

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

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

Thursday, May 14, 2015, 9:00 a.m.

Boston Public Library, Commonwealth Salon

Central Library, 700 Boylston Street, Boston, MA 02116

### AGENDA

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

*Jeffrey B. Rudman, Chair*

- A. Review and Approval of Minutes for Trustees Meeting held March 17, 2015 (Attachment 1)
- B. Remarks  
*Julie Burros, City of Boston, Chief of Arts and Culture*
- C. Digital Public Library of America: Amy E. Ryan Appointed Chair
- D. New England Archivists – Archival Advocacy Award on March 21, 2015
- E. Massachusetts Library Association Legislative Advocacy Award to Rep. Byron Rushing on April 1, 2015

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#### II. President's Report

*Amy E. Ryan, President*

- A. Introduction of Claudia Araujo, Human Resources Director
- B. Gift of the Estate of Elizabeth Schulz for Branch Children Programming  
*Christine Schonhart, Director of Branch Libraries*
- C. Accomplishments and Goals FY15-FY16 (Attachment 2)
- D. Mayor Martin J. Walsh's FY16 Recommended Operating and Capital Budget Executive Summary (Attachment 3)  
*Ellen Donaghey, Chief Financial Officer*
- E. Staff Development and Training Fund Summary Report for the Period of May 22, 2013 to June 30, 2015 (Attachment 4)  
*Elissa Cadillic, Training Coordinator*
- F. Systemwide Security and Safety Plan (Draft) (Attachment 5)  
*David Leonard, Director of Administration and Technology*

#### III. Trustees Finance and Audit Committee

*Evelyn Arana-Ortiz, Committee Chair*

- A. Review of Anticipated Restoration of Pierre Puvis de Chavannes' *Philosophy* (1895/6) Contract and Delegation of Authority to Approve Contract to Trustees Finance and Audit Committee  
*Ellen Donaghey, Chief Financial Officer*

**VOTED: “that the Trustees of the Public Library of the City of Boston delegate approval of award of contract for anticipated restoration of Pierre Puvis de Chavannes’ *Philosophy* (1895/6) to the Trustees Finance and Audit Committee.”**

B. Award of Contracts

- 1) Contract or Contracts for Various Goods or Services relating to the Critical Repair Capital Budget for FY16

**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 Capital Budget for the period July 1, 2015 through June 30, 2016 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, 2015 through June 30, 2016.”**

- 3) Contract for Providing Inspection, Testing, Servicing, and Full Preventative Maintenance of Elevator Equipment in Various Library Buildings for the Period of Thirty-six (36) Months

**VOTED: “that the Trustees of the Public Library of the City of Boston enter into a contract publicly advertised in accordance with the provisions of G.L.c.149, Section 44A - 44I, with United Elevator Co., Inc., 195 Libbey Industrial Parkway #3, Weymouth, MA 02189, the lowest eligible and responsible bidder, for Inspection, Testing, Servicing, and Full Preventive Maintenance of Elevator Equipment in Various Library Buildings for a multi-year (three (3) year) period beginning July 1, 2015 through June 30, 2016, and on July 1, 2016, and on July 1, 2017, at a total cost for the three (3) year period not to exceed one hundred ninety four thousand, twenty one dollars and sixty four cents (\$194,021.64). The cost for the first Fiscal Year (2016) is not to exceed sixty four thousand, six hundred seventy three dollars and eighty cents (\$64,673.88), and for each of the next two fiscal years (Fiscal Years 2017 and 2018) not to exceed sixty four thousand, six hundred seventy three and eighty eight cents (\$64,673.88) and sixty four thousand, six hundred three dollars and eighty eight cents (\$64,673.88) respectively.”**

- 4) Contract for Carpet Replacement for the 3rd Floor Johnson Building, Boston Public Library, 700 Boylston Street, Boston, MA 02116

**VOTED: “that the Trustees of the Public Library of the City of Boston enter into a contract with Capital Carpet & Flooring Specialists, Inc., 12 Walnut Hill Park, Woburn, MA 01801, the lowest eligible, responsible and responsive bidder in the public bidding, advertised under G.L. C. 30B, for Carpet Replacement for the 3rd Floor Johnson Building, Boston Public Library, 700 Boylston Street, Boston, MA 02116 at a total cost not exceed one hundred thirty one thousand, two hundred sixty seven and zero cents (\$131,267.00).”**

- 5) Contract for Providing Window Installation and Repairs in Various Library Buildings for the Period of Thirty-Six Months

**VOTED: “that the Trustees of the Public Library of the City of Boston enter into a contract publicly advertised in accordance with the provisions of G.L, c. 149, Section 44A-44I, with Glass & Mirror, Inc., 190 Broadway, Somerville, MA 02145, the lowest eligible, responsive and responsible bidder, for Window Installation and Repairs in Various Library Buildings for a multi-year (three (3) year) period beginning July 1, 2015 through June 30, 2016, on July 1, 2016, and on July 1, 2017, at a total cost for the three (3) years not to exceed forty two thousand, three hundred seventy six dollars and sixty five cents (\$42,376.65). The cost for each Fiscal Year (2016, 2017, and 2018) not to exceed fourteen thousand, one hundred twenty five dollars and fifty cents (\$14,125.55), respectfully.”**

