

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees as a Corporation and Administrative Agency

Tuesday, March 22, 2016, 8:30 a.m.
Commonwealth Salon, Central Library
700 Boylston Street, Boston, MA 02116

MINUTES

A meeting of the Trustees of the Public Library of the City of Boston as a Corporation and Administrative Agency was held in the Commonwealth Salon, Central Library, Copley Square, 700 Boylston Street, Boston, MA on Tuesday, March 22, 2016 at 8:30 a.m.

Present at the meeting were: Chair Robert Gallery, Vice Chair Evelyn Arana-Ortiz, Trustees: Zamawa Arenas, Cheryl Cronin, John Hailer, Paul LaCamera, and Rep. Byron Rushing. Also present: Boston Public Library Interim President David Leonard, Clerk of the Board Deborah Kirrane, Boston Public Library staff; Corporation Counsel Caroline Driscoll, Senior Advisor to the Mayor of Boston Molly Murphy, and members of the public.

Chair Robert Gallery presiding, called the meeting to order at 8:35 a.m. Mr. Gallery asked if Trustees had edits for the draft Minutes of the January 27, 2016 meeting. With no comments, upon motion duly made and seconded, the Minutes of the January 27, 2016 Trustees Meeting were approved.

Mr. Gallery next offered an update regarding efforts of the BPL Presidential Search Committee. The Search Committee has conducted many meetings, some of which were attended by members of the Board of Trustees, and interviews with candidates are scheduled for April. Mr. Gallery described the meetings he attended as positive. Mr. LaCamera is pleased that the Search Committee is examining a large range of individuals. Ms. Cronin appreciates the Search Committee's comprehensive approach, and Ms. Arana-Ortiz appreciates the public input and is pleased to see that the public, BPL staff, and Trustees are in alignment concerning qualities all would like to see in the next BPL President.

In the President's Report, Mr. Leonard described recent positive press interest in BPL events, notably New England Cable News examining BPL's partnership with Digital Commonwealth and a recent visit by author Colm Toibin which Mr. Hailer helped to host. Operationally the BPL continues to move toward completion of the Central Library Renovation Project and staff and patrons have been taking operational challenges related to construction, in stride.

BPL Director of Library Services, Michael Colford, announced that Priscilla Foley has been promoted to Chief of Neighborhood Services from her position as Manager of Branch Services. Mr. Leonard explained the importance of having someone as qualified as Ms. Foley in this critical role.

Mr. Colford announced that during National Library Week, on April 14 and 15, the BPL will launch "New American Corners" systemwide. The corners are identifiable library areas where

patrons may receive information regarding citizenship, naturalization, ESL services, and is the result of a partnership between U.S. Immigration and the City of Boston Office of New Bostonians. A press conference announcing the corners is scheduled for April 14 at Central Library and, on April 15, a naturalization ceremony will be held at Mattapan Branch.

Central Library's Teen Central has addressed recent teen-age patron behavioral issues by curtailing hours for the past ten days. Teen Central staff saw issues of violence escalating and immediately reached out to BPL Security, Boston Police Department ("BPD"), and the Boston Centers for Youth and Family ("BCYF") street team. Because students involved in these issues were visiting Teen Central in the mornings, a time when most students are in school, the decision was made to open Teen Central at 12:00 pm temporarily. Staff has seen elimination of these incidents with the new hours in place. BPD and BCYF are familiar with the specific teens involved and will continue to visit Teen Central to offer support and insight regarding handling these types of issues and all are confident these issues will be resolved.

Mayor Walsh has announced funding to the BPL capital budget, for a feasibility study examining delivery of library services to the Chinatown neighborhood.

Ms. Arana-Ortiz asked that BPL staff and patrons using the New Americans Corner, be aware of any possible fraud. She delivered an article about this topic to Mr. Colford. Through the BPL Public Services Restructuring, literacy services librarians, a new community learning center, and a Hearst Foundation grant for increased literacy and computer training services, the BPL will offer valuable services, in a multi-lingual format. Mr. LaCamera stressed the importance of the Hearst Foundation grant and asked that the BPL deliver annual reporting to Hearst.

