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BOSTON, MA

TO: Trustees of the Boston Public Library  
FROM: David Leonard, President  
DATE: May 1, 2017  
RE: Annual Trustees Meeting – Tuesday, May 16, 2017 at 8:30 a.m.

The Annual Trustees Meeting, scheduled for Tuesday, May 16, 2017 at 8:30 a.m., in the Commonwealth Salon, Central Library, in Copley Square, requires two separate meetings.

The first meeting is the Annual Meeting of the Trustees as an Administrative Agency. During this meeting, the Trustees will address the ongoing business of the Boston Public Library along with administering matters of the Boston Public Library as a Department of the City of Boston. This includes the signing of payrolls, acceptance of Critical Repair Funds, appointive authority over Civil Service personnel at the Library, and other operating procedures.

The second meeting is the Annual Meeting of the Trustees as a Corporation. In the second meeting the Trustees will address matters in which the Trustees act as a separate § 501 (c)(3) nonprofit corporation, including the election of officers, signing of payrolls for grant funded positions, acceptance of gifts and grants, as well as authorization to accept funds and spend Trust Funds.

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

## Annual Meeting of the Trustees as an Administrative Agency

Tuesday, May 16, 2017 at 8:30 a.m.  
Commonwealth Salon, Central Library  
700 Boylston Street, Boston, MA

### AGENDA

#### I. **Chairman's Call to Order and Report**

*Robert E. Gallery, Chair*

- A. Review and Approval of Minutes for the Trustees Meeting held on January 24, 2017
- B. Review and Approval of Minutes for the Special Trustees Meeting held on April 3, 2017

#### II. **President's Report**

*David Leonard, President*

- A. Accomplishments and Goals FY17-FY18
- B. Proposed Expansion of Services at Newsfeed Café  
*David Leonard, President*  
*Alex Marconi, Owner/ Vice President of Operations of The Catered Affair*  
*Pierre Prat, General Manager of The Catered Affair*

**VOTED: that, the Trustees of the Public Library of the City of Boston vote to allow The Catered Affair to extend the service of alcohol to the Newsfeed Café and Exeter Street patio.**

- C. Discussion of the Meeting Room Policy and Procedures  
*Emily Tokarczyk, Director of Special Events*

#### III. **Trustees Special Collections Committee**

*William Stoneman, Chair*

- A. Discussion and Vote to transfer the sound recordings collections to the internet archives  
*Laura Irmscher, Chief of Collections*

**VOTED: that, the Trustees of the Public Library for the City of Boston deaccession and transfer approximately 200,000 sound recordings on 78rpm and LP format from the Sound Archives collection to the Internet Archive for the purposes of digitization.**

#### IV. **Trustees Finance and Audit Committee**

*Evelyn Arana-Ortiz, Committee Chair*

- A. Mayor Martin J. Walsh's FY18 Recommended Operating and Capital Budgets Executive Summary  
*Evelyn Arana-Ortiz and Ellen Donaghey, Chief Financial Officer*

- B. Review of Management Letter for FY16, for to Board of Trustees  
*Matthew S. Hunt, CPA and Principal, CliftonLarsonAllen, LLP*

**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, 2016, from CliftonLarsonAllen, LLP, Certified Public Accountants.**

- C. Award of Contracts

1. Contract or Contracts for Various Goods or Services relating to the Critical Repair Operating Budget for FY18

**VOTED: that, the Trustees of the Public Library of the City of Boston 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 Budget for the period July 1, 2017 through June 30, 2018 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).**

- D. Contract for the Purchase of Books and Certain Other Library Bibliographical Acquisitions Materials

**VOTED: that, the Trustees of the Public Library of the City of Boston enter 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, 2017 through June 30, 2018.**

- E. Trustees Fellowes Athenaeum Trust Advisory Committee / Trust Fund FY18 Expenditure

**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 five thousand one hundred dollars and no cents (\$95,100) to support the Fellowes Athenaeum Trust Fund Programmatic Plan for FY18 as recommended by the**

**Fellowes Athenaeum Trust Advisory Committee and to be presented at an upcoming meeting.**

- F. Contract for Conservation work to be performed by Northeast Document Conservation Center, funding provided by the Associates of the Boston Public Library.

**VOTED: that, the Trustees of the Public Library of the City of Boston approve a contract for conservation work not to exceed \$150,000 be entered into with Northeast Document Conservation Center, funding provided by the Associates of the Boston Public Library.**

- G. Contract to authorize the temporary hiring of part-time contract employees in the Content Discovery Department for a one year period, funding provided by the Associates of the Boston Public Library.

**VOTED: that, the Trustees of the Public Library authorize the temporary hiring of part-time contract employees in the Content Discovery Department, to include a photographers to provide part-time temporary support in the Content Discovery Department, not to exceed \$32,000 in a one year period per individual; photographer assistants not to exceed \$15,000 in a one year period per individual; metadata assistants not to exceed \$15,000 in a one year period total cost not to exceed the \$110,000, funding provided by the Associates of the Boston Public Library.**

- H. Review of delegation of certain contract approvals for the Board of Trustees

**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 2017 and September 2017 to the Finance and Audit Committee.**

- I. Accept Transfer of Trust funds held by the Boston Public Library Foundation

**VOTED: that, the Trustees of the Public Library of the City of Boston approve the transfer of certain restricted endowments held by the Foundation for the benefit of the Boston Public Library.**

- J. Approval of Program Selection Partners

**VOTED: that, the Trustees of the Public Library of the City of Boston approve the selection of Program Partners for Fiscal Year FY18, final amounts dependent upon available funds**

- V. Proposed Schedule of Trustees Meetings for 2017 – 2018  
*Robert Gallery, Chair*

**VOTED: that, the Trustees of the Public Library of the City of Boston approve the proposed schedule of Trustees meetings for 2017-2018 as noted below:**

- Thursday, September 28, 2017, 3:00 p.m., Dudley Branch
- Thursday, November 16, 2017, 3:00 p.m., Jamaica Plain Branch
- Tuesday, January 30, 2018, 9:00 a.m., East Boston Branch
- Thursday, March 29, 2018, 5:00 p.m., Roslindale Branch
- Tuesday May 8, 2018, 8:30 a.m., Annual Meeting, Central Library

- VI. New Business

- VII. Public Comment

- VIII. Adjournment  
*Robert Gallery, Chair*

**Trustees of the Public Library of the City of Boston**  
Robert E. Gallery, Chair; Chairman; Evelyn Arana-Ortiz, Vice Chair,  
Zamawa Arenas, Ben Bradlee, Jr., Cheryl Cronin,  
John Hailer, Paul A. La Camera, Byron Rushing

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](http://www.bpl.org)