

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

**Meeting of the Corporation and Administrative Agency
Tuesday, September 16, 2014 at 3:00 p.m.
Boston Public Library West End Branch
151 Cambridge Street, Boston, MA 02114**

Minutes

A Meeting of the *Trustees of the Public Library of the City of Boston* as a Corporation and as an Administrative Agency was held at the West End Branch of the Boston Public Library on Tuesday, September 16, 2014 at 3 p.m.

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

Also present at the meeting were: President Amy E. Ryan; Clerk of the Board Deborah Kirrane, Boston Public Library and City of Boston staff; and members of the public.

Chairman Jeffrey B. Rudman presided.

Chairman Rudman addressed the agenda's Call to Order and Report. He introduced Katrina Morse, Grove Hall Branch Generalist Librarian to speak about the Bibliocycle.

Ms. Morse described the BPL's partnership with Boston Bikes in presenting the Bibliocycle, a bicycle-towed, off-site delivery system of library services such as book check out, program information, and card registration. The Bibliocycle visited 14 events over the summer, will continue until the end of September, and saw 469 visitors to date. The overall response has been very positive. Christine Schonhart, Director of Branch Libraries, spoke to the success of the Bibliocycle. She described it as a physical manifestation of the Compass, linking the community to library programs through imaginative outreach. Ms. Schonhart commended Ms. Morse's efforts and thanked Nichole Freeman, also of BostonBikes, who was in attendance at the meeting. The Bibliocycle is housed at the Grove Hall branch and has visited all of the City's neighborhoods. Ms. Morse was inspired by similar programs at the Seattle and Denver public libraries, and the Boston Bibliocycle has inspired other city libraries in return.

Mr. Rudman next introduced Brandon Abbs, the new director of the Citywide Friends of the Boston Public Library and wished him success in his new position.

Mr. Rudman introduced West End Branch Librarian, Helen Bender. Ms. Bender described the success of the West End branch which, until the East Boston branch opened, was the busiest branch in the system. Ms. Bender introduced and thanked representatives from the West End Branch Friends group who provided refreshments.

Ms. Bender described the West End neighborhood, the unique challenges the branch faces, and the successful programming in place. She spoke of the elderly population the branch serves and the "Creative Aging Grant" recently received to teach creative writing and art to these older adults. She described the movie programs hosted by the branch and neighborhood outreach

programs the branch is involved in, specifically the neighborhood food pantry which serves 150 clients. The West End branch is proud of its computer outreach and e-book training programs. The librarians work one-on-one with many members of the branch's adult population. Ms. Bender described the history of the branch and introduced members of her staff: Lauren Lepanto, Children's Librarian, Barbara Davis and James Tran, Library Assistants.

Dorothy Keller, Faneuil Branch Librarian, was next introduced to speak Virginia Grant, Faneuil Branch Librarian Assistant who is retiring after 50 years of service. Ms. Keller shared highlights of Ms. Grant's career and Ms. Grant thanked everyone for their support and assistance.

Mr. Rudman asked that the minutes of the May 13, 2014 Annual Meeting be approved. After motion made and duly seconded, the minutes were approved.

Amy Ryan addressed the next agenda item: President's Report. Michael Colford, Director of Library Services and Christine Schonhart, Director of Branch Libraries were introduced to discuss expanded year-round weekend hours in the branches and at Central Library. Ms. Schonhart explained that expanded hours arise from the Compass principle describing the BPL as a user-center institution that enables easy and effective access to library services. 2014 was the first summer of expanded year-round Saturday hours at the branches and Saturday and Sunday hours at Central. Ms. Schonhart offered her thanks to staff and trustees for their support and flexibility, and to Mayor Walsh for providing the necessary funding. Over 42,000 people visited the branches on the 12 summer Saturdays, with Grove Hall, East Boston, Mattapan, Jamaica Plain, and Faneuil having the highest number of visitors and noted this list contained a mix of large and small branches. Increased hours created more opportunities for programming opportunities. Branch staff reported an increase in the number of families, especially those with young children, visiting the branch libraries on Saturdays.

Ms. Schonhart also thanked the Citywide Friends of the BPL for awarding five grants to fund weekend programming, and described some of the offerings. She described the first summer as having proceeded successfully with a flexible staff and overwhelming public support.

