

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees as a Corporation and Administrative Agency

Tuesday, September 29, 3:30 p.m.
Dudley Branch, Boston Public Library
65 Warren Street, Roxbury, MA 02119

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 Dudley Branch, Boston Public Library on Tuesday, September 29, 2015 at 3:30 p.m.

Present at the meeting were: Interim Chair John Hailer, Vice Chair Evelyn Arana-Ortiz, Trustees: Rep. Byron Rushing, Carol Fulp, and Laura DeBonis. Also present at the meeting were: Boston Public Library Interim President David Leonard, Boston Public Library staff; Corporation Counsel Caroline Driscoll, Senior Advisor to the Mayor of Boston Molly Murphy, and members of the public.

Interim Chair John Hailer called the meeting to order at 3:35 p.m. and addressed the Chair's Call to Order and Report. He introduced Lisa Bevilaqua, the Boston Public Library Foundation's new Executive Director and announced that the Chair of the BPL President Search Committee, John Palfrey, would be joining the meeting shortly.

Mr. Hailer addressed the Review and Approval of Minutes of the Trustees Annual Meeting of May 14, 2015, and Review and Approval of Minutes of the Special Trustees Meeting of July 30, 2015. With no comments or edits suggested, upon motion made and duly seconded, it was

VOTED: "that the Minutes of the May 14, 2015 Annual Meeting and July 30, 2015 Special Meeting, be approved."

Mr. Hailer next introduced Allen Knight, Branch Librarian of the Dudley Branch. Mr. Knight thanked all for coming and described branch programming and collaborations with neighborhood schools and social service agencies. He thanked the Friends of the Dudley Branch and the Fellowes Athenaeum Trust for bringing additional programming to the branch. The Dudley Branch is an important part of the community and, thanks to the new sign helping to bring people in, members of the neighborhood recognize that the library is here for them.

BPL Interim President, David Leonard, delivered the President's Report. The BPL Prints Department remains closed to the public while inventory activities are being conducted, and the Rare Books Department is closed to the public due to a mold outbreak. The BPL moved quickly to address this issue. It has been contained and clean-up operations are proceeding.

The 20th Annual Read Your Way To Fenway summer reading program was a success with 453 participants, aged 5-17. 1,400 game tickets were distributed to the culminating Red Sox game at Fenway Park and six readers stood on the field to be recognized. Mr. Leonard thanked the

program sponsors: Boston Public Library Foundation, Red Sox Foundation, John Hancock, and Aramark.

The 2015 Concerts in the Courtyard program surpassed prior years by hosting 26 concerts with a total attendance of over 5,000 individuals, reflecting a 20% increase over 2014 attendance. Thanks to partnering institutions: Berklee School of Music, Boston Youth Symphony, Handel & Hayden Society, Boston Lyric Opera, and BPL's Rebecca Campbell for her hard work.

BPL Youth and Library Services, together with branch level leadership, are engaging with Boston Public Schools Superintendent and Director of School Libraries, to form a new partnership and establish opportunities to work together. The sixteen Boston Public Schools with a school library are part of the Metro Boston Library Network, which is run by the BPL.

At a prior Trustee meeting, BPL leadership was asked to examine peer institutions in an effort to learn how others manage print and special collections. Visits to the New York Public Library and other institutions have been arranged with plans to share challenges and knowledge concerning collection management and storage facility approaches, as well as information regarding funding models used to support same. Trustees Special Collections Committee will be involved in reviewing the information gathered from these visits.

In regard to safety and security issues, the transition from Andy Frain Security to G4S Security has been completed, and a majority of former guards were retained allowing for greater institutional knowledge among the guards. Security guard job descriptions and post duties have been updated and will be shared with unions and BPL Health and Safety Committee. Progress has been made on the recommendations of KCMS Security Consultants regarding additional cameras, key card access systems and physical key management.

