

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees as an Administrative Agency (First Meeting)

Wednesday, May 22, 2013, 8:30 a.m.
Boston Public Library, McKim Orientation Room
700 Boylston Street, Boston, MA 02116

AGENDA revised 5/15/13

- I. Chairman's Call to Order and Report Jeffrey B. Rudman
- A. Review and Approval of Minutes for the Trustees Meeting held on March 12, 2013
(Attachment 1)
- B. Proclamation Honoring Former Trustee John Thomas Lenahan O'Connell (Attachment 2)
- II. President's Report Amy E. Ryan
- A. Introduction of Chief Financial Officer Ms. Ellen Donaghey
- B. Staff and Services since Marathon Monday Update
- C. Marathon Commemorative Plans
- D. Affiliates Reports
- David McKay, Executive Director, Boston Public Library Foundation
 - Louisa Stephens, Executive Director, Associates of the Boston Public Library
 - David Vieira, President, Citywide Friends of the Boston Public Library
- E. "FY13 Accomplishments" Report (Attachment 3)
- F. FY14 Proposed Recommended Operating and Capital Budgets Update
- G. Major Capital Projects Update
- H. Conveyance of the Norwood Storage Facility Approval
This property is conveyed to the City of Boston because it is no longer needed by the Trustees.
VOTED: that, the Trustees of the Public Library of the City of Boston, pursuant to 1878 Mass. Acts ch. 114, as amended, and the By-Laws of the Trustees of the Public Library of the City of Boston, as revised, convey the Norwood Storage Facility, located at 136 Access Road, Norwood, Massachusetts, 02062 to the City of Boston, pursuant to a deed dated December 16, 1992, and registered at the Norfolk County Registry of Deeds, Book Number 9693, Page 500.
- I. Conveyance of the Orient Heights Building Approval
This property is conveyed to the City of Boston because it is no longer needed by the Trustees.
VOTED: that, the Trustees of the Public Library of the City of Boston, pursuant to 1878 Mass. Acts ch. 114, as amended, and the By-Laws of the Trustees of the Public Library of the City of Boston, as revised, convey the Orient Heights Building, located at 18 Barnes Avenue, Boston, Massachusetts, 02128 to the City of Boston, pursuant to the following recorded deeds:

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- a deed dated July 31, 1985, and registered at the Suffolk County Registry of Deeds, Book Number 12159, Page 121, the Trustees of the Public Library of the City of Boston (“the Trustees”) own a 1/3 interest in property located at 18 Barnes Avenue, Boston, Massachusetts, 02128, (“Orient Heights Building”); and
- a deed dated July 9, 1985, and registered at the Suffolk County Registry of Deeds, Book Number 12159, Page 125, the Trustees of the Public Library of the City of Boston (“the Trustees”) own a 1/3 interest in property located at 18 Barnes Avenue, Boston, Massachusetts, 02128, (“Orient Heights Building”); and
- a deed dated July 11, 1985, and registered at the Suffolk County Registry of Deeds, Book Number 12159, Page 123, the Trustees of the Public Library of the City of Boston (“the Trustees”) own a 1/6 interest in property located at 18 Barnes Avenue, Boston, Massachusetts, 02128, (“Orient Heights Building”); and
- a deed dated July 11, 1985, and registered at the Suffolk County Registry of Deeds, Book Number 12159, Page 119, the Trustees of the Public Library of the City of Boston (“the Trustees”) own a 1/6 interest in property located at 18 Barnes Avenue, Boston, Massachusetts, 02128, (“Orient Heights Building”).

J. Transitional Services Career/Counseling Fund Report

VOTED: that, the Trustees of the Public Library of the City of Boston repurpose the balance of the Transitional Services/Career Counseling Fund to a Staff Development and Training Fund which will be a two year program for all staff focusing on topics such as career enhancement, leadership development, job enrichment and training, conversational language skills, and other programs in response to staff preferences and needs

III. Trustees Finance and Audit Committee Report

Chairman Evelyn Arana-Ortiz

A. Award of Contracts

- i. Contract for Inspection, Testing and Servicing of Fire Alarm Systems and Sprinkler Systems at the Central Library and Certain Branch Libraries of the Boston Public Library System for the period of Thirty-Six (36) Months

VOTED: that, the Trustees of the Public Library of the City of Boston approve a contract publicly advertised in accordance with the provisions of G.L.c.149, Section 44A - 44I be entered into with American Service Company, 35 Hanna Street, Quincy, MA 02169 the sole eligible, and responsible bidder, for Inspection, Testing and Servicing of Fire Alarm Systems and Sprinkler Systems at the Central Library and at Certain Branch Libraries of the Boston Public Library System for a multi-year (three [3] year) period beginning July 1, 2013 through June 30, 2014, and on July 1, 2014 and on July 1, 2015, at a total cost for the three (3) year period not to exceed two hundred three thousand, seven hundred twelve dollars and zero cents (\$203,712.00). The cost for the first Fiscal Year (2014) is not to exceed sixty seven thousand, nine hundred four dollars and zero cents (\$67,904.00), and for each of the next two fiscal years (Fiscal Years 2015 and 2016) not to exceed sixty seven thousand, nine hundred four dollars and zero cents (\$67,904.00), respectively

