

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees as a Corporation and Administrative Agency

Tuesday, November 19, 2019 at 8:30 a.m.
Commonwealth Salon, Central Library
700 Boylston Street, Boston, MA 02116

AGENDA

- I. Chair's Call to Order and Report
Robert Gallery, Chair
 - A. Roll Call
 - B. Welcome Remarks
 - C. Review and Approval of Minutes for the Trustees Meeting held on October 3, 2019
- II. President's Report
David Leonard, President
 - A. Presentation of Mission Statement
 - B. Presentation of Organizational Roadmap (High Level) and Priorities
 - C. Principal Active Capital Projects
Alison Ford, Major Projects Manager
 - D. Gift Shop Concept Review
Ellen Donaghey, Chief Financial Officer
- III. Trustees Finance and Audit Committee
Evelyn Arana-Ortiz, Committee Chair
 - A. Review of Asset Allocation Impact Related Investments
- IV. New Business
- V. Public Comment
- VI. Adjournment

2019-2020 Trustee Meeting Schedule

- Thursday, January 30, 2020, 3:00 p.m., Central Library
- Thursday, March 26, 2020, 4:00 p.m., West Roxbury Branch
- Tuesday, May 12, 2020, 8:30 a.m., Annual Meeting, Central Library

**All meetings are subject to change*

Trustees of the Public Library of the City of Boston

Robert E. Gallery, Chair; Evelyn Arana-Ortiz, Vice Chair,
Zamawa Arenas, Jabari Asim, Ben Bradlee, Cheryl Cronin, Priscilla Douglas,
Linda Dorcena Forry, John Hailer, Jeff Hawkins, Representative Chynah Tyler
President, David Leonard
Clerk of the Board, Pamela R. Carver

This is an open meeting. The public is welcome to attend.

For information check www.bpl.org

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees as a Corporation and Administrative Agency

Thursday, October 3, 2019 at 3:00 p.m.
Boston Public Library, South Boston Branch
646 East Broadway, South Boston, MA 02127

DRAFT 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 South Boston Branch Library, on Thursday, October 3, 2019 at 3:00 p.m.

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

Chair Robert Gallery called the meeting to order at 3:03 p.m. and addressed the order of business. Mr. Gallery thanked everyone for attending the meeting and welcomed the new trustees, Chynah Tyler and Jeff Hawkins. Next, he invited Jane Bickford, the South Boston Branch Librarian to give welcome remarks

Ms. Bickford thanked the Trustees and welcomed everyone to South Boston. She gave a brief history of the branch, noting it opened as the second branch of the Boston Public Library system in 1872 and the second in the nation. She highlighted some of the popular programming that is offered for all ages including career classes, films, concerts, and ukulele lessons. She ended by expressing her gratitude on behalf of her staff and patrons for the newly renovated courtyard. Next, she introduced Joseph Kebartas, President of the Friends of the South Boston Branch. He thanked the staff, trustees, and Community partners for their continued support. He expressed how much the newly renovated courtyard meant to the patrons and will continue to be for generations to come.

Mr. Gallery thanked Ms. Bickford and the Friends for their support of the branch and their community. He took a roll call and determined there was a quorum. He called for a motion to approve the minutes of the annual May meetings. With no edits or comments, a motion was duly made and seconded. The Trustees voted in favor to approve the minutes of both meetings on May 14, 2019.

Mr. Gallery discussed the additions made to the Trustees Committees which included: Jabari Asim was added to the Special Collections Committee, Linda Dorcena Forry was added to the Governance and Development Committee, Jeff Hawkins was added the Finance and Audit Committee, and Chynah Tyler was added to the Fellowes Athenaeum Trust Advisory Committee. He noted the addition of an Executive Committee that will convene to bridge impromptu meetings for time sensitive votes. This committee will consist of himself (Robert Gallery), Evelyn Arana-Ortiz, Zamawa Arenas, and Cheryl Cronin.

Mr. Leonard gave the President's report and updates. He highlighted the strong summer across the system with the capstone to reading and the *Read Your Way to Fenway* success. He gave credit to the librarians and Farauqua Abuzeit and her team. He noted the BPL Fund's first Gala was a tremendous success in raising \$3.3 million with a strong relationship with the Leventhal Map and Education Center. Next Mr. Leonard briefly updated on the active Capital projects. Adams Street Branch Library closed and has broken ground on the renovation. The Rare Books project is in full swing of preparing for the renovation at Central, and the Roslindale Branch will be closing in a couple of weeks to begin renovations. He was looking forward to the new opening at the Dudley Branch which was anticipated for

spring of 2020. He also highlighted the South Boston Courtyard which will officially be opened at the conclusion of today's meeting.

Mr. Leonard then turned to the topic of the first All Employee Meeting for BPL staff. It will require closing the system for half a day on November 15th, noting he received approval from the City. The purpose was for staff development in the areas of customers service and diversity and inclusion as a team. He also hoped to give a sense of direction heading into the new year. The Trustees applauded this effort to build on the culture of support and participation.

Mr. Leonard noted he will have Governance and Development updates at a future meeting this year.

Michael Colford was invited to discuss the amnesty and fine forgiveness initiative. Mr. Colford noted that in the past year alone, several members of the Urban Libraries Council have offered fine forgiveness in various capacities including Chicago Public and Baltimore County Public Libraries. He explained that under this proposal, youth would still be required to return overdue books in order to check out additional materials, but would not face a monetary penalty. This initiative is geared towards low income families who have limited resources to pay these fines, but are in most critical need of the services the library provides. He noted In FY18, the BPL collected approximately \$15,000 from library cardholders under the age of 18. This reflected only 11% of the total youth fine balance at the time, indicating that approximately 89% of cardholders under 18 years of age are facing fines, and therefore create barriers for continued use of the library. He explained there would be a press release to notify the public. He also explained that this first proposal was for youth fines, but a later proposal would include amnesty of all fines for BPL cardholders. Mr. Gallery took a motion to approve, it was duly noted and,

VOTED: “that, the Trustees of the Public Library of the City of Boston authorize the President of the Boston Public Library to proceed with the elimination of fines for youth under the age of eighteen who have a Boston Public Library card and approve the waiving of all existing fines for library cardholders under the age of eighteen.”

Next, Laura Imscher was asked to update on the Rare Books Renovation. She began by way of a little background of the mold outbreak in 2015 in the Johnson building which had a climate system not equipped to properly care for the collection. There was not adequate humidity controls. The mold was significant and forced them to close for approximately two months to clean it properly. This developed into a major renovation that is budgeted for \$15.7 million in city capital funding and includes two floors, enhancing the conservation space, adding some museum quality display in the lobby, and improving employee spaces. In preparation for the project, the reading room was closed, they conducted an inventory, and moved the entire collection offsite. She explained they are expecting construction to wrap up by end of 2020 with an acclimation period to follow before moving the collection back in. Ms. Imscher shared some design renderings which highlighted some of the new spaces. The Trustees had some discussion on the project before calling on Beth Prindle and Dr. Martha Mahard to brief them on the Prints and Photography Collection.

Ms. Prindle noted they were thrilled that after four years (2015-2019) to be presenting their final report. She thanked the Associates of the BPL and the Trustees for their continued support. Dr. Mahard noted that this project was an amazing experience which lays the foundation for this extremely rare, Top 20 collection of prints held by an institution worldwide. She noted there were over 1.3 million items in the collection which included many distinguished lithographs, prints, and photographs.