With respect to challenges being faced at certain locations in particular, i.e., homelessness and drug abuse, the BPL has been participating in citywide dialogue aimed at treating underlying causes of same. Participants include the Police Commissioner, Public Health Commission, and other city agencies. BPL staff at Dudley Branch face these challenges in a particular way and BPL leadership is being supportive of staff efforts.

Mr. Hailer asked if there was an overall security plan in place and whether the security plan was tailored for particular branches. Mr. Leonard stated that since the new security provider is in place, systemwide security plan development can occur at a faster pace, the goal of which is to reach a set of security standards which will apply to Central Library and all branches.

Jan Spitz, Executive Director of the Norman B. Leventhal Map Center reported that the Institute of Museum and Library Services recently awarded a \$150,000 grant to the map center. The grant will be used to develop interactive and digital tools for K-12 classrooms by an advisory group of Boston Public School teachers. The new materials will be flexible, interactive, and will meet curriculum standards. This further allows the Map Center to address its mission of using the map collection as a way of engaging young people across all subject areas: geography, history, math, science. The Map Center has also recently received a grant from the National Endowment for the Humanities for the American Revolution portal of maps from the Map

Center's own collection and those of 11 other partner institutions. The portal will be built on the BPL's repository – Digital Commonwealth – and will use sophisticated tools for geo-referencing maps, providing overlay data, and will appeal to a broad spectrum of audiences, from scholars to young people and all in between. Mr. Hailer commended the partnership of the BPL and the Map Center.

Eamon Shelton, Major Projects Program Manager delivered the Capital Projects Update for BPL projects currently underway and/or scheduled for FY2016. Projects fall into three categories: branch projects, systemwide projects, and Central Library projects. Most projects follow the same phases: a programming study in conjunction with the community, design process, construction, and move-in. Oftentimes phases will span across different fiscal years.

In regard to branch projects, the Jamaica Plain groundbreaking recently took place. There was a large public turnout at the event, construction is underway, and the branch is targeted to re-open in spring 2016.

At the Dudley Branch, an early action item based upon completion of the programming study, was the installation of the striking new sign at the front of the building. City of Boston Property and Construction Management Department has placed an advertisement for design services for the Dudley Branch project, the first step in moving the design process forward. The design process is scheduled to be announced in October and then design will officially begin.

A façade project, mostly masonry repair to address a water infiltration challenge, is beginning at the Parker Hill Branch. The designer selection process is complete, fee negotiations are underway, and the project will commence soon.

The Adams Street Branch renovation has been in the capital plan for a while and a programming study will begin in FY2016.

The Faneuil Branch has completed a major programming study which involved several community meetings. The design study is in draft form and is expected to be published in October 2015.

A programming study completed at the Roslindale Branch developed three major renovation options. Early action items were identified and are currently underway including installing mechanical shades, interior, and exterior painting.

In regard to systemwide projects, BPL sets aside capital project funds each year to address systemwide repairs (leaky roofs, unexpected mechanical system repairs, etc.), and this year will be using this funding for a façade project at Honan Allston and for deploying additional security cameras and card access systems in Central Library and some branches, notably West End and South End. In 2013 BPL conducted a user-centered facilities audit to determine how well each branch met the Compass principles and to catalogue the age and condition of all mechanical systems. The information is used to inform and plan all capital project requests.

Mr. Shelton reported on Central Library projects: the long-running capital energy improvement project, the updating of all signs in McKim and Johnson Buildings to reflect changes brought about by Johnson Building Renovation Project, and storm water drainage replacement project. In regard to the drainage replacement project, BPL leadership is currently meeting with potential bidders. The Central Library renovation project construction is currently underway with a targeted opening of summer 2016. Mr. Leonard expressed his thanks to Mr. Shelton and his department as well as City Hall colleagues for their efforts in capital improvements at the BPL.

Mr. Shelton further reported that the replacement of carpeting at Central Library – original to the construction of the Johnson Building – is currently underway.

