

# **TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON**

## **Meeting of the Trustees Strategic Planning Committee Monday, April 3, 2023, at 4:00 p.m. Central Library, Commonwealth Salon**

### **MINUTES**

A meeting of the Boston Public Library Trustees Strategic Planning Committee (“Committee”) was held at the Central Library, 700 Boylston Street, Boston MA 02116 in the Commonwealth Salon on Monday April 3, 2023, at 4:00 p.m. and the meeting was streamed via Zoom for the public.

Members who were present at the meeting, included Committee Chair, Christian Westra, Committee Vice Chair, Jose C. Masso III, and Committee Members: Joe Berman, Heidi Brooks, Rahn Dorsey, Paula Sakey, and President David Leonard. Absent included: Cheryl Cronin, Karilyn Crockett, and Jonathon Soroff.

Also, present were Chair of the Board, Priscilla Douglas, Clerk of the Board, Pamela Carver, BPL staff members, and members of the public.

Mr. Christian Westra called the meeting to order at 4:03 p.m. He read the Trustees EDI statement. The Clerk took a roll call 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 the approval of meeting minutes of February 17, 2023. With no comments or edits, the meeting minutes were approved.

Mr. Westra acknowledged the passing of Mr. Mel King. They reminisced on the impact he had on the city and themselves.

Next, Mr. Westra noted they would be reviewing the general prospectives of the Request for Proposal (“RFP”) scope for services for the consultant.

Ms. Lisa Pollack, Chief of Communications explained the RFP was made up of five sections, they would be looking at Section B. The scorecard specifications will be considered. She explained the process of how the RFP was done. Essentially it is posted, it is responded to with proposals, they are reviewed, a committee scores the bids, and finally review prices for only those most advantageous. This process takes approximately 10 weeks and applicants must apply via the city portal. There is a questions/answers period for all applicants to view. They would be following the City’s procurement’s recommended timeframe.

The Committee asked several questions regarding expectations and questions regarding the procurement process, and the scoring/ranking system. They discussed there would be a subcommittee who would be part of the selection committee to assist with reviewing the proposals.

The Committee reviewed the template of Section B and offered revisions to strategic partnerships and the concept of extended enterprise organization for better clarity.

The committee then reviewed Section 1: Project Scope and Rationale. They noted that the sphere of digital engagement needs to be added to reflect the dynamic of the changing world. Adding strategic questions that we are trying to achieve in this document. They also wanted to note that the BPL pivoted from the Arts and Culture to the Human Services Cabinet.

They reviewed Section 2: Deliverables. Part of the process will likely involve collecting data and gathering some community surveys and staff responses.

Mr. Leonard noted that three entities: library leadership, BPL trustees, and city leadership, are the guiding

stakeholder groups that should have more formalized input beyond community and staff surveys.

They discussed that being benchmarked with peer city libraries would not be helpful as they already know where we differ. The Strategic Plan is meant to take the library forward, where we are landscaped within the city and the Commonwealth and how we are aligning ourselves with the city's priorities. What does it mean to be unique institution in the city like us. What does it mean to resident's day-to-day lives?

Mr. Westra thanked all for their thoughtful conversation. He proposed that Mr. Leonard and Ms. Pollack make the suggested edits and recirculate the draft so that the criteria section can be set within the next week.

Mr. Westra asked for new business or public comment for which there was none.

With no further business, the meeting was adjourned at 5:29 p.m.

Respectfully Submitted,

*Pamela R. Carver, Clerk of the Board*