Dr. Mahard explained that in the last three years that she served as the project manager, there were over 40 Simmons graduate students who helped work on the project. She thanked them for their commitment to this project. She noted some highlights which were specific to Boston. The staff inventoried over

350,000 items. She explained they had to create a workflow to amend data and lots of record keeping which is completed.

Dr. Mahard continued that they still have detailed cataloging to do but it is moving forward. Materials were put in proper storage boxes and increased safe storage of files. She noted an example of the strengths of the collection was the Toulouse Lautrec collection which was recently loaned to the Museum of Fine Arts, Boston. She reviewed the systems put in place and digitization efforts to make this once invisible collection accessible to the public. The Trustees offered their gratitude and had some conversation regarding some of the pieces. They commended Dr. Mahard, her team, and the staff for the incredible work and dedication to the collection. Trustee John Hailer noted that this is a legacy project for all future generations.

Next, Ms. Prindle discussed the gift of a Bruno Zupan painting from Galerie D'Orsay to the BPL. Ms. Prindle gave a brief background about Mr. Zupan who was born in Slovenia, spent time in a concentration camp, and emigrated to the United States. His work is held in many permanent collections including the Library of Congress and the United Nations headquarters in New York. He is turning 80 years old and Galerie D'Orsay who has represented his work, wanted to gift this painting to the BPL in his honor. Much of his artwork features the Boston landscape, and this painting in particular is of the Boston Common. Ms. Prindle explained that this gift will be put on public display upon acquisition in the Johnson building and the piece will be digitized. Mr. Gallery called for a motion, was duly made and seconded, and

VOTED: “that, the Trustees of the Public Library of the City of Boston approve to accept artist Bruno Zupan’s painting ‘The Public Gardens at Twilight Boston Skyline’ as a gift from the Galerie D’Orsay on Newbury Street in honor of Mr. Zupan.”

Mr. Leonard moved to the last item in his report which was a vote to update the policy on Special Collections purchases. He explained that this vote would remove the current limits to be more in line with a regular purchase. It would allow things of a moderate level to go through but will still be reported to the Trustees. He called for a motion, was duly made and seconded, and

VOTED: “that, the Trustees of the Public Library of the City of Boston increase the purchase limits for Special Collections Acquisitions as follows: Objects or Collections valued between \$10,000.00 and \$24,999.99, shall be made at the Library’s discretion, with administrative approval of the Library President or delegate; Objects or Collections valued between \$25,000.00 and \$99,999.99, shall be presented to the Special Collections Committee on Acquisitions for Review and Approval, and will subsequently be reported to the Special Collections Committee; and, Objects or Collections valued at \$100,000.00 or above shall be reviewed by the Special Collections Committee and brought to the Board of Trustees for final approval.”

That concluded the President’s report and Ms. Arana-Ortiz was invited to give the report on the Finance and Audit Committee.

Ms. Arana-Ortiz began by introducing Todd Swisher, the new City of Boston Analyst. Next, Mr. Matthew Hunt from CliftonLarsonAllen, was asked to review the Draft Financial Statements for FY19. Mr. Hunt said the auditing process was similar to previous years, the audit started in August and went smoothly. He thanked the Boston Public Library staff for their timeliness and responsiveness in responding to the auditors’ requests. He reported that it is CliftonLarsonAllen’s policy not to include the

auditor's opinion in the draft financial statement. It is expected that the rating will be "Unmodified," which is the highest available.

In describing the Financial Highlights of the report, Mr. Hunt pointed to the General Fund noting it remained steady with a slight increase and the performance was good overall. He then reported balances in each of the General Fund categories: Restricted Fund (programs and general trust holdings); Unassigned and Assigned Funds (state aid, and enterprise funds from special events which saw a 12% increase this year). He also detailed revenues in the following categories: Intergovernmental Revenues; Special Events; Fees and Fines for Services; Gifts; and Investment Income which he noted had a significant increase due to improved markets and trends. Mr. Hunt continued, pointing out the books expense included digital and printed books, and noted the General Fund expenses, have been as high as \$7 million in recent years but were \$5 million in FY19. These expenses included: Salaries and Benefits; Books and Related materials; Programs; Administrative costs such as Contractual Services and Utilities; and Equipment, Furniture and Repairs and Maintenance. The fluctuation may be due to some non-occurring items such as salaries. He concluded by saying the audit just needs a vote to be completed. Ms. Arana Ortiz called for a motion that was duly made and seconded and,

VOTED: "that, the Trustees of the Public Library of the City of Boston approve the Boston Public Library's Draft Audited Financial Statements for the Fiscal Year ending June 30, 2019."

Ms. Donaghey presented the BPL's FY19 Gifts Report. She highlighted the funds raised by the Library's inaugural Boston Marathon team, which totaled almost \$140,000 and will be used to support afterschool programming. She also noted the City-Wide Friends' generous \$40,000 donation had been deposited shortly after the start of FY20 so is not reflected in this gift report. She also noted a significant increase from the Associates of the Boston Public Library. There were no questions or comments.

Next, Ms. Arana-Ortiz gave the report for the Trustees Fellowes Athenaeum Trust Advisory Committee. She began by congratulating and welcoming Trustee Chynah Tyler to the committee. She explained the history of how this trust was created back in the 1800s for the purpose of literacy, instruction, and programming at the Dudley Branch. She noted they funded several successful programs for over 700 participants from all age groups and genres during the branch closure. Some examples included: Piano lessons for children, cooking classes for families, cell phone instruction for seniors, mindfulness classes, . They are looking forward to the Branch reopening and continuing in the new space.

Mr. Gallery moved onto New Business. David Leonard talked about the South Boston Courtyard Project which makes the outdoor space accessible to be enjoyed by all. It was one of four projects in the City of Boston budget. Mr. Leonard thanked the Dedhams Savings Bank for their generous grant and the Friends Group for their help in securing this generous donation. Mr. Leonard called up the three branch managers who were recognized by public applause.

Mr. Gallery asked if there was any Public Comment.

Elissa Cadilic, President of AFSCME welcomed the new trustees and explained she represents the BPL employees. She noted that the proposal for fine forgiveness was for youth fines but suggested they take it a step further as other parts of the country do and encourage the trustees to go fine free for everyone. A member of the Friends of South Boston noted the community room in South Boston was never so clean and she commended the Branch staff for their efforts. She asked when they can expect South Boston to be on the list for a refresh. Mr. Leonard explained the process of analyzing the branches which created a five year plan. He noted that the courtyard was placed as a "down payment" for the future.

Cindy Dye, librarian from the Fields Corner Branch spoke about the Jordan Collection. She expressed her concerns that it has not been given attention over the last several years. Mr. Leonard agreed to meet with her to discuss this moving forward.

Louisa Stephens from the Associates of the BPL stated that the new Writer in Residence started on October 2nd at the BPL. She invited the trustees to a welcome reception on October 16th.

David Vieira from the City-Wide Friends noted the great program offered to seniors to use cell phones by the Fellowes Athenaeum Trust. He noted that sometimes he speaks as a patron and others as a member of the City-Wide Friends, today he is speaking as both. He noted that although the Trustee meetings are set up in advance, he noticed that one of the future meetings was moved to the Central Library. He expressed the importance of having them at the branches to allow for the different settings within the neighborhoods for all to attend. He thanked Ellen Donaghey for mentioning the donation from the City-Wide Friends on her Gift report. Mr. Vieira commended Cindy Dye for speaking up about the Jordan Collection. He ended with a reminder that there is a book sale in the lower level of the Central Library that weekend.

