

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

**Meeting of the Trustees Finance and Audit Committee
Tuesday, November 1, 2022 at 8:30 a.m.
Held via Zoom**

DRAFT MINUTES

A meeting of the Boston Public Library Trustees Finance and Audit Committee was held virtually on Tuesday, November 1, 2022 via Zoom at 8:30 a.m.

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

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.

Mr. John Hailer presiding, called the meeting of the Trustees Finance and Audit Committee (“Committee”) to order at 8:32 a.m. He 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 September 20, 2022. With no comments or edits, the minutes were approved by roll call vote.

Mr. Hailer called the order of business and asked Ellen Donaghey, Chief Financial Officer, to review the vote to extend the contract for Communications Consultant, Natasha Fee for the interim period while they are interviewing for her replacement. The contract was for \$20,000. With no questions, a motion was duly made, seconded, and

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 Thousand Dollars and Zero Cents (\$20,000) for Natasha Fee, 77 Danforth Street, #7, Portland, ME 04101 for communications assistance.”

Ellen Donaghey explained the second vote was to approve an employee agreement extension for \$30,000 with Kurt Mansperger to cover technical responsibilities for the web services department. With no questions, a motion was duly made, seconded, and

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve an employee agreement extension with Kurt Mansperger of 86 Lake Attitash Road, Amesbury, MA 01913 not to exceed Thirty Thousand Dollars and Zero Cents (\$30,000) to cover technical responsibilities for the Web Services Manager and other projects as needed.”

The last vote was to recommend approval to the Board for the Newspaper Image Processing Project. Ms. Donaghey and Eben English explained that the Request for Proposal (“RFP”) was due on November 28, 2022. The project would hire a vendor to assist with processing and organizing images that were digitized from microfilm to get 600,000 pages of historical pages ready to ingest. This would allow us to build our own system for keyword searches within our website and the Digital Commonwealth.

With no further comments or questions, a motion was duly made, seconded, and

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend that the Board of Trustees delegate the award of contract for the Newspaper Image Processing

project not to exceed Two Hundred Thousand Dollars and Zero Cents (\$200,000) to the Finance and Audit Committee. This contract is to provide public access and long-term preservation of digitized newspapers and will be funded with Library for the Commonwealth Funding.”

Next, Beth Prindle, Head of Special Collections, explained the RFP for the Research Collections move was currently out for vendor responses. The RFP was predicated by collections that have been moved over time for various construction needs to the City of Boston Archival Center, vendor locations, and some on pallets. They would be using City Capital funding. The bids were due on November 2nd; therefore, a delegation vote to have it go before the Board for vendor approval rather than to the Finance and Audit Committee was requested for time sensitivity. The Committee discussed this and noted they would be okay with approval going to the Board pending the contract was not excessive to what they anticipated.

Next, Mr. Hailer asked Mr. Sebastian Grzejka from NEPC to give a Market and Portfolio Update.

Mr. Grzejka noted the total fund was generally in line with long-term targets, and they did not recommend any changes currently. Long-term performance was strong on both an absolute and relative basis. The third quarter's performance was impacted by recent market volatility; however, active management was generally additive on a relative basis.

NEPC's portfolio's positioning views were to maintain an underweight equity posture due to concerns related to the path of corporate earnings and stagflation growth dynamics. NEPC's conviction remains high regarding the addition of value exposure to U.S. large-cap equity and the use of active global equity strategies.

NEPC would provide an update asset allocation review in early 2023 to discuss future changes once they knew what the Federal rates would be.

The Committee discussed the importance of timing and agreed to wait a couple of months. Mr. Grzejka reminded them that it was a long-term portfolio, and the protection of the principal was critical and therefore he preferred to err on the conservative side. The Committee agreed to have NEPC come back in the coming months to review a plan of action.

The Committee thanked NEPC for their report and looked forward to meeting to discuss options in the new year.

Mr. Hailer asked for New Business and Public comment for which there was none. With no further discussion, the meeting adjourned at 9:19 a.m.

Respectfully Submitted,

Pamela R. Carver, Clerk of the Board

Specialized Trusted Vendor List

Proposed Vendors:

1. Daedalus Inc, 205-3 Arlington Street, Watertown, MA 02472

Daedalus preserves, repairs, and restores sculpture, monuments, architectural ornament, and decorative objects. Joshua Craine, Principal and Head of Conservation, holds multiple certifications supporting the care of sculptural materials and is a Professional Associate of the American Institute for Conservation. Clients include: the Architect of the Capitol, MA Dept. of Conservation and Recreation, the Boston Arts Commission, and Mount Auburn Cemetery.

Work performed for BPL: Conservation and re-patination of Bacchante, conservation and re-patination of Art and Science.

2. Gianfranco Pocobene Studios, 193 Maple Street, Malden, MA 02148

Gianfranco Pocobene Studios conserves and restores paintings, murals, and historic paint decorations. Gianfranco Pocobene, Director and Senior Paintings Conservator, holds a Masters in Arts in Conservation and has 30+ years of experience in paintings conservation. In addition to maintaining a private practice, he is the current Chief Paintings and Research Conservator at the Isabella Stewart Gardner Museum. Studio clients include: the Boston Arts Commission, Harvard University, and the List Visual Arts Center at MIT.

