

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

## Meeting of the Trustees Fellowes Athenaeum Trust Advisory Committee

Tuesday, May 21, 2018 at 2:00 p.m.

Grove Hall Branch Library

41 Geneva Avenue, Dorchester, MA 02121

### MINUTES

A meeting of the Trustees Fellowes Athenaeum Trust Advisory Committee was held on Tuesday, May 21, 2019 at the Grove Hall Branch Library, 41 Geneva Avenue, Dorchester, MA 02121 at 2:00 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, Allen Knight, Pete Coco, and Priscilla Foley. Also in attendance were Candelaria Silva-Collins, Fellowes Athenaeum Trust Project Manager and Pamela Carver, Clerk of the Board.

Trustees Fellowes Athenaeum Trust Advisory Committee (“Committee”) Chair Evelyn Arana-Ortiz presided and called the meeting to order at 2:05 p.m. She thanked everyone for coming and addressed the first item of business: Approval of the Meeting Minutes from April 8, 2019. With no edits made, a motion was duly made and seconded, the Minutes of the Trustees Fellowes Athenaeum Trust Advisory Committee meeting held on April 8, 2019 were approved.

Ms. Collins presented a PowerPoint presentation, highlighting this year’s Fellowes programming. She explained she couldn’t reflect final budget figures as some programs were still going on and that overall she was very pleased with everything.

Tracing our roots had some attrition for the 2<sup>nd</sup> session and Ms. Silva suggested adjusting the attendance numbers or have one new and one advanced session next year.

The Take Back the Kitchen program was enjoyed, however, suggested doing stand-alone classes rather than participants committing to four classes which may produce better turnout.

Piano classes continues to be one of the most popular programs. Ms. Silva will reduce classes during holidays and/or school breaks due to lack of attendance during these times. She noted some challenges due to children not being engaged (evidence of lack of practice, not showing up, etc.) Ms. Silva talked with the instructor to conduct interviews with the child and parents to determine best practice for next year.

Mindful meditation attrition in attendance was noticeable. She suggested smaller sessions with shorter times for future programming might be better.

Urban makers served 8 artists. She noted this was very labor intensive. There needs to be a redesign or a new proposal. A lot of the visual artists had a hard time providing the documents needed.

Many people did not participate in the art component for the Makunda Project. She noted that the Bolling Building didn't allow the paint. The participation was still great with over 200 attendees.

Ms. Silva plans to revise the final report to create a chart to reflect more precise numbers and detailed information. She also suggested pushing the spring meeting to June 2020 to allow for final reports to be reflected for all programs.

Looking ahead, Ms. Silva noted she received several requests for the tutorials for smart phones as well as the writing program.

Next, Ms. Arana-Ortiz moved onto the FY20 Budget. Ms. Arana-Ortiz reviewed the budget chart that reflected an estimated distribution of \$96,020 (depending on closing expenses which will be given over the summer). She mentioned the carry over may be around \$28,000 which was consistent with the previous year's carry over of \$30,000. The Committee opted to discuss Ms. Collins contract during New Business and had no further questions or concerns.

Next, Ms. Priscilla Foley, Director of Neighborhood Services gave an update on the Dudley Branch renovation. She noted that it is at this time of a renovation is on time and on budget. She anticipated an April 2020 opening to the public but would have clearer target date in the fall. She suggested continuing with external locations for the upcoming programs (rather than at the branch) to be safe.

The Committee asked for details on the selected members of the Boston Arts Committee. Ms. Foley responded that it was still in its early stages but would report back before the next meeting. The Dudley Branch's artwork, "THE WORD", is currently in storage.

Next the committee reviewed the notice of intent for RFPs and the timeline. There were no questions or comments.

The Committee members agreed to meet in September to review the Proposals in detail on September 12, 2019.

Ms. Arana-Ortiz moved onto New Business. Ms. Collins stepped out so they could discuss her contract. The Committee members discussed and agreed unanimously to grant a \$500 (five hundred dollars) bonus at the conclusion of the fiscal year pending a funding balance.

Ms. Collins returned to the meeting and agreed to continue as the program manager for the Fellowes Athenaeum Trust. The Committee thanked her for her structure and diligence in meeting expectations of the grantees.

Ms. Arana-Ortiz asked for Public Comment for which there was none. With no further comments or edits, the meeting was adjourned at 3:23pm.

Respectfully submitted,



Pamela R. Carver  
Clerk of the Board