Mr. Gallery thanked everyone for attending and the public comments. He addressed Ms. Dye by saying he assumed the first step would be to talk to management. He appreciated her passion that she and her colleagues have. He noted that the Trustees have traveled more to the branches than they have in the past. He thanked the South Boston Branch for hosting and the Friends group for the refreshments. With no further comments, the meeting was adjourned at 4:45 p.m. The group gathered on the newly renovated courtyard for a picture immediately following.

Respectfully submitted,



Pamela Carver
Clerk of the Board of Trustees

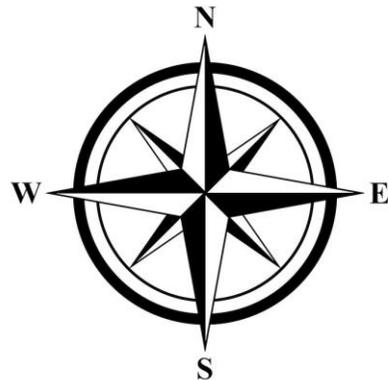
MISSION REFRESH

- ➔ ***BOSTON PUBLIC LIBRARY PROVIDES EDUCATIONAL AND CULTURAL ENRICHMENT FREE TO ALL THE RESIDENTS OF BOSTON, MASSACHUSETTS AND BEYOND, THROUGH ITS COLLECTIONS, SERVICES, PROGRAMS AND SPACES***

- ➔ ***THE BOSTON PUBLIC LIBRARY'S MISSION IS TO PRESERVE AND PROVIDE ACCESS TO HISTORICAL RECORDS OF OUR SOCIETY, AND TO SERVE THE CULTURAL, EDUCATIONAL, AND INFORMATIONAL NEEDS OF THE PEOPLE OF THE CITY AND THE COMMONWEALTH***

VALUES

- ➔ BE USER CENTERED
- ➔ BE A COMMUNITY GATHERING PLACE
- ➔ FOCUS ON SPECIAL COLLECTIONS
- ➔ FOCUS ON CHILDREN & TEENS



- ➔ BE A CENTER OF KNOWLEDGE
- ➔ FOCUS ON ACCESS & INNOVATION
- ➔ BE SUSTAINABLE
- ➔ BE FUN

THE DRAFT ROADMAP

➔ PRIORITY ONE:

➔ TO RAISE AND ENHANCE THE LIBRARY'S PUBLIC PROFILE & TO FACILITATE SUSTAINABLE PUBLIC AND PRIVATE FUNDING GROWTH

NEWS



THE DRAFT ROADMAP

➔ **PRIORITY TWO:**

➔ **EXECUTE SYSTEMWIDE IMPROVEMENTS TO BUILDINGS, SPACES AND INFRASTRUCTURE THROUGH THE CAPITAL PLAN AND SUPPORTING KEY OPERATIONAL INITIATIVES.**



THE DRAFT ROADMAP

➔ PRIORITY THREE:

➔ **ENHANCE COLLECTION MANAGEMENT, INTELLECTUAL CONTROL, ACQUISITIONS, ACCESS AND DISCOVERABILITY, SUPPORTING COMMUNITY REFERENCE & RESEARCH NEEDS.**



THE DRAFT ROADMAP

➔ PRIORITY FOUR:

➔ **ENHANCE LIBRARY SERVICES SYSTEMWIDE WITH PROGRAMMING & OUTREACH AND SPECIAL EMPHASIS ON YOUTH SERVICES, WHILE CONTINUING TO BE RESPONSIVE TO THE COMMUNITY'S BORROWING AND INFORMATION NEEDS.**



THE DRAFT ROADMAP

- ➔ **PRIORITY FIVE: DEVELOP AND IMPLEMENT A DIGITAL, TECHNOLOGICAL AND INNOVATION PLAN IN SUPPORT OF COLLECTIONS, SERVICES, ACCESS, AND INFRASTRUCTURE SYSTEMS AND INITIATIVES.**



THE DRAFT ROADMAP

- ➔ **PRIORITY SIX: IMPROVE AND ENHANCE THE STAFF AND ORGANIZATIONAL CULTURE, WITH A FOCUS ON STAFF SUPPORT AND ENGAGEMENT, PRODUCTIVITY, USER IMPACT AND CUSTOMER SERVICE.**



THE DRAFT ROADMAP

➔ **PRIORITY SEVEN:**

➔ **EXPECT, PLAN & BE READY FOR THE UNEXPECTED.**



ENGAGEMENT 2020

- ➔ **COMPLETION OF DRAFT ROADMAP WITH INITIATIVES**
- ➔ **DIVISION, DEPARTMENT AND STAFF REVIEW MEETINGS**
- ➔ **DEFINING A PUBLIC ENGAGEMENT PROCESS**

CAPITAL PROJECTS UPDATE

NOVEMBER 2019

DUDLEY SQUARE BRANCH

CONSTRUCTION

Reopen Spring 2020

Design Highlights:

- Relocated and prominent entry on Dudley St
- Glass block replaced with wood curtain wall to allow views in and out
- Activation of the second floor with a Nutrition Lab and a Learning Lab



