

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees as a Corporation and Administrative Agency (First Meeting)

Tuesday, May 10, 2016, 8:30 a.m.
Boston Public Library, Commonwealth Salon
Central Library, 700 Boylston Street, Boston, MA 02116

The annual meeting of the Trustees of the Public Library of the City of Boston was held in the Commonwealth Salon, Central Library, Copley Square, 700 Boylston Street, Boston, MA on Tuesday, May 10, 2016 at 8:30 a.m.

Present at the meeting were: Chair Robert Gallery, Trustees: Zamawa Arenas, Cheryl Cronin, John Hailer, Paul LaCamera, Rep. Byron Rushing, and newly appointed incoming Trustee, Ben Bradlee. Vice Chair Evelyn Arana-Ortiz and Trustee Carol Fulp were not in attendance. Also present: Boston Public Library Interim President David Leonard, Clerk of the Board Deborah Kirrane, Boston Public Library staff; Corporation Counsel Caroline Driscoll, and members of the public.

Chair Robert Gallery presiding, called the meeting to order at 8:35 a.m., and announced (1) the executive session listed on the agenda for Meeting #3 would not take place and (2) public comment would be offered at the conclusion of Meeting #3. Mr. Gallery, in explaining Ms. Arana-Ortiz's absence, indicated that this was the first meeting she has missed and asked that the record show the Trustees' appreciation for her longstanding and consistent service and attendance.

Mr. Gallery introduced Ben Bradlee, a newly appointed, incoming Trustee. As Mr. Bradlee has not yet been sworn to this role, he is unable to cast a vote during the current meeting. Mr. Bradlee occupies the "Writer's Seat" formerly occupied by authors Dennis Lehane, James Carroll, Doris Kearns Goodwin, and David McCullough.

Mr. Gallery offered a chronology of events related to the Presidential Search Committee and process. In September 2015, Mayor Walsh appointed John Palfrey as Chair of the Search Committee, named seven people to the Search Committee, and BPL Trustees selected SpencerStuart as the executive search firm assigned to assist in the process of developing an accurate job description and identifying candidates for the position of BPL President. From November 2015 to March 2016, the Search Committee hosted eight listening sessions throughout the City, attended by Trustees, Friends Groups, and members of the public. SpencerStuart met with BPL managers, Trustees, City of Boston officials, and others. The Search Committee and SpencerStuart developed the specification document that would guide the search, and a number of qualified candidates were interviewed by the Search Committee.

Mr. Gallery reported finalist candidates are being identified and confirmed that these candidates would be interviewed by the Trustees in a public meeting pursuant to the Massachusetts Open Meeting Law. Pursuant to the Acts of 1878, the Board of Trustees is charged with the selecting, hiring, and appointing a BPL President, but all finalists will have the opportunity to meet with Mayor Walsh prior to final interviews.

As a member of the Search Committee, Mr. Bradlee offered the search was an intense process and a good learning experience. Mr. Gallery advised the names of finalists will be announced pending results of due diligence and in relatively short order. Trustees will be given background information on each candidate prior to final interviews.

David Leonard, Interim President, presented Connie Chin, the new President of the Norman B. Leventhal Map Center. Ms. Chin recently served at the JFK Library Foundation and was General Manager of Jacob's Pillow for more than ten years. Ms. Chin commented she is delighted to be President of the NBLMC at an exciting time. She further stated the NBLMC represents a vibrant and healthy partnership with the BPL and is dedicated to K-12 education and engagement through maps and stewardship of the BPL's collection of maps. She has been reaching out to the community of map collectors and is looking forward to learning more about the BPL and sitting down with Trustees and members of BPL leadership, individually. Ms. Chin is excited about the corridor that is part of the Central Library Renovation, as it will provide greater public accessibility to and awareness of the NBLMC.

