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TO: Trustees of the Boston Public Library  
FROM: Pamela Carver, Clerk of the Board  
DATE: May 1, 2018  
RE: Annual Trustees Meeting – Tuesday, May 8, 2018 at 8:30 a.m.

The Annual Trustees Meeting, scheduled for Tuesday, May 8, 2018 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 a Corporation**  
Tuesday, May 8, 2018, 8:30 a.m.  
Boston Public Library, Commonwealth Salon  
Central Library, 700 Boylston Street, Boston, MA 02116

AGENDA

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- I. Chairman's Call to Order  
*Robert Gallery, Chair*
- II. Trustees Governance and Development Committee  
*John Hailer, Chair*

A. Nominations for Slate of Officers

**VOTED: that, the Trustees of the Public Library of the City of Boston approve the recommendation of the Trustees Governance and Development Committee for the Slate of Officers of the Trustees of the Public Library of the City of Boston and the Clerk of the Board for the period May 8, 2018 through May 14, 2019.**

- III. Enabling Vote for the Signing of Payrolls  
*Robert Gallery, Chair*

**VOTED: "that, the President, Director of Library Services, Director of Operations, Chief Financial Officer, or the Clerk of the Corporation be, and hereby are, authorized to sign on behalf of the Corporation, bills, special drafts, and payrolls of the Library."**

- IV. Enabling Vote for the Signing of Contracts Approved by the Board  
*Robert Gallery, Chair*

**VOTED: "that, the President, Director of Library Services, Director of Operations, Chief Financial Officer, or the Clerk of the Corporation be, and hereby are, authorized to sign any and all contracts, except as otherwise authorized, voted to be made by the Board in the name and on behalf of the Corporation and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payments under contracts so voted."**

- V. Enabling Votes for the Acceptance on Behalf of the Corporation of those Gifts, Payments made in Recognition for Special Services Rendered, and Payments Received for Publications and Prints Executed under Library Sponsorship  
*Robert Gallery, Chair*

**VOTED:** “that, the President, Director of Library Services, Director of Operations, Chief Financial Officer, or the Clerk of the Corporation be, and hereby are, authorized to accept on behalf of the Trustees gifts, payments made in recognition for the special services rendered, and payments received for the publications and prints executed under library sponsorship and, in connection with the acceptance of the same, to endorse on behalf of the Trustees checks so received, said amounts to be reported to the Board at the September Meeting.”

- VI. Enabling Vote for Acceptance on Behalf of the Corporation of Gifts to be Added to Funds Already Established in the General Investment Account  
*Robert Gallery, Chair*

**VOTED:** “that, until the next Annual Meeting, by delegation of the Trustees of the Public Library of the City of Boston, the President, Director of Library Services, Director of Operations, Chief Financial Officer, or the Clerk of the Corporation, hereby are, authorized to accept on behalf of the Trustees gifts to be added to funds already established in the General Investment Account, the acceptance of said amounts to be reported to the Board at the meeting following any such acceptance.”

- VII. Enabling Vote for the Distribution of Income  
*Robert Gallery, Chair*

**VOTED:** “that, the President, or Chief Financial Officer, be and hereby is, authorized and directed to distribute and pay to the Trustees of the Public Library of the City of Boston the income of the General Investment Account for the period from July 1, 2018 to June 30, 2019; and further,

**VOTED:** that, the President, or Chief Financial Officer, be and hereby is, authorized to cause to be paid to the Rector of Trinity Church for the period from July 1, 2018 to June 30, 2019 income on the Children's Fund now held in the custody of the Collector-Treasurer of the City of Boston pursuant to the provisions of the 11th Clause of the will of Josiah H. Benton, as required by the 19th Clause of said will; and further,

**VOTED:** that, the President, or Chief Financial Officer, be and hereby is, authorized and directed to cause to be distributed and paid to the Rector of Trinity Church, to be held by said Rector pursuant to the provisions of the 12th Clause of the will of Josiah H. Benton, as defined by the Agreement of Compromise, dated January 15, 1935 and made in connection with the administration of the trust created by such Clause, four-tenths of the income of the Benton Book Fund for the period from July 1, 2018 to June 30, 2019, inclusive, now held in the custody of the Collector-Treasurer of the City of Boston, and to the Trustees of the Public Library of the City of Boston the remaining six-tenths of said income for said period to be applied to the purchases provided in said Agreement of Compromise.”