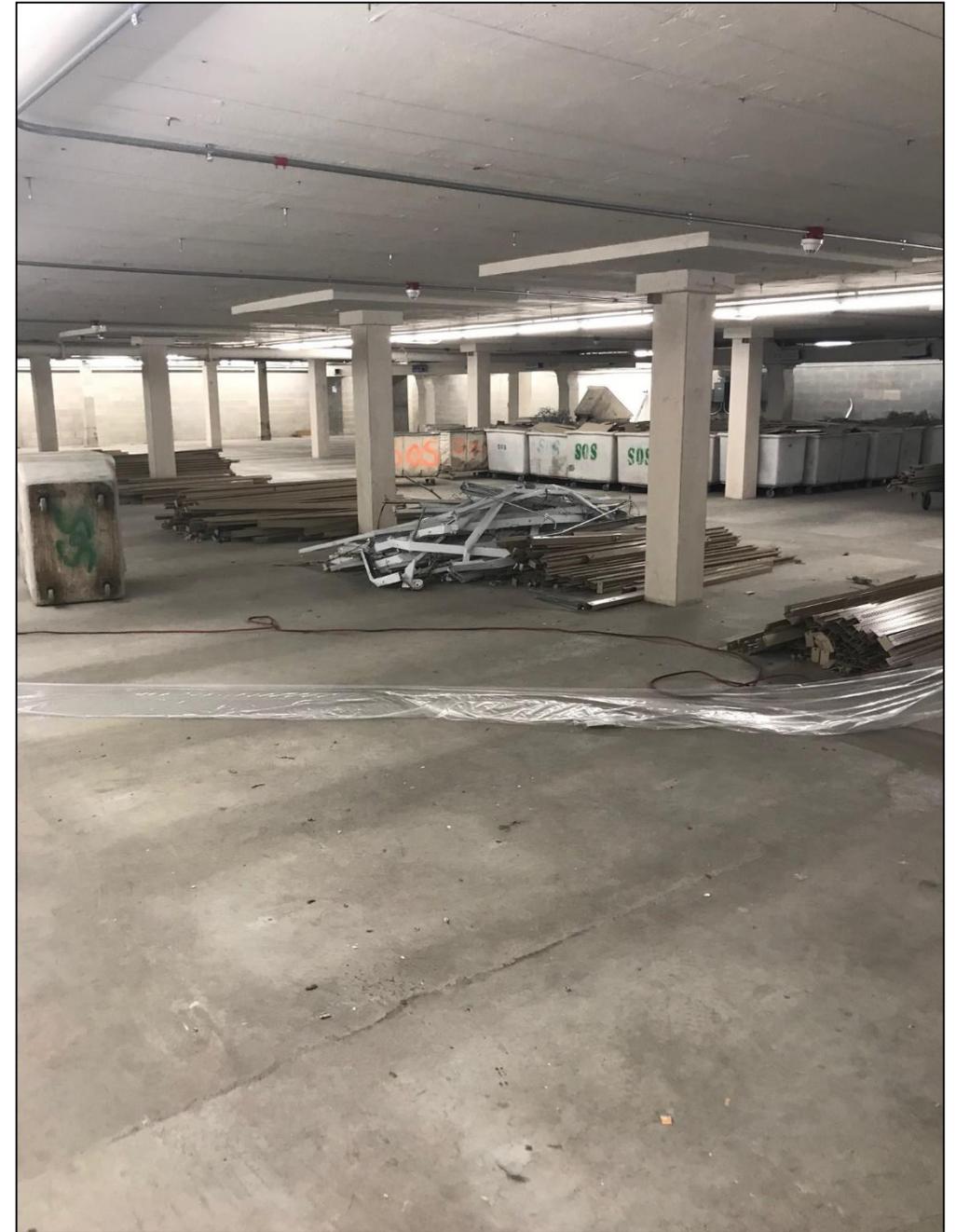
CENTRAL LIBRARY - RARE BOOKS

CONSTRUCTION

Reopen 2021

Design Highlights:

- All new environmental system, security system and shelving
- New lobby with collection display cases
- Addition of a small classroom off of redesigned reading room
- Reconfigured staff spaces



ADAMS STREET BRANCH

CONSTRUCTION

Reopen 2021

Design Highlights:

- Brand new LEED silver building
- Larger community room with integrated AV
- A music practice room and 2 meeting rooms
- Dedicated Teen space
- Improved reading garden with seating, lighting and power for outdoor programs



ROSLINDALE BRANCH

CONSTRUCTION

Reopen 2021

Design Highlights:

- New accessible entry
- Staff spaces moved to lower level creating more public space
- Larger community room with integrated AV
- Dedicated Teen space
- Quiet reading room



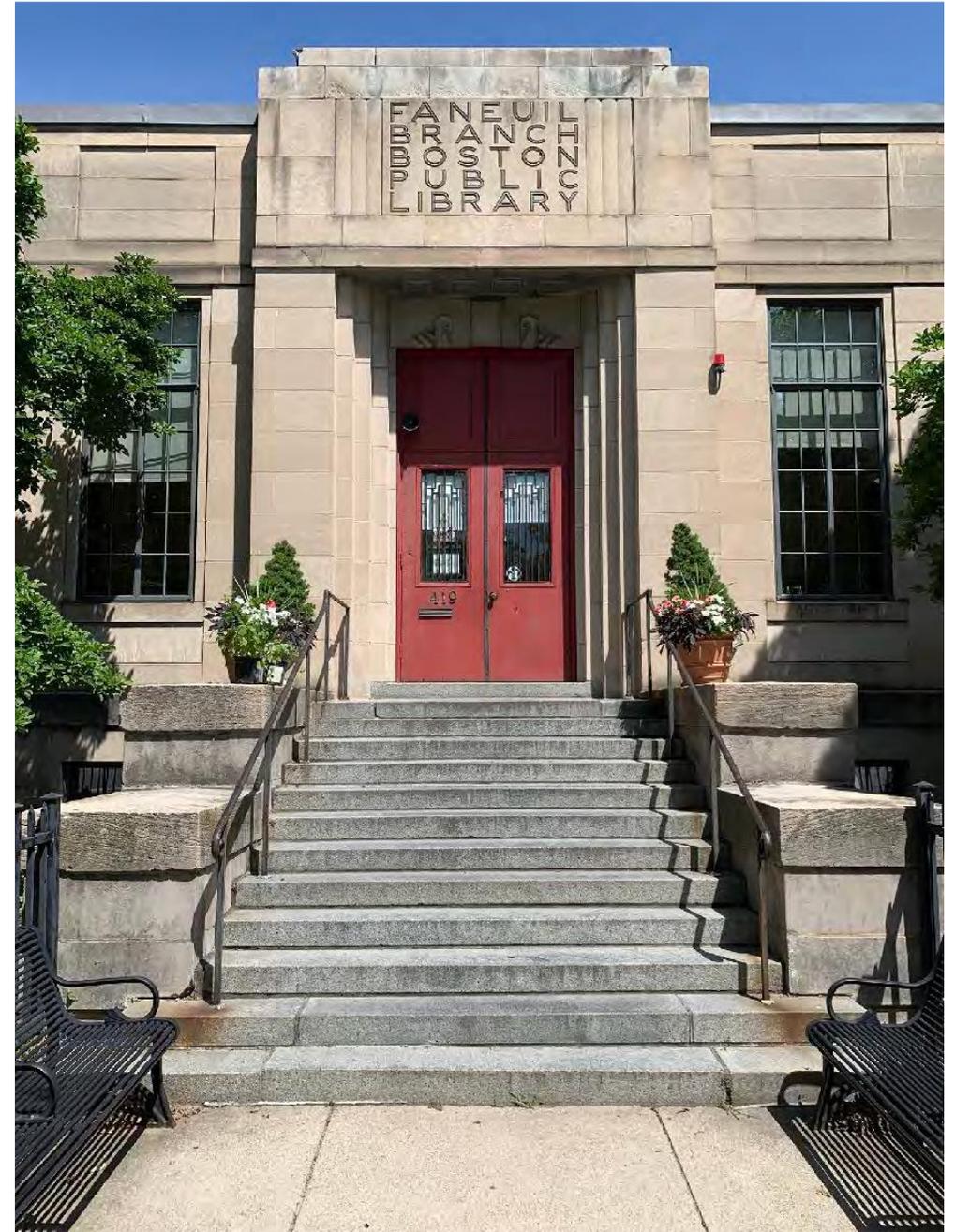
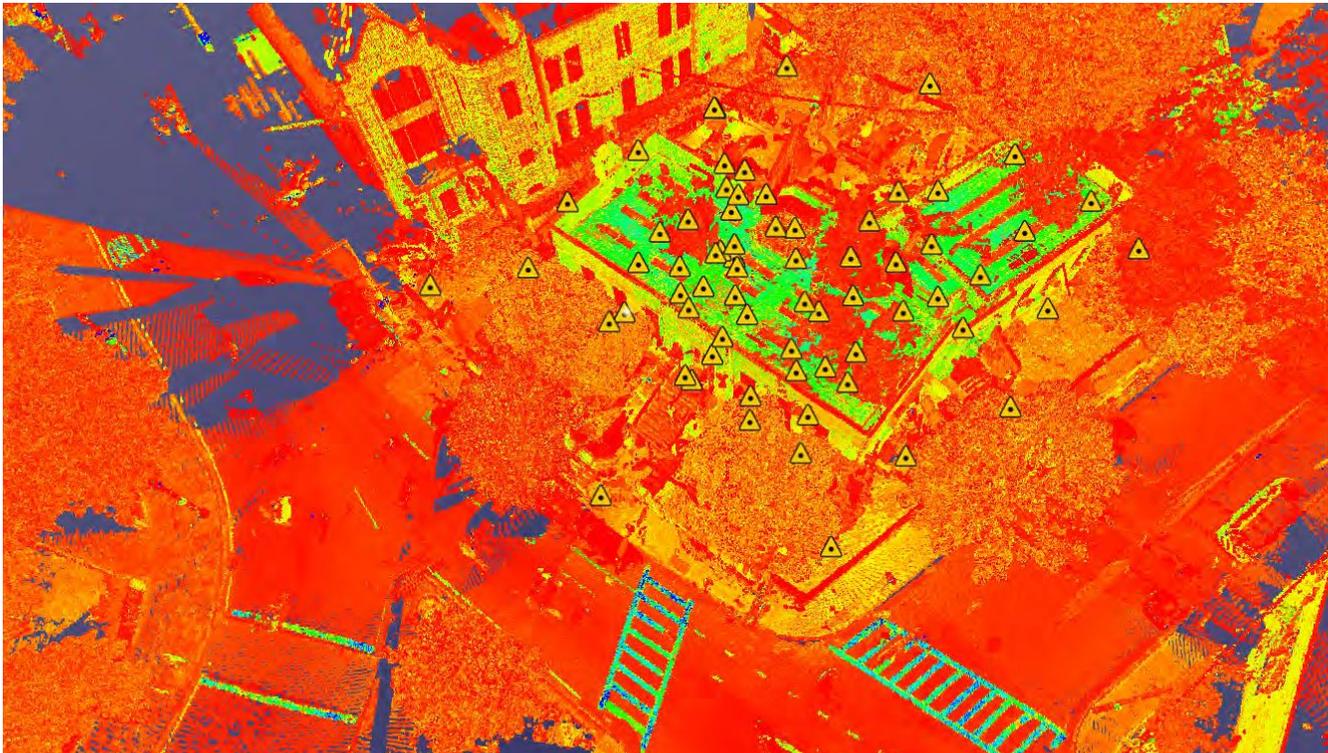
FANEUIL BRANCH