Mr. Leonard introduced City of Boston Property Management Department's Director of Public Facilities, Tricia Lyons, to describe the designer selection process in relation to capital projects. Massachusetts Procurement Law defines the process by which designers are selected: designers apply to participate on a specific project, and applications are then considered by a selection committee which, based on the specific project, may be composed of BPL staff, facilities staff, members of friends groups, and members of the public charged with selecting an appropriate architectural/engineering team for said project. As a public agency, the department is committed to working with a large number of different architects and engineers and works to engage a wide variety of firms through outreach efforts. Firms are often invited to present to the department and the department often presents projects at trade shows and conferences in an effort to develop a broad mix of qualified, interested vendors from which to choose. Ms. Lyons stated that libraries are the most popular projects among the architectural community which often results in a competitive and robust selection process. The Trustees thanked Ms. Lyons for her presentation and for her work.

Mr. Leonard highlighted the following:

New American Corners provide information on resources and services for immigrants and those on path to citizenship. The Corners are a collaborative effort among Mayor's Office for Immigrant Advancement, U.S. Immigration Services, BPL, Mayor's Office of Financial Advancement, and community organizations. The Dudley Branch hosted a formal announcement of the Corners, and a naturalization ceremony was conducted at the Mattapan Branch. Massachusetts Courts and Department of Homeland Security are looking at additional opportunities for these ceremonies to occur in BPL branches.

In conjunction with the B.A.A. Marathon, the BPL hosted a private breakfast gathering of marathon bombing survivors and their families, as it does each year. The breakfast was an inspiring reunion for those who attended.

The Boston Marathon was without incident and the BPL worked well with BAA and public safety officials to help ensure a successful event.

The Chavannes mural, currently being restored, is expected to be re-installed in early June, despite a minor delay in the fabrication of the mural support system.

In response to a request made by AFSCME colleagues, Boston City Council declared April 12 “City of Boston Library Worker’s Day” in the City of Boston in recognition of work performed by BPL staff.

The BPL supported a visit by the Pontifical Academy of Sciences, by providing eight objects from its collection.

Mr. Leonard referred Trustees to BPL FY16 and FY17 Goals and Accomplishments document, offered as part of the BPL’s budget submission to the City, for highlights focused on partnerships, awards, staff recognition, and kudos from the public. The document also articulates high-level goals for upcoming years, subject to approval by the new BPL President.

BPL Chief Financial Officer, Ellen Donaghey, delivered an update on the City’s operating budget. The budget process began in January when the City asked BPL for its estimated maintenance increase and potential costs decrease. The Mayor’s budget represents the largest share, or 80% of BPL funding. Ms. Donaghey pointed to FY17 routine salary increases included in the budget, as well as funding that, in conjunction with the Associates of the Boston Public Library, will fund select special collection positions. Ms. Donaghey described a budget decrease in telecommunications and utilities, representing energy efficiency measures implemented at Central Library and in the branches. A small increase within repairs and service equipment represents minor increases to some contracts (e.g., elevator, fire sprinkler). An increase in the cost of the BPL’s security contract reflects the vendor being unionized this year and, in regard to equipment, costs associated with accessibility and routine software licensing increased.

The second section shows the external budget in which the City breaks external funding out into different categories. In an effort to provide greater clarity and transparency, the BPL has reclassified its spending categories. Increases in salary reflect small collective bargaining increases and funding of some previously outside-funded positions. Telecommunication costs are down a bit and repairs to building and services increased. Contracted Services amounts reflect Chavannes mural restoration and costs associated with the ongoing print inventory. A small increase in equipment spending reflects the purchase of new equipment for the branches, licensing, and travel costs associated with training of individuals on said new equipment.

State funding represents 6% of budget and is generally increased a slight bit each year. This year, the Governor’s proposed budget is at a lower level than last year. Thanks to efforts in the House and Rep. Rushing’s leadership, BPL received an amendment to restore State allocations to BPL under the Library for the Commonwealth program, to at least last year’s level. This still needs to be reconciled with the Senate budget which will be delivered in two weeks. BPL hopes to be at last year’s level, but there is a real risk that it’s State budget could be cut down to what

the Governor has proposed. BPL is working with its intergovernmental colleagues to build on Rep. Rushing's amendment.

