

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

## Meeting of the Trustees as a Corporation and Administrative Agency (First Meeting)

Tuesday, May 8, 2018, 8:30 a.m.  
Boston Public Library, Commonwealth Salon  
Central Library, 700 Boylston Street, Boston, MA 02116

### MINUTES

The annual meeting of the Trustees of the Public Library of the City of Boston was held in the Commonwealth Salon, Central Library, Copley Square, 700 Boylston Street, Boston, MA on Tuesday, May 8, 2018 at 8:30 a.m.

Present at the meeting were: Chair Robert Gallery, Vice- Chair Evelyn Arana-Ortiz Trustees: Jabari Asim, Ben Bradlee, Jr., Cheryl Cronin, and John Hailer. Zamawa Arenas was absent and Linda Dorcena Forry arrived late. Also present: Boston Public Library President David Leonard, Clerk of the Board Pamela Carver, Boston Public Library staff, and members of the public.

Chair Robert Gallery presiding, called the meeting to order at 8:31 a.m. and took a roll call determining there was a quorum. Mr. Gallery welcomed all and announced the appointment of two new Trustees, Representative Chynah Tyler and Jeff Hawkins. He noted both were appointed by Mayor Walsh and will be sworn in as trustees in the coming weeks. He noted Trustee Priscilla Douglas had been reappointed for another term. He looked forward to working with all in the fall. Mr. Gallery explained that Representative Byron Rushing's tenure as a Trustee ended after almost a decade of service to the Library. Mr. Gallery thanked Rep Rushing for his long standing service on behalf of all trustees. He expressed his gratitude for his deep commitment to the Library and the residents of Boston.

He proceeded with the agenda and called for a motion to approve the minutes of the March 21, 2019 and March 26, 2019 meetings. With no edits made, a motion was duly made and seconded, and the meeting minutes were unanimously approved.

David Leonard, President, presented his report by introducing the newest members to the management team. Mary Flynn Myers will serve as the Executive Director of the Fund for the BPL. She gave a brief introduction and noted her excitement to raise the profile and philanthropy for the BPL. Next, Mr. Eamon Shelton introduced two new managers in the Operations Division. Mr. Kurt Mansperger, the new Chief Technology Officer was introduced along with Drew Hill as the new Senior Facilities manager.

Mr. Leonard invited the President of the Friends, Paula Alexander along with former Clerk of the Board, Nancy Grilk to formally present their proposal requesting that the community room at the Honan Allston Branch be dedicated to Rita DiGessee. Ms. Alexander gave a little background on Ms. DiGessee. She explained she is steadfast civic leader in the community. She has dedicated decades of service to not only library but also to the overall Honan Allston community. She went on to explain that she was an instrumental member of the Honan Allston Friends Group. Several elected officials echo their support as evident in the written letters of support of this proposal that have been submitted with this proposal. Ms. DiGessee will be turning 90 this year and the community couldn't think a better way to honor her years of service. Ms. Alexander added it is a true community space that welcomes every nationality, culture, and age. Ms. Grilk added the use of the community space is something she is passionate about and she can hardly wait to walk into the "DiGessee Room". They ended by thanking the Trustees for their consideration and asked for their support in voting to approve this proposal. Mr. Gallery and Mr. Hailer both noted their appreciation for her service and expressed their delight to see the proposal for someone who is so engaged.

Mr. Gallery called on the other board members to vote to approve this request. Upon a motion duly made and seconded:

**VOTED: “that, the Trustees of the Public Library of the City of Boston approve the dedication and renaming of the Community Room at the Honan-Allston Branch library, the “Rita M. DiGesse Community Room.”**

Mr. Leonard referred the Trustees to the draft of the FY19 Accomplishments and FY19 Goals document, offered as part of the BPL’s budget submission to the City. He expressed his ongoing appreciation to staff and all donor support across the organization, especially the BPL’s partnerships. Mr. Leonard highlighted some Capital Projects accomplishments that totaled over \$127 million over the next five years, not counting the \$13 million in the current year. They included Parker Hill reopened after one year for necessary repairs, Dudley renovation is moving along and will be opening in 2020, The Adams Street and Roslindale Branches are wrapping up their design phase, as well as a myriad of other projects. He added that remaining on budget, on plan, and recognizing the needs and character of each neighborhood remains a top priority.