Louisa Stephens, Executive Director of the Associates of the Boston Public Library described the Writer in Residence Program. In its twelfth year and funded by an anonymous donor, the program fosters emerging authors by providing a stipend and an office at Central Library. This year's writer in residence, Jennifer De Leon, a Jamaica Plain schoolteacher, was selected by a panel of judges based solely on her writing. This is a successful program and Ms. De Leon has been receiving a lot of positive press.

Mr. Leonard delivered the Gifts, Grants, and Donations report. He thanked all contributors for their generosity and acknowledged, in particular, the gift of The Estate of Elizabeth Lee Schulz, a former BPL children's librarian. Many donors choose to honor the BPL and the role that the Library has played in their lives and in their success, with their contributions. Mr. Leonard thanked the librarians and staff that these individuals see on a daily basis, for representing the BPL in a meaningful and positive way.

Mr. Leonard reported on additional items: the Certificate of Excellence received by Trip Advisor, BPL staff who participated in the ALS Ice Bucket Challenge, and a recent drone video production highlighting Central Library was shown to Trustees and attendees.

Laura Irmischer delivered Rare Books Department Update. She reported that on September 14, 2015, mold was discovered in Rare Books Department Reading Room. Immediately upon discovery, the rest of the collection was examined and work began with the Facilities Department to determine the cause and extent of the outbreak and to engage outside expertise to address the outbreak. Occuhealth was engaged to test for air quality and Polygon was engaged to assist in climate control and clean-up efforts. It was determined that the humidity levels, over 70%, were the cause of the outbreak and, accordingly, high-grade dehumidifiers were rented to bring the humidity levels down. By September 24, 40% humidity was reached representing a significant drop in the humidity level.

The Rare Books Department has been closed to the public since the mold was discovered, Polygon has begun its five to ten week clean-up effort as supervised by BPL conservation staff to ensure proper care of materials. Long-term planning is currently underway to prevent a reoccurrence. Ms. Irmischer said that area institutions report humidity less than 55% to be ideal. The BPL's outbreak occurred in the most humid time of the year. Despite constant monitoring by BPL staff, recent humidity levels were more than the BPL's aging systems could handle.

During the winter months, the BPL heating system will eliminate the humidity and a long-term plan will be addressed. Ms. Irscher reports that the environment is currently stabilized.

Mr. Leonard commended the Rare Books Department for responding well and immediately making this situation a top priority. A mitigation plan is currently in place while an appropriate plan for the spring and beyond is being worked out.

There were only five patrons scheduled when the Rare Books Department closed and all were contacted personally regarding the closure.

In delivering the Print Department Update, Ms. Irscher announced that Beth Prindle, BPL's former Manager of Exhibitions and Programming, will now serve as Acting Head of Special Collections (to applause). Ms. Irscher reported that the inventory is progressing and recently phase 2 of same has begun. The department is switching from an intern volunteer to a paid workforce so as to provide necessary expertise, and it is expected that 90% of the inventory will be complete by spring 2016. The Print Department has been reaching out to peer institutions to see how others handle materials in special collections and print departments. The other institutions understand the challenges of collecting large amounts of material over long periods of time and have experienced misfilings similar to the BPL's. The other institutions report having to similarly move from volunteer interns to paid staff to guarantee quality control and effective, efficient work.

Preparation for the Special Collections Assessment is underway and an expert will be hired to assist with the assessment, similar to the expert hired to assist in the Print Department inventory. BPL has identified 685 special collections. The assessment will further determine what defines a special collection and provide guidance in how to implement a manageable process. A funding resource for the assessment is currently being identified.

