

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees as a Corporation and Administrative Agency

Tuesday, March 17, 2015, 8:30 a.m.
Boston Public Library, Central Library, Teen Central
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 at Teen Central, Central Library of the Boston Public Library on Tuesday, March 17, 2015 at 8:30 a.m.

Present at the meeting were: Chairman Jeffrey B. Rudman, Vice Chair Evelyn Arana-Ortiz, Trustees: John Hailer, Paul A. La Camera, and Rep. Byron Rushing. Absent from the meeting were Trustees Zamawa Arenas, Carol Fulp, Laura DeBonis, and Dennis Lehane.

Also present at the meeting were: Boston Public Library President Amy E. Ryan; Clerk of the Board Deborah Kirrane, Boston Public Library staff; Chief Information Officer for the City of Boston Jascha Franklin-Hodge, Corporation Counsel Caroline Driscoll, and members of the public.

Chairman Jeffrey B. Rudman presided.

Chairman Rudman addressed the agenda's Call to Order and Report and thanked BPL Teen Librarian, Jessi Snow, for welcoming the Trustees to Teen Central. Mr. Rudman also thanked BPL Facilities Supervisor, Alan Sorro, for his assistance in preparing the room for the meeting.

The Trustees and the public were shown a video recording of the celebration marking the official opening of the second floor of the Johnson Building, part of the Central Library Renovations, and Mr. Rudman introduced Michael Colford, BPL Director of Library Services, and Christine Schonhart, BPL Director of Branch Libraries. Ms. Schonhart began her presentation by reminding the Trustees of the many moving stories told by members of the public in which one describes their first visit to a library. The children pictured in the video will, 30 to 40 years from now, will perhaps share their own stories of the first day they entered the transformed Children's Library.

Ms. Schonhart reviewed the press coverage received by various media outlets including The Boston Globe, Boston Business Journal, Boston.com, Boston Magazine, and displayed examples of Instagram, Twitter, and Facebook postings. The BPL recorded over 100 original Tweets using #checkoutbpl. Through the Clerk, Ms. Schonhart will provide each Trustee with a copy of her presentation.

Mr. Colford noted for the Trustees his observations in the first three weeks that the second floor of the Johnson Building has been opened. The space is well-used by patrons who are taking advantage of the availability of electrical and wifi connections. One can walk through the space

and see users using laptops and tablets. He notes that the demographic of the users has dropped about ten years. It is rewarding that Bates Hall in the McKim Building is still filled, too.

Mr. Colford shared a quote from Eileen Sherman, a Reference and Reader's Advisory Librarian who works on the second floor of the Johnson Building in which she describes the positive elements and effects of the second floor transformation. Mr. Colford said that the staff has embraced the atmosphere of the second floor and the embraced the enhanced focus on customer service.

The transformed space is only one part of the process of bringing exceptional library services to patrons. The BPL is working with the BPL Foundation to raise \$1.7 million for staff and programming support. The Foundation will fund four new positions: two youth programming positions and two youth technology positions.

Mr. Colford introduced Farouqua Abuzeit, the new BPL Manager of Youth Services, an award-winning librarian who, until recently, worked at the Wellesley Public Library. Ms. Abuzeit thanked the Trustees for their welcome and stated that she was excited to be working at the BPL.

Statistics are not yet available for the new space. But, anecdotally, one can see the increase in usage and Children's Library baby sing-along hosted over 130 children the very first week of opening, compared to its prior average of 90 children per session.

Ms. Arana-Ortiz stated that, as a parent, she appreciates the focus being placed on keeping Teen Central as a space only for teens and the emphasis being placed on security. Rep. Rushing described the space as fantastic. Most adults have commented on the windows and the amount of increased light. Mr. Rudman said that the entire staff deserves extraordinary praise and described the opening of the second floor as the "greatest opening since My Fair Lady in 1956!"

Ms. Ryan introduced Jascha Franklin-Hodge, Chief Information Officer for the City of Boston, and David Leonard, BPL Director of Administration and Technology to report on a \$475,000 grant from the Knight Foundation in which the BPL and the City of Boston are partnering to make City of Boston data sets containing building permits, crime statistics, inspectional data, neighborhood information, requests for services, etc., useful, relatable, and understandable to citizens. The 24 month grant will fund a librarian and program development and it is anticipated that staff will be on board within the next few months.