He pointed out the success of the WIFI hotspots program which allows for access to benefits, access for courses, and resources. He discussed the incredible work being done with the addition of the full time Pine Street Inn Liaison. He was pleased to announce they were able to find housing for a once homeless individual recently.

Mr. Leonard ended with expressing his pride for the staff’s work over the year as well as dealing with the challenges of an organization of this size. Mr. Gallery added that it speaks to the momentum and velocity of the BPL. He thanked the team and Mr. Leonard.

Mr. Leonard, gave a brief update of the Fund’s Gala on June 7, 2019. He extended his appreciation and thanks to the entire Map Center team and all nine Steering Committee members. The Gala had just broken the \$3 million target and now focusing on the stretch. He emphasized this points to the love and support, but also the untapped support of the BPL.

Mr. Leonard ended his report with the approval of the Massachusetts Board of Library Commissioners (“MBLC) Action Plan. Michael Colford, Director of Library Services explained that the BPL is required to have an action plan on file to apply for grants, noting they received a grant for the Dudley renovation. The Action Plan is meant to be educational and not comprehensible. He reviewed the report by timeline and project. The Chair called for a motion that was duly made, seconded and

**VOTED: “that, the Trustees of the Public Library of the City of Boston approve to accept the Boston Public Library’s 2019 Action Plan for the Massachusetts Board of Library Commissioners.”**

Ms. Ellen Donaghey, Chief Financial Officer, began the Finance and Audit Committee report by reviewing Mayor Walsh’s proposed FY20 budget. First, highlighting the increase in permanent employees due to the approved union contract and an addition of four new positions (which is the largest addition in several years). Next, she discussed the external/trustee funds and briefly gave an overview of the projected FY20 expenditures. Mr. Leonard expressed that in his tenure at the BPL, this is the strongest City of Boston operating budget that the BPL has ever seen. Adding, it is unprecedented even with new initiatives. He expressed his gratitude to Mayor Walsh and his team for their continuing support of the BPL. Ms. Cronin added that this budget is a reflection of Mayor Walsh’s confidence and belief in the BPL. Mr. Gallery noted the Mayor has included libraries in several things making them a

high priority for him. Ms. Donaghey moved onto the non-city budget. She reviewed the Projected FY20 resources, such as BPL Affiliates, State Funding, Trust Fund Income, and other sources. Mr. Leonard added that state funding particularly Library for the Commonwealth shows a modest increase for which we are grateful for the additional support. Mr. Leonard said they are still playing catch up in some ways from the state aid cuts over the last ten years, and the only other way to turn to is private philanthropy aside from City and State aid. With no other comments or questions, a motion was duly made, seconded, and

**VOTED: “that, the Trustees of the Public Library of the City of Boston accept Mayor Martin J. Walsh’s FY20 Recommended Operating and Capital Budget.”**

Ms. Evelyn Arana-Ortiz next explained that the Committee votes would be explained and divided into lots. The first was the normal budgetary votes for Goods and services, books, and the Fellowes distribution. She explained that the Fellowes Athenaeum Trust fund is used for deploying programming to the Dudley Branch Library. She explained these programs have been a great addition and bridge especially in the absence of the normal branch programming during the renovation. They offer varied services and programming, such as cooking lessons for families, genealogical searches, as well as piano lessons for children at the Boston Conservatory. She asked if there were any questions for which there were none. She made a motion that was duly made and seconded and,