VIII. Enabling Vote on Trust Funds  
*Robert Gallery, Chair*

**VOTED: “that, the President, Director of Library Services, Director of Operations, Chief Financial Officer, or the Clerk of the Corporation, until the next annual meeting, is authorized to spend for the purpose of buying library materials any authorized and proper purpose income from those Trust Funds held by the Trustees of the Public Library of the City of Boston, where no specific vote of the Trustees is required by the Trust instrument.”**

IX. New Business  
*Robert Gallery, Chair*

X. Adjournment  
*Robert Gallery, Chair*

**Trustees of the Public Library of the City of Boston**  
Robert Gallery, Chair, Evelyn Arana-Ortiz, Vice Chair  
Zamawa Arenas, Ben Bradlee, Jr., Cheryl Cronin,  
Priscilla Douglas, John Hailer, Representative 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)

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

## Annual Meeting of the Trustees as an Administrative Agency

Tuesday, May 8, 2018 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. Welcome Remarks

B. Review and Approval of Minutes for the Trustees Meeting held on Tuesday, March 8, 2018.

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

*David Leonard, President*

A. Accomplishments and Goals FY18-FY19

B. Capital Projects Update

C. Website Launch and Accessibility Program

*Melina Schuler, Chief of Communications*

*Scot Colford, Online & Web Services Manager*

D. Summer Reading Campaign

*Michael Colford, Director of Library Services*

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

*David Leonard, President*

*Laura Irmscher, Chief of Collections*

A. Museum of Fine Arts Partnership/Exhibition Briefing and Loans

*Matthew Teitelbaum, Director of Museum of Fine Arts*

*Edward Saywell, Director of Exhibitions Strategy and Gallery Displays*

**VOTED: "that, the Trustees Special Collections Committee recommend the Trustees of the Public Library of the City of Boston, pursuant to the terms of the Exhibition Loan Policy, approve the Loan of 109 original works by Henri de Toulouse-Lautrec to the Museum of Fine Arts, Boston for purposes of an exhibition running from April 2 to August 4, 2019. The total loan duration will span August 2018 through September 2019 for preparation, installation, and de-installation requirements."**

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

*Evelyn Arana-Ortiz, Committee Chair*

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A. Mayor Martin J. Walsh's FY19 Recommended Operating and Capital Budgets  
Executive Summary

*Evelyn Arana-Ortiz, Committee Chair*

*Ellen Donaghey, Chief Financial Officer*

**VOTED: "that, the Trustees of the Public Library of the City of Boston vote to accept Mayor Martin J. Walsh's FY19 Recommended Operating and Capital Budget."**

B. Review of Management Letter for FY17 to the 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, 2017, from CliftonLarsonAllen, LLP, Certified Public Accountant."**

C. Award of Contracts

*Evelyn Arana-Ortiz, Committee Chair*

1. Contract or Contracts for Various Goods or Services relating to the Critical Repair Operating Budget for FY19

**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, 2018 through June 30, 2019 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)."**

2. 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, 2018 through June 30, 2019."**

3. Award of Contract for Guard and Patrol Services

**VOTED:** “that, the Trustees of the Public Library of the City of Boston approve a contract for Guard and Patrol Services for Various Library Buildings.” (Firm to be determined)

4. Award of Contract for Annual Independent Audit Services

**VOTED:** “that, the Trustees of the Public Library of the City of Boston approve a contract for Annual Independent Audit Services.” (Firm to be determined)

D. Trustees Fellowes Athenaeum Trust Advisory Committee/Trust Fund FY19 Expenditure

**VOTED:** “that, the Trustees Finance and Audit Committee recommend 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 eight thousand three hundred sixty one dollars and no cents (\$98,361) to support the Fellowes Athenaeum Trust Fund Programmatic Plan for FY19 as recommended by the Fellowes Athenaeum Trust Advisory Committee and to be presented at an upcoming meeting.”

E. 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 2018 and September 2018 to the Finance and Audit Committee.”

F. Delegate Rare Books Contract

**VOTED:** “that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston delegate approval for award of the Secure Move and Storage of Certain Library Collections to the Trustees Finance and Audit Committee.”

G. Approval to purchase from Mass Higher Educational Consortium Contract

**VOTED:** “that, the Trustees of the Public Library of the City of Boston accept membership in the Massachusetts Higher Education Consortium (MHEC) which gives access to 54 master purchasing contracts with excellent discount pricing with over 600 vendors in more than 700 contract categories;

**a yes vote confirms the use of their pre-negotiated contracts to compare prices and procure goods and services for the library without further bidding.”**

V. **Review of Select Trusts**

*Ellen Donaghey, Chief Financial Officer*

- A. Review of Certain Trusts with a value of less than \$75,000
- B. Review of Charles J. Wilkins Trust, established January 16, 2007

VI. Proposed Schedule of Trustees Meetings for 2018 – 2019

*Robert Gallery, Chair*

**VOTED: that, the Trustees of the Public Library of the City of Boston approve the proposed schedule of Trustees meetings for 2018-2019 as noted below:**

- Thursday, September 27, 2018, 3:00-4:30 p.m., Parker Hill Branch
- Friday, November 16, 2018, 3:00-4:30 p.m., Central Library
- Tuesday, January 15, 2019, 3:00-4:30 p.m., Adams Branch
- Thursday, March 28, 2019, 4:00-5:30 p.m., Chinatown Branch
- Tuesday, May 14, 2019, 8:30-10:30 a.m. Annual Meeting, Central Library

***\*All meetings are subject to change dates, times, and/or location***

VII. New Business

VIII. Public Comment

IX. Adjournment

*Robert Gallery, Chair*

**Trustees of the Public Library of the City of Boston**  
Robert E. Gallery, Chair; Evelyn Arana-Ortiz, Vice Chair,  
Zamawa Arenas, Ben Bradlee, Jr., Cheryl Cronin,  
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