Ms. Irscher asked the Trustees to review the pending loan request, made by the Norman B. Leventhal Map Center, of the *Map of the Operations at the Siege of Savannah in 1779* to the Colonial Williamsburg Foundation for purposes of the *We Are One* exhibition for the period February 2016 to January 2017. BPL curatorial staff is comfortable with the measures being taken to protect the map, including the minimum amount of lighting that the map will be exposed to during the exhibition. There were no questions and, upon motion made and duly seconded, it was

VOTED: “that, pursuant to the terms of the Exhibition Loan Policy, the Boston Public Library Trustees approve the Loan of one (1) object: Map of the Operations at the Siege of Savannah in 1779, to Colonial Williamsburg Foundation, P.O. Box 1776, Williamsburg, VA 23187-1776, for purposes of We Are One exhibition.”

Ms. Arana-Ortiz asked what happens to physical cards, after they are converted to an online record, to which Ms. Irscher replied that the BPL instructs vendors to dispose of the cards so that the BPL does not bear the cost of a return shipment. Back-up copies of the cards exist on microfiche.

Ms. Arana-Ortiz also asked if Ms. Irmischer had spoken to peer institutions regarding similar challenges they may face, who are the institutions, and what did they say. Ms. Irmischer replied that she has talked to many institutions and, in an effort for them to be as candid as possible, she promised not to reveal their names. Ms. Arana-Ortiz requested the record reflect that other institutions do, in fact, have problems similar to the BPL.

Ms. Arana-Ortiz reported on the Fellowes Athenaeum Trust Committee, a trust established by the Fellowes Athenaeum which provides funding for programming, designed to promote learning and instruction, at Dudley Branch Library. Ms. Arana-Ortiz acknowledged the branch staff and the Committee members, and thanked them for their arduous work in selecting a slate of programs from the unprecedented 36 proposals the Committee received, spanning arts, history, theater, career advice, concerts, and reaching all audiences from children to seniors.

Michael Colford, Director of Library Services reported that Christine Schonhart, the former Director of Branch Libraries has left the BPL and is now the Director of the Carlisle Library. Mr. Colford is serving as interim in her absence. A national search is being conducted for this important position.

There are currently three BPL child librarian vacancies: Charlestown, Mattapan, Uphams Corner, two at Central Library, and vacancies at Honan Allston and Grove Hall were just filled. BPL has made filling these positions a priority and is actively recruiting at regional and national conferences, encouraging qualified candidates to apply for these positions, but Mr. Colford is seeing lack of child librarians throughout the country. The vacancies are placing a burden on the community and other staff. Mr. Colford explained that adult librarians and systemwide youth librarians are offering assistance, and that all youth services librarians meet monthly and are collaborating on programming efforts.

Mr. Colford explained the BPL's partnership with the City of Boston's Youth Engagement program, which provided 24 teens employment at the BPL over the summer months. The teens were a welcome addition and were used, primarily, to shelve books.

We Are One programming continues throughout the BPL system. There were seven Revolutionary Boston programs during the month of September, Connolly, Hyde Park, and East Boston branches offered programs related to Hispanic American Month, and the Uphams Corner Branch celebrated the culmination of its first annual Community Garden Club with pesto and caprese salad.

As the Jamaica Plain Branch is closed for renovations, staff has been reassigned to other branches, namely Connolly, Roslindale, and West Roxbury, and the Connolly Branch has experienced a 30% increase in business.

Chair of the Finance and Audit Committee, Evelyn Arana-Ortiz, introduced Matt Hunt, principal of CliftonLarsonAllen and Ellen Donaghey to review the BPL's Financial Statements for Fiscal Year 2015, in preparation for the Trustees vote to accept same. Mr. Hunt described the audit process: it began in early August 2015, information was provided timely and was well-organized. The auditor opinion is expected to be "unmodified," the best available. Financial

highlights include an increase in unassigned fund balance due to moneys being released from assigned to unassigned, special events revenue decreased due to Johnson Building renovations and the accompanying loss of available meeting and event space, and general fund revenues increased due to grants received. While general fund expenses increased, the increase was in proportion to the revenue increase. There were fluctuations in the nonmajor governmental funds (trust fund balances not available to spending) due to market fluctuations, as this is investment income. Mr. Hunt is awaiting the final audit report of the Boston Public Library Foundation before finalizing the BPL financial statements. He reminded the Trustees that the Financial Statements were reviewed in depth at the recent meeting of the Finance and Audit Committee. Mr. Rushing, as a member of the Finance and Audit Committee, moved that the Financial Statements for Fiscal Year Ending June 30, 2015, be approved. Said motion was duly seconded and it was

VOTED: “that, the Trustees of the Public Library of the City of Boston Approve Boston Public Library’s Financial Statements for Fiscal Year Ending June 30, 2015.”

