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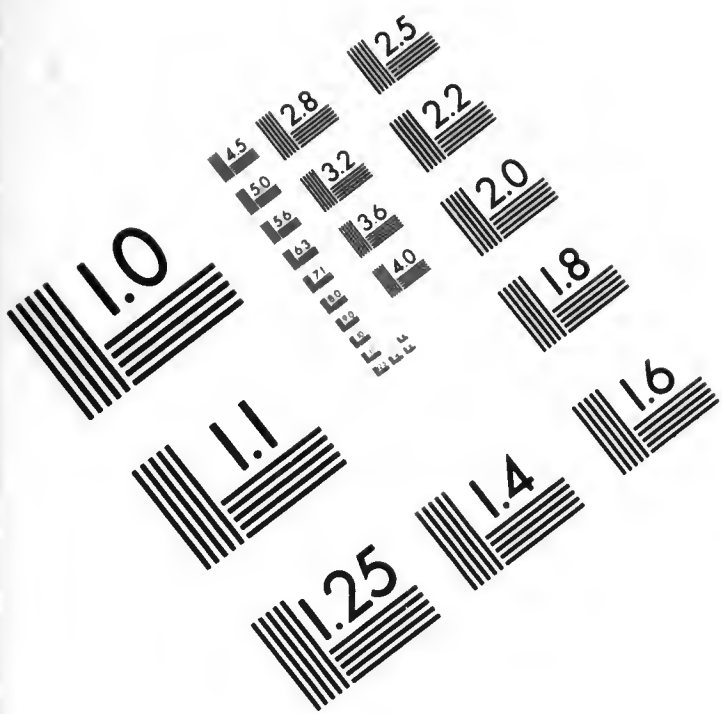
ADMINISTRATIVE

MINUTES

JANUARY 24, 1975

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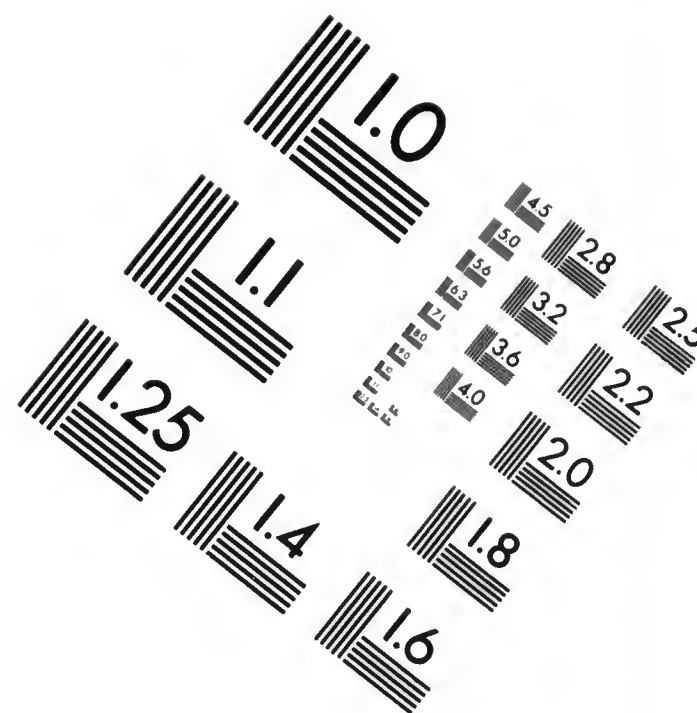
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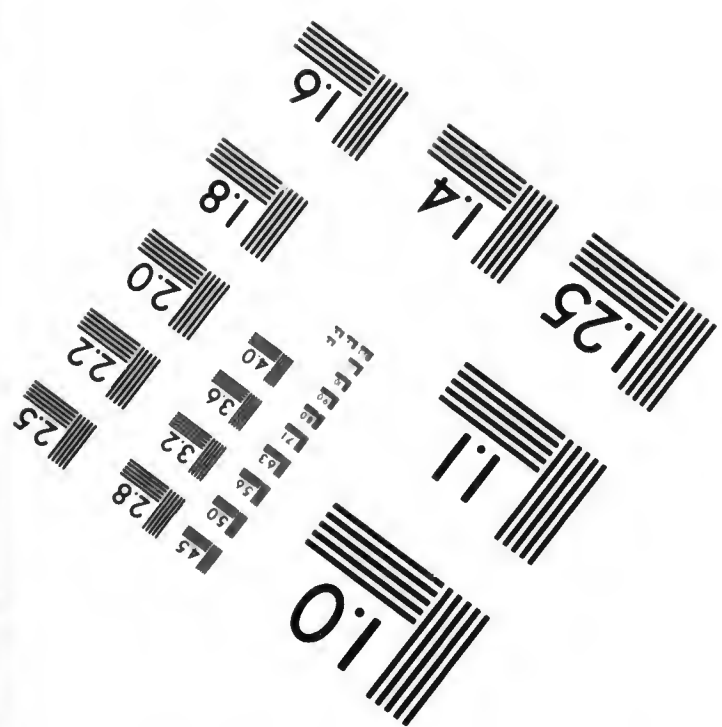
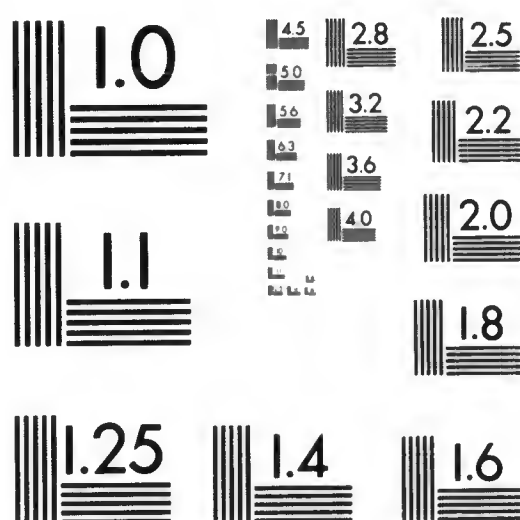
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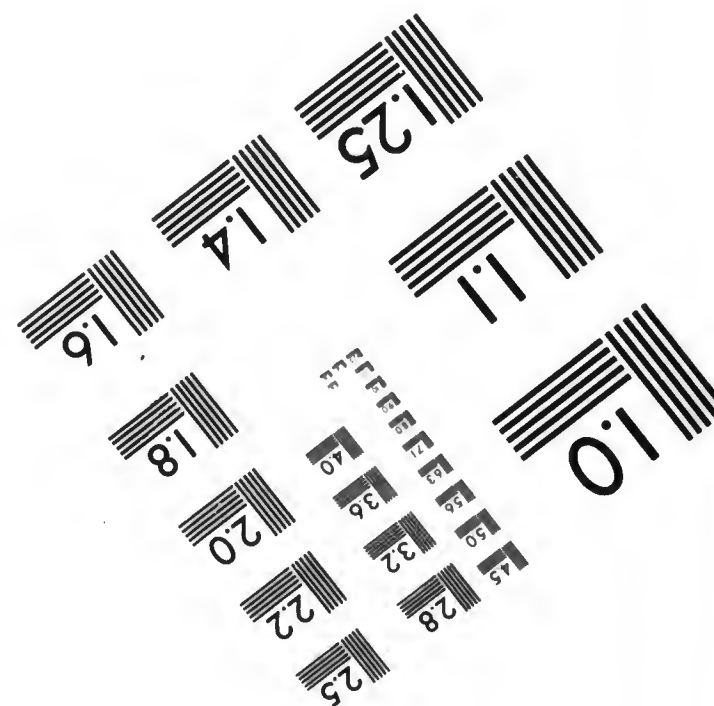


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TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, January 24, 1975

A regular meeting of the Trustees as an Administrative Agency of the City of Boston was held in the Trustees Room at 4:35 p.m.

Present: Messrs Maher, Murray, Parker and Mrs. White, Trustees. Also present were two representatives of the Professional Staff Association, Barbara Jackson and Paula Kaczmarek, and also Mark Lawrence, Helen Maniadis and John Sitkin.

The minutes of the regular meeting of November 22, 1974, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of November and December, 1974, provided that expenditures from City Appropriation have the approval of the City Auditor:

	<u>NOVEMBER</u>	<u>DECEMBER</u>
<u>To City Appropriation</u>		
Personal Services	\$486,196.39	\$620,002.15
Contractual Services	42,154.25	88,985.33
Supplies and Materials	25,674.76	10,939.62
Books	59,475.74	28,048.49
Current Charges and Obligations	869.50	368.10
Equipment	456.00	
TOTAL	\$614,826.64	\$748,343.69
Gifts for Current Use	\$ 834.93	
<u>To Trust Funds</u>		
Contractual Services	\$ 632.61	\$ 1,303.15
Supplies and Materials		132.80
Books	6,430.30	3,199.83
TOTAL	\$ 7,062.91	\$ 4,635.78
<u>To Special Appropriation</u>		
Eastern Regional Public Library System		
Books	\$ 37,508.93	\$ 54,160.83
Supplies and Materials	2,655.82	10,944.42
Personal Services	31,716.69	39,731.45
TOTAL	\$ 71,881.44	\$104,836.70

Minutes of Meeting
 Administrative Agency
 January 24, 1975
 P. 2

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of November and December, 1974, provided that payment of bills from City Appropriation have the approval of the City Auditor:

	<u>NOVEMBER</u>	<u>DECEMBER</u>
<u>To City Appropriation</u>		
Personal Services	\$486,196.39	\$620,002.15
Contractual Services	64,994.78	96,598.67
Supplies and Materials	18,076.46	12,031.78
Books	59,475.74	28,048.49
Current Charges and Obligations	11,733.66	12,164.14
Equipment	<u>1,733.00</u>	<u> </u>
TOTAL	\$642,210.03	\$768,845.23
Gifts for Current Use	834.93	81.71
Unliquidated Reserve		42.00
<u>To Trust Funds</u>		
Contractual Services	\$ 632.61	\$ 1,303.15
Supplies and Materials		132.80
Books	<u>6,430.30</u>	<u>3,199.83</u>
	\$ 7,062.91	\$ 4,635.78
<u>To Special Appropriation</u>		
Eastern Regional Public Library System		
Books	\$ 37,508.93	\$ 54,160.83
Supplies and Materials	7,287.37	5,429.45
Personal Services	<u>31,716.69</u>	<u>39,731.45</u>
TOTAL	\$ 76,512.99	\$ 99,321.73

Action taken by the Committee on Finance since the last meeting of the Board was approved as follows:

On 3 January 1975

Award of contract for supplying and delivering Marc II catalog products and services:

"VOTED: that there be entered into with Inforonics, Inc., 146 Main Street, Maynard, Massachusetts, the sole bidder in the public bidding, a service contract for supplying and delivering MARC II catalog products and services during the period January 1, 1975 through June 30, 1975, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

Minutes of Meeting
Administrative Agency
January 24, 1975
P. 3

On 10 January 1975

Award of contract for supplying and delivering electrical ballasts:

"VOTED: that there be entered into with Gem Electric Supply, Div. of Westco Corp., 1110 Washington Street, Boston, Massachusetts, the lowest eligible, responsible, and responsive bidder in the public bidding, a contract for supplying and delivering miscellaneous electrical ballasts, as specified in the specifications, at a total cost not to exceed four thousand eight hundred twelve dollars and forty-four cents (\$4,812.44)."

Award of contract for supplying and delivering miscellaneous print boxes:

"VOTED: that there be entered into with Spink & Gaborc, Inc., 32 West 18th Street, New York, New York, the sole bidder in the public bidding, a contract for supplying and delivering miscellaneous print boxes, as specified in the specifications, at a total cost not to exceed six thousand four hundred ninety-two dollars and ten cents (\$6,492.10)."

Authorization to sign payrolls:

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Supervisor, Business Operations, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from January 27, 1975."

In accordance with the usual practice in the matter of signing payrolls, on motion duly made and seconded, it was

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from February 24, 1975.

The Director reported that it was necessary to have votes approving certain routine operating procedures during calendar year 1975. On motion duly made and seconded, it was

VOTED: that Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Louis A. Sasso, Assistant to the Director, be and hereby is authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library up to but not including the level immediately below that of the Director, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remuneration to be reported to the Trustees at their next meeting for confirmation.

and VOTED: that Philip J. McNiff, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1974-75 budget allowances, but in no case exceeding those in the budget estimates for the fiscal year 1975-76, as shall be approved by the Board of Trustees prior to June 30, 1975, said payments to be reported to the Board at its next regular meeting for confirmation.

and VOTED: that until January 1, 1976, the President, Vice President, the Director, and the Secretary of the Trustees, be and they hereby are severally authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City and any and all communications in connection with the award of contracts so voted or recommended to be so voted.

Minutes of Meeting
Administrative Agency
January 24, 1975
P. 5

and

VOTED: that, for the signing of checks drawn upon the petty cash checking accounts of the Library, Catherine A. Farrell, Principal Accountant, or Liam M. Kelly, Secretary of the Trustees, Clerk of the Corporation, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, in the order of their respective availability, be authorized to sign checks; and Philip J. McNiff, Director, or Liam M. Kelly, Secretary of the Trustees, Clerk of the Corporation, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, in the order of their respective availability be authorized to countersign checks, provided that in no instance does the same individual both sign and countersign a check.

Mr. Sasso reported that in January 1974 the City of Boston began working on Affirmative Action planning. During 1974 a series of meetings were held at City Hall. At the same time questionnaires were filled out by all participating departments responding to questions regarding employment and recruiting practices. In general the purpose of this Affirmative Action program is to eliminate the under-utilization of women and minorities. At the last planning meeting the participants were told that representatives from the Mayor's Office would work along with each department for the purpose of developing an Affirmative Action plan for each department. A telephone call in October indicated that it would still be several months before any of the Mayor's Office staff would be available to work on the Library's program. The problem has been that Mr. Buford Kegler who is in charge of Affirmative Action planning has not been able to develop staff to cope with his needs.

Regarding minorities, Mr. Sasso pointed out that the Library has for a number of years been trying to recruit minority people in a regular on-going program. He recalled that representatives from Harvard University, Massachusetts Institute for Technology, Boston Public Library and Simmons College Library School met several years ago to develop a recruiting program that would attract minorities into the library profession. An actual program was developed in cooperation with Simmons College Library School to recruit minorities from local schools into the library profession. This program met with minimal success. The supervisors from the local schools had difficulty themselves locating black students on their own campuses. Under the recruitment program black and other minority representatives were going out into the schools for recruitment purposes. One of the major difficulties in this regard is that the libraries are competing in a buyers market.

The Director recalled that the Library had taken a position regarding the day after Thanksgiving and this position had not been upheld by the Arbitrator in the resultant grievance. The City has now asked the courts to vacate the Arbitrators decision.

The Director reported that revised plans had been received for two branch buildings, i.e. Codman Square and Dudley Street. He noted that the Codman Square Branch Library is designed to be somewhat larger in size than the regular neighborhood branch. The collection size will be about 70,000 to 80,000 volumes. The architect has made some of the changes requested and has improved the look of the building. He has also added some more parking. The revision still leaves some things to be desired, for example-- the children's

Minutes of Meeting
Administrative Agency
January 24, 1975
P. 6

area is not satisfactory. Codman Square is the focal point for the entire Dorchester area. This branch may become an intermediate point between the branches in that area and the Central Library. These plans represent a good beginning and the Director expressed the hope that in working with the architect all of the desired changes will be implemented.

Mr. Doherty reported that he had reviewed the revised plans for the Dudley Street Branch Library. These revised plans would in effect fold the Little City Hall area and the Community Room over part of the reading room area. A resultant criticism of this plan would be the proposed 8 foot 8 inch ceiling throughout a large part of the reading room area. He suggested that it would be very desirable to have another meeting with Public Facilities Department representatives. The revised plans had been drawn up without any substantial input from the Library. He felt it would be a mistake to go ahead with the building on this basis. In the discussion that followed it was agreed that the original concept of a neighborhood library would be preferable to this design concept. It was the consensus of the Board that a further meeting should be arranged with Public Facilities Department representatives.

The President reported that he had attended a meeting of the Urban Library Trustees Council at the mid-winter meeting of the American Library Association in Chicago. The keynote address was given by Mr. Mortimer Adler who gave a very fine talk and emphasized his belief that the library was a finer educational institution than the school. A White House Conference on libraries is planned for 1977 and it is intended that this conference will be preceded by a series of state level meetings. The purpose of these meetings will be to revivify the interest of six or seven years ago in library support. The Urban Library Trustees Council is proposing to seek legislation that would authorize support for libraries at the level of \$2.00 per capita beginning with \$150,000,000 in 1976. It was noted at this meeting that Title IV of the Library Services and Construction Act that concerned services to the aged has never been funded and a large portion of the aged live in the larger urban areas. In general the aim of the Urban Library Trustees Council is to get additional supportive legislation and additional funding for major urban libraries.

The Director reported that he had attended a meeting of the Directors of major urban libraries. Again their major concern was with their difficult financial plight and they emphasized the need for general purpose federal funds rather than for continued special project monies. The Director again commented on the exemplary job done by the City of Boston supporting its Library.

The Director reported that reports had been distributed at the Chicago meeting regarding cataloging developments at the Library of Congress. These reports suggest that the Library of Congress is planning to move in exactly the same direction as the Boston Public Library. They hope to have complete automated control of their bibliographic intake by 1979. Any decisions they take with regard to their retrospective card catalog and the automated catalog will be

Minutes of Meeting
Administrative Agency
January 24, 1975
P. 7

of major importance to all of the large libraries in this country. A serials project, CONSER, is also underway at the national level. As this program is in line with the program presently underway among the libraries of the Greater Boston Consortium of Academic and Research Libraries, this program will enable the Library to benefit from the CONSER program as it develops. A modest expansion of the National Program for Acquisitions and Cataloging will be undertaken by the Library of Congress in the coming year. This will mean complete coverage of all European publications.

- The Director reported that he had a letter from Cardinal Wright in which he indicated that Thursday evening, September 4, 1975 would be suitable for the opening of the Cheverus Room which will house the Joan of Arc collection. This collection has been given to the Library by Cardinal Wright and he will talk on that occasion. A celebration will be planned and representatives of several french groups in this area will be invited.

Dissolved at 5:50 p.m.

Secretary



.....
Please read, initial below and
return to the Secretary.

W Parker

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, February 28, 1975

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 4:35 p.m.

Present: Messrs Maher, Murray, Parker and Mrs. White, Trustees. Also present, two representatives of the Professional Staff Association, Margo Brown and Harold Moren.

The minutes of the regular meeting of the Trustees as an Administrative Agency on December 13, 1974, as presented, were approved.

In accordance with the usual practice in the matter of signing payrolls, on motion duly made and seconded, it was

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from March 24, 1975.

The minutes of the Committee on Buildings on January 10, 1975, as presented, were approved.

The Director reported that in response to public advertising several complete and partial bids had been received for supplying and delivering miscellaneous audio-visual supplies. In the interest of getting the best price it was proposed that the contract be broken up and that contracts be awarded to a number of different bidders. It was recommended that no action be taken with regard to the bids for film racks and the plastic film cases because these bids were too high. On motion duly made and seconded, it was

VOTED: that there be entered into with Essex Electrical Supply Co., 330 Broad Street, Lynn, Massachusetts, the lowest eligible, responsible, and responsive bidder in the public bidding, a contract for supplying and delivering miscellaneous audio-visual supplies as specified under GROUPS A and B of the specifications, in a total sum not to exceed nine thousand two hundred seventy-eight dollars and twenty-eight cents (\$9,278.28).

and

VOTED: that there be entered into with Radio Shack, a Division of Tandy Corporation, 730 Commonwealth Avenue, Boston, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous audio-visual supplies as specified under GROUPS C and N of the specifications, in a total sum not to exceed two thousand nine hundred seventy-four dollars and four cents (\$2,974.04).

and

VOTED: that there be entered into with HB Educational Systems, Inc., 21 Audio Lane, New Haven, Connecticut, the lowest eligible, responsible, and responsive bidder in the public bidding, a contract for supplying and delivering miscellaneous audio-visual supplies as specified under GROUPS D and J of the specifications, in a total sum not to exceed eight thousand one hundred fifty-five dollars and eighty-six cents (\$8,155.86).

and

VOTED: that there be entered into with UNICOM, Division of United Camera, Inc., 27 Pacella Park Drive, Randolph, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous audio-visual supplies as specified under GROUP F of the specifications, in a total sum not to exceed two thousand five hundred ninety-five dollars (\$2,595.00).

Another inquiry was received from Mrs. Hasteley with regard to the Dudley Street building. The Director reported that the revised plan which had been rejected by the Trustees has been abandoned by the Public Facilities Department and that the Public Facilities Department has now gone out for bids on the original specifications. It is their feeling that because of the changed economic climate in the construction field and with the cost of materials going down that a much more viable bid may be forthcoming.

The Director reported that there had been a fire at the Lower Mills Branch Library on the previous Monday evening and considerable damage was done. On that same evening, the Director regretfully reported, one of the Library's employees was burned in another fire at his residence in Charlestown. The fire at Lower Mills was caused by an outside electrical wire. He noted that the branch could be opened for service on Monday by taking some extraordinary measures. He felt the front area of the building could be opened since it was not too badly damaged and he hoped that a bookmobile could be used to supplement services until the remainder of the building could be opened. He praised the maintenance staff for doing a tremendous job that Monday night immediately after the firemen left. In the ensuing discussion it was the sense of the meeting that the Trustees were extremely grateful for the efforts of the Buildings Department.

The Director reported that the preliminary drawings for the new building at Codman Square had been approved and returned to the Public Facilities Department with a number of recommended changes. The design of the building is based on specific functional needs identified in the program that was drawn up by the Library staff. The design features little glass and no plate glass windows. It will probably be some months yet before the plans are ready to go out to bid.

The old Charlestown Branch Library building has now been completely cleared of the archival materials that had been stored there and is now ready for transfer to the Public Facilities Department.

One of the major problems in the McKim building has been the need for pointing the stonework in the courtyard area. This problem has caused leaking and flooding in past years. The Director expressed the hope that this work will now be done under Public Facilities Department direction sometime before the summer. The old Lecture Hall which will house the Science Reference De-

partment has been repainted and it is hoped that this area can be opened for public service before the Bicentennial celebrations begin.

The City has made available manpower under the C.E.T.A. program for two special projects in the Library, i.e. the organization of blueprints and the revision and editing of the Research Library catalog. In addition the Public Facilities Department has assigned some of its C.E.T.A. manpower to the Library. These people will be used primarily for the cleaning and painting of branch buildings.

The Director reported that planning for the Children's Books International program is progressing. The program will include films and seminars relating to the whole area of children's books, publishing and acquisitions.

Dissolved at 5:25 p.m.

Secretary

..... *L. M. Cully*

Please read, initial below,
and return to the Secretary

Att Parker

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, April 4, 1975

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 5:00 p.m.

Present: Messrs Murray, Parker, Rabb and Mrs. White, Trustees. Also present, two representatives of the Professional Staff Association, Jorge Castelazo and Ellen Sisco.

The minutes of the regular meeting of the Trustees as an Administrative Agency on January 24, 1975, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of January 1975, provided that expenditures from City Appropriation have the approval of the City Auditor:

<u>To City Appropriation</u>	JANUARY
Personal Services	\$497,244.15
Contractual Services	120,198.01
Supplies and Materials	6,768.01
Books	129,851.39
Current Charges and Obligations	156.50
Equipment	<u>542.25</u>
TOTAL	\$754,760.31
Gifts for Current Use	27.80
<u>To Trust Funds</u>	
Contractual Services	\$ 2,124.42
Supplies and Materials	376.00
Books	<u>1,072.65</u>
TOTAL	\$ 3,573.07
<u>To Special Appropriation</u>	
Eastern Regional Public Library System	
Books	\$ 80,097.57
Supplies and Materials	3,100.76
Personal Services	<u>32,013.72</u>
TOTAL	\$115,212.05

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of January, 1975 provided that payment of bills from City Appropriation have the approval of the City Auditor:

JANUARY

To City Appropriation

Personal Services	\$497,244.15
Contractual Services	96,671.10
Supplies and Materials	23,999.31
Books	129,851.39
Current Charges and Obligations	12,211.65
Equipment	8,810.80

TOTAL \$768,788.40

Gifts for Current Use \$ 27.80

To Trust Funds

Contractual Services	\$ 2,124.42
Supplies and Materials	376.00
Books	1,072.65

TOTAL \$ 3,573.07

To Special Appropriation

Eastern Regional Public Library System

Books	\$ 80,097.57
Supplies and Materials	7,784.86
Personal Services	32,013.72

TOTAL \$119,896.15

Action taken by the Committee on Finance since the last meeting of the Board was approved as follows:

On 14 March 1975

Award of contract for supplying and delivering MARC II catalog products and services:

VOTED: that there be entered into with Inforonics, Inc., 146 Main Street, Maynard, Massachusetts, the sole bidder in the public bidding, a service contract for supplying and delivering MARC II catalog products and services during the period March 14, 1975 through June 30, 1975 for the Eastern Massachusetts Regional Library System, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said contract.

In accordance with the usual practice in the matter of signing payrolls, on motion duly made and seconded, it was

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from April 21, 1975.

The Director stated that it was necessary to amend the contract for leasing of two panel trucks for the Massachusetts Eastern Regional Library System. On motion duly made and seconded, it was

VOTED: that the contract with Warren Coveney's Ford Sales, Inc., 777 Washington Street, Newton, Massachusetts, for leasing of two panel trucks during the period July 1, 1974 through June 30, 1975 for the Massachusetts Eastern Regional Library System be amended in an amount not to exceed five thousand dollars (\$5,000.00), thereby making a new total contract cost not to exceed fifteen thousand dollars (\$15,000.00); and that public advertising with respect to the aforementioned amendment be dispensed with.

The Director reported that, as a follow up to the first formal negotiating session with the Binder's Union, certain comprehensive cost statistics had been sent to the Office of Labor Relations. These statistics, the Director said, would illustrate clearly the increasing competitiveness of commercial binding rates with those projected for the Library's own Bindery.

The Director reported that another meeting had been held with the architect for Codman Square, Mr. Orlando of Ecko Tecture Limited. In the revised plans the architect has incorporated all of the previously recommended changes. A number of other changes were suggested in the course of the meeting and these will be reflected in the next drawings.

The Director reported that the C.E.T.A. personnel made available through the Public Facilities Department are continuing work on refurbishing the branches. The South End Branch has now been completed and the West End Branch is currently being painted and some plastering work has been done at the Parker Hill Branch.

The suggestion which had been made by the Public Facilities Department that the old Strand Theatre at Uphams Corner be used for library purposes has now been ruled out on the basis that it would not be viable. The Director said there is a possibility that another building at Uphams Corner may be made available to the Library and that building probably would be quite satisfactory.

A letter has been received from Mr. Smith of the Allston Civic Association indicating that first floor space is available on Harvard Avenue and urging that it be used to replace the present library's second floor space. In his letter, Mr. Smith suggests that this would be much more desirable from the point of view of the elderly users. The Director agreed with Mr. Smith that such space would indeed be better for both the handicapped and the elderly. The library at Allston is very well used and does have a lot of elderly people using it. Preliminary inquiries indicate that the rental requested is in the area of \$6.00 per square foot and in the discussion that followed, Mr. Rabb stated emphatically that such a price would be excessive in that area. The Director will pursue this matter with Mr. Vey, the Director of the Public Facilities Department.

The Director reported that the Rare Book Department moved into the new space in the Johnson building as of March 31, 1975. The Science Reference Department has moved into the old Lecture Hall in the McKim building. The Director expressed his appreciation for the work of all staff involved in this move.

The second series of the National Endowment for the Humanities program began on the evening of April 3, 1975. Prior to the meeting 121 people had registered for that program and 209 had enrolled for the Tuesday night program which was scheduled to begin on the evening of April 8, 1975. Because of the success of the two programs of the first series it was decided that all future programs would be open to anybody wishing to enroll (in one of the first programs, enrollment was limited to 50, 125 applications were received). In conjunction with that program two open lectures were held on Saturday mornings and in both instances the Lecture Hall was filled. The question of whether or not the Library should try to give college credit for these courses has been raised. The Advisory Committee is uncertain as to whether or not accreditation would be desirable. It has been recommended that this consideration be delayed until after the first year's programs are ended. In response to a question, the Director stated that a number of agencies would indeed be interested in accrediting these courses, including the Chancellor of Education. He suggested that this might be an appropriate question to discuss with the Provosts and Deans at the upcoming Greater Boston Consortium of Academic and Research Libraries meeting. He suggested that it might also be talked over with Ronald Berman and Roger Rosenblatt of the National Endowment for the Humanities.

The Director reported that steel stacking is currently being installed on the seventh floor of the new building. This stacking had been removed from Long Island after the Long Island storage facility was closed. The work has been done with the help of the Library's own staff plus some C.E.T.A. people. It will soon be necessary to move the patent collection from Newton College and Emmanuel College and this material will be shelved on the seventh floor.

The final Advisory Committee meeting for the Children's Books International program will be held on April 15, 1975. Following that meeting the program for this exhibit will be printed.

Minutes of Meeting
Administrative Agency
April 4, 1975
P. 5

The Library has requested an additional printing of 1,000 of the broad-
sides of the Archibald MacLeish bicentennial program. This will be sold at
the sales desk.

Dissolved at 5:40 p.m.

Secretary *L. Cully*
.....

Please read, initial below,
and return to the Secretary

AttParker

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Monday, May 5, 1975

The annual meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 4:15 p.m.

Present: Messrs Maher, Murray, Parker and Mrs. White, Trustees. Also present were two representatives from the Professional Staff Association: Margo Brown and Harold Moren.

The President, Monsignor Murray, in the chair.

The Administrative Agency then proceeded to elect viva voce its officers for the ensuing year.

First Vote for President

Mr. Maher voted for Augustin H. Parker, Monsignor Murray voted for Augustin H. Parker, Mr. Parker voted present, and Mrs. White voted for Augustin H. Parker; and Augustin H. Parker was declared elected President.

First Vote for Vice President

Mr. Maher voted for Patricia H. White, Monsignor Murray voted for Patricia H. White, Mr. Parker voted for Patricia H. White, and Mrs. White voted present; and Patricia H. White was declared elected Vice President.

First Vote for Secretary

Mr. Maher voted for Liam M. Kelly, Monsignor Murray voted for Liam M. Kelly, Mr. Parker voted for Liam M. Kelly, and Mrs. White voted for Liam M. Kelly; and Liam M. Kelly was declared elected Secretary.

First Vote for Secretary Pro Tem

Mr. Maher voted for Philip J. McNiff, Monsignor Murray voted for Philip J. McNiff, Mr. Parker voted for Philip J. McNiff, and Mrs. White voted for Philip J. McNiff; and Philip J. McNiff was declared elected Secretary Pro Tem.

On motion duly made and seconded, it was

VOTED: that any member of the Board of Trustees be and hereby is authorized to sign on behalf of the Board bills, special drafts, and payrolls of the Library.

and

VOTED: that, until the next annual meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the Director, or the Secretary of the Trustees, be and hereby is authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City of Boston 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.

The President stated that membership on Standing Committees for the ensuing year would be as follows:

<u>BUILDINGS</u>	<u>FINANCE</u>	<u>PERSONNEL</u>
Msgr. Murray, Chairman	Mr. Parker, Chairman	Mr. Rabb, Chairman
Mr. Maher	Mr. Maher	Mr. Maher
Mr. Parker	Msgr. Murray	Msgr. Murray
Mr. Rabb	Mr. Rabb	Mr. Parker
Mrs. White	Mrs. White	Mrs. White

The President stated that the Trustees as the appointive body must make provision at the annual meeting for hearings of Civil Service personnel when and as needed during the ensuing year.

On motion duly made and seconded, it was

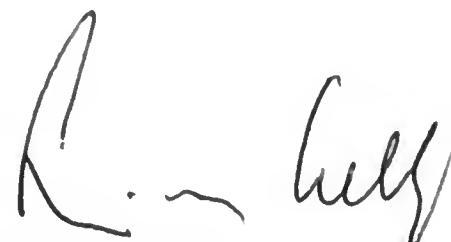
VOTED: that we, the Trustees of the Boston Public Library, having appointive authority over the Civil Service personnel at the Library, do appoint one of our members, Augustin H. Parker, Trustee, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

and
FURTHER

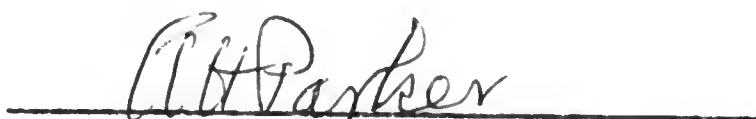
VOTED: that in the event of the unavailability of Augustin H. Parker, Patricia H. White, Trustee, is hereby authorized to conduct the above-mentioned hearings; this power to be valid only until the expiration or appointment of any member of this Board.

The President then appointed Liam M. Kelly as Secretary of Committees and Philip J. McNiff as Secretary of Committees Pro Tem to serve until the next annual meeting.

Dissolved at 4:35 p.m.


Secretary

.....
Please read, initial below, and
return to the Secretary



TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, June 13, 1975

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 4:25 p.m.

Present: Messrs. Maher, Murray, Parker, Rabb and Mrs. White, Trustees.
Also present, one representative of the Professional Staff Association, Harold Moren.

The President, Mr. Parker, in the chair.

The minutes of the regular meetings of February 28, 1975, April 4, 1975 and of the annual meeting of May 5, 1975, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of February, March and April, 1975, provided that expenditures from City Appropriation have the approval of the City Auditor:

	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>
<u>To City Appropriation</u>			
Personal Services	\$497,595.22	\$499,364.64	\$613,114.69
Contractual Services	95,726.47	84,908.94	69,883.54
Supplies and Materials	20,441.78	9,124.07	8,928.86
Books	46,152.64	185,762.75	114,900.58
Charges and Obligations	644.60	115.50	502.00
Equipment	674.17	_____	192.50
TOTAL	\$661,234.88	\$779,275.90	\$807,532.17
<u>To Trust Funds</u>			
Contractual Services	\$ 29.93	\$ 328.16	\$ 1,543.13
Books		51,782.04	29,934.02
Supplies and Materials	28,263.07	20.82	6.00
Equipment	_____	2,241.00	274.00
TOTAL	\$ 28,293.00	\$ 54,372.02	\$31,787.15
Gifts for Current Use	\$ 43.96	\$ 157.48	\$ 86.84
<u>To Special Appropriation</u>			
Eastern Regional Public Library System			
Books	\$ 48,034.66	\$ 98,491.18	\$ 54,912.48
Supplies and Materials	3,049.22	6,424.27	11,076.35
Personal Services	34,025.71	34,484.50	45,148.14
TOTAL	\$ 85,109.59	\$139,399.95	\$111,136.97

Minutes of Meeting
 Administrative Agency
 June 13, 1975
 P. 2

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of February, March, and April, 1975, provided that payment of bills from City Appropriation have the approval of the City Auditor:

	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>
<u>To City Appropriation</u>			
Personal Services	\$497,595.22	\$499,364.64	\$613,114.69
Contractual Services	105,202.67	115,780.89	78,615.19
Supplies and Materials	29,606.41	36,818.06	23,803.11
Books	46,152.64	185,762.75	114,900.58
Charges and Obligations	138,989.01	14,995.60	9,632.89
Equipment	<u>425.75</u>	<u>71.03</u>	<u>77.23</u>
TOTAL	\$817,971.70	\$852,792.77	\$840,143.69
<u>To Trust Funds</u>			
Contractual Services	\$ 29.93	\$ 328.16	\$ 1,543.13
Supplies and Materials		20.82	6.00
Books	28,263.07	51,782.04	29,934.02
Charges and Obligations			30.00
Equipment		<u>2,241.00</u>	<u>274.00</u>
TOTAL	\$ 28,293.00	\$ 54,372.02	\$31,787.15
Gifts for Current Use	\$ 43.96	\$ 157.48	\$ 86.84
Unliquidated Reserve			\$ 150.00
<u>To Special Appropriation</u>			
Eastern Regional Public Library System			
Books	\$ 48,034.66	\$ 98,491.18	\$ 54,912.48
Supplies and Materials	4,174.43	5,427.31	6,285.86
Personal Services	<u>34,025.71</u>	<u>34,484.50</u>	<u>45,148.14</u>
TOTAL	\$ 86,234.80	\$138,402.99	\$106,346.14

Action taken by the Committee on Personnel since the last meeting of the Board was approved as follows:

On 23 May 1975

Adoption of Eastern Regional Library System budget:

VOTED: that the Budget for the fiscal year 1976 for operation of the Eastern Regional Library System be adopted as follows:

	<u>SCHEDULE A</u>	<u>SCHEDULE B</u>	
	<u>C1</u>	<u>C2</u>	
	<u>SERVICES</u>	<u>SERVICES</u>	<u>TOTAL</u>
Personnel	\$304,150	\$214,663	\$ 518,813
Books and Library Materials	74,152	452,058	526,210
Audio-Visual Materials	29,700	150,500	180,200
Contractual Services	15,925	15,925	31,850
Other Operating Expenses	54,155	52,210	106,365
Total	\$478,082	\$885,356	\$1,363,438

In response to a question on State support the Director said that he felt that the State is not contributing its fair share given the level of service that is presently being provided throughout the regional system. He suggested that if expenditures were measured against the return the State is getting, that it would be shown that the State is not doing as much as it should be doing. In the discussion that followed on this matter, it was agreed that there was a need for overall realignment as to how State money is spent and it was suggested that an effort should be made at some point in the future to bring the matter of library funding to the Governor's attention.

Action taken by the Committee on Finance since the last meeting of the Board was approved as follows:

On 25 April 1975

Award of contract for operation and servicing of heating, ventilating, and air conditioning systems:

VOTED: that there be entered into with Balco, Inc., 327 Mystic Avenue, Medford, Massachusetts, the lowest responsible and eligible bidder in the public bidding held on June 24, 1974, exercising the option to renew, a contract for the operation and servicing of heating, ventilating, and air conditioning systems, electrical systems and equipment, as well as plumbing systems, throughout the Library system during the period July 1, 1975 through June 30, 1976, at a total cost not to exceed one hundred twenty-one thousand six hundred sixty dollars and ninety-six cents (\$121,660.96).

Award of contract for furnishing of inspection service:

VOTED: that there be entered into, without public advertising, with American District Telegraph Company, 10 North Avenue, Burlington, Massachusetts, a service agreement for the period July 1, 1975 through June 30, 1976 for furnishing of inspection service for the combination watchman-recording and fire alarm system in the Research Library building, the total fee thus charged to be subject to the terms, agreements and conditions set forth in said agreement.

Award of contract for rental of certain data processing equipment:

VOTED: that there be entered into, without public advertising, with International Business Machines Corporation, 610 Lincoln Street, Waltham, Massachusetts, a contract for rental of certain data processing equipment during the period July 1, 1975 through June 30, 1976, the total rental thus charged to be subject to the terms, agreements, and conditions set forth in said contract.

Award of contract for examination of building levels:

VOTED: that there be entered into, without public advertising, with Gilbert Small & Co., Inc., 1391 South Street, Needham, Massachusetts, a service agreement for the examination of building levels at the two Central Library buildings during the period July 1, 1975 through June 30, 1976, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said agreement.

Award of contract for rental of storage space:

VOTED: that there be entered into with the New England Deposit Library, 135 Western Avenue, Allston, Massachusetts, an agreement for the rental during the period July 1, 1975 through June 30, 1976 of storage space therein for books and other library materials belonging to the Boston Public Library, in accordance with the rates for storage space formally adopted by the governing board of said New England Deposit Library.

Award of contract for rental of premises in North Reading:

VOTED: that the Board of Trustees in charge of the Library Department of the City of Boston, acting in the name of and for the City of Boston, do hereby accept an instrument of lease by and between RUTH S. OPPENHEIM and JERROLD N. OPPENHEIM, TRUSTEES, AS THEY ARE TRUSTEES UNDER AN INDENTURE OF TRUST DATED FEBRUARY 18, 1967, for rental during the period July 1, 1975 through June 30, 1976 of premises situated at 133 Main Street, North Reading, Massachusetts, subject to the rental, terms, agreements, conditions, and covenants set forth in said instrument of lease;

and

VOTED: that Philip J. McNiff, Director, and Librarian, of the Public Library of the City of Boston, be and hereby is authorized and directed in the name and behalf of the Board of Trustees in charge of the Library Department of the City of Boston to execute said instrument of lease in duplicate.

Award of contract for rental of premises in Taunton:

VOTED: that the Board of Trustees in charge of the Library Department of the City of Boston, acting in the name of and for the City of Boston, do hereby accept an instrument of lease by and between ERNEST M. HELIDES, TRUSTEE, AS HE IS TRUSTEE OF THE HELIDES REALTY TRUST and the CITY OF BOSTON of the premises, street floor and basement storage space, situated at 6 Weir Street, Taunton, Massachusetts, subject to the rental, terms, agreements, conditions, and covenants set forth in said instrument of lease;

and

VOTED: that Philip J. McNiff, Director, and Librarian, of the Public Library of the City of Boston, be and hereby is authorized and directed in the name and behalf of the Board of Trustees in charge of the Library Department of the City of Boston to execute said instrument in duplicate.

