

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees as a Corporation and Administrative Agency

Tuesday, March 21, 2023, at 8:30 a.m.

Central Library, 700 Boylston Street, Boston MA 02116

Rabb Hall (Lower Level of Boylston Street Building)

AGENDA

I. Chair's Report

Priscilla H. Douglas, Chair

A. Call to Order

1. Reading of EDI statement
2. Roll Call

B. Review and Approval of Minutes for the Trustees Meetings held on January 17, 2023

II. President's Report

David Leonard, President

A. Discussion with Austin Public Library

Roosevelt Weeks, Director of the Austin Public Library

1. Q & A with Trustees

B. BPL's Key Recent highlights & challenges

C. Discussion of Updated Photography, Filming, and Digital Recording Policy

D. Update on Capital Projects

Alison Ford, Major Projects Manager

III. Trustees Finance and Audit Committee

Evelyn Arana-Ortiz, Committee Chair

Ellen Donaghey, Chief Financial Officer

A. NEPC Update and Vote

VOTED: "that, the Trustees of the Public Library of the City of Boston vote to approve NEPC's recommendation to invest 3% of our portfolio in Vanguard Index Fund (VSTBX), a Short-Term Investment Grade Corporate Bond with sourcing from our existing Fixed Income Managers."

IV. Trustees Committee Reports

Priscilla H. Douglas, Chair

A. Trustees Strategic Planning Committee

Christian Westra, Committee Chair

V. New Business

Priscilla H. Douglas, Chair

A. Public Comment update

VI. Public Comment

Please sign up for public comment within the first 30 minutes of the meeting (via Chat on Zoom or by Signup sheet in person) 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 permitting. You will be called in the order received and given up to two minutes to speak. Public Comments may alternatively be submitted in writing to the Clerk of the Board for distribution to the Trustees a minimum of one day prior to meeting.

VII. Adjournment

Priscilla H. Douglas, Chair

**Next meeting scheduled for Tuesday, May 23, 2023, Annual Meeting, at 8:30-10:30 a.m. in Central Library
Subject to change*

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, Jose C. Masso III,
Senator Mike Rush, Representative Chynah Tyler, Christian Westra, and Lynn Perry Wooten

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

This is an open meeting.
The public is welcome to attend in-person or watch via Zoom

In-person: Must enter via 230 Dartmouth Street Entrance if before 9:00 a.m.
Entry not permitted before 8:15a.m.

Zoom: <https://boston-public-library.zoom.us/j/85093208894>
Webinar ID: 850 9320 8894
Call in: 1 646 558 8656, or 1 646 931 3860, or 1 301 715 8592

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees as a Corporation and Administrative Agency

Tuesday, January 17, 2023, 8:30 a.m.

Central Library, Commonwealth Salon

700 Boylston Street, Boston, MA 02116

DRAFT MINUTES

The Meeting of the Trustees of the Public Library of the City of Boston (“BPL”) held on Tuesday, January 17, 2023, at 8:30 a.m. at the Central Library in the Commonwealth Salon.

All present at the meeting included: Chair Priscilla H. Douglas, Vice Chair Evelyn Arana Ortiz and Trustees: Navjeet Bal, Joe Berman, Ben Bradlee Jr, Cheryl Cronin, Linda Dorcena Forry, Jeff Hawkins, Representative Chynah Tyler, and Christian Westra, and Lynn Perry Wooten. Not present: Jabari Asim, John Hailer, Jose C. Masso III, and Sen. Mike Rush. Also present: BPL President David Leonard, Clerk of the Board Pamela Carver, BPL staff, and members of the public.

Chair Priscilla H. Douglas presided, and convened the meeting at 8:31 a.m. She invited Lynn Perry Wooten to read the reaffirmation statement. Ms. Douglas then gave brief welcome remarks.

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 by 9:00 a.m.

The first matter of business was approving the meeting minutes from October 11, 2022. With no edits, a motion was duly made, seconded, and approved the minutes.

Ms. Douglas continued the order of business and asked for committee updates. Ms. Dorcena Forry was invited first to give updates on the Community Engagement Committee.

Ms. Dorcena Forry noted the Community Engagement Committee had an engaging conversation and finalized the Committee charter. Their focus is to strive toward elevating the work that the staff and Mr. Leonard are doing at the BPL. They hope to amplify the initiatives and programs that are being offered within the broader communities of Boston.

Ms. Douglas then noted the membership for two new committees, the McKim Capital Project Committee chaired by Navjeet Bal, and the Strategic Planning Committee chaired by Christian Westra. Both committee chairs spoke briefly on their vision for the work of their respective committees. They both planned to host their initial meetings in the coming month.

David Leonard was asked to give his President’s report. First acknowledging the guest speaker, John Szabo, City Librarian of the Los Angeles Public Library. Ms. Szabo’s background was reviewed. It included over 30 years of leadership in public libraries. He was heavily involved with national and international institutions. He currently oversees the Central Library and the 72 branches of the Los Angeles Public Library.