Ms. Donaghey reviewed for the Trustees the contract for relocating and re-shelving collections related to the Johnson Building renovation, the last major moving contract for relocating Johnson Building collections. There were no questions and, upon motion made and duly seconded, it was

VOTED: “that there be entered into with William B. Meyer, 255 Long Beach Blvd., Stratford, CT 06615, the sole responsive and responsible bidder, a contract for Relocating and Re-Shelving Collections, Breakdown, Transportation, and Set Up of Metal Shelving in Conjunction with Johnson Building Renovation of the Boston Public Library, for the period December 2015 through June 2016 at a total cost not to exceed eighty one thousand, eight hundred eighty four dollars and zero cents (\$81,884.00).”

Ms. Donaghey provided an update on proceedings of the Retail Tenant Advisory Committee. The Committee received proposals in August and have held two meetings to discuss the proposals. Meetings included robust discussion of the merits of each proposal and, in mid-September, representatives of each proposal were interviewed by the Committee. An initial vote was taken to rank the proposals and members of the Committee are currently visiting each of the proposal vendors. A third meeting is being scheduled to review price proposals and accounting information. A recommendation will be made to the Trustees at the November 10 meeting of the Board.

In regard to the sale of the Norwood property, the proceeds of which will go to the City of Boston because the City of Boston paid for building the Archival Center in West Roxbury, the sale is being handled by the Department of Neighborhood Development. The Town of Norwood will likely be given a right of first refusal and, after a meeting of the Norwood Selectman, the BPL will be notified as to Norwood’s intent. A recommendation will be made to the BPL Board of Trustees at the November 10 meeting.

At the New Business portion of the meeting, Mr. Hailer introduced John Palfrey, the Chair of the BPL Presidential Search Committee. Mr. Palfrey, the Head of School at Phillips Andover Academy, has extensive experience in libraries and the digital movement of libraries.

Mr. Palfrey thanked the Trustees and said he is honored to assist the Mayor in the search for the new president of the BPL. He is excited because the BPL has a past that is the most important of all libraries everywhere. It was the first library to introduce branches, serves its communities very well, and stands as a model library system for many parts of the country. The BPL has a bright future that can live up to its history and can lead the nation in transitioning the access of information from traditional to digital means.

Mr. Palfrey believes BPL's next president should be an excellent manager and a strong leader. As a manager, he or she must have the ability to lead a team to meet an extraordinarily broad array of needs that involves setting funding priorities, budgeting, huge facility renovations, managing the most important special collection in the world, while digitizing some of it to take advantage of electronic opportunities. The leadership side is necessary to lift the sights of the BPL's communities and move the library forward; a leader with great vision and dynamism.

Currently the search process is at "Day Zero." A search committee that represents all of Boston is being formed, and an RFP process will identify a search firm to assist the committee. The RFP has been released and Mr. Palfrey expects a recommendation to be made to the Trustees at the next meeting.

Mr. Palfrey expects community input in creating the position description, a forceful and thoughtful profile of who the BPL is looking for. He is looking forward to a process where residents of Boston feel engaged, balanced with respecting the candor required when soliciting candidates who may already be employed. At the end of the process, he expects two or more candidates to be presented to the Trustees for selection.