Award of contracts for purchase of books and certain other library materials:

VOTED: that, without public advertising, contracts be entered into for purchase of books and certain other library materials during the period July 1, 1975 through June 30, 1976 with the following contractors, subject to the terms, agreements, and conditions set forth in said contracts:

University Microfilms, a Xerox Company
Ann Arbor, Michigan;

Hollinger Corp.
Arlington, Virginia;

Indiana University
Bloomington, Indiana;

Beacon Hill Book & Music Shoppe
Booksmith Distributing Co.
Boston University Libraries
Brattle Book Shop
Brown & Connolly, Inc.
Campbell and Hall, a Division of Learning Resources, Inc.
J. S. Canner & Co.
Childs Gallery
Carl Fischer, Inc.
Goodspeed's Book Shop, Inc.
G. K. Hall & Co.
R. L. Polk & Co.
Standard & Poor's Corporation
Starr Book Company, Inc.
Worldwide Books, Inc.
Zipporah Films Inc.
All of Boston, Massachusetts;

The Combined Book Exhibit, Inc.
Briarcliff Manor, New York;

Nathaniel Dame & Company
Harvard Cooperative Society, Inc.
Harvard University Press
Minute Man Record and Tape Corporation
All of Cambridge, Massachusetts;

DeWolfe & Fiske, Inc.
Canton, Massachusetts;

American Library Association
Center for Research Libraries
Commerce Clearing House, Inc.
Coronet Films
Encyclopedia Britannica Educational Corporation
Field Enterprises Educational Corporation
International Film Bureau, Inc.
Society for Visual Education, Inc.
All of Chicago, Illinois;

H. R. Huntting Company, Inc.
Chicopee Falls, Massachusetts;

Yankee Book Peddler, Inc.
Contoocook, New Hampshire;

The Eastin-Phelan Distributing Corporation
Davenport, Iowa;

Gale Research Company
Detroit, Michigan;

Prentice-Hall, Inc.
Englewood Cliffs, New Jersey;

Eccentric Circle Films
Evanston, Illinois;

Doubleday and Company
Garden City, New York;

Bowmar Records, Inc.
Walt Disney Educational Materials Co.
Both of Glendale, California;

A & A Distributors, Inc.
Holbrook, Massachusetts;

AIMS Instructional Media Service
Hollywood, California;

Reprint Distribution Service, Inc.
Kent, Connecticut;

Lakeside Studio
Lakeside, Michigan;

Centron Educational Films
Lawrence, Kansas;

Sundance Paperback Distributors
Littleton, Massachusetts;

Churchill Films
Pacifica Tape Library
Both of Los Angeles, California;

Xerox Films, Xerox Education Publications
Middletown, Connecticut;

Select Press Book Service
Milford, New Hampshire;

Kraus-Thomson Organization Limited
Millwood, New York;

Macmillan Films
Mount Vernon, New York;

Research Publications, Inc.
New Haven, Connecticut;

Dimondstein Book Company, Inc.
New Rochelle, New York;

ACI Films, Inc.
AMS Press, Inc.
American Elsevier Publishing Company, Inc.
Bookazine Co., Inc.
CBS Records, Div. of Columbia Broadcasting, Inc.
Carousel Films, Inc.
Center for Mass Communications
Contemporary/McGraw-Hill Films
Film Images, Inc.
French & European Publications, Inc.
Garland Publishing Inc.
Grolier Educational Corp.
Lathrop C. Harper Inc.
Holt, Rinehart & Winston, Inc.
Johnson Reprint Corporation
Larousse & Co., Inc.
Learning Corporation of America
Macmillan Library Services
McGraw-Hill Book Company, a division of McGraw-Hill, Inc.
Musical Heritage Society
NBC Educational Enterprises, Inc.

Minutes of Meeting
Administrative Agency
June 13, 1975
P. 8

National Record Plan
Newday Films
Peters International, Inc.
Phoenix Films, Inc.
Practicing Law Institute
Praeger Publishers, Inc.
RCA Records, a Division of RCA Corporation
Radim, Films, Inc.
Readex Microprint Corporation
Sterling Educational Films
Stevens and Company
Taylor Carlisle Bookstore, Inc.
Time-Life Films, Inc.
Universal Education & Visual Arts
University Place Book Shop
Ursus Books Ltd.
Franklin Watts, Inc.
Westinghouse Learning
John Wiley & Sons
Williamhouse-Regency, Inc.
H. W. Wilson Co.
All of New York, New York;

Coutts Library Services, Inc.
Niagara Falls, New York;

Lucerne Films, Inc.
North Bergen, New Jersey;

Center for Cassette Studies, Inc.
North Hollywood, California;

Quality Books, Inc.
Northbrook, Illinois;

Perennial Education
Northfield, Illinois;

William Salloch
Ossining, New York;

Stechert MacMillan, Inc.
Pennsauken, New Jersey;

Kennikat Press
Port Washington, New York;

Eastern Book Company
Portland, Maine;

Audioview
Randolph, Massachusetts;

Creative Film Society
Reseda, California;

Lawyers Co-operative Publishing Co.
Rochester, New York;

West Publishing Company
St. Paul, Minnesota;

Bell & Howell, Micro Photo Division
Salisbury, Connecticut;

BFA Educational Media
Pyramid Film Producers
Both of Santa Monica, California;

The Baker & Taylor Co.
Somerville, New Jersey;

Warren Schloat Productions, Inc.
Tarrytown, New York;

Graphic Microfilm, Inc.
Waltham, Massachusetts;

American Association for the Advancement of Science
Bureau of National Affairs, Inc.
Congressional Information Service
U. S. Historical Documents Institute
All of Washington, D.C.;

Weston Woods Studios, Inc.
Weston, Connecticut;

Connecticut Films, Inc.
Westport, Connecticut;

Colonial Williamsburg Foundation
Williamsburg, Virginia;

Films Incorporated
Wilmette, Illinois;

Scholarly Resources, Inc.
Wilmington, Delaware;

and

Parnassas Book Service
Yarmouth Port, Massachusetts.

On 23 May 1975

Rejection of bid for the reproduction of certain items into catalog card and book card form:

"VOTED: that there be, and hereby is, rejected the sole bid in the public bidding of May 16, 1975 for the reproduction of certain items into catalog card and book card form for the Eastern Massachusetts Regional Library System during the period July 1, 1975 through June 30, 1976."

Rejection of bid for leasing of two panel trucks and one station wagon:

"VOTED: that there be, and hereby are, rejected all bids in the public bidding of May 12, 1975 for the leasing of two panel trucks and one station wagon during the period July 1, 1975 through June 30, 1976 for the Eastern Massachusetts Regional Library System."

Award of contract for the reproduction of certain items into catalog card and book card form:

"VOTED: that there be entered into with General Microfilm Company, 100 Inman Street, Cambridge, Massachusetts, the sole bidder in the public bidding, a service contract for the reproduction of certain items into catalog card and book card form during the period July 1, 1975 through June 30, 1976, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

Award of contract for supplying and delivering MARC II catalog products and services:

"VOTED: that there be entered into with Inforonics, Inc., 146 Main Street, Maynard, Massachusetts, the sole bidder in the public bidding, a service contract for supplying and delivering MARC II catalog products and services during the period July 1, 1975 through June 30, 1976, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

Award of contract for leasing of two panel trucks and three station wagons

"VOTED: that there be entered into with Warren Coveney's Ford Sales, Inc., 777 Washington Street, Newton, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for leasing of two panel trucks and three station wagons during the period July 1, 1975 through June 30, 1976 at the following rates:

	<u>Monthly Lease Cost per Vehicle</u>	<u>Mileage Charge per Mile</u>
Panel Trucks	\$283.00	\$.11
Station Wagons	\$271.00	\$.11"

Award of contract for supplying and delivering certain audio-visual equipment

"VOTED: that there be entered into with HB Educational Systems, Inc., 21 Audio Lane, New Haven, Connecticut, the lowest responsible and eligible bidder in the public bidding, a contract for supplying and delivering certain audio-visual equipment, as specified in the specifications, at a total cost not to exceed four thousand three hundred ninety-three dollars and eight cents (\$4,393.08) "

and

Award of contract for the rental of overalls and uniforms

"VOTED: that there be entered into with Coverall Service Co., Inc., 73 Addison Street, East Boston, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for the rental of uniforms and overalls during the period July 1, 1975 through June 30, 1976 at prices per unit as follows:

Two (2) shirts, two (2) pants per man	\$1.35 per week
Two (2) overalls (per)	\$.65 per week
Two (2) dresses (per)	\$.65 per week."

Award of contract for the operation and servicing of water systems associated with air conditioning and heating systems

"VOTED: that there be entered into with Barclay Chemical Company, Inc., 150 Coolidge Avenue, Watertown, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a service contract for the operation and servicing of water systems associated with air conditioning and heating systems at various locations throughout the Library System during the period July 1, 1975 through June 30, 1976, at a total cost not to exceed two thousand four hundred seventy-five dollars and twenty-four cents (\$2,475.24), subject to the terms, agreements, conditions, and covenants set forth in said contract."

Award of contract for the cleaning of windows

"VOTED: that there be entered into with Suffolk Cleaning Company, Inc., 666 Washington Street, Dorchester, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for the cleaning of windows during the period July 1, 1975 through June 30, 1976 at the Central Library building and at certain other library buildings designated under Group I in the contract proposal, at unit prices based upon completion of installation of window grilles at buildings listed in the alternate proposal, otherwise at unit prices given in the basic contract proposal, -- the total amount in any case not to exceed six thousand three hundred ten dollars (\$6,310.00)."

and

Award of contract for the cleaning of windows

"VOTED: that there be entered into with Caroline Kadetsky, d/b/a Careful Cleaning Co., 250 Boylston Street, Boston, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for the cleaning of windows during the period July 1, 1975 through June 30, 1976 at library buildings designated under Group II in the contract proposal, at unit prices based upon completion of installation of window grilles at buildings listed in the alternate proposal, otherwise at unit prices given in the basic contract proposal, -- the total amount in any case not to exceed one thousand eighty dollars (\$1,080.00)."

Minutes of Meeting
Administrative Agency
June 13, 1975
P. 13

In accordance with the usual practice in the matter of signing payrolls, on motion duly made and seconded, it was

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from June 16, 1975.

and

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from July 14, 1975.

and

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from August 11, 1975.

and

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from September 8, 1975.

The minutes of the meetings of the Committee on Buildings on February 14, 1975 and March 14, 1975, as presented, were approved.

The minutes of the meetings of the Committee on Personnel on February 14, 1975, March 14, 1975 and April 25, 1975, as presented, were approved.

Minutes of Meeting
Administrative Agency
June 13, 1975
P. 14

In response to a question as to the impact of inflation on Library expenditures, the Director stated that while all areas of the Library's operation have been extremely sensitive to recent inflationary pressures, that all expenditures were made within the fiscal 1975 budget appropriation. The only exception to this has been in the area of light, heat and power where a supplementary appropriation has been requested. The Director pointed out the potential in cooperation, with particular emphasis in the area of journal subscriptions. He noted that given the availability of the Union List of Serials that progress could be made in coordinating serials subscriptions for the benefit of all Consortium members. This is an area of major concern to all libraries. He also noted in this regard that a new program is currently being tested to use paperbacks in branches, particularly for new books and popular books. He felt it important that a proper balance be established for the use of books in both paperbacks and hardcover.

The Director was pleased to report that ground has been broken for the construction of the Dudley Street Branch Library.


The Director reported receipt of Circular Letters 20 and 21 from the Mayor's Office.

Dissolved at 5:15 p.m.


Secretary

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Please read, initial
below, and return to
the Secretary


Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, September 12, 1975

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 5:15 p.m.

Present: Messrs. Murray, Parker, Rabb and Mrs. White, Trustees.

The President, Mr. Parker, in the chair.

The minutes of the regular meeting of June 13, 1975, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of May, June and July 1975, provided that expenditures from City appropriation have the approval of the City Auditor:

	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>
<u>To City Appropriation</u>			
Personal Services	\$487,269.81	\$571,174.47	\$511,301.66
Contractual Services	55,634.61	59,975.90	206,056.75
Supplies and Materials	6,699.44	546.17	27,740.92
Books	138,495.34	108,782.10	23,677.73
Current Charges and Obligations	48.60	20.50	154,365.50
Equipment		495.00	
TOTAL	\$688,147.80	\$740,994.14	\$923,142.56
<u>To Trust Funds</u>			
Personal Services	\$ 33.60	\$ 127.20	
Contractual Services	6,375.08	419.27	\$ 1,518.06
Supplies and Materials	1,149.53	2,883.07	554.00
Books	63,630.83	39,823.50	20,915.80
Current Charges and Obligations	30.00		
TOTAL	\$ 71,219.04	\$ 43,253.04	\$ 22,987.86
Gifts for Current Use		\$ 19.30	
<u>To Special Appropriation</u>			
Eastern Regional Public Library System			
Books	\$118,319.92	\$260,285.75	\$ 17,241.60
Supplies and Materials	11,365.13	7,860.85	27,843.67
Personal Services	36,897.91	47,916.03	40,181.41
TOTAL	\$166,582.96	\$316,062.63	\$ 85,266.68

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of May, June, and July 1975, provided that payment of bills from City Appropriation have the approval of the City Auditor:

	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>
<u>To City Appropriation</u>			
Personal Services	\$487,269.81	\$571,174.47	\$511,301.66
Contractual Services	78,115.44	95,845.35	13,150.20
Supplies and Materials	14,642.45	36,472.01	764.23
Books	138,495.34	108,782.10	23,677.73
Current Charges and Obligations	11,430.00	4,228.26	
Equipment	197.55	784.50	
TOTAL	\$730,150.59	\$817,286.69	\$548,893.82
<u>To Trust Funds</u>			
Personal Services	\$ 33.60	\$ 127.20	
Contractual Services	6,375.08	419.27	\$ 1,518.06
Supplies and Materials	1,149.53	2,883.07	554.00
Books	63,630.83	39,823.50	20,915.80
Current Charges and Obligations	30.00		
TOTAL	\$ 71,219.04	\$ 43,253.04	\$ 22,987.86
Gifts for Current Use	\$ 260.43		
<u>To Special Appropriation</u>			
Eastern Regional Public Library System			
Books	\$118,319.92	\$260,285.75	\$ 17,241.60
Supplies and Materials	7,379.35	11,197.31	3,296.50
Personal Services	36,897.91	49,544.87	40,181.41
TOTAL	\$162,257.18	\$321,027.93	\$ 60,719.41
Unliquidated Reserve	\$ 174.00		

Action taken by the Committee on Finance since the last meeting of the Board was approved as follows:

On 25 June 1975

Award of contract for the leasing of two panel trucks and one station wagon:

"Voted: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for the leasing of two panel trucks and one station wagon for the Eastern Massachusetts Regional Library System during the period July 1, 1975-June 30, 1976 at the following rates:

	<u>Monthly Lease Cost per Vehicle</u>	<u>Mileage Charge per Mile</u>
Panel Trucks	\$265.00	\$.10
Station Wagon	\$255.00	\$.10"

On 16 July 1975

Rejection of bids for maintenance and servicing of elevators:

"Voted: that there be, and hereby are, rejected all bids received in the public bidding of May 6, 1975, for maintenance and servicing of elevators throughout the Library System during the period July 1, 1975 through June 30, 1976."

On 13 August 1975

Award of contract for maintenance and servicing of elevators:

"Voted: that there be entered into with Delta Elevator Service Corporation, 50 North Beacon Street, Allston, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for maintenance and servicing of elevators throughout the Library System during the period August 15, 1975 through June 30, 1975 at a total cost not to exceed twelve thousand two hundred forty-three dollars and no cents (\$12,243.00)."

On 2 September 1975

Award of contract for providing and delivering certain supplies to be used in connection with rented IBM data processing equipment:

"Voted: that there be entered into with The Standard Register Company, 626 Albany Street, Dayton, Ohio, the lowest eligible and responsible bidder in the public bidding, an contract for providing and delivering certain supplies to be used in connection with rented IBM data processing equipment as specified under GROUPS A and B of the specifications, in a total sum not to exceed five thousand six hundred nineteen dollars and ninety-one cents (\$5,619.91)."

and

"VOTED: that there be entered into with Data Forms Co., Inc., 149 Market Street, Brighton, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for providing and delivering certain supplies to be used in connection with rented IBM data processing equipment as specified under GROUPS C, D, and E of the specifications, in a total sum not to exceed fourteen thousand seven hundred ninety-one dollars and eighty cents (\$14,791.80)."

In accordance with the usual practice in the matter of signing payrolls, on motion duly made and seconded, it was

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from October 6, 1975.

The minutes of the meeting of the Committee on Buildings on May 23, 1975, as presented, were approved.

In response to public advertising for inspection and testing of fire alarm systems, three bids were received and it was recommended that the contract be awarded to the lowest bidder. On motion duly made and seconded, it was

VOTED: that there be entered into with American Service Co., Inc., 799 Hancock Street, Quincy, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for the inspection and testing of fire alarm systems at the Central Library building and at various other locations in the Library System, as specified in the specifications, during the period September 15, 1975 through June 30, 1976 at a total cost not to exceed three thousand two hundred dollars (\$3,200.00).

The official notice of site recommendation has been received from Mr. Robert Vey of the Public Facilities Department regarding the location of the new Lower Mills Branch Library. The proposed site is that of the Gilbert Stuart Elementary School at 27 Richmond Street and this is a site that was previously approved by the Trustees for this purpose.

The construction of the Dudley Street Branch Library is well underway and the bidder expects to be working on the interior by mid-winter.

Bids have been received by the Public Facilities Department for the pointing of the bricks in the courtyard of the Central Library. A contract has not yet been awarded.

Minutes of Meeting
Administrative Agency
September 12, 1975
P. 5

The Washington Village Branch building is now ready for final inspection by Library staff and it is hoped that this branch can be opened in the fall. The building, which was damaged by fire, has been renovated under the supervision of the Boston Housing Authority.

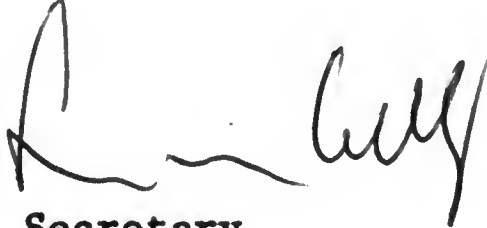
A low bid in the amount of \$1,158,777 has been received for the construction of the new Codman Square Branch Library. The bid, which was lower than the estimates, was submitted by C.C. Sewell of Weymouth. This cost amounts to about \$50.00 per square foot. The contract has not yet been awarded.

The Director reported that the contract negotiations with the AFSCME union have been completed. The new contract which has not yet been signed calls for a basic increase of 8%. There are no other significant changes. Supplementary funds have been approved to cover the additional costs incurred by the contract.

The negotiations on the new contract with the Professional Staff Associations have not yet been completed. There have been several negotiating sessions. No major problems are anticipated in completing these negotiations.

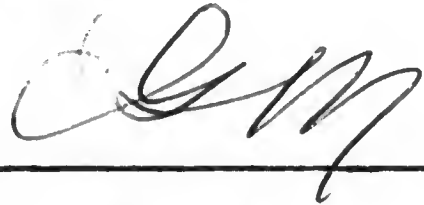
The Director reported receipt of Circular Letters Nos. 23, 1 and 2 from the Mayor's Office.

Dissolved at 5:30 p.m.


Secretary

.....

Please read, initial
below, and return to the
Secretary


Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, October 10, 1975

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 3:30 p.m.

Present: Messrs. Maher, Murray, Parker, Rabb and Mrs. White, Trustees. Also present was Harold Moren of the Professional Staff Association.

President, Mr. Parker, presiding.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of August and September, 1975, provided that expenditures from City Appropriation have the approval of the City Auditor.

	<u>AUGUST</u>	<u>SEPTEMBER</u>
<u>To City Appropriation</u>		
Personal Services	\$451,276.27	\$582,767.70
Contractual Services	63,095.26	81,761.49
Supplies and Materials	12,106.86	10,316.39
Books	71,720.89	69,323.54
Current Charges and Obligations	10.50	4,055.00
TOTAL	\$598,209.78	\$748,224.12
<u>To Trust Funds</u>		
Contractual Services	\$ 2,009.89	\$ 597.48
Supplies and Materials	27.36	384.53
Books	4,900.21	6,578.13
Current Charges and Obligations		70.00
Equipment	54.00	
TOTAL	\$ 6,991.46	\$ 7,630.14
Gifts for Current Use		\$ 136.19
<u>To Special Appropriation</u>		
Eastern Regional Public Library System		
Books	\$ 80,603.37	\$ 70,354.36
Supplies and Materials	21,486.64	2,761.59
Personal Services	35,747.21	49,897.49
TOTAL	\$137,837.22	\$123,013.44

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of August and September, 1975, provided that payment of bills from City Appropriation have the approval of the City Auditor:

	<u>AUGUST</u>	<u>SEPTEMBER</u>
<u>To City Appropriation</u>		
Personal Services	\$451,276.27	\$582,767.70
Contractual Services	66,077.33	76,882.53
Supplies and Materials	5,734.36	9,174.53
Books	71,720.69	\$ 69,323.54
Current Charges and Obligations	4,900.45	15,046.66
Equipment		<u>4,393.08</u>
TOTAL	\$599,709.10	\$757,588.04
<u>To Trust Funds</u>		
Contractual Services	\$ 2,009.89	\$ 597.48
Supplies and Materials	27.36	384.53
Books	4,900.21	6,578.13
Equipment	54.00	
Current Charges and Obligations		<u>70.00</u>
TOTAL	\$ 6,991.46	\$ 7,630.14
Gifts for Current Use		\$ 136.19
Unliquidated Reserves	\$ 384.80	
<u>To Special Appropriation</u>		
Eastern Regional Public Library System		
Books	\$ 80,603.37	\$ 70,354.36
Supplies and Materials	5,281.49	8,676.58
Personal Services	<u>35,747.21,</u>	<u>49,897.49</u>
TOTAL	\$121,632.07	\$128,928.43

The Director stated that it was necessary to have a vote for the signing of payrolls. On motion duly made and seconded, it was

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from November 3, 1975.

In keeping with annual custom, the following actions were taken with respect to those Library employees who had retired during the previous year at the level of Branch Librarian. On motion duly made and seconded, it was

- VOTED: that Alice E. Hackett who retired from the Library on December 31, 1974 be and hereby is appointed Coordinator of Processing Emeritus.
- and
- VOTED: that Geraldine M. Altman who retired from the Library on April 22, 1975 be and hereby is appointed Branch Librarian Emeritus.
- and
- VOTED: that Evelyn C. Billman who retired from the Library on September 5, 1975 be and hereby is appointed Branch Librarian Emeritus.
- and
- VOTED: that Ruth M. Hayes who retired from the Library on July 31, 1975 be and hereby is appointed Coordinator of Children's Services Emeritus.
- and
- VOTED: that Frances C. Lepie who retires from the Library on October 24, 1975 be and hereby is appointed Branch Librarian Emeritus.

The Director reported that the Public Facilities Department is now hopeful that the new Dudley Street Library will be completed before the end of 1976. Of major concern now that the elevator track has been dismantled in the Charlestown Branch is to restore the Charlestown Branch Library building to first class condition. The Library has a good relationship with various groups in the community, and it is hoped that these friends can be involved in this restoration effort. Mr. Rabb emphasized that it is very important that these groups be actively involved with the branches. The Director also reported that the design sketches for the Lower Mills Branch are being prepared.

Mr. Parker reported that the first meeting of the Examining Committee for the current year took place on October 7, 1975. The meeting began with a tour of the building for the new members, and then at 4:00, the full group met in the Trustees Room. This year the membership has been expanded to about 30 members, and these have been organized into five subcommittees. These subcommittees are: Public Service, Resource Development, Buildings, Program Planning and Public Relations. Mr. Parker expressed confidence that these groups will make a significant contribution to the Library's development during the coming year.

Dissolved at 4:30 p.m.

Secretary 
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Please read, initial
below, and return to
the Secretary



TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, November 7, 1975

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room immediately following the regular meeting of the Corporation.

Present: Messrs Parker, Rabb, and Mrs. White, Trustees.

President, Mr Parker, presiding.

The minutes of the regular meeting of September 12, 1975, as presented, were approved.

The Director stated that it was necessary to have a vote for the signing of payrolls. On motion duly made and seconded, it was

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from December 1, 1975.

The Director reported that in response to public advertising, five bids were received for supplying and delivering miscellaneous offset paper supplies. All of the bids were close and award of contract was recommended to the lowest bidder, D.F. Munroe Company. This is a reputable firm with which the Library has done business in the past several years. On motion duly made and seconded, it was

VOTED: that there be entered into with D. F. Munroe Company, 351 Middlesex Avenue, Wilmington, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for supplying and delivering miscellaneous offset paper supplies, as specified in the specifications, at a total cost not to exceed twenty-seven thousand seven hundred ninety-five dollars and twenty-nine cents (\$27,795.29).

In response to public advertising for supplying and delivering catalog card stock, one bid was received from University Products, Incorporated, and the award of contract to this company was recommended. The Director pointed out that this was an item where there are few suppliers; but he also noted that the price bid for this contract was a good one. On motion duly made and seconded, it was

VOTED: that there be entered into with University Products, Inc., South Canal Street, Holyoke, Massachusetts, the sole bidder in the public bidding, a contract for supplying and delivering catalog card stock, as specified under Group A of the specifications, at a total cost not to exceed five thousand eight hundred ninety dollars (\$5,890.00).

In response to advertising for supplying and delivering mount board, two bids were received, and again the award of contract was recommended to the lowest bidder, Strathmore Paper Company; On motion duly made and seconded it was

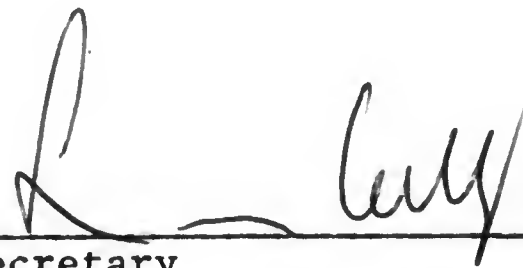
VOTED: that there be entered into with Strathmore Paper Co., Westfield, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for supplying and delivering one hundred percent rag, four-ply mount board, as specified under Group B of the specifications, at a total cost not to exceed four thousand two hundred ninety-three dollars and fifty cents (\$4,293.50).

Work is progressing on the Dudley and Codman Branch Buildings. The architects and the Public Facilities Department have agreed to a design for the Lower Mills Branch. Most of the suggestions previously made by the Library administration have been incorporated into the design. The plan calls for a small park with trees at the side of the building. Work has not yet started on the brick work in the courtyard of the McKim building.

The Director reported that a meeting to discuss new security measures had been held with the Professional Staff Association representatives. The Director said that it was necessary to take new security measures in order to strengthen security in several areas within the Library. He said that he expected to have some recommendations to make at a future meeting.

During the past month, the Library was visited by the Director and the architects from the new reference library in Paris. This was their third visit to the Boston Public Library. That building is now moving toward completion. Mr. Anthony Loveday, the executive secretary of the Standing Conference of National and University Libraries, the English counterpart of the Association of Research Libraries, spent a day at the Boston Public Library reviewing the Library's program activities. The architect for the new National Library in Venezuela also came to see the Library, following up a visit of the Librarian last year. Two representatives from the Professional Staff Association then presented to the Board a statement of their concern over the impasse in the negotiation between the Library and Staff Association. A discussion followed.

Dissolved at 5:45 p.m.



Secretary

Please read, initial below and return to the Secretary

S.P.R.R

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TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON
 Minutes of Meeting
 Administrative Agency

In Board of Trustees
 Friday, December 12, 1975

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room immediately following the regular meeting of the Corporation.

Present: Messrs Parker, Maher, and Mrs. White, Trustees. Also present was Miss Ellen Eisenstein.

President, Mr. Parker, presiding.

The minutes of the regular meeting of October 10, 1975, as presented, were approved.

Following approval of the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of October and November 1975, provided that expenditures from City Appropriation have the approval of the City Auditor:

	<u>OCTOBER</u>	<u>NOVEMBER</u>
<u>To City Appropriations</u>		
Personal Services	\$479,402.77	\$482,306.92
Contractual Services	64,299.53	73,343.68
Supplies and Materials	6,480.94	12,527.17
Books	104,093.45	98,056.86
Current Charges and Obligations	1,103.42	
Equipment	267.96	
TOTAL	\$655,648.07	\$666,234.63
<u>To Trust Funds</u>		
Contractual Services	\$ 1,665.36	\$ 212.96
Supplies and Materials		59.53
Equipment	1,700.11	
TOTAL	\$ 3,366.11	\$ 272.49
Gifts for Current Use	\$114.76	\$88.26
Trust Funds	\$887.63	\$3,673.32
Unliquidated Reserves	\$306.24	
<u>To Special Appropriation</u>		
Eastern Regional Public Library System		
Books	\$ 50,368.01	\$ 22,911.74
Supplies and Materials	2,327.05	4,079.70
Personal Services	39,613.06	38,533.46
TOTAL	\$ 92,308.12	\$ 65,524.90

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of October and November 1975, provided that payment of bills from City Appropriations have the approval of the City Auditor:

	<u>OCTOBER</u>	<u>NOVEMBER</u>
<u>To City Appropriations</u>		
Personal Services	\$479,402.77	\$482,306.92
Contractual Services	100,232.91	100,356.60
Supplies and Materials	8,861.95	14,395.33
Books	104,093.45	98,056.86
Current Charges and Obligations	12,122.47	11,640.42
Equipment	267.96	
	<hr/>	<hr/>
<u>To Trust Funds</u> TOTAL	\$704,981.51	\$706,756.13
Contractual Services	\$ 1,665.36	\$ 212.96
Supplies and Materials		59.53
Equipment	1,700.75	
	<hr/>	<hr/>
TOTAL	\$ 3,366.11	\$ 272.49
Gifts for Current Use	\$114.76	\$88.26
Trust Funds	\$887.63	\$3,673.32
Unliquidated Reserves	\$306.24	
<u>To Special Appropriations</u>		
Eastern Regional Public Library System		
Books	\$150,368.01	\$ 22,911.74
Supplies and Materials	5,774.92	\$ 5,753.08
Personal Services	\$ 39,613.06	38,533.46
	<hr/>	<hr/>
TOTAL	\$95,755.99	\$ 67,198.28

Action taken by the Committee on Finance since the last meeting of the Board was approved as follows:

On 21 November 1975

Award of contract for supplying and delivering book binders board

VOTED: that there be entered into with Baird & Bartlett Company, 132 Court Street, Brockton, Massachusetts, the sole bidder in the public bidding, a contract for supplying and delivering book binders board, as specified in the specifications, at a total cost not to exceed four thousand one hundred fifty-five dollars and seventy-five cents (\$4,155.75).

Award of contract for supplying and delivering book binding cloth

VOTED: that there be entered into with the Holliston Mills Inc., Walker Street, Lincoln, Rhode Island, the lowest responsible and eligible bidder in the public bidding, a contract for supplying and delivering book binding cloth, as specified in the specifications under Items I -A, II, and III, at a total cost not to exceed thirteen thousand one hundred eighty-six dollars and sixty cents (\$13,186.60).

The Director stated that it was necessary to have a vote for the signing of payrolls

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from December 29, 1975.

In response to public bidding, three bids were received for supplying and delivering miscellaneous office supplies. Only two of these were eligible for consideration. It was recommended that a contract be entered into with Monroe Stationers and Printers, Inc. On motion duly made and seconded, it was

VOTED: that there be entered into with Monroe Stationers & Printers, Inc., 342 Western Avenue, Brighton, Massachusetts, the lowest responsible, eligible, and responsive bidder in the public bidding, a contract for supplying and delivering miscellaneous office supplies, as specified in the specifications, at a total cost not to exceed eight thousand five hundred fifteen dollars and fifty-eight cents (\$8,515.58)."

Again in response to public bidding, two bids were received for supplying and delivering miscellaneous incandescent and fluorescent lamp bulbs. It was recommended that a contract be awarded to Westinghouse Electric Supply Co. On motion duly made and seconded, it was

VOTED: that there be entered into with Westinghouse Elect Supply Co., 375 Harrison Avenue, Boston, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for supplying and delivering miscellaneous incandescent and fluorescent lamp bulbs, as specified in the specifications, at at a total cost not to exceed sixteen thousand two hundred ninety-two dollars and thirty-one cents (\$16,292.31):

Minutes of Meeting
Administrative Agency
December 12, 1975
P. 4

The Director reported that the Library had authorized the Real Property Department of the City of Boston to permit the Cape Verdian Club of Boston to use the premises now used for the Mount Pleasant Branch as soon as the Dudley Street Library has been opened. This is a community group.

A meeting was held with the architects for the Dudley Street Branch in order to review finishing requirements for the new Branch. A session was also held with the architects for the Codman Square Branch. This building is moving ahead rapidly, and the architect expects that it will be completed by the summer of 1976. Substantial progress has been made toward getting the Washington Village Branch completed. The Library staff is now working on shelving and painting.

Dissolved at 4:55 p.m.

Secretary *R. L. Curry*
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Please read, initial below and
return to the Secretary

S. R. R.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, January 9, 1976

A regular meeting of the Trustees as an Administrative Agency of the City of Boston was held in the Trustees Room at 4:50 p.m.

Present: Messrs Maher, Murray, Parker and Mrs. White, Trustees.

President: Mr. Parker, presiding.

The minutes of the regular meeting of November 7, 1975, as presented, were approved.

The minutes of the meeting of the Committee on Personnel on November 21, 1975, as presented, were approved.

The Director stated that it was necessary to have a vote for the signing of payrolls and certain other votes necessary for routine operating procedures during the calendar year 1976.

Authorization to sign payrolls

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from January 29, 1976.

Authorization for routine operating procedures during the calendar year 1976

VOTED: that Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director or Louis A. Sasso, Assistant to the Director, be and hereby is authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library up to but not including the level immediately below that of the Director, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remuneration to be reported to the Trustees at their next meeting for confirmation.

and

VOTED: that until January 1, 1977, the President, Vice President, the Director, and the Secretary of the Trustees, be and they hereby are severally authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City and any and all communications in connection with the award of contracts so voted or recommended to be so voted.

VOTED: that, for the signing of checks drawn upon the petty cash checking accounts of the Library, Catherine A. Farrell, Principal Accountant, or Thomas T. McLaughlin, Assistant Principal Accountant, or Liam M. Kelly, Secretary of the Trustees, Clerk of the Corporation, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, in the order of their respective availability, be authorized to sign checks; and Philip J. McNiff, Director, or Liam M. Kelly, Secretary of the Trustees, Clerk of the Corporation, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, in the order of their respective availability be authorized to countersign checks, provided that in no instance does the same individual both sign and countersign a check. "

and

VOTED: that Philip J. McNiff, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1975-76 budget allowances, but in no case exceeding those in the budget estimates for the fiscal year 1976-77, as shall be approved by the Board of Trustees prior to June 30, 1976, said payments to be reported to the Board at its next regular meeting for confirmation. "

Minutes of Meeting
Administrative Agency
January 9, 1976
P. 3

The Director reported that the memorandum of agreement incorporating all of the changes that had been negotiated in the contract with the Professional Staff Association had been reviewed by the Negotiating Committee, and he recommended that the contract be signed. Following a brief discussion, the President signed the contract.

The Director reported that the Comprehensive Employment and Training Act program (C.E.T.A.) is being phased out as of February 3, 1976. There will be a report on the C.E.T.A. contribution at a future meeting.

Dissolved at 5:00 p.m.

A. Cuy
Secretary

.....
Please read, initial below, and return
to the Secretary

G. H. White

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, February 13, 1976

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 5:05 p.m.

Present: Messrs Parker, Rabb, and Mrs. White, Trustees. Also present were Mr. Harold Moren and Mr. Robert Bruen representing the Professional Staff Association.

The minutes of the regular meeting of the Trustees as an Administrative Agency on January 9, 1976, as presented, were approved.

Following approval of the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of December 1975, provided that expenditures from City Appropriation have the approval of the City Auditor:

	<u>December</u>
<u>To City Appropriations</u>	
Personal Services	\$ 629,926.12
Contractual Services	59,456.67
Supplies and Materials	36,022.35
Books	75,606.43
Current Charges and Obligations	1,239.89
	<hr/>
TOTAL	\$ 802,251.46
 <u>To Trust Funds</u>	
Contractual Services	\$ 1,235.05
Supplies and Materials	260.00
Books	1,454.30
Equipment	359.00
	<hr/>
TOTAL	\$ 3,308.35
Gifts for Current Use	\$ 10.00
 <u>To Special Appropriations</u>	
Eastern Regional Public Library System	
Books	\$ 27,157.89
Supplies and Materials	3,533.52
Personal Services	49,441.69
	<hr/>
TOTAL	\$ 80,133.10

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of December, 1975, provided that payment of bills from City Appropriations have the approval of the City Auditor:

	<u>December</u>
<u>To City Appropriations</u>	
Personal Services	\$ 629,926.12
Contractual Services	81,613.07
Supplies and Materials	6,415.74
Books	75,606.43
Current Charges and Obligations	12,283.27
Equipment	<u>5,084.61</u>
TOTAL	\$ 810,929.24
<u>To Trust Funds</u>	
Contractual Services	\$ 1,235.05
Supplies and Materials	260.00
Books	1,454.30
Equipment	<u>359.00</u>
TOTAL	\$ 3,308.35
Gifts for Current Use	\$ 10.00
<u>To Special Appropriation</u>	
Eastern Regional Public Library System	
Books	\$ 27,157.89
Supplies and Materials	5,084.61
Personal Services	<u>49,441.69</u>
TOTAL	\$ 81,684.19

Action taken by the Committee on Finance since the last meeting of the Board was approved as follows

On 23 January 1976

Award of contract for supplying periodicals and serials and servicing subscriptions:

VOTED: that there be entered into, without public advertising, with F. W. Faxon Company, Inc., 15 Southwest Park, Westwood, Massachusetts, a contract for (1) supplying periodicals and serials for the year 1976 and (2) servicing the subscriptions for the individual items throughout the year, subject to the terms, agreements, and conditions set forth in said contract.

The Director stated that it was necessary to have a vote for the signing of payrolls.

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from February 23, 1976.

In response to public bidding, four bids were received for supplying and delivering filters for the heating, ventilating, and air conditioning system. Although the bid of Boston Filter Company was lower than that of Air Engineering, Inc., the type of filters bid upon by Air Engineering, Inc. more closely met the requirements of the HVAC systems in the Library as specified in the bid specifications. It was recommended that a contract be entered into with Air Engineering. On motion duly made and seconded, it was

VOTED: that there be entered into with Air Engineering, Inc., 354 Main Street, Winthrop, Massachusetts, the lowest eligible, responsible and responsive bidder in the public bidding, a contract for supplying and delivering miscellaneous filters for the heating, ventilating and air conditioning systems throughout the Boston Public Library, as specified in the specifications, at a total cost not to exceed three thousand two hundred seventy-two dollars and eighty-two cents (\$3,272.82).

The Director reported that meetings had been held with representatives of the Professional Staff Association and the local AFSCME Union. In this meeting, the Director said that he had reported to the representatives of these groups on the budget cutbacks for Fiscal 1976 and gave them a detailed breakdown of how the Library planned to accomplish the savings without lay-offs.

The Director presented to the Trustees the original art work for the Macy J. Margolis book plate which has been framed and which will be hung in the staff library in memory of Macy Margolis.

The General Library book catalog is currently in the process of publication by the General Microfilm Company. Volumes 1-14 have been printed. The Library will acquire several copies of the catalog, and it is intended that copies will be placed in locations throughout the Central Library and in each of the branches. This will enable users in the branch libraries to determine what books are available in the central library, as well as the various branches. This should substantially enhance Library service throughout the branches.

Minutes of Meeting
Administrative Agency
January 13, 1976
P. 4

The construction of the new branch libraries at Dudley and Codman is moving ahead rapidly. One staff person has been assigned to work on the selection of books for these two collections. The Director said that he is pleased with the work that Paul Carroll is doing on the plans for Lower Mills. There may, however, be some delay in capital improvement projects. The present Lower Mills Branch was damaged by fire some months ago, and the Director was pleased to report that the Library has been able to negotiate with Boston Edison Company to pay for the repair of these damages.

The proposed State budget for Fiscal Year 1977 would reduce funding for Library programs by 10%. It is expected that this cut will be restored since these funds are mandated by formulas. The Director expressed some hope for an increase in the level of funding in these programs during the coming Fiscal Year.

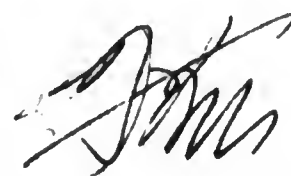
It was agreed that the meeting scheduled for March 12, 1976 would be rescheduled for March 11th, and that the meeting scheduled for March 26th would be rescheduled for March 25, 1976.

Dissolved at 5:25 p.m.



Secretary

.....
Please read, initial below, and
return to the Secretary



TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, March 11, 1976

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 5:05 p.m.

Present: Messrs Maher, Murray, Parker, Rabb, and Mrs. White, Trustees. Also present were Sally Beecher and Robert Bruen from the Professional Staff Association.

