

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Special Meeting of the Trustees as a Corporation and Administrative Agency

Tuesday, March 26, 2019 at 9:00 a.m.

Central Library, Kirstein Business Library-Exchange Room

700 Boylston Street, Boston MA 02116

MINUTES

A Meeting of the Trustees of the Public Library of the City of Boston as a Corporation and Administrative Agency was held at the Central Library, 700 Boylston Street, Boston, MA 02116 at 9:00 a.m..

Present at the meeting were: Vice-Chair Evelyn Arana-Ortiz and Trustees: Zamawa Arenas, Jabari Asim, Ben Bradlee, Priscilla Douglas, Linda Dorcena Forry, and John Hailer. Chair, Robert Gallery and Cheryl Cronin were not present. Also present were: David Leonard, President, Pamela Carver, Clerk of the Board, along with BPL staff and members of the public.

Vice-Chair Evelyn Arana-Ortiz called the meeting to order at 9:00 a.m. and addressed the order of business, opening the meeting with a roll call of the Trustees who were present for the record. She thanked everyone for attending on short notice and called for the approval of the minutes of the January 15, 2019 meeting. With no edits or comments, a motion was duly made and seconded. The Trustees voted in favor to approve the meeting minutes of January 15, 2019.

Mr. Leonard explained the changes presented to the Trustees By-Laws amendment. He reviewed the slight changes made; the title "chair" from "chairman and correcting the number of trustees from nine to fifteen per the legislation change. Mr. Leonard added that these updates were made to create consistency and are simply administrative changes only. With no edits or comments, a motion was duly made and seconded and,

VOTED: "that, the Trustees of the Public Library for the City of Boston adopt the Amended and Restated By-Laws of the Trustees of the Public Library of the City of Boston, as a Corporation."

Next, Caroline Driscoll, Legal Advisor for the BPL reviewed the BPL's strategic Web Accessibility Plan. Ms. Driscoll explained the BPL received a complaint in 2017 on technical difficulties regarding our website. Scot Colford, Web Services Manager for the BPL was handling this accordingly. Ms. Driscoll explained that they worked with the Department of Education to address all concerns and have since updated our plan. The BPL essentially agreed to do annual trainings and may do more frequently to stay up to date. The new website has been previewed by the U.S. Department of Education who were pleased with it. Once the Web Accessibility Plan is approved by the Board of Trustees, Ms. Driscoll will notify the government and begin training annually for staff working on the BPL website. She noted that the BPL currently offers resources such as Lynda.com that provides online resources for accessibility training. Ms. Arana-Ortiz asked for a copy of the resolution to be provided to the trustees once it is resolved. With no further comments, a motion was duly made and seconded and,

VOTED: "that, the Trustees of the Public Library for the City of Boston approve the Boston Public Library Strategic Web Accessibility Plan in conjunction with its Resolution Agreement entered into with the U.S. Department of Education."

Ms. Arana-Ortiz moved onto the Finance and Audit Committee votes. The first vote is the Draft Management Letter for FY18. She noted the auditor had only one finding around password management

around Windows servers. New guidelines will be looked into for later implementation and the server will be updated. She stated that was it, a clean report. With no questions or edits, a motion was duly made, seconded, and

VOTED: “that the Trustees of the Public Library of the City of Boston vote to accept the Draft Management Letter for the Fiscal Year Ending June 30, 2018 from CliftonLarsonAllen, LLP, Certified Public Accountants.”

The next two votes are for contracts to be delegated to the Finance and Audit Committee. The first is for approval of the Lower Mills flooring replacement which needs to be voted on a timely manner as not to hold up the project timeline. It is for one hundred two thousand (\$102,000). The next vote is for a series of contracts up to five hundred thousand dollars (\$500,000) for the emergency replacement of the Fire Alarm Control Panel and associated equipment in the McKim Building. She explained in the event that the Full board is not meeting, to delegate to the Finance and Audit to ensure it is voted in a timely manner. This project will be done in phases. It was determined it would be best to replace it and anticipate it will be done on separate contracts. Mr. Hailer added the importance of having this done as soon as possible and didn't feel it should be something the Board should not wait on. The Trustees had a brief discussion and with no further questions,

VOTED: “that, the Trustees of the Public Library of the City of Boston delegate to the Finance and Audit Committee the approval and awarding of the contract for: Lower Mills Flooring replacement which has a budget of: One hundred two thousand dollars (\$102,000.00) as part of the City Capital Project: CLD24594.” And,

VOTED: “that the Trustees of the Public Library of the City of Boston delegate authority to the Finance and Audit Committee to approve contracts of up to \$500,000 for the emergency replacement of the Fire Alarm Control Panel and associated equipment in the McKim Building.”

