

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees Fellowes Athenaeum Trust Advisory Committee

Tuesday, March 1, 2021 at 2:00 p.m.

Held virtually via Zoom Conference Call

DRAFT MINUTES

A meeting of the Trustees Fellowes Athenaeum Trust Advisory Committee was held on Tuesday, March 1, 2021 at 2:00 p.m. via Zoom Conference.

Present at the meeting were: Trustees Fellowes Athenaeum Trust Advisory Committee Chair and Trustee Evelyn Arana-Ortiz, Committee Members: Trustee Rep. Chynah Tyler, Che Madyun, Friend of the Roxbury Branch Library, Priscilla Foley, Director of Neighborhood Services/Branches, and Allen Knight, Roxbury Branch Librarian . Also attending were: Dianna Preusser, Assistant Neighborhood Services/Branches Manager, Candelaria Silva-Collins, Fellowes Athenaeum Trust Project Manager and Pamela Carver, Clerk of the Board. Committee member Sarah-Ann Shaw was not present.

The Clerk noted the meeting was being recorded. Trustees Fellowes Athenaeum Trust Advisory Committee (“Committee”) Chair Evelyn Arana- Ortiz presided and called the meeting to order at 2:05 p.m. She thanked everyone for coming and asked the Clerk to take roll call. It was noted there was a quorum.

Candelaria reviewed the activities requested for the 2022 Request for Proposals (RFP) this year after some discussion with members of the Friends group and the Roxbury branch staff.

Some suggestions for preschool and elementary grade patrons to include after-school arts, cooking classes, storytelling, music and movement, chess instruction, homework help and mentoring, and crafts. Noting some quiet activities could be held in the Children’s Room, but larger groups and performing activities would need to be in the Community room.

Teen librarian suggested the following activities. Music programming, open mics, digital music programming including how to use ‘Garage Band’, ukulele classes, using 3D printers, comic book creation, and other teen focused programs (i.e. cooking, fashion, or crafts).

Some programming suggested for adults and families were literacy classes in math, English, and writing. Some other suggestions included computer and smart phone instruction. Noting to offer in various languages such as English, Spanish, Haitian Creole, and Arabic. They also suggested writing classes (i.e. memoirs, fiction, poetry, and essays), music instruction and programming, podcast instruction classes, Multi-language poetry event, cooking classes for all ages, sewing and craft classes, and speakers’ series to present authors and thought leaders in the Greater Roxbury area and on Roxbury history.

The Friends suggested programming around financial education, such as learning how to budget, banking, savings, investments, and financial paperwork. The Friends also suggested health and wellness programs such as yoga, meditation, and stress reduction classes. They hoped to see some classes for adult literacy and technology instruction as well as black history events and programs that highlight creativity, culture, and music.

Chynah Tyler noted that the focused activities presented looked great and asked to include a few more, if possible. Ms. Tyler asked Ms. Silva-Collins to tweak the RFP wording from “homework help/mentoring” to “reading comprehension”. Maybe to add some programming to aid that area noting that younger students under 3rd grade do not typically get homework and may need more tutoring. Regarding teens, she asked to widen the scope on technology programming and add more visual technology (i.e. videography-

type programming).

Ms. Tyler asked for some programming regarding CORI. She suggested some programming to help people learn how to clear their CORI to help them enter the workforce. Ms. Silva-Collins said she would try to add them, but noted there were difficulties in technology based instruction classes due to lack of equipment.

The Committee discussed the requirement with CORI and programs. Ms. Silva-Collins explained that anyone that runs programs at BPL has to undergo a CORI check three months prior. Attendees do not need to submit a CORI. They also discussed the parameters of obtaining and complications around technology equipment based programs.

Ms. Silva-Collins briefly reviewed the RFPs application process. She explained she would update the photo on the front of the application. She reviewed the timeline. The proposals would be issued in late May/ early June. There are two technical assistance sessions typically held in mid-June on a Monday evening and Saturday morning. The Notice of Intent is typically due in late June with a final proposal deadline due around July 15. The Grant notification would be in first week of September and contracts beginning in mid-October.

The Committee discussed the feasibility of offering summer programming. They were limited due to limited capacity issues at the Branch and uncertain of when the restrictions would be lifted. Priscilla Foley discussed that in person classes were not approved yet.

