

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees Fellowes Athenaeum Trust Advisory Committee

Friday, February 11, 2022 at 10:00 .m.

Held virtually via Zoom

## DRAFT MINUTES

A meeting of the Trustees Fellowes Athenaeum Trust Advisory Committee was held on Friday, February 11, 2022 at 10:00 a.m. via Zoom.

Present at the meeting were: Trustees Fellowes Athenaeum Trust Advisory Committee Chair and Trustee Evelyn Arana-Ortiz, Committee Members: Trustee Rep. Chynah Tyler, Che Madyun, Friend of the Roxbury Branch Library, Priscilla Foley, Director of Neighborhood Services/Branches Also attending were: Allen Knight, Branch Librarian, Dianna Preusser, Assistant Neighborhood Services/Branches Manager, Candelaria Silva-Collins, Fellowes Athenaeum Trust Project Manager and Pamela Carver, Clerk of the Board. Committee members Sarah-Ann Shaw was not present.

The Clerk noted the meeting was being recorded. Trustees Fellowes Athenaeum Trust Advisory Committee (“Committee”) Chair Evelyn Arana- Ortiz presided and called the meeting to order at 10:01 a.m. She read the opening statement. The Clerk took roll call and determined there was a quorum.

First item on agenda was approval of meeting minutes from November 4, 2021 which were approved via a roll call vote.

Priscilla Foley, Director of Neighborhood Services gave brief BPL updates. She noted they were looking to expand operating hours to Saturday starting in March systemwide. The Roxbury Branch was working on hiring a new children’s librarian.

Ms. Arana Ortiz gave a review of the current available Fellowes Athenaeum trust balance. The available balance for programming was \$190, 309.36. Ms. Arana Ortiz noted that the full corpus value of the trust fund was \$2,407,811.22.

Next, Candelaria Silva-Collins gave programming updates on the FY21-22 funded programs. She noted that COVID, inclement weather, and extremely cold temperatures had impacted the scheduled winter programs. She reviewed the five completed programs.

1. Meditation & Mindfulness that had five sessions held virtually in November. There were twenty-three attendees observed during three of the sessions. She was still awaiting final paperwork from the instructor.
2. Makanda Concert held two concerts on November 18<sup>th</sup> due to capacity restrictions. There were sixty-five at the first concert and slightly less at the second show.
3. ArtsEmerson Play Reading Book Club held four sessions and a show over October and November for *Iphigenia*. There were fifteen attendees at one of the observed sessions.
4. There were two African American “teach-In” classes. The first for Kwanzaa on December 20<sup>th</sup> with eight participants and the second for Dr. Martin Luther King Jr on January 10<sup>th</sup> for six participants in-person as well as twenty-five via Facebook Live.

Next, Ms. Silva-Collins reviewed the current programs.

1. ArtsEmerson Play Reading Book Club began its second session with *Dreaming Zenzile* between January 31- February 28<sup>th</sup>. There were not able to do a final presentation due to staffing issues. There were up to seventeen participants in this session. She noted the play was having robust discussions at the Roxbury branch.
2. Project Fellowes Coding Classes for teens started on February 3-March. There was interest in the classes but the timing of the program from 3:30-5:00pm was a hindrance for students having to travel a distance after school to attend. Class offered on Wednesday evenings was offered a little later to accommodate.

Upcoming programs for the spring included: Movers and Makers for families. They were starting in late February to April 22<sup>nd</sup> with two additional dates pending. Haley House's Take Bake the Kitchen classes would be offered in two sessions. The session for families ran from mid-February to April. There were four sessions offered for seniors offered in between January and April. There was a Makanda Project concert scheduled for March 12<sup>th</sup> evening. The last African American teach-in would focus on Juneteenth.

There would be two additional play reading clubs scheduled and the collage workshop for families was scheduled for March or April.

Genealogy Bootcamp was originally scheduled for February but was postponed until the Roxbury Branch reopens for Saturday hours.

Piano classes were on hold until the availability of Saturdays was confirmed. Ms. Silva-Collins noted parents were anxiously awaiting word. She would update the committee accordingly.

The Committee discussed the updates. They were surprised by the lack of attendance at some of the programs.

