

**BOSTON
PUBLIC
LIBRARY**



TO: Trustees of the Boston Public Library
FROM: Pamela Carver, Clerk of the Board
DATE: May 2, 2023
RE: Annual Board of Trustees Meeting – Tuesday, May 23, 2023, at 8:30 a.m.

The Annual Trustees Meeting, scheduled for Tuesday, May 23, 2023 at 8:30 a.m.-10:30a.m., at the Central Library, requires two separate meetings that run consecutively.

The first meeting is the Annual Meeting of the Trustees as an **Administrative Agency**. During this meeting, the Trustees will address the ongoing business of the Boston Public Library along with administering matters of the Boston Public Library as a Department of the City of Boston. This includes the signing of payrolls, acceptance of Critical Repair Funds, appointive authority over Civil Service personnel at the Library, and other operating procedures.

The second meeting is the Annual Meeting of the Trustees as a **Corporation**. In the second meeting the Trustees will address matters in which the Trustees act as a separate § 501(c)(3) nonprofit corporation, including the election of officers, signing of payrolls for grant funded positions, acceptance of gifts and grants, as well as authorization to accept funds and spend Trust Funds.

The first meeting will be adjourned and the second will be convened immediately within the allotted time frame.