Ms. Arana-Ortiz reminded the Committee that the monies not spent this past fiscal year, would be rolled into this year's expenditure. Ms. Silva-Collins hoped to meet with the Business Office to discuss logistics to determine RFP wording and more feasible timelines. Not knowing what the state of the Library will be in a couple of months due to the pandemic requirements, they discussed the need for grantees to be flexible to shift to a hybrid model. The programming may need to be flexible to go virtual and/or use outdoor spaces. Ms. Silva-Collins explained some of the roadblocks and/or realities that need to be considered when requesting applicants to pivot to hybrid if necessary.

Ms. Silva-Collins continued reviewing the RFP application. She noted she would remove the name "Dudley" and replace it with "Roxbury".

Ms. Madyun suggested offering a "special" mini summer session and start the full programming in the fall. She gave an example of offering an online book club. Ms. Foley noted that the BPL A/V staff and Branch staff could not offer support that would be needed to the online services and would have to be built into the programs.

Ms. Silva-Collins moved onto the letter for RFPs that she will send out to applicants that explains expectations and reviewed the contract wording to reflect new wording suggestions to ensure opening the RFP to reach as many applicants as possible and not just the "invite only" as the last several years. They discussed it would be advertised in The Banner, on social media, and webpage. The Committee agreed to add in Covid-19 language from the Boston Public Health Commission.

The Committee discussed outreach-marketing efforts that are required. Ms. Silva-Collins explained that the grantees were expected to distribute flyers and noted the areas where they are typically distributed. She explained the FATC had never hired anyone to flyer in the past. Ms. Madyun noted that applicants may add the expense of hiring staff to assist distributing flyers in their budgets.

Ms. Silva-Collins reviewed required outreach-marketing efforts and safety concerns, roles and responsibilities. She also noted the application process and timelines would be included. The committee agreed to accept RFPs electronically.

The Committee discussed outreach-marketing efforts. Ms. Silva-Collins explained that the grantees were expected to distribute flyers and noted the areas where they are typically distributed. She explained the FATC had never hired a person to flyer in the past, as the grant does not allow for this purpose.

Ms. Silva-Collins finished her presentation by noting that most questions were answered during the technical assistance sessions.

Ms. Arana-Ortiz asked for any New Business for which there was none. She asked for Public Comment.

Elizabeth Nagarajah, President of the Friends for the Branch noted that it was a great meeting and joked that she would need to digest all of the information. Ms. Arana-Ortiz thanked her for joining them.

With no further business, the meeting adjourned at 3:21pm

Respectfully submitted,



Pamela R. Carver

ACTIVITIES REQUESTED for FY 2022 Fellowes Fund Activities (July2021-June 2022)

Please note that all activities will be held virtually until the library is re-opened.

A. Children (Preschool and Elementary Grades)

The Children's Room has computers, picture books, cultural history and literature, fun math books, science project guides, encyclopedias, magazines and graphic novels. During the school year, homework assistance is available on Monday and Thursday evenings with a school teacher. The Children's Room also has a central reading area that is great for storytelling.

The Children's Librarian, Philecia Harris, has suggested the following activities:

- After-school arts, dance or yoga
- Cooking classes
- Storytelling, music and movement
- Chess instruction
- Technology classes (Including Minecraft, Lego robotics, 3D Printing or coding)
- Crafts classes

Quiet activities are welcomed in the Children's Space, Nutrition Lab, and Outdoor Space. Performing arts and large-group events for children need to be carried out in the Community Room.

B. Teens (Middle School and High School students)

Teens and tweens utilize the Roxbury Branch's computers and wireless Internet access during out-of-school time. Programs about youth culture are popular.

The Teen Librarian, Stephen Toropov, has suggested the following activities:

- Music programming – how to make a CD, how to make music on computer
- Open mics/spoken word events or programs
- Digital music programming (how make a beat, how to use Garage Band)
- Ukulele classes
- Chess Instruction
- Using 3D printer (for teens and for younger children)
- Comic book creation
- Cooking classes
- Technology programs (including web design, photo editing, anime, Minecraft, Lego robotics, 3D printing or coding).
- Writing workshop (visits from local artists & 'zine written by participants)
- Other appropriate teen-focused programs (i.e., cooking, fashion, or crafts)

Your proposal must demonstrate strategies for youth engagement and cultural competency with teens. Most youth activities that involve groups, are best carried out in Small Conference Room, Teen Space, Learning Lab, Nutrition Lab, Community Room, or outdoor space.