President, Mr. Parker, presiding

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of January, 1976, provided that expenditures from City Appropriation have the approval of the City Auditor:

	<u>JANUARY</u>
<u>To City Appropriation</u>	
Personal Services	\$489,719.30
Contractual Services	66,574.64
Supplies and Materials	3,619.77
Books	83,005.84
Current Charges and Obligations	<u>159.25</u>
TOTAL	\$643,078.80
<u>To Trust Funds</u>	
Contractual Services	\$ 3,509.31
Supplies and Materials	2.92
Books	<u>772.56</u>
TOTAL	\$ 4,284.79
Gifts for Current Use	\$13.80
<u>Special Appropriations</u>	
Eastern Regional Public Library System	
Books	\$ 38,356.28
Supplies and Materials	9,853.52
Personal Services	<u>38,110.59</u>
TOTAL	\$ 86,320.39

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of January, 1976, provided that payment of bills from City Appropriation have the approval of the City Auditor:

	<u>JANUARY</u>
<u>To City Appropriation</u>	
Personal Services	\$489,719.30
Contractual Services	76,878.14
Supplies and Materials	38,326.34
Books	83,005.84
Current Charges and Obligations	<u>11,829.96</u>
TOTAL	\$699,759.58
<u>To Trust Funds</u>	
Contractual Services	\$ 3,509.31
Supplies and Materials	2.92
Books	<u>772.56</u>
TOTAL	\$ 4,284.79
Gifts for Current Use	\$13.80
<u>To Special Appropriations:</u>	
Eastern Regional Public Library System	
Books	\$ 38,356.28
Supplies and Materials	6,840.44
Personal Services	<u>38,110.59</u>
TOTAL	\$ 83,307.31

The Director stated that it was necessary to have a vote for the signing of payrolls.

VOTEL: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from March 22, 1976.

The minutes of the meeting of the Committee on Buildings on January 23, 1976, as presented, were approved.

The Director proposed that three staff members who had retired in the past year be appointed to Emeritus status. Following discussion, and on motion duly made and seconded, it was

VOTED: that John Alden who retired from the Library on February 13, 1976, be and hereby is appointed Keeper of Rare Books and Manuscripts Emeritus.

and

VOTED: that Mary Obear who retired from the Library on December 31, 1975, be and hereby is appointed Book Selection Librarian Emeritus."

and

VOTED: that Mildred O'Connor who retired from the Library on December 31, 1975, be and hereby is appointed Coordinator of Social Sciences Emeritus."

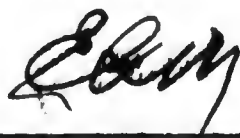
The Mayor has submitted his budget recommendation to the City Council. In the Mayor's budget, most of the units in City government will be substantially reduced; and this includes the Library. The Director said that he had not had time to evaluate the significance of these cuts and was not yet able to make recommendations with respect to these figures. He did indicate that the recommended cuts of \$634,000 in the Permanent Salary Account would have serious implications for staffing in Fiscal Year 1977. He said that it was fair to assume that next year is going to be a difficult one for many cities and towns throughout the Commonwealth. In this regard, the Director noted that the Governor's budget for the State included a recommended cut of ten percent in the State Aid program. There is also a bill in the legislature that would increase State aid over the present level. The Director said that he was optimistic that the ten percent cut would be restored, but the question of whether any additional funds will be voted is much more problematical.

The Director said that the library community was most disturbed that the Bureau of Library Extension and the Board of Library Commissioners failed to testify on behalf of the bill to increase State aid. A discussion followed.

Dissolved at 5:10 p.m.

Secretary 

.....
Please read, initial below.
and return to the Secretary



TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, April 9, 1976

A meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room at 4:45 p.m.

Present: Messrs Maher, Murray, Parker, and Mrs. White, Trustees.
Also present was Ms. Beverly Hall from the Professional Staff Association.

President, Mr. Parker, presiding.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of February, 1976, provided that expenditures from City Appropriation have the approval of the City Auditor.

FEBRUARY

To City Appropriation

Personal Services	\$609,726.96
Contractual Services	73,138.50
Supplies and Materials	7,126.56
Books	<u>102,700.82</u>
TOTAL	\$792,692.84

To Trust Funds

Contractual Services	\$ 1,715.28
Books	<u>1,270.43</u>
TOTAL	\$ 2,985.71

Gifts for Current Use	\$ 44.75
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To Special Appropriations

Eastern Regional Public Library System

Books	\$108,256.62
Supplies and Materials	3,784.55
Personal Services	<u>45,690.46</u>
TOTAL	\$157,731.63

Following approval by the Director, and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of February, 1976, provided that payment of bills from City Appropriation have the approval of the City Auditor:

FEBRUARY

To City Appropriation

Personal Services	\$609,726.96
Contractual Services	88,849.67
Supplies and Materials	16,496.17
Books	102,700.82
Current Charges and Obligations	<u>16,232.07</u>

TOTAL

To Trust Funds

Contractual Services	\$ 1,715.28
Books	<u>1,270.43</u>

TOTAL

\$ 2,985.71

Gifts for Current Use \$ 44.75

1975 Unliquidated Reserve \$ 43.71

To Special Appropriation

Eastern Regional Public Library System

Books	\$108,256.62
Supplies and Materials	17,000.86
Personal Services	<u>45,690.46</u>

TOTAL

\$170,947.94

The Director stated that it was necessary to have a vote for the signing of payrolls.

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from April 19, 1976.

Mr. Parker noted that the budget hearing before the City Council had been cancelled and that the Council had subsequently rejected the Mayor's budget and written to the Mayor for reconsideration. In this regard, the Director said that he had met with Mr. Wall, the budget director in order to communicate to

him the concerns of the Board as to the impact of the proposed budget cuts on Library services. He said that he had reviewed with Mr. Wall the implications of the various cuts in the Personnel and Non-Personnel Accounts and indicated that he had received a sympathetic response from Mr. Wall. The Director suggested that it would be useful to put in writing what the minimum restorations should be if the City receives sufficient federal help. He noted again that the Library is going to have some problems in maintaining the present level of service. He added, however, that he was pleased to say that the Governor has restored the proposed 10% cut in the State Library support program.

The Director reviewed the situation with regard to the Bureau of Library Extension and the Board of Library Commissioners. He reported that the Trustees of the contracting libraries will meet with the Board of Library Commissioners to hear the Commissioners comment regarding the matters referred to by Mr. Joyce in his letter inviting them to Northboro.

The Director reported that the furnishing plans for the Dudley Street Library had been received for review and comment. This building is moving quickly toward completion. Recent labor problems may have slowed down the Codman Building. The biggest problem now is the acquisition and preparation of the collections for these new branches. A request has been submitted to the Bureau of Library Extension for \$100,000.00 under the Library Services and Construction Act. If these funds are forthcoming, they will be used to acquire materials for these branch collections. The Director noted that both of these branches meet the guidelines set by the department of Health, Education and Welfare. In light, however, of the Bureau of Library Extension's attitude toward the major urban libraries, the response to this request is uncertain. There will be many other problems in the development of these branches, including processing, staffing, etc. Again, the Director pointed out that this is one of the major reasons for concern about the cuts in the present year's budget and the budget for Fiscal Year 1977.

Monsignor Murray reported that the Urban Library Trustees Council plans to introduce several money bills to the Congress including a Title V addition to the Library Services and Construction Act. He said that Congressman John Brademas feels that some of this legislation has a good chance of passage.

Dissolved at 5:02 p.m.



Secretary

.....

Please read, initial below
and return to the Secretary.



TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Friday, May 14, 1976

The annual meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 4:30 p.m.

Present: Messrs Maher, Murray, Parker and Mrs. White, Trustees. Also present was Harold Moren from the Professional Staff Association.

The President, Mr. Parker, presiding.

The Administrative Agency then proceeded to elect viva voce its officers for the ensuing year.

First Vote for President

Mr. Maher voted for Augustin H. Parker, Monsignor Murray voted for Augustin H. Parker; Mr. Parker voted present, and Mrs. White voted for Augustin H. Parker; and Augustin H. Parker was declared elected President.

First Vote for Vice President

Mr. Maher voted for Patricia H. White, Monsignor Murray voted for Patricia H. White, Mr. Parker voted for Patricia H. White, and Mrs. White voted present; and Patricia H. White was declared elected Vice President.

First Vote for Secretary

Mr. Maher voted for Liam M. Kelly, Monsignor Murray voted for Liam M. Kelly, Mr. Parker voted for Liam M. Kelly, and Mrs. White voted for Liam M. Kelly; and Liam M. Kelly was declared elected Secretary.

First Vote for Secretary Pro Tem

Mr. Maher voted for Philip J. McNiff, Monsignor Murray voted for Philip J. McNiff, Mr. Parker voted for Philip J. McNiff, and Mrs. White voted for Philip J. McNiff; and Philip J. McNiff was declared elected Secretary Pro Tem.

On motion duly made and seconded, it was

VOTED: that any member of the Board of Trustees be and hereby is authorized to sign on behalf of the Board bills, special drafts, and payrolls of the Library.

and

VOTED: that until the next annual meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the Director, or the Secretary of the Trustees, be and he hereby is authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City of Boston 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."

The President stated that membership on Standing Committees for the ensuing year would be as follows:

BUILDINGS

Msgr. Murray, Chairman
Mr. Maher
Mr. Parker
Mr. Rabb
Mrs. White

FINANCE

Mr. Parker, Chairman
Mr. Maher
Msgr. Murray
Mr. Rabb
Mrs. White

PERSONNEL

Mr. Rabb, Chairman
Mr. Maher
Msgr. Murray
Mr. Parker
Mrs. White

The President stated that the Trustees as the appointive body must make provision at the annual meeting for hearings of Civil Service personnel when and as needed during the ensuing year.

On motion duly made and seconded, it was

VOTED: that we, the Trustees of the Boston Public Library, having appointive authority over the Civil Service personnel at the Library, do appoint one of our members, (~~name of President~~), *Augustine H. Parker* Trustee, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

and
FURTHER

Patricia H. White **VOTED:** that in the event of the unavailability of (~~name of President~~), *Augustine H. Parker* (~~name of Vice President~~), Trustee, is hereby authorized to conduct the above-mentioned hearings; this power to be valid only until the expiration or appointment of any member of this Board.

The President then appointed Liam M. Kelly as Secretary of Committees and Philip J. McNiff as Secretary of Committees Pro Tem to serve until the next annual meeting.

Dissolved at 4:35 p.m.

Secretary *L. M. Kelly*
.....

Please read, initial below, and return to the Secretary.

Att Parker

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, May 14, 1976

A regular meeting of the Trustees as an Administrative Agency of the City of Boston was held in the Trustees Room at 4:35 p.m.

Present: Messrs Maher, Murray, Parker, and Mrs. White, Trustees. Also present was Mr. Harold Moren of the Professional Staff Association.

President: Mr. Parker, presiding.

The minutes of the regular meetings of February 13, 1976 and March 11, 1976, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of March and April, 1976, provided that expenditures from City Appropriations have the approval of the City Auditor:

	MARCH	APRIL
<u>To City Appropriation</u>		
Personal Services	\$621,982.24	\$517,792.08
Contractual Services	69,522.60	70,003.22
Supplies and Materials	18,330.15	3,823.31
Books	116,800.97	68,739.14
Current Charges and Obligations	531.00	842.80
Total	\$827,166.96	\$661,200.55
<u>To Trust Funds</u>		
Contractual Services	\$ 1,266.83	\$ 1,118.65
Supplies and Materials		115.70
Books	643.35	4,464.01
Total	\$ 1,910.18	\$ 5,698.36
Gifts for Current Use	\$ 27.55	\$ 17.00
<u>To Special Appropriation</u>		
Eastern Regional Public Library System		
Books	\$ 64,233.47	\$ 8,738.74
Supplies and Materials	9,893.04	4,295.83
Personal Services	48,005.86	40,452.20
Total	\$122,132.86	\$ 53,486.77

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of March and April, 1976, provided that payment of bills from City Appropriations have the approval of the City Auditor:

	MARCH	APRIL
<u>To City Appropriation</u>		
Personal Services	\$621,982.24	\$517,792.08
Contractual Services	112,433.40	90,746.56
Supplies and Materials	46,355.41	42,091.61
Books	116,800.97	68,739.14
Current Charges and Obligations	<u>19,781.65</u>	<u>4,652.40</u>
Total	\$917,353.67	\$724,021.79
<u>To Trust Funds</u>		
Contractual Services	\$ 1,266.83	\$ 1,118.65
Supplies and Materials		115.70
Books	<u>643.35</u>	<u>4,464.01</u>
Total	\$ 1,910.18	\$ 5,698.36
Gifts for Current Use	\$ 27.55	\$ 17.00
Unliquidated Reserve		\$ 19.53
<u>To Special Appropriation</u>		
Eastern Regional Public Library System		
Books	\$ 64,233.47	\$ 8,738.74
Supplies and Materials	7,615.64	7,798.55
Personal Services	<u>48,005.86</u>	<u>40,452.20</u>
Total	\$119,005.86	\$ 56,989.49

Action taken by the Committee on Finance since the last meeting of the Board was approved as follows.

On 23 April 1976

Award of contract for the operation and servicing of heating, ventilating and air-conditioning systems

VOTED: that, without public advertising, there be entered into with Balco, Inc., 160 Charlemont Street, Newton, Massachusetts, a contract for the operation and servicing of heating, ventilating, and air conditioning systems, electrical systems and equipment, as well as plumbing systems, throughout the Library System during the period July 1, 1976 through June 30, 1977, at a total cost not to exceed one hundred twenty-one thousand six hundred sixty dollars and ninety-six cents (\$121,660.96).

Award of contract for the inspection and testing of fire alarm systems:

VOTED: that, without public advertising, there be entered into with American Service Co., Inc., 799 Hancock Street, Quincy, Massachusetts, a contract for the inspection and testing of fire alarm systems at the Central Library building and at various other locations in the Library System, as specified in the specifications, during the period July 1, 1976 through June 30, 1977 at a total cost not to exceed three thousand two hundred dollars (\$3,200.00).

Award of contract for the examination of building levels:

VOTED: that there be entered into, without public advertising, with Gilbert Small & Co., Inc., 1391 South Street, Needham, Massachusetts, a service agreement for the examination of building levels at the two Central Library buildings during the period July 1, 1976 through June 30, 1977, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said agreement.

Award of contract for rental of certain data processing equipment:

VOTED: that there be entered into, without public advertising, with International Business Machines Corporation, 610 Lincoln Street, Waltham, Massachusetts, a contract for rental of certain data processing equipment during the period July 1, 1976, through June 30, 1977, the total rental thus charged to be subject to the terms, agreements, and conditions set forth in said contract.

Award of contract for maintenance and servicing of elevators:

VOTED: that, without public advertising, there be entered into with Delta Elevator Service Corporation, 50 North Beacon Street, Allston, Massachusetts, a contract for maintenance and servicing of elevators throughout the library system during the period July 1, 1976 through June 30, 1977, at a total cost not to exceed thirteen thousand nine hundred ninety-two dollars (\$13,992.00).

Award of contract for furnishing fire alarm system:

VOTED: that there be entered into, without public advertising, with American District Telegraph Company, 10 North Avenue, Burlington, Massachusetts, a service agreement for the period July 1, 1976 through June 30, 1977 for furnishing of inspection service for the combinatio- watchman-recording and fire alarm system in the Research Library building, the total fee thus charged to be subject to the terms, agreements and conditions set forth in said agreement.

The Director stated that it would be necessary to have two votes for the signing of payrolls.

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from May 17, 1976.

and

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from June 14, 1976.

The minutes of the Committee on Buildings on March 25, 1976, as presented were approved.

The Director stated that it was necessary each year to have a vote authorizing contracts without public bidding, with each of the publishers with whom the Library expects to do business in excess of two thousand dollars (\$2,000). Following discussion, and on motion duly made and seconded, it was

VOTED: that, without public advertising, contracts be entered into for purchase of books and certain other library materials during the period July 1, 1976 through June 30, 1977 with the following contractors, subject to the terms, agreements, and conditions set forth in said contracts:

University Microfilms, a Xerox Company
Ann Arbor, Michigan;

Hollinger Corp.
Arlington, Virginia;

Serious Business Co.
Berkeley, California;

Indiana University
Bloomington, Indiana;

J. S. Canner & Co.
Carl Fischer, Inc.
G. K. Hall & Co.
Music Center of Boston
R. L. Polk & Co.
Standard & Poor's Corporation
Starr Book Company, Inc.
Worldwide Books, Inc.
Zipporah Films Inc.
All of Boston, Massachusetts;

Benchmark Films
Combined Book Exhibit, Inc.
Both of Briarcliff Manor, New York;

Cambridge Documentary Films
Nathaniel Dame & Company
General Microfilm Co.
Harvard Cooperative Society, Inc.
Harvard University Press
All of Cambridge, Massachusetts;

American Library Association
Center for Research Libraries
Commerce Clearing House, Inc.
Coronet Films
Encyclopaedia Britannica Educational Corporation
Field Enterprises Educational Corporation
Haymarket/Kartemquin Films
International Film Bureau, Inc.
Society for Visual Education, Inc.
All of Chicago, Illinois;

H. R. Huntting Company, Inc.
Chicopee Falls, Massachusetts;

Yankee Book Peddler, Inc.
Contoocook, New Hampshire;

Hartley Films
Cos Cob, Connecticut;

The Eastin-Phelan Distributing Corporation
Davenport, Iowa;

Gale Research Company
-Detroit, Michigan;

Prentice-Hall, Inc.
Englewood Cliffs, New Jersey;

Newday Films
Open Circle Cinema
Both of Franklin Lakes, New Jersey;

Doubleday and Company
Garden City, New York;

Bowmar Records, Inc.
Walt Disney Educational Materials Co.
Both of Glendale, California;

Eccentric Circle Films
Greenwich, Connecticut;

AIMS Instructional Media Service
Hollywood, California;

Reprint Distribution Service, Inc.
Kent, Connecticut;

Lakeside Studio
Lakeside, Michigan;

Centron Educational Films
Lawrence, Kansas;

Sundance Paperback Distributors
Littleton, Massachusetts;

Churchill Films
Oxford - Paramount Films
Pacifica Tape Library
All of Los Angeles, California;

Xerox Films, Xerox Education Publications
Middletown, Connecticut;

Select Press Book Service
Milford, New Hampshire;

Kraus-Thomson Organization Limited
Millwood, New York;

Macmillan Films, Inc.
Mount Vernon, New York;

Research Publications, Inc.
New Haven, Connecticut;

Dimondstein Book Company, Inc.
New Rochelle, New York;

ACI Films, Inc.
AMS Press, Inc.
CBS Records, Div. of Columbia Broadcasting, Inc.
Carousel Films, Inc.
Contemporary/McGraw-Hill Films
Film Images, Inc.
French & European Publications, Inc.
Garland Publishing Inc.
Grolier Educational Corp.

Lathrop C. Harper Inc.
Impact Films
International Film Foundation
Johnson Reprint Corporation
Larousse & Company, Inc.
Learning Corporation of America
Macmillan Library Services
McGraw-Hill Book Company, a division of McGraw-Hill, Inc.
Musical Heritage Society
NBC Educational Enterprises, Inc.
National Film Board of Canada
National Record Plan
New Yorker Films
Odeon Films
Peters International, Inc.
Phoenix Films, Inc.
Practicing Law Institute
RCA Records, a division of R.C.A. Corporation, Inc.
Radim Films, Inc.
Readex Microprint Corporation
Soho Cinema
Sterling Educational Films
Taylor Carlisle Bookstore, Inc.
Texture Films
Time-Life Films, Inc.
Tricontinental Film Center
Universal Education & Visual Arts
Ursus Books Ltd.
WNET 13 Media Services
Westinghouse Learning
John Wiley & Sons
Williamhouse-Regency, Inc.
H. W. Wilson Co.
All of New York, New York;

Lucerne Films, Inc.
North Bergen, New Jersey;

Center for Cassette Studies, Inc.
North Hollywood, California;

Quality Books, Inc.
Northbrook, Illinois;

Perennial Education
Northfield, Illinois;

William Salloch
Ossining, New York;

Stechert Macmillan, Inc.
Pennsauken, New Jersey;

Guidance Associates
Pleasantville, New York;

Kennikat Press
Port Washington, New York;

Eastern Book Company
Portland, Maine;

Creative Film Society
Reseda, California;

Lawyers Co-operative Publishing Co.
Rochester, New York;

West Publishing Company
St. Paul, Minnesota;

Bell & Howell, Micro Photo Division
Salisbury, Connecticut;

BFA Educational Media
Pyramid Film Producers
Both of Santa Monica, California;

Rounder Records
Somerville, Massachusetts;

The Baker & Taylor Co.
Somerville, New Jersey;

Warren Schloat Productions, Inc.
Tarrytown, New York;

Graphic Microfilm, Inc.
Waltham, Massachusetts;

American Association for the Advancement of Science
Bureau of National Affairs, Inc.
National Audio Visual Center
National Geographic Society
U. S. Historical Documents Institute
All of Washington, D.C.;

Weston Woods Studios, Inc.
Weston, Connecticut;

Connecticut Films, Inc.
Westport, Connecticut;

Wombat Films
White Plains, New York;

Colonial Williamsburg Foundation
Williamsburg, Virginia;

Films Incorporated
Wilmette, Illinois;

Scholarly Resources, Inc.
Wilmington, Delaware;

Parnassas Book Service
Yarmouth Port, Massachusetts;

and

Carman Educational Assoc.
Youngstown, New York.

The Director stated that the regional library service has been occupying premises at Taunton since 1971, and it was now necessary to have a vote renewing that contract at the same rate as last year. On motion duly made and seconded, it was

VOTED: that the Board of Trustees in charge of the Library Department of the City of Boston, acting in the name of and for the City of Boston, do hereby accept an instrument of lease by and between ERNEST M. HELIDES, TRUSTEE, AS HE IS TRUSTEE OF THE HELIDES REALTY TRUST and the CITY OF BOSTON of the premises, street floor and basement storage space, situated at Six Weir Street, Taunton, Massachusetts, subject to the rental, terms, agreements, conditions, and covenants set forth in said instrument of lease;

and

VOTED: that Philip J. McNiff, Director, and Librarian, of the Public Library of the City of Boston, be and hereby is authorized and directed in the name and behalf of the Board of Trustees in charge of the Library Department of the City of Boston to execute said instrument in duplicate.

After long negotiations with the Binder's Union, and following fact-finding and arbitration, the contract with the Binders Union and the Bindery Sewers were now ready to be signed by the president. The Library will continue to monitor bindery operating costs from the point of view of the Bindery's cost effectiveness as compared with the charges of commercial binderies.

The Director reported that Senate Bill 1001, introduced by the Bureau of Library Extension for the purpose of separating the Bureau of Library Extension and the Board of Library Commissioners from the Board of Education, was now in the Committee for Third Reading. He said that there was a chance that the bill might be killed there.

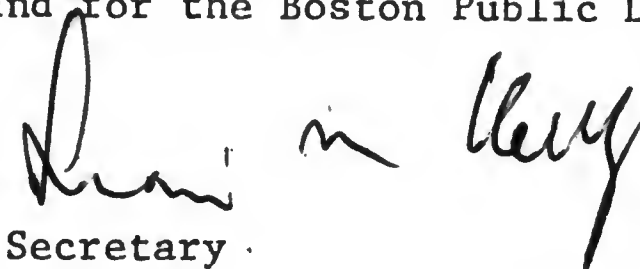
In response to a question on the budget, the Director reported that the budget was still in the Mayor's Office, and he did not know when Council hearings would be resumed on the budget.

The Director reported the receipt of Circular Letter 1 and 2 from the Mayor's Office.

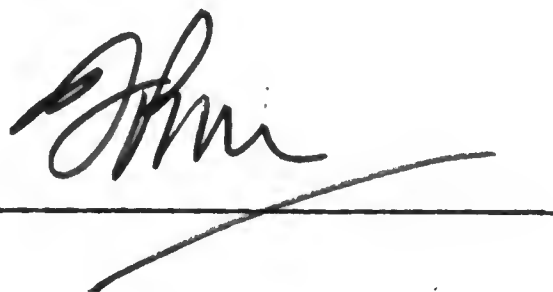
The Director reported that he, Mr. Doherty, and Miss Gibbons had attended a meeting at Savin Hill which had been organized by Councilor Connolly concerning the question of getting library facilities established closer to Savin Hill. The Director said that the meeting was well attended and that the Library will respond immediately with improved book mobile service. He also said that the concerns expressed at that meeting will be taken into account in future branch planning. A discussion followed.

Monsignor Murray reported that he had represented the Library at the opening of the Cram Exhibit at the Cathedral of St. John the Divine. He said there had been much praise for Boston and for the Boston Public Library.

Dissolved at 5:10 p.m.


Secretary

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Please read, initial below, and
return to the Secretary.



TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, June 18, 1976

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 2:05 p.m.

Present: Messrs Maher, Murray, Parker, Rabb, and Mrs. White, Trustees. Also present was Jorge Castelazo of the Professional Staff Association.

The President: Mr. Parker, presiding.

The minutes of the regular meeting of April 9, 1976, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged, as follows, for the month of May 1976, provided that expenditures from City Appropriation have the approval of the City Auditor:

	<u>MAY</u>
<u>To City Appropriation</u>	
Personal Services	\$483,105.73
Contractual Services	64,887.83
Supplies and Materials	8,505.51
Books	237,912.74
Current Charges and Obligations	<u>564.00</u>
TOTAL	\$794,975.81
 <u>To Trust Funds</u>	
Contractual Services	\$ 9,872.79
Supplies and Materials	95.00
Books	<u>814.57</u>
TOTAL	\$ 10,782.36
 <u>To Special Appropriation</u>	
Eastern Regional Public Library System	
Books	\$131,038.71
Supplies and Materials	3,649.84
Personal Services	<u>42,021.64</u>
TOTAL	\$176,710.19

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of May 1976 provided that payment of bills from City Appropriation has the approval of the City Auditor:

	<u>MAY</u>
<u>To City Appropriation</u>	
Personal Services	\$483,105.73
Contractual Services	70,817.93
Supplies and Materials	10,569.78
Books	237,912.74
Current Charges and Obligations	<u>169,976.60</u>
TOTAL	\$972,382.78
 <u>To Trust Funds</u>	
Contractual Services	\$ 9,872.79
Supplies and Materials	95.00
Books	<u>814.57</u>
TOTAL	\$ 10,782.36
 <u>To Special Appropriation</u>	
Eastern Regional Public Library System	
Books	\$131,038.71
Supplies and Materials	6,723.46
Personal Services	<u>42,031.64</u>
TOTAL	\$179,793.81

The Director stated that it was necessary to have votes taken for the signing of payrolls over the summer months

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from July 12, 1976."

and

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from August 9, 1976."

and

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from September 6, 1976.

The Director reported that in response to public advertising, two bids were received for the leasing of two panel trucks and one station wagon. The low bidder was Bonnell Motors, Inc., the same company as last year, and it was recommended that the contract be awarded to Bonnell Motors. On motion duly made and seconded, it was

VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for the leasing of two panel trucks and one station wagon for the Eastern Massachusetts Regional Library System during the period July 1, 1976 through June 30, 1977 at the following rates:

	<u>Monthly Lease Cost per Vehicle</u>	<u>Mileage Charge per Mile</u>
Panel Trucks	\$265.00	\$.10
Station Wagon	\$245.00	\$.10.

In response to advertising for cleaning of windows during the period July 1, 1976 through June 30, 1977, there were two bidders, and again, it was recommended that the contract be awarded to United Cleaning Company, the low bidder. On motion duly made and seconded, it was

VOTED: that there be entered into with George E. McCarron, Jr., d/b/a United Cleaning Co., 301 E Street, South Boston, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for the cleaning of windows during the period July 1, 1976 through June 30, 1977 at library buildings designated under Group II in the contract proposal, at unit prices based upon completion of installation of window grilles at buildings listed in the alternate proposal, otherwise at unit prices given in the basic contract proposal, -- the total amount in any case not to exceed one thousand one hundred nine dollars and no cents (\$1,109.00).

In response to public bidding for the second window cleaning contract, two bids were also received and again award of contract was recommended to the Boston Window and Floor Cleaning Co., the low bidder. On motion duly made and seconded, it was

VOTED: that there be entered into with Boston Window & Floor Cleaning Co., Inc., 253 Summer Street, Boston, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for the cleaning of windows during the period July 1, 1976 through June 30, 1977 at the Central Library building and at certain other library buildings designated under Group I in the contract proposal, at unit prices based upon completion of installation of window grilles at buildings listed in the alternate proposal, otherwise at unit prices given in the basic contract proposal, -- the total amount in any case not to exceed thirteen thousand nine hundred twenty dollars and no cents (\$13,920.00).

In response to public advertising for the operation and servicing of water systems associated with the Heating Ventilating and Air Conditioning System, four bids were received. Award of contract was recommended to New England System and Supply, Inc. On motion duly made and seconded, it was

VOTED: that there be entered into with New England Systems & Supply, Inc., 1542 Columbus Avenue, Roxbury, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a service contract for the operation and servicing of water systems associated with air conditioning and heating systems at various locations throughout the Library System during the period July 1, 1976 through June 30, 1977 at a total cost not to exceed two thousand one hundred dollars (\$2,100.00).

In the public advertising for the leasing of three panel trucks and three station wagons during the coming year, there were again, two bidders. The low bidder this time was Warren Coveney's Ford Sales who was also the low bidder last year. The Director noted that in the case of both motor vehicle contracts, the low bids this year were lower than last year. On motion duly made and seconded, it was

VOTED: that there be entered into with Warren Coveney's Ford Sales, Inc., 777 Washington Street, Newton, Massachusetts the lowest eligible and responsible bidder in the public bidding, a contract for leasing of three panel trucks and three station wagons during the period July 1, 1976 through June 30, 1977 at the following rates:

	<u>Monthly Lease Cost per Vehicle</u>	<u>Mileage Charge per Mile</u>
Panel Trucks	\$263.00	\$.08
Station Wagons	251.00	\$.08.

And finally, in response to public bidding, there was only one bidder for furnishing uniforms, overalls, and blazers. It was recommended that the contract be awarded to the sole bidders. The cost for this year will be approximately the same as it was last year. On motion duly made and seconded, it was

VOTED: that there be entered into with Coverall Service Co., Inc., 73 Addison Street, East Boston, Massachusetts, the sole bidder in the public bidding, a contract for the rental of uniforms, overalls, and blazers during the period July 1, 1976 through June 30, 1977 at prices per unit as follows:

Two (2) shirts, two (2) pants per man	\$1.35 per week
Two (2) overalls (per)	\$.65 per week
Two (2) dresses (per)	.65 per week
Two (2) blazers (per)	\$4.50 per week.


The Director stated that it was necessary to have a vote authorizing signatures for coverage during the absence of the Director. On motion duly made and seconded, it was

VOTED: that effective June 21, 1976 through September 13, 1976 in any absence of the Director, and Librarian, Philip J. McNiff, the name of Liam M. Kelly, Assistant Director, be substituted for that of the Director, and Librarian, in all votes taken by the Board of Trustees whenever the Director and Librarian has been authorized to accept gifts, payments made in recognition for special services rendered, and payments received for publications and prints executed under Library sponsorship which in amount are not more than two thousand five hundred dollars (\$2,500); to make authorized expenditures from principal and/or income of certain trust funds; to enter into contracts on behalf of the Board when such contracts have been authorized by the Board; and to authorize payments under contracts entered into.

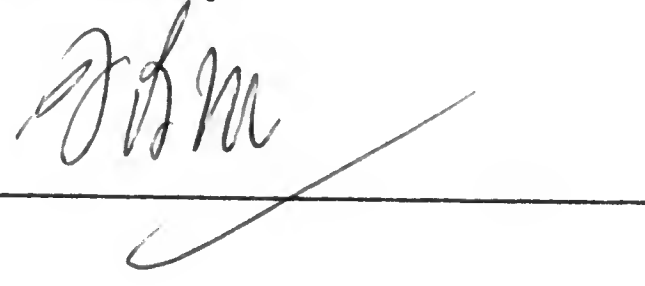
The Director reported that the City Council hearing on the Library's budget was scheduled for one o'clock on the following Tuesday. He noted that in the coming year, the Library was going to have to prepare the collection for and to staff two additional branch libraries, as well as reopen the Washington Village Branch. He said that he hopes a supplementary budget request for the Library will be supported by the Mayor and the City Council in order to cover the ongoing staffing needs as well as to permit the opening of the new branch libraries. Otherwise, the substantial cuts contained in the present budget recommendations before the City Council

may mean not opening the new branches. The Director said that he can't see weakening or reducing existing library services to open new branches. The Library is still hopeful of getting additional federal or state funds to help build the new branch collections. The Director stated that the preparation of the collection of these branches has not yet gotten underway because of the half-million dollar cutback in the Library's budget last January. A discussion followed. It was agreed that it would be useful for the Trustees to visit the new branches and the Director said that he will make the necessary arrangements.

Dissolved at 2:45 p.m.

Secretary 
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Please read, initial below, and return
to the Secretary



TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, September 17, 1976

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 5:15 p.m.

Present: Messrs Murray, Parker, Rabb, and Mrs. White, Trustees. Also present were Harold Moren of the Professional Staff Association and one other member of the public.

The President: Mr. Parker, presiding.

The minutes of the regular meetings of May 14 and June 18, 1976, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of June, July and August 1976, provided that expenditures from City Appropriation have the approval of the City Auditor:

	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>
<u>To City Appropriation</u>			
Personal Services	\$627,555.45	\$476,391.72	\$595,231.06
Contractual Services	105,661.81	145,305.00	135,270.35
Supplies and Materials	762.46	28,448.24	5,461.41
Books	28,902.27	47,122.07	103,681.62
Current Charges and Obligations	-----	158,903.38	64.50
TOTAL	\$762,881.92	\$856,170.41	\$839,708.94
<u>To Trust Funds</u>			
Personal Services	-----	-----	-----
Contractual Services	\$ 5,414.94	\$ 434.55	\$ 4,140.41
Books	9,286.81	-----	-----
Supplies and Materials	339.15	-----	-----
TOTAL	\$ 15,040.90	\$ 434.55	\$ 4,140.41
<u>To Special Appropriation</u>			
Eastern Regional Public Library System			
Books	\$161,341.61	\$ 75,814.76	\$ 49,515.68
Supplies and Materials	10,865.70	35,047.16	2,585.37
Personal Services	60,517.58	45,181.13	57,763.12
TOTAL	\$232,724.89	\$156,043.05	\$109,864.17

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of June, July and August 1976, provided that payment of bills from City Appropriation have the approval of the City Auditor:

	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>
<u>To City Appropriation</u>			
Personal Services	\$627,555.45	\$476,391.72	\$595,231.06
Contractual Services	68,269.40	248.20	63,380.07
Supplies and Materials	3,975.44	89.15	1,147.63
Books	28,902.27	47,122.07	103,681.62
Current Charges and Obligations	15,512.05	-----	-----
	-----	-----	-----
TOTAL	\$744,214.61	\$523,851.14	\$763,719.38
<u>To Trust Funds</u>			
Personal Services	-----	-----	-----
Contractual Services	\$ 5,414.94	\$ 434.55	\$ 4,140.41
Supplies and Materials	339.15	-----	-----
Books	9,286.81	-----	-----
	-----	-----	-----
TOTAL	\$ 15,040.90	\$ 434.55	\$ 4,140.41
<u>To Special Appropriation</u>			
Unliquidated Reserve	-----	-----	\$ 10.20
Eastern Regional Public Library System			
Books	\$161,341.61	\$ 75,814.76	\$ 49,515.68
Supplies and Materials	7,996.50	595.82	1,374.83
Personal Services	60,517.58	45,181.13	57,763.12
	-----	-----	-----
TOTAL	\$229,855.69	\$121,591.71	\$108,653.63

Action taken by the Committee on Finance since the last meeting of the Board was approved as follows:

On 2 July 1976

Award of contract for rental of storage space for books and other Library materials

VOTED: that there be entered into with the New England Deposit Library, 135 Western Avenue, Allston, Massachusetts, an agreement for the rental during the period July 1, 1976 through June 30, 1977 of storage space therein for books and other library materials belonging to the Boston Public Library, in accordance with the rates for storage space formally adopted by the governing board of said New England Deposit Library.

Award of contract for rental and maintenance of two-way radios

VOTED: that there be entered into with Motorola Communications and Electronics, Inc., 85 Harristown Road, Glen Rock, New Jersey, the sole bidder in the public bidding, a contract for rental and maintenance of five portable two-way radios and one multi-unit charger during the period July 1, 1976 through June 30, 1977 at a total cost not to exceed two thousand thirty-nine dollars and eighty-eight cents (\$2,039.88).

On 23 July 1976

Award of contract for supplying and delivering catalog products and services

VOTED: that there be entered into with Inforonics, Inc., 550 Newtown Road, Littleton, Massachusetts, the sole bidder in the public bidding, a service contract for supplying and delivering Marc II catalog products and services for the Eastern Massachusetts Regional Library System during the period July 1, 1976 through June 30, 1977, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said contract.

Award of contract for supplying and delivering catalog products and services

VOTED: that there be entered into with Inforonics, Inc., 550 Newtown Road, Littleton, Massachusetts, the sole bidder in the public bidding, a service contract for supplying and delivering Marc II catalog products and services during the period July 1, 1976 through June 30, 1977, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said contract.

Award of contract for cleaning of windows

VOTED: that there be entered into with Boston Window and Floor Cleaning Co., Inc., 253 Summer Street, Boston, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for the cleaning of windows during the period July 1, 1976 through June 30, 1977 at library buildings designated under Group I in the contract proposal, at unit prices based upon completion of installation of window grilles at buildings listed in the alternate proposal, otherwise at unit prices given in the basic contract proposal, -- the total amount in any case not to exceed ten thousand eight hundred twenty-five dollars (\$10,825.00).

The Director stated that it would be necessary to have a vote for the signing of payrolls.

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from October 4, 1976

Mr. Rabb asked Mr. Moren to comment on the negotiations that had been held to date with the City. Mr. Moren said that he felt that the negotiations were stalemated over two items which the library wished to exclude from an interim agreement which is necessary until a new contract can be negotiated between the two sides. Mr. Moren said that the staff was frustrated and angry over these developments in that it was their contention that the old contract remained in effect until the new contract has been negotiated. Mr. Parker pointed out, however, that this could not be the case since the last contract expired by its own terms on June 30, 1976. A discussion followed on this subject. Mr. Rabb expressed the hope that a new contract could be negotiated expeditiously since the PSA intended to have a lawyer at all future bargaining sessions.

The Director reported that in response to public advertising, only one bid was received for supplying preservation record jackets for sound archives. Insofar as this one bid was not accompanied by a bid deposit check, the bid was technically ineligible. However, since no useful purpose would be served by re-advertising, the Director recommended that the contract be awarded to the Hollinger Corporation. The library has often done business with this company, and its performance has always been satisfactory. On motion duly made and seconded, it was

VOTED: that, without publicly re-advertising for bids, a contract be entered into with The Hollinger Corporation, 3810 S. Four Mile Run Drive, Arlington, Virginia, for supplying and delivering preservation record jackets for sound archives at a total cost not to exceed four thousand two hundred ten dollars and no cents (\$4,210.00), transportation charges included.

In response to public advertising for supplies to be used in connection with data processing activities, three bids were received under GROUP B. It was recommended that the contract be awarded to the lowest bidder, Data Documents, Inc.; on motion duly made and seconded, it was

VOTED: that there be entered into with Data Documents, Inc., 160 Speen Street, Framingham, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for providing and delivering certain supplies to be used in connection with rented IBM data processing equipment as specified under GROUP B of the specifications, in a total sum not to exceed two thousand four hundred fifteen dollars and six cents (\$2,415.06).

In response to public advertising for supplies to be used in connection with data processing activities, two bids were received under GROUP C. It was recommended that the contract be awarded to the low bidder, National Electronic Card Company. On motion duly made and seconded, it was

VOTED: that there be entered into with National Electronic Card Company, 2406 National Street, High Point, North Carolina, the lowest eligible and responsible bidder in the public bidding, a contract for providing and delivering certain supplies to be used in connection with rented IBM data processing equipment as specified under GROUP C of the specifications, in a total sum not to exceed ten thousand seven hundred seventy dollars and fifty cents (\$10,770.50).

The Director reported that it was necessary for the library to enter into a lease with the Town of Andover for space to be used for the North Andover Bookmobile Center. Following discussion and motion duly made and seconded, it was

VOTED: that the Board of Trustees in charge of the Library Department of the City of Boston, acting in the name of and for the City of Boston, do hereby accept an instrument of lease by and between the TOWN OF ANDOVER, MASSACHUSETTS and the CITY OF BOSTON of the premises at the Theatre Building, #9/11 Essex Street, Andover, Massachusetts, subject to the rental, terms, agreements, conditions, and covenants set forth in said instrument of lease;

and

VOTED: that Philip J. McNiff, Director, and Librarian, of the Public Library of the City of Boston, be and hereby is authorized and directed in the name and behalf of the Board of Trustees in charge of the Library Department of the City of Boston to execute said instrument in duplicate.

The Director reported that the new Dudley Street Library Building has been accepted by the Public Facilities Department. The Library representatives have gone through the building and created a punch list. A contract has been awarded for furnishing and equipping the building. Collection development for this branch has been delayed due to a lack of funds. The Library Administration has submitted an application for LSCA funds for this purpose.

The Codman Square building has been almost completed and a contract for furniture and equipment is being prepared. Hopefully, this building will be finished by the end of the year. The same problem applies to collection development. There is a small collection in the present Codman Square Branch, but it is very inadequate compared with what we should have. If Federal funds are forthcoming for the purpose of these collections, there will still be a major problem with respect to the staff required for processing these materials, as well as in staffing these new buildings.

The Director reported that a meeting had been held recently with the architects for the new Lower Mills Branch. The schematics have been completed and the architect expects to get the go-ahead for working drawings in the near future. The present Lower Mills building has been refurbished subsequent to the fire there. The cost of these repairs was borne by the Edison Company.

The Director had no progress to report with respect to the budget. He is still hoping to get a supplementary budget approved, which will be necessary for processing new collections and staffing the new branch buildings.

A bill for increased State Aid is now before the House. The Director, along with the directors of the other headquarters libraries and the presidents of their boards, had a very good meeting with Senator Kelly prior to Senate approval, and he is hopeful that another such meeting can be arranged with Representative Finnegan, Chairman of the House Ways and Means Committee.