Mr. Leonard reported that by April 4, the date planned for completion of the Central Library Renovation Project will be announced. The BPL is on target for a reasonable opening date and confirmed that the Foundation Gala will be held in the new space on June 10, 2016. It is the intent that The Catered Affair / WGBH space open at the same time as the Johnson Building. Mr. Colford reported that construction is completing, staff training has begun, and staff orientations will begin as soon as staff can get into the new space.

The theme of the grand opening of the completed Johnson Building is to welcome public back into the space. Programming will be limited as the building itself is the main feature. Prior to opening to the public, celebrations for BPL staff and construction crew will take place. Opening day will include a speaking program and ribbon cutting, a photograph of all in attendance, and a Boylston Street celebration with food trucks and booths featuring BPL information. Inside the building patrons will engage in a self-guided passport tour, and BPL staff and managers will be stationed throughout the building to explain new technologies and services. The Catered Affair and WGBH will be open at the same time, but have not yet announced specific opening events. Mr. Leonard will deliver a timeline for this space to the Trustees.

Ms. Arenas asked about outreach to branches and neighborhoods so as to include everyone in the opening. Branch staff will be included in orientation sessions for the new space and are encouraged to invite neighborhood patrons to visit the new space. "Fact Sheets" will be developed for the new space and distributed citywide, inviting all to attend the opening and

encourage use of services at Central. Mr. Gallery reiterated that The Catered Affair and WGBH are committed to being ready to go upon opening and look forward to working with BPL staff regarding programming offerings in alignment with BPL programs.

Ms. Arana-Ortiz asked that visitors to Central Library be oriented to the branches, as well as orienting branch patrons to Central Library. Small Design Firm Group interactive displays will highlight branch services and provide graphic displays of library activities systemwide.

Boston Public Library Chief Financial Officer Ellen Donaghey, delivered a review of the recommended BPL Operating Budget, including City of Boston and External, or Trustee, funds. The City budget is 80% of BPL income and, once the budget is approved, the BPL is committed to the budget spending categories. External funds are more flexible and subject to change.

In the Permanent Employee category increases due to annualization of January 2016 salary and routine step increases are shown. Overtime is budgeted against City of Boston money only and, over the past few years, overtime costs continue to decrease. Other Salary Costs, includes longevity pay and second Masters Degrees and, on the External fund side, represents fringe benefit costs. Under Telecommunications and Utilities, BPL is capturing savings related to improvements in energy efficiency. A decrease in External spending here is reflective of the sale of the Norwood property. (Norwood utilities were formerly paid from External funds.) Maintenance and Repairs shows a small decrease on the City side and is reduced on the External side as well. External fund increases in small equipment and repair allows BPL to accommodate items purchased for recently-opened branches which are coming upon their first repair cycle, e.g., minor branch repairs and furniture replacements.

Contracted Services shows a large decrease due to the recommended elimination of two earmarks the City had placed in the BPL budget that would go to EDIC. External Contracted Services decreased, yet still included hiring of Dr. Mahard and Gianfranco Pocobene, for the print inventory and mural restoration. Miscellaneous Supplies and Materials refers primarily to the collections. There is some funding here related to Jamaica Plain Branch and Johnson Building but, because BPL is not currently making any acquisitions from its dedicated trust funds, those funds may be spent the following year.

Ms. Donaghey reminded the Trustees that the City had asked for a recommended budget reflecting a 3% decrease but, because so much of BPL spending is from External funds (travel, equipment, lease of vehicles, dumpsters, software and licensing, program costs, custodial costs, etc.,) this 3% decrease is impossible to achieve.

Mr. Leonard stated that through aggressive management the BPL is optimizing where and how funds are spent, and is delivering a baseline budget in response to the City's direction. Procedurally, Trustees are to vote to authorize submitting this baseline operating budget as presented. Upon motion made and duly seconded, the Trustees

VOTED: that, the Trustees of the Public Library of the City of Boston authorize the Interim President of the Boston Public Library, or his designee, to submit the recommended "FY17 Boston Public Library Operating Budget" to the City of Boston.

The BPL was well represented at Massachusetts Legislative Day and is working with Rep. Rushing's office and City of Boston Intergovernmental Relations Office to ensure that the BPL is positioned well in regard to the state budget, as well.

Boston Public Library Major Projects Program Manager, Eamon Shelton, delivered a summary-level presentation of the recommended Capital Projects Plan to the Trustees – a 5-year budget cycle recommendation, which is submitted to the City of Boston for Mayoral and City Council approval. Each project herein classified as either (1) branch project, (2) systemwide project, or (3) Central Library project. Typically, each project begins with a programming study, moves to a design phase, and then enters construction.