Ms. Szabo thanked the Board for inviting him to speak. He explained the importance of serving all demographics of the Los Angeles patronage. He noted the LAPL focuses on emphasizing addressing areas of digital equity, homelessness, health disparities, unemployment and economic opportunities while maintaining their broad mission of lifelong learning through initiatives and programs that give them the opportunity to make an impact on a higher level. He explained that communications, public relations, and social media saturation was a high priority for their outreach in multiple languages. He emphasized the

importance for their strategic plan was to narrow down their key priorities to where they can make the biggest impact and learning what to say no to right now in order to achieve them.

The Board had a questions/answers session with Mr. Szabo on areas of housing, digital usage, mission statements, and recruitment.

Ms. Douglas thanked Ms. Szabo for his thoughtful discussion with the Board.

Next, Ms. Leonard briefly reviewed some recent highlights. He noted that King Boston (with whom the BPL had partnered with) had recently unveiled the Embrace memorial in honor of Dr. Martin Luther King Jr. The BPL was featured on CBS Sunday Morning regarding an author who used some of our anti-slavery collections.

Ms. Arana Ortiz was invited to give the Finance and Audit Committee report along with Ellen Donaghey, Chief Financial Officer.

Ms. Arana Ortiz explained that the next fiscal year's budget process looked a little different than previous years and asked Ms. Donaghey to briefly explain it.

Ellen Donaghey reviewed the process of submitting the annual maintenance budget requests which included initiatives, reforms, and reductions. There were a few new changes this year, and the City was currently only looking for the maintenance requests (and not reforms and reductions just yet). The BPL met with key City stakeholders (including the Office of Budget Management, members of the Human Services Cabinet, and the Mayor's Chief of Staff's office) to discuss how our initiatives align with the Mayor's priorities.

Ms. Donaghey explained that the BPL would be submitting our maintenance requests to the City by January 13th. Although PSA recently settled their contract, the rates have not yet been loaded into the City payroll system. The City and AFSCME continue to bargain. Because of that, the maintenance increase is estimated to be about 1%. The City will update the amount for PSA salaries prior to the budget being filed by Mayor Wu.

She would provide a more thorough budget presentation in a future meeting.

Ms. Arana Ortiz explained there was a request to increase the contract approval thresholds and she asked Ms. Donaghey to review what they currently are and explain the proposed changes.

Ms. Donaghey explained they were looking to change some of the thresholds for when the Library is buying things on the Trustees side of funding. Currently, under ten thousand dollars, management and staff exercise their best discretion without needing approval. From \$10,000 to \$50,000 dollars, we are authorized by the Trustees to buy off the state contract, the Mass Higher Education Consortium contract, or we bring to the Board for approval. We propose having the Trustees increase these figures from \$0-\$50,000 as often they are simple requests. She noted some recent examples of contracts that had fallen into this designation.

The second change was to increase the amount for the Finance and Audit Committee to approve from \$51,000 to \$200,000 rather than having to go to the full Board. Anything over \$201,000 would automatically go to the full Board of Trustees for their approval.

Ms. Arana Ortiz called for a motion that was duly made, seconded, and the Board voted to approve with the contingency of auditor's approval.

VOTED: “that, the Trustees of the Public Library of the City of Boston approve an update to the contract limit thresholds requiring a review and vote by the Trustees Finance & Audit Committee and full Board of Trustees, with the new limits set as follows with contingency of auditor approval:

- **\$0 to \$50,000 – no votes needed.**
- **\$51,000 to \$200,000 - Finance & Audit Committee votes to approve.**
- **\$201,000 and up - Finance & Audit Committee reviews and recommends a vote to the full board; Full Board of Trustees votes to approve.**

Ms. Douglas called for New Business. She noted in addition the feature on CBS Sunday Morning that Mr. Michael Colford was featured on WBUR regarding library services. She asked the Clerk to recirculate them both to the Board. The Leventhal Map and Education Center opened its newest exhibition called “*Building Blocks*.” She reminded all of the BPL Fund’s initiatives and opportunity to buy a chair or lamp in Bates Hall.

Ms. Douglas asked for public comment for which there was none.

With no further business, Ms. Douglas adjourned the meeting at 9:52 a.m.

Respectfully submitted,



Pamela Carver, Clerk of the Board

Roosevelt Weeks



Director of Libraries City of Austin

Roosevelt Weeks is the Director of the Austin Public Library where he leads a dynamic team and library system. His responsibility includes 20 branch locations, the History Center and a new Central Library. Weeks joined the Austin Public Library team in September of 2017.

Prior to joining the Austin Public Library, Weeks was the Deputy Director and Chief of Staff at the Houston Public Library. In this role, he oversaw policies and procedures, oversight of all audits, leadership development, training, facilities, employee relations, compensation, benefits, outreach initiatives, budgets, and financial reports. As Chief of Staff, he worked closely with the Library Director in managing the Houston Public Library System.

Prior to this assignment, Weeks served as Chief Technology Officer for the Houston Public Library. He was responsible for upgrading all the computer technology in the library, providing wireless connectivity in all 42 library locations, installing a patron reservation system and implementing videoconferencing. Prior to working for the City of Houston, Weeks worked for the Pasadena Public Library, Accenture and Aetna.

