

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

**Meeting of the Trustees Fellowes Athenaeum Trust Selection Committee
Tuesday, March 22, 2016 / 2:00 p.m.
Dudley Branch Library
65 Warren Street, Roxbury, MA 02119**

MINUTES

A meeting of the Trustees Fellowes Athenaeum Trust Selection Committee was held on Tuesday, March 22, 2016 at the Dudley Branch Library, 65 Warren Street, Roxbury, MA 02119 at 2:00 p.m.

Present at the meeting were: Trustees Fellowes Athenaeum Trust Selection Committee Chair and Trustee Evelyn Arana-Ortiz, Committee Members: Sarah-Ann Shaw and Che Madyum, Friends of the Dudley Branch Library; Allen Knight, Dudley Branch Librarian. Also attending were Candelaria Silva-Collins, Fellowes Athenaeum Trust Project Manager, Sarah Markell, Assistant Neighborhood Services Manager, Priscilla Foley, Manager of Neighborhood Services, Michael Colford, Chief of Library Services, and Deborah Kirrane, Boston Public Library Clerk of the Board.

Trustees Fellowes Athenaeum Trust Committee (“Committee”) Chair Evelyn Arana-Ortiz presided and called the meeting to order. She thanked everyone for coming and addressed the first item of business: Approval of Minutes. After review, motion made and duly seconded, the Minutes of the Trustees Fellowes Athenaeum Trust Committee meeting held on October 6, 2015 were approved and subsequently posted on the Boston Public Library’s website at www.bpl.org.

Ms. Arana-Ortiz discussed the Committee Financial Report, and pointed to the FY15 carry-over, distribution, and remaining balance columns of the report. Ms. Collins confirmed that Committee spending is within budget.

Ms. Collins delivered an update of all programs to date. She discussed her activities as related to programming, including meeting with grantees, observing and participating in classes and events, completing observation forms for each program, updating database, performing marketing activities (includes e-blasts to several networks), providing bi-weekly updates on programs, invoicing, interacting with Dudley Branch staff and informing staff of all events, posting to social media, and attending Dudley Friends meetings and non-Fellowes events. Copies of newspaper calendar listings and advertising were shown to Committee members. Ms. Collins confirmed that programs are responsible for their own advertising, in addition to the advertising Ms. Collins arranges.

Data gathered from the ‘Observation Form’ provides feedback records. Ms. Collins makes at least three unannounced visits to each program, recording her impressions on said form, and program presenters are not paid until their own final reports have been submitted.

Attendance for the following Fall/Winter (2015-16) programs was discussed:

Enriched Language Art and Math Classes: 8-20 attendees

Concept to Catwalk: 4-6 girls, all of whom were beginning sewers. More students indicated interest, but never attended the course. Ms. Collins advises all programs to over-subscribe and maintain waiting lists to alleviate this problem.

Knitting and Crochet Classes: 11 students.

Community Yoga: 4 to 10 children and 2-4 parents.

Piano Classes: 8 to 12 students weekly.

Makanda Project Concert: more than 125 attendees.

Cultural Dance, Rhythm and Performance Program: 17 students.

First Youth Arts for Social Change Conference (November 2015): Presented by the City Performing Arts Center. 109 people attended, and many different organizations were represented.

Play Reading Book Club: Presented by ArtsEmerson, 30 adults attended the program for the first play – *A Midsummer Night's Dream*. Two plays have been addressed already, and a third play will be reviewed in the near future.

Smart Phone Instruction for Seniors: Joel Mackall, the instructor, hosted four sessions of Android and iPhone instruction for 11 and 16 students, respectively. Mr. Mackall is also providing similar instruction at other BPL branches, separate from Fellowes programming.

Facing Slavery Genealogy Workshop: 30 adults attended two sessions.

Mother & Father Wit – Elder Storytelling Project: As Ms. Collins is awaiting this program's final report, attendance numbers were not yet known; however, there were at least 50 people present at the public presentation.

Ms. Collins displayed photographs from the programs, showing participants and activities. She next described Spring 2016 programs:

Creative Non-Fiction/Memoir Writing Class: 9 adults attending

Concept to Catwalk: Session 2 has begun.