The Adams Branch Project is a programming study currently in designer selection phase which will kick off this fiscal year and continue into next fiscal year. The Dudley Branch Project is a full branch renovation, currently in designer selection, and will then move to actual design.

As a baseline measure, the budgeted cost of the East Boston Branch was \$17 million. Major renovations projects to existing buildings average \$8 to \$10 million. Working with its partner at City of Boston Property and Construction Management, the BPL has done good job adding and managing contingency budgeting to provide for unforeseen situations in capital projects.

The Egleston Square Branch is a renovation project scheduled to begin in FY20 and, at that time, BPL will revisit the budgeted amount to ensure it is still appropriate. At the Faneuil Branch, a program study was recently completed and identified construction in excess of the amount currently budgeted. The next stage at Faneuil is a design process, planned for FY19. The budget for this project will need to be adjusted to fit the needs that arose from the programming study.

Ms. Cronin asked if the BPL was casting a wide-enough net to allow conventional and non-conventional choices to bid on program, design, and construction phase projects and believes it is important the BPL and City of Boston be aggressive in using local businesses. Mr. Shelton replied that bid advertisements are posted in newspapers, points are awarded for local firms, and Property and Construction Management is always looking to deepen its candidate pool. Given that contractor selection is a City process, Mr. Leonard suggested that Tricia Lyons, Manager of PCM address a future Trustee meeting.

The Jamaica Plain Branch is currently under construction and opening is expected in spring 2017. The North End Branch renovation is expected to begin with a programming study in FY20. The Parker Hill project began this year as an envelope project and is ongoing. In regard to the Roslindale Branch Renovation, a programming study has been completed and the design phase is planned to start in FY19. The Uphams Corner Branch project is a study project, said study to begin next year.

In addressing systemwide projects, Mr. Shelton described a programming study at the Archival Center, scheduled to begin next year, to re-evaluate needs of the Center going forward. Critical Repair is an ongoing project that allows BPL to respond quickly to leaky roofs, broken boilers, etc., throughout the year. The BPL will begin a Facilities Audit project in late FY16-early FY17 to look at mechanical, electrical, envelope, and other physical needs of each branch in the

system. The Security Project budget has allowed for ongoing deployment of cameras at areas of Central Library and branches. The Website and Online Services Redevelopment Project has been budgeted and work is expected to begin in FY17.

Central Library projects include Energy Improvements, with special focus on HVAC systems in the Rare Books Department. Central Library Signage project is ongoing and expected to conclude in FY17. The Central Library Renovation Project is ongoing and re-opening of the Johnson Building is scheduled for summer 2016. Future Central Library projects, already addressed in the budget, include Johnson Building pipe replacement, Johnson Building roof replacement and McKim Phase IID, to begin in FY20, FY19, and FY18, respectively.

Mr. LaCamera commented that the plaza in front of the McKim Building is in terrible condition and worsening. Mr. Leonard said that it could be included in McKim Phase IID. He cautioned the Trustees to consider capacity issues regarding managing such a large slate of projects. Through the waterproofing project, some tiles were repaired and the blacktop will soon be replaced with new tiles.

Rep. Rushing asked where Chinatown would fit in the budget. Chinatown will be a capital study focused on provision of library services. There will be a line item in the capital budget for FY17 for the library services project and will possibly include community engagement instead of traditional designers and architects. Mr. Hailer asked if the project could be named something other than "Chinatown," and perhaps something reflective of all Asian populations.

Upon motion made and duly seconded, the Trustees unanimously

VOTED: that, the Trustees of the Public Library of the City of Boston authorize the Interim President of the Boston Public Library, or his designee, to submit the recommended "FY17 Boston Public Library Capital Budget" to the City of Boston.

Ms. Arana-Ortiz reported on behalf of the Trustees Finance and Audit Committee and reviewed the FY15 Draft Management Letter as prepared by CliftonLarsonAllen, LLP. She complimented the BPL team for responding to her request for additional information regarding the letter. Ms. Arana-Ortiz explained that there were only two items identified in the letter: Information Technology and GASB Statement. In regard to Information Technologies, there is a plan for the upcoming year to address comments identified in the letter related to passwords, back-up veracity, and IT management. With no questions or additional comments, upon motion made and duly seconded, the Trustees unanimously

VOTED: that, the Trustees of the Public Library of the City of Boston vote to accept the Management Letter for the fiscal year ending June 30, 2015, from CliftonLarsonAllen, LLP, Certified Public Accountants.