Mr. Leonard provided a list of major capital projects: design activities and commencement of construction at Dudley Branch, the launching of an Adams Street Branch program study, a Roslindale Branch design study, and a Fields Corner program study. Further, an exploration of feasibility of services to Chinatown and a review of Uphams Corner Branch project options are due to begin. At Central Library, energy and security improvements will be reviewed and the development of a slate of supplementary systemwide branch improvements will be commenced.

Eamon Shelton, BPL Major Capital Projects Manager stated that, at Central Library, an energy improvement project to address HVAC and/or mechanical upgrades in the Rare Books Department is beginning. Architecture firm Finegold Alexander has been selected and the design phase will begin immediately. The Mayor's budget contains two new capital projects: Fields Corner Branch project and a project for the Archival Center addressing expansion and/or improvement possibilities. The Central Library Renovation project is nearing completion and work on Boylston Street is moving forward.

Having inadvertently passed over this agenda item earlier, Mr. Gallery called for a motion to approve the minutes of the March 22, 2016 Trustees Meeting. Upon motion duly made and seconded, the Minutes were unanimously approved.

Mr. Leonard provided three updates on BPL affiliate work:

BPL and Foundation staff are working together in preparation for the June 10 gala. Sponsorships have been received and approximately 275 attendees are expected to attend the event. Proceeds will support the Foundation's youth and library programs throughout the branches in addition to programs to animate spaces of the Central Library Renovation.

Following its successful Literary Lights event, the Associates of the Boston Public Library will fund key positions providing essential care in special collections. The City of Boston is making a commitment toward these positions in addition to an Associates donation which will match all City funds up to a maximum amount over the next five years.

Citywide Friends is providing financial support for a laptop lending machine which is expected to be in place by mid-summer 2016.

Melina Schuler, BPL Chief of Communications, reviewed the advertising campaign and special events planned for the Central Library Renovation opening. The BPL worked, on a pro bono basis, with marketing firm, Digitas, to create an advertising campaign to build awareness of the re-opening and innovative things inside Central Library. Working on a campaign theme of oppositions, Ms. Schuler presented four slogans and the subtext of each: Find it Fast / Slow it Down; Long on History / Short on Conformity; Near What You Love / Far From Expected; Brand New Inside / Outside the Norm.

Advertising will be placed on subway cards on MBTA Green, Orange, and Red lines, as well as State Street, Downtown Crossing and Park Street platforms. Orange Barrel Media has offered free digital signage at Landsdowne Street and atop District Hall in the Seaport. Banners on Johnson and McKim Building facades will advertise the opening and digital banner advertising on phone apps will provide advertising targeted to specific zip codes in an effort to reach residents in all neighborhoods. Social media and robust blogging, together with cross-promotion via Facebook, Snapchat, Twitter, and Instagram, will serve to advertise the opening.

A series of events, including staff and construction team “thank you” events, training classes, press walk-throughs, and group tours, will be held in the weeks prior to the opening. Opening day will include a ribbon cutting ceremony, remarks by Mayor Walsh, a partial closure of Boylston Street, food trucks, self-guided tours, and giveaways (mugs, tote bags) for those attending.

Michael Colford, BPL Director of Library Services, described opportunities for branch staff to visit Central Library and tour the new spaces, including the upcoming staff celebration.

Rep. Rushing asked that additional station advertising be considered for additional MBTA stations (Ashmont and Dudley), increased banner advertising within branches, and Trustees be invited to all preview events. Ms. Arenas suggested the MBTA be asked to donate additional advertising and stressed the importance of welcoming people from the neighborhoods to Central Library. Both she and Rep. Rushing commented that increased advertising was needed in the neighborhoods.

