



TO: Trustees of the Boston Public Library
FROM: David Leonard, President
DATE: May 1, 2017
RE: Annual Trustees Meeting – Tuesday, May 16, 2017 at 8:30 a.m.

The Annual Trustees Meeting, scheduled for Tuesday, May 16, 2017 at 8:30 a.m., in the Commonwealth Salon, Central Library, in Copley Square, requires two separate meetings.

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.