Ms. Arana-Ortiz explained that the following contracts before the Trustees were reviewed by the Finance and Audit Committee, who recommended their approval. (1) In regard to the sale of the Norwood property, the Town of Norwood would like to purchase the property for its assessed, full market value; monies will go to the City and not to the BPL. (2) An increase in the amount being paid to Metadata Assistants is being recommended. (3) Authorization to hire Polygon on an as-needed, if-needed, basis for the cleaning of rare books and materials. (4) Authorizing a contract with Dr. Martha Mahard to continue her work with the Print Inventory. (5) Entering

into a contract with BiblioCommons for a Content Management System for the BPL has been recommended. (6) In an abundance of caution, authorization is being sought to allow Finance and Audit Committee to approve hiring of appropriate contractors for care of Rare Books and Prints Collection during summer months when the Trustees do not meet.

BPL Web Services Manager, Scot Colford, addressed questions regarding the website redesign project, particularly costs that may arise post-installation. Mr. Colford explained that BiblioCommons is based on WordPress and Open Source, a widely used format, which could be exported easily if desired. The BiblioCommons contract is not a multi-year contract, but includes a first year implementation fee and a subscription fee each year.

Upon motion made and duly seconded, the Trustees unanimously

VOTED: that, the Trustees of the Public Library of the City of Boston authorize the Interim President of the Boston Public Library to accept an offer of appraised value from the Town of Norwood for the Norwood Storage Facility located at 136 Access Road, Norwood, MA 02062. Funds to be paid to the City of Boston Treasury.

VOTED: that, the Trustees of the Public Library of the City of Boston authorize the hiring of Metadata Assistants to work in the Boston Public Library's Digital Lab, for an amount not to exceed \$15,000, per assistant, in any fiscal year. Said Assistants will have completed metadata course work and be currently enrolled in or recently graduated from an accredited library and information science program.

VOTED: that, the Trustees of the Public Library of the City of Boston authorize, when deemed necessary by the Chief of Collections Strategy and the Interim President, the hiring of Polygon US Corporation of North Andover, to clean collection materials for the duration of the Central Library Renovation.

VOTED: that, the Trustees of the Public Library of the City of Boston authorize a \$50,000 contract with Dr. Martha R., Mahard, to allow the completion of the inventory of the Boston Public Library's Print Collection.

VOTED: that, the Trustees of the Public Library of the City of Boston authorize that a contract be entered into with BiblioCommons, Inc., 119 Spadina Avenue, Toronto, Ontario, Canada MV 2L1, the most responsive and responsible bidder in a public Request for Proposal process advertised under G.L. c. 30B, for a Content Management System for the Boston Public Library, at a total cost not to exceed one hundred thirty five thousand, one hundred ninety five dollars and eighty six cents (\$135,195.86).

VOTED: that, the Trustees of the Public Library of the City of Boston delegate approval of any contract deemed necessary by the Chief of Collections Strategy and the Interim President for the care of the Rare Books and Prints Collection during the time period between the May 2016 and September 2016 Board of Trustee meetings, to Trustees Finance and Audit Committee for approval.

Mr. Gallery introduced BPL Chief of Collections Strategy and Chair of the Special Collections Committee William Stoneman to review two pending exhibition loan requests. Mr. Stoneman is also co-curator of *Beyond Words: Illuminated Manuscripts in Boston Collections*. Mr. Stoneman described the exhibition, ten years in the making, as containing loans from eighteen local institutions. Items borrowed from the BPL collection would be displayed at three venues: the MacMullen Museum of Art at Boston College, the Houghton Library at Harvard University, and

the Isabella Stewart Gardner Museum. The exhibition will display over 260 manuscripts and each manuscript will have an entry in a published exhibition catalog and corresponding website. If approved, the BPL would be the second largest contributor to the exhibition. The exhibition includes a 3-day symposium during which members of the international community will be attending and speaking, exclusively, to the items contained in the BPL collection – a strong tribute to BPL Staff and Associates of the Boston Public Library in conserving, preserving, and digitizing the items. Items seeking to be loaned have been appraised, said appraisal paid for by the National Endowment for the Humanities, and the loan requests have been vetted by the BPL Trustees Special Collections Committee, as well as an additional sub-committee who reviewed the requests with an eye toward a facilities review of each exhibition site, and the BPL’s exhibition loan policy and specific procedures. Ms. Irmischer confirmed that the 36 items in the request are worth over \$18 million and, after ensuring the necessary points regarding insurance, security, lighting, and materials handling were addressed, the Special Collections Committee recommended that the Trustees approve the loan request.