Msgr. Murray reported that a new Title V, which would be incorporated into the LSCA Program, has been approved by ALA. Title V would provide direct Federal Aid to major urban libraries on a per capita basis. This addition to LSCA was developed by the Urban Libraries Council.

The Director reported several new library publications, including a list of all current library periodicals, a catalog of the large print collection and a bibliography of medical books for the layperson.

Dissolved at 5:55 p.m.

Secretary

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Please read, initial below, and return to the Secretary

B.H.W.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, October 15, 1976

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 4:30 p.m.

Present: Messrs Maher, Parker, Rabb, and Mrs. White, Trustees. Also present was Harold Moren of the Professional Staff Association.

The President: Mr. Parker, presiding.

The minutes of the regular meeting of September 17, 1976, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of September 1976, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$470,447.71
Contractual Services	69,043.69
Supplies and Materials	28,958.62
Books	101,276.10
Current Charges and Obligations	<u>675.00</u>
TOTAL	\$670,401.12

To Trust Funds

Contractual Services	<u>\$ 391.15</u>
TOTAL	\$ 391.15

To Special Appropriation

Eastern Regional Public Library System

Books	\$ 77,862.22
Supplies and Materials	3,659.90
Personal Services	<u>43,072.04</u>
TOTAL	\$124,594.16

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of September 1976, provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$470,447.71
Contractual Services	117,981.68
Supplies and Materials	10,813.25
Books	101,276.10
Current Charges and Obligations	<u>31,630.25</u>
TOTAL	\$732,148.99

To Trust Funds

Contractual Services	<u>\$ 391.15</u>
TOTAL	\$ 391.15

To Special Appropriation

Eastern Regional Public Library System

Books	\$ 77,862.22
Supplies and Materials	11,413.83
Personal Services	<u>43,072.04</u>
TOTAL	\$132,348.09

Action taken:

The Director stated that it would be necessary to have a vote for the signing of payrolls.

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from November 1, 1976."

The Director reported that the Library Administration and the Professional Staff Association had come to an agreement on the terms for a new two-year contract expiring June 30, 1978. Significant in this contract is the agreement of the Professional Staff Association to forgo a salary increase for the first year of the contract. There is a reopener clause for wages for the second year. The Director summarized the significant changes in the new contract and went on to congratulate the Professional Staff Association for demonstrating a real sense of professional responsibility. He suggested that this contract might well represent a pattern for other City unions to follow.

Minutes of Meeting
Administrative Agency
October 15, 1976
p. 3.

In response to public advertising for a contract for supplying and delivering miscellaneous acid-free preservation supplies, only one bid was received.

In response to a question as to the need for this kind of material, the Director responded that the Library has got many problems due to the use of poor-pulp paper in books and manuscripts: for example, in the large collection of City Documents rescued from the old City Hall annex, many documents were pasted into poor quality notebooks and all of these need to be de-acidified and placed in acid-free folders.

Following discussion and on motion duly made and seconded, it was

VOTED: that there be entered into with The Hollinger Corporation, 3812 S. Four Mile Run Drive, Arlington, Virginia, the sole bidder in the public bidding, a contract for supplying and delivering miscellaneous acid-free preservation supplies, as specified in the specifications, at a total cost not to exceed four thousand five hundred and seventy-three dollars and no cents (\$4,573.00).

Preliminary drawings have been reviewed by the Library Administration for the new library in Lower Mills. The architect is now waiting for the approval of Public Facilities before proceeding with preliminary plans.

Members of the Library staff conducted an examination of the new Dudley Street Branch building and most of the items put on a punch list at the time have now been corrected. The building will probably be ready for occupation by the end of the year. The building being replaced is Mount Pleasant, and right now, extensive repairs would need to be undertaken to the Mount Pleasant Building if the library is to continue using it. The Director proposed that this building be closed immediately and until the Dudley Street Branch is opened to the public, special bookmobile service will be provided at Mount Pleasant. This would also permit Library staff to begin preparing the Mount Pleasant collection for use at the Dudley Street Branch.

Following discussion and on motion duly made and seconded, it was

VOTED: that effective October 22, 1976 the Mount Pleasant Branch Library shall be closed in order to prepare the book collections for use in the new Dudley Street Branch Library.

In the meeting held with Public Facilities personnel, the status of the Washington Village Branch building was reviewed. The Director noted that this branch has been closed because of the fire in the building several years ago. Several alterations still need to be made, but the Director estimated that the building can be opened early in 1977.

The Director reported that all of the documents moved out of the Old City Hall annex have now been organized and shelved on the seventh floor of the Johnson Building. The Director acknowledged the tremendous job done by several library staff people in this transfer of materials.

Several months ago, a contract was awarded to Warren Coveney's Ford Sales, Inc. for the leasing of panel trucks and station wagons. A letter received in the Business Office recently indicated that Warren Coveney's Ford Sales, Inc.

Minutes of Meeting
Administrative Agency
October 15, 1976
p. 4.

has ceased conducting business as usual and is in the process of bankruptcy proceedings. The Director read a proposed draft of a letter to the bonding company asking them to take over responsibility for insuring the terms of the contract.

A discussion followed.

Dissolved at 5:00 p.m.



Secretary

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Please read, initial below, and
return to the Secretary



TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, December 10, 1976

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 4:35 p.m.

Present: Messr Maher, Murray, Parker, Rabb, and Mrs. White, Trustees. Also present were Ms. Beverly Hall and Mr. Toby Paff, representatives of the Professional Staff Association.

The President, Mr. Parker, presiding.

The minutes of the regular meeting of October 15, 1976, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of October and November 1976, provided that expenditures from City Appropriation have the approval of the City Auditor:

<u>To City Appropriation</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>
Personal Services	\$478,764.69	\$603,819.39
Contractual Services	64,860.53	3,565.43
Supplies and Materials	19,544.94	9,264.62
Books	81,823.87	46,636.75
Current Charges and Obligations	<u> </u>	60.00
TOTAL	\$644,994.03	\$663,346.19
 <u>To Trust Funds</u>		
Contractual Services	\$ 752.85	\$ 1,932.08
Supplies and Materials	<u> </u>	480.95
Books	12,267.44	6,011.87
TOTAL	\$ 13,020.29	\$ 8,424.90
 <u>To Special Appropriation</u>		
Eastern Regional Public Library System		
Books	\$ 74,551.34	\$ 49,472.46
Supplies and Materials	11,115.54	6,273.59
Personal Services	<u>40,866.70</u>	<u>48,283.97</u>
TOTAL	\$126,533.58	\$104,030.02

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of October and November 1976, provided that payment of bills from City Appropriation have the approval of the City Auditor:

	<u>OCTOBER</u>	<u>NOVEMBER</u>
<u>To City Appropriation</u>		
Personal Services	\$478,764.69	\$603,819.39
Contractual Services	77,069.85	85,797.91
Supplies and Materials	9,925.93	28,046.99
Books	81,823.87	46,636.75
Current Charges and Obligations	<u>12,826.51</u>	<u>10,575.74</u>
TOTAL	\$660,410.85	\$774,876.78
<u>To Trust Funds</u>		
Contractual Services	\$ 752.85	\$ 1,932.08
Supplies and Materials	<u> </u>	480.95
Books	12,267.44	6,011.87
TOTAL	\$ 13,020.29	\$ 8,424.90
<u>To Special Appropriations</u>		
Eastern Regional Public Library System		
Books	\$ 74,551.34	\$ 49,472.46
Supplies and Materials	3,915.02	8,280.84
Personal Services	<u>40,866.70</u>	<u>48,283.97</u>
TOTAL	\$119,333.06	\$106,037.17

The Director stated that it would be necessary to have a vote for the signing of payrolls.

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from December 27, 1976.

The Director noted that at a previous meeting of the Board, he reported on the bankruptcy of Warren Coveney's Ford Sales Inc. Since then, this matter has been discussed with the bonding company and the Law Department of the City of Boston, and the Director stated that it was now necessary that a vote be taken to enter into an agreement with Commercial Union Insurance Company, the bonding agency for Warren Coveney's Ford Sales.

Following discussion and on motion duly made and seconded, it was

*VOTED: that, without public advertising, an Agreement be entered into with the Commercial Union Insurance Company, One Beacon Street, Boston, Massachusetts, the surety on the performance bond for the contract executed by Warren Coveney's Ford Sales, Inc., 777 Washington Street, Newton, Massachusetts, for the leasing of three panel trucks and three station wagons during the period July 1, 1976 through June 30, 1977; in which Agreement the Commercial Union Insurance Company, in the inability of Warren Coveney's Ford Sales, Inc., covenants to complete the aforementioned contract for the period October 1, 1976 through June 30, 1977, subject to the rates, terms, and provisions of said contract."

The Director reported that, subsequent to the last meeting of the Board, when a vote was taken to enter into a contract with the Faxon Company without public advertising for supplying and servicing periodicals and serials for the year 1977, a meeting was held with Mr. Peter Hiam at the Finance Commission to discuss this matter, since the Finance Commission had recommended that this contract be publicly advertised next time around. It was still the position of the Finance Commission after this meeting that this contract should be advertised for public bidding. The Director stated that, in his opinion, this was not at all desirable and more information would be sent to Mr. Hiam on this matter.

A most unfortunate situation developed in the Mattapan Branch Library recently after the oil company serving the Branch filled the tank with number six oil instead of number two. As a result of this, the branch had to be closed for several days. Hopefully, the oil company will pay for the cost of restoring the system to operating condition.

Shelving is now being installed at the Dudley Street Branch and it is planned to move the Mount Pleasant collection to the new Dudley Street Library, since there is growing concern as to the safety of materials remaining in the Mount Pleasant building. It is also planned to move the Fellowes Athenaeum materials into the Dudley Street Branch Library. It is planned to advertise for staff for the new Dudley Street Library in the coming week. Since the Trustees of the Library assumed responsibility for the Fellowes Athenaeum Library, it has been run by two employees who were on the Fellowes Athenaeum payroll at the time. There is now only one person employed in the Fellowes Athenaeum operation and he will have to be added to the City payroll.

Mr. John Benson has been asked to design a plaque which will be placed in the Lecture Hall at the Dudley Street Branch Library.

Minutes of Meeting
Administrative Agency
December 10, 1976
p. 4.

The Director reported that the Library had submitted five proposals for funds under the LSCA Title I program. There has been no response from the Bureau of Library Extension on any of these requests. A letter requesting such a response has been sent to Mr. Joyce, the Director of the Bureau, and to all members of the Board of Library Commissioners. Included in those requests was a request for \$100,000 for the purpose of buying books for the new Dudley Street and Codman Square Branch Libraries.

The Director reported that he had completed preparation of the budget request for fiscal year 1978 and had requested the approval of the Board to submit this request for funding in the amount of \$10,178,000. He pointed out that this is a smaller amount than that requested for fiscal year 1977, but it is higher than the amount approved for fiscal year 1977. He recognized that the Library must be prepared to face some reductions in this request.

The Director stated that he is still hoping to be able to increase the Library's private funding and the level of State funding so that the Library can achieve a better balanced support from City, State and private sources. Following discussion and on motion duly made and seconded, it was

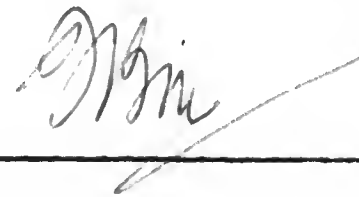
"VOTED: that the Director be authorized to submit a budget request for fiscal year 1978 in the amount of \$10,178,000."

Dissolved 5:05 p.m.



Secretary

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Please read, initial below, and return to the Secretary



TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, February 4, 1977

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 5:05 p.m.

Present: Messrs. Maher, Murray, Parker, and Mrs. White, Trustees.
Also present were Sally Beecher and John Pelose, representing the Professional Staff Association.

The President, Mr. Parker, presiding.

The minutes of the regular meeting on December 10, 1976, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of December, 1976, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$486,252.10
Contractual Services	55,898.81
Supplies and Materials	42,791.31
Books	137,060.56
Current Charges and Obligations	21.00
	<hr/>
TOTAL:	\$722,023.78

To Trust Funds

Contractual Services	\$ 1,209.44
Supplies and Materials	34.56
Books	11,713.26
Current Charges and Obligations	216.00
	<hr/>
TOTAL:	\$13,173.26

To Special Appropriations

Eastern Regional Public Library System

Books	\$ 33,045.60
Supplies and Materials	5,047.81
Personal Services	38,982.06
	<hr/>
TOTAL:	\$ 77,086.37

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of December, 1976, provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$486,252.10
Contractual Services	55,898.81
Supplies and Materials	42,791.31
Books	137,060.56
Current Charges and Obligations	<u>21.00</u>
TOTAL:	\$722,023.78

To Trust Funds

Contractual Services	\$ 1,209.44
Supplies and Materials	34.56
Books	11,713.26
Current Charges and Obligations	<u>216.00</u>
TOTAL:	\$ 13,173.26

To Special Appropriations

Eastern Regional Public Library System _____

The Director stated that it was necessary to have a vote for the authorization of the signing of the payrolls:

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from February 21, 1977."

The Director reported that it was necessary to have votes approving certain routine operating procedures during the calendar year 1977. On motion duly made and seconded, it was

"VOTED: that Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director or Louis A. Sasso, Assistant to the Director, be and hereby is authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library up to but not including the level immediately below that of the Director, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remuneration to be reported to the Trustees at their next meeting for confirmation."

"VOTED: that Philip J. McNiff, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1976-77 budget allowances, but in no case exceeding those in the budget estimates for the fiscal year 1977-78, as shall be approved by the Board of Trustees prior to June 30, 1977, said payments to be reported to the Board at its next regular meeting for confirmation."

"VOTED: that until January 1, 1978, the President, Vice President, the Director, and the Secretary of the Trustees, be and they hereby are severally authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City and any and all communications in connection with the award of contracts so voted or recommended to be so voted."

and

"VOTED: that, for the signing of checks drawn upon the petty cash checking accounts of the Library, Catherine A. Farrell, Principal Accountant, or Thomas T. McLaughlin, Assistant Principal Accountant, or Liam M. Kelly, Secretary of the Trustees, Clerk of the Corporation, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, in the order of their respective availability, be authorized to sign checks; and Philip J. McNiff, Director, or Liam M. Kelly, Secretary of the Trustees, Clerk of the Corporation, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, in the order of their respective availability be authorized to countersign checks, provided that in no instance does the same individual both sign and countersign a check."

The Director reported that, in response to advertising for book binding cloth, two bids were received, and it was recommended that a contract be awarded to the lowest bidder, a company with which the Library has done business many times in the past. In response to a question, the Director stated that the Library did not buy any binding cloth last year, and he expected that this amount of material would cover the Library's needs for about two years. On motion duly made and seconded, it was

"VOTED: that there be entered into with The Holliston Mills, Inc., Warehouse Road, Hyannis, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for supplying and delivering book binding cloth, as specified in the specifications, at a total cost not to exceed thirty-nine thousand two hundred eighty-eight dollars and eight cents (\$39,288.08)."

Minutes of Meeting
Administrative Agency
February 4, 1977
p. 4.

In response to public advertising on a contract for high-efficiency filters, four bids were received, and it was recommended that the contract be awarded to American Air Filter Co., Inc., the lowest eligible and responsible bidder. On motion duly made and seconded, it was

"VOTED: that there be entered into with American Air Filter Co., Inc., 420 Washington Street, Braintree, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering high efficiency filters, as specified in the specifications, at a total cost not to exceed six thousand four hundred dollars (\$6,400.00)."

In response to public advertising for a contract for book jacket covers, three bids were received, and it was recommended that the contract be awarded to the lowest bidder. Mr. Maher asked whether there were any manufacturers of this material within Massachusetts, and the Director stated that he did not think so. The three bidders are well-known Library supply companies. On motion duly made and seconded, it was

"VOTED: that there be entered into with Brodart, Inc., 1609 Memorial Avenue, Williamsport, Pennsylvania, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering book jacket covers, as specified in the specifications, at a total cost not to exceed seven thousand seven hundred fifty-eight dollars and no cents (\$7,758.00)."

In response to public advertising for a contract for phonograph covers, two bids were received, and the Director recommended the contract be awarded to the lowest bidder. On motion duly made and seconded, it was

"VOTED: that there be entered into with Demco Educational Corp., 2120 Fordem Avenue, Madison, Wisconsin, the lowest responsible and eligible bidder in the public bidding, a contract for supplying and delivering phonograph record covers, as specified in the specifications, at a total cost not to exceed nineteen thousand two hundred eighty-six dollars and no cents (\$19,286.00)."

The Director reported that the Library has been asked to make substantial reductions in expenditures for the remainder of fiscal year 1977. He said that the Library administration has been struggling in recent weeks to deal with this situation. Mr. Parker spoke about the overall financial situation in the City and stated that it was necessary for the Library to do its part in making possible a reduction in the overall spending within the City. He acknowledged that the Library has been working hard to maintain the best level of service, but some reduction in service would have to be made.

The Director suggested that the State Aid Program is related to this

Minutes of Meeting
Administrative Agency
February 4, 1977
p. 5.

problem and said that if the bill filed by the Massachusetts Library Association were passed, that it would provide a substantial increase for Boston. He suggested that the Board should go on record in support of this bill. Mr. Maher suggested that this was a matter in which the staff could also help. Following discussion and on motion duly made and seconded, it was

"VOTED: that the Trustees of the Public Library of the City of Boston wholeheartedly endorse and urge the approval of House Bill 2658, which was filed on behalf of the Massachusetts Library Association."

The Director reported that the Library has submitted the same group of LSCA proposals as it submitted last year to the Bureau of Library Extension. He stated that all of these proposals have merit. He recalled that a letter was sent to the head of the Bureau of Library Extension regarding the proposals as they were submitted last year. A partial response to that letter was received from Ms. Mary Burqarella at the Bureau of Library Extension. That letter showed that the total LSCA funding for Massachusetts was \$1,251,648 for FY 1976. Out of that, \$746,821 was used for administrative purposes by the Bureau of Library Extension. Of the remainder, at least \$280,512 was spent for Bureau programs.

The Director noted that the bill filed last year for an increase in State Aid was not supported by the Bureau of Library Extension. Msgr. Murray reported that Titles 4 and 5 of the LSCA legislation have been supported by the American Library Association. He pointed out that Title 5 would authorize direct payment to large urban libraries. In summary, the Director stated that the Library is facing a major task in overcoming the immediate fiscal situation, and he warned that the Library would not be able to continue to do all the things that it has been doing.

Dissolved at 5:40 p.m.

Secretary

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Please read, initial below, and
return to the Secretary

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, March 11, 1977

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 4:40 p.m.

Present: Messrs. Maher, Murray, Parker, and Mrs. White, Trustees. Also present were Toby Paff, representing the Professional Staff Association, and a member of the public.

The President, Mr. Parker, presiding.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of January, 1977, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$482,695.59
Contractual Services	67,944.10
Supplies and Materials	4,757.78
Books	62,618.87
Current Charges and Obligations	10.50
TOTAL:	\$618,026.84

To Trust Funds

Contractual Services	\$ 1,823.01
Books	8,779.10
TOTAL:	\$ 10,602.11

To Special Appropriations

Eastern Regional Library System

Books	\$ 59,021.10
Supplies and Materials	2,981.77
Personal Services	35,209.58
TOTAL:	\$ 97,212.45

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of January, 1977, provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$482,695.59
Contractual Services	94,207.51
Supplies and Materials	17,346.85
Books	62,618.87
Current Charges and Obligations	<u>10,459.66</u>
TOTAL:	\$667,328.48

To Trust Funds

Contractual Services	\$ 1,823.01
Books	<u>8,779.10</u>
TOTAL:	\$ 10,602.11

To Special Appropriations

Eastern Regional Public Library System:

Books	\$ 59,021.10
Supplies and Materials	8,940.53
Personal Services	<u>35,209.58</u>
TOTAL:	\$103,171.31

The Director stated that it was necessary to have a vote for the authorization of the signing of the payrolls:

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from March 21, 1977."

The Director reported that there has been a substantial impact in Saturday use of the Library since the Sunday closing. He expressed the hope that it would be possible to resume Sunday service in the next fiscal year.

The Director then read a news release which had been prepared to announce the cutbacks in Library service. He stated that this news release would go out to the media and the staff. He stated that the previous day the management staff, as well as the executives boards of the Professional Staff Association

Minutes of Meeting
Administrative Agency
March 11, 1977
p. 3.

and A.F.S.C.M.E., had been informed of these actions. He said that all of these people recognized the situation facing the Library and the need to take the actions proposed.

In the discussion that followed, it was agreed that the proposed news release accurately reflected the position of the Board. However, it was pointed out that in order to meet the goal of \$500,000 in savings, it would not be feasible to open the two new branches.

The Director reported that the 1978 budget recommendations have not yet been finalized by the Mayor. Meetings have been held with members of the Budget Office and Deputy Mayor Kane. The request for fiscal year 1978 includes funding for the opening of the new branches. The Director said that he was not too optimistic that the fiscal '78 budget would even equal the appropriation for fiscal '77.

The Secretary reported that he had attended a meeting of the Board of Library Commissioners on March 10. At that meeting Mr. Joyce, Director of the Bureau of Library Extension, presented his recommendations for the awarding of LSCA funds in respect to proposals submitted by libraries throughout the state. He pointed out that the Boston Public Library submitted five proposals for LSCA funding in fiscal 1976; none of these proposals was funded by the Bureau. Nor was any acknowledgment received from the Bureau with respect to any of those proposals. It was only at the time proposals were requested for fiscal '77 that the Library received a letter from the Bureau indicating that none of the proposals had been funded under fiscal '76 funds. It was decided at that time, since there was no time to prepare new proposals, that these same five proposals should be submitted for funding under LSCA fiscal '77 funds. At the meeting on March 10th, the Director of the Bureau of Library Extension recommended that only one of those proposals be funded at 50% of the total requested, i.e. \$50,000 for the purchase of materials for the new Dudley Street and Codman Square libraries, and then only on a deferred basis, pending the satisfactory re-writing of this proposal on the new forms. The total LSCA appropriation to Massachusetts is approximately \$1.25 million. Based on the recommendations of the March 10th meeting, the major portion of these funds will be spent by the Bureau of Library Extension for its own staffing and program needs.

A discussion followed during which Msqr. Murray and the Director outlined some of the changes being recommended in the LSCA legislation, which is up for renewal this year.

The Director reported that the General Library printed book catalog has been completed and is being produced for distribution throughout the Central Library and the branch system. He pointed out that the availability of this catalog

Minutes of Meeting
Administrative Agency
March 11, 1977
p. 4.

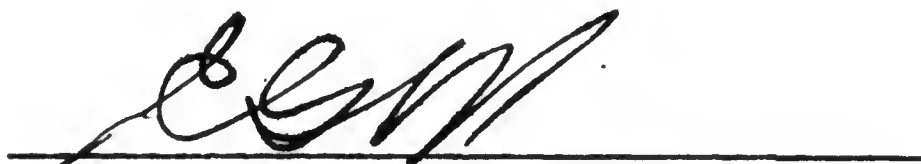
would allow staff throughout the entire system to know what books are available in the Central Library.

The Director stated that he had testified at a hearing held by the Committee on Administration on House Bill 2658, a bill that would increase state support. The per capita support would be increased from 37.5¢ to 52.5¢ under the bill. He expects that it will be reported out favorably and is cautiously optimistic that the bill will be passed. He pointed out that, while this bill would help the Boston Public Library, it is not a Boston bill.

Dissolved at 5:15 p.m.


Secretary

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Please read, initial below, and return to the Secretary



TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, April 15, 1977

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 4:50 p.m.

Present: Messrs. Murray, Parker, Rabb, and Mrs. White, Trustees. Also present was Toby Paff, representing the Professional Staff Association.

The President, Mr. Parker, presiding.

The minutes of the regular meeting of February 4, 1977, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of February, 1977, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$601,131.52
Contractual Services	72,525.67
Supplies and Materials	4,443.32
Books	128,532.18
Current Charges and Obligations	280.50
TOTAL:	\$806,913.19

To Trust Funds

Contractual Services	\$ 866.05
Books	9,182.51
TOTAL:	\$ 10,048.56

To Special Appropriations

Eastern Regional Public Library System

Books	\$ 52,489.19
Supplies and Materials	2,562.07
Personal Services	37,128.17
TOTAL:	\$ 92,179.43

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of February, 1977, provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$854,388.35
Contractual Services	88,540.56
Supplies and Materials	22,117.80
Books	128,532.18
Current Charges and Obligations	<u>14,066.29</u>
TOTAL:	\$1,107,645.18

To Trust Funds

Contractual Services	\$ 866.05
Books	<u>9,182.51</u>
TOTAL:	\$ 10,048.56

To Special Appropriation

Eastern Regional Public Library System

Books	\$ 52,489.19
Supplies and Materials	5,470.46
Personal Services	<u>37,128.17</u>
TOTAL:	\$ 95,087.82

The Director stated that it was necessary to have a vote for the renewal of a contract for the maintenance and servicing of elevators during the period July 1, 1977 through June 30, 1978. He pointed out that the Library had the option to renew this contract based on public bidding in 1975, which contained an option for renewal in 1976 and 1977. At that time, Delta Elevator was the lowest bidder at \$13,992.00 and, since that time, they have provided an excellent level of service. At no time during this period have the elevators been out of order during hours of service in the Library. Following discussion and on motion duly made and seconded, it was

"VOTED: that, without public advertising, there be entered into with Delta Elevator Service, Corporation, 50 North Beacon Street, Allston, Massachusetts, a contract for maintenance and servicing of elevators throughout the library system during the period July 1, 1977 through June 30, 1978, at a total cost not to exceed thirteen thousand nine hundred ninety-two dollars and no cents (\$13,992.00)."

The Director stated that for the past several years, premises have been leased at Taunton for the Eastern Massachusetts Regional Library System bookmobile center. The agent for this property has requested an increase in the rental of \$75 per month. The Director recommended that action be deferred in this matter. He said that, while this matter does not affect the City's budget, he did have some reservations as to the justification of this increase. He proposed to take up this matter with the agent for the property in question and stated that he would bring this matter up for reconsideration at a future meeting.

The Director recommended that a contract be entered into for the leasing of premises at North Andover for the Eastern Massachusetts Regional Library System bookmobile center. He stated that this space was very satisfactory. Following discussion and on motion duly made and seconded, it was

"VOTED: that the Board of Trustees in charge of the Library Department of the City of Boston, acting in the name of and for the City of Boston, does hereby accept an instrument of lease by and between the TOWN OF ANDOVER, MASSACHUSETTS and the CITY OF BOSTON of the premises at the Theatre Building, #9/11 Essex Street, Andover, Massachusetts, subject to the rental, terms, agreements, conditions, and covenants set forth in said instrument of lease;

and

VOTED: that Philip J. McNiff, Director, and Librarian, of the Public Library of the City of Boston, be and hereby is authorized and directed in the name of the Board of Trustees in charge of the Library Department of the City of Boston to execute said instrument in duplicate."

The Director stated that it was necessary at this time for the City to enter into contracts with several booksellers. On motion duly made and seconded, it was

"VOTED: that, without public advertising, contracts be entered into for purchase of books and certain other library materials during the period July 1, 1977 through June 30, 1978 with the following contractors, subject to the terms, agreements, and conditions set forth in said contracts:

Xerox University Microfilms
Ann Arbor, Michigan;

U.S. Historical Documents Institute, Inc.
Hollinger Corp.
Both of Arlington, Virginia;

Indiana University
Bloomington, Indiana;

The Director stated that for the past several years, premises have been leased at Taunton for the Eastern Massachusetts Regional Library System bookmobile center. The agent for this property has requested an increase in the rental of \$75 per month. The Director recommended that action be deferred in this matter. He said that, while this matter does not affect the City's budget, he did have some reservations as to the justification of this increase. He proposed to take up this matter with the agent for the property in question and stated that he would bring this matter up for reconsideration at a future meeting.

The Director recommended that a contract be entered into for the leasing of premises at North Andover for the Eastern Massachusetts Regional Library System bookmobile center. He stated that this space was very satisfactory. Following discussion and on motion duly made and seconded, it was

"VOTED: that the Board of Trustees in charge of the Library Department of the City of Boston, acting in the name of and for the City of Boston, does hereby accept an instrument of lease by and between the TOWN OF ANDOVER, MASSACHUSETTS and the CITY OF BOSTON of the premises at the Theatre Building, #9/11 Essex Street, Andover, Massachusetts, subject to the rental, terms, agreements, conditions, and covenants set forth in said instrument of lease;

and

VOTED: that Philip J. McNiff, Director, and Librarian, of the Public Library of the City of Boston, be and hereby is authorized and directed in the name of the Board of Trustees in charge of the Library Department of the City of Boston to execute said instrument in duplicate."

The Director stated that it was necessary at this time for the City to enter into contracts with several booksellers. On motion duly made and seconded, it was

"VOTED: that, without public advertising, contracts be entered into for purchase of books and certain other library materials during the period July 1, 1977 through June 30, 1978 with the following contractors, subject to the terms, agreements, and conditions set forth in said contracts:

Xerox University Microfilms
Ann Arbor, Michigan;

U.S. Historical Documents Institute, Inc.
Hollinger Corp.
Both of Arlington, Virginia;

Indiana University
Bloomington, Indiana;

Minutes of Meeting
Administrative Agency
April 15, 1977
p. 3.

The Library has followed this same practice with respect to the inspection and testing of fire alarm systems. The American Service Company has had a contract for the past two years and has done a satisfactory job. The Director recommended that this contract also be renewed for the period July 1, 1977 through June 30, 1978 at a total cost not to exceed \$3,200.00. On motion duly made and seconded, it was

"VOTED: that, without public advertising, there be entered into with American Service Co., Inc., 799 Hancock Street, Quincy, Massachusetts, a contract for the inspection and testing of fire alarm systems as well as maintaining and servicing these systems at the Central Library building and at various other locations in the Library System, as specified in the specifications, during the period July 1, 1977 through June 30, 1978 at a total cost not to exceed three thousand two hundred dollars and no cents (\$3,200.00)."

The Clerk reported that it was necessary to have a vote to award a contract without public bidding for the rental of certain data processing equipment from the IBM Corporation. He stated that, while the vote would be taken for rental of this equipment, that it might prove preferable to lease this equipment during the coming year. By leasing this equipment, the Library would accrue more equity in the hardware and might want, at a future date, to purchase some of this hardware outright. Following discussion and on motion duly made and seconded, it was

"VOTED: that there be entered into, without public advertising, with International Business Machines Corporation, 610 Lincoln Street, Waltham, Massachusetts, a contract for rental of certain data processing equipment during the period July 1, 1977 through June 30, 1978, the total rental thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

The Director stated that it was necessary to have a vote authorizing the rental of space at the New England Deposit Library. Following discussion and on motion duly made and seconded, it was

"VOTED: that there be entered into with the New England Deposit Library, 135 Western Avenue, Allston, Massachusetts, an agreement for the rental during the period July 1, 1977 through June 30, 1978 of storage space therein for books and other library materials belonging to the Boston Public Library, in accordance with the rates for storage space formally adopted by the governing board of said New England Deposit Library."

J.S. Canner & Co.
Carl Fischer, Inc.
G.K. Hall & Co.
Music Center of Boston
R.L. Polk & Co.
Standard & Poor's Corporation
Starr Book Company, Inc.
Worldwide Books, Inc.
All of Boston, Massachusetts;

Benchmark Films
Combined Book Exhibit, Inc.
Both of Briarcliff Manor, New York;

H.W. Wilson Co.
Bronx, New York;

Nathaniel Dame & Company, Inc.
General Microfilm Co.
Harvard Cooperative Society, Inc.
All of Cambridge, Massachusetts;

American Library Association
Center for Research Libraries
Commerce Clearing House, Inc.
Coronet Films
Encyclopaedia Britannica Educational Corporation
Field Enterprises Educational Corporation
International Film Bureau, Inc.
Society for Visual Education, Inc.
All of Chicago, Illinois;

H.R. Huntting Company, Inc.
Chicopee Falls, Massachusetts;

Yankee Book Peddler, Inc.
Contoocook, New Hampshire;

The Eastin-Phelan Distributing Corporation
Davenport, Iowa;

Gale Research Company
Detroit, Michigan;

Prentice-Hall, Inc.
Englewood Cliffs, New Jersey;

New Day Films
Open Circle Cinema
Both of Franklin Lakes, New Jersey;

Walt Disney Educational Materials Co.
Glendale, California

Eccentric Circle Films
Greenwich, Connecticut;

AIMS Instructional Media Service
Hollywood, California;

Reprint Distribution Service, Inc.
Kent, Connecticut;

Centron Educational Films
Lawrence, Kansas;

Sundance Paperback Distributors
Littleton, Massachusetts;

BFA Educational Media
Churchill Films, Inc.
Both of Los Angeles, California

Xerox Films, Xerox Education Publications
Middletown, Connecticut;

Select Press Book Service
Milford, New Hampshire;

Kraus-Thomson Organization Limited
Millwood, New York;

Macmillan Films, Inc.
Mount Vernon, New York;

Research Publications, Inc.
New Haven, Connecticut;

Dimondstein Book Company, Inc.
New Rochelle, New York;

ACI Films, Inc.
AMS Press, Inc.
CBS Records, Div. of Columbia Broadcasting, Inc.
Carousel Films, Inc.
Contemporary/McGraw-Hill Films
Film Images, Inc.
Garland Publishing Inc.
Grolier Educational Corp.
Impact Films
International Film Foundation
Johnson Reprint Corporation
Larousse & Company, Inc.
Learning Corporation of America
Macmillan Library Services
McGraw-Hill Book Company, a division of McGraw-Hill, Inc.
Musical Heritage Society
NBC Educational Enterprises, Inc.
National Record Plan
New Yorker Films
Peters International, Inc.
Phoenix Films, Inc.
Practicing Law Institute
Readex Microprint Corporation
Sterling Educational Films

Minutes of Meeting
Administrative Agency
April 15, 1977
p. 7.

Taylor Carlisle Bookstore, Inc.
Texture Films
Time-Life Films, Inc.
Tricontinental Film Center
Ursus Books Ltd.
Westinghouse Learning
All of New York, New York;

Lucerne Films, Inc.
North Bergen, New Jersey;

Center for Cassette Studies, Inc.
North Hollywood, California;

Royal Distributors
North Quincy, Massachusetts;

Perennial Education
Northfield, Illinois;

William Salloch
Ossining, New York;

Stechert Macmillan, Inc.
Pennsauken, New Jersey;

Eastern Book Company
Portland, Maine;

Creative Film Society
Reseda, California;

Lawyers Co-operative Publishing Co.
Rochester, New York;

West Publishing Company
St. Paul, Minnesota;

Bell & Howell, Micro Photo Division
Salisbury, Connecticut;

Pyramid Film Producers
Santa Monica, California;

Disclosure, Inc.
Silver Spring, Maryland;

Minutes of Meeting
Administrative Agency
April 15, 1977
p. 8.

The Baker & Taylor Co.
Somerville, New Jersey;

Warren Schloat Productions, Inc.
Tarrytown, New York;

Graphic Microfilm, Inc.
Waltham, Massachusetts;

Bureau of National Affairs, Inc.
National Geographic Society;

Congressional Information Service
All of Washington, D.C.

Weston Woods Studios, Inc.
Weston, Connecticut;

Connecticut Films, Inc.
Westport, Connecticut;

Wombat Films
White Plains, New York;

Colonial Williamsburg Foundation
Williamsburg, Virginia;

Brodart, Inc.
Williamsport, Pennsylvania;

Films Incorporated
Wilmette, Illinois;

Scholarly Resources, Inc.
Wilmington, Delaware;

and

Parnassas Book Service
Yarmouth Port, Massachusetts."

The Director reported that the Mayor's budget recommendation for fiscal year 1978 represents a reduction of \$400,000 over this year's reduced level of \$8.9 million. (The approved budget for fiscal 1977 was \$9.4 million.) There is a possibility that the Library will get some support from the Kirstein Committee. The Director reported that he had attended a meeting which the Mayor had called for Department Heads and, in that meeting, the Mayor emphasized that the budget will strictly adhered to. The Director pointed out that the Library had expanded service to the general public in recent years and he acknowledged that the reduced level of funding will present major problems. He pointed out that committees have been appointed to make recommendations regarding the placement and use of the new General Library Book Catalog

Minutes of Meeting
Administrative Agency
April 15, 1977
p. 9.

and he emphasized the need for the best possible organization to compensate for the reduced level of staffing. A discussion followed, during which the Director referred to the bills presently being considered that would increase federal and state aid to libraries. The Director participated in a meeting with Senator Kelly, who assured this group that his Committee will report the State Aid bill out favorably with a recommended funding not less than what was recommended by the Senate and House Administration Committee.

The Children's Books International III program is scheduled for May 15, 16 and 17. The program this year includes several distinguished artists.

Dissolved at 5:30 p.m.

Secretary

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Please read, initial below, and
return to the Secretary

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Monday, May 2, 1977

The annual meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 4:25 p.m.

Present: Messrs. Maher, Murray, Parker and Mrs. White, Trustees. Also present Sally Beecher and John Adams, representing the Professional Staff Association, and other members of the public.

The President, Mr. Parker, presiding.

The Administrative Agency then proceeded to elect viva voce its officers for the ensuing year.

First Vote for President

Mr. Maher voted present, Monsignor Murray voted for Frank B. Maher, Mr. Parker voted for Frank B. Maher, and Mrs. White voted for Frank B. Maher; and Frank B. Maher was declared elected President.

First Vote for Vice President

Mr. Maher voted for Sidney R. Rabb, Monsignor Murray voted for Sidney R. Rabb, Mr. Parker voted for Sidney R. Rabb, and Mrs. White voted for Sidney R. Rabb; and Sidney R. Rabb was declared elected Vice President.

First Vote for Clerk

Mr. Maher voted for Liam M. Kelly, Monsignor Murray voted for Liam M. Kelly, Mr. Parker voted for Liam M. Kelly, and Mrs. White voted for Liam M. Kelly; and Liam M. Kelly was declared elected Clerk.

First Vote for Clerk Pro Tem

Mr. Maher voted for Philip J. McNiff, Monsignor Murray voted for Philip J. McNiff, Mr. Parker voted for Philip J. McNiff, and Mrs. White voted for Philip J. McNiff; and Philip J. McNiff was declared elected Clerk Pro Tem.

On motion duly made and seconded, it was

- VOTED: that any member of the Board of Trustees be and hereby is authorized to sign on behalf of the Board bills, special drafts, and payrolls of the Library."

and

"VOTED: that, until the next annual meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the Director, or the Secretary of the Trustees, be and hereby is authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City of Boston 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."

The President stated that membership on Standing Committees for the ensuing year should be as follows:

BUILDINGS

Msgr. Murray, Chairman
Mr. Maher
Mr. Parker
Mr. Rabb
Mrs. White

FINANCE

Mr. Maher, Chairman
Mr. Parker
Msgr. Murray
Mr. Rabb
Mrs. White

PERSONNEL

Mr. Rabb, Chairman
Mr. Maher
Msgr. Murray
Mr. Parker
Mrs. White

The President stated that the Trustees as the appointive body must take provision at the annual meeting for hearings of Civil Service personnel when and as needed during the ensuing year. On motion duly made and seconded,

"VOTED: that we, the Trustees of the Boston Public Library, having appointive authority over the Civil Service personnel at the Library, do appoint one of our members, Frank B. Maher, Trustee, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

and

FURTHER

VOTED: that in the event of the unavailability of Frank B. Maher, Sidney R. Rabb, Trustee, is hereby authorized to conduct the above-mentioned hearings; this power to be valid only until the expiration or appointment of any member of this Board."

Minutes of Annual Meeting
Administrative Agency
May 2, 1977
p. 3.

The President then appointed Liam M. Kelly as Secretary of Committees and Philip J. McNiff as Secretary of Committees Pro Tem to serve until the next annual meeting.

Dissolved at 4:40 p.m.

Secretary

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Please read, initial below, and
return to the Secretary

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, June 23, 1977

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 4:40 p.m.

Present: Messrs. Maher, Murray, Rabb, and Mrs. White, Trustees. Also present were Dorothy Martin and Toby Paff, representing the Professional Staff Association.

The President, Mr. Maher, presiding.