Michael Colford reported on the expanded Saturday and Sunday hours at Central Library, and indicated that 32,000 people visited the Central Library over the summer, with August 3rd being the busiest Sunday of the summer (3,500 visitors.) Due to Mayor Walsh's funding of part-time floater librarians, programming was made available in the branches on Saturdays and at Central on Saturdays and Sundays. Gate counters at Children and Teen Rooms indicated an increase in visitors (over 100) on weekend days where programming was offered. The Trustees congratulated and thanked the staff for the success of expanded weekend hours, and Trustee Rudman thanked the AFSME and PSA unions for their contribution to the success. Thanks were also extended to the Walsh administration and the City of Boston Law Department.

Ms. Ryan next highlighted recent donations to the BPL listed on the Gift, Grant, Donation Report (Attachment 2), including donations from the Baxter Fund, The Associates of the Boston Public Library, Digital Public Library of America, Citywide Friends of the Boston Public Library, and branch Friends groups.

Ms. Ryan introduced the next agenda item: Central Library Renovation, and Mr. Rudman encouraged all Trustees to please participate in a "hard hat tour" of the Johnson Building.

David Leonard, Director of Administration and Technology, addressed the Central Library Renovations. Phase 1 includes the renovated Children's Room and Teen Central, Collections, Deferrari Hall railings and work on the windows. Mr. Leonard reported that work is progressing on schedule and the anticipated second floor opening will occur in mid-February to March, 2015. Photographs of the ongoing work were displayed.

Mr. Leonard described the scope of Phase 2 to include Johnson Building first floor, mezzanine, lower level, loading dock, shipping and receiving areas, McKim connecting corridor, staff break room, exterior site footprint, removal of granite screens, pavement replacement, and updating landscape. Renderings of the proposed exterior work were shown, including the civic table concept.

Other slides shown included an updated rendering of the vestibule, new books area, the McKim connector corridor, borrower services desk, exposed mezzanine, and the enterprise or retail space. Retail consultant Chris Gordon will be invited to the next Trustee meeting to discuss the potential retail operation of the project. Mr. Leonard discussed the lower level of the Johnson Building and showed renderings of Rabb Lecture Hall to include renovated seating and acoustic treatments. The staff break room will be relocated from the lower level to the third floor of the Johnson Building, and the Kirstein Business Library will be refreshed.

Beyond the architectural component, interactive media consultants from The Small Design Firm, a Boston-based company with ties to MIT have been retained. An interior designer has been retained to assist with the Children's Room and Teen Center.

Mr. Leonard discussed the five components under very early review with respect to the interactive media consultants, Small Design Group. The concepts include (1) the Welcome Center; (2) a digital stacks component adopted from similar installation at Cleveland Museum of Art to showcase physical and digital collections; (3) a complementary installation to be showcased in Deferrari Hall; (4) digital signage and information points to tell patrons what is happening in the Library on a given day, and perhaps reviews that have been published on-line; and (5) display cases to highlight Collections of Distinction.

Mr. Leonard indicated that a more refined view of the Welcome Center Experience would be presented at the next meeting, and he introduced potential concept art being explored for display in Deferrari Hall.

Upcoming project milestones include: Phase 2 construction kickoff in October as well as Phase 1 and Phase 2 progressing simultaneously thus allowing for cost savings. The Johnson entrance will be closed in early to mid-November and temporary modifications will be made to allow McKim to be the primary source of egress. The target completion date for Phase 1 will be February/March 2015 and Phase 2, spring/summer of 2016. The BPL is continuing to keep stakeholders updated with multimedia displays in the Johnson lobby and Compass blog updates. A Community Advisory Committee update meeting and a broader roundtable presentation are being held in October.

Ms. Arenas thanked BPL staff for guiding her on a hard hat tour. She commented on the Game Room in Teen Central, and asked if the BPL would be able to satisfy demand, manage expectations, and continue to provide a forward-thinking attitude.

Mr. Rudman commended Mr. Leonard and BPL staff on their transparency and consultative nature in moving ahead with the project.

Ms. Ryan added, in response to Ms. Arenas' questions, that the BPL has researched other libraries around the country and extrapolated statistics from their use of similar amenities. She agreed that while daunting, the BPL is prepared for the expected rise in demand. Mayor Walsh was supportive and gave the BPL two new positions for the opening of the Johnson Building, and together with funding from the Foundation, the BPL expects to have additional staff and resources for programming and technology. BPL staff are examining expected operating cost increases as well, so as to be fully prepared for the opening.