Ms. Silva-Collins reviewed the RFPs, noting it was the most unusual and difficult grant session she has ever experienced. The potential applicants were not responsive or efficient even after the technical assistance meeting. As a result, there were only five responsive grant applications to present.

1. **Chess Wizards** with Rob Brose would teach chess instruction and strategies once a week for five weeks targeting PreK- 8<sup>th</sup> grade. It was a national organization. They would be utilizing game books and were requesting \$2,870. It was voted to approve pending clarification by legal counsel to ensure no stipulation that an organization had to be based in Massachusetts.
2. **Prophetic Resistance Boston** with Danielle Williams ; an affiliate of MA Communities Action Network. They would staff listening sessions for four hours a week for six weeks over summer of 2022. To provide CORI information and answer questions. The goal was to seal CORI bonds and target audience was teens and adults. They requested \$3,000. There were a few questions regarding some of the requests in their budget for supplies and swag. The Committee voted to approve pending the questions regarding supplies/swag and they would be property of the BPL if purchased under this grant.
3. **Your Next Skills-Personal & Technical** with Joel Mackall. Targeting 17–22-year-olds released from DYS. He was a return grantee whose programs are always well attended. Would be in person but could be hybrid if needed. He requested \$2,978 and would run April/ May for four sessions. The committee voted to approve this program.

4. **Fundamentals of Financial Aid** with Ayana Bean. Offering guidance for junior and senior high school students, parents of, and adults seeking financial aid for college applications. She was requesting \$1,500 and would offer five sessions from March to April. This application was approved.
5. **The Intentional Self** with Rev. Dr. Sandy Range. This program was targeting women 18-70 years old to understand what prevents them from living an abundant life. The BPL would be required to purchase fifteen copies of her book to be reviewed. She requested \$2,500 for 12 weeks of virtual and in-person sessions.

The committee discussed their hesitations on approving this application due to unclear goals of the workshop. The committee voted to deny funding this program.

Ms. Silva-Collins noted that the piano classes would be requesting \$6,000 if the branch was opened over the summer. The committee voted to approve this.

Ms. Arana Ortiz asked if there was any new business. Allen Knight thanked Priscilla Foley and Diana Preusser for purchasing eight new sewing machines for the Roxbury Branch.

The Committee discussed scheduling the next meeting on June 10, 2022 at 10:00am and the location was to be decided whether held in-person or virtual. The website would be noted accordingly.

Ms. Arana Ortiz asked for public comment for which there was none. The meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Respectfully submitted,



Pamela R. Carver

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

## FELLOWS ATHENAEUM TRUST FUND ADVISORY COMMITTEE

### PURPOSE STATEMENT

The purpose of the Fellows Athenaeum Fund Advisory Committee is to provide recommendations to the Library's Board of Trustees for the expenditure of income generated by the Fellows Athenaeum Trust Fund.

### BACKGROUND

The Fellows Athenaeum Trust Fund was established on February 1, 1974, by a vote of the Library Trustees. The income is to be used for "literary instructive purposes at its Roxbury Branch Library". The Trustees have fiduciary responsibility for all Library trust funds.

### COMMITTEE STRUCTURE

The Committee shall consist of two Trustees of the Public Library of the City of Boston, three community representatives and two members of the Library administration. Each committee representative shall serve for a one-year term, with a maximum of three consecutive years of service. In addition, three members shall serve as ex-officio members: the local district city councilor, the local state representative, and the local state senator. The community representatives shall be recommended by the Friends of the Roxbury Branch Library. The Library President shall name the members of the Library administration.

### MEETING SCHEDULE

The Committee shall meet a minimum of two times per year, with at least one meeting at the Roxbury Branch Library.

### MEETING STRUCTURE

For the first of the two annual meetings, the Library administration shall be responsible for providing the Committee with a report on the activities supported by the Trust Fund during the past fiscal year; as well as the anticipated amount for the next fiscal year.

### RECOMMENDED SCHEDULE

The annual recommendation on the use of the Fellows Athenaeum Trust Fund income shall be made by March 1<sup>st</sup> each year. This recommendation shall be for the time period covered in the upcoming fiscal year from July 1<sup>st</sup> to June 30<sup>th</sup>. The Trustees shall make the final decision on use of funds as part of the annual budget process.