Approval of expenditures for services and supplies, and of payments of bills for services and supplies was confirmed for the months of March, April and May, 1977 as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for service and supplies were authorized to be charged as follows for the months of March, April and May, 1977, provided that expenditures from City Appropriation have the approval of the City Auditor:

	<u>March</u>	<u>April</u>	<u>May</u>
<u>To City Appropriation</u>			
Personal Services	\$583,392.87	\$464,849.83	\$564,647.32
Contractual Services	76,170.97	60,924.55	63,829.82
Supplies and Materials	9,988.81	3,552.34	2,698.74
Books	83,240.58	69,729.57	217,186.51
Current Charges and Obligations	600.20	10.50	215.00
Total:	\$753,393.43	\$599,066.79	\$848,577.39
<u>To Trust Funds</u>			
Contractual Services	\$ 1,951.14	\$ 1,004.19	\$ 1,289.50
Supplies and Materials	1,706.24	678.60	596.27
Books	10,290.54	7,282.01	4,888.85
Total:	\$ 13,947.92	\$ 8,964.80	\$ 6,774.62
<u>Gifts for Current Use</u>	\$ 560.40	\$ 99.21	\$ 30.81
<u>Special Appropriations</u>	-----	-----	-----
<u>Eastern Regional Public Library System</u>			
Books	\$136,352.92	\$ 80,705.93	\$ 25,997.48
Supplies and Materials	10,590.76	5,053.73	7,165.64
Personal Services	46,148.06	36,904.93	47,491.26
Total:	\$193,091.74	\$122,664.59	\$ 80,654.38

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of March, April and May, 1977, provided that payment of bills from City Appropriation has the approval of the City Auditor:

	<u>March</u>	<u>April</u>	<u>May</u>
<u>To City Appropriation</u>			
Personal Services	\$583,392.87	\$464,849.83	\$564,647.32
Contractual Services	80,482.11	105,168.49	65,582.57
Supplies and Materials	24,134.81	40,770.19	26,128.13
Books	83,240.58	69,729.57	217,186.51
Current Charges and Obligations	3,478.00	23,442.75	168,134.58
Total:	\$774,728.37	\$703,960.83	\$1,041,679.11
<u>To Trust Funds</u>			
Contractual Services	\$ 1,634.14	\$ 1,147.19	\$ 1,288.25
Supplies and Materials	949.18	934.27	2,658.01
Books	10,290.54	7,282.01	4,888.85
Total:	\$ 12,873.86	\$ 9,363.47	\$ 8,835.11
<u>Gifts for Current Use</u>	\$ 560.40	\$ 99.21	\$ 30.81
<u>Special Appropriation</u>	-----	-----	-----
<u>Eastern Regional Public Library System</u>			
Books	\$136,352.92	\$ 80,705.93	\$ 25,997.48
Supplies and Materials	4,964.67	177,807.03	7,165.64
Personel Services	46,148.06	36,904.93	47,491.26
Total:	\$187,465.65	\$295,417.89	\$ 80,654.38

The Director stated that it was necessary to have votes for the authorization of the signing of the payrolls throughout the summer months. On motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from July 11, 1977."

and

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from August 8, 1977."

and

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from September 5, 1977."

The Director stated that it was necessary to have a vote authorizing coverage for signatures during the absence of the Director. On motion duly made and seconded, it was

"VOTED: that effective June 24, 1977 through September 12, 1977 in any absence of the Director, and Librarian, Philip J. McNiff, the name of Liam M. Kelly, Assistant Director, be substituted for that of the Director, and Librarian, in all votes taken by the Board of Trustees whenever the Director and Librarian has been authorized to accept gifts, payments made in recognition for special services rendered, and payments received for publications and prints executed under Library sponsorship which in amount are not more than two thousand five hundred dollars (\$2,500); to make authorized expenditures from principal and/or income of certain trust funds; to enter into contracts on behalf of the Board when such contracts have been authorized by the Board; and to authorize payments under contracts entered into."

The Director reviewed the budget crisis which the Library had faced midway through the fiscal year. He said he was pleased to report that the Library would meet the goal of reducing its spending for this fiscal period by \$500,000. About \$100,000 of this was saved in the heat, light and power account, the remainder in personnel accounts. He said that this substantial saving had been accompanied by considerable sacrifice by all of the staff.

On the budget for fiscal 1978, the Director said that the budget has been resubmitted to the Council. As far as the Library is concerned, the resubmitted budget remained the same. Recently, members of the Budget

Minutes of Meeting
Administrative Agency
June 23, 1977
p. 4.

Office had requested that the non-personnel budget be re-examined for the possibility of submitting a supplemental budget for the Library. The Library identified \$120,000 of absolutely necessary additional funding. The staffing pattern approved in the Mayor's budget is 511. The Director said that there was no way that this quota can accommodate the needs of the new branches, and because of the lack of personnel, the collections of these new branches will not be ready, despite the receipt of \$50,000 in federal funds. However, with the beginning of the new fiscal year, certain unfilled positions will now be filled. In some instances people have already been selected and these people will now move to these new positions. In addition, several other absolutely necessary appointments will have to be made. The new budget with respect to the personnel account will probably be \$120,000 lower than the reduced fiscal year 1976 budget.

The Director expressed the hope that new money would be forthcoming for Sunday opening in the fall. He also expressed some hope for passage of an increased state aid bill. New federal legislation has provision for the bigger urban libraries. This legislation has gone to a conference committee. There is also new federal legislation under Title IIC of the Higher Education Act which would bring some money to the Boston Public Library. This bill is also in conference committee at present.

Dissolved at 5:30 p.m.


Secretary

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Please read, initial below, and
return to the Secretary

 P. 76. ed.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Wednesday, September 14, 1977

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 5:30 p.m.

Present: Messrs. Maher, Rabb, and Mrs. White, Trustees. Also were two members of the public and a representative of the Professional Staff Association.

The President, Mr. Maher, presiding.

The minutes of the regular meetings of April 15, 1977 and June 23, 1977, as presented, were approved. The minutes of the Annual Meeting on May 2, 1977, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of June and July, 1977, provided that expenditures from City Appropriation have the approval of the City Auditor:

	<u>June</u>	<u>July</u>
<u>To City Appropriation</u>		
Personal Services	\$502,602.60	\$419,111.62
Contractual Services	91,103.19	252,694.74
Supplies and Materials	1,108.95	28,951.37
Books	138,450.30	-----
Current Charges and Obligations	10.50	48,563.04
Total:	\$733,275.54	\$749,320.77
<u>To Trust Funds</u>		
Personal Services	\$ 600.00	\$-----
Contractual Services	2,910.34	7,231.69
Supplies and Materials	200.38	-----
Books	22,890.42	3,165.84
Current Charges and Obligations	100.00	-----
Total:	\$ 26,701.14	\$ 10,397.53
<u>Gifts for Current Use</u>	\$ 62.87	\$ 32.37
<u>Eastern Regional Public Library System</u>		
Books	\$ 79,681.28	\$ 26,421.39
Supplies and Materials	12,915.92	45,250.94
Personal Services	50,203.52	45,041.76
Total:	\$142,800.72	\$116,714.09

Contract for operation and servicing of heating, ventilating, and air conditioning systems, electrical systems and equipment, as well as plumbing systems:

"VOTED: that there be entered into with Balco, Inc., 160 Charlemont Street, Newton, Massachusetts, the lowest, responsible and eligible bidder in the public bidding, a contract for the operation and servicing of heating, ventilating, and air conditioning systems, electrical systems and equipment, as well as plumbing systems, throughout the Library System during the period July 1, 1977 through June 30, 1978, at a total cost not to exceed one hundred forty-six thousand one hundred seventy-two dollars and forty-eight cents (\$146,172.48)."

CONTRACT FOR THREE PANEL TRUCKS AND THREE STATION WAGONS:

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for leasing of three panel trucks and three station wagons during the period July 1, 1977 through June 30, 1978 at the following rates:

	<u>Monthly Lease Cost per Vehicle</u>	<u>Mileage Charge per Mile</u>
Panel Trucks	\$285.00	\$.12
Station Wagons	\$265.00	\$.12."

Contract for the operation and servicing of water systems associated with air conditioning and heating systems:

"VOTED: that there be entered into with New England Systems & Supply, Inc., 1542 Columbus Avenue, Roxbury, Massachusetts, the lowest, responsible and eligible bidder in the public bidding, a service contract for the operation and servicing of water systems associated with air conditioning and heating systems at various locations throughout the Library System during the period July 1, 1977 through June 30, 1978 at a total cost not to exceed one thousand nine hundred twenty dollars and no cents (\$1,920.00)."

Contract for the cleaning of windows:

"VOTED: that there be entered into with Boston Window & Floor Cleaning Co., Inc., 253 Summer Street, Boston, Massachusetts, the lowest, responsible and eligible bidder in the public bidding, a contract for the cleaning of windows during the period July 1, 1977 through June 30, 1978 at library buildings designated under Group I of the specifications at a cost not to exceed ten thousand six hundred fifteen dollars and no cents (\$10,615.00)."

Contract for supplying and delivering MARC II Catalog Products and services:

"VOTED: that there be entered into with Inforonics, Inc., 550 Newtown Road, Littleton, Massachusetts, the sole bidder in the public bidding, a service contract for supplying and delivering Marc II catalog products and services during the period July 1, 1977 through June 30, 1978, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

Contract for supplying and delivering MARC II catalog products and services for the Eastern Massachusetts Regional Library System:

"VOTED: that there be entered into with Inforonics, Inc., 550 Newtown Road, Littleton, Massachusetts, the sole bidder in the public bidding, a service contract for supplying and delivering Marc II catalog products and services for the Eastern Massachusetts Regional Library System during the Period July 1, 1977 through June 30, 1978, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

Contract for the leasing of two panel trucks and one station wagon for the Eastern Massachusetts Regional Library System:

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for leasing of two panel trucks and one station wagon for the Eastern Massachusetts Regional Library System during the period July 1, 1977 through June 30, 1978 at the following rates:

	<u>Monthly Lease Cost per Vehicle</u>	<u>Mileage Charge per Mile</u>
Panel Trucks	\$285.00	\$.12
Station Wagons	\$265.00	\$.12."

Contract for the rental of miscellaneous uniforms:

"VOTED: that there be entered into with Coverall Service Co., Inc., 73 Addison Street, East Boston, Massachusetts, the sole bidder in the public bidding, a contract for the rental of miscellaneous uniforms during the period July 1, 1977 through June 30, 1978 at prices per unit as follows:

Two (2) shirts, two (2) pants per man	\$1.50 per week
Two (2) overalls (per)	\$1.00 per week
Two (2) dresses (per)	\$1.00 per week
Two (2) blazers (per)	\$4.50 per week."

On 31 August 1977

Contract for rental and maintenance of certain microfilm readers:

"VOTED: that there be entered into with Inforonics, Inc., 550 Newtown Road, Littleton, Massachusetts, the lowest, eligible, responsible and responsive bidder, a contract for rental and maintenance of certain microfilm readers for Central and Branch Library catalog system, as specified in the specifications under Group B, during the period August 1, 1977 through June 30, 1978, at a total cost not to exceed twenty thousand dollars and no cents (\$20,000.00)."

Vote to Reject Bids (Microfilm Readers):

"VOTED: that there be and hereby is rejected the sole bid submitted in the public bidding of July 19, 1977 for rental and maintenance of certain microfilm readers for Central and Branch Library catalog system, as specified under Group A of the specifications."

Vote for a contract for rental of certain data communications terminals during the period July 15, 1977 through June 30, 1978:

"VOTED: that there be entered into with Western Union Data Services Company, 84 Cummings Park, Woburn, Massachusetts, the sole bidder in the public bidding, a service contract for rental and maintenance of certain data communications terminals during the period July 15, 1977 through June 30, 1978 at a total cost not to exceed thirteen thousand four hundred eighteen dollars and thirty-five cents (\$13,418.35) for eleven and one-half months, the total cost for twelve months not to exceed fourteen thousand two dollars and eighty cents (\$14,002.80)."

Contract for supplying and delivering library binding end papers:

"VOTED: that there be entered into with Arcon Coating Mills Inc., 3067 New Street, Oceanside, New York, the sole bidder in the public bidding, a contract for supplying and delivering library binding end papers, as specified in the specifications, at a total cost not to exceed four thousand six hundred one dollars and seventy-one cents (\$4,601.71)."

Two contracts for miscellaneous offset paper supplies:

"VOTED: That there be entered into with The Century Paper Company, Inc., 281 Summer Street, Boston, Massachusetts, the lowest eligible, responsible, and responsive bidder in the public bidding, a contract for supplying and delivering miscellaneous offset paper supplies as specified under items numbered 2, 3, and 6 of the specifications, at a total cost not to exceed eleven thousand ninety-nine dollars and ninety cents (\$11,099.90)."

"VOTED: That there be entered into with Colonial Paper Company, 20-30 Freeport Way, Boston, Massachusetts, the lowest, eligible, responsible, and responsive bidder in the public bidding, a contract for supplying and delivering miscellaneous offset paper supplies as specified under items numbered 1, 4, 5, and 7 of the specifications, at a total cost not to exceed three thousand six hundred twenty-seven dollars and forty-three cents (\$3,627.43)."

On motion duly made and seconded:
Action to be taken was approved as follows:

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from October 3, 1977."

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for supplying and delivering one (1) Ford Station Wagon at a total cost not to exceed four thousand seven hundred dollars and no cents (\$4,700.00)."

"VOTED: that there be entered into with Autographics, Inc., 751 Monterey Pass Road, Monterey Park, California, the lowest eligible, responsible and responsive bidder in the public bidding, a contract for the rental and maintenance of certain microfilm readers for the Central and Branch Library catalog system, as specified in the specifications under Group A, during the period September 1, 1977 through June 30, 1978, the total cost not to exceed nineteen thousand four hundred sixty-four dollars and no cents (\$19,464.00)."

The Director reported that the budget for fiscal 1977-1978, as approved by the Mayor, represents a significant reduction. The Library was asked to submit a supplementary request for non-personnel items which were deemed absolutely necessary. A request for \$120,000 was submitted. Following the submission of this request, non-personnel items had been cut by the City Council in the further amount of \$110,000. Another request for supplementary budgets for personnel services will have to be submitted. The personnel staffing quota has been reduced from 593 to 511 during the last year. The Director expressed the hope that some money would be restored to personnel services accounts. He stated that the last five months of fiscal 1977 were difficult for both staff and management. The extra effort extended by everybody involved to maintain all ongoing services cannot be maintained. With the beginning of the fiscal year the Library began filling positions. Because of the need to fulfill contractual obligations, however, it frequently takes two to three months to fill any given position. Efforts are still underway to get passage of the State Aid bill which would provide some extra money for the Boston Public Library. The Director noted that in the matter of filling positions, the Library has shown concern for the pre-professionals who have completed library school and who lose their rights under the contract three months after they finish library school.

The Director reported that a serious problem continues in the matter of glass breakage in several branch libraries. It is estimated that it will take \$12,000-\$15,000 to repair all of the broken windows. The Library has been trying to get Public Facilities to undertake this repair work, but so far has not been successful. The Director emphasized the importance of maintaining these buildings in good condition in order to protect the image of the Library and of the City.

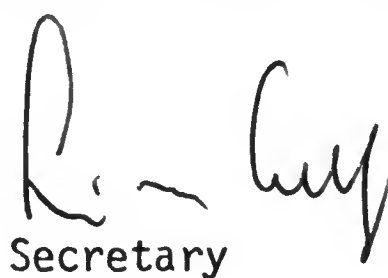
The Director outlined the new catalog program, which will consist of a printed book catalog in 64 volumes and a microfilm catalog representing books acquired by the Library since 1975 throughout the Central Library and the branch system. This new catalog, hopefully, will provide better Library information for the public and, thereby, improve Library services.

Minutes of Meeting
Administrative Agency
September 14, 1977
p. 8.

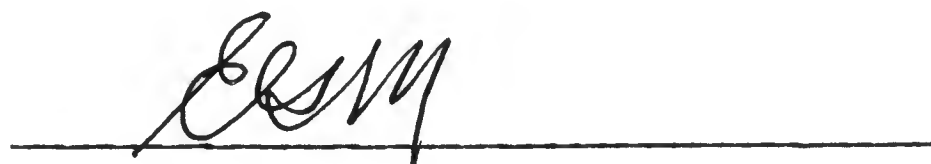
A program has been planned for Saturday evening, September 17 involving Clare Leighton and the Clare Leighton exhibition. Ms. Leighton, a distinguished print maker and author, is planning to give these materials to the Library as a gift.

On October 1 a program marking the opening of the exhibition of Italian books of the 70's is planned for the Lecture Hall. Mr. Mario Casalini and The Honorable John A. Volpe will participate in this program. The Library is also running a program on Arabic culture during this month. Discussions are being held with the Israeli Consul concerning a possible Israeli program on May 1.

Dissolved at 5:55 p.m.


Secretary

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Please read, initial below, and return
to the Secretary



TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, November 4, 1977

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in Room 327 of the Central Library at 4:15 p.m.

Present: Messrs. Maher, Murray, Parker, Rabb, and Mrs. White, Trustees. Also present were members of the public.

The President, Mr. Maher, presiding.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of September, 1977, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$443,188.40
Contractual Services	71,179.21
Supplies and Materials	13,487.62
Books	78,730.96
Current Charges and Obligations	-----
Total:	\$606,586.19

To Trust Funds

Personal Services	\$ -----
Contractual Services	1,383.88
Supplies and Materials	830.23
Books	12,116.17
Current Charges and Obligations	729.50
Total:	\$ 15,059.78

Gifts for Current Use \$ 27.88

Eastern Regional Public Library System

Books	\$ 24,886.42
Supplies and Materials	3,122.81
Personal Services	40,446.04
Total:	\$ 68,455.27

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized ot be charged as follows for the month of September, 1977, provided that payment of bills from City Appropriation has the approval of the City Auditor:

To City Appropriation

Personal Services	\$443,188.40
Contractual Services	110,615.83
Supplies and Materials	7,742.14
Books	78,730.96
Current Charges and Obligations	<u>2,972.20</u>
Total:	\$643,294.53

To Trust Funds

Personal Services	\$ -----
Contractual Services	1,383.88
Supplies and Materials	830.23
Books	12,116.17
Current Charges and Obligations	<u>729.50</u>
Total:	\$ 15,059.78

Gifts for Current Use \$ 27.88

Eastern Regional Public Library System

Books	\$ 24,886.52
Supplies and Materials	7,050.33
Personal Services	<u>40,382.79</u>
Total:	\$ 73,382.79

Unliquidated Reserve \$ 247.31

The Director noted that it was necessary to have a vote to authorize the signing of payrolls. Following discussion and on motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from November 28, 1977."

Minutes of Meeting
Corporation
November 4, 1977
p. 3.

The Director reported that in response to public advertising for a contract for supplying and delivering 100% rag, four-ply mount board, one bid was received from University Products, Inc. on motion duly made and seconded, it was

"VOTED: that there be entered into with University Products, Inc., Holyoke, Massachusetts, the sole bidder in the public bidding, a contract for supplying and delivering one hundred percent rag, four-ply mount board, as specified in the specifications, at a total cost not to exceed four thousand seven hundred sixty-six dollars and forty-eight cents (\$4,766.48)."

In response to public advertising for a contract for supplying and delivering miscellaneous print boxes, the Director recommended award of the contract to the sole bidder, Spink & Gaborc, Inc. In response to a question as to why sole bids were received, Mr. Kelly stated that these were items for which there were not many suppliers and that in the past, only one or two bids had been received for any of these contracts. The Director stated that the Library had done business with these companies in the past and was satisfied. Following further discussion and on motion duly made and seconded, it was

"VOTED: that there be entered into with Spink & Gaborc, Inc., 32 West 18th Street, New York, New York, the sole bidder in the public bidding, a contract for supplying and delivering miscellaneous print boxes, as specified in the specifications, at a total cost not to exceed six thousand five hundred seventy-five dollars and no cents (\$6,575.00)."

In response to public advertising for a contract for providing and delivering certain supplies to be used in connection with rented IBM Data Processing Equipment, only one bid was received under Group B. Three bids were received under Group A. Following discussion and on motion duly made and seconded, it was

"VOTED: that there be entered into with National Electronic Card Company, 2406 National Blvd., High Point, North Carolina, the sole bidder for Group B in the public bidding, a contract for providing and delivering certain supplies to be used in connection with rented IBM data processing equipment, as specified under GROUP B of the specifications, in a total sum not to exceed three thousand eight hundred thirteen dollars and fifty cents (\$3,813.50)."

The Director reviewed the action that had been taken with respect to closing and suspension of services as a result of the fiscal crisis in the last budget year. He noted that the short staffing situation in the branches required adoption of uniform summer hours for the branches and the continuation of these summer hours up to the present. At the direction of the Trustees the Library administration has come up with a supplementary budget of \$450,000. This would include \$100,000 for Sunday opening and \$350,000 for resumption of limited bookmobile service, staffing for the new district branch libraries at Dudley and Codman Square and resumption of library service at Washington Village.

Two hearings have been held in recent weeks on the need to resume library service to Washington Village, which has been closed as a result of a fire in the building five years ago. The Director read a letter he had received from Public Facilities concerning the proposed rental of alternate space at Washington Village. In response to a question, the Director pointed out that the question of renting or building was the responsibility of PFC and not of the Library. Three hundred persons showed up at the first hearing and 50 at the second hearing on this matter. Mr. Geoghegan and Mr. Doherty have since checked out this proposed space and have pointed out that PFC would have to make some alterations to the space in order to be suitable for library use. The Director recommended that the staff be authorized to enter into negotiations with PFC. He emphasized again that this would require additional staff and would only be possible if the supplementary budget were approved by the Mayor and the City Council. The Director noted that the restoration of bookmobile service to Savin Hill would be one of the priorities in the new bookmobile service proposal of the supplementary budget request. Pending action on the supplementary budget, the Director suggested that the Library should move ahead with negotiations with PFC. On motion duly made and seconded it was so voted.

The Director pointed out that the uniform hours of service during the summer have been continued up until now. During the past week the Library staff has finally been rebuilt to the point where the restoration of winter hours can be considered. Planning for this change of hours has included two meetings with the branch librarians. The Director agreed that the hours of opening should be adjusted to suit the neighborhoods, but pointed out that this can only be done within the available budget.

The Director reported that the Director of the Bureau of Library Extension has submitted his resignation. Some members of the present Board will probably resign before the Board of Library Commissioners is expanded within the reorganizing legislation recently signed by the Governor. Miss Alice Cahill, a long-time member of the Bureau staff, will hold the position of Acting Director until June.

Another bill to increase state aid to public libraries and the regional program has been approved by the Senate and is now before the House Ways and Means Committee. A concentrated effort has been underway to get this bill voted out favorably by the House Ways and Means Committee. This is the same bill that was pocket-vetoed by Governor Sargeant in the last days of his office. As a result, the regional program has operated on a fixed budget since 1972. The Director said that it would be most desirable to have this bill passed and funded for the second half of the fiscal year.

Minutes of Meeting
Administrative Agency
November 4, 1977
p. 5.

He noted that this bill would have direct benefits for Boston and might allow some additional positions to be reimbursed for the regional program over and above the 17 positions now funded by the program. He said that the legislation is vital to Boston, but even more important to libraries in the Central and Western regions.

Msgr. Murray noted some changes incorporated into the new LSCA legislation. A discussion followed.

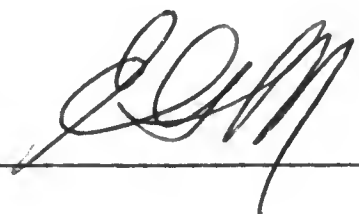
The Director pointed out that the Library has had problems with security, particularly in the branch libraries, over the past several years. He reported that a new unit has been formed by the Boston Police Department to deal specifically with security for small businesses. Mr. Doherty has written to the head of the new unit and has proposed that this unit assume responsibility for security in all branch libraries. A response has not yet been received on this proposal. Mr. Maher suggested that the Mayor be approached to see if some of the 60 new police cadets could be assigned to the Library for training purposes, at least for part of the training time. Mr. Doherty spoke about efforts by the Library to work with PFC on a proposal to deal with the problem of broken glass in the branches. A proposal has been worked out in principle, but has never really been worked out because of funding difficulties. Mr. Parker emphasized the need to establish a systematic program for dealing with this problem. A discussion followed.

Two members of the public spoke about the need to restore library service for the Savin Hill area, stressing the point that, at the present time, it is much too treacherous for people in the Savin Hill area to walk to either Uphams Corner or Fields Corner.

Dissolved at 4:55 p.m.


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Secretary

Please read, initial below and return to
the Secretary



TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, December 1, 1977

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in Room 327 of the Central Library at 10:35 a.m.

Present: Messrs. Maher, Murray, and Mrs. White, Trustees. Also present were six members of the public.

The President, Mr. Maher, presiding.

The minutes of the regular meeting on November 4, 1977, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of October, 1977, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$452,415.12
Contractual Services	61,977.82
Supplies and Materials	5,517.41
Books	<u>66,346.96</u>
Total:	\$586,257.31

To Trust Funds

Personal Services	-----
Contractual Services	\$ 962.17
Supplies and Materials	1,386.89
Books	<u>29,043.19</u>
Total:	\$ 31,392.25

Eastern Regional Public Library System

Books	\$ 34,986.53
Supplies and Materials	1,899.50
Personal Services	<u>36,926.52</u>
Total:	\$ 73,812.55

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of October, 1977, provided that payment of bills from City Appropriation has the approval of the City Auditor:

To City Appropriation

Personal Services	\$452,415.12
Contractual Services	74,620.45
Supplies and Materials	3,951.53
Books	66,346.96
Current Charges and Obligations	<u>11,787.99</u>
Total:	\$609,122.05

Trust Funds

Personal Services	\$-----
Contractual Services	962.17
Supplies and Materials	1,386.89
Books	<u>29,043.19</u>
Total:	\$ 31,392.25

Eastern Regional Public
Library System

Books	\$ 34,986.53
Supplies and Materials	5,823.79
Personal Services	<u>36,926.62</u>
Total:	\$ 77,736.84

The Director stated that it was necessary to have a vote to authorize the signing of payrolls. Following discussion and on motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from December 27, 1977."

The Director reviewed the budget for the current fiscal year with respect to the reduction that had been made in the appropriation recommended by the Mayor. He stated that this reduction has placed considerable restraints and restrictions on Library operations. Because of this situation, the Trustees had filed a supplemental budget in August requesting \$450,000 for the remainder of the fiscal year. Following meetings on this subject with the Mayor and different members of the Mayor's staff last week, that requested figure had been reduced to \$300,000 for the second half of the fiscal year. The Director then reported that he had just received a letter from the Director of the Office of Management and Budget indicating that no more than \$141,000 could be made available for Library services in this period. This money would provide no support for the re-opening of the Washington Village Library or for the positions cut from the Central Library public services budget. The Director stated that the staff in the branches has just been rebuilt to the point where winter hours could be reinstated and he recommended that this be done effective January 1. He noted that there had been some interest on the part of some branch librarians to begin winter hours before this time and he stated that he felt that it was important that the Library act as a coordinated system and not by individual branch convenience. He recommended to the Trustees that Sunday service begin on January 8 and that a scaled-down bookmobile service be instituted effective January 1 or as soon thereafter as practical, since the vehicles need to be restored to operating condition. This revised bookmobile service would concentrate on a few areas of the City, particularly Savin Hill, Readville and Georgetown, as well as Washington Village, pending the re-opening of that Library. No stops would be made at school locations and some stops near existing branches would be eliminated. The Director went on to propose that Washington Village be re-opened - possibly on a reading facility basis only - if suitable space is made available by Public Facilities and if staff is included in next year's budget. This facility has been closed for five years and there is still a strong neighborhood concern for good Library service. With respect to the two new branch libraries at Codman Square and Dudley, the Director stated that it would be desirable to open these two new facilities. He proposed that this be done on March 1 or 15, depending on what the budget re-allocation would permit. He noted that there has been a significant reduction in staffing of the Resources and Processing division, and as a result, it has not been possible to prepare full collections for either of these two new branches. There is an existing collection in the Codman Square Library, although it is inadequate for the purposes of a district Library. Both collections will require much work over the next two years. The Director recommended to the Trustees that they accept the \$141,000 proposed by the City administration and that services be implemented as he had proposed. The President reviewed the recommendations of the Director and a discussion followed. Following discussion and on motion duly made, the Trustees voted to adopt the program proposed by the Director.

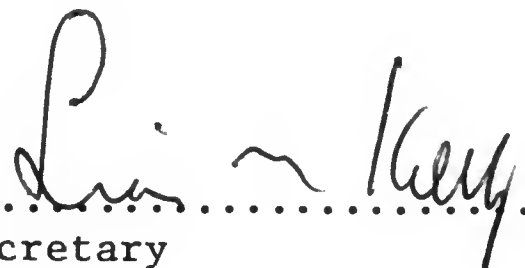
The Director reported that the bill for increased state aid was still in the House Ways and Means Committee. The State Library Association is planning to file similar legislation for the next year in case no favorable action is taken on the bill this year. The Director noted that the libraries participating in the

regional program have been operating on a fixed state aid budget for the last several years and this has resulted in severe reductions and burdens on the contracting libraries particularly. A discussion followed.

The Director announced that Mr. Louis Sasso has been recently selected to fill the position of Editor in Chief of CHOICE magazine, a book review journal published by the Association of College and Research Libraries. The Director stated that he would immediately start to seek a replacement for Mr. Sasso.

Msgr. Murray proposed that a minute be voted by the Trustees to mark the resignation of Miss Y.T. Feng from the Library staff. Following discussion and on motion duly made and seconded it was so voted.

Dissolved at 11:35 a.m.


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Secretary

Please read, initial below
and return to the Secretary

P. H. W.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, January 19, 1978

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in Room 327 of the Central Library at 10:45 a.m.

Present: Messrs. Maher, Murray and Parker, Trustees. Also present were 12 members of the public.

The President, Mr. Maher, presiding.

The minutes of the regular meeting on December 1, 1977, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of November, 1977, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$583,132.34
Contractual Services	41,676.88
Supplies and Materials	7,574.92
Books	55,918.82
Current Charges and Obligations	<u>215.00</u>
Total:	\$688,517.96

To Trust Funds

Personal Services	\$-----
Contractual Services	2,198.49
Supplies and Materials	905.01
Books	6,652.35
Current Charges and Obligations	60.00
Equipment	<u>4,700.00</u>
Total:	\$ 14,515.85

Eastern Regional Public Library System

Books	\$ 57,913.72
Supplies and Materials	3,606.79
Personal Services	<u>47,966.17</u>
Total:	\$109,486.68

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of November, 1977, provided that payment of bills from City Appropriation has the approval of the City Auditor:

To City Appropriation

Personal Services	\$583,132.34
Contractual Services	45,324.73
Supplies and Materials	11,526.78
Books	55,918.82
Current Charges and Obligations	<u>42,847.93</u>
Total:	\$738,750.60

To Trust Funds

Personal Services	\$ -----
Contractual Services	2,198.49
Supplies and Materials	905.01
Books	6,652.35
Current Charges and Obligations	60.00
Equipment	<u>4,700.00</u>
Total:	\$ 14,515.85

Eastern Regional Public
Library System

Books	\$ 57,913.72
Supplies and Materials	18,481.42
Personal Services	<u>47,966.17</u>
Total:	\$124,361.31

The Director stated it was necessary to have a vote authorizing the signing of payrolls. Following discussion and on motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from January 23, 1978."

The Director reported that the Massachusetts Envelope Company had been the low bidder for a contract for supplying and delivering miscellaneous paper envelopes, but had omitted to file a copy of the bid with the City Auditor, thereby making the bid technically invalid. It was recommended that all bids be rejected. On motion duly made and seconded, it was

"VOTED: that there be, and hereby are, rejected all bids received in the public bidding of December 13, 1977 for supplying and delivering miscellaneous paper envelopes as specified in the specifications."

The President noted that the Board had been experimenting with a new date and time for Board meetings and in this regard, he suggested that an amendment of the By-Laws be placed on the agenda for the next meeting of the Board.

The Director stated that under the new copyright law, it was necessary that signs with prescribed wording be attached to all copying machines located in public areas throughout the Library system, and that signs be placed in all locations where copying services are provided by the Library or by Library vendors. In accordance with the new copyright law, all of these signs have been placed wherever necessary. A discussion of the new copyright law followed.

The Director stated that in light of recent experiences, it would be desirable for the Board to adopt new rules and regulations governing the use of the Rare Book Room. The Director spoke about the Library's responsibility for materials maintained in the Rare Book Room and then proceeded to review the proposed rules. Following discussion and on motion duly made and seconded, it was

"VOTED: that the following rules and regulations be adopted for control and use of the Rare Book Room:

DEPARTMENT OF RARE BOOKS AND MANUSCRIPTS

In general, the Rare Book Department is open to any mature and responsible person whose research justifies the use of unusual, fragile, and irreplaceable materials. Every request is judged on its own merits. However, individuals undertaking what are in fact exercises in the techniques of research as such should not expect to use rare book materials.

The Department is open Monday through Friday from 9 a.m. till 5 p.m. and is closed on Saturday, Sunday and all federal, state and local holidays.

Reading privileges are granted subject to the following rules:

1. Readers are required to fill out a Department registration form before entering the Reading Room. Massachusetts residents must have a Boston Public Library borrower's card; non-residents must have a Boston Public Library courtesy card. Additional identification may be required, such as a driver's license, a university I.D. card, a letter of introduction from a university or research library, etc.

Rare Book Room (Continued)

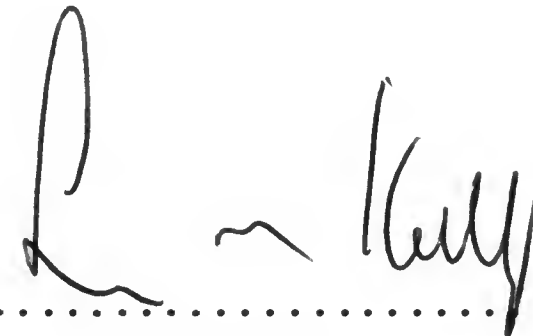
- "2. The fragile condition and irreplaceable nature of many of the books and manuscripts in the Department makes it necessary for the Library to restrict access in many instances to scholars who will be sharing their research with the general public through subsequent publication.
3. Readers are required to check with the Receptionist their coats, hats, brief cases and other personal property not essential to their work. Materials brought into the Reading Room are subject to inspection by the Department Staff.
4. A call slip must be filled out for each item to be consulted. In general, a reader will only be given one item at a time.
5. Books and manuscripts can only be consulted in the Reading Room.
6. Here, as with rare book collections elsewhere, readers are asked to handle materials with care. Pencils only are permitted for note taking. In particular, readers must not use ink or pens of any kind (fountain, ball point, felt tip, etc.), place harmful markers in books, lay books face down, or use them as writing--or resting--surfaces. Unnecessary handling, especially of manuscripts, should be avoided. For tracing of maps or illustrations special permission is required. Food or drinks are not allowed in the Library."

The Director reported that the City Council Ways and Means Committee was planning to hold a hearing on the supplementary budget at St. William's School Hall on Savin Hill Avenue, Dorchester, on Monday, January 23, 1978 at 7:30 p.m. This was being done because of the strong interest on the part of people of Savin Hill for restoration of bookmobile service and for eventual development of a new branch library in that area. The Director expressed confidence that the budget would be approved. In response to a question, the Director stated that the Dudley and Codman Libraries will be ready for opening in mid March. However, because of shortage in staff, the collections will not be nearly at the point the Library would like them to be. The Director expressed satisfaction that the supplementary budget does represent a positive step and a further commitment to Library services on the part of the City. He then reviewed branch development programs and reported that the Public Facilities Commission had recently instructed the architect for the new Lower Mills Library to proceed with working drawings. This building represents the last program in the branch libraries development program, which has been underway for several years now.

The Director reported that the repair of broken glass in branch buildings is currently in progress. Efforts are being made to get a budget increase in next year's budget that would allow the Library to take steps immediately to repair broken glass in the future, pointing out that in the present situation, the Library is dependent on the Public Facilities Commission to carry out all major repairs in the branches. The Director again decried the situation with respect to the Grove Hall building and again reviewed some of the serious problems which have never been adequately corrected. Following some questions raised by members of the public concerning the future of the Uphams Corner Library, the procedures of the Board, the Examining Committee, as well as the status of the new Lower Mills Library, the Board voted to go into Executive Session to consider a personnel matter.

The Director stated that the administration for a long time now has been concerned about the problems of dealing with matters of labor relations and industrial relations, and stated that the Library has never had any professional experts with regard to these matters on its own staff. Now that the office of the Assistant to the Director for Personnel has been vacated, he said that this seemed to be a good time to review the administration of all matters relating to personnel. Toward this goal, Miss Rosalie Lang was appointed on an interim basis to the position of Acting Assistant to the Director for Personnel. Miss Lang will not deal with any matters of a labor relations nature. Members of the Library administration have spoken with Mr. Gerald P. Reidy, who was until recently Regional Director of the U.S. Department of Labor in New England. The Director reviewed with the Board Mr. Reidy's job experience as well as his academic background. The Director recommended that Mr. Reidy be hired on an interim basis at least until the end of this fiscal year for the purpose of reviewing the Library's personnel operation and labor relations management and making recommendations to the Board and the Director with respect to these areas. The Director proposed that Mr. Reidy be reimbursed at a rate of \$27,500 per annum. In the discussion that followed, it was the feeling of the Board that Mr. Reidy ought to be responsible for the whole spectrum of industrial relations in the Library, and that his title indicate that. They also agreed that his title should not indicate that his appointment was an interim one, lest this detract from his effectiveness. Following further discussion, it was agreed that Mr. Reidy's appointment be made effective immediately.

Dissolved at 11:20 a.m.



.....
Secretary

Please read, initial below and
return to the Secretary

S. R. R.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, February 16, 1978

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 10:45 a.m.

Present: Messrs. Maher, Murray, Parker, Trustees. Also present were two members of the public.

The Chairman, Mr. Maher, presiding.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of December, 1977, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$473,938.15
Contractual Services	47,636.97
Supplies and Materials	5,368.71
Books	264,041.03
Current Charges and Obligations	<u>20,038.50</u>
Total:	\$811,023.36

To Trust Funds

Personal Services	\$ -----
Contractual Services	497.65
Supplies and Materials	956.36
Books	13,969.79
Current Charges and Obligations	<u>-----</u>
Total:	\$ 15,423.80

Eastern Regional Public Library System

Books	\$ 33,150.52
Supplies and Materials	2,695.38
Personal Services	<u>37,926.15</u>
Total:	\$ 73,772.05

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of December, 1977, provided that payment of bills from City Appropriation has the approval of the City Auditor:

To City Appropriation

Personal Services	\$473,938.05
Contractual Services	56,680.01
Supplies and Materials	24,095.35
Books	264,041.03
Current Charges and Obligations	<u>196,998.83</u>

Total: \$1,005,753.27

To Trust Funds

Personal Services	\$ -----
Contractual Services	497.65
Supplies and Materials	956.36
Books	13,969.79
Current Charges and Obligations	<u>-----</u>

Total: \$ 15,423.80

Eastern Regional Public
Library System

Books	\$ 33,150.52
Supplies and Materials	19,583.36
Personal Services	<u>37,926.15</u>

Total: \$ 90,660.03

Action taken by the Committee on Finance since the last meeting of the Board was approved as follows:

On October 21, 1977:

Contracts:

"VOTED: that there be entered into with Baird & Bartlett Company, Inc., 132 Court Street, Brockton, Massachusetts, the sole bidder in the public bidding, a contract for supplying and delivering book binders board, as specified in the specifications, at a total cost not to exceed eight thousand one hundred and sixty dollars and no cents (\$8,160.00)."

"VOTED: that there be entered into with F.W. Faxon Co. Inc., 15 Southwest Park, Westwood, Massachusetts, the lowest eligible, responsible, and responsive bidder in the public bidding, the contract for (1) supplying periodicals and serials for the year 1978, and (2) servicing the subscriptions for the individual items throughout the year as specified in the specifications and Appendix A, and subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed one hundred sixty-six thousand three hundred thirteen dollars and no cents (\$166,313.00)."

The Director stated that it was necessary to have a vote authorizing the signing of payrolls. Following discussion and on motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from February 20, 1978."

The Director stated that it was now necessary to have votes authorizing routine operating procedures during the calendar year 1978. Following discussion and on motion duly made and seconded, it was

"VOTED: that Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, be and hereby is authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library up to but not including the level immediately below that of the Director, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation."

and

"VOTED: that Philip J. McNiff, or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1977-78 budget allowances, but in no case exceeding those in the budget estimates for the fiscal year 1978-79, as shall be approved by the Board of Trustees prior to June 30, 1978, said payments to be reported to the Board at its next regular meeting for confirmation."

and

"VOTED: that until June 30, 1978, the President, Vice President, the Director, and the Secretary of the Trustees, be and they hereby are severally authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City and any and all communications in connection with the award of contracts so voted or recommended to be so voted."

and

"VOTED: that, for the signing of checks drawn upon the petty cash checking accounts of the Library, Catherine A. Farrell, Principal Accountant, or Thomas T. McLaughlin, Assistant Principal Accountant, or Liam M. Kelly, Secretary of the Trustees, Clerk of the Corporation, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, in the order of their respective availability, be authorized to sign checks; and Philip J. McNiff, Director, or Liam M. Kelly, Secretary of the Trustees, Clerk of the Corporation, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, in the order of their respective availability be authorized to countersign checks, provided that in no instance does the same individual both sign and countersign a check."

The Director reported that the Library closed at 5:00 p.m. on Monday, February 6, due to the storm emergency. The Library reopened on Monday, February 13 at 9:00 a.m. for business as usual. During the week, several staff people were on hand to keep sidewalks plowed and to keep various building problems under scrutiny. The Director stated that those people who did come into the Library during this period had done a first class job and he recommended that all of them be commended for their work. The President proposed that the Director write to each of these people individually to inform them of the action taken by the Board in this matter. The Director cited the people who had come to the Library during this period. Following further discussion and on motion duly made and seconded, it was

"VOTED: that those people who worked in the Library during the storm emergency be individually cited by the Director for their dedication; the names of the individuals to be so cited are as follows: Brian Brazil, Arthur Burke, William Chisholm, Henry Clarke, John Coleman, Joseph Competiello, Thomas Daly, John Devlin, Richard Early, William Ezekiel, James Galvin, John Galvin, John Geary, Richard Greene, Edward Hansbury, Brian Hartin, Fredrick Herr, William Howard, Stanley Kielczewski, Philip LaFauci, William Leahy, Raymond Leary, Mitchell Lyons, Wallace Maxwell, Robert McGovern, Margarita Melendez, Edward Myers, Patrick O'Hara, Mario Paolini, Joseph Sarro, Stephen Simpson, Stephen Stack, John Varner, Julio Velazco, Leo Walsh, Larry Warren, Judith Watkins, John Wentworth, Connie Yee."