C. Adults and Families

Computers, community development, the arts, chess, cultural events, research, creative writing and continuing education are the primary interests of adult library users.

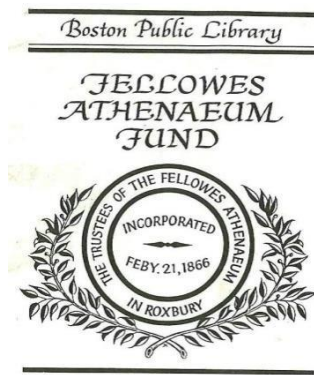
The Branch Librarian, Allen Knight, and Akunna Eneh, Programs and Community Outreach Librarian, have suggested the following activities:

- Adult Literacy (Math, English, reading, and writing)
- Computer and Smart Phone instruction (in English, Spanish, Haitian Kreyol, and/or Arabic)
- Cultural arts programming (i.e., visual, performing arts, dance, and film)
- Writing classes (i.e., memoirs, fiction, poetry, and essays)
- Music instruction and music programming
- Podcast Instruction Classes
- Multilingual Poetry Event
- Cooking and Nutrition classes (for families, seniors, young adults who are learning to live independently)
- Sewing and craft classes (for families, seniors, and young adults)
- Speakers' series presenting authors and thought-leaders in Greater Roxbury and information on Roxbury History
- Help clearing and sealing incarceration records

Members of Friends of the Roxbury (Dudley) Branch Library suggested the following activities:

- Financial Education (i.e., learning about budgets, baking, saving, investments, and financial paperwork)
- Health and wellness programs (i.e., yoga, meditation, stress reduction, etc.)
- Adult Literacy
- Technology Instruction (i.e., basic computer use, connecting the Internet, social media, ordering online, etc.)
- Black History programs and events
- Programs and Events which showcase creativity, culture, and music

These activities are best carried out in Small Conference Room, Learning Lab, Nutrition Lab, Community Room, or outdoor space.



Community Programs

Proposal Outline

Funded by Fellowes Athenaeum Trust Fund

Boston Public Library



Fellowes Fund of the Boston Public Library
FY22 Proposal Outline

TABLE OF CONTENTS

Cover

Timeline

- I. Proposal Checklist**
- II. Proposal Cover Page**
- III. Proposal Outline**
- IV. Sample Budget Format**

Timeline

Fellowes Athenaeum Issue Date:

Friday, April 16, 2021
Online

Meeting on Proposals

(FATF Advisory Committee):
Tuesday, June 14, 2021

Ad in Bay State Banner Newsletter: Thursday,
April 22, 2021

Grant Notification Date:

Friday, June 18, 2021

Print Copies

Print copies will be available at the Circulation
Desk at the Roxbury Branch

Contracts begin:**Summer 2021**

Mini-Sessions can start on Wednesday,
July 7 and end by August 21, 2021

Technical Assistance Sessions:

- Saturday, April 24 (10:30-12:00 pm)
- Monday, April 26 (6:00-7:30pm)
- Saturday, May 1 (2:00-3:30pm)

Academic Year

Programs can start on Monday, October 4 and
end by Monday, June 20, 2022

Notice of Intent Due:

Friday, April 30 by 5:00pm, electronically

Contact:

Candelaria Silva-Collins, Fund Administrator
fellowestrust@yahoo.com
617-620-5557

Final Proposal Deadline:

Monday, May 17 by 5:00pm, by email
(Late or incomplete proposals will not be considered for funding.)

NOTES TO PROPOSAL WRITER

Late and incomplete proposals will not be considered for funding.

All budget items are subject to negotiation.

Any equipment purchased with these funds will become the property of the Boston Public Library.

The Fellowes Fund is to be used solely for community library programs and services. Grant funds may not be used to produce materials that will later be sold for profit or individual gain. Community library programs may not be used for fundraising purposes.

All programs must be free and open to the public.

I. PROPOSAL CHECKLIST

Email completed proposal and required attachments to: fellowestrust@yahoo.com.

Proposals are accepted electronically.