**VOTED: “that, the Trustees of the Public Library of the City of Boston to authorize the President, or designee, on behalf of the Trustees of the Public Library of the City of Boston, to enter into a contract or contracts for various goods or services relating to the Boston Public Library Critical Repair Operating Budget for the period July 1, 2019 through June 30, 2020 provided that each contract entered into pursuant to this authorization shall have been estimated to be less than one hundred thousand dollars (\$100,000.00). In no event will the contracts cumulatively exceed three hundred thousand dollars (\$300,000.00).”**

**VOTED: “that, the Trustees of the Public Library of the City of Boston that there be entered into a non-advertised contract, as authorized under G.L., C.30-B, Section 7(a), referred to as a “Procurement of Library Books,” between the Trustees of the Public Library of the City of Boston (a Corporation under Chapter 114 of the Acts of 1878), and the vendors listed therein (including any subsidiaries or agents), for the acquisitions of books and for certain other library bibliographical acquisitions materials, in an amount not to exceed the amount appropriated in the Library Department budget for books and other related bibliographical acquisitions materials, during the period July 1, 2019 through June 30, 2020.”**

**VOTED: “that, the Trustees of the Public Library of the City of Boston approve the expenditure from the Fellowes Athenaeum Trust Fund in an amount not to exceed ninety six thousand twenty dollars (\$96,020) to support the Fellowes Athenaeum Trust Fund Programmatic Plan for FY20 as recommended by the Fellowes Athenaeum Trust Advisory Committee and to be presented at an upcoming meeting.”**

Ms. Arana-Ortiz explained the next few votes were standard annual votes and briefly reviewed them and presented them to be voted on as a slate. She noted to strike agenda item D “Approval of Contract for Cleaning of Collections” as it was merely added in error. After some general clarification questions and comments, a motion as duly made, seconded and,

**VOTED: “that, the Trustees of the Public Library of the City of Boston approve a partnership agreement not to exceed sixty five thousand dollars (\$65,000) of direct and**  
*Pamela R. Carver, Clerk of the Board*

**in-kind costs to be entered into with Company One to conduct a 5-week public theatrical production.”**

**VOTED: “that, the Trustees of the Public Library of the City of Boston approve a partnership agreement not to exceed sixty six thousand dollars (\$66,000) of direct costs to be entered into with Grub Street to present their Write Down the Street writing program and Teen Writers program in multiple branches throughout the City.”**

**VOTED: “that, the Trustees of the Public Library of the City of Boston delegate approval of any contract deemed to be of a critical nature by the President of the Library during the period between May 2019 and September 2019 to the Finance and Audit Committee.”**

**VOTED: “that, the Trustees of the Public Library of the City of Boston enter into a contract with EMCOR Services Northeast Inc., 80 Hawes Way, Stoughton, MA 02072, for Preventative Maintenance and Repair of HVAC Systems throughout the Public Library System of the City of Boston for period of thirty-six (36) months, for six million seven hundred thirty six thousand four hundred forty six dollars and forty eight cents. (\$6,736,446.48).”**

**VOTED: “that, the Trustees of the Public Library of the City of Boston enter into a contract with American Service Company, 35 Hanna Street, Quincy, MA 02069, for Inspection, Testing, and Servicing of Fire Alarm and Sprinkler Systems at Central Library and certain Branch Libraries of the Public Library System of the City of Boston for period of thirty-six (36) months, for two hundred seventy nine thousand nine hundred sixty dollars and zero cents (\$279,960.00).”**

**VOTED: “that, the Trustees of the Public Library of the City of Boston enter into a contract with United Elevator Co. Inc. 195 Libbey Industrial Parkway #3 Weymouth, MA 02189, for the Inspection, Testing, Servicing and Full Preventive Maintenance of Elevator Equipment in Various Library Buildings for thirty-six (36) months, for four hundred two thousand two hundred twenty eight dollars and no cents (\$402,228.00).”**