The Director said that he wished to propose a waiver of all fines for materials overdue up until March 15 because of the problems created by the snow emergency. He proposed that the Library take this opportunity to introduce a complete amnesty period for all materials, regardless of when they were due, and it would not be possible to institute such a program unless the Library waived

Minutes of Meeting
Administrative Agency
February 16, 1978
p. 5.

finishes up through the March 15 date. The Trustees agreed that this would be a useful program to pursue.

The Director then reported on a voluntary program that had been instituted in the branches beginning Monday, February 13, in cooperation with the Boston School Department. Since schools were unable to resume classes that day, this cooperative program was planned to enable children in the neighborhoods to have a meaningful activity in the absence of regular classes. This program consisted of essay writing, reading and drawing.

The Director reported that the supplemental budget for fiscal year 1978 had finally been approved by the City Council. As a result, Sunday opening will resume on February 19 and winter hours will be resumed at the branches beginning February 21. The Director was unable to give specific details for the reinstatement of bookmobile service and the opening of the new branch libraries. He said that these dates had been delayed because of the storm.

The Professional Staff Association contract was presented to the President for his signature. Mr. Adams, representing the Professional Staff Association, expressed the pleasure of the Association that the contract had finally been signed.

The Director reported that there had been some flooding in the new Dudley Street Library during the storm emergency. However, there was very little damage to the book collection.

The Director said that he had just had a telephone call from Mr. Victor Hagan, Director of the Public Facilities Commission, regarding the use of the old firestation on Harvard Avenue for the Allston Branch Library. The Director stated that this had been proposed several times in the past and has always been rejected by the Library because the location is not desirable for Library purposes.

A proposal has been received from the Bureau of Library Extension relating to Library service to non-residents. The Board is proposing to allocate \$150,000 to reimburse participating libraries for their service. Grants under this program range from \$2,000-10,000. The Director stated that this proposal raises several policy questions and he recommended that consideration of this matter be tabled until sometime after the new Board has taken office.

The Director reported that he had been asked to testify at a public hearing regarding a White House Conference on the Arts and Humanities, and he had just received a letter from Mr. Joseph Duffy, head of the National Endowment for the Humanities, thanking him for his testimony.

The Director stated that some progress has been made in Washington, D.C. in regard to the Title IIC program of the Higher Education Act. This program is intended to provide grants for research libraries. It has now been decided that only 20 grants will be made under the program. The Library is planning to submit a grant proposal under this program, and at the last meeting of the Boston Library Consortium, the directors of the Consortium voted to endorse this program being proposed by the Boston Public Library.

Minutes of Meeting
Administrative Agency
February 16, 1978
p. 6.

This proposal will be directed at the improvement of access to the Research Library catalog.

Mr. Saklad requested the help of the Trustees in facilitating access to public information that is available under the open meeting law and the freedom of information law. Mr. John Adams, representing the Professional Staff Association, commended the Library administration on the handling of the snow emergency. The President proposed that the Board go into executive session to discuss a personnel matter. On motion duly made and seconded, it was so voted.

The Director stated that salary increases have been negotiated and approved for staff in both bargaining units. For this reason, he proposed that increases be approved for the people in the management category. The salary increase approved under both contracts consisted of a \$300.00 bonus and a \$300.00 increase in salary. He recommended a salary increase of \$750.00 for the people in the management category. However, he went on to say that he did not feel that it was appropriate for the people in the top management positions to be included in the management salary scales and he said that he would propose taking these positions out of the salary scales after the beginning of the next fiscal year. In the discussion of these matters, the Board felt that this was desirable and that it ought to be done at the present time. The Director was requested to propose adjustments to the salaries of top management positions at the next meeting. The salary increases for the rest of management were approved as proposed.

Dissolved at 11:35 a.m.


.....
Secretary

Please read, initial below, and return to the Secretary



TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, March 27, 1978

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 3:35 p.m.

Present: Messrs. Maher, Murray, Parker, and Mrs. White, Trustees.
Also present were members of the public.

The Chairman, Mr. Maher, presiding.

The minutes of the regular meetings of January 19 and February 16, 1978, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of January, 1978, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$596,351.73
Contractual Services	94,257.93
Supplies and Materials	6,837.80
Books	56,519.06
Current Charges and Obligations	<u>11,873.30</u>
Total:	\$765,839.92

To Trust Funds

Contractual Services	\$ 2,699.00
Supplies and Materials	47.39
Books	9,128.09
Equipment	<u>1,985.00</u>
Total:	\$ 13,859.48

Eastern Regional Library System:

Books:	\$ 92,194.05
Supplies and Materials	2,034.95
Personal Services	<u>47,193.52</u>
Total:	\$141,422.52

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of January, 1978, provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$596,351.73
Contractual Services	85,736.96
Supplies and Materials	29,984.82
Books	56,159.06
Current Charges and Obligations	<u>17,165.00</u>
Total:	\$785,397.57

To Trust Funds

Contractual Services	\$ 2,699.00
Supplies and Materials	47.39
Books	9,128.09
Equipment	<u>1,985.00</u>
Total:	\$ 13,859.48

Eastern Regional Library System

Books	\$ 92,194.05
Supplies and Materials	5,340.13
Personal Services	<u>47,193.52</u>
Total:	\$144,727.70

The Director stated that it was necessary to have votes taken authorizing the signing of the payrolls. Following discussion and on motion duly made and seconded, it was

- "VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from March 20, 1978."
- and
- "VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from April 17, 1978."

The Director reported that in response to public advertising for a contract for supplying and delivering miscellaneous paper envelopes, two bids were received. It was recommended that the contract be awarded to the low bidder, Massachusetts Envelope Company. Following discussion and on motion duly made and seconded, it was

"VOTED: that there be entered into with Massachusetts Envelope Company, 30 Cobble Hill Road, Somerville, Massachusetts, the lowest eligible and responsible bidder in the public bidding a contract for supplying and delivering miscellaneous paper envelopes, as specified in the specifications, at a total cost not to exceed four thousand two hundred twenty-seven dollars and fifty-two cents (\$4,227.52)."

The Director proposed that changes be made to the By-Laws with respect to the scheduling of Trustees meetings. He proposed that Article V, Section 1, paragraph two be changed to read as follows: "Meetings of the Corporation shall be held bimonthly from September through June, inclusive." He also proposed that Article V, Section 3 be revised to read as follows: "All meetings of the Corporation shall be held in the Central Library building, unless otherwise voted by the Corporation." Following discussion and on motion duly made and seconded, it was voted to make these revisions. These revised By-Laws follow.

REVISED

BY-LAWS

OF THE TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

AS AN ADMINISTRATIVE AGENCY OF THE CITY OF BOSTON

ARTICLE I.

Offices

Section 1. The offices of the Trustees shall be in the Central Library building at 230 Dartmouth Street, Copley Square, City of Boston, County of Suffolk, Commonwealth of Massachusetts.

ARTICLE II.

Board of Trustees

Section 1. The Board of Trustees is constituted of five Trustees appointed by the Mayor of the City of Boston for terms of five years each, with terms expiring on April 30th of successive years.

Section 6. Standing or temporary committees may be appointed from time to time by the Board from its own membership, and the Board may from time to time invest such committees with such powers as it may see fit, subject to such conditions as may be prescribed by such Board. All committees shall report on their activities to the Board at its next meeting.

ARTICLE V.

Meetings of the Board

Section 1. The annual meeting of the Board of Trustees shall be held on the first Monday of May in each year.

Meetings of the Corporation shall be held bi-monthly from September through June, inclusive.

Special meetings shall be held when and as necessary. They shall be called by the Secretary whenever directed by the President in writing, or requested in writing by two Trustees.

Section 2. Written notice of all regular and all special meetings shall be sent by mail postpaid to each Trustee not less than three days before the meeting.

Section 3. All meetings of the Corporation shall be held in the Central Library building, unless otherwise voted by the Corporation.

Section 4. Three Trustees shall constitute a quorum to do business.

ARTICLE VI.

Order of Business

Section 1. The order of Business at the stated meetings of the Board other than the annual meeting shall be as follows:

1. Approval of the record of proceedings of the previous meeting.
2. Confirmation of action taken in representation of the Board by the Director, as duly authorized by the Board.

Minutes of Meeting

Administrative Agency

March 27, 1978

p. 7.

3. Report of standing or temporary committees of the Trustees that shall have been appointed by the Board, and confirmation of action taken by such committees.
4. Receipt of communications from the City Government or any branch thereof.
5. Business required by law or by ordinance.
6. Unfinished business.
7. Report by the Director.
8. Miscellaneous business.

ARTICLE VII.

Library Officers

Section 1. The officers of the Library shall be a Director and such additional officers as the Board of Trustees shall deem necessary and expedient, who shall exercise such powers and perform such duties as shall be determined from time to time by the Board of Trustees.

Section 2. The general administration of the Library and its affairs shall be delegated to the Director, in accordance with the policies set by the Board of Trustees and subject to his direct responsibility to the Board of Trustees. The Director shall perform the duties usually appertaining to the position, and such additional duties in furtherance of the interests of the Library as may be requested of him by the Board of Trustees. He shall have power to sign or countersign all checks, certificates, contracts, and other instruments of the Board of Trustees as duly authorized by the Board.

Section 3. The officers of the Library shall perform the duties usually appertaining to their positions, and such additional duties in furtherance of the interests of the Library as may be requested to them, under the general direction of the Director.

The Clerk reported on the Finance Commission investigation. The position of the Library with respect to the delinquency file has been supported by the Supervisor of Public Records. This position is that it would constitute an invasion of privacy for the Library to release names of those on the delinquency file to other agencies. Another request has been recently received from the Finance Commission for a variety of statistical information on the delinquency file. Some of this information can be created by special computer runs using existing programs. In order to generate other information, new programs would have to be written. In the discussion that followed, the Board members agreed that the information should be provided, and that any costs involved in doing this should be borne by the Finance Commission. It was suggested that Mr. Kelly meet with Mr. Bruce Einhorn, investigator for the Finance Commission, to review the items in question.

The Director reported that the Library has been planning to upgrade its computer installation. Mr. Kelly reported that there were several needs that have been identified with respect to present computer operations which cannot be met by present machinery. Among these needs is the need to check delinquent borrowers against the delinquency file at the point of checkout. Another is the need to identify reserve books at the point that a book is returned to the Library. Another need is in the area of acquisitions. In speaking about these functions, Mr. Kelly pointed out that they would strengthen the Library's control of the total circulation process and at the same time allow the Library to provide better service to users. The proposed upgrading will mean the replacement of the existing 360/20 configuration with another IBM machine, System 3, Model 15. Much of the present peripheral equipment will be retained. The cost of this upgraded installation will be approximately the same as what the Library is presently paying.

The Director reported that, despite a shortage of staff over the past 18 months, the Library has been gradually preparing the collection for the new Dudley Branch Library. With the passage recently of the supplemental budget, it has been possible to add the necessary staffing for the new branches. The Dudley and Codman libraries are now ready to be opened, and this will allow the Library to finally implement fully the district library concept which has been intended to decentralize the administration of the total branch system. The Director pointed out that the Library did receive half of the money requested from the Bureau of Library Extension under the LSCA program. This provided \$50,000 for the purchase of materials for Codman and Dudley. With the addition of duplicates from the Central Library and the new large print collections, it is now planned to open Dudley on Monday, April 3, and the new Codman branch on the following Monday, April 10, 1978. Tentative dates for dedication of these libraries have been set as April 18 or 19 for Dudley, and May 9 or 11, 1978 for the Codman library. The Director also noted that a program for building a new library at Lower Mills has been included in the City's capital improvements budget and is now moving ahead.

The Director stated that there has been renewed interest in having the Allston Branch Library moved to the old fire station on Harvard Avenue. He recalled that the Board has already voted against this move several times in the past, and he said that he still feels that the Library should continue to look for a new first floor location between Commonwealth Avenue and Brighton Avenue. Following further discussion, the Board agreed that this solution should still be pursued.

ARTICLE VIII.

The Library Service

Section 1. Entrance into the library service shall be by such procedures as may be established by the Board of Trustees.

Section 2. Salaries and wages of all employees shall be fixed by the Board.

Section 3. Vacations and leaves of absence shall be granted to full-time employees of the Library in accordance with the regulations of the Board governing vacations and leaves of absence currently in effect.

Section 4. Employees shall report at their scheduled hour of work at their posts and shall remain there during the hours of their regular duty.

Section 5. No allowance shall be made for absence from duty except as above provided.

Section 6. The Director shall have power to suspend, with loss of pay, any employee until the first succeeding meeting of the Board.

Section 7. Solicitation on library premises by employees or by members of the public for any purpose whatsoever shall not be permitted, except by vote of the Board.

Section 8. Any violation or neglect of the regulations prescribed by the Board shall be cause for dismissal.

ARTICLE IX.

By-Laws

Section 1. All previous By-Laws are hereby repealed.

Section 2. By-Laws may be amended by vote of a majority of the Board at any meeting of the Board of Trustees, the notice for which shall state that amendments will be proposed.

Minutes of Meeting
Administrative Agency
March 27, 1978
p. 10

The Director reported that the Library would soon be in the position to replace part of the General Library catalog with the book catalog, which will be supplemented by a catalog on COM output microfilm. At the time this change is made, the Catalog Information Service will be moved from the second floor to the first floor. Copies of this book catalog and the microfilm supplement will be placed in all branches. A special COM output microfilm catalog, representing the Dudley collection, will be available in the Dudley Branch Library on the opening day, in addition to the General Library union catalog on microfilm.

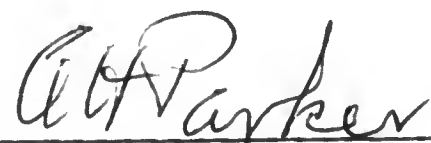
The Director reported that a series of special programs were being planned in cooperation with the Spanish Consul in Boston during the month of April.

The Director reported considerable interest by the media in the recent arrests of homosexuals in the Central Library. He said that his position was that this is a matter for the police, since the patrol of public buildings properly belongs to the police. Several members of the public representing the "gay community" expressed concern at the methods used by the police in the recent arrests in the Library, and they requested that members of the Board meet with them to help stop "massive abuse of personal rights." The President of the Board replied that this matter is in the hands of the Police Department and the courts.

Dissolved at 4:25 p.m.


.....
Secretary

Read, initial below, and please
return to the Secretary



TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Monday, May 1, 1978

The annual meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 10:30 a.m.

Present: Messrs. Maher, Murray and Parker, and Mrs. White, Trustees. Also present were members of the public.

The President, Mr. Maher, presiding.

The Administrative Agency proceeded to elect viva voce its officer for the ensuing year.

First Vote for President

Monsignor Murray voted for Frank B. Maher, Mr. Parker voted for Frank B. Maher, Mr. Maher voted for Monsignor Murray, and Mrs. White voted for Frank B. Maher; and Frank B. Maher was declared elected President.

First Vote for Vice President

Monsignor Murray voted for Sidney R. Rabb, Mr. Parker voted for Sidney R. Rabb, Mr. Maher voted for Sidney R. Rabb, and Mrs. White voted for Sidney R. Rabb; and Sidney R. Rabb was declared elected Vice President.

First Vote for Secretary

Monsignor Murray voted for Liam M. Kelly, Mr. Parker voted for Liam M. Kelly, Mr. Maher voted for Liam M. Kelly, Mrs. White voted for Liam M. Kelly; and Liam M. Kelly was declared elected Secretary.

First Vote for Secretary Pro Tem

Monsignor Murray voted for Philip J. McNiff, Mr. Parker voted for Philip J. McNiff, Mr. Maher voted for Philip J. McNiff, Mrs. White voted for Philip J. McNiff was declared Secretary Pro Tem.

On motion duly made and seconded, it was

"VOTED: that any member of the Board of Trustees be and hereby is authorized to sign on behalf of the Board bills, special drafts, and payrolls of the Library."

"VOTED: that, until the next annual meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the Director, or the Secretary of the Trustees, be and hereby is authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City of Boston 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."

The President stated that membership on Standing Committees for the ensuing year should be as follows:

<u>BUILDINGS</u>	<u>FINANCE</u>	<u>PERSONNEL</u>
Msgr. Murray, Chairman	Mr. Parker, Chairman	Mr. Rabb, Chairman
Mr. Maher	Mr. Maher	Mr. Maher
Mr. Parker	Msgr. Murray	Msgr. Murray
Mr. Rabb	Mr. Rabb	Mr. Parker
Mrs. White	Mrs. White	Mrs. White

The President stated that the Trustees as the appointive body must take provision at the annual meeting for hearings of Civil Service personnel when and as needed during the ensuing year. On motion duly made and seconded, it was

"VOTED: that we, the Trustees of the Boston Public Library, having appointive authority over the Civil Service personnel at the Library, do appoint one of our members, Frank B. Maher, Trustee, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

and
FURTHER

VOTED: that in the event of the unavailability of Frank B. Maher, Sidney R. Rabb, Trustee, is hereby authorized to conduct the above-mentioned hearings; this power to be valid only until the expiration or appointment of any member of this Board."

The President then appointed Liam M. Kelly as Secretary of Committees and Philip J. McNiff as Secretary of Committees Pro Tem to serve until the next annual meeting.

Votes were taken authorizing routine operating procedures during the ensuing year. On motion duly made and seconded, it was

"VOTED: that, until the next annual meeting, Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, be and hereby is authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library up to but not including the level immediately below that of the Director, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation."

and

"VOTED: that, until the next annual meeting, Philip J. McNiff, or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1978-79 budget allowances, but in no case exceeding those in the budget estimates for the fiscal year 1979-80, as shall be approved by the Board of Trustees prior to June 30, 1979, said payments to be reported to the Board at its next regular meeting for confirmation."

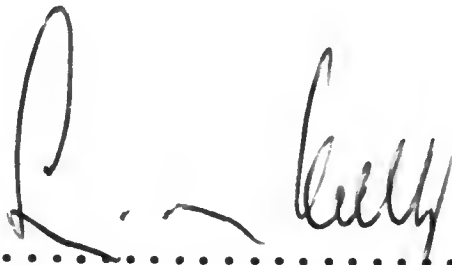
and

"VOTED: that, until the next annual meeting, the President, Vice President, the Director, and the Secretary of the Trustees, be and hereby are severally authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City and any and all communications in connection with the award of contracts so voted or recommended to be so voted."


and

"VOTED: that, until the next annual meeting, for the signing of checks drawn upon the petty cash checking accounts of the Library, Catherine A. Farrell, Principal Accountant, or Thomas T. McLaughlin, Assistant Principal Accountant, or Liam M. Kelly, Secretary of the Trustees, Clerk of the Corporation, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, in the order of their respective availability, be authorized to sign checks; and Philip J. McNiff, Director, or Liam M. Kelly, Secretary of the Trustees, Clerk of the Corporation, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, in the order of their respective availability be authorized to countersign checks, provided that in no instance does the same individual both sign and countersign a check."

Dissolved at 10:35 a.m.


.....
Secretary

Please read, initial below, and return
to the Secretary



TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, May 1, 1978

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 10:35 a.m.

Present: Messrs. Maher, Murray, Parker, and Mrs. White, Trustees.
Also present were members of the public.

The Chairman, Mr. Maher, presiding.

The minutes of the regular meeting of March 27, 1978, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of February and March, 1978, provided that expenditures from City Appropriation have the approval of the City Auditor:

	<u>February</u>	<u>March</u>
<u>To City Appropriation</u>		
Personal Services	\$486,411.65	\$488,427.28
Contractual Services	78,587.34	81,932.63
Supplies and Materials	43,070.02	13,004.44
Books	15,814.19	109,308.40
Current Charges and Obligations	21.00	10.50
Total:	\$623,904.20	\$692,683.25
<u>To Trust Funds</u>		
Contractual Services	\$ 1,495.79	48.33
Supplies and Materials	4,151.90	4,440.20
Books	2,191.55	1,556.68
Current Charges and Obligations	2,775.00	-----
Total:	\$ 10,614.24	\$ 6,045.21
<u>Eastern Regional Public Library System</u>		
Books	\$ 12,621.34	\$111,359.20
Supplies and Materials	4,281.28	14,268.88
Personal Services	36,855.05	36,515.29
Total:	\$ 53,757.67	\$112,143.37

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of February and March, 1978, provided that payment of bills from City Appropriation have the approval of the City Auditor:

	<u>February</u>	<u>March</u>
<u>To City Appropriation</u>		
Personal Services	\$486,411.65	\$488,427.28
Contractual Services	103,750.58	110,575.32
Supplies and Materials	10,501.63	39,099.05
Books	15,814.19	109,308.40
Current Charges and Obligations	<u>5,176.79</u>	<u>25,774.81</u>
Total:	\$621,654.84	\$773,154.86
<u>To Trust Funds</u>		
Contractual Services	\$ 1,495.79	48.33
Supplies and Materials	4,151.90	4,440.20
Books	2,191.55	1,556.68
Current Charges and Obligations	<u>2,775.00</u>	<u>-----</u>
Total:	\$ 10,614.24	\$ 6,045.21
<u>Eastern Regional Public Library System</u>		
Books	\$ 12,621.34	\$111,359.20
Supplies and Materials	7,009.53	6,153.11
Personal Services	<u>36,855.05</u>	<u>36,515.29</u>
Total:	\$ 56,485.92	\$154,027.60

The Director stated that it was necessary to have a vote authorizing the delegation of the signing of payrolls for the Library. On motion duly made and seconded, it was:

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from May 15, 1978."

Minutes of Meeting
Administrative Agency
May 1, 1978
p. 3.

The Director reported that in response to public advertising for a contract for ALA Revised Interlibrary Loan Request Forms, five bids were received and it was recommended that the contract be awarded to the low bidder, Bro-Dart, Inc. On motion duly made and seconded, it was

"VOTED: that there be entered into with Bro-Dart, Inc. 1609 Memorial Ave., Williamsport, Pennsylvania, the lowest responsible and eligible bidder in the public bidding, a contract for supplying and delivering ALA Revised Interlibrary Loan Request Forms, as specified in the specifications, at a total cost not to exceed two thousand nine hundred ninety-one dollars and no cents (\$2,991.00)."

The Director reported that in response to public advertising for a contract for music portfolios, only bid was received, that from Chaspec Manufacturing Co., Inc. Even though there was only one bid, this was considered to be reasonable in price and the Director recommended that a contract be entered into with Chaspec Manufacturing Company, Inc. Following discussion and on motion duly made and seconded, it was:

"VOTED: that there be entered into with Chaspec Manufacturing Co., Inc., 375 Fairfield Avenue, Stamford, Connecticut the sole bidder in the public bidding, a contract for supplying and delivering music portfolios, as specified in the specifications, at a total cost not to exceed six thousand four hundred and fifty dollars and no cents (\$6,450.00)."

The Director recommended that a contract for the rental and maintenance of five portable two-way radios and one multi-unit charger be entered into with Motorola Communications and Electronics, Inc. The present contract provides the option for renewal as of July 1, 1978 at the original bid price. At the end of this fiscal year, the Library will acquire ownership of these items under the terms of the original bid. Following discussion and on motion duly made and seconded, it was:

"VOTED: that, without public advertising, there be entered into with Motorola Communications and Electronics, Inc., 85 Harristown Road, Glen Rock, New Jersey, a contract for rental and maintenance of five portable two-way radios and one Multi-unit charger during the period July 1, 1978 through June 30, 1979 at a total cost not to exceed two thousand thirty-nine dollars and eighty-eight cents (\$2,039.88)."

Minutes of Meeting
Administrative Agency
May 1, 1978
p.4.

The Director recommended that a contract be entered into for the lease of premises at Taunton for the Eastern Massachusetts Regional Library System Bookmobile Center. These are the present Eastern Region premises, and should be retained until more suitable space is available in Taunton. Following further discussion and on motion duly made and seconded, it was:

"VOTED: that the Board of Trustees in charge of the Library Department of the City of Boston, acting in the name of and for the City of Boston, does hereby accept an instrument of lease by and between ERNEST M. HELIDES, TRUSTEES, AS HE IS TRUSTEE OF THE HELIDES REALY TRUST and the CITY OF BOSTON of the premises, street floor and basement storage space, situated at 6 Weir Street, Taunton, Massachusetts, subject to the rental, terms, agreements, conditions, and covenants set forth in said instrument of lease;

and

VOTED: that Philip J. McNiff, Director, and Librarian, of the Public Library of the City of Boston, be and hereby is authorized and directed in the name and behalf of the Board of Trustees in charge of the Library Department of the City of Boston to execute said instrument in duplicate."

The Director also recommended that a contract for the lease of premises at North Andover for the Eastern Massachusetts Regional Library System Bookmobile Center be entered into. These are also the present premises. Following discussion and on motion duly made and seconded, it was:

"VOTED: that the Board of Trustees in charge of the Library Department of the City of Boston, acting in the name of and for the City of Boston, does hereby accept an instrument of lease by and between the TOWN OF ANDOVER, MASSACHUSETTS and the CITY OF BOSTON of the premises at the Theatre Building, #9/11 Essex Street, Andover, Massachusetts, subject to the rental, terms, agreements, conditions, and covenants set forth in said instrument of lease;

and

VOTED: Philip J. McNiff, Director, and Librarian, of the Public Library of the City of Boston, be and hereby is authorized and directed in the name and behalf of the Board of Trustees in charge of the Library Department of the City of Boston to execute said instrument in duplicate."

The Director recommended that a contract for rental of storage space at New England Deposit Library be entered into. He stated that, as a member of the New England Deposit Library, the Boston Public Library is part owner of the facility and should always retain some space there in order to protect its interest in the facility. Following discussion and on motion duly made and seconded, it was:

"VOTED: that there be entered into with the New England Deposit Library, 135 Western Avenue, Allston, Massachusetts, an agreement for the rental during the period July 1, 1978 through June 30, 1979 of storage space therein for books and other library materials belonging to the Boston Public Library, in accordance with the rates for storage space formally adopted by the governing board of said New England Deposit Library."

The Director recommended the entering into of a contract for inspection service for combination watchman-recording and fire alarm system for the Research Library with the American District Telegraph Company. The Library has been receiving the services of this company for the past ten years and has found it satisfactory. Following discussion and on motion duly made and seconded, it was:

"VOTED: that there be entered into, without public advertising, with American District Telegraph Company, 10 North Avenue, Burlington, Massachusetts, a service agreement for the period July 1, 1978 through June 30, 1979 for furnishing of inspection service for the combination-watchman-recording and fire alarm system in the Research Library building, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said agreement."

The Director recommended renewing a contract with Balco, Inc. for the operation and servicing of heating, ventilating, and air conditioning systems, electrical systems and equipment, as well as plumbing systems, throughout the Library System. The present contract provides the option for renewal as of July 1, 1978 at the bid price. In response to a question, the Director stated that, in general, Balco service has been satisfactory. He did point out that the job of maintaining the equipment and running the equipment becomes more difficult as the equipment gets older and more parts need replacing. Following further discussion and on motion duly made and seconded, it was:

"VOTED: that, without public advertising, there be entered into with Balco, Inc., 160 Charlemont Street, Newton, Massachusetts, a contract for the operation and servicing of heating, ventilating, and air conditioning systems, electrical systems and equipment, as well as plumbing systems, throughout the Library System during the period July 1, 1978 through June 30, 1979, at a total cost not to exceed one hundred forty-six thousand one hundred and seventy-two dollars and forty-eight cents (\$146,172.48)."

Minutes of Meeting
Administrative Agency
May 1, 1978
p.6.

The Secretary recommended that a contract be entered into with Western Union Data Services Company for the rental of certain data communications terminals during the period July 1, 1978 through June 30, 1979. These terminals are being used at present in the computerized cataloging operation. The present contract includes an option for renewal as of July 1, 1978 at the same bid price. Following discussion and on motion duly made and seconded, it was:

"VOTED: that, without public advertising, there be entered into with Western Union Data Services Company, 84 Cummings Park, Woburn, Massachusetts, a service contract for rental and maintenance of certain data communications terminals during the period July 1, 1978 through June 30, 1979, at a total cost not to exceed fourteen thousand two dollars and eighty cents (\$14,002.80)."

The Director recommended that a contract be entered into with New England Systems & Supply, Inc. for the operation and servicing of water systems associated with air conditioning and heating systems at various locations throughout the Library System during the period July, 1978 through June 30, 1979. Again, this contract at present includes the option for renewal as of July 1, 1978. Following discussion and on motion duly made and seconded, it was:

"VOTED: that, without public advertising, there be entered into with New England Systems & Supply, Inc., 1542 Columbus Avenue, Roxbury, Massachusetts, a contract for the operation and servicing of water systems associated with air conditioning and heating systems at various locations throughout the library system during the period July 1, 1978 through June 30, 1979, at a total cost not to exceed one thousand nine hundred twenty dollars and no cents (\$1,920.00)."

The Director recommended that a contract be entered into with the F.W. Faxon Co., Inc. for supplying periodical and serials for the year 1979, and servicing the subscriptions for the individual items throughout the year. He noted that this contract had been awarded without public advertising for many years, but, upon direction of the Finance Commission, the contract was awarded this year following public advertising. The low bidder was the Faxon Company, the company that the Library had been doing business with for many years. That contract also contained the option for renewal as of July 1, 1978. Following further discussion and on motion duly made and seconded, it was:

"VOTED: that, without public advertising, there be entered into with F.W. Faxon Co., Inc., 15 Southwest Park, Westwood, Massachusetts, a contract for (1) supplying periodicals and serials for the year, 1979, and (2) servicing the subscriptions for the individual items throughout the year as specified in the specifications and Appendix A, and subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed one hundred sixty-six thousand three hundred thirteen dollars and no cents (\$166,313.00)."

The Secretary recommended that a contract be entered into with Autographics, Inc. for the rental and maintenance of certain Microfilm Readers for the Central and Branch Library Catalog System, Group A. These readers have been rented from Autographics during the past year. They will be used to accommodate the computer output catalog system for the General Library. Again, the present Autographics contract included the option for renewal as of July 1, 1978 at the same bid price. Following further discussion and on motion duly made and seconded, it was

"VOTED: that, without public advertising, there be entered into with Autographics, Inc., 751 Monterey Pass Road, Monterey Park, California, a contract for the rental and maintenance of certain microfilm readers for the Central and Branch Library catalog system, as specified in the specifications under Group A, during the period July 1, 1978 through June 30, 1979, the total cost not to exceed nineteen thousand four hundred sixty-four dollars and no cents (\$19,464.00)."

The Secretary also recommended that a contract be entered into with Inforonics, Inc. for the rental and maintenance of certain microfilm readers for the Central and Branch Library Catalog System, Group B. Under this contract, the Inforonics Company is responsible for the production of computer output microfilm to be used in conjunction with the microfilm readers. The Inforonics Company has been slow in delivering this microfilm and the Library is dissatisfied with the level of service from Inforonics in this matter. The contract is recommended with the understanding that if Inforonics continues to give poor service with respect to the production of the COM film, the Library will proceed to develop a new set of specifications and re-advertise for this service. In response to a question, Mr. Kelly pointed out that the Library can fulfill its obligation under this contract by paying for all or any of the services described in the contract. Following further discussion, and on motion duly made and seconded, it was

"VOTED: that, without public advertising, there be entered into with Inforonics, Inc., 550 Newtown Road, Littleton, Massachusetts, a contract for rental and maintenance of certain microfilm readers for Central and Branch Library catalog system, as specified in the specifications under Group B, during the period July 1, 1978 through June 30, 1979, at a total cost not to exceed twenty thousand dollars and no cents (\$20,000.00)."

The Secretary recommended that a contract be entered into with International Business Machines Corporation for the lease or rental of certain data processing equipment. He pointed out that, at present, the Library has a one-year rental contract with IBM and has had for many years. The Library is now proposing to upgrade the present equipment by replacing the 360/20 system with a Model 3, System 15, and is proposing to do this under IBM's state and local Government Lease Plan. It is now possible to enter into this kind of lease because the City of Boston has negotiated a contractual document with IBM during the past year and has adopted this contractual form for other data processing installations in the City. Under this agreement, the Library will enjoy several advantages over the present agreement. Under this lease agreement, the Library will pay 110% of the best price available to any IBM customer. This works out to approximately 92% of the monthly rental rate. Also under this contract, the Library will accrue equity at the rate of .65¢ on the dollar, as opposed

Minutes of Meeting
Administrative Agency
May 1, 1978
p. 8.

to the present .50¢ on the dollar. The Library can also accrue equity to the total amount of 75% of the value of the machine, as opposed to 50% under the present agreement. Under this plan, the Library will, after approximately 38 months, be able to purchase this machine for the equivalent of the lease cost for the following 10 months, if it proves desirable to do so. Also under this agreement, the Library will no longer have to pay to IBM overtime charges on the machine. In response to a question, Mr. Kelly stated that the Library had been looking into computers produced by other vendors, specifically Digital Equipment Corporation, and he stated that the future of computers in the Library will be dependent, to some extent, on how the Library supports the cataloging function in future years. The present catalog system used in the Library is supported by a Digital Equipment Corporation computer. The Director also pointed out that this will be dependent on what happens at the national level at the Library of Congress and at other catalog support networks.

Following further discussion and on motion duly made and seconded, it was:

"VOTED: that there be entered into, without public advertising, with International Business Machines Corporation, 400 Wyman Street, Waltham, Massachusetts, a contract for the lease or rental of certain data processing equipment during the period July 1, 1978 through June 30, 1979, the total fee thus charged to be subject to the terms, agreements and conditions set forth in said contract."

Mr. Kelly reported that the Boston Finance Commission investigation was proceeding. The Library received a subpoena on April 14, 1978 requiring a Library official to deliver to the Finance Commission a copy of the delinquent borrower file. This file covers the delinquent borrower records from 1973 to the present. Upon the advice of Corporation Counsel, this subpoena has not been honored. The Corporation Counsel's office has had discussions with the Finance Commission on this matter to see if the matter can be resolved. The position of the Library is that the individual borrower's right to privacy must be protected. A discussion ensued.

Mr. Kelly reported that a meeting had been held with the head of the CETA program on April 19, and that the Library has been encouraged to draw up proposals for the use of CETA in the Library. The specific programs under discussion are a program to work on the preparation of the Research Library catalog for publication, a program for the processing and inventorying of all miscellaneous gift material held in various locations throughout the Library, as well as some other programs focusing on the Branch Library System.

The Director reported on several programs that had been held in the Library or that were planned for the Library in the coming month. He reviewed the Spanish programs during the month of April, as well as the Arbuthnot Lecture, a lecture that is sponsored by the American Library Association each year in different parts of the country. He spoke about the upcoming Bromsen Lecture, the Israeli programs, as well as the proposed scheduled programs for

Minutes of Meeting
Administrative Agency
May 1, 1978
p. 9.

Children's Books International IV, may 14-16.


The Director reported that a severe problem had been encountered at the Dudley Street Branch requiring that branch to be closed for several days. The problem involved the backup of the sewage system because of a design defect. The problem was corrected under the direction of Public Facilities personnel.

A member of the public, Mrs. Lavoie from Savin Hill, decried the fact that the Library was allowing many of the branch library buildings to fall into disrepair. She cited the Adams Street, Codman Square, Grove Hall, Fields Corner and South Boston Branches. She suggested that the Library was in fact a "slum landlord." The Director pointed out that the responsibility for the upkeep of branch library buildings belonged to the Public Facilities Commission and money budgeted for this purpose was in their budget, not in the Library's budget. He pointed out that the Library has been most concerned about this problem, especially with the repair of broken windows throughout the Branch System, and stated that there is a possibility that some money for the upkeep of branch libraries will be transferred to the Library budget during fiscal year 1979.

Ellen Eisenstein, representing the Professional Staff Association, raised the question as to whether or not the security report prepared by the Boston Police Department would be available to the staff. Mr. Maher stated that these documents were still under review by the Trustees and a decision with respect to their distribution will be made in the future. George Embleton, representing A.F.S.C.M.E., stated that his group also was interested in obtaining a copy and stated that a member of the administration had promised to give a copy to his group at a January meeting. He stated that he came to the Board as a last resort. Again, Mr. Maher stated that the Trustees were looking very closely at these documents and at the question of making copies available. Another member of the public stated that she would like a copy of the document also.

A member of the public, Don Saklad, handed a letter to the Director requesting total access to the minutes of all Trustees' meetings, including Committee meetings. The Secretary pointed out that specific arrangements had been made on several occasions in the past to make copies of minutes of specific meetings available to Mr. Saklad in the Rare Book Room. In the discussion that followed, the Trustees agreed that the arrangements made for access to the minutes were reasonable.

Dissolved at 11:50 a.m.


.....
Secretary

Please read, initial below, and return
to the Secretary

S. R. P.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, June 1, 1978

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 2:45 p.m.

Present: Messrs. Maher, Murray, Parker, Rabb, and Mrs. White, Trustees. Also present were: members of the public, members of the A.F.S.C.M.E. union and the Professional Staff Association, and Mr. Bruce Einhorn, representing the Finance Commission of Boston.

The Chairman, Mr. Maher, presiding.

The minutes of the Annual Meeting of the Administrative Agency on May 1, 1978, as presented, were approved.

The Director stated that it was necessary at this time to have votes authorizing coverage of signatures during the absence of the Director, and for the signing of the payrolls during the summer months. Following discussion and on motion duly made and seconded, it was

- "VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from June 12, 1978."
- and
- "VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from July 10, 1978."
- and
- "VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from August 7, 1978."

and

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from September 4, 1978."

and

"VOTED: that effective June 1, 1978 through September 7, 1978 in any absence of the Director, and Librarian, Philip J. McNiff, the name of Liam M. Kelly, Assistant Director, be substituted for that of the Director, and Librarian, in all votes taken by the Board of Trustees whenever the Director, and Librarian has been authorized to accept gifts, payments made in recognition for special services rendered, and payments received for publications and prints executed under Library sponsorship which in amount are not more than two thousand five hundred dollars (\$2,500); to make authorized expenditures from principal and/or income of certain trust funds; to enter into contracts on behalf of the Board when such contracts have been authorized by the Board; and to authorize payments under contracts entered into."

The Director reported that the Library had received a favorable hearing before the City Council Ways and Means Committee. He made special note of a fine statement made to the Ways and Means Committee by the Vice President of the Professional Staff Association, Ms. Ellen Isenstein. The Director reviewed the budget situation over the past year, recalling the cutbacks in service and the restoration of book service thanks to a supplemental budget approved by the Mayor and the City Council in June. In the preparation of the budget for the coming year, the Budget Department did recognize the need for additional staffing. Because of budget restrictions, many things did not get done and key management positions were not filled. At the same budget hearing, the Library A.F.S.C.M.E. representative spoke against the filling of many of these positions in favor of allocating funds for the continuation of services at the Kirstein Business Branch. The Director noted that the Trustees are already on record committing the Library to keep Kirstein open. The Director expressed the hope that the restored positions will be supported by the Council. To make up partially for other unfilled positions, the Library has submitted two proposals to the CETA office requesting allocation of CETA funds to the Library Department. The proposed CETA programs fall under the technical services activities, the area that has been hardest hit with cutbacks during the last three years. Mr. Rabb emphasized that the Trustees have always allocated personnel monies for the best interest of the Library and of the staff.

The Secretary reported that he had received an opinion verbally from Mr. Harold Carroll, Assistant Corporation Counsel of the City of Boston, to the effect that the Library should comply with the most recently received request for information from the Finance Commission. In the discussion that ensued, the

Trustees expressed concern as to whether or not they would incur any liability by providing this information and they questioned whether or not the Trustees would be defended by the City in the event that a suit was brought against them for disclosing this information. Following further discussion, the Secretary was instructed to provide the requested information to the Finance Commission after this opinion has been received in writing by the Library.

The Director reported that the bill to increase state aid to libraries is still in the House Ways and Means Committee. He reviewed the Eastern Region budget, pointing out what positions in the Library are supported by the Eastern Region program, as well as what positions are reimbursable by the region. He went on to spell out the implications of this program on the City budget. He emphasized that because of the fixed budget under which the Regional program has been operating for several years, the amount spent on library materials to the benefit of the Boston Public Library has been steadily decreasing because of rising personnel costs. The Director expressed hope that, with an increase in the state aid program, increases will be forthcoming for the Boston Public Library's role in the program. He recommended that the Trustees approve the Eastern Region budget for submission to the Board of Library Commissioners. Following further discussion and on motion duly made and seconded, it was

"VOTED: that the Eastern Region budget for fiscal year 1979, submitted by the Director, be and hereby is approved, the same to be submitted to the Board of Library Commissioners."

The Director reported that a sum of money had been set aside by the Bureau of Library Extension to reimburse the Library and participating libraries for the loan of materials to non-resident borrowers. The Director recommended to the Trustees that the amount allocated for the Boston Public Library be accepted for the purpose of replacing materials borrowed and not returned by non-resident borrowers. He suggested that the Board of Library Commissioners be requested to appropriate \$10,000 from LSCA Title I for this special purpose. Following discussion and on motion duly made and seconded, it was

"VOTED: that the sum of \$10,000 from the LSCA Title I program recently offered to the Boston Public Library by the Board of Library Commissioners, be accepted for the purpose of replacing materials borrowed by non-resident borrowers from the Boston Public Library and not returned."

The Director also reported the receipt of application forms for funds under the Title I LSCA program for fiscal year 1979. He reviewed the experience of the Library over the past three years with respect to this program, pointing out the failure of the Bureau of Library Extension to even respond to proposals submitted in fiscal year 1977. A discussion followed on the question of inviting the Board of Library Commissioners to the Library for a luncheon meeting at which time the Trustees could review with the Commissioners the role of the Library in state programs.

