

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Annual Meeting of the Trustees as an Administrative Agency

Tuesday, May 14, 2019 at 8:30 a.m.
Commonwealth Salon, Central Library
700 Boylston Street, Boston, MA 02116

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 Meetings held on March 21, 2019 and March 26, 2019.
- C. Board of Trustees Updates

II. **President's Report**

David Leonard, President

- A. Proposal and Vote for Community Room Dedication at the Honan-Allston Branch Library
Paula Alexander, President of the Friends of the Honan-Allston Library, Inc.

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."

- B. Accomplishments and Goals FY19-FY20
- C. Capital Projects Update
- D. BPL Fund Gala Preparations
- E. Collections Updates
Laura Irmscher, Chief of Collections
- F. MBLC Action Plan
Michael Colford, Director of Library Services

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III. **Trustees Finance and Audit Committee**

Ellen Donaghey, Chief Financial Officer

- A. Mayor Martin J. Walsh's FY20 Recommended Operating and Capital Budget Executive Summary

VOTED: "that, the Trustees of the Public Library of the City of Boston to accept Mayor Martin J. Walsh's FY20 Recommended Operating and Capital Budget."

- B. Discussion and Review of Contracts
Ellen Donaghey, Chief Financial Officer

1. Contract or Contracts for Various Goods or Services relating to the Critical Repair Operating Budget for FY20

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).”

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 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.”

3. Fellowes Athenaeum Trust Advisory Committee Trust Fund FY20 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 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.”

C. Approval of Program Selection Partners

VOTED: “that, the Trustees of the Public Library of the City of Boston approve a contract not to exceed sixty five thousand dollars (\$65,000) of direct and 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 contract 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.”

D. Approval of Contract for Cleaning of Collections (details forthcoming)
Laura Irmscher, Chief of Collections

- E. Review of delegation of certain contract approvals for recommendation to 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 2019 and September 2019 to the Finance and Audit Committee.”

- F. Contract for Preventative Maintenance and Repair of HVAC Systems

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).”

- G. Contract for Inspection, Testing, and Servicing of Fire Alarm and Sprinkler Systems

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).”

- H. Contract for Inspection, Testing, Servicing and Full Preventive Maintenance of Elevator Equipment

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).”

- VI. Special Collections Committee

David Leonard, President and Laura Irmscher, Chief of Collections

- A. Deaccession of the Blueprints to City of Boston Inspectional Services Department

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.

VII. Proposed Schedule of Trustees Meetings for 2019 – 2020
Robert Gallery, Chair

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

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

VIII. New Business

IX. Public Comment

X. 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, Jabari Asim, Ben Bradlee, Jr., Cheryl Cronin,
Priscilla Douglas, Linda Dorcena Forry, John Hailer

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