With no questions, and upon motion duly made and seconded, the Trustees unanimously

VOTED: that, pursuant to the terms of the Exhibition Loan Policy, the Trustees of the Public Library of the City of Boston approve the Loan of thirty-six (36) objects to The McMullen Museum of Art at Boston College, 2101 Commonwealth Avenue, Chestnut Hill, MA 02467 and The Houghton Library, Harvard University, Cambridge, MA 02138 for period September 3, 2016 to December 11, 2016, and The Isabella Stewart Gardner Museum, 280 The Fenway, Boston, MA 02115, for period September 20, 2016 to January 16, 2017, for purposes of *Beyond Words: Illuminated Manuscripts from Boston-area Collections*.

Ms. Irmischer described a loan request made by the Morgan Library and Museum, for loan of an Emily Dickinson letter from the BPL collection. The loan was discussed at the Special Collections Committee meeting, the item was appraised, and is before the Trustees for a vote to approve. As standard, the Morgan will pay for all costs related to the loan. Upon motion made and duly seconded, the Trustees unanimously

VOTED: that, pursuant to the terms of the Exhibition Loan Policy, the Trustees of the Public Library of the City of Boston approve the Loan of one (1) object to the Morgan Library and Museum, 225 Madison Avenue, New York, NY 10016, for the period December 20, 2016 to June 2, 2017 for purposes of *Emily Dickinson*.

With no New Business, the meeting moved to Public Comment.

David Vieira, Co-President of the Citywide Friends of the Boston Public Library asked when the American flag, donated by the Citywide Friends in memory of 9/11, would be remounted in DeFerrari Hall. Mr. Leonard responded that there is no date to report at this time.

Mr. Vieira suggested that any website re-design include a multilingual translation mode and further suggested that, in regard to BPL branches, Uphams Corner Branch be designated as a new construction, versus renovation, project.

Don Haber, Co-President of the Friends of the Jamaica Plain Branch Library, thanked the Connolly Branch for opening their doors to JP Branch patrons during the JP Branch renovation. He invited the Trustees to their annual fundraising concert on April 23. Monies raised by the event will go toward purchasing artwork for the JP Branch when it reopens. Additionally, Mr.

Haber related a comment by Co-President Gretchen Grozier, asking that Trustees consider meeting during evening or weekend hours to allow more members of the public a chance to attend.

Ms. Neinhaus, President of the Friends of the South End Library updated the Trustees regarding three projects. (1) Neighborhood outreach efforts to inform South End neighborhood groups of offerings available at Central Library, including Teen Central and the Children's Library; (2) the "Window Takeover" project for which members of the creative and artistic community will provide window installations based on a library theme. The first theme: Tales of the Brother Grimm and Edgar Allen Poe, will open on March 31; and (3) that members of South End and other local organizations that interface with homeless populations, recently met to collaborate on providing solutions so that the South End Branch may continue to be a welcoming place to all.

Elissa Cadilic, President of AFSCME, Local 1526 asked that BPL management position upgrades be posted, together with explanations of operational and budgetary effects. She further asked that the Powerpoint slides and Management Letter be posted at bpl.org.

Upon completion of Public Comment, Mr. Gallery announced that the meeting would adjourn to Executive Session so the Trustees may receive legal advice regarding The Catered Affair and WGBH Contract, and would not resume in public. Accordingly, the Clerk took a roll call vote of all Trustees to enter Executive Session, each Trustee replied affirmatively, and, upon motion made and duly seconded, the Trustees voted to adjourn the public portion of the meeting and enter into Executive Session at 10:05 a.m.

Submitted,

A handwritten signature in cursive script that reads "Deborah A. Kirrane".

Deborah Kirrane, Clerk of the Board