- 6) Contract for Jamaica Plain Branch of the Boston Public Library Collection Move and Storage for the period: August 1, 2015 through October 31, 2016

**VOTED: “that the Trustees of the Public Library of the City of Boston enter into a contract with William B. Meyer, Inc., 255 Long Beach Blvd., Stratford, CT 06615, the most responsive, and responsible bidder, in a public Request for Proposal process advertised under G.L. C. 30B, for Jamaica Plain Branch Collection Move and Storage during the period: August 1, 2015 through October 31, 2016, at a total cost not to exceed thirty five thousand, seven hundred fifty two dollars and zero cents (\$35,752.00). The Boston Public Library Evaluation Committee performed an evaluation of the proposals presented by two vendors as described in the Request for Proposal (RFP), and through this process determined the proposal presented by William B. Meyer, Inc. represented the sole best value for the Boston Public Library.”**

- 7) Trustees Fellowes Athenaeum Trust Advisory Committee  
Trust Fund FY16 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 three thousand dollars and no cents (\$93,000) to support the Fellowes Athenaeum Trust Fund Programmatic Plan for FY16 as recommended by the Fellowes Athenaeum Trust Advisory Committee and to be presented at an upcoming meeting.”**

- 8) Contract for Auditing and Tax Preparation Services for FY15 and FY16

**VOTED: “that the Trustees of the Public Library of the City of Boston extend the existing two (2) year contract with CliftonLarsonAllen, LLP, 111 South Bedford Street, Suite 200, Burlington, MA 01803, to provide auditing and tax preparation services, to the period of July 1, 2015 through June 30, 2017 for the purpose of conducting the Fiscal Year 2015 and 2016 audit, total cost of auditing services not to exceed \$27,000 on an annual basis and total cost of tax services not to exceed \$4,750 on an annual basis.”**

- 9) Contract for Boston Public Library Food Service Operator during the period:  
May 1, 2016 through April 30, 2021  
*Ellen Donaghey, Chief Financial Officer*

**VOTED: “that, the Trustees of the Public Library of the City of Boston enter into a contract with The Catered Affair, P.O. Box 432, Hingham MA 02043, the most responsive, and responsible bidder in a public Request for Proposal process advertised under G.L. C. 30B, a contract for a Boston Public Library Food Service Operator during the period: May 1, 2016 through April 30, 2021. The Boston Public Library Evaluation Committee performed an evaluation of the proposals presented by three vendors as described in the Request for Proposal (RFP), and through this process determined the proposal presented by The Catered Affair represented the best value proposal for the Boston Public Library.”**

- C. Discussion and Proposed Delegation of Approval to Award of Contract for Furnishing Guard and Patrol Services to Trustees Finance and Audit Committee

**VOTED: “that, the Trustees of the Public Library of the City of Boston delegate approval to award contract for furnishing guard and patrol services for the Boston Public Library for a multi-year period beginning July 1, 2015, to the Trustees Finance and Audit Committee.**

#### IV. Trustees Special Collections Committee

*Amy E. Ryan, President*

- A. Review Collections of Distinction (Attachment 6)  
*Laura Irmscher, Chief of Collections Strategy*

- 1) Collection of Distinction: Louis Prang and Company  
*Jane Winton, Curator of Prints*
- 2) Collection of Distinction: Nathaniel Bowditch Collection  
*Sean Casey, Reference Librarian, Special Collections*
- 3) Collection of Distinction Candidate: Society of Arts and Crafts, Boston Record  
*Eve Griffin, Curator of Fine Arts*

- B. Review and Vote to Accept The Nancy McIvor Webb Trust Bequest Pursuant to Appendix B of the Boston Public Library Collection Development Policy  
*Karen Shafts, Assistant Keeper of Prints*

**VOTED: “that, the Trustees of the Public Library of the City of Boston, accept The Nancy McIvor Webb Trust Bequest of Drawings and Prints, together with the sum of twenty-five thousand dollars (\$25,000), pursuant to the terms of the Nancy McIvor Webb Trust, Amendment 1, section A(b), and Appendix B of the Boston Public Library Collection Development Policy.”**

- V. Proposed Schedule of Trustees Meetings for 2015 – 2016  
*Jeffrey B. Rudman, Chairman*

**VOTED: that, the Trustees of the Public Library of the City of Boston approve the proposed schedule of Trustees meetings for 2015-2016 as noted below:**

- Tuesday, September 15, 2015, 3 p.m., Dudley Square Branch
- Tuesday, November 10, 2015, 3 p.m., Mattapan Branch
- Tuesday, January 16, 2016, 3 p.m., Codman Square Branch
- Tuesday, March 8, 2016, 8:30 a.m., Central Library
- Tuesday, May 10, 2016, 8:30 a.m., Annual Meeting, Central Library

- VI. New Business

- VII. Public Comment

- VIII. Adjournment

*Jeffrey B. Rudman, Chairman*

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

President, Amy E. Ryan  
Clerk of the Board, Deborah A. Kirrane

This is an open meeting. The public is welcome to attend.  
For information check [www.bpl.org](http://www.bpl.org)