In regard to staff preparation for the Central Library Renovation, Mr. Colford described upcoming orientations and training sessions for staff, focusing on the following six areas: (1) general orientation to space and new services, (2) safety and emergency procedures, (3) transition, challenge, and opportunity workshop, (4) communication and how to speak about the new design and new services, (5) targeted workspace trainings to include new audiovisual and digital interactive offerings to patrons, (6) Kirstein Business Library and Innovation Center, Tech Central, Reader Services, and Welcome Center staff will receive training on all of the new offerings and technology.

The BPL is also kicking off a year-long, systemwide customer service initiative, designed specifically for the BPL so that staff may better serve patrons.

Central Library will be closed to the public on the two days preceding the re-opening, with opportunities for staff to attend final department orientations. Collection moves will be finalized and labeling confirmed. Customer interaction will be practiced and staff will be trained to provide tours to the large influx of people expected. Additional managers and staff will be working at Central Library following the opening, in support of staff working on the front lines.

Mr. Leonard confirmed that closing to the public for two days is unprecedented but warranted, to ensure a successful opening. Staff at branches closest to Central Library will work to mitigate loss of public service at Central Library during this time. Mr. Colford reminded Trustees that

Central Library remained open throughout construction, while branch locations, if under construction, are typically closed.

Jen Inglis, BPL Chief of Public Services, reported on the Homelessness Report and Action Plan, the final report of a BPL staff committee assembled to address staff and public concerns surrounding homelessness. The report was compiled by the Homelessness Working Group, a committee of BPL staff, whose purpose and scope was to identify training options for BPL staff regarding this issue, so staff may be comfortable and informed.

The group reviewed what was happening in the City concerning homelessness and what other library systems are doing to address this issue. The group reviewed the BPL's Appropriate Use Policy, developed a resource to assist staff in assisting homeless patrons, and explored the feasibility of adding a social worker to BPL staff. The group met with BPL facilities and security teams, Boston Police, and social service agencies including Pine Street Inn and Rosie's Place. Boston Police, in particular, emphasized that while there are many resources in place to assist, connecting people to appropriate resources is often a challenge. In response, members of the working group developed a comprehensive 'LibGuide' – a resource for BPL staff to connect patrons with available resources.

The working group, based on its research, has contracted a training session regarding real world library security to be conducted for BPL staff in the fall. The group further made the following recommendations: establishment of a long-term committee to act on the work of the initial group, increased outreach to social service organizations and programming to address the issues, and a recommendation that BPL create a plan to have a social worker in place to assist staff and patrons with issues regarding homelessness. To move forward with the social worker recommendation, funding options would need to be identified.

Mr. Hailer reported that Healthcare for the Homeless (including Jim O'Donnell and Barry Boch) is an agency uniquely qualified to assist the BPL with this issue and encouraged Ms. Inglis to reach out to them. Ms. Cronin advised that homelessness is a complex issue and stressed the importance of referrals versus taking on the issue by the BPL itself. Ms. Inglis recognized that the BPL is not a social service agency, but that homelessness is an issue that effects BPL staff who may be concerned about their own health and safety, so BPL leadership needs to identify what can be done to assist. Mr. Gallery confirmed BPL staff is on the front line of this issue every day. He expressed his appreciation to the group for their work and concern.

Ms. Inglis further recommended that the BPL Appropriate Use Policy be reviewed and/or updated.

Mr. Hailer encouraged working with established organizations and stated that hiring social workers is a complicated and complex issue. The safety of staff and patrons has to be ensured. He asked that any revisiting of a policy incorporate input of homelessness agencies and attempts to identify appropriate agencies take place as soon as possible. Librarians are not to serve as security guards.