Ms. Ryan next informed the Trustees that the bidding process for a food service operator at Central Library had begun. The current operator, The Catered Affair's contract will be ending in spring 2015. A request for proposals was announced on September 2, 2014 and bids will be due on September 30, 2014. Three vendors participated in the required site tour. A committee consisting of Trustees, staff, and non-staff will evaluate the bids and make a recommendation to the President whose recommendation will then proceed to the Finance and Audit Committee for recommendation to the Trustees.

Public Comment Procedures were next addressed. Ms. Ryan stated that the public comment is valued, and providing comment at Trustees meetings is an important way for the public to participate. The language of the Public Comment Procedures Policy was outlined. Ms. Ryan explained that for those comments requiring additional inquiry, information, or research, the BPL will post an appropriate reply on the Trustees page at bpl.org. Mr. LaCamera asked the language referencing the posting of responses be made easier to understand.

Mr. Colford next responded to questions raised at the May 13, 2014 Trustee meeting concerning digital streaming media and the use of that media, as cited on page 3 of the minutes of the May 13, 2014 meeting. Laura Irmscher, Chief of Collections Strategy, described the BPL's streaming media use as currently under initial projections, but usage was growing at 5-10% monthly. Ms. Irmscher expects the budget for streaming media to increase for the next year.

The next question, percentage of Boston population with internet access, was answered by Mr. Colford. Based on 2012 census for the Commonwealth of Massachusetts, 5.4 million (or 86%) residents live in a household with internet use. Approximately 4.8 million (or 76%) access the internet only from their home. These statistics are in line with similar nationwide statistics. Boston-specific information obtained from accesslocal.com indicated that about 75% of the City of Boston's population connects to the internet at home. Mr. Rudman thought that the information provided was very dated (2012) and noted the rise of mobile applications over the past few years. Mr. Rudman thought that closer to 90% of the Boston population has internet access.

Mr. Colford described for the Trustees, iPad circulation at the BPL. Each branch has approximately 10-20 laptops, purchased with federal stimulus funding, available for lending.

There is a high rate of laptop borrowing at Central and throughout the branches. Circulation of iPads will begin soon at Central Library and five pilot branches, for check-out and use at home.

With regard to population and income level of streaming media users, Mr. Colford explained that the BPL is unable to provide that type of demographic information. BPL users can always access high-speed internet at Central and the branches.

Ms. Ryan introduced Ms. Imscher and Susan Glover, Keeper of Special Collections, to Review Collections of Distinction for the Trustees.

Last year 18 Collections of Distinction were identified, based on the established criteria and BPL's Collection Development Policy. Ms. Imscher explained that the Collections of Distinction are rooted in the Compass principles. The role of the Special Collections Committee in evaluating and selecting Collections of Distinction was explained. The six criteria used to identify Collections of Distinction were listed prior to highlighting the additional collections recently selected.

Ms. Glover reviewed the six new Collections of Distinction and offered a description of each: Benton Book of Common Prayer, Boston Artists Collection, Boston Pictorial Archive (1860-1930), Massachusetts Newspaper Collections, Mellen Chamberlain Collection of Autographs, Trent Collection of Defoe and Defoeana.

Mr. Rudman recognized Henry Scannell, Curator of Microtext and Newspapers, for his work in the Massachusetts Newspaper Collections. Ms. Ryan indicated that the Special Collections Committee will review additional candidates for selection to Collections of Distinction, when the Committee next meets again.

Christine Schonhart, Director of Branch Libraries next acknowledged and introduced Candelaria Silva-Collins who serves as the Project Manager for the Fellowes Athenaeum Trust. The Fellowes Selection Committee recently met to approve 15 FY15 grants for literary and instructional programming out of 36 proposals. Ms. Schonhart reviewed a few of the programs being offered including intergenerational programs, musical presentations, math instruction, and piano program. There are some returning grantees together with new ones as well.

Ellen Donaghey, Chief Financial Officer, and Matthew Hunt of CliftonLarsonAllen were introduced to review the BPL's Financial Statements for the FY14. Mr. Hunt's presentation discussed the engagement summary, financial statements, auditor opinion, financial highlights, and next steps. The audit began on August 5, 2013 and information was provided from the BPL to the auditor on a timely basis. The auditor's opinion is that the BPL audit offers an "unmodified audit opinion," the highest ranking available in an audit report. Going forward, at the suggestion of the Trustees Finance and Audit Committee, the audit will include trending information. Mr. Hunt described BPL revenues, funds, and expenses. The BPL audit will meet all City of Boston deadlines. The Trustees thanked Mr. Hunt for his work.