- ii. Contract or Contracts for Various Goods or Services Related to the Critical Repair Capital Budget for FY14

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 System Critical Repair Capital Budget for the period July 1, 2013 through

June 30, 2014 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)

- iii. Contract for the Purchase of Books and Certain Other Library Bibliographical Acquisitions Materials for FY14
VOTED: that, the Trustees of the Public Library of the City of Boston approve that there be entered into a non-advertised contract, as authorized under G.L., c30-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 attached vendors list (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, 2013, through June 30, 2014

- iv. Contract for Preventive Maintenance and Repair of H.V.A.C. Systems Throughout the Public Library System of the City of Boston for a period of Thirty-Six (36) Months.
VOTED: that, the Trustees of the Public Library of the City of Boston approve a contract publicly advertised in accordance with the provisions of G.L.c.149, Section 44A - 44I, be entered into with EMCOR Services Northeast, Inc., 80 Hawes Way, Stoughton, MA 02072 the lowest eligible, and responsible bidder, for Preventive Maintenance and Repair of H.V.A.C. Systems throughout the Public Library System of the City of Boston for a multi-year (three [3] year) period beginning July 1, 2013 through June 30, 2014, and on July 1, 2014 and on July 1, 2015, at a total cost for the three (3) year period not to exceed five million, eight hundred seventeen thousand, two hundred sixty five dollars and fifty six cents (\$5,817,265.56). The cost for the first Fiscal Year (2014) is not to exceed one million, nine hundred thirty nine thousand, eighty eight dollars and fifty two cents (\$1,939,088.52), and for each of the next two fiscal years Fiscal Years 2015 and 2016) not to exceed one million, nine hundred thirty nine thousand, eighty eight dollars and fifty two cents (\$1,939,088.52) respectively

- v. Contract for “HelpDesk: Replacement of the Current HelpDesk Software and the Operating System and Productivity Suite Licenses” Contract
Mr. Ed Maheigan
VOTED: that, the Trustees of the Public Library of the City of Boston approve a Contract publicly advertised under G.L. C. 30B be entered into with PJ Systems, Inc. d/b/a HIQ Computers, 25 Drydock Ave., 6th Floor, Boston, MA 02110 the sole eligible, and responsible bidder, for Replacement of the Current Helpdesk Software and the Operating System and Productivity Suite Licenses at a total cost not to exceed forty six thousand, seven hundred fifty dollars and ninety cents (\$46,750.90).

- B. Proposal for Extension of the License Agreement with The Uncatered Affair
VOTED: that, the Trustees of the Public Library of the City of Boston, pursuant to Article V, section V.1 of the existing License Agreement for Foodservice between the Trustees of the Public Library of the City of Boston and The Uncatered Affair, Inc., by mutual consent of both parties, approve extension of the agreement by one year to April 30, 2015.

C. "The Trustees of the Public Library of the City of Boston, Management Letter, June 30, 2012" Acceptance (Attachment 4)
VOTED: that, the Trustees of the Public Library of the City of Boston accept "The Trustees of the Public Library of the City of Boston, Management Letter, June 30, 2012" with the Recommendations of Sullivan, Rogers & Company, LLC and the Response of Boston Public Library Management.

D. Proposed Delegation of Approval for the Award of Contract for "Pay for Print: Replacement of the Current BPL Public Service Pay-for-Print Infrastructure with a new Pay-for-Print/Managed Print System" Contract
VOTED: that, the Trustees of the Public Library of the City of Boston delegate approval of the Award of Contract for the "Pay for Print: Replacement of the Current BPL Public Services Pay-for-Print Infrastructure with a new Pay-for-Print/Managed Print System" Contract to the Trustees Finance and Audit Committee

E. IRS Form 990: "Return of Organization of Exempt From Income Tax" Report

F. Copley Wayfinding Signage Project Contract Report

IV. Trustees Fellowes Athenaeum Trust Advisory Committee Chairman Evelyn Arana-Ortiz

A. Discussion and Vote on the Fellowes Athenaeum Trust Fund FY14 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 \$83,000 to support the Fellowes Athenaeum Trust Fund Programmatic Plan for FY14 as recommended by the Fellowes Advisory Committee and to be presented at an upcoming meeting

V. Proposed Schedule of Trustees Meetings for 2013 – 2014 Jeffrey B. Rudman

VOTED: that, the Trustees of the Public Library of the City of Boston approve the proposed schedule of Trustees meetings for 2013-2014 as noted below:

- September 10, 2013, 3:00 p.m., Adams Street Branch
- November 12, 2013 3:00 p.m., West End Branch
- January 14, 2014, 3:00 p.m., East Boston Branch
- March 11, 2014, 8:30 a.m., Central Library, Copley Square
- May 13, 2014 Annual meeting 8:30 a.m., Central Library, Copley Square

VI. New Business Jeffrey B. Rudman

VII. Adjournment Jeffrey B. Rudman

**Trustees of the Public Library of the City of Boston
Jeffrey B. Rudman, Chairman; Evelyn Arana-Ortiz, Vice Chair
Zamawa Arenas, Carol Fulp, John Hailer
Paul A. La Camera, Dennis Lehane, Byron Rushing**

**President, Amy E. Ryan
Clerk of the Board, Nancy Grilk**