Monologue Acting Class for Youth: Of the eight students registered, only two attended the first session. Ms. Collins will see what she can do to assist this program.

Take Back the Kitchen: A class for adults and another for children are planned.

New Pathways to a CDL Transportation Career: There will be a total of four sessions and members of the Committee are encouraged by this program. Registration has just opened and attendance numbers are not yet available.

Play Reading Book Club: Will begin in April 2016. Some events will be held jointly with patrons from Newton Library. ArtsEmerson would like to re-apply for 2016-2017 programming but report it challenging to host new members, as former participants do not want to leave the program. Accordingly, they may apply to conduct two sessions.

Next Step Resource Fair: A variety of employers will be represented.

Makanda Project Concert Featuring Oliver Lake: Spark Art Mobile will not be hosted during this concert.

Ms. Shaw commented on the success of the Concept to Catwalk fashion show, which included former models in attendance.

Ms. Collins reiterated her commitment to working with programs to encourage increased attendance. She presented her draft program timeline, highlighted new dates, and described edits to the Request for Proposals form. She has enhanced the final report form asking for greater metrics regarding attendance, cancellation information, and a checklist of specific library branch interactions.

Ms. Arana-Ortiz confirmed that the Committee will meet in May/June 2016 to discuss the fund distribution and in August to discuss program selections. She asked that the Committee discuss the upcoming Dudley Branch Renovation Project and its perceived impact on Fellowes programs. Mr. Colford reported that once construction begins, the branch will be closed for approximately 18 months. At its June meeting, the Committee will further discuss details of the BPL capital budget, the branch design process, and letters of program intent with an eye toward perhaps reducing Spring 2017 programming to accommodate possible construction timelines. Alternate space options will be explored and nearby branch libraries, community buildings, the Bolling Building, and church space will be considered. The BPL is exploring alternate spaces in which to provide library services during construction, but has not yet looked for alternate space for Fellowes programming. While the fund explicitly states for programming to be held in the Dudley Branch and neighborhood, alternate space programming would expose other neighborhoods to the availability of Fellowes programs. Ms. Collins proposed abbreviated spring programming and using other branches to accommodate the reduced slate of programs (e.g., Grove Hall, Egleston), and Ms. Shaw suggested churches in the Dudley neighborhood be surveyed for possible space. Mr. Colford asked that Ms. Foley research branch availability. Ms. Madyun asked the Committee to recognize turf challenges in moving, especially, youth programming, especially youth programming. The Committee suggested that perhaps separate fall 2016 and spring 2017 RFPs be submitted, and asked that it continue to be informed regarding construction events and space considerations.

Future meetings were scheduled for Thursday, June 23 at 2:00 pm, and Tuesday, August 9 from 1:00 to 4:00 pm. Ms. Foley and Mr. Colford will discuss Ms. Collins' contract outside of the current meeting. Contract Services, Program Goals, and Timeline will be deferred for the June 23 meeting.

Ms. Foley addressed the Dudley Branch Renovation Project. An architectural recommendation has been made to the City and community meetings will be held in a few months. Mr. Colford asked that Committee members suggest people to serve on the community advisory committee regarding the project. Meetings will be open to the public, but it is a good idea to have a strong, engaged, and committed panel of 10 to 12 citizens in place. Ms. Madyun asked for a clear timeline that would include benchmarks and suggested alternate program spaces. Ms. Foley will distribute the list of already suggested names. Mr. Colford said that informal conversations regarding alternate space will become formalized over the summer. He is Hopeful that the Bolling Building may be one of the alternate program spaces. Ms. Foley confirmed that information would be distributed as soon as BPL hears anything.

Moving forward with Fellowes programming, Ms. Collins reported that a BPL Business Office representative will attend technical assistance program sessions to instruct program presenters on how to submit invoices.

In the New Business portion of the meeting, Ms. Shaw suggested that Committee members attend and observe Fellowes programs. Ms. Arana-Ortiz asked for specific program dates, especially the fashion show!

Mr. Colford announced that BPL will, in the near future, implement a program registration software program, and asked the Committee to consider if the Fellowes programs should use this, too.

With no further business, upon motion duly made and seconded, the Committee voted to adjourn the meeting at 3:00 pm.



Deborah A. Kirrane, Clerk of the Board