesday, January 17, 2023 8:30-10:00 a.m.**
- **Tuesday, March 21, 2023 8:30-10:00 a.m.**
- **Tuesday, May 23, 2023 8:30-10:30am, Annual Meeting**

**Meetings dates/times/location are subject to change.*

- V. New Business

- VI. 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.”

VII. Adjournment of First Meeting
Priscilla H. Douglas, Chair

Trustees of the Public Library of the City of Boston
Priscilla H. Douglas, Chair; Evelyn Arana-Ortiz, Vice Chair,
Jabari Asim, Navjeet Bal, Joe Berman, Ben Bradlee Jr,
Cheryl Cronin, Linda Dorcena Forry, John Hailer, Jeff Hawkins,
Senator Mike Rush, Representative Chynah Tyler, and Christian Westra

President, David Leonard
Clerk of the Board, Pamela R. Carver

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

Zoom: <https://boston-public-library.zoom.us/j/82780764547>

Meeting ID: 827 8076 4547

Call in option: 646 558 8656, 301 715 8592, or 312 626 6799, or 669 900 9128, or 253 215 8782

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

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

**Annual Meeting of the Trustees as a Corporation (2nd Meeting)
Tuesday, May 24, 2024, 8:30 a.m. (immediately following)
Via [Zoom](#)**

AGENDA

- I. Chair's Call to Order
Priscilla H. Douglas, Chair

- II. Trustees Governance and Development Committee
John Hailer, Committee Chair
 - A. Nominations of New Trustees
 - 1. Jose C. Masso III
 - 2. Lynn Perry Wooten. PhD

 - B. Nomination for Slate of Officers

VOTED: that, the Trustees of the Public Library of the City of Boston approve the recommendation of the Trustees Governance and Development Committee for the Slate of Officers of the Trustees of the Public Library of the City of Boston and the Clerk of the Board for the period May 2022 through May 2023.”

- III. Enabling Vote for the Signing of Payrolls
Priscilla H. Douglas, Chair

VOTED: “that, the President, Director of Library Services, Director of Operations, Chief Financial Officer, or the Clerk of the Corporation be, and hereby are, authorized to sign on behalf of the Corporation, bills, special drafts, and payrolls of the Library.”

- IV. Enabling Vote for the Signing of Contracts Approved by the Board
Priscilla H. Douglas, Chair

VOTED: “that, the President, Director of Library Services, Director of Operations, Chief Financial Officer, or the Clerk of the Corporation be, and hereby are, authorized to sign any and all contracts, except as otherwise authorized, voted to be made by the Board in the name and on behalf of the Corporation and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payments under contracts so voted.”

- V. Enabling Votes 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
Priscilla H. Douglas, Chair

VOTED: “that, the President, Director of Library Services, Director of Operations, Chief Financial Officer, or the Clerk of the Corporation be, and hereby are, authorized to accept on behalf of the Trustees gifts, payments made in recognition for the special services rendered, and payments received for the publications and prints executed under library sponsorship and, in connection with the acceptance of the same, to

endorse on behalf of the Trustees checks so received, said amounts to be reported to the Board at the September Meeting.”

- VI. Enabling Vote for Acceptance on Behalf of the Corporation of Gifts to be Added to Funds Already Established in the General Investment Account
Priscilla H. Douglas, Chair

VOTED: “that, until the next Annual Meeting, by delegation of the Trustees of the Public Library of the City of Boston, the President, Director of Library Services, Director of Operations, Chief Financial Officer, or the Clerk of the Corporation, hereby are, authorized to accept on behalf of the Trustees gifts to be added to funds already established in the General Investment Account, the acceptance of said amounts to be reported to the Board at the meeting following any such acceptance.”

- VII. Enabling Vote for the Distribution of Income
Priscilla H. Douglas, Chair

VOTED: “that, the President, or Chief Financial Officer, be and hereby is, authorized and directed to distribute and pay to the Trustees of the Public Library of the City of Boston the income of the General Investment Account for the period from July 1, 2022 to June 30, 2023; and further,

VOTED: that, the President, or Chief Financial Officer, be and hereby is, authorized to cause to be paid to the Rector of Trinity Church for the period from July 1, 2022 to June 30, 2023 income on the Children's Fund now held in the custody of the Collector-Treasurer of the City of Boston pursuant to the provisions of the 11th Clause of the will of Josiah H. Benton, as required by the 19th Clause of said will; and further,

VOTED: that, the President, or Chief Financial Officer, be and hereby is, authorize and directed to cause to be distributed and paid to the Rector of Trinity Church, to be held by said Rector pursuant to the provisions of the 12th Clause of the will of Josiah H. Benton, as defined by the Agreement of Compromise, dated January 15, 1935 and made in connection with the administration of the trust created by such Clause, four-tenths of the income of the Benton Book Fund for the period from July 1, 2022 to June 30, 2023, inclusive, now held in the custody of the Collector-Treasurer of the City of Boston, and to the Trustees of the Public Library of the City of Boston the remaining six-tenths of said income for said period to be applied to the purchases provided in said Agreement of Compromise.”

- VIII. Enabling Vote on Trust Funds
Priscilla H. Douglas, Chair

VOTED: “that, the President, Director of Library Services, Director of Operations, Chief Financial Officer, or the Clerk of the Corporation, until the next annual meeting, is authorized to spend for the purpose of buying library materials any authorized and proper purpose income from those Trust Funds held by the Trustees of the Public Library of the City of Boston, where no specific vote of the Trustees is required by the Trust instrument.”

- IX. New Business
Priscilla H. Douglas, Chair
- X. Adjournment
Priscilla H. Douglas, Chair

Trustees of the Public Library of the City of Boston
Priscilla H. Douglas, Chair, Evelyn Arana-Ortiz, Vice Chair
Jabari Asim, Navjeet Bal, Joseph Berman,
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John Hailer, Jeff Hawkins, Senator Mike Rush,
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