Ms. Donaghey described for the Trustees the following delegation approval to the Trustees Finance and Audit Committee for award of contract votes: (1) Furniture reupholstering at Mattapan Branch, (2) Fabrication and installation of the Book Birds Project for the Johnson Building, (3) Replacement of two Johnson Building Sewer Ejector Pumps, (4) Boiler

Replacement at the North End Branch Library, (5) Boiler Replacement at the West Roxbury Branch Library, and (6) Johnson Building Renovation Non-Fiction Inventory Project.

There were no questions regarding any of the above delegation votes. A motion to approve all six votes was made and duly seconded. The Trustees voted:

VOTED: that, the Trustees of the Public Library of the City of Boston Approve the Boston Public Library's Financial Statements for the Fiscal Year Ending June 30, 2014.

VOTED: that, the Trustees of the Public Library of the City of Boston delegate approval of the Award of Contract to reupholster furniture at the Mattapan Branch Library to the Trustees Finance and Audit Committee.

VOTED: that, the Trustees of the Public Library of the City of Boston delegate approval of the Award of Contract for the fabrication and installation of the "Book Birds Project" for the Johnson Building to the Trustees Finance and Audit Committee.

VOTED: that, the Trustees of the Public Library of the City of Boston delegate approval of the Award of Contract for the replacement of two (2) Johnson Building Sewer Ejection Pumps to the Trustees Finance and Audit Committee.

VOTED: that, the Trustees of the Public Library of the City of Boston delegate approval of the Award of Contract for Boiler Replacement at the North End Branch Library to the Trustees Finance and Audit Committee.

VOTED: that, the Trustees of the Public Library of the City of Boston delegate approval of the Award of Contract for Boiler Replacement at the West Roxbury Branch Library to the Trustees Finance and Audit Committee.

VOTED: that, the Trustees of the Public Library of the City of Boston delegate approval of the Award of Contract for the Johnson Building Nonfiction Inventory Project to the Trustees Finance and Audit Committee.

With no New Business, Mr. Rudman next asked for public comment. David Vieira asked that the Trustees please note his opposition to the commercialization of the Library, and explain the departure of David McKay from the Boston Public Library Foundation. Mr. Vieira also asked if tourists were included in the daily count of visitors to Central Library. Pursuant to the terms of the Public Comment Policy, Mr. LaCamera responded that the Executive Director of the Foundation had left on good terms, an acting Executive Director was in place, and a search for a replacement has been launched. Messrs. Rudman and LaCamera both replied that the daily count of visitors to Central Library does not distinguish between tourists and non-tourists, as all visitors are considered BPL users.

Brandon Abbs, President of the Citywide Friends spoke to provide an update on Citywide Friends. Mr. Abbs publicly thanked BPL staff for their assistance in a recent office space move, spoke to the success of recent book sales, referred to the Collection Development Policy, commented on potential retail space being a stream of revenue for the BPL, and pointed out that

income from fines does not return to the BPL. Mr. Rudman promised to be transparent regarding potential retail opportunities and thanked Mr. Abbs for his constructive cooperation.

Mr. Rushing explained that pursuant to the Massachusetts legislature, all municipal fines of any kind are paid to the Massachusetts general fund.

Grace Hebard of the Adams Street Branch Library thanked the BPL for the expanded Saturday hours, and asked for clarification on the Collection Development Policy. Ms. Irscher will contact Ms. Hebard and respond to her questions.

Elissa Cadillic asked about the delegation vote concerning the Non-Fiction Inventory Project, and whether overtime pay could be earned by current workers instead of voting to award the contract to an outside vendor. Mr. Rushing indicated that the Trustees and BPL staff would research and respond to Ms. Cadillic's questions.

Pursuant to the Agenda, Mr. Rudman called for a motion to adjourn to Executive Session to discuss Trust Fund and Seasonal Decorations. He indicated the Trustees would not return to regular session post-Executive Session. A motion was made, duly seconded, and all voted to adjourn the regular meeting and move to Executive Session at 4:55 p.m.

VOTED: to adjourn the regular meeting of the Trustees and to convene in Executive Session to discuss Trust Fund and Seasonal Decorations.



Deborah A. Kirrane

Clerk of the Board

Date: 11-18-14