The next contract was for a small improvement project at the South Boston Branch Courtyard. The vote was for approval of the contract to Bautista Masonry to replace the courtyard. She explained we have received ninety nine thousand dollars (\$99,000) from the City budget and Dedham Savings gave the additional thirty five thousand (\$35,000) for a total of one hundred twenty nine thousand dollars (\$129,000). This renovation it will not only improve the terrace aesthetically, but will make it handicapped accessible as well. (It was noted that the Friends helped facilitate this project). The Trustees had a brief discussion on recognizing the local businesses who assisted with this project. With no further comments or questions, a motion was duly made, and seconded and,

VOTED: “that, the Trustees of the Public Library of the City of Boston vote to award the contract for: Replacing the Terrace in the Courtyard at the South Boston Branch Library, a Chapter 149 Project to: Bautista Masonry, Inc., 99 Milton Street, Waltham, MA 02453, being the lowest, eligible, responsive and responsible bidder for the amount of: One hundred twenty nine thousand dollars (\$129,000.00): CLD24595.”

Next Ms. Arana-Ortiz explained the last two votes were eRate votes that require approval in a timely manner due to the strict guidelines of the contract. The first is for wireless access and the other is for the firewall. With no comments or questions, a motion was duly made, and seconded and,

VOTED: “that, the Trustees of the Public Library of the City of Boston vote to award a contract to Integration Partners Corp., 350 Madison Avenue, 7th Floor, New York, NY 10017 the sole responsive and responsible bidder in a public Request for Proposal process, advertised under G.L. C. 30B, a contract for Firewall Upgrade for the Boston Public Library System, as specified during the period of July 1, 2019 through June 30, 2020, at a total cost not to exceed one hundred forty two thousand, nine hundred nineteen dollars and sixteen cents (\$142,919.16) contingent upon receipt of Universal Services Fund Federal funding.” And,

VOTED: “that, the Trustees of the Public Library of the City of Boston vote to award a contract to ePlus Technology, Inc., 13595 Dulles Technology Drive, Herndon, VA 20171 the sole responsive and responsible bidder in a public Request for Proposal process, advertised under G.L. C. 30B, a contract for Wireless Access Point and Controller Upgrade for the Boston Public Library System, as specified during the period of July 1, 2019 through June 30, 2020, at the proposal price, at a total cost not to exceed one hundred ninety five thousand, four hundred eighty five dollars and seventy five cents (\$195,484.75) contingent upon receipt of Universal Services Fund Federal funding.”

Ms. Arana-Ortiz noted that this concluded the agenda for the public meeting. She called for an Executive Session to give an update on the Collective Bargaining negotiations with the union noting that public discussions could have detrimental effects on the deliberations and therefore the need for the Executive Session. She added that they will be reconvening in a public meeting for a vote immediately following. The Clerk of the Board polled the Trustees and all unanimously voted to enter into an executive session. With no further comments, the public meeting was adjourned at 9:28 a.m.

The public meeting was re-convened at 9:50 a.m. Ms. Arana-Ortiz asked for a motion to accept management’s recommendation to endorse the terms of the collective bargaining agreement as presented. A motion was duly made, seconded and,

VOTED: “that, the Trustees of the Public Library of the City of Boston, accept management’s recommendation to endorse the terms of the successor City of Boston/Boston Public Library and the Boston Public Library Professional Staff Association (“PSA”) Collective Bargaining Agreement ratified by PSA on February 16, 2019.”

With no further business, the Board made a motion and the meeting was adjourned at 9:51 a.m.

Respectfully submitted,



Pamela Carver
Clerk of the Board of Trustees

