

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

**Meeting of the Trustees Fellowes Athenaeum Trust Advisory Committee
Thursday, May 24, 2018 at 12:30 p.m.
Grove Hall Branch Library
41 Geneva Avenue, Dorchester, MA 02121**

DRAFT MINUTES

A meeting of the Trustees Fellowes Athenaeum Trust Advisory Committee was held on Thursday, May 24, 2018 at the Grove Hall Branch Library, 41 Geneva Avenue, Dorchester, MA 02121 at 12:30 p.m.

All members were present at the meeting including: Trustees Fellowes Athenaeum Trust Advisory Committee Chair and Trustee- Evelyn Arana-Ortiz, Committee Members: Sarah-Ann Shaw and Che Madyun, Friends of the Dudley Branch Library, Pete Coco, Assistant Neighborhood Services Manager, Priscilla Foley, Director of Neighborhood Services. Also in attendance were Candelaria Silva-Collins, Fellowes Athenaeum Trust Project Manager and Pamela Carver, Clerk of the Board as well as a member of the public.

Trustees Fellowes Athenaeum Trust Advisory Committee (“Committee”) Chair Evelyn Arana-Ortiz presided and called the meeting to order at 12:37 p.m. She thanked everyone for coming and addressed the first item of business: Approval of the Meeting Minutes from March 20, 2018. With no edits made, a motion was duly made and seconded, the Minutes of the Trustees Fellowes Athenaeum Trust Advisory Committee meeting held on March 20, 2018 were approved.

Ms. Collins presented a PowerPoint presentation, highlighting 2018 Fellowes programming. She explained she couldn’t reflect final budget figures as some programs were still going on. She began that people were becoming more comfortable using the different spaces and overall she was very pleased. She reviewed the piano classes that were held at the Boston Conservatory and came in approximately \$900 under budget. The piano recital was held at the Boston Conservatory. She noted it was beautiful and the children loved it. Next, she discussed The Makanda Project Concert that was held in November in the Bolling Building. It is always a popular program, it was well attended and came in right at budget. She noted there was a packed audience of mixed ethnicity and ages at the concert.

The Piano lessons continue to be a favorite. Ms. Collins suggested having three eight week sessions with a small recital. Some parents noted that there was a desire to have the program run from September to June. She noted there was some drop off from families and suggested having an orientation with them next year prior to the start of the program to learn about any student disabilities and educate families on the commitment before signing up.

Youth Arts for Social Change Conference and Job Fair was held at Hibernian Hall in February. Always well attended and it was noted their final bill had just been submitted and therefore the budget numbers were not reflective of that yet.

Tracing our Roots Workshop with Joel Mackall had a little drop in attendance over the session but those that lasted, had meaningful results. He also worked with seniors on Smart Phone workshops and they are always well attended. They were held at the Freedom House. Ms. Collins noted that several participants told her how much they loved the instructor, Joel Mackall.

Crazy Quilts Making for Winter Blues is targeted toward seniors and was held at BCYF's Grove Hall Senior Center. Ms. Shaw asked if they displayed the quilts and Ms. Silva Collins explained they do after final session.

Play Reading Book Club had three plays held in two locations, Hibernian Hall, Emerson, and the Tobin Center. It was a very successful program that was very well attended. She noted that due to inclement weather there were some cancellations and rescheduling became difficult.

The Committee discussed some of Ms. Collin's concerns regarding the locations, the difficulties with the Saturday schedule and options for the next year. They suggested offering another music class of some sort and additional writing class.

With no further questions, they moved onto the FY19 Budget. Ms. Arana-Ortiz reviewed the chart that showed the budget for FY19 is estimated at \$96,000 (depending on closing expenses). She proposed that in the upcoming contract the committee adds a 3% increase for Project manager. The Committee unanimously agreed. Ms. Collins thanked them for their continued support. Ms. Arana-Ortiz stated final numbers would be given in the summer. The committee had no questions or concerns.

Next, Ms. Priscilla Foley, Director of Neighborhood Services gave an update on the Dudley Branch renovation. She noted that they will be accommodating the Committee's suggestion to have "The Word" artwork back lit along with a plaque that was lost between putting up the new sign with artist name. They will be storing sewing machines and keyboards during the renovation. She noted that currently fencing is up all around the branch site, sidewalks were torn up and the grading improved. They are still working on curb cuts and access. Ms. Foley stated they are still intending on reopening in 2020. Ms. Arana-Ortiz asked if Neighborhood Services could update the community member who attended the March Meeting. Ms. Foley went on to explain that the Request for Proposal (RFP) for "Percent for Art" program associated with the design and renovation went out. They anticipate an artist to be selected over the summer months. She noted all who have expressed interest to be involved will be contacted.

Ms. Madyun asked if she could double check on the curb cut to ensure those who take the ride will have accessibility to the Dudley entrance. Ms. Foley agreed to look into this concern with the Boston Transportation Department and report back at the next meeting. Ms. Shaw asked if she would find out how many designated handicapped parking spots they are incorporating.

Ms. Silva Collins reviewed the programmatic timeline for the 2018-2019 year which included: applications go out on June 11, 2018. The release of the RFP is expected between June 25-29th. The Notices of Intent will be due on July 27th. The applications will then be due on August 22nd. She suggested the next Fellowes Athenaeum Trust Advisory Committee meeting to be held on Tuesday, September 18th to present the applications to the committee for deliberations. After the committee votes, Ms. Silva Collins will send out grant notifications between September 24 and 25th. She will host orientation on October 11th. The Board of Trustees will be given an update of the programming for FY19 in last September and the programs will begin on November 1st. There were no questions so the group moved onto discussions of their next meeting.

The group agreed to meet on the afternoon of September 18, 2018. The Clerk agreed to make arrangements to secure the Grove Hall library and notify the Committee members.

With no new business, the Chair asked for public comment. Mr. David Vieira, member of the City-Wide Friends stated he felt compelled to come to this meeting because he attended the Dudley Friends Reception that past weekend and he wanted to see this committee in action. He told them were doing great things with their programming. He asked question regarding the budget, if the annual distribution is made off of the corpus or the interest. The amount on March 31, 2018 showed a balance of \$2 million. Ms. Arana-Ortiz answered him that that the distribution is made on the interest. Mr. Vieira commended Trustee Arana-Ortiz and commented that she was a hardworking Trustee for the Boston Public Library.

With no further business, upon motion duly made and seconded, the Committee voted to adjourn the meeting at 1:43 p.m.

Respectfully submitted,

Pamela R. Carver
Clerk of the Board