Mr. Gallery moved onto Special Collections Committee report. He invited Laura Irmscher, Chief of Collections, to explain the vote before them to deaccession the blueprints collections and transfer them to the City of Boston Archives. Ms. Irmscher explained the blueprints from 1900-1966 were originally held by the Inspectional Services Department (“ISD”) and moved to the BPL in the 1970s when ISD was moving locations and removing their back files. BPL stored them on the 7<sup>th</sup> floor at the Central Library. She noted it was important to determine the difference between the City of Boston blueprints and the Peabody & Stearns collection. The deaccession does not include the Peabody & Stearns collection which will remain in the Special Collections. She explained the Rare Books renovation construction is anticipated to begin over the summer requiring this time sensitive transfer of the records to the Archival Center. The blueprints will be stored in an appropriate location and will be an improvement for the storage of these documents. She explained the cumbersome process that the public has to access them now. Mr. Asim asked if these documents will they be digitized for which Ms. Irmscher explained that was an expected end goal. Gallery made a motion that was duly made, seconded, and

**VOTED: “that, the Trustees of the Public Library of the City of Boston deaccession and transfer approximately 300,000 rolls of building plans and building inspector reports to the City of Boston Archives.**

Mr. Gallery asked the Trustees vote to approve the schedule of Trustees Meetings for 2019-2020 calendar year with the reminder that the schedule is subject to change due to unforeseen reasons. Upon motion duly made and seconded, the Trustees voted:

**VOTED: “that, the Trustees of the Public Library of the City of Boston approve the proposed schedule of Trustees meetings for 2019-2020 as noted below:**

- **Thursday, September 26, 2019, 3:00 p.m., South Boston Branch Library**
- **Tuesday, November 19, 2019, 8:30 a.m., Central Library**
- **Thursday, January 30, 2020, 3:00 p.m., Chinatown Branch Library**
- **Thursday, March 26, 2020, 4:00 p.m., West Roxbury Branch Library**
- **Tuesday, May 12, 2020, 8:30 a.m., Annual Meeting, Central Library**

Mr. Gallery asked if there was any New Business, to which there was none.

He delayed Public Comment until the end of the Second Meeting.

With no further business, the First Meeting was adjourned at 9:29 a.m. and entered into the Second Meeting as an Administrative Agency.

The First Meeting was reconvened at 9:50 a.m. and Mr. Gallery asked for Public Comment. John Palladino, member of AFSCME, read remarks on behalf of Elissa Cadillic who was not able to attend. She noted her pleasure and support of the proposal for the room dedication for Rita DiGessee at the Honan Allston Branch. During the FY19 Accomplishments, the library discussed the rehousing of the research collection storage to the Archival Center. She noted her concerns for some known health and safety issues at the Archival Center resulted in a filed complaint with the Occupational Safety and Health Administration (“OSHA”) and is awaiting a report. She continued the renovation to the Special Collections area and the money dedicated to renovation has been discussed a lot, and she hoped that the cost for renovation is not at the expense of the health of the staff and suggested some funds should be redirected from beautifying the public spaces to insuring a clean and safe working environment for staff. She added in regards to adding staffing, the description of adding a Library Assistant to Teen Central was demeaning to their value to the institution by making the role of the librarians seem more important. The library assistants play a vital role in many areas of the library and felt classifying them in that manner goes against Compass Principle VII Sustainable Organization and quoted “in an environment of dignity and respect”. She ended with the members of AFSCME 1526 expect and deserve better from this management team. Mr. Leonard asked that Mr. Palladino submit Ms. Cadillac’s remarks in writing to allow for an opportunity for him to address them.

With no further business, the Meeting was adjourned at 10:01 a.m. Mr. Gallery wished everyone a wonderful summer.

Respectively submitted,

*Pamela R. Carver, Clerk of the Board*

Pamela R. Carver

*Pamela R. Carver, Clerk of the Board*