DESIGN

Construction Fall 2020

Design Highlights:

- Creating accessible front door and restrooms
- Installing elevator for accessibility and to allow greater use of lower level
- Providing a community room space that can be used by all ages at all times of day



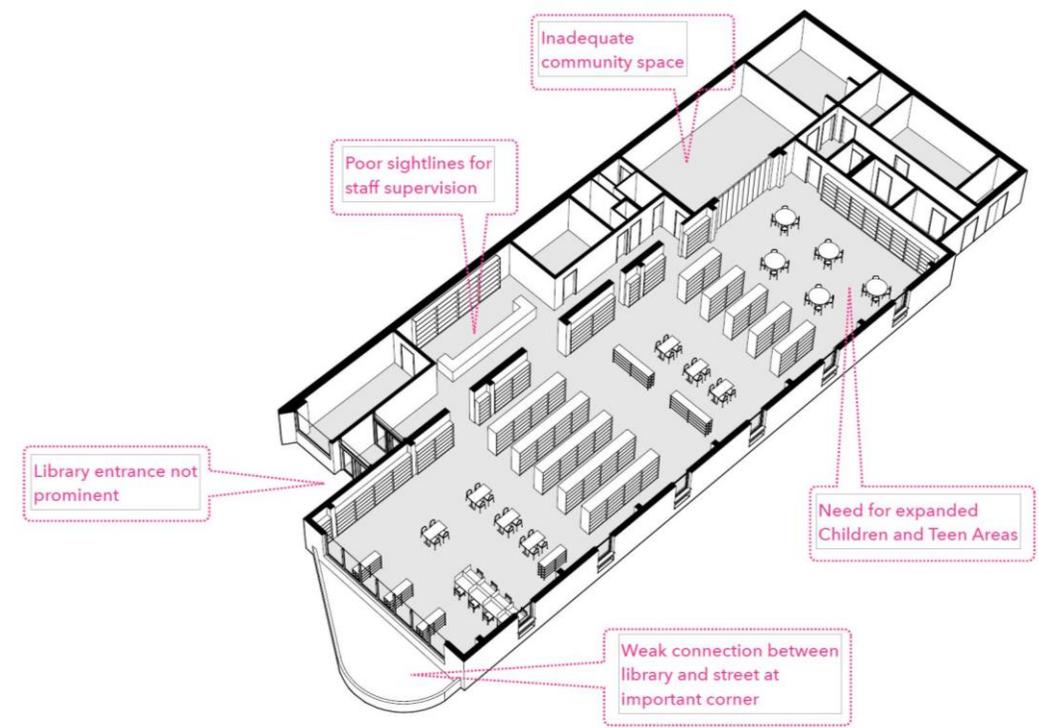
FIELDS CORNER BRANCH

PROGRAMMING STUDY

Next Step Design

Study Highlights:

- Studying 3 options: single story branch, 2 story branch and a 2 story branch with affordable housing above
- Improve library with increased programmable space, updated mechanical system and a more welcoming front of building on Dorchester Ave



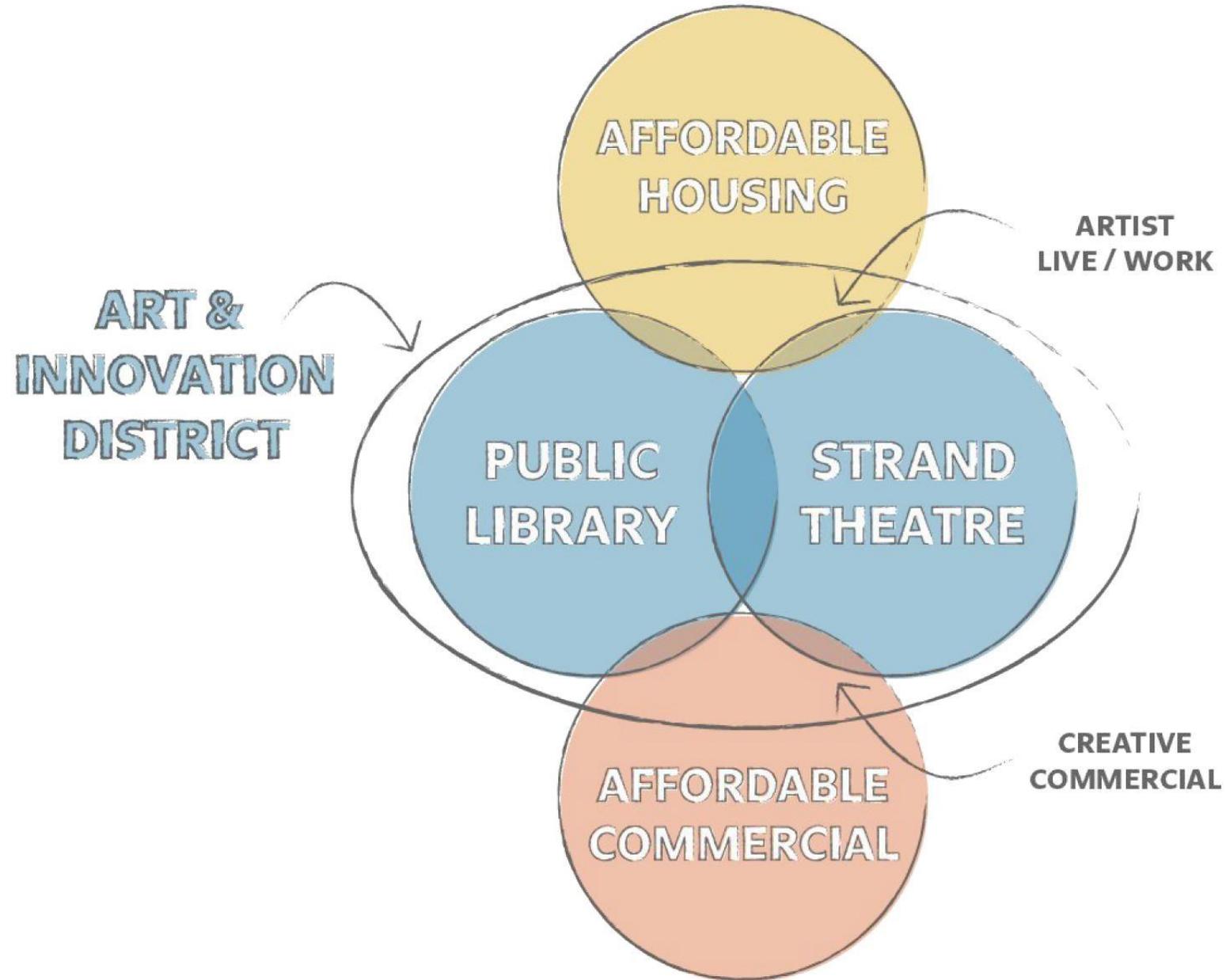
UPHAMS CORNER

PROGRAMMING STUDY

Next Step Design

Study Highlights:

- Working with other City colleagues to provide affordable housing, commercial space and arts & innovation spaces on City owned property in the neighborhood
- Studying 2 options: stand alone branch of 1-2 stories and a branch as part of a larger mixed used development of housing and commercial space
- Developing a space that relates to the neighborhoods goals of encouraging arts and innovation
- Branch will increase in size providing more adequate spaces for patrons and staff inline with our other branches

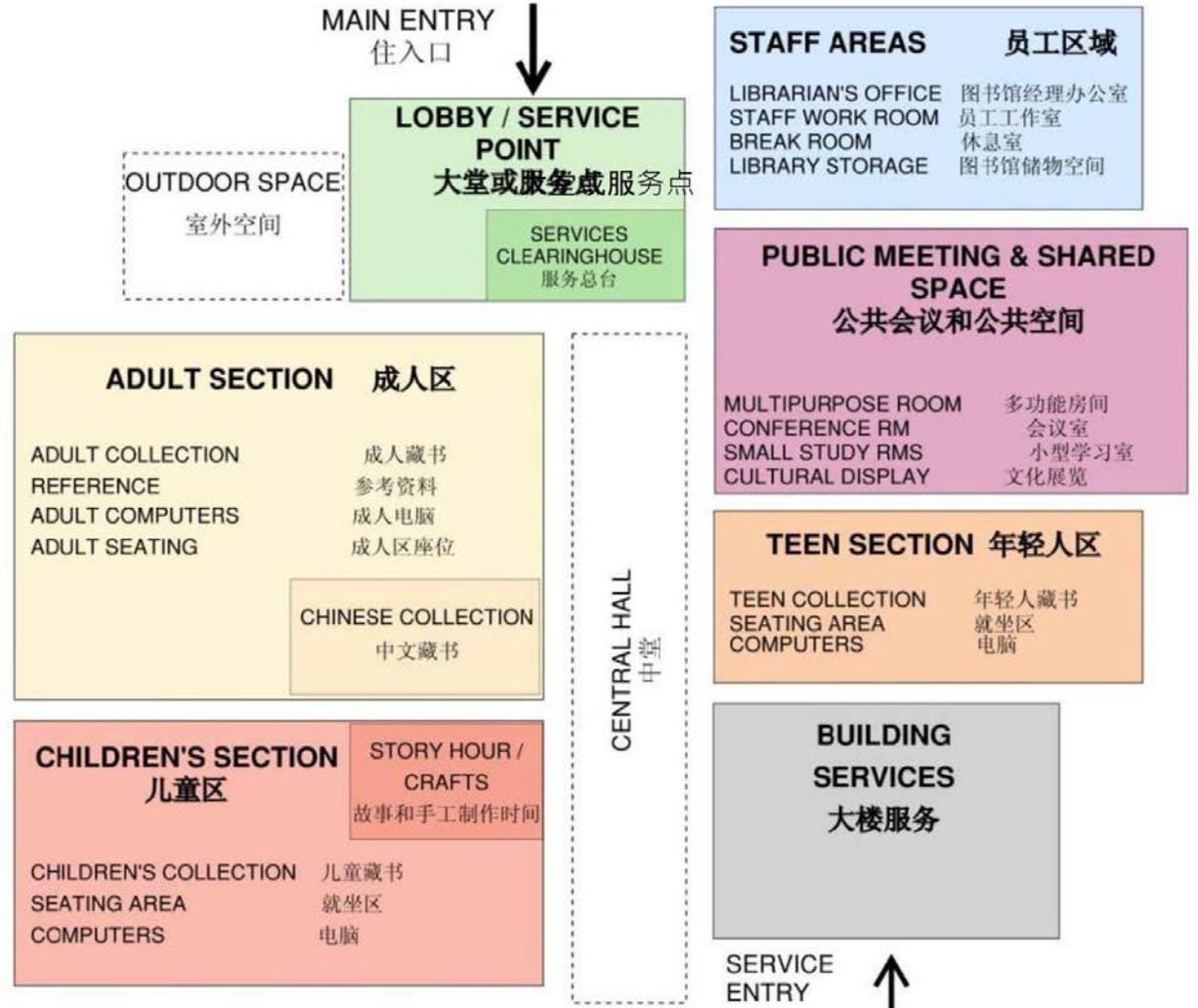
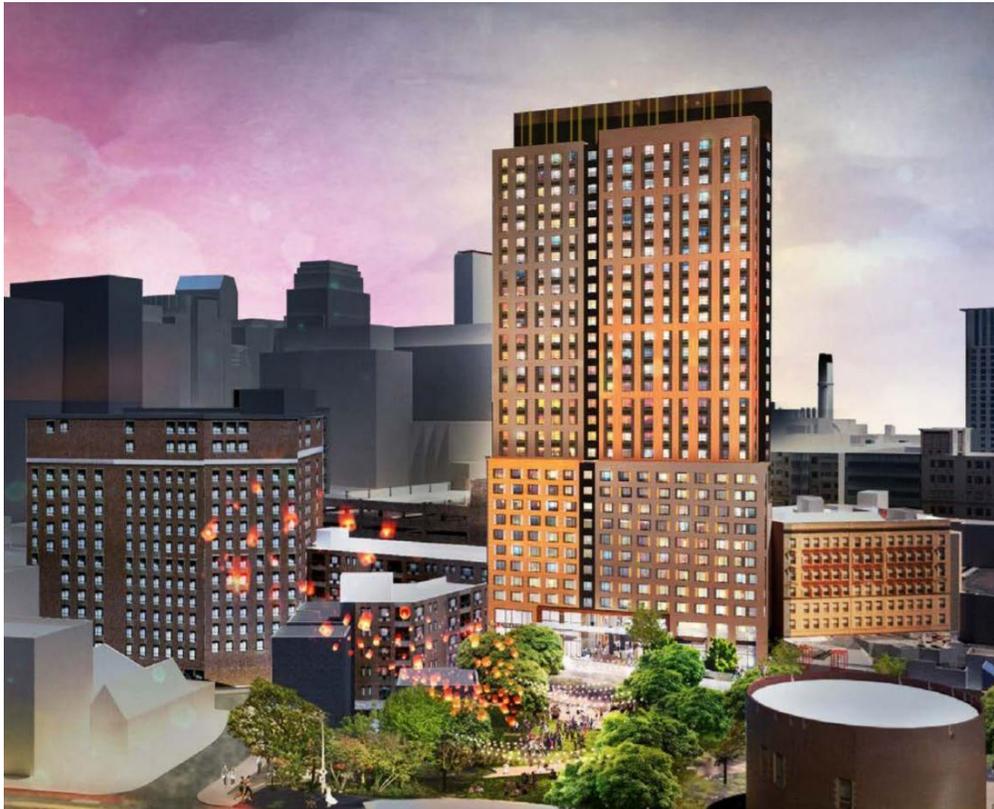