Rep. Rushing thought this was a great idea and added that the partnership between the City and the BPL could lead to a pattern of cooperation for additional future projects. Ms. Ryan will invite Messrs. Franklin-Hodge and Leonard to a future Trustee meeting to provide an update. Mr. Rudman commended Mr. Franklin-Hodge on distinguishing between information and knowledge, data and wisdom.

Ms. Schonhart next provided the Trustees a Branch Capital Project Update. She reminded the Trustees that while the Central Library Renovation was a large project, there are also 24 important branches throughout the City. She described that the biggest program systemwide is

the wireless service upgrade, allowing increased speed and bandwidth. The project will be completed by April and the public has responded positively to this upgrade.

The Jamaica Plain Branch renovation will enter the construction phase this summer and the temporary closing dates will be announced within the next few weeks. There will be a community meeting at the branch on March 26, 2015. The BPL is working with Tappe Architects to provide a programming study of the Faneuil Branch. A programming study is the first step in determining needs for potential renovation. A third community meeting is scheduled for April 1, 2015 at the branch. A programming study was completed in 2013/2014 at the Roslindale Branch, and remaining funds will be used to address early action items identified by the Friends of the Roslindale Branch: painting of interior and exterior of dome, improvement to exterior handrail, and new mechanical shades to be installed.

Ongoing branch maintenance projects include repair of roof leaks, masonry and paver repairs, flooring repair, furniture cleaning, repair and replacement. Furniture no longer needed at Central Library is being repurposed at branches. Boiler and HVAC replacements are being made and 10 branches received interior and exterior lighting upgrades to help lower utility bills.

Rep. Rushing asked if the wifi is ever turned off and whether the branches can be deemed “hot spots” for wireless service. Mr. Leonard responded that while wifi is focused in interior spaces, it will bleed about 30 feet to the exterior of a building. The new technology is faster and allows for simultaneous loading of programs. Overall it is an improvement in service.

Ms. Arana-Ortiz inquired as to the timeline for the Jamaica Plain Branch renovation. Ms. Schonhart responded that the branch will close at the end of the summer and will remain closed for 18-24 months, a conservative time estimate.

Prior to Mr. Leonard’s presentation of the FY16-19 Recommended Capital Projects Plan, Ms. Ryan explained that the Recommended Capital Projects Plan, pending Trustee approval, will be sent to the City of Boston Management and Budget Department.

Mr. Leonard described systemwide projects: critical repairs and the deployment of the security audit, including cameras and improvements to card access and other security systems. Branch projects continuing into FY16: Jamaica Plain Branch renovation, Faneuil Branch programming study, and exterior and minor interior improvements to the Parker Hill Branch Library. Phase 2 of the Central Library Renovation is underway and remains fully funded to the planned opening of summer 2016 and the McKim waterproofing project should take place in spring 2015 and continue into next year. The BPL is requesting FY16 funding for Dudley Branch interior improvements, based on the FY14 programming study. The project would go into formal design in FY16 and continue into construction beyond that.

The BPL will also submit a five-year trajectory plan addressing Central Library and systemwide projects including BPL needs at the Archival Center addressing space needs, a McKim Building Assessment to review where McKim 2D left off, and repairs to the roof of the Johnson Building. The roof repairs are not part of the Central Library Renovations, but due to insurance advice, needs to be addressed within the next five years. Additionally, piping infrastructure for water

and plumbing needs will need to be addressed at Central Library upon completion of the current renovation.

There are two IT-related projects that BPL is looking for planning assistance with: (1) web and online presence redevelopment and (2) integrated collections inventory and RFID system as opposed to the system currently in use. Future branch projects include work based on completed programming studies and/or issues identified in the BPL's facilities assessment. These branches include: Uphams Corner, Roslindale, and Fanueil. Branches requiring exterior signage improvements include: Adams and Egleston.

Mr. LaCamera asked if there were any thoughts surrounding any new branch libraries to be constructed. Mr. Leonard replied that if a branch is in need of a major renovation, a new site context could be raised. He reminded the Trustees of the City Council Hearing on Mixed-Use Development and the ongoing dialogue between BPL and City of Boston regarding mixed-use libraries.