Mr. Hailer confirmed that the Trustees want the search to be as transparent and inclusive as possible, and thanked Mr. Palfrey for his time. Ms. Fulp asked Mr. Palfrey what kind of leader may be most appropriate for the BPL in balancing traditional and digital needs. Mr. Palfrey responded that the leader should respect tradition, but look to also stretch things a bit. BPL should extend its reach to people outside of its walls. Physical libraries, branches, are still needed as they are safe and inspiring places, but the BPL should also reach people that are unable to come into a branch. Determining how to balance these needs will be important going forward and a new leader should know how to manage transition well.

Ms. Fulp also asked how the search process could be as inclusive as possible. Mr. Palfrey responded that recognizing a diverse pool of candidates, representative of all neighborhoods and backgrounds is crucial. The search firm hired must be devoted to job sourcing a diverse pool of candidates.

Rep. Rushing spoke to the knowledge gained from the community process involved in writing the Compass principles. Through that process he learned how much knowledge the community has about the BPL, how much love there is for the BPL in the City of Boston, and that the public often makes good suggestions. He reminded the Trustees and Mr. Palfrey that everybody is relaxed when they know what is going to happen, and stated that the more that can be published

about the scheduled and the process, the better. Mr. Palfrey confirmed his love the BPL and his commitment to a public process.

The meeting next moved to Public Comment. Mr. Cobb asked that the BPL Trustees please support the people who gather at Dudley Branch to play chess. He described the importance of the program, its success, its ability to draw people to the branch, and asked that the Board of Trustees support the program in any way that it can.

Marleen Nienhuis Founder of the Friends of the South End Library said she was excited about John Palfrey being named the head of the Search Committee and appreciated his comments regarding public input. She further suggested that the content of statements made during public comment be reflected in the meeting minutes.

David Vieira, Vice President of Citywide Friends of the Boston Public Library thanked the Trustees for coming to the branches to conduct meetings. He also thanked David Leonard and Molly Murphy for the recent Branch Friends Breakfast and its success in fostering productive communication between Friends Groups and BPL administration. Mr. Vieira pointed to Citywide Friends' funding of seven Saturday programs in the branches during the summer, and the funding of prizes for teen reading programs. He agrees with the suggestion that the content of statements made during public comment be reflected in the meeting minutes, and was pleased to hear Mr. Palfrey's comments regarding the presidential search process.

Elissa Cadillic, President of AFSCME, Local 1526 stated that the BPL is in a better place than it was during the last presidential search. She asked that BPL staff be involved in the search process and that the search committee look for a president who embodies vision and leadership and moves the BPL forward, and not just a librarian. Ms. Cadillic stated that mold is not a new issue at the BPL. She reports that mold has been present since 1971 and that she has delivered bags of books with mold to former administrative leaders. Ms. Cadillic asked that all stacks receive attention and not just one small area. Lastly, she asked that the BPL find a way to search for, apply for, and receive grants to promote staff training and development.

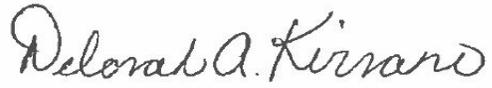
Esther Jackson told the Trustees that Dudley is a community resource and that she visits the branch every day.

Sarah-Ann Shaw asked that a full-time project manager be assigned to the Dudley renovation project to ensure its success. With respect to the search process, Ms. Shaw urged the Trustees to try something new. She described the success of non-traditional advertising and recruitment with respect to the Fellowes Athenaeum Trust program and was encouraged by Mr. Palfrey's willingness to step outside of his comfort zone in leading the search committee.

Suzanne Dyer of Justice Resource Institute works with mentally challenged youth and spoke to the importance of the chess club at the Dudley Branch.

It was next announced that the meeting would adjourn to Executive Session to discuss Trustee Fundraising Guidelines and would not return to public session. A roll call vote was conducted

and each Trustee voiced their approval to enter into Executive Session to discuss Trustee Fundraising Guidelines. The public portion of the meeting was adjourned at 4:55 pm.



Deborah Kirrane
Clerk of the Board