TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees as a Corporation and Administrative Agency
Tuesday, March 22, 2016, 8:30 a.m.
Commonwealth Salon, Central Library, Copley Square
700 Boylston Street, Boston, MA 02116

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AGENDA

I. Chairman's Call to Order and Report
Robert E. Gallery, Chair

A. Review and Approval of Minutes for the Meeting held on January 27, 2016 (Attachment 1)

B. BPL Presidential Search Committee

i. Update, Next Steps, Interview Process

II. President's Report
David Leonard, Interim President

A. Johnson Building Renovation Project – Opening Events
Michael Colford, Director of Library Services

B. FY17 Boston Public Library Operating Budget Report
Ellen Donaghey, Chief Financial Officer

VOTED: that, the Trustees of the Public Library of the City of Boston authorize the Interim President of the Boston Public Library, or his designee, to submit the recommended "FY17 Boston Public Library Operating Budget" to the City of Boston.

C. FY17-20 Boston Public Library Recommended Capital Projects Plan
Eamon Shelton, Major Projects Manager

VOTED: that, the Trustees of the Public Library of the City of Boston authorize the Interim President of the Boston Public Library, or his designee, to submit the recommended "FY17 Boston Public Library Capital Budget" to the City of Boston.

III. Trustees Finance and Audit Committee
Evelyn Arana-Ortiz, Committee Chair

A. Discussion and Vote to Accept FY2015 Draft Management Letter from CliftonLarsonAllenLLP (Attachment 2)

VOTED: that, the Trustees of the Public Library of the City of Boston vote to accept the Management Letter for the fiscal year ending June 30, 2015, from CliftonLarsonAllen, LLP, Certified Public Accountants.

B. Discussion and Vote to Accept of Sale of Norwood Property

VOTED: that, the Trustees of the Public Library of the City of Boston authorize the Interim President of the Boston Public Library to accept an offer of appraised value from the Town of Norwood for the Norwood Storage Facility located at 136 Access Road, Norwood, MA 02062. Funds to be paid to the City of Boston Treasury.

C. Discussion and Vote to Hire Metadata Assistants

VOTED: that, the Trustees of the Public Library of the City of Boston authorize the hiring of Metadata Assistants to work in the Boston Public Library's Digital Lab, for an amount not to exceed $15,000, per assistant, in any fiscal year. Said Assistants will have completed metadata course work and be currently enrolled in or recently graduated from an accredited library and information science program.

D. Discussion and Vote to Hire Polygon US Corporation of North Andover

VOTED: that, the Trustees of the Public Library of the City of Boston authorize, when deemed necessary by the Chief of Collections Strategy and the Interim President, the hiring of Polygon US Corporation of North Andover, to clean collection materials for the duration of the Central Library Renovation.

E. Discussion and Vote to Authorize Contract with Dr. Martha R. Mahard, Consultant

VOTED: that, the Trustees of the Public Library of the City of Boston authorize a $50,000 contract with Dr. Martha R., Mahard, to allow the completion of the inventory of the Boston Public Library's Print Collection.

F. Discussion and Vote to Authorize Contract with BiblioCommons, Inc., for a Content Management System for the Boston Public Library

VOTED: that, the Trustees of the Public Library of the City of Boston authorize that a contract be entered into with BiblioCommons, Inc., 119 Spadina Avenue, Toronto, Ontario, Canada MV 2L1, the most responsive and responsible bidder in a public Request for Proposal process advertised under G.L. c. 30B, for a Content Management System for the Boston Public Library, at a total cost not to exceed one hundred thirty five thousand, one hundred ninety five dollars and eighty six cents ($135,195.86).

G. Discussion and Vote to Delegate Contract Approval for Rare Books and Prints Collection, to Trustees Finance and Audit Committee

VOTED: that, the Trustees of the Public Library of the City of Boston delegate approval of any contract deemed necessary by the Chief of Collections Strategy and the Interim President for the care of the Rare Books and Prints Collection during the time period between the May 2016 and September 2016 Board of Trustee meetings, to Trustees Finance and Audit Committee for approval.

IV. Trustees Special Collections Committee
William Stoneman, Chair of Special Collections Committee
Laura Irmscher, Chief of Collections Strategy

A. Review of Recommended Approval and Vote to Approve Loan of thirty-six (36) objects to The McMullen Museum of Art at Boston College, 2101 Commonwealth Avenue, Chestnut Hill, MA 02467 and The Houghton Library, Harvard University, Cambridge, MA 02138 for period September 3 2016 to December 11, 2016, and The Isabella Stewart Gardner Museum, 280 The Fenway, Boston, MA 02115, for period September 20, 2016 to January 16, 2017, for purposes of *Beyond Words: Illuminated Manuscripts from Boston-area Collections.*

VOTED: that, pursuant to the terms of the Exhibition Loan Policy, the Trustees of the Public Library of the City of Boston approve the Loan of thirty-six (36) objects to The McMullen Museum of Art at Boston College, 2101 Commonwealth Avenue, Chestnut Hill, MA 02467 and The Houghton Library, Harvard University, Cambridge, MA 02138 for period September 3 2016 to December 11, 2016, and The Isabella Stewart Gardner Museum, 280 The Fenway, Boston, MA 02115, for period September 20, 2016 to January 16, 2017, for purposes of *Beyond Words: Illuminated Manuscripts from Boston-area Collections.*

B. Review of Recommended Approval and Vote to Approve Loan of one (1) object to the Morgan Library and Museum, 225 Madison Avenue, New York, NY 10016 for the period December 20, 2016 to June 2, 2017, for purposes of *Emily Dickinson.*

VOTED: that, pursuant to the terms of the Exhibition Loan Policy, the Trustees of the Public Library of the City of Boston approve the Loan of one (1) object to the Morgan Library and Museum, 225 Madison Avenue, New York, NY 10016, for the period December 20, 2016 to June 2, 2017 for purposes of *Emily Dickinson.*

V. New Business

VI. Public Comment

VII. Executive Session
Robert E. Gallery, Chair

A. Legal Advice re: The Catered Affair / WGBH Contract

VIII. Adjournment
Robert E. Gallery, Chair

2016 Trustee Meeting Schedule

- Thurs., May 10, 2016, 8:30 am., Annual Meeting, Commonwealth Salon, Central Library

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

Interim President, David Leonard
Clerk of the Board, Deborah A. Kirrane

This is an open meeting. The public is welcome to attend.
For information check www.bpl.org