Weeks is passionate about improving technology, literacy and education, both inside and outside of the library. He also works directly with community leaders to agree upon shared values, vision, and measures of success. This furthers the combined goal of ensuring a future workforce capable of the complex critical thinking skills necessary to succeed in an ever-changing competitive environment.

In addition, Weeks is a member and serves on several committees within the American Library Association (ALA), Public Library Association (PLA), Texas Library Association (TLA), and Urban Library Council (ULC). He also is a member and participates within National Forum for Black Public Administrators (NFBPA) and Society for Human Resource Management (SHRM).

Weeks received his Bachelor of Science degree in Computer Science from Texas Southern University and his Master of Library Science degree from the University of North Texas.

In his spare time, Weeks enjoys time with family, serving in his church and helping the community.

<https://library.austintexas.gov/>

Photography, Filming and Digital Recording Policy

Policies & Procedures

Please enjoy your visit to the Boston Public Library. Please be advised that all photographing, filming and/or digital recording must be conducted in a manner and for reasons that are consistent with the purpose and mission of the Library.

The Boston Public Library seeks to maintain a safe environment for its patrons and Library staff. We ask that you please observe the following:

- Refrain from the use of flash equipment in reading rooms and other areas in which it might disturb Library users.
- Equipment such as tripods or selfie sticks may not obstruct passageways or cause disturbances to Library users.
- Photographing, filming or digitally recording Library staff must not interfere with the Library staff's performance of their duties or the business operations of the Library.
- Photographing, filming or digitally recording Library users or patrons must not interfere with their use and enjoyment of Library resources, or violate their privacy and confidentiality pursuant to the Library's Privacy Policy and M.G.L. ch. 78 s. 7.
- Photographing, filming or digitally recording is not permitted in non-public areas of the Library and any of its branches, such as areas designated for employee-only access.
- Photographing, filming or digitally recording children or teens is prohibited.
- Photographing, filming, or digitally recording any children's program must be for Library use and/or with the performer's permission.
- Anyone engaged in any filming, photography or digital recording in the Boston Public Library or any of its branches remains subject to the Library's [Appropriate Library Use Policy](#) and any other Library policy.

Commercial filming and private events:

- Subject to the Library's Policies and Procedures for [Private Events and Private Event Pricing](#), Library buildings may be used as a setting for creative film or [commercial photography](#) (including formal, wedding, and engagement photography). Permission must be secured in advance by contacting the Library Events Office at 617-859-2212 or events@bpl.org.
- The professional recording of a library program provides the opportunity to widely promote a program and engage broad public awareness and interest. Permission will only be given to record library-initiated programming. Please refer to the [Procedures for Filming of Public Programs](#) document and submit the [Filming Application](#) to the Programming Department at programs@bpl.org.

Please note that the Boston Public Library frequently engages in photographing and recording programs and events for its own publicity and promotional purposes. Library staff will make every effort to notify members of the public when filming and audio recording is taking place. Please notify a Library staff member if you do not want to be photographed or recorded.

Capital Projects March 2023

Faneuil

- Renovation and addition of the existing branch building, added dedicated community room and accessible entrance
- Finishing up construction this summer for an early fall opening

Fields Corner

- Currently in design, will be through end of 2023, then approx. 2 years of construction
- We will be knocking down the existing building and building a new 2 story branch with a larger community room, classroom, 2 study rooms, dedicated children's, teens and adult areas
- The building will be one of the first net zero city buildings

McKim Fire Alarm

- The fire alarm panel in the building is outdated and needs to be replaced
- Finishing up design now and getting landmarks approval for location of devices as well as working out construction logistics in an occupied building
- Hope to be in construction later this year

Chinatown

- New branch space within housing development on BPDA parcel in Chinatown
- Will be a full size branch, approx. 17,000
- Currently working with legal representatives to work out the agreements between the City and the developer, design will follow later this year

Uphams Corner

- New branch space within housing development on City owned parcels in Uphams Corner
- Will be a full size branch, approx. 17,000
- The developer selection process has just been completed
- We will start working out bounds of the branch within the development and the legal agreements this spring/summer

West End

- Will be a new branch space within a housing development on the site of the current West End branch
- Will be a full size branch, approx. 17,000
- The RFP for development should go out within the next couple of weeks

South End

- RFQ is currently out to hire a design team to do a hybrid programming study and design for the building
- This project was expedited due to the branch flooding last spring and shutting it down
- Hope to have design team under contract by fall to start this phase

Egleston

- RFQ will be out shortly to hire a design team for design and construction
- We determined in the study we completed a year or so ago that we will knock down the existing building and build a new building along with a reading garden
- Hope to have design team under contract by fall to start this phase

McKim Master Plan & Collection Storage Study

- Will let DL decide what he wants to share on these two projects

Planned Projects

- Codman Square Branch Design & Construction, tbd on housing
- North End Branch Programming Study
- South Boston Programming Study
- Hyde Park Refresh and Infrastructure
- Connolly Refresh and Infrastructure