Work performed for BPL: Conservation of Pierre Puvis de Chavannes' *Philosophy*.

3. Clark Fine Art Services, 287 Newtonville Avenue, Newton, MA 02460

Clark Fine Art Services provides art handling, packing, installation, and storage services for clients in New England. Matt Clark, Principal, founded the firm in 2011. He is an active member of PACCIN (Preparation, Art Handling, Collections Care Information Network, the primary professional organization supporting the work of hands-on collection care professionals. Clients include: Harvard University, the Institute of Contemporary Art (MA), and the Old State House.

Work performed for BPL: creating custom enclosures for 3D objects and paintings, including *Officers at Camp Benton* by Winslow Homer, from Rare Books and Manuscripts in preparation for renovation.

4. US Art, 66 Pacella Park Drive, Randolph, MA 02368

USART provides art handling, packing, installation, and storage services for clients around the world, with headquarters in Boston, MA. The company maintains a staff trained in art handling and preparation, as well as a large fleet of transport vehicles specially designed to move cultural collections while maintaining appropriate environments and security protocols across long distances.

Work performed for BPL: transport of Toulouse-Lautrec works to and from the MFA, packing and crating of busts and sculpture in preparation for Rare Books renovation.

APPROVED VENDORS:

Barbara Mangum/ Sculpture and Decorative Arts Conservation Services LLC (<http://sdaconservation.com/>)

Ms. Mangum has over 30 years of experience in the conservation of works of art and artifacts, and is a Professional Associate of the American Institute for Conservation. She adheres to the AIC Code of Ethics and Standards of Practice, as well as the Secretary of the Interior's Standards for the Treatment of Historic Properties. Clients include: Harvard University, MIT, Mount Auburn Cemetery, The Museum of Fine Arts, Boston, and the Isabella Stewart Gardner Museum.

Paul Messier (<http://www.paulmessier.com/>)

Mr. Messier has more than 25 years of experience as an independent photographs conservator. He is a Professional Associate of AIC, and has published and lectured widely on his research on a variety of photographic materials and techniques. Clients include: the Peabody Essex Museum, the State Hermitage Museum in St. Petersburg Russia, MOMA, the Guggenheim, and Harvard. Mr. Messier is currently head of the Lens Media Lab at Yale, but maintains a private practice.

Work performed for BPL: Civil war photographs and cartes de visite

Mussey Associates (<http://musseyassociates.com/>)

Mussey Associates preserves, repairs, and restores antique furniture and architectural interiors. Principles Sean Fisher and Chris Shelton are, respectively, graduates of the NBSS and the Winterthur Art Conservation Program. Clients include: the Art Institute of Chicago, Boston Athenaeum, Massachusetts Historical Society, Harvard Art Museums, and the Isabella Stewart Gardner Museum.

Work performed for BPL: Adams plaque

Northeast Document Conservation Center (NEDCC) (<https://www.nedcc.org/>)

NEDCC is the oldest and largest independent conservation laboratory in the US. Staff received their training at graduate programs in conservation and at institutional conservation departments. They belong to national and international professional organizations representing their specialties. NEDCC provides professional conservation treatment for books, maps, photographs, documents, parchment, papyrus, manuscripts, architectural plans, Asian art, and works of art on paper. Additionally, NEDCC provides imaging services and framing services. Clients include: Carnegie Hall, the Coca-Cola Archives, the Massachusetts State Library, Harvard, the Woody Guthrie Archives, and the University of Illinois Urbana Champaign.

Work performed for BPL: *Bible in Latin* (ca. 1250-1299), *De Civitate Dei* (Utrecht, 1466), *Rosarium Psalter* (1525), Adams Atlas (1770s)

Studio TKM (<http://www.studiotkmassociates.com/>)

Studio TKM conserves works on paper, with areas of specialty including fine art (old and modern master drawings, paintings and graphics), decorative and historic works (architectural drawings and prints, maps and globes, historic wallpaper and murals, documents, artifacts and ephemera, parchment), and Asian paintings and prints on paper and silk. Staff received their training at graduate programs in conservation and at institutional conservation departments. They belong to national and international professional organizations representing their specialties. Clients include: Osher Map Library, Peabody Institute Library, and the Frank Lloyd Wright Foundation.

Work performed for BPL: Lithograph, *Union Prisoners at Salisbury*

Williamstown Art Conservation Center

WACC is a nonprofit institution for the conservation and preservation of artworks and objects of cultural heritage located on the campus of the Clark Art Institute and is the largest multi-disciplinary regional

conservation center in the US. WACC provides treatment services for a range of artworks and artifacts, including paintings, works on paper, photographs, sculpture, art objects, textiles, furniture, fine frames, antiques, heirlooms, and personal treasures. Staff received their training at graduate programs in conservation and at institutional conservation departments. They belong to national and international professional organizations representing their specialties. Clients include: Dartmouth College, the Met, New Hampshire Historical Society, and Cornell University.