The Director reported on several problems in branch library buildings, most importantly, a major problem of sewage backup in the new Dudley Library and multiple leaks in the roof of the new Codman Square Library. In response to a question, the Director pointed out that these buildings have been accepted from the contractor not by the Library, but by Public Facilities. He reported that

Minutes of Meeting
Administrative Agency
June 1, 1978
p. 4.

work on working drawings on the new Lower Mills Library is proceeding.

The Director reported on a meeting held with Police Commissioner Jordan. The Library has a promise of police coverage around the clock, two officers during the day and one at night. Mr. Maher felt that there should be two officers on duty at all times the Library is open. The Commissioner is keenly aware of the Library's problems and is sympathetic to it. A member of the public, Miss Morton, spoke about problems of security in the building and about the problem of pornographic books in the Library's collection. The Trustees thanked Miss Morton for her concern and assured her of their readiness to consider any list of books that she had put together on this subject.

Another member of the public raised the question of posting notices of Library meeting. The Secretary responded that notices of Trustees meetings are posted on the bulletin board at City Hall by the City Clerk's office, as required by statute. The President of the Professional Staff Association ~~recommended~~ commended the efforts of the Library with respect to security in recent years.

commended
Dissolved at 3:55 p.m.

Mention should be made of the suggestion that meeting notices be posted in the library
J

..... *LM*
Secretary

Please read, initial below, and return to the Secretary

JM

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, September 14, 1978

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 11:10 a.m.

Present: Messrs. Maher, Murray, Parker, Rabb, and Mrs. White, Trustees. Also present were members of the public.

The Chairman, Mr. Maher, presiding.

The minutes of the regular meetings of the Administrative Agency on May 1, 1978 and June 1, 1978, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of April, May, June and July, 1978, provided that expenditures from City Appropriation have the approval of the City Auditor:

	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>
<u>To City Appropriation</u>				
Personal Services	\$567,454.74	645,877.97	580,000.02	429,775.70
Contractual Services	78,288.76	26,183.17	119,460.53	192,232.52
Supplies and Materials	10,510.47	8,877.92	2,254.07	3,240.75
Books	175,483.68	198,537.30	188,044.26	16,088.79
Current Charges and Obligations	156.34	15.00	554.89	320.00
Total:	<u>\$831,893.99</u>	<u>879,476.36</u>	<u>890,313.77</u>	<u>641,657.76</u>
<u>To Trust Funds</u>				
Personal Services	-----	-----	-----	-----
Contractual Services	2,514.87	2,426.61	6,679.80	3,130.61
Supplies and Materials	554.95	1,850.02	77.40	7.50
Books	2,184.08	27,675.03	8,397.00	-----
Current Charges and Obligations	-----	405.65	-----	-----
Equipment	1,515.00	639.90	-----	-----
Total:	<u>\$ 6,768.90</u>	<u>\$32,997.21</u>	<u>\$15,154.20</u>	<u>\$ 3,138.11</u>
<u>Gifts for Current Use</u>	\$ 8.48	-----	-----	-----
<u>Eastern Regional Public Library System</u>				
Books	\$ 78,223.50	38,340.20	301,382.59	-----
Supplies and Materials	6,732.30	4,881.19	9,044.19	1,199.40
Personal Services	49,498.62	53,918.84	47,302.94	32,983.46
Total:	<u>\$133,454.42</u>	<u>97,140.23</u>	<u>357,669.72</u>	<u>34,182.86</u>

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of April, May, June and July, 1978, provided that payment of bills from City Appropriation has the approval of the City Auditor:

To City Appropriation

	April	May	June	July
Personal Services	\$567,454.74	\$645,877.97	\$580,000.02	\$429,775.70
Contractual Services	76,616.36	41,952.80	238,616.59	527.96
Supplies and Materials	8,016.16	17,828.56	21,121.71	59.48
Books	175,483.68	198,537.30	188,044.26	16,088.79
Current Charges and Obligations	18,166.95	16,390.46	28,758.34	320.00
Equipment	-----	-----	3,804.64	-----
Total:	\$845,737.89	\$920,587.09	1,060,345.56	\$446,771.93

To Trust Funds

Contractual Services	\$ 2,514.87	\$ 2,426.61	\$ 6,679.80	\$ 3,130.61
Supplies and Materials	554.95	1,850.02	77.40	7.50
Books	2,184.08	27,675.03	8,397.00	-----
Current Charges and Obligations	-----	405.65	-----	-----
Equipment	1,515.00	639.90	-----	-----
Total:	\$ 6,768.90	\$ 32,997.21	\$ 15,134.10	\$ 3,138.11

Gifts for Current Use \$ 8.48 -----

Eastern Regional Public Library System

Books	\$ 78,223.50	\$ 38,340.20	\$301,382.59	\$ -----
Supplies and Materials	5,023.45	9,451.58	17,670.10	2,064.34
Personal Services	49,498.62	53,918.84	47,302.94	32,983.46
Total:	\$132,745.57	\$101,710.62	\$366,355.63	\$ 35,047.80

Action taken by the Committee on Finance since the last meeting of the Board was approved as follows:

On 16 August 1978

Contract for Inspection and Testing of fire alarm systems, as well as maintenance and servicing of these systems:

" VOTED: that there be entered into with Automatic Alarm Co., Inc., 39 Francine Road, Braintree, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for the inspection and testing of fire alarm systems at the Central Library building and at various other locations in the Library System, as specified in the specifications, during the period July 1, 1978 through June 30, 1979 at a total cost not to exceed four thousand dollars (\$4,000.00). "

Contract for Cleaning of Windows (Group I):

" VOTED: that there be entered into with Boston Window & Floor Cleaning Co., Inc., 253 Summer Street, Boston, Massachusetts, the sole bidder under Group I in a public bidding, a contract for the cleaning of windows during the period July 1, 1978 through June 30, 1979 at library buildings designated under Group I of the specifications at a cost not to exceed twelve thousand six hundred fifty dollars and no cents (12,650.00). "

Contract for Maintenance and Servicing of Elevators Throughout the Library System:

" VOTED: that there be entered into with Delta Elevator Service Corporation, 50 North Beacon Street, Allston, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for maintenance and servicing of elevators throughout the Library System during the period July 1, 1978 through June 30, 1979, at a total cost not to exceed twelve thousand seven hundred eighty dollars and no cents (\$12,780.00). "

Contract for Leasing of Two Panel Trucks and One Station Wagon During the Period July 1, 1978 - June 30, 1979 (Eastern Massachusetts Regional Library System):

" VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for leasing of two panel trucks and one station wagon for the Eastern Massachusetts Regional Library System during the period July 1, 1978 through June 30, 1979 at the following rates:

	Monthly Lease Cost per Vehicle	Mileage Charge per Mile
Panel Trucks	\$335.00	\$.10
Station Wagons	\$335.00	\$.10. "

Contract for Supplying and Delivering MARC II Catalog Products and Services:

"VOTED: that there be entered into with Inforonics, Inc., 550 Newtown Road, Littleton, Massachusetts, the sole bidder in the public bidding, a service contract for supplying and delivering Marc II catalog products and services during the period July 1, 1978 through June 30, 1979, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said contract. "

Contract for Supplying and Delivering MARC II Catalog Products
and Services for the Eastern Massachusetts Regional Library System
During the Period July 1, 1978 through June 30, 1979:

"VOTED: that there be entered into with Inforonics, Inc., 550 Newtown Road, Littleton, Massachusetts, the sole bidder in the public bidding, a service contract for supplying and delivering Marc II catalog products and services for the Eastern Massachusetts Regional Library System during the period July 1, 1978 through June 30, 1979, the total fee thus charges to be subject to the terms, agreements, and conditions set forth in said contract. "

Contracts for the Purchase of Books and Certain Other Library Materials:

" VOTED: that without public advertising, contracts be entered into for purchase of books and certain other library materials for the period July 1, 1978 through June 30, 1979 with the following contractors, subject to the terms, agreements, and conditions set forth in said contracts:

Xerox University Microfilms
Ann Arbor, Michigan;

U. S. Historical Documents Institute, Inc.
Hollinger Corporation
Both of Arlington, Virginia;

Indiana University
Bloomington, Indiana;

J. S. Canner & Co.
Carl Fischer, Inc.
G. K. Hall & Co.
Music Center of Boston
R. L. Polk & Co.
Standard & Poor's Corporation
Starr Book Company, Inc.
Worldwide Books, Inc.
All of Boston, Massachusetts;

Benchmark Films
Combined Book Exhibit, Inc.
Both of Briarcliff Manor, New York;

Walt Disney Educational Materials Co.
Burbank, California

H. W. Wilson Co.
Bronx, New York

Briggs & Briggs Inc.
Bibliophilos
General Microfilm Co.
Harvard Cooperative Society, Inc.
All of Cambridge, Massachusetts;

Minutes of Meeting
Administrative Agency
September 14, 1978
p. 5.

" American Library Association
Center for Research Libraries
Commerce Clearing House, Inc.
Coronet Films
Encyclopaedia Britannica Educational Corporation
Field Enterprises Educational Corporation
International Film Bureau, Inc.
Society for Visual Education, Inc.
All of Chicago, Illinois;

H. R. Huntting Company, Inc.
Chicopee Falls, Massachusetts;

Yankee Book Peddler, Inc.
Contoocook, New Hampshire

The Eastin-Phalan Distributing Corporation
Davenport, Iowa;

Gale Research Company
Detroit, Michigan;

Prentice-Hall, Inc.
Englewood Cliffs, New Jersey;

New Day Films
Open Circle Cinema
Both of Franklin Lakes, New Jersey;

AIMS Instructional Media Service
Holywood, California;

Reprint Distribution Service, Inc.
Kent, Connecticut;

Centron Educational Films
Lawrence, Kansas;

Sundance Paperback Distributors
Littleton, Massachusetts;

BFA Educational Media
Churchill Films, Inc.
Both of Los Angeles, California;

Xerox Films, Xerox Education Publications
Middletown, Connecticut;

Select Press Book Service
Milford, New Hampshire;

Kraus-Thomson Organization Limited
Millwood, New York

Macmillan Films, Inc.
Mount Vernon, New York;

Research Publications, Inc.
New Haven, Connecticut;

Dimondstein Book Company, Inc.
New Rochelle, New York;

" AMS Press, Inc.
CBS Records, Division of Columbia Broadcasting, Inc.
Carousel Films, Inc.
Contemporary/McGraw-Hill Films
Film Images, Inc.
Garland Publishing, Inc.
Grolier Educational Corp.
Impact Films
International Film Foundation
Johnson Reprint Corporation
Larousse & Company, Inc.
Learning Corporation of America
Macmillan Library Services
McGraw-Hill Book Company, a division of McGraw-Hill, Inc.
Musical Heritage Society
NBC Educational Enterprises, Inc.
National Record Plan
New Yorker Films
Peters International, Inc.
Phoenix Films, Inc.
Practicing Law Institute
Readex Microprint Corporation
Sterling Educational Films
Taylor Carlisle Bookstore, Inc.
Texture Films
Time-Life Films, Inc.
Tricontinental Film Center
UNIPUB
Ursus Books, Ltd.
Westinghouse Learning
All of New York, New York;

Lucerne Films, Inc.
North Bergen, New Jersey;

Center for Cassette Studies, Inc.
North Hollywood, California;

Royal Distributors
North Quincy, Massachusetts;

Perennial Education
Northfield, Illinois;

William Salloch
Ossining, New York;

Stechert Macmillan, Inc.
Pennsauken, New Jersey;

Eastern Book Company
Portland, Maine "

- " Creative Film Society
Reseda, California;
- Lawyers Co-operative Publishing Co.
Rochester, New York;
- West Publishing Company
St. Paul, Minnesota;
- Pyramid Film Producers
Santa Monica, California;
- Disclosure, Inc.
Silver Spring, Maryland;
- Rounder Records,
Somerville, Massachusetts;
- The Baker & Taylor Co.
Somerville, New Jersey;
- John Curley & Associates, Inc.
South Yarmouth, Massachusetts;
- Ulverscroft
Stanford, Connecticut;
- Warren Schloat Productions, Inc.
Tarrytown, New York;
- Graphic Microfilm, Inc.
Waltham, Massachusetts;
- Bureau of National Affairs, Inc.
Congressional Information Service
National Geographic Society
All of Washington, D. C.;
- Weston Woods Studios, Inc.
Weston, Connecticut;
- Connecticut Films, Inc.
Westport, Connecticut;
- Wombat Films
White Plains, New York;
- Colonial Williamsburg Foundation
Williamsburg, Virginia; "

Minutes of Meeting
Administrative Agency
September 14, 1978
p. 8.

" Brodart, Inc.
Williamsport, Pennsylvania;

Films Incorporated
Wilmette, Illinois;

Scholarly Resources, Inc.
Wilmington, Delaware;

Bell & Howell, MicroPhoto Division
Wooster, Ohio

and

Parnassas Book Service
Yarmouth Port, Massachusetts. "

Concerning the above contract vote, the Secretary pointed out that in a telephone conversation with the Secretary and the Business Office, the Finance Commission had raised some questions about the awarding of this contract without public advertising. He pointed out that this question was raised by the Finance Commission several years ago and, after some research, Mr. William Kerr, then Assistant Corporation Counsel, endorsed the policy of awarding book contracts on this basis. The Finance Commission may pursue this question before the awarding of these contracts next year. The Library has not yet received anything in writing from the Finance Commission on this matter.

On 15 June 1978

Vote for an agreement for a provision for copying services:

"VOTED: that the Director be authorized to enter into an agreement with Instant Copies, Inc. for the provision of copying services as proposed in the Instant Copies proposal, effective July 1, 1978 through June 30, 1983."

Contract for the leasing of three panel trucks and three station Wagons:

"VOTED: that there be entered into with Bonnell Motors, Inc. 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for the leasing of three panel trucks and three station wagons during the period July 1, 1978 through June 30, 1979 at the following rates:

	<u>Monthly Lease cost per vehicle</u>	<u>Mileage Charge per Mile</u>
Three Panel Trucks:		
(2) Model E-150	\$335.00	\$.10
(1) Model E-350	\$375.00	\$.12
Three Station Wagons:		
(3) Model-Fairmont	\$335.00	\$.10 "

Contract for furnishing Miscellaneous Uniforms:

"VOTED: that there be entered into with Coverall Service Co., Inc., 73 Addison Street, East Boston, Massachusetts, the sole bidder in the public bidding, a contract for the rental of miscellaneous uniforms during the period July 1, 1978 through June 30, 1979 at prices per unit as follows:

Two (2) shirts, two (2) pants per man	\$1.50 per week
Two (2) overalls (per)	\$1.00 per week
Two (2) dresses (per)	\$1.00 per week
Two (2) blazers (per)	\$4.50 per week "

The Director reported that it was necessary to have a vote authorizing the signing of payrolls of the Library. On motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from October 2, 1978."

The following schedule of meetings for the coming year was proposed:

All meetings are on Thursday at 10:30 a.m.

October 12, 1978	February 8, 1979
November 9, 1978	March 8, 1979
December 14, 1978	April 12, 1979
January 11, 1979	May 10, 1979
June 16, 1979	

The Director reviewed the budgetary process and he reported that the Mayor recently recommended a supplementary budget of \$750,000 to make up for the \$750,000 cut a few days before the budget was signed. The Library will be in reasonably good shape from a personnel budget point of view if this supplementary budget is approved by the City Council. It will allow for about 17 additional positions over last year.

Councillor Connolly recently held a meeting at Savin Hill to discuss the matter of branch library service in the Savin Hill area. This is an area in which the Library administration has indicated a need for improved Library service. However, before any new building is planned for that area, there are still a number of things that need to be done elsewhere in the Library system. The Director pointed out that the Library has been struggling with the Public Facilities Commission for two years concerning broken glass in several library buildings. Finally, the Public Facilities Commission has awarded a contract for the repair of these windows. There is also a new arrangement, which is reflected in some increase in the budget for the repair of broken windows. After all of these major repairs have been made, the Library will assume responsibility for the repair of broken windows from there on.

PFC has also advertised for bids for a contract to repair roofs in several branch buildings. The final working drawings are 90% complete for the new Lower Mills branch. PFC has also advertised a contract for the renovation of the Mattapan branch library (this is estimated at \$50,000).

There is also the matter of a drive to renovate the old fire house in Allston and transfer the library to that location. However, the Director emphasized that the priority items from the Library's point of view are: the relocation of the Uphams Corner branch to better serve residents of Savin Hill; the renovation of the McKim building; and an addition to the West Roxbury branch library, which is the busiest in the Library system.

Minutes of Meeting
Administrative Agency
September 14, 1978
p. 11

The courtyard contract is well on the way to being completed. Mr. Doherty recently met with the contractor to review the outstanding items, and the contractor believes that the job can be completed by October 31.

The Director reported that the Library is receiving much better service now from the Boston Police Department. There is a very energetic person in charge of the Library detail. In addition, police in the Library carry Library walky-talkies in order to communicate with the Library Inspection and Information staff. This arrangement has been effective in the prevention of problems in the Library.

The Director stated that the Library had made an arrangement with the Town of Andover three years ago to rent part of an old theater building which was converted to Library use. This arrangement has worked out well for the Boston Public Library and Andover, which had a need for additional space. The new Town Manager in Andover now wants the Library and the Andover Public Library to quit these premises. A meeting is planned with the Town Manager to discuss this matter in the near future.

The Director then raised the question of the policy regarding the use of the lecture hall in the Central Library. He stated that since the opening of the new building, the Central Library lecture hall has been used almost entirely for programs that have been planned by Library staff for Library purposes, and from time to time, programs have been developed in cooperation with various cultural organizations. Recently, the Library had a request from a gay rights group for use of the lecture hall for a program arranged by that group. The Library turned this request down, but subsequently, after the gay rights group threatened to initiate legal action, the Library sought the advice of Corporation Counsel. Corporation Counsel recommended that because of the ambiguity existing in the present rules and regulations for use of the lecture hall, the gay rights group be allowed to hold their meeting at the Library. However, at the same time, Corporation Counsel recommended that the Library revise its rules and regulations to accurately reflect the policy that the Library had pursued since the building was opened. In the discussion that followed, it was agreed that the Library administration would propose new guidelines for the use of the lecture hall, and it was recommended that these be reviewed with the Law Department before being presented to the Board.

The Director reported that negotiations are continuing with the Professional Staff Association for a new contract.

Mr. Kelly reported that several pieces of new computer hardware had been installed in the Library in late July for the purpose of upgrading the Library's computer capabilities. Due to the failure of IBM to deliver one piece of hardware specified in the contract, and also due to the incompatibility of the Library's print train with the new processing unit, some serious production delays had occurred during the month of August. These problems have now been overcome and the new system is working quite smoothly.

Minutes of Meeting
Administrative Agency
September 14, 1978
p. 12.

In response to a question, Mr. Kelly stated that the Library had never had this system reviewed by outside experts, but he added that, on several occasions, the City administration has hired outside consultants to look at data processing installations in the city. The latest firm to look at the Library installation was Coopers & Lybrand. The Director pointed out that an important aspect of using computers in libraries was to undertake computer developments in full understanding and cognizance of what developments were occurring on the national scene. He emphasized the important role of the Library of Congress in providing input data to library systems around the country, including library networks.

The Director reported on a meeting held at the Board of Library Commissioners to discuss a proposed library cost study, which was to be funded by LSCA funds. It was the unanimous opinion of those attending the meeting that this project ought to await the appointment of a new Director at the Board. A discussion followed.

The Director reported that the Trustees will co-host a reception for all of those attending the first national convention of the Association of College and Research Libraries, which will be held in Boston in November.

Mr. Toby Paff, president of the Professional Staff Association, expressed pleasure at the news of the Research Library catalog grant award. He also endorsed what the Director had said regarding the improved police presence in the building. He then went on to acknowledge that the Association had been through many difficulties with the administration, but despite that, he expressed hope that the Director would stay with the Library, in light of a rumor that had been circulating regarding the Director's imminent retirement. The Director said there was no truth to this rumor.

A member of the public, Ms. Morton, commented critically on security and inspection in the building. She also spoke about the pornography that she claimed was on the open shelves of the Library. To illustrate her point, she produced four books for consideration by the Trustees: The Sex Atlas, Under the Rainbow, The Sexual Outlaw, and The French Riviera after Dark. Ms. Morton stated that it was a crime to have these materials on shelf and that they should be subject to confiscation by the vice squad. Mr. Maher thanked Ms. Morton for bringing this problem to the attention of the Board. The Board then went into Executive Session to consider these allegations.

Dissolved at 12:25 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, October 12, 1978

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 11:10 a.m.

Present: Messrs. Maher, Murray, Parker, and Rabb, Trustees. Also present were representatives of the Professional Staff Association and A.F.S.C.M.E. and members of the public.

The Chairman, Mr. Maher, presiding.

The minutes of the regular meeting of the Administrative Agency on September 14, 1978, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of August, 1978, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$701,511.51
Contractual Services	79,201.70
Supplies and Services	13,922.41
Books	159,882.52
Current Charges and Obligations	31,547.12
Equipment	-----
Total:	\$986,005.26

To Trust Funds

Personal Services	\$ -----
Contractual Services	1,780.49
Supplies and Materials	25.07
Books	4,287.69
Current Charges and Obligations	-----
Equipment	-----
Total:	\$ 6,093.25

Eastern Regional Public Library System

Books	\$111,819.11
Supplies and Materials	38,236.72
Personal Services	52,273.39
Total:	\$202,329.22

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of August, 1978, provided that payment of bills from City Appropriation has the approval of the City Auditor:

To City Appropriation

Personal Services	\$701,511.51
Contractual Services	15,258.36
Supplies and Materials	1,669.50
Books	159,882.52
Current Charges and Obligations	2,306.60
Equipment	-----
Total:	\$880,628.49

To Trust Funds

Personal Services	\$ -----
Contractual Services	1,780.49
Supplies and Materials	25.07
Books	4,287.69
Current Charges and Obligations	-----
Equipment	-----
Total:	\$ 6,093.25

Eastern Regional Public
Library System:

Books	\$111,819.11
Supplies and Materials	140.82
Personal Services	52,273.39
Total:	\$164,233.32

The Director reported that it was necessary to have a vote authorizing the signing of payrolls of the Library. On motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from October 30, 1978."

Minutes of Meeting
Administrative Agency
October 12, 1978
p. 3.

The Director reported that work on a contract for repair of the Courtyard was moving toward completion. He said that the contractor is doing a good job. Work on the contract has been monitored by Mr. Geoghegan. This work has included sealing of the platform around the McKim building. This will eliminate problems of water seepage in the basement of the McKim Building and will provide a significant amount of usable space. In response to a question concerning the trees in the Courtyard, the Director stated that these were doing some damage to the columns in the Courtyard, and that they are scheduled to be taken down. A discussion followed on the question of whether or not the Library might try again to get back the statue of Bacchante. The Board then voted to send a letter to the Back Bay Garden Club to express the appreciation of the Board for all the excellent work the Garden Club had done in the Courtyard.

Public Facilities has awarded a contract for the repair of broken windows in many Branch Library buildings. However, work on this contract is moving slowly. About 90% of the damage has been repaired in Jamaica Plain and about 10% in Grove Hall. Because some additional funds have been provided in the Library budget for the repair of broken windows, from hereon the Library will take responsibility for repairing broken windows immediately. A discussion followed.

The Director reported that working drawings have been completed for the new Lower Mills Library and that a loan order has been approved by the Council. The Director noted that this will complete the building program that has been underway throughout the Library system for the past 10 years. He also noted that the Trustees have identified new priorities for the next capital improvement program.

The Board of Library Commissioners has recently appointed Mr. David Reich to be its Director. Mr. Reich was previously Director of the Chicago Public Library and before that Assistant Director of the Dallas Public Library. The Director expressed the belief that his broad experience plus the many new members on the Board of Library Commissioners should be helpful in improving the poor situation that has existed in the state for the last three or four years. The Board then voted to extend its congratulations to Mr. Reich.

The Director reported that the Massachusetts Library Association will be resubmitting a bill for increased state aid. He noted that this year there will be unanimity between the Board of Library Commissioners and the library community. This has not been the case in past years, and this should be helpful in getting the bill passed.

The Director reported that for the past several years a regional extension center has been located in Andover. Operation of the extension center is the responsibility of the regional administrator. The contract for the renewal of the lease was sent to the Andover Town Manager in May, but about eight weeks ago, he initiated moves to get the Library to move

out of these premises, which have been jointly used by the regional extension center and the Andover Public Library. Recently, the Library received a letter from the Town Manager asking the Library to quit these premises by November 15. The Town Manager has offered the possibility of using some other town buildings, however the Director said that he would not recommend any further agreements with the Town of Andover for this purpose.

The Director announced that the Library had just received notification that the supplementary budget for \$750,000 had been approved.

The Director stated that it was necessary for the Library to enter into a contract with Gilbert Small & Co., Inc. for the examination of water levels and building levels throughout the Central Library complex. For many years now Gilbert Small has examined water levels and building levels in the McKim building. The Director said that it would now be wise to have Gilbert Small check the levels in both the Johnson building and the McKim building. Mr. Maher questioned whether this contract should not be publicly advertised. In the discussion that followed, it was agreed that it would be desirable to retain the services of Gilbert Small, inasmuch as this company has extensive knowledge of the McKim building. It was the feeling of the Board that, in light of the proposed new developments in the Copley Square turnpike area, that it would be very important to have a knowledgeable company monitoring the Library situation as this development gets underway. Following discussion and on motion duly made and seconded, it was:

"VOTED: that there be entered into, without public advertising, with Gilbert Small & Co., Inc., 1391 South Street, Needham, Massachusetts, a service agreement for the examination of building levels at the two central library buildings during the period July 1, 1978 through June 30, 1979, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said agreement."

The Director reported that negotiations are continuing with the Professional Staff Association. One of the difficult areas in the negotiations is the question of wages. The Trustees pointed out that in this situation, negotiations are between the City and the Staff Association.

John Adams commented on the importance of the Research Library Catalog project and stated that, despite the reluctance of the Professional Staff Association to be involved in the project as proposed by the administration, the Association is still very interested in participating in the project. A discussion followed.

Several comments were made by members of the public attending the meeting, including a statement by the president of the Savin Hill Civic Association expressing the belief that people in the Savin Hill area should be actively involved in the design of the requested new Savin Hill Branch Library.

Dissolved at 12:15 p.m.

Please read, initial and return to
the Clerk.

..... Clerk


Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, November 9, 1978

A meeting of the Trustees of the Public Library of the City of Boston as an Administrative Agency of the City of Boston was held in the Trustees Room at 9:30 a.m.

Present: Messrs. Maher, Parker, and Rabb, Trustees. Also present were members of the public. Also present were representatives of the Professional Staff Association.

The Chairman, Mr. Maher, presiding.

The minutes of the regular meetings of the Administrative Agency on September 14 and October 12, 1978, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of September, 1978, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$492,788.97
Contractual Services	183,146.65
Supplies and Materials	8,650.11
Books	68,094.59
Current Charges and Obligations	30.00
Equipment	-----
Total:	\$752,710.32

To Trust Funds

Personal Services	-----
Contractual Services	331.54
Supplies and Materials	329.77
Books	1,138.99
Current Charges and Obligations	-----
Equipment	-----
Total:	\$ 1,800.30

Eastern Regional Public Library System

Books	53,671.59
Supplies and Materials	4,181.83
Personal Services	36,120.28
Total:	\$ 93,973.70

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of September, 1978, provided that payment of bills from City Appropriation has the approval of the City Auditor:

To City Appropriations

Personal Services	\$492,788.97
Contractual Services	38,104.15
Supplies and Materials	11,856.35
Books	68,094.59
Current Charges and Obligations	6,836.43
Equipment	-----
Total:	\$617,680.49

To Trust Funds

Personal Services	-----
Contractual Services	331.54
Supplies and Materials	329.77
Books	1,138.99
Current Charges and Obligations	-----
Equipment	-----
Total:	\$ 1,800.30

Eastern Regional Public Library System

Books	\$ 53,671.59
Supplies and Materials	9,536.22
Personal Services	<u>36,120.28</u>
Total:	\$ 99,328.09

The Director stated that it was necessary to have a vote authorizing the signing of payrolls of the Library. Following discussion and on motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from November 27, 1978."

The Director reported that in response to public advertising for a contract for providing and delivering certain supplies to be used in connection with IBM Data Processing equipment, only one bid was received. He stated that an analysis of the bid showed that the quality of the stock bid on one of the items did not meet the specifications and, therefore, this item would be bought directly from the IBM Corporation. The total amount of the other items bid was \$5,104.15, and the Director recommended the award of a contract to National Electronic Card Company in this amount. On motion duly made and seconded, it was

"VOTED: that there be entered into with National Electronic Card Company, 13 Flagstone Drive, Hudson, New Hampshire, the sole bidder in the public bidding, a contract for providing and delivering certain supplies to be used in connection with rented IBM data processing equipment, as specified in the specifications, in a total sum not to exceed five thousand one hundred four dollars and fifteen cents (\$5,104.15)."

The Director reported that the Secretary had written to members of the Professional Staff Association who had sent letters to the Trustees expressing concern over the salary proposals of the City. The Director was pleased to report that a breakthrough seemed to have been made on this point and he expressed optimism that the negotiations for a new contract with the Professional Staff Association would be completed in the near future.

The Director reported that the Library, in cooperation with the Directors of the Boston Library Consortium, had cosponsored a very successful reception for all the registrants at the first national convention of the Association of College and Research Libraries. The Garden Club of the Back Bay provided flowers for the occasion, and the reception was staffed by volunteers from the Library's own staff as well as volunteers from all the Consortium Libraries. The Director praised all of those who cooperated in this significant affair and said that it went very smoothly and was a most distinguished affair. About 2,000 people attended this reception. The Trustees agreed that all of those who participated ought to be formally thanked by the Library.

The Director reported that formal notification has been received from the National Endowment for the Humanities that the Boston Public Library has been awarded a Challenge Grant in the amount of \$500,000. This money must be matched by the Library on a three-to-one basis. This means that the Library needs to raise \$200,000 before June 30, 1979. The Director mentioned a number of small gifts that had been received recently and indicated that the Library will be receiving appraisals of recent gifts of material. It will also be necessary for Library representatives to meet with NEH personnel to get a clear understanding on the procedures for getting certification of matching monies, as well as getting rulings on some monies already received, for example, money received under the Piston Estate.

Minutes of Meeting
Administrative Agency
November 9, 1978
p. 4.

A significant Irish exhibition has been mounted throughout the Central Library. Several programs have been arranged in conjunction with this exhibition. The highlight of this program series will be a talk by Mr. Sean Donlon, Ambassador of Ireland to the United States, on November 30. The Library hopes to establish endowment support for collection development in this area. The Director stated that a committee will be set up to help the Library in this program.

Work is just about complete on the courtyard contract. This contract has been carefully monitored by Mr. Doherty and Mr. Geoghegan, and they are satisfied that the work has been very well done. This work was badly needed and will make major improvements in the McKim Building, especially in the basement area, where there were many problems relating to leakage. This whole area is now dry and will make a substantial amount of very useful and valuable space available for Library purposes.

The Director said that the Back Bay Garden Club, which has done a good job in maintaining the shrubbery and flowers in the courtyard, is interested in getting the statue of the Bacchante returned to the courtyard. The statue is now owned by the Metropolitan Museum of Art. Previously, Philip Johnson tried to have this statue returned to the courtyard, without success. The Trustees feel that another effort should be made to have this important statue returned to the McKim Building.

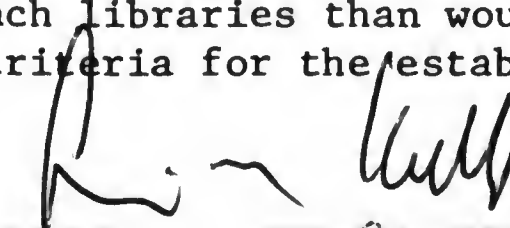
The Director reported that the Library got in contact with the Police Department to follow up on a situation that had been carefully watched by the Library staff for several weeks. This involved a young man who was carefully and methodically removing books from the Research Library. Based on the evidence gathered by Library staff, the Police Department was able to get a search warrant, and a search of this man's apartment turned up 12 volumes of a multi-volume set, as well as 3 other books from the Research Library collection. The Director suggested that the carefully documented record kept by the Library staff shows that the present control system does work. The Library received pleas for leniency on behalf of this man from his pastor and several of his professors. The Director agreed that this young man was in bad shape and the Library did settle for leniency. He has been placed on probation for six months.

Mr. Kelly reported that progress is now being made on upgrading the computer systems, now that the new computer is operating smoothly. He stated that programs are under development that will enable all of the checkout terminals in the Central Library to be tied in to the computer on-line so that all borrower cards can be checked against the delinquency file and thus enable the Library to restrict delinquent borrowers from borrowing additional material. This will enable the Library to better control the delinquency problems and also provide better services to the Library user.

Some representatives of the public spoke about the need for a branch library at Savin Hill and also stressed the fact that it would be important for the Library to retain a branch library at Uphams Corner. Mr. McNiff and Mr. Rabb spoke about the economic realities facing the City and stressed the fact that Boston has already many more branch libraries than would be justified by the application of standard per capita criteria for the establishment of branch libraries.

Dissolved at 10:45 a.m.

Please read, initial and return to the Secretary

 Secretary

 Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, December 8, 1978

A meeting of the Trustees as an Administrative Agency was held at the Lower Mills Branch Library at 7:56 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin. Also present were Friends of the Lower Mills Branch Library; Leonard Jones, Deputy Director for Construction and Repairs, Public Facilities Department; members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

The first Order of Business was the approval of the Minutes. On a motion duly made and seconded, the Minutes of the Regular Meetings of June 23, July 21, and September 21, 1986 were approved.

On the next Order of Business, authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that, subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or Liam M. Kelly, Associate Director, or upon his delegation, John J. Doherty, Assistant Director, or Jane Manthorne, Assistant Director, or Kevin T. FitzPatrick, Assistant to Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from January 21, 1987."

Mr. Moloney then turned to the awarding of contracts. Mr. Curley reported that all of the following contracts represent recommendations for award to the lowest eligible and responsible bidders. Mr. Curley added that the Faxon Company, Inc. contract for supplying periodicals and serials subscriptions is without public advertising. There being no further discussion, and on the recommendation of Mr. Curley, on a motion duly made and seconded, contracts were awarded as follows:

"VOTED: that there be entered into with University Products, Inc., South Canal Street, Holyoke, Massachusetts 01041, the sole, eligible and responsible bidder in the public bidding, a contract for supplying and delivering archival materials, acid-free, as specified, at a total cost not to exceed fifteen thousand six hundred ninety-six dollars and forty-five cents (\$15,696.45)."

and

"VOTED: that there be entered into with Spink & Gaborc, Inc., 11 Troast Court, Clifton, New Jersey 07011, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering print boxes, as specified, at a total cost not to exceed four thousand seven hundred four dollars (\$4,704.00)."

and

"VOTED: that there be entered into with Ecological Fibers, Inc., Pioneer Industrial Park, Lunenburg, Massachusetts 01462, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering binders board, as specified, at a total cost not to exceed four thousand four hundred thirty dollars (\$4,430.00)."

and

"VOTED: that there be entered into with Library Binding Service, 2134 E. Grand Avenue, Des Moines, Iowa 50305, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering bindery endpapers, as specified, at a total cost not to exceed two thousand four hundred sixty-three dollars and no cents (\$2,463.00)."

and

"VOTED: that there be entered into with Library Binding Service, Inc., 2134 E. Grand Avenue, Des Moines, Iowa 50305, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering book binding cloth, as specified, at a total cost not to exceed seven thousand two hundred twenty-seven dollars (\$7,227.00)."

and

"VOTED: that there be entered into with Defiance Machine and Tool Co., 430 Industrial Park, Maryland Heights, Missouri 63043, the sole eligible and responsible bidder in the public bidding, a contract for supplying, delivering, and installing book titling equipment, as specified, at a total cost not to exceed thirteen thousand thirty dollars and no cents (\$13,030.00)."

and

"VOTED: that there be entered into with Gem-Peerless Electric Supply, 1110 Washington Street, Boston, Massachusetts 02118, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing cable, as specified, at a total cost not to exceed fifteen thousand seven hundred forty-six dollars and eighty-five cents (\$15,746.85)."

and

"VOTED: that there be entered into with Gem-Peerless Electric Supply, 1110 Washington Street, Boston, Massachusetts 02118, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering electrical ballasts and fuses, as specified, at a total cost not to exceed nine thousand nine hundred ninety-nine dollars and eight cents (\$9,999.08)."

and

"VOTED: that there be entered into with Gem-Peerless Electric Supply, 1110 Washington Street, Boston, Massachusetts 02118, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous electrical supplies, as specified, at a total cost not to exceed four thousand two hundred eighty-two dollars and seventy-five cents (\$4,282.75)."

and

"VOTED: that there be entered into with Oswegatchie Lighting & Supply, 426 Boston Post Road, Waterford, Connecticut 06385, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering lamps and bulbs, as specified under Group A, at a total cost not to exceed six thousand nine hundred sixty dollars (\$6,960.00)."

and

"VOTED: that there be entered into with Northeast Computer Supplies, 24 Keewaydin Drive, Salem, New Hampshire 03079, the first low, eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing supplies, as specified under items 4, 7, 8, 9, 10, and 11, at a total cost not to exceed fourteen thousand five hundred sixty dollars and no cents (\$14,560.00)."

and
further

"VOTED: that there be entered into with Precision Methods, Inc., 10 Manor Parkway, Salem, New Hampshire 03079, the second low, eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing supplies, as specified under items numbered 25 and 26, at a total cost not to exceed thirteen thousand one hundred sixty-nine dollars and no cents (\$13,169.00)."

and
further

"VOTED: that there be entered into with Globe Ticket Company, 300 Constance Drive, Warminster, Pennsylvania 18974, the third low, eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing supplies, as specified under items numbered 18 and 19, at a total cost not to exceed seven thousand four hundred eighty dollars and no cents (\$7,480.00)."

and
further

"VOTED: that there be entered into with Precision Computer Supplies, Inc., 12 Davis Drive, Pascoag, R.I. 02859, the fourth low, eligible bidder in the public bidding, a contract for supplying and delivering data processing supplies, as specified under items numbered 20, 21, and 22, at a total cost not to exceed five thousand three hundred sixty-three dollars and no cents (\$5,363.00)."

and
further

"VOTED: that there be entered into with Time Brokers of N.E., Inc., 475 Washington Street, Wrentham, Massachusetts 02093, the fifth low, eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing supplies, as specified under items 1, 2, 3, 5, 6, 27, 28, 29, 30, and 31, at a total cost not to exceed two thousand nine hundred eighty dollars and eighty-two cents (\$2,980.82)."

and
further

"VOTED: that there be entered into with The Morley Company, 909 Islington Street, Portsmouth, New Hampshire 03801, the sixth low, eligible and responsible bidder in the public bidding, a contract for supplying and delivering data process-

ing supplies, as specified under items 16, 23, and 24, at a total cost not to exceed two thousand nine hundred sixty-eight dollars and forty cents (\$2,968.40)."

and
further

"VOTED: that there be entered into with O'Gara Associates, 21 Canal Street, Lawrence, Massachusetts 01840, the seventh low, eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing supplies, as specified under item 17, at a total cost not to exceed two thousand eight hundred twenty dollars and no cents (\$2,820.00)."

and
further

"VOTED: that there be entered into with Impact Marketing Systems, Inc., 11 Industrial Way, Salem, New Hampshire 03079, the eighth low, eligible bidder in the public bidding, a contract for supplying and delivering data processing supplies, as specified under items 12, 13, 14, and 15, at a total cost not to exceed two thousand seven hundred eighty-four dollars and no cents (\$2,784.00)."

and

"VOTED: that there be entered into with Regional Business Equipment, Inc., 401 West Broadway, South Boston, Massachusetts 02127, the lowest eligible and responsible bidder to all items as specified, a contract for supplying and delivering typewriter ribbons, as specified, at a total cost not to exceed eight thousand nine hundred forty-five dollars (\$8,945.00)."

and

"VOTED: that there be entered into with Spaulding Company, Inc., 80 Hawes Way, Stoughton, Massachusetts 02072, the lowest eligible and responsible bidder in the public bidding meeting the specifications, a contract for furnishing, delivering, and installing, one microfilm reader printer, as specified, at a total cost not to exceed five thousand seven hundred and fifty dollars (\$5,750.00).

and

"VOTED: that there be entered into with Zytron Corporation (a Dun & Bradstreet Co.), 39 Brooks Drive, Braintree,

Massachusetts 02184, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering microfilm reader/printer paper and toner, as specified, at a total cost not to exceed eight thousand four hundred forty dollars (\$8,440.00)."

and

"VOTED: that there be entered into with W.W.F. Paper Corporation, N.E., 440 Rutherford Avenue, Charlestown, Massachusetts 02129, the first low eligible and responsible bidder in the public bidding, a contract for supplying and delivering offset paper, as specified, under items numbered 1, 2, 3, 4, 6, and 11, at a total cost not to exceed four thousand twelve dollars and fifty-one cents (\$4,012.51)."

and
further

"VOTED: that there be entered into with The Century Paper Co., Inc., 28 York Avenue, Randolph, Massachusetts 02368, the second low eligible and responsible bidder in the public bidding, a contract for supplying and delivering offset paper, as specified under items numbered 5, 7, 8, 9, 10, and 12, at a total cost not to exceed four thousand eight hundred seven dollars and forty-seven cents (\$4,807.47)."

and

"VOTED: that there be entered into with Brodart Company, 1609 Memorial Avenue, Williamsport, Pennsylvania 17705, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous resource and acquisition supplies, as specified under Groups A, B, C, G, and H, at a total cost not to exceed sixteen thousand nine hundred fifteen dollars and forty-eight cents (\$16,915.48)."

and

"VOTED: that there be entered into with Bay Colony Paper Corp., 293 Lenox Street, Norwood, Massachusetts 02062, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering shipping supplies, as specified under items numbered 1, 5a, 5b, 6, 7, 8, 9a, 9b, 11, and 12, at a total cost not to exceed two thousand three hundred seventy dollars and seventy cents (\$2,370.70)."