FATF Grants – Fall 2021-June 2022

<b>Grantee</b>	<b>Program Name</b>	<b>Audience/Dates</b>	<b>Attendance</b>	<b>Notes</b>
John Kordalewski	Makanda Project Concert	Adult November 13, 2021	78 (43, -1 <sup>st</sup> show, 35 2 <sup>nd</sup> show)	I attended. Online views - 257
John Kordalewski	Makanda Project Concert	March 12, 2022	148 75- 1 <sup>st</sup> show, 73 – 2 <sup>nd</sup> show)	I attended. Online views – 365.
ArtsEmerson	Play Reading Book Club			
Haley House, Inc.	Take Back the Kitchen - Seniors	Older Adults/Monthly sessions, February – May (mid-day)	Class sizes: 9 & 13	3/28 & 5/23 (Seniors)
Haley House, Inc.	Take Back the Kitchen - Families	Families/ Monthly sessions - February – May (evenings)	9 when I observed	I 2/14 & 5/9
Christina Iris Evans	Movers and Makers	February vacation week (3 session, final cancelled because of snow)	February: 15-13 session; April: 10-12 attendees	I attended session in February and in April
Carlos Vargas	Piano Classes	Children ages 5-12 (we had a few older returning students) May 7-July 9		I attended all but 1 session thus far.
Joel Mackall	Kwanzaa Teach In	December 20	???	I didn't attend.
Joel Mackall	Civil Rights Teach In	Youth and adults January 10		
Joel Mackall	Tracing Our Roots: Genealogy Bootcamp	March 26	I observed 20 participants	I attended
Joel Mackall	Juneteenth Teach-In	June 13		
Gil Ferreria/ByteSize Labs	Project Fellowes Learn Coding	Teens – February 2022	1 -3	I attended 2 sessions. (2 <sup>nd</sup> session was rescheduled)
Jacqueline Johnson	Collage Workshop	Children – Grades 3-5	No Attendees	I went to 2 sessions. Room set-up great.

FATF Grants – Fall 2021-June 2022

		Scheduled for April vacation (3 days), another class scheduled for May 14		
Bonita Jones	Meditation & Mindfulness: Many Forms, Many Benefits	Adults - November 1-29 via Zoom	On the three session I attended there were 8, 5 and 9 attendees	I observed partial classes on 3 dates. I have nudged and even sent a written note to get Final Report and invoice to no avail. I did hear from her about the special January-June RFP. She came to Technical Assistance Session, submitted an RFP, but didn't submit proposal (I checked in with her about it).

**Special Grant – March-June 2022**

<b>Grantee</b>	<b>Program Name</b>	<b>Audience/Dates</b>	<b>Attendance</b>	<b>Notes</b>
Chess Wizards	Chess classes for kids	Children – Tuesdays 4/26-6/7) – 8 classes) – 11 kids, 5 parents Saturdays (5/7-6/18	Tuesday - 11 kids, 5 parents Saturdays (2-4 kids, 2-3 parents)	I've observed 2 Tuesday and 3 Saturday classes
Ayana Bean	Fundamentals of Financial Aid	HS Students & Adults - April – June – 4 sessions	Saturdays and Mondays (5/16 – 4 attendees of 6 registered; 6/6 – 5 registered, 0 attendees)	I've observed 2 sessions (5/16 – 4 attendees) One session left. I've sent out to dozens of people. Grantee has made a series of short videos of materials and posted on her social media.
Danielle Williams (Prophetic Resistance Boston)	CORI Info Table	Adults	Wednesdays, 1:30-3:30pm	
Joel Mackall	Your Next Skills	Teen – Young Adult (ages 17-22)	Not yet scheduled	

**Fellowes Athenaeum Trust Fund  
Roxbury Branch, Boston Public Library**

**Timeline**

**FATF Advisory Committee Meeting**

Friday, June 10

**FATF RFP Issue Date**

Wednesday, June 15  
(Electronically)