CHINATOWN BRANCH

DESIGN TEST FITS

Design Highlights:

- Evaluating ground floor space at the BPDA P12 site through test fits of the program determined in the 2017 study in the space the developers have allocated for a community use



Other Active Projects

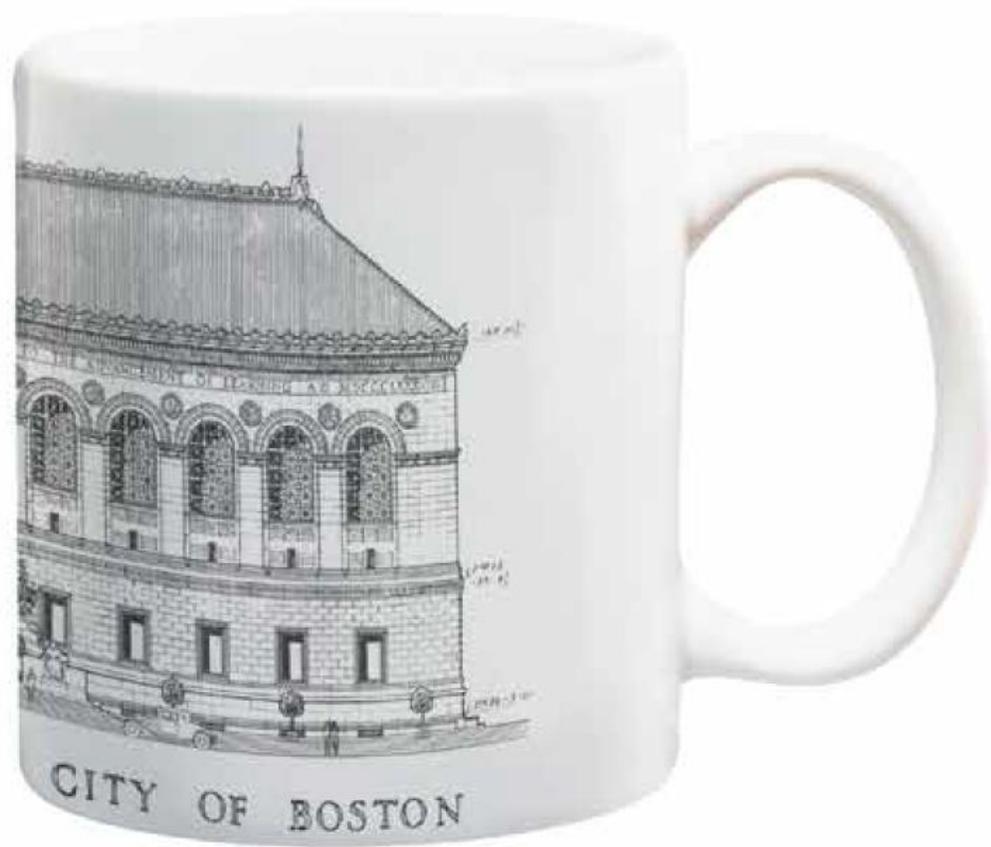
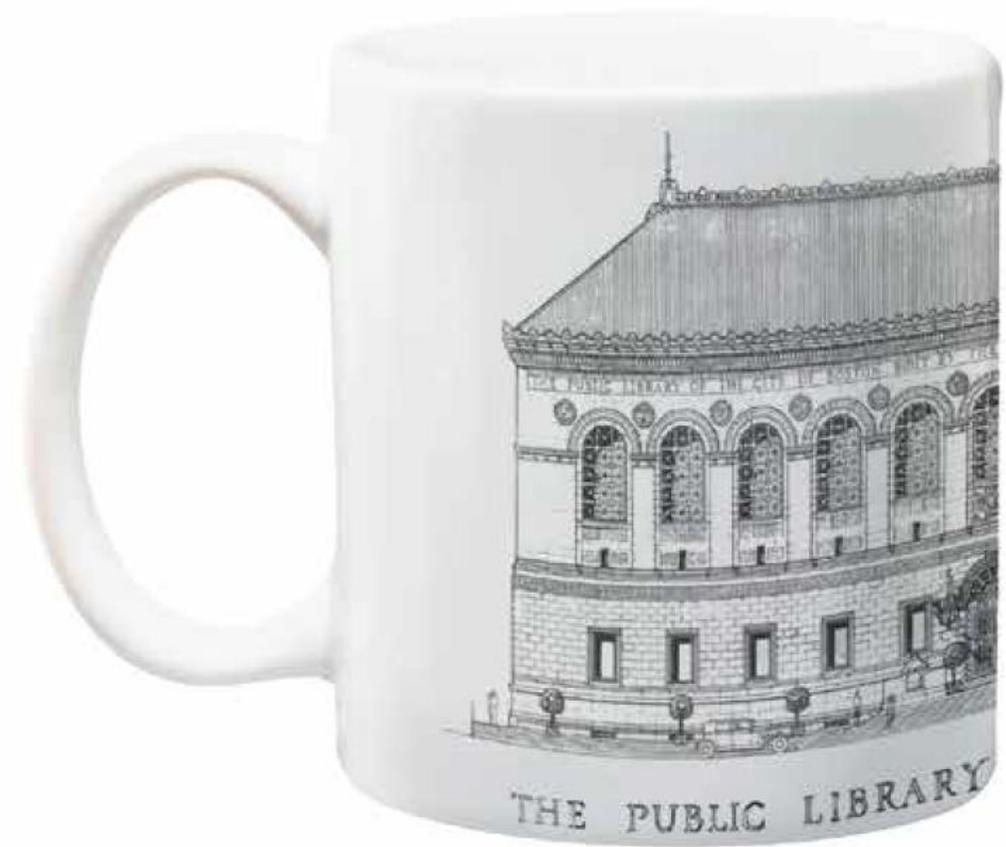
- South End Refresh
 - Construction
- Johnson Roof
 - Construction
- Hyde Park Waterproofing
 - Design