Rep. Rushing congratulated the staff for taking on this issue, and advised the group to look to further define populations as specifically as possible, warning that certain behaviors do not necessarily mean that someone is homeless. The BPL has no rule against who is invited in and needs to be specific in identifying inappropriate behavior. Rules governing behavior also need to be equally applied to all, not just certain groups of people. Rep. Rushing further encouraged outreach to area churches who are assisting in efforts to address homelessness.

The President's Report was concluded and Ms. Arenas asked the Trustees to consider the votes put forth by the Trustees Finance and Audit Committee, seeking to delegate approval of HVAC and fire prevention contracts to the Finance and Audit Committee. Requests for proposals for the contracts have been issued and the review process for same is ongoing. The Finance and Audit Committee will meet in the near future and, with assistance from BPL Chief Financial Officer, Ellen Donaghey, will review the contracts and, if all is in order, approve same.

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

VOTED: "that the Trustees of the Public Library of the City of Boston delegate approval of award of contract for Preventative Maintenance and Repair of the HVAC Systems throughout the Public Library System of the City of Boston for period of thirty-six (36) months, to Trustees Finance and Audit Committee," and

VOTED: "that the Trustees of the Public Library of the City of Boston delegate approval of award of contract for Inspection, Testing, and Servicing of Fire Alarm and Sprinkler Systems at Central Library and certain Branch Libraries of the Public Library System of the City of Boston for period of thirty-six (36) months, to Trustees Finance and Audit Committee."

As Trustees had the chance to review information regarding the next three votes in advance of the meeting, Ms. Arenas asked the Trustees to consider voting to approve the three standard votes as set forth in the agenda as a slate.

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

VOTED: "that the Trustees of the Public Library of the City of Boston authorize the President, or designee, on behalf of the Trustees of the Public Library of the City of Boston, to enter into a contract or contracts for various goods or services relating to the Boston Public Library Critical Repair Capital Budget for the period July 1, 2016 through June 30, 2017 provided that each contract entered into pursuant to this authorization shall have been estimated to be less than one hundred thousand dollars (\$100,000.00). In no event will the contracts cumulatively exceed three hundred thousand dollars (\$300,000.00)", and

VOTED: "that the Trustees of the Public Library of the City of Boston enter into a non-advertised contract, as authorized under G.L., c.30-B, Section 7(a), referred to as a "Procurement of Library Books," between the Trustees of the Public Library of the City of

Boston (a Corporation under Chapter 114 of the Acts of 1878), and the vendors listed therein (including any subsidiaries or agents), for the acquisitions of books and for certain other library bibliographical acquisitions materials, in an amount not to exceed the amount appropriated in the Library Department budget for books and other related bibliographical acquisitions materials, during the period July 1, 2016 through June 30, 2017,” and

VOTED: “that the Trustees of the Public Library of the City of Boston approve the expenditure from the Fellowes Athenaeum Trust Fund in an amount not to exceed ninety four thousand dollars and no cents (\$94,000) to support the Fellowes Athenaeum Trust Fund Programmatic Plan for FY17 as recommended by the Fellowes Athenaeum Trust Advisory Committee and to be presented at an upcoming meeting.”

Mr. Gallery asked the Trustees vote to approve the schedule of Trustees Meetings for 2016-2017. Upon motion duly made and seconded, the Trustees voted

VOTED: that, the Trustees of the Public Library of the City of Boston approve the proposed schedule of Trustees meetings for 2016-2017 as noted below:

Tuesday, September 20, 2016, 3 p.m., Grove Hall Branch
Tuesday, November 15, 2016, 3 p.m., West Roxbury Branch
Tuesday, January 17, 2017, 3 p.m., Charlestown Branch
Tuesday, March 14, 2017, 8:30 a.m., Central Library
Tuesday, May 16, 2017, 8:30 a.m., Annual Meeting, Central Library

Mr. Gallery announced that in the interest of time, Public Comment would be moved to the conclusion of the Third Meeting.

Upon motion made a duly seconded, the Trustees voted to adjourn the First Meeting at 10:05.

Respectfully submitted,

President’s Office