Upon motion made and duly seconded, the Trustees voted:

VOTED: that, the Trustees of the Public Library of the City of Boston authorize the President of the Boston Public Library, or her designee, to submit the recommended "FY16 Boston Public Library Capital Budget" to the City of Boston.

Ellen Donaghey, BPL Chief Financial Officer, next presented to the Trustees the FY16 Recommended Operating Budget Report. At City of Boston's direction, the BPL is submitting a "maintenance" budget. Resources expected to be available include an increase of \$225,000 in City funding (BPL's largest source of funding at 80%) which pays for most of staff, facilities, and 60% of BPL collection costs. Funding from Library for the Commonwealth and State Aid to Library has increased over the last two years but it is believed it will hold steady this year and, accordingly, the BPL is not budgeting for an increase in this type of funding. The BPL expects the same amount of trust funding spending this year on collections and preservation, and expects an approximate 6% increase in funding from gifts, grants, donations, and internal sources of revenue. The BPL is anticipating a 3% increase in personnel and staffing costs, and savings resulting from energy efficiencies. The BPL also expects reductions in contractual services (i.e., data and telephone lines.)

The costs outlined do not cover costs associated with additional staff. The Foundation and the City of Boston have contributed toward this. Ms. Ryan stated that an increase in costs will occur in summer 2016 when the Johnson Building is fully opened.

Rep. Rushing advised that the BPL work to achieve level funding. Ms. Ryan described the budget process timeline beginning on April 8, 2015 when the Mayor will submit the budget to the City Council, and ending on July 1, 2016 when the budget will be in effect.

Upon motion made and duly seconded, the Trustees voted:

VOTED: that, the Trustees of the Public Library of the City of Boston authorize the President of the Boston Public Library, or her designee, to submit the recommended “FY16 Boston Public Library Operating Budget” to the City of Boston.

Mr. Rudman next asked that the Trustees vote to approve the Minutes for the Trustees Meeting held on January 13, 2015. Upon motion made and duly seconded, the Trustees voted:

VOTED: that, the Trustees of the Public Library of the City of Boston approve the Minutes of the Trustees Meeting held on January 13, 2015.

Ms. Ryan next thanked the Trustees for their interest in serving on the Retail Tenant Advisory Committee. Seven Trustees have committed to serve, together with other representatives from the community and the City of Boston. The Request for Proposals (“RFP”) was released on March 16, 2016. The Dartmouth Company has been engaged to advertise and market the RFP, and notification of same will be posted on the City of Boston’s website. Responses to the RFP are due on May 11 and meetings of the Retail Tenant Advisory Committee will be scheduled to review the submitted bids.

Ms. Arana-Ortiz next spoke to the Trustees about the Management Letter, and Matthew Hunt of CliftonLarsonAllen joined the meeting via telephone. Ms. Arana-Ortiz pointed to the brevity of the letter in comparison to past years. With no questions, Mr. Rudman called for a vote to accept the Management Letter and, upon motion made and duly seconded, the Trustees voted:

VOTED: that, the Trustees of the Public Library of the City of Boston vote to accept the Management Letter, dated June 30, 2014, from CliftonLarsonAllen, LLP.

Ms. Arana-Ortiz introduced Ms. Donaghey to describe for the Trustees the vote to declare exterior space at the North End Branch Library as surplus space. Currently, Il Panino Restaurant is the leaseholder of a lease for exterior space at the North End branch. The restaurant uses the space for outdoor seating and, pursuant to a letter of agreement entered into with the former BPL president, pays the BPL \$4,000 a month. The Trustees are being asked to vote to declare the exterior space as surplus so that an assessment of the value of the space may be made and an appropriate Request for Proposals be issued. The space is approximately 600 square feet and, prior to the current lease, was used for limited staff parking. North End elected officials and neighborhood publications will be made aware of the RFP and Ms. Donaghey will provide the Trustees with photographs of the space.

