

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees Fellows Athenaeum Trust Advisory Committee

Friday, June 9, 2017, at 2:30 p.m.

Boston Public Library, Dudley Branch

65 Warren Street, Roxbury, MA 02119

MINUTES

A meeting of the Trustees Fellows Athenaeum Trust Advisory Committee was held on Friday, June 9, 2017 at the Dudley Branch Library, 65 Warren Street, Roxbury, MA 02119.

Present at the meeting were: Trustees Fellows Athenaeum Trust Advisory Committee Chair and Trustee Evelyn Arana-Ortiz and Committee Members: Che Madyum, Friends of the Dudley Branch Library; Allen Knight, Dudley Branch Librarian, and Priscilla Foley, Boston Public Library Manager of Branch Libraries. Also attending were Candelaria Silva-Collins, Fellowes Athenaeum Trust Project Manager, and Pete Coco, Boston Public Library Assistant Manager of Branch Libraries. Member Sarah-Ann Shaw was absent.

Trustees Fellows Athenaeum Trust Advisory Committee (“Committee”) Chair Evelyn Arana-Ortiz presided. She thanked everyone for attending and called the meeting to order.

Project Manager Ms. Candelaria Silva-Collins reviewed the FY17 programs and budget to the Committee members and presented pictures of the various programs as well.

ArtsEmerson: Play Reading Book Club, a theater literacy initiative led by teaching artists where participants read, discussed and analyzed the literary and creative process of performances from Arts/Emerson 2016/2017. There were three adult sessions and one teen session that had to be cancelled. One session was moved to Hibernian Hall due to the flooding at the Library.

Tessil Collins and The Collective Works of Beresford St. C. Corbin exhibit and reception. St. C. Corbin was a local newspaper photographer whose work was exhibited.

Citi Performing Arts Center: Boston Youth Art Groups for Social Change Conference. This was the second time for this program. It was held on November 12, 2016.

Stephen Hanley and WAITT House: Enriched Language Arts and Math Program, an offering for adults. The classes offered adults instruction in basic reading, writing and math. Ms. Silva-Collins pointed to the success of this program.

Lana Jackson and Push Cart Art. A cooperative quilt-making class for those 55 and older was offered from October through December. Students made a quilt from start to finish.

Bonita Jones and Associates: Mindfulness Based Stress Reduction, offered a course in stress reduction techniques for greater health awareness and improved well-being for adults.

John Kordalewski: The Makanda Project -Jazz Music Programming, always popular with the community; offered live music program that featured two performances by Makanda Project and offered a dessert bar for the patrons to enjoy. The May performance was moved to the Boling building due the flooding at the Library.

Joel Mackall and Reidren Business Group: Tracing Our Roots in February 2017 as well as Smart Phone Training which was a four-session series in which students used their own smart phones, primarily geared to seniors as well as some younger patrons.

The Haley House instructed the Take Back the Kitchen Cooking Classes was a program for seniors and families offering culinary exploration using cookbooks found at BPL. There were 8 sessions total; 4 for seniors and 4 for families. It was very successful and had some repeat patrons attend each of the sessions. These classes were featured in an ad for *The Banner* and the attendees prepared four dishes which included: trail mix, ginger cole slaw, black bean salad and Mexican-style roll ups.

Carlos Vargas: the piano program, offered basic piano playing and music theory instruction. It was a strong program among patrons and the recital was held at the beautiful New School for Music in Cambridge on May 27, 2017.

Ms. Silva-Collins presented several pictures from throughout the year's programs in addition to her briefing.

Next Ms. Silva-Collins submitted the proposed 2018 Request for Proposals ("RFP") timeline to the committee members for discussion. She gave a list of potential locations and prices to host the programs. The Committee members discussed some of the desired locations due to proximity to the Library such as Boling Building, Hibernian Hall, Northeastern as well as the First Parish Church. The cost, space restrictions due to operating hours, restrictive amount of time to book out as well as parking availability/MBTA access were all discussed at length.

Ms. Foley added that Grove Hall may be able to assist as well and said the librarians will discuss more at length.

Ms. Arana-Ortiz asked Ms. Silva-Collins which programs were more successful/less successful. She explained having social media lists helped send notifications tremendously. She found emailing alone was not successful and follow up calls were needed in some cases. She also shared that she thought they need to partner with schools or churches would help get younger patrons involved. She also felt that printed materials are necessary as much as social media and vice versa. Ms. Silva-Collins suggested to continue to offer food and beverage at the programs and the committee members agreed. The Boston Conservatory offered to look into hosting the piano classes there. They discussed that the location was a bit farther outside of Dudley, near Mt. Auburn Hospital but worth considering due to its beautiful location and beautiful pianos. Ms. Arana-Ortiz expressed when you take the kids out of the branch and bring to such a prestigious place, it can make an impression.

Ms. Arana-Ortiz moved onto the next item on the agenda to review of the FY18 Budget. Copy of the budget was distributed to each member. She explained she asked at the Community Action Committee meetings what they considered priority by completing a survey for which the programming will be determined for the renovation stage.

Ms. Foley explained there were three clear priorities as a result of the survey. Adult and family services along with computer usage came in on top. The BPL is actively looking for areas perhaps to donate the computers to allow this continued service while closed. They will not be seeking the computers back after the Library reopens. Ms. Foley went on to explain that they are still not 100 percent sure what services will be offered at this time but will work alongside the Fellowes to offer the community services.

The committee discussed other locations, outside of the ones that were pointed out by Ms. Silva-Collins that the BPL has identified such as the Boston Police Department and possibly local schools.

Candelaria replied the easiest way to do RFPs, is it has to be limited. They have to be accessible to public transit, parking and they are responsible to discuss with the location. They need to include the cost in their proposed budget. RFPs will be done by Invitation only list; submit something that they have submitted the dates to the locations with their RFP's. The Committee agreed that this would be smoother process and should be by invitation only.

The group discussed next steps with the process of issuing RFPs. It was agreed to do by invitation only to only successful programs from the past few years. They would work with the ones that had the most impact. They discussed how far out they would be willing to go, how far would be the limit. The committee agreed that the programming should remain within a one mile radius of the Library with the exception of the Piano Classes which may be offered at the Boston Conservatory. They stated they felt this would be a smoother process overall.

Ms. Silva-Collins explained she will be clear in the RFP to express space rental costs, proposed locations and that the applicants will have to reserve the space and work out the details.

There was a brief discussion regarding continuing Ms. Silva-Collins as Project manager. All members agreed and asked her if she would consider staying on. She graciously accepted and she and Mr. Coco discussed meeting regularly to ensure a quick turn around on the RFP's. They thanked Ms. Silva-Collins for all her hard work and were thrilled to continue with her in the coming year.

The Committee agreed to next meet on Tuesday, September 19th at 1:00 p.m. to deliberate the RFPs.

There being no further business or public comment, the meeting adjourned at 3:36 p.m.

Respectfully submitted,

Pamela Carver

Pamela Carver, Clerk of the Board