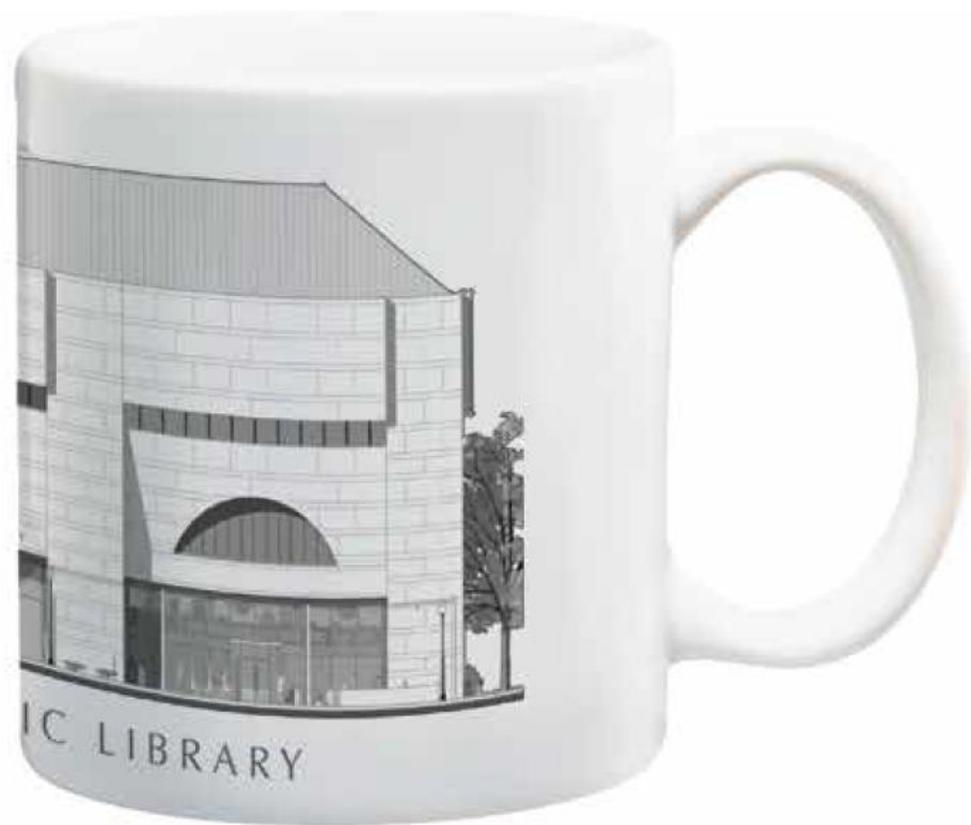
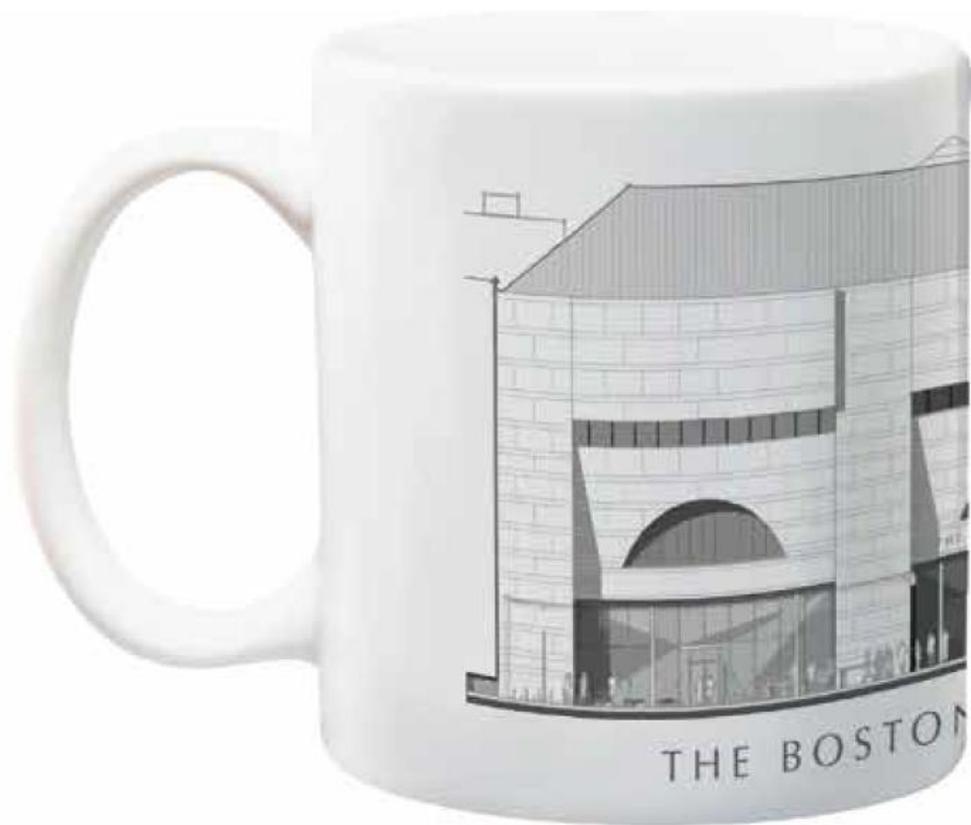
Projects Yet to Begin

- McKim Master Plan
- Collection Storage Study
- McKim Fountain Design
- Johnson Locker Room Design
- West End Branch Study
- Egleston Branch Study
- North End Branch Study
- South End Branch Study
- Codman Square Branch Study

Gift Store

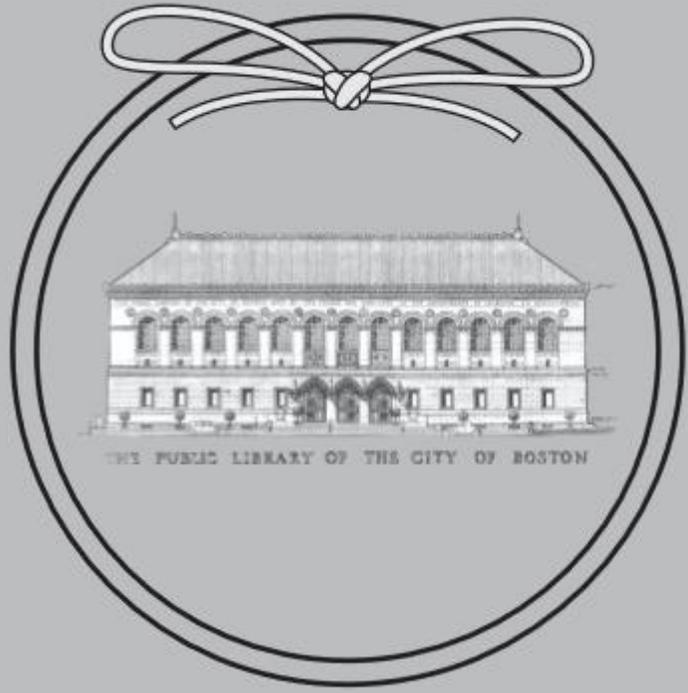
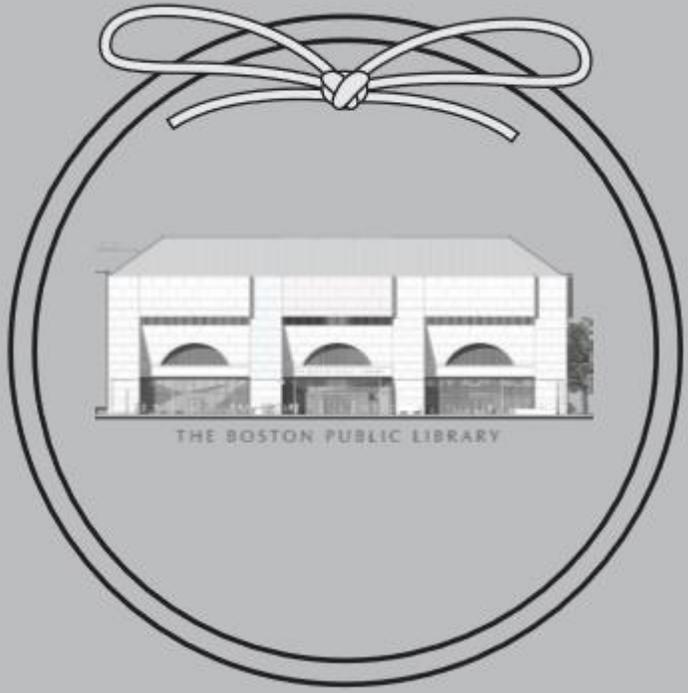












Additional items

- Note cards – based on mural cycle
 - Inspiring Muses Acclaim Genius, Messenger of Light
 - Frieze of Prophets
 - Pagan Gods
 - The Golden Tree
- Clothing/attire
 - Children and Adult T-shirts
 - Ball Cap and Knit Cap
 - Mittens

Additional items

- Tote Bags
- Key Chains
- Pens
- Magnets
- Pop Socket
- Hard bound journal