Upon motion made and duly seconded, the Trustees voted:

VOTED: that, the Trustees of the Public Library of the City of Boston vote to declare a certain exterior area at the North End Branch Library as listed below, as surplus pursuant to M.G.L. c. 30B, sec. 16A; said exterior area is not needed for any municipal purpose and shall be used by a potential retail or food service provider; the Boston Public Library shall

issue a Request for Proposals through which a successful bidder shall enter into a lease for the designated exterior surplus space.

<u>Area</u>	<u>Square Footage</u>
Side property	Approx. 600 square feet

Ms. Arana-Ortiz presented to the Trustees the vote regarding Massachusetts procurement law. Ms. Donaghey explained that the contractual amounts requiring Trustee approval have been raised at both the State and City level, from \$25,000 to \$35,000. The vote before the Trustees would bring the BPL in alignment with these new State law and City policies. Upon motion made and duly seconded, the Trustees voted:

VOTED: that, the Trustees of the Public Library of the City of Boston vote to require Trustee approval only for those competitive and sealed bids which meet or exceed thirty five thousand dollars (\$35,000.)

Ms. Arana-Ortiz next asked that the Trustees, based on recommendation of the Finance and Audit Committee, vote to extend the BPL contract with CliftonLarsonAllen for independent auditing services, for two years. She cited the quality of CliftonLarsonAllen’s work and their ability to work well with BPL staff. Upon motion made and duly seconded, the Trustees voted:

VOTED: that, the Trustees of the Public Library of the City of Boston vote to extend the contract for Annual Independent Auditing Services with CliftonLarsonAllen, LLP, to June 30, 2017.

Ms. Ryan next described the Trustee approved loan approval policy and procedures, under which the Special Collections Committee recommends to the President and the Trustees, the loan of objects to other institutions. Given meeting cancelations due to extreme winter weather, the Special Collections Committee has been unable to meet to approve loan requests to the Isabella Stewart Gardner Museum and the University of Massachusetts, Dartmouth. As the loan requests met the criteria outlined in the policy and the time sensitive nature of the requests, Ms. Ryan spoke with Special Collections Committee Chairman, William Stoneman, and Trustee Chairman Jeff Rudman and, with their consent, approved the loans to the two named institutions.

Mr. LaCamera noted that lending items to exhibitions is an important way to showcase and promote the BPL.

The meeting next moved to New Business, during which Mr. Rudman reported on a sad event that occurred at the Dudley Branch. Mr. Rudman read a statement describing recent incidents related to drug use in the Dudley and other branches, and Central Library. From the 8 million visitors to the BPL over the last three years, 28 incidents were reported in the branches and 16 incidents were reported at Central Library. Upon the conclusion of the statement, Rep. Rushing asked that the actual statement be made an appendix to the Minutes of the meeting. Mr. Hailer asked that the BPL put a comprehensive systemwide plan in place that includes Boston Police and security personnel, to ensure the safety of patrons.

Mr. Rudman stated that the BPL has reached out to the City of Boston and described provisional plans regarding the Dudley Branch: security to be a visible presence in close proximity to the restrooms, the installation of cameras and signage indicating that the facilities are monitored, and enhanced police patrols of the branch and the area external to the branch.

Ms. Arana-Ortiz asked that the BPL and police work with the Friends of the Dudley Branch and other community members. Ms. Schonhart confirmed that the BPL has reached out to the Friends and indicated that the Friends echoed the concerns of the BPL and want to participate in any plans being made to address the situation.

The meeting next moved to Public Comment in which one member of the public invited the Trustees to the annual meeting of the Citywide Friends on April 14, 2015 at 6:00 p.m., one member of the public voiced approval of the vote to designate surplus space at the North End branch, one member commented on the need for additional BPL staff, increased specificity in the role of BPL security guards, the role of the Public Health Department in addressing drug abuse incidents, and a request to serve as a member of the Retail Advisory Committee – a request that Mr. Rudman approved.

Prior to moving to Executive Session, Mr. Rudman asked that a roll call vote be taken for approval to enter into Executive Session. Each Trustee voiced their approval, and the meeting moved to Executive Session. At the conclusion of Executive Session, the meeting moved back to open session for adjournment.

With no further business to report, the meeting was adjourned at 10:25 a.m.



Deborah A. Kirrane
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Clerk of the Board