Ads in Bay State Banner and Dorchester Reporter  
Thursday, June 16 and June 23

**Technical Assistance Session at Roxbury Branch**

Saturday, June 25 – 12:15-1:30 pm  
Monday, June 27 – 6:15-7:30pm

**Notice of Intent Due** (electronically)

Friday, July 1

**Final Proposal Deadline** (electronically)

Wednesday, July 20

**FATF Advisory Committee Meeting**

Wednesday, August 17 or Friday August 19

**Grant Notification Date**

Monday, August 22

**Grantee Orientation**

Monday, September 12

**Contracts Begin:** Monday, October 3

**Contact:**

**Candelaria Silva-Collins**, Fund Administrator

[fellowestrust@yahoo.com](mailto:fellowestrust@yahoo.com)



Table of Grant Application Software

Software	Website	Cost	Notes
Good Grants	<a href="https://www.goodgrants.com/grant-management-software/">https://www.goodgrants.com/grant-management-software/</a>	\$1390 - annually	
Submittable	<a href="https://www.submittable.com/solutions/grants/">https://www.submittable.com/solutions/grants/</a>	Starter Plans start at \$7k	They have starter, pro, and enterprise pricing
Survey Monkey	<a href="https://apply.surveymonkey.com/solutions/grants/?ut_source3=megamenu&amp;ut_source=homepage">https://apply.surveymonkey.com/solutions/grants/?ut_source3=megamenu&amp;ut_source=homepage</a>	Plans start at \$7K	

**Boston Public Library  
 Fellowes Athenaeum Fund  
 Quarterly Report FY 2022**

**4-Nov-21**

	<b>1st Qtr F/Y 2022</b>	<b>2nd Qtr F/Y 2022</b>
	<b>7/1/2021</b>	<b>10/1/2021</b>
Beginning Fund Balance	137,127.35	231,952.78
Trust Fund Distribution	103,010.83	
Project Management	(5,407.50)	(10,300.00)
Programs	(1,500.00)	(6,055.81)
Program Supplies/Advertising	(1,277.90)	(807.00)
Books/Subscriptions		
Security/Custodian Charges		
Ending Cash Balance	231,952.78	214,789.97
	<b>9/30/2021</b>	<b>12/31/2021</b>

Encumbrances:

**FY 2022 Funds available**

YTD Expenses

Encumbrances

**Current Balance Available**

- Fellowes Fund Corpus Value June 30, 2012
- Fellowes Fund Corpus Value June 30, 2013
- Fellowes Fund Corpus Value June 30, 2014**
- Fellowes Fund Corpus Value June 30, 2015
- Fellowes Fund Corpus Value June 30, 2016**
- Fellowes Fund Corpus Value June 30, 2017
- Fellowes Fund Corpus Value June 30, 2018
- Fellowes Fund Corpus Value June 30, 2019
- Fellowes Fund Corpus Value June 30, 2020
- Fellowes Fund Corpus Value June 30, 2021
- Fellowes Fund Corpus Value February 28, 2022

Increase in Corpus Value from FY 12 FY22 To date  
 Distribution since FY09 (including FY22)

Total increase in value

FY 2023 Distribution

112,007.23

<b>3rd Qtr F/Y 2022</b>	<b>4th Qtr F/Y 2022</b>	<b>YTD Total</b>
<b>1/1/2022</b> 214,789.97	<b>4/1/2022</b> 198,233.05	
		103,010.83
(9,270.00)	(3,090.00)	(28,067.50)
(7,269.43)	(7,866.75)	(22,691.99)
(17.49)		(2,102.39)
		0.00
		0.00
198,233.05 <b>3/31/2022</b>	187,276.30 <b>6/30/2022</b>	
	12,103.12	
	<b>240,138.18</b>	
	(52,861.88)	
	12,103.12	
	<b>175,173.18</b>	
	1,622,786.10	
	1,757,186.13	
	<b>1,935,070.58</b>	
	<b>1,901,317.78</b>	
	<b>1,811,680.43</b>	
	<b>1,916,751.36</b>	
	<b>1,928,993.39</b>	
	<b>1,836,595.59</b>	
	<b>1,910,559.79</b>	
	<b>2,407,811.22</b>	
	<b>2,256,020.54</b>	
	633,234.44	
	1,263,811.68	

1,897,046.12