Submit proposal and attachments in the following order:

PROPOSAL

- Cover Page** with required signature(s).
Proposals from nonprofits must be signed by the Executive Director and the staff person responsible for carrying out the program. Proposals by an individual (vendor) require only one signature.
- Proposal Outline**

ATTACHMENTS

- Program budget**
Include calculations and explanation of costs
- Resume or Bio**
Add a one page resume or brief bio for each person working on the program. Include their contact email and phone number.
- Reference Letters**
Include two letters of reference
- Sample Program Flyer**
- Outreach/Marketing Plan**
- Form 990**
Nonprofits must submit the most recent Form 990

THE FELLOWES FUND OF THE BOSTON PUBLIC LIBRARY

II. Cover Page

First and Last Name

Title

Organization:

Address (Street)

City

State

Zip

Contact Telephone #

Email Address

Website

Request: \$

Brief Summary of Program or Event:

I certify that the information in this proposal is true and accurate.

Executive Director

Signature:

Print Name:

Date:

Vendor or Contact Person

Signature:

Print Name:

Date:

III. PROPOSAL OUTLINE

- A. **VISION AND EXPERIENCE:** Describe your experience in and knowledge of the program or event you are proposing. What are the objectives of the program or event you propose? How will your program or event be executed? Have you planned and executed this program before? Please give detailed descriptions of specific activities. Include a resume or bio sketch for each person involved. Note: Hybrid programs are encouraged.

B. **TARGET GROUP** (Children, Teens, Adults or Families): Please specify the age group that the program is planned to reach. Describe your most successful experiences working with the group(s). Why is this program a good fit for the proposed group? Do you plan to serve non-English speakers in your program? If so, detail the languages and your ability to work with this group. What are the minimum and maximum numbers of people your program or event can serve?

- C. **SCHEDULING AND RESOURCES:** Considering your target group, how did you determine the dates and times for the program? What materials or equipment will you use? Make sure to include information on where in library you would hold your program and costs in your budget.

D. **PLANNING AND OUTREACH:** Please provide details on how you will market your program to the public and recruit participants. Attach your Outreach Plan and Sample Flyer.

- E. **IMPACT:** What are the benefits of your program? How will you measure program effectiveness and success? What alternatives will you explore if your target group does not participate in the way you thought they would? Please provide a sample evaluation/feedback form that you will give to participants.

- F. **BUDGET:** For personnel - describe the work to be done. Calculate hours to be worked and hourly wage or fees quoted. For supplies, calculate the estimated cost of materials and explain why they are needed to carry out the project. Do you plan to provide refreshments to attendees? If so, this must be included in your budget. (While refreshments are recommended for programs serving children and teens, guidance on this will provided per instructions of the Public Health Commission.) (Sample format included in RFP)

IV. BUDGET FORMAT

NOTES TO BUDGET WRITER

Every item must show a separate calculation.

Staff costs are to be calculated according to the number of hours per program, plus a reasonable number of hours to plan activities, perform outreach, and handle invoices and email updates to the Fund Administrator.

Vendors must provide a written quote and description of work. For example: [type of] instruction, to include [a list of specific activities] for \$x per hour for x hours per week for x weeks. This also applies to consultants who work under contract with a non-profit organization to deliver program services.

Use the Explanation of Expenses section to describe how the Expense items will be used in the program.

PROGRAM BUDGET

Applicant	Hourly Rate	Hours on Program	Total
	Quoted price	Quoted hours	
Expenses	Unit Cost	# of Units	Total
1. Literary Materials (list each expense)			
2. Instructor/Presenter Cost			
3. Assistant Cost			
4. Program Costs (copier, materials, supplies, etc.)			
5. Outreach and Marketing Costs (ads, flyers, social media)			
Other Expenses examples: a) security (if applicable) b) refreshments (if allowed)			

Total Requested \$_____

Explanation of Expenses (Budget Narrative)

Example:

For books not available through BPL collections: ___# of copies of each title will be purchased for use by ___anticipated # of participants. (Note: Purchased materials will become property of the Dudley Branch library after the grant is completed.)

Thank you for completing the Program Outline Application.

Please review your application and make sure it is complete.

Submit your program application and the required attachments by email to fellowestrust@yahoo.com.

Your email attachments should include the:

1. Program Outline Application
2. Program Budget
3. Resume or Bio (for each instructor/presenter)
4. Reference Letters (two)
5. Sample Program Flyer
6. Outreach/Marketing Plan
7. *Form 990 (nonprofits only)*

You will be informed of the Committee's decision by June 18, 2021.

If you have any questions or concerns, please send an email to Candelaria Silva Collins at fellowestrust@yahoo.com.

Yours truly,

Fellows Athenaeum Trust Fund Committee