"VOTED: that there be entered into with Bay Colony Paper Corp., 293 Lenox Street, Norwood, Massachusetts 02062, the first low eligible and responsible bidder in the public bidding, a contract for supplying and delivering toilet tissue and hot drink cups, as specified under items numbered 1 and 4, at a total cost not to exceed five thousand fourteen dollars and no cents (\$5,014.00)."

and
further

"VOTED: that there be entered into with The Dowd Company, Inc., 90 Commerce Way, Woburn, Massachusetts 01888, the second low eligible and responsible bidder in the public bidding, a contract for supplying and delivering paper towels and cold drink cups, as specified under items numbered 2 and 3, at a total cost not to exceed six thousand one hundred forty-two dollars and fifty cents (\$6,142.50)."

and

"VOTED: that there be entered into with The Dowd Company, Inc., 90 Commerce Way, Woburn, Massachusetts 01888, the lowest eligible and responsible bidder in the public bidding for items 1, 5, 9, 11, 16, 17, and 22, a contract for supplying and delivering janitorial miscellaneous supplies, as specified in the bid proposal, at a total cost not to exceed two thousand three hundred and twenty-two cents (\$2,310.22)."

and

"VOTED: that there be entered into with Equality Paper, 286 Talbot Avenue, Dorchester, Massachusetts 02124, the lowest eligible and responsible bidder to all items as specified, a contract for supplying and delivering janitorial supplies, liquid, at a total cost not to exceed four thousand two hundred twenty-seven dollars and eighty-eight cents (\$4,227.88)."

and

"VOTED: that there be entered into with Johnson Paint Co., Inc., 355 Newbury Street, Boston, Massachusetts 02115, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering painting supplies, as specified under items 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 26, 27, 28, and 29, at a total cost not to exceed six thousand one hundred fifty-three dollars and twenty-one cents (\$6,153.21)."

and

"VOTED: that there be entered into with W. H. Shurtleff Company, One Runway Road, South Portland, Maine, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering rock salt and calcium chloride, as specified, to the Boston Public Library, at a total cost not to exceed two thousand three hundred forty-seven dollars and fifty cents (\$2,347.50)."

and

"VOTED: that, without public advertising, there be entered into with The Faxon Company, Inc., 15 Southwest Park, Westwood, Massachusetts, a contract for (1) supplying periodicals and serials for the year 1987 and (2) servicing the subscriptions for the individual items throughout the year as specified in the specifications and Appendix A, and subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed one hundred eighty-nine thousand three hundred thirteen dollars and no cents (\$189,313.00)."

Mr. Curley then called on Lesley Loke, Assistant Director for Community Library Services, to report on branch libraries. Ms. Loke announced that she had just completed visits to all twenty-five branch libraries, departments in the General Library, Extension Services, and Access Center staff in order to identify needs and services. She made the following observations: she had observed one of the best cores of programs and services which she has experienced in any urban public library system and one which is truly envied by many library systems; the present staffing levels, however, do not allow the staff to perform many outreach services in the community, and therefore the Library's ability to respond to changes and trends in the neighborhoods is very limited; until the remaining vacancies are filled, it remains difficult for branch libraries to mobilize on a system-wide basis with respect to community issues--literacy, for example; the demographic distribution of neighborhood libraries is very sound in light of residential and commercial shifts in population, but space allocation within branch libraries will be further examined, e.g. shelving, storage of materials, meeting rooms, equipment; the physical condition of the branch libraries, she said, is appalling; and she strongly recommended an examination of the deployment of the workforce, suggesting an increase in personnel and the creation of a preventative maintenance crew which would travel around to branches; working closely with the staff of the Public Facilities Department on the addition to the West Roxbury Branch, she is encouraged with respect to future working relationships with that department; due to a 30% increase in last year's acquisition budget, many improvements have

Minutes of Meeting
Administrative Agency
December 8, 1987
Page Nine

occurred in the acquisition and development of book collections, but because of constantly changing needs in the communities, new acquisition systems should be examined for quick response to such changes, e.g. replacement of books in a speedy fashion.

At this point a lengthy discussion of the Library's selection and acquisition processes ensued following Mr. Moloney's question on policy changes to address the issue. Mrs. Luthin asked how long it takes to get a book to branches after it is ordered. Mr. Curley said that the Library is addressing these issues by increasing staffing in the acquisitions department; it generally takes from two to four weeks for best sellers to reach the branches. Mr. Curley then discussed the merits of both centralized and decentralized selection and acquisition systems and proposed that an entire meeting be devoted to the issue. Mr. Kelly added that the new automated system will address many of these needed changes. The Trustees agreed and asked Mr. Curley to plan a future meeting devoted entirely to selection/acquisition. With respect to staffing levels, Mrs. Gaines remarked that the branches--particularly district branch libraries--are understaffed, especially when the librarians have to travel to other branches for coverage. With regard to physical improvements in the branch libraries, Mr. Moloney and Mrs. Goodwin requested that a reporting format establishing clear priorities be drawn up identifying needed physical improvements, vacancies of staff, and collection development. This checklist of branch priorities, Mr. Moloney said, will enable the Trustees to consider the branches individually as well as serve as a tool to measure the rate of improvements. Ms. Loke responded that the branch librarians and department heads in the General Library are presently working on needs assessment reports in which needs--staffing levels, capital improvements, collection development, equipment, and supplies--are prioritized. Ms. Loke added that these needs are reflected as part of an internal budget process and become the basis of a multi-year framework and are placed in sequential form, first at the district branch level and later at the divisional level. Mrs. Goodwin requested that the needs assessment reports from the branch librarians be shared with the Trustees in order for them to gain a sense of priorities from the perception of the branch librarians.

Mrs. Luthin then introduced the status of the installation of window shades in the branch libraries, recalling that the Board authorized this contract several months ago. She questioned whether there was anything the Trustees could do to resolve this issue. Mr. Curley explained that the supplier of the window shades went bankrupt, and the vendor is presently trying to locate another supplier. Meanwhile, if the Library were to cancel the contract with the vendor, a breach of contract would be in effect, and therefore the Library would have to honor the contract regardless of services rendered; in addition, if the Library does not spend the funds by the end of the fiscal year, the City of Boston encumbers the funds and declares the contract null and void. Following discussion among the Trustees, it was decided that Mr. Moloney and Mr. Curley would request a meeting with the city auditor to explain the dilemma, and in the meantime Mr. Moloney asked that the Library pursue other suppliers.

Minutes of Meeting
Administrative Agency
December 8, 1987
Page Ten

Next Ms. Loke introduced Ms. Mary Jo Campbell, newly appointed Branch Librarian at the Lower Mills Branch Library. Formerly a Young Adults Librarian at the Codman Square Branch Library, Ms. Campbell has been appointed temporarily for one year. Ms. Campbell highlighted future programs and services which she plans to undertake at the branch and in the Lower Mills community. She then introduced Sister Agnes Connolly, past principal and present librarian at St. Gregory's High School. Sister Agnes extended a warm welcome to the Trustees and further noted that the Lower Mills Branch has supplemented and enhanced the cultural/educational efforts in Lower Mills. At this point Mr. Donald Oakes, President of the Lower Mills Branch Library Friends group, spoke on the history of Lower Mills, the Friends group, and the community.

Next Mr. Moloney introduced Leonard Jones, Deputy Director for Construction and Repairs, Public Facilities Department. Mr. Jones stated that in 1981 the City of Boston experienced fiscal difficulties, and as a result more than eighty construction projects in progress at the time were simply shut down. The Lower Mills Branch Library, in particular, was about ninety percent complete when construction stopped. Currently, however, Mr. Jones stated, the Mayor is committed to the resolution of construction problems created by the earlier crisis, and the Lower Mills community is included in the plan. Mr. Moloney reminded Mr. Jones that one of the unresolved problems is the continuing absence of furniture in the branch. Discussion followed on the failure to acquire new furniture for the branch at the time the building was completed. Mr. Moloney asked Mr. Jones to research the original loan order in order to determine the status of the furniture purchase. On a related branch library concern, several community library users asked the Trustees to consider opening the Lower Mills Branch on Saturday.

Mr. Moloney then thanked the Friends' group members for attending the meeting, and he pointed out that the Library's fiscal situation is improving: the City of Boston's operating budget for the Library increased by a significant 30%; on the state level, Massachusetts Senate President William M. Bulger's proposed state legislation would give Massachusetts libraries \$45 million. Since the Library is funded by both the City and the Commonwealth. Mr. Moloney encouraged the public to participate in the political process by voting and contacting city councillors and state representatives asking them to support library legislation.

Since there was no other business, the meeting adjourned at 9:16 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, December 14, 1978

A meeting of the Trustees of the Public Library of the City of Boston as an Administrative Agency of the City of Boston was held in the Trustees Room at 10:15 a.m.

President, Messrs. Maher, Murray, Parker and Rabb, Trustees. Also present were representatives of the Professional Staff Association and A.F.S.C.M.E. and members of the public.

The Chairman, Mr. Maher, presiding.

The minutes of the regular meeting of the Administrative Agency on November 9, 1978, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of October and November, 1978, provided that expenditures from City Appropriation have the approval of the City Auditor:

	<u>OCTOBER</u>	<u>NOVEMBER</u>
<u>To City Appropriation</u>		
Personal Services	\$625,780.23	\$520,450.65
Contractual Services	42,032.92	80,380.54
Supplies and Services	8,624.16	7,048.86
Books	88,216.23	142,538.70
Current Charges and Obligations	29,008.82	9,145.50
Total:	\$793,662.36	\$759,564.25
<u>To Trust Funds</u>		
Contractual Services	\$ 9,325.88	\$ 5,168.55
Supplies and Materials	91.44	-----
Books	11,619.45	5,207.30
Current Charges and Obligations	-----	103.00
Total:	\$ 21,047.77	\$ 10,478.85
Gifts for Current Use:	\$ 62.56	\$ 86.15
<u>Eastern Regional Public Library System</u>		
Books	\$ 33,940.08	\$ 55,990.72
Supplies and Materials	6,836.20	8,687.39
Personal Services	45,227.90	39,766.42
Total:	\$ 86,004.18	\$104,444.53

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of October and November, 1978, provided that payment of bills from City Appropriation has the approval of the City Auditor:

	<u>OCTOBER</u>	<u>NOVEMBER</u>
<u>To City Appropriations</u>		
Personal Services	\$625,780.23	\$520,450.65
Contractual Services	252,653.65	89,507.52
Supplies and Materials	8,891.94	9,765.84
Books	88,216.23	142,538.70
Current Charges and Obligations	9,108.31	6,411.62
Total:	<u>\$984,650.36</u>	<u>\$768,674.33</u>
<u>To Trust Funds</u>		
Contractual Services	\$ 9,325.88	5,168.55
Supplies and Materials	91.44	-----
Books	11,619.45	5,207.30
Current Charges and Obligations	-----	103.00
Total:	<u>\$ 21,036.77</u>	<u>\$ 10,478.85</u>
Gifts for Current Use:	\$ 62.56	\$ 86.15
<u>Eastern Regional Public Library System</u>		
Books	\$ 33,940.08	\$ 55,990.72
Supplies and Materials	9,805.15	10,692.67
Personal Services	45,227.00	39,766.42
Total:	<u>\$ 88,972.23</u>	<u>\$106,449.81</u>

The Director stated that it was necessary to have a vote authorizing the signing of payrolls of the Library. On motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from December 26, 1978."

Minutes of Meeting
Administrative Agency
December 14, 1978
p. 3.

The Director reported that proposals for the provision of food vending machines and related services had been submitted by two companies. He pointed out that the services given by Seiler's Food Services over the last three years have been very good and he recommended that their services be retained. Following discussion and on motion duly made and seconded, it was

"VOTED: that there be entered into with Seiler's Food Services, a division of the Seiler Corporation, 153 Second Avenue, Waltham, MA 02154 an agreement for the provision of food vending machines and related services at the Boston Public Library, Copley Square, Boston, Massachusetts, for a three-year period beginning December 18, 1978, subject to the terms, agreements, conditions, and covenants set forth in said Agreement."

The Director reported that while a contract for the repair of broken windows throughout the branch system had been awarded by Public Facilities, progress on the execution of this contract was very slow. There is a problem with the first floor window in the Kirstein Business Branch, which had to be removed because of some structural problems and there is some difficulty with its being re-installed. The work on the courtyard is nearly completed. The Director reported that he had a meeting with Mr. Jan Fontein at the Museum of Fine Arts to discuss with him the question of how best to go about having the Bacchante statue returned to the Library by the Metropolitan Museum in New York. Mr. Fontein has promised to explore this question with the Director of the Metropolitan Museum.

The Director outlined the basic elements in the budget request which was currently in preparation. This request will reflect a modest increase in the non-personnel items and he cited increases in the cost of telephones, light, heat and power, contractual services and data processing. The Library will request the same number of employees for next year and increases in the salary accounts will reflect all of the negotiated contractual increases. Msgr. Murray inquired as to whether or not the book account would be increased and the Director pointed out that in accordance with the terms of the state contract, the book budget would again represent 12% of the total budget. He then reiterated the hope that the recently submitted state aid bill would be approved this year so that a badly needed and long overdue increase in the state library program would come about.

Mr. Kelly reported on new measures being implemented for the purpose of strengthening circulation control throughout the branch system. He pointed out that part of the problem in tightening control in the branches has been that the branches lacked much necessary information. In order to resolve this situation, complete files of all borrowers will be made available to each branch on microfiche, which is generated by the computer system. Each branch will also get a complete file of all delinquency information containing the names of all delinquent borrowers, the books that have not been returned, as well as the dates and amounts due. This file will also be made available on microfiche. A microfiche reader will be placed in every branch in the system. With this information available, the branch libraries will no longer have to assign duplicate borrower numbers, thereby eliminating this very serious problem

Minutes of Meeting
Administrative Agency
December 14, 1978
p. 4.

from the circulation system. The elimination of duplicate borrower numbers will be vital to the successful implementation of on-line charging.

The Director read a letter from the Assistant Director for Regional Library Services in which she requested a vote by the Board to transfer from the Board of Library Commissioners budget the salary of a bookmobile driver to the Eastern Regional C-1 personnel account. On motion duly made and seconded it was so voted by the Board.

Comments from the general public included a querie as to the status of the Uphams Corner library, an offer to help the Library get passage of the new state aid bill, the need to insure adequate procedures for dealing with patrons who disagree with fines and overdue reports, as well as general security.

Dissolved at 10:55 a.m.


.....Secretary

Please read, initial below and return to the Secretary



Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Wednesday, February 14, 1979

A meeting of the Trustees of the Public Library of the City of Boston as an Administrative Agency of the City of Boston was held in the Trustees Room at 9:45 a.m.

Present: Messrs. Maher, Parker, Rabb and Murray, Trustees. Also present were representatives of the Professional Staff Association and other members of the public.

The Chairman, Mr. Maher, presiding.

At the outset, the Chairman stated that because one of the members had to leave early, he was proposing that the Board go into Executive Session to deal with legal and personnel matters. He also stated that the Board would reconvene after the Executive Session. He invited questions from any members who did not wish to wait until the meeting reconvened. A couple of members of the public questioned what work was intended with the \$650,000 recently appropriated by the City Council for the Uphams Corner Branch Library. The Director stated the the Library had no knowledge of this appropriation. They also questioned renovation of the fire station in Allston. The Trustees stated that the Allston project had not been initiated by the Trustees of the Library. In response to further questioning, the Director stated that the frequently expressed need for Branch Library services at Savin Hill would be reflected in a capital outlay program that would soon be presented to the Board of Trustees for their approval before submission to the Mayor. On motion duly made and seconded, the Board then voted to go into Executive Session for legal and personnel matters. (9:50 a.m.)

Resumption of Administrative Agency Meeting - 10:43 a.m.

The minutes of the regular meeting and the Executive Session on December 14, 1978, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of December, 1978 and January, 1979, provided that expenditures from City Appropriation have the approval of the City Auditor:

	<u>December</u>	<u>January</u>
<u>To City Appropriation</u>		
Personal Services	\$523,759.83	\$656,415.83
Contractual Services	97,415.58	102,751.87
Supplies and Materials	9,916.71	22,360.41
Books	57,804.33	134,846.96
Current Charges and Obligations	8,899.38	11,782.11
Equipment	-----	1,108.00
Total:	<u>\$697,795.83</u>	<u>\$929,263.18</u>
<u>To Trust Funds</u>		
Contractual Services	751.96	1,677.86
Supplies and Materials	92.00	1.92
Books	1,402.73	29,514.97
Total:	<u>2,246.69</u>	<u>31,194.75</u>
<u>Gifts for Current Use</u>	10.98	75.47
<u>Eastern Regional Public Library System</u>		
Books	33,985.58	7,235.85
Supplies and Materials	3,389.38	132,589.61
Personal Services	41,432.66	51,264.91
Total:	78,807.62	191,090.37

The Director stated that it was necessary at this time to have votes authorizing routine operating procedures during the calendar year 1979. Following discussion and on motion duly made and seconded, it was

"VOTED: that Philip J. McNiff, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1978-79 budget allowances, but in no case exceeding those in the budget estimates for the fiscal year 1979-80 as shall be approved by the Board of Trustees prior to June 30, 1979, said payments to be reported to the Board at its next regular meeting for confirmation."

	<u>December</u>	<u>January</u>
<u>To City Appropriation</u>		
Personal Services	\$ 523,759.83	\$ 656,413.83
Contractual Services	76,067.06	84,179.72
Supplies and Materials	34,144.49	19,247.12
Books	57,804.33	134,846.96
Current Charges and Obligations	36.45	148,640.00
Equipment	<u>1,358.00</u>	<u>2,747.47</u>
Total:	\$ 693,170.16	\$1,046,071.10
<u>To Trust Funds</u>		
Contractual Services	751.96	1,677.86
Supplies and Materials	92.00	1.92
Books	<u>1,402.73</u>	<u>29,514.97</u>
Total:	2,246.69	31,194.75
<u>Gifts for Current Use</u>	10.98	75.47
<u>Eastern Regional Public Library System</u>		
Books	33,985.58	2,751.88
Supplies and Materials	4,584.78	132,589.61
Personal Services	<u>41,432.66</u>	<u>51,264.91</u>
Total:	80,003.02	186,581.40

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of December, 1978 and January, 1979, provided that payment of bills from City Appropriation has the approval of the City Auditor:

and

"VOTED: that until January 1, 1980, the President, Vice President, the Director, and the Secretary of the Trustees, be and they hereby are severally authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City and any and all communications in connection with the award of contracts so voted or recommended to be so voted."

and

"VOTED: that Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, be and hereby is authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library up to but not including the level immediately below that of the Director, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation."

"VOTED: that, for the signing of checks drawn upon the petty cash checking accounts of the Library, Catherine A. Farrell, Principal Accountant, or Thomas T. McLaughlin, Assistant Principal Accountant, or Liam M. Kelly, Secretary of the Trustees, Clerk of the Corporation, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, in the order of their respective availability, be authorized to sign checks; and Philip J. McNiff, Director, or Liam M. Kelly, Secretary of the Trustees, Clerk of the Corporation, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, in the order of their respective availability be authorized to countersign checks, provided that in no instance does the same individual both sign and countersign a check."

The Director stated that it was necessary at this time to have votes taken authorizing the signing of payrolls for the Library. On motion duly made and seconded, it was:

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from January 23, 1979."

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from February 20, 1979."

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from March 20, 1979."

The Chairman read a letter from the Mayor to the Trustees regarding the use of the old fire station in Allston for Library purposes. The letter informed the Trustees that the Mayor has decided to move ahead with the renovation of the building for Library purposes. A discussion followed on this, during which it was agreed that this was not a good idea. However, there are several other projects that should be included in a capital expenditures program for Library purposes. Mr. Maher felt that the Board should respond to the Mayor's letter and inform the Mayor that the Trustees do not agree with the position he has taken on this matter, and that the Trustees should reiterate that the Board is still opposed to the fire house as a Library building. It was agreed that this is the wrong place and the wrong building and all members of the Board were clearly opposed to the Mayor's proposal. On motion duly made and seconded, it was

"VOTED: that the Board of Trustees of the Public Library of the City of Boston is opposed to the renovation of the old fire house in Allston for Branch Library purposes."

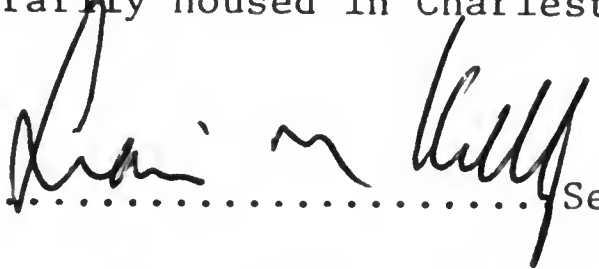
Mr. Maher will write a letter to the Mayor informing him of this vote and repeating the reasons why the Board is still opposed to this idea.

The Director stated that it was his intent to prepare a document for the consideration of the Trustees at their next meeting outlining priorities for a capital improvement program for the Library. He identified the need for the completion of the new Library building at Lower Mills, the building of an addition to the West Roxbury Branch Library, the need for improved Library services at Savin Hill, and the total renovation of the McKim Building. Msgr. Murray recommended that the Trustees make an attempt to raise some funds toward the cost of the McKim renovations so that any contract involving the McKim Building can be executed under the control of the Trustees directly.


The Director reported that the Professional Staff Association voted to approve a new contract with the City. The margin of the vote was 82 to 20, however.

The Director reported that, under the direction of the Regional Administrator, three deposit centers are operated. Three years ago, the deposit center in North Reading was moved to Andover when the Andover Public Library acquired the old theater building adjacent to the Public Library for Library purposes. This move was made on the understanding that these premises would be available for this purpose until such time as a new library building was built in Andover. However, the new town manager ousted the Library from these quarters to use them for other administrative offices. The Boston Public Library has been unable to find another location for the operation and it is temporarily housed in Charlestown.

Dissolved at 11:10 a.m.

..........Secretary

Please read, initial below and return to the Secretary


_____ Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting

In Board of Trustees

Administrative Agency

Thursday, March 8, 1979

A meeting of the Trustees of the Public Library of the City of Boston as an Administrative Agency of the City of Boston was held in the Trustees Room at 10:55 a.m.

Present: Messrs. Maher, Murray, Parker, and Rabb, Trustees. Also present were representatives of the Professional Staff Association and A.F.S.C.M.E. and other members of the public.

The Chairman, Mr. Maher, presiding.

The minutes of the regular meeting of the Administrative Agency on February 14, 1979, as presented, were approved.

The Director reported that the Back Bay Garden Club, which has been maintaining the gardens in the Courtyard, has made arrangements for the trees to be removed from the Courtyard. This is something that was recommended several years ago and is now highly desirable because the trees would gradually cause structural damage.

The Director stated that the Branch Library administrators are currently exploring the possibility of placing deposit collections in homes for the elderly in various locations around the City. The Library will then set up a program to change these collections on a regular basis. The same kind of program is under consideration for the institutions on Deer Island.

The Director requested that the Board vote to accept \$79,555 in LSCA funds for use by the Eastern Region on a reimbursable basis. Following discussion it was so voted. It was also voted that \$23,000 in LSCA Title I funds be accepted by the Library for the acquisition of equipment.

The Massachusetts Library Association-sponsored bill for the increase of state aid is now before the Joint Committee on Administration. A hearing is scheduled on this bill, (House Bill) H3578. The Director stated that unless this bill gets approval this year, there will have to be curtailment of programs and activities under the regional program. For the past several years, similar bills have been stopped in the House Ways and Means Committee.

The Director spoke about several Library programs, including a Learning Library program that would celebrate the 350th anniversary of the Commonwealth. He had high praise for a program held at the Roslindale Branch Library in memory of Mildred Kaufman. The program featured a performance by a Polish group and was very successful. Ms. Kaufman had frequently organized a great variety of ethnic programs and was active in some ethnic dance groups personally. The Director spoke about some of the national library programs, including the National Periodical Center and the possible Government Printing Office programs for the distribution of documents in microform.

Dissolved at 11:20 a.m. After several members of the public spoke, the President moved that the Board go into Executive Session to deal with some personnel matters. Following discussion and on motion duly made and seconded, it was so voted.

Please read, initial and return to the Secretary

[Signature] Secretary
.....
[Signature] Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, April 11, 1979

A meeting of the Trustees of the Public Library of the City of Boston as an Administrative Agency of the City of Boston was held in the Trustees Room at 9:35 a.m.

Present: Messrs. Maher, Murray and Parker, Trustees. Also present were members of the public and a representative of the Professional Staff Association.

The Chairman, Mr. Maher, presiding.

The minutes of the regular meeting on March 8, 1979, as presented, were approved; the minutes of the Executive Session on March 8, 1979, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of February, 1979, provided that expenditures from City Appropriation have the approval of the City Auditor:

	<u>February 1979</u>
<u>To City Appropriation</u>	
Personal Services	\$531,725.48
Contractual Services	90,654.31
Supplies and Materials	11,970.73
Books	79,325.23
Equipment	<u>5,369.47</u>
Total:	\$719,045.22
<u>To Trust Funds</u>	
Contractual Services	\$ 2,699.65
Supplies and Materials	1.92
Books	7,819.90
Current Charges and Obligations	<u>404.29</u>
Total:	\$ 10,925.76
<u>Gifts for Current Use</u>	35.55
<u>Eastern Regional Public Library System</u>	
Books	\$ 30,184.62
Supplies and Materials	5,806.66
Personal Services	<u>40,991.71</u>
Total:	\$ 76,982.99

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of February, 1979, provided that payment of bills from City Appropriation has the approval of the City Auditor:

	<u>February 1979</u>
<u>To City Appropriation</u>	
Personal Services	\$531,725.48
Contractual Services	115,705.65
Supplies and Materials	15,612.93
Books	79,325.23
Current Charges and Obligations	112,520.05
Equipment	<u>2,405.44</u>
Total:	\$857,294.78
 <u>To Trust Funds</u>	
Contractual Services	\$ 2,699.65
Supplies and Materials	1.92
Books	7,819.90
Current Charges and Obligations	<u>404.29</u>
Total:	\$ 10,925.76
 <u>Gifts for Current Use</u>	 35.55
 <u>Eastern Regional Public Library System</u>	
Books	\$ 30,184.62
Supplies and Materials	5,197.74
Personal Services	<u>40,991.71</u>
Total:	\$ 76,374.07

The Director stated that it was necessary to have a vote for the signing of payrolls for the Library. On motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from April 17, 1979."

The Director stated that action on the budget has been delayed this year due in a large measure to the tax cap legislation before the legislature. Several months ago Library representatives did have some useful talks with several budget officers and it is expected that a final meeting will be held before the Mayor submits his recommendations to the Council.

The Director reported that to date \$100,000 has been requested from the Office of Education for the Research Library catalog project and this has been sent to the City Council for appropriation to the Library salary account.

On March 1 the Library submitted a proposal requesting additional funding for the Research Library catalog project for the coming year. Due to a technicality, the proposal was returned on the basis that it was untimely filed, having been delivered by a private express carrier, instead of by U.S. Mail. Thanks to the help of Speaker O'Neill's office, this decision has been reversed and the proposal has been submitted to the Office of Education.

The Director spoke briefly about planning for a series of programs in 1980 to mark the 350th anniversary of the Commonwealth.

The Director stated that the Board of Library Commissioners has submitted its budget request for the coming year to the Secretary of Education. He said that the Board of Library Commissioners is currently very much in step with the Library community and has developed a reasonable statement as to the function of its office. The Director recommended that the Trustees go on record as supporting the Commissioner's recently submitted budget request and he recommended that a letter be sent to the Ways and Means Committee stating this support.

Under a federal government program there was work done last year on the Courtyard and the platforms surrounding the McKim Building. The contractor did a good job under the careful supervision of Mr. Doherty and Mr. Geoghegan. Unfortunately, damage was done to many of the windows in the Courtyard. The Board agreed that the contractor should replace the windows in question and if he is unwilling to do so, the City should seek damages against the contractor's insurance.

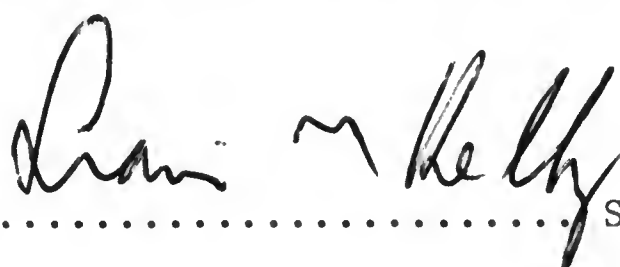
With respect to the McKim Building, the Director also reported that the administration has been concerned for some time now with the dropping levels of the water table under the McKim Building, and it is now hoped that the problem will be resolved with repair work being done on the sewer system on Blagden Street.

Msgr. Murray proposed that the Board take a vote of thanks to the Back Bay Garden Club for all the work they have done on the Courtyard gardens. On motion duly made and seconded it was so voted.

The Director stated that he had read in the newspapers that the ground-breaking for the new Lower Mills branch library will take place in August. In light of this, he suggested that the Library should now move ahead and submit a new capital improvement program to the City. He suggested that the first priority should be a 12-15,000 square-foot addition to the West Roxbury branch library, which would cost approximately \$1 million. He pointed out that the Trustees had received a gift of land from the West Roxbury Congregational Church for this purpose a few years ago. The next priority should be a new library to replace

the Uphams Corner branch library and bring Library service closer to the people of Savin Hill. This building should be approximately 9-10,000 square-feet, and would cost in the area of \$3/4 million. He stated that the Public Facilities Commission should be urged to find rental space in Washington Village so that that library could be reopened. He also cited the need for air conditioning units in all those branch libraries that do not now have air conditioning. Following discussion and on motion duly made and seconded, the Director was authorized to submit this capital improvement program to Public Facilities. In light of this action by the Board, the Director stated that he would instruct the processing department to begin putting books aside for the new enlarged Lower Mills Branch, for West Roxbury and the new Savin Hill/Uphams Corner facility. The Washington Village collection has been maintained in expectation of new quarters becoming available.

Dissolved at 10:03 a.m.


..... Secretary

Please read, initial below and return to the Secretary


_____ Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Monday, May 7, 1979

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 10:20 a.m.

Present: Messrs. Maher, Murray, Parker, and Rabb, Trustees. Also present were representatives of the Professional Staff Association and members of the public.

The Chairman, Mr. Maher, presiding.

The Administrative Agency proceeded to elect viva voce its officers for the ensuing year.

First Vote for President

Mr. Maher passed, Msgr. Murray voted for Frank B. Maher, Mr. Parker voted for Frank B. Maher, Mr. Rabb voted for Frank B. Maher; and Frank B. Maher was declared Elected President

First Vote for Vice President

Mr. Maher ~~passed~~ ^{SIDNEY R. RABB}, Msgr. Murray voted for Sidney R. Rabb, Mr. Parker voted for Sidney R. Rabb, Sidney R. Rabb passed; and Sidney R. Rabb was declared elected Vice President

First Vote for Clerk

Mr. Maher voted for Liam M. Kelly, Msgr. Murray voted for Liam M. Kelly, Mr. Parker voted for Liam M. Kelly, Mr. Rabb voted for Liam M. Kelly; and Liam M. Kelly was declared elected Clerk.

First Vote for Clerk Pro Tem

Mr. Maher voted for Philip J. McNiff, Msgr. Murray voted for Philip J. McNiff, Mr. Parker voted for Philip J. McNiff, Mr. Rabb voted for Philip J. McNiff; and Philip J. McNiff was declared elected Clerk Pro Tem.

On motion duly made and seconded, it was then:

"VOTED: that any member of the Board of Trustees be and hereby is authorized to sign on behalf of the Board bills, special drafts, and payrolls of the Library."

and

"VOTED: that, until the next annual meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation, the Director, or the Secretary of the Trustees, be and hereby is authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City of Boston 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."

The Chairman stated that membership on Standing Committees for the ensuing year should be as follows:

<u>BUILDINGS</u>	<u>FINANCE</u>	<u>PERSONNEL</u>
Msgr. Murray, Chairman	Mr. Parker, Chairman	Mr. Rabb, Chairman
Mr. Maher	Mr. Maher	Mr. Maher
Mr. Parker	Msgr. Murray	Msgr. Murray
Mr. Rabb	Mr. Rabb	Mr. Parker
Mrs. White	Mrs. White	Mrs. White

The Chairman stated that the Trustees as the appointive body must ~~take~~ ^{make} provision at the annual meeting for hearings of Civil Service personnel when and as needed during the ensuing year. On motion duly made and seconded, it was

"VOTED: that we, the Trustees of the Boston Public Library, having appointive authority over the Civil Service personnel at the Library, do appoint one of our members, Frank B. Maher, Trustee, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

and

FURTHER

VOTED: that in the event of the unavailability of Frank B. Maher, Sidney R. Rabb, Trustee, is hereby authorized to conduct the above-mentioned hearings; this power to be valid only until the expiration or appointment of any member of this Board."

The Chairman then appointed Liam M. Kelly as Secretary of Committees and Philip J. McNiff as Secretary of Committees Pro Tem to serve until the next annual meeting.

Dissolved at 10:30 a.m.

Please read, initial and return to the Secretary:

.....Secretary

.....Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, May 7, 1979

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 10:30 a.m.

Present: Messrs. Maher, Murray, Parker and Rabb, Trustees. Also present were representatives of the Professional Staff Association and members of the public.

The Chairman, Mr. Maher, presiding.

The minutes of the regular meeting on April 19, 1979, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of March 1979, provided that expenditures from City Appropriation have the approval of the City Auditor:

	<u>March 1979</u>
<u>To City Appropriation</u>	
Personal Services	\$569,757.61
Contractual Services	99,952.53
Supplies and Materials	15,334.98
Books	109,114.19
Equipment	<u>2,164.43</u>
Total:	\$796,323.74
<u>To Trust Funds</u>	
Contractual Services	\$ 1,667.23
Supplies and Materials	71.25
Books	<u>21,620.44</u>
Total:	\$ 23,358.92
<u>Gifts for Current Use</u>	45.26
<u>Eastern Regional Public Library System</u>	
Books	\$ 50,075.00
Supplies and Materials	11,701.75
Personal Services	<u>41,080.45</u>
Total:	\$102,857.20

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of March, 1979, provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$569,757.61
Contractual services	113,180.35
Supplies and Materials	29,581.01
Books	109,114.19
Current Charges and Obligations	7,963.01
Equipment	4,579.18
Total:	<u>\$834,175.35</u>

To Trust Funds

Contractual Services	\$ 1,667.23
Supplies and Materials	71.25
Books	21,620.44
Total:	<u>\$ 23,358.92</u>

Gifts for Current Use 45.26

Eastern Regional Public Library System

Books	\$ 50,075.00
Supplies and Materials	6,348.90
Personal Services	41,080.45
Total:	<u>\$ 97,504.35</u>

The Director stated that it was necessary at this time to have a vote authorizing the signing of Library payrolls. On motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from May 15, 1979."

The Director reported that there has been a continuing problem with the service provided by Lowell as a subregional library. At their last meeting, the Board of Library Commissioners voted to confirm their contract with Lowell for the coming year, following a review of the situation by several people including Miss Heneghan. However, the Board of Trustees of the Wilmington Public Library voted to ask that the Wilmington Library be reassigned to the Boston Sub-Region because of their dissatisfaction with the situation in Lowell. In the interest of providing improved library service throughout the state, the Director recommended that this reassignment of Wilmington be approved. The Director said that he assumed this would be acceptable to the Board of Library Commissioners.

The question was raised as to whether it wouldn't be better to build up the services of the other Sub-Regions, rather than building up the number of libraries in the Boston Sub-Region. The Director agreed with this in general, but he said that because of special circumstances regarding this particular question, he felt that it would be good for the Board to go ahead with the wishes of the Wilmington Trustees at this time. In response to another question, the Director acknowledged that there would be no increase in reimbursement to the Boston Public Library for this additional service. He said that the state budget is very tight and he suggested that if no increase in support is forthcoming from the state in the next fiscal year, all libraries involved in the Regional program will have to start cutting back on their services. As far as the increase in State Aid is concerned, the major obstacle to the approval of this bill will be in the House Ways and Means Committee.

There was some discussion of the Library's Capital Improvement needs. Again, the Board acknowledged the need for an addition to the West Roxbury Branch Library; the relocation of the Uphams Corner Branch Library to better serve Savin Hill residents; a need for the reopening of the Washington Village Branch Library; as well as a need to undertake major renovations in the McKim Building, and acquiring additional storage space for Library operations.

The Director reported on visits to the Library by the architect planning a major addition to the National Diet Library in Japan, as well as a visit by two librarians from the British Library staff, who are involved in planning for the new British Library building in London. The Director also reported on developing plans for the Children's Books International exhibit, which is scheduled this year for September. He also reported on a program that had been held at the Connolly Branch by the Friends of the Connolly Branch Library the previous Sunday. This included an exhibit of photographs and the Director was high in his praise of all those involved in planning this program.

The Director then reported on a letter recently received from the Mayor directing all Departments to freeze all further hiring of new staff until further notice. He pointed out that a number of commitments have been made to fill positions that are currently vacant and he stated that he planned to meet with the Supervisor of Budgets to ensure that these actions and any other necessary actions could be implemented without any problems.

The Director also reported on an informal meeting that had been called the previous week by Councillor Langone to review the problems that have kept the Washington Village Branch Library closed. The Director stated that he had assured Councillor Langone that once suitable premises were available for Library purposes, the Library could begin service there in six to eight weeks.

Following statements by various members of the public, the Board voted to go into Executive Session to discuss a personnel matter.

Dissolved at 11:05 a.m.

Please read, initial and return to the Secretary

.....
Secretary

S. R. R.
Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, June 14, 1979

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 10:10 a.m.

Present: Messrs. Maher, Murray and Parker, Trustees. Also present were representatives of the Professional Staff Association and members of the public.

The Chairman, Mr. Maher, presiding.

The minutes of the Annual Meeting on May 7, 1979, the Regular Meeting on May 7, 1979, and the Executive Session on May 7, 1979, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of April and May, 1979, provided that expenditures from City Appropriation have the approval of the City Auditor:

	<u>April 1979</u>	<u>May 1979</u>
<u>To City Appropriation</u>		
Personal Services	\$549,041.84	\$742,251.45
Contractual Services	106,807.60	58,945.51
Supplies and Materials	26,218.83	5,319.71
Books	236,588.17	40,079.45
Current Charges and Obligations	375.00	5,408.45
Equipment	1,527.80	1,025.98
Total:	<u>\$920,559.24</u>	<u>\$853,030.55</u>
<u>To Trust Funds</u>		
Contractual Services	\$ 1,564.09	\$ 1,518.23
Supplies and Materials	-----	32.41
Books	5,382.17	23,738.38
Total:	<u>\$ 6,946.26</u>	<u>\$ 25,289.02</u>
<u>Gifts for Current Use</u>	\$ 34.20	\$ 51.50*
<u>Eastern Regional Public Library System</u>		
Books	\$132,037.11	\$ 57,525.80
Supplies and Materials	3,842.77	4,498.40
Personal Services	46,688.88	64,674.11
Total:	<u>\$182,568.76</u>	<u>\$126,698.31</u>

Confirmation of approval of payment of bills for services and supplies:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of April and May, 1979, provided that payment of bills from City Appropriation have the approval of the City Auditor:

Minutes of Meeting

Administrative Agency

June 14, 1979

p. 2.

	<u>April 1979</u>	<u>May 1979</u>
<u>To City Appropriation</u>		
Personal Services	\$ 549,041.84	\$ 742,251.45
Contractual Services	115,479.13	74,295.60
Supplies and Materials	27,606.08	9,881.08
Books	236,588.17	40,079.45
Current Charges and Obligations	204,165.81	27,548.86
Equipment	1,565.21	1,317.75
Total:	<u>\$1,134,446.24</u>	<u>\$ 895,374.19</u>
<u>To Trust Funds</u>		
Contractual Services	\$ 1,564.09	\$ 1,518.23
Supplies and Materials	-----	32.41
Books	5,382.17	23,738.38
Total:	<u>\$ 6,946.26</u>	<u>\$ 25,289.02</u>
<u>Gifts for Current Use</u>	\$ 34.20	\$ 51.50
<u>Eastern Regional Public Library System</u>		
Books	\$ 132,037.11	\$ 57,525.80
Supplies and Materials	10,863.49	6,157.79
Personal Services	46,688.88	64,674.11
Total:	<u>\$ 189,589.48</u>	<u>\$ 128,357.70</u>

The Director recommended that a contract be entered into with Delta Elevator service Corporation for maintenance and servicing of elevators throughout the library system. He pointed out that this would be the second year of a three-year contract, and based on the performance of Delta over the past year, he recommended that the Trustees approve the contract for the coming year. Following further discussion and on motion duly made and seconded, it was:

"VOTED: that, without public advertising, there be entered into with Delta Elevator service Corporation, 50 North Beacon Street, Allston, MA 02134, a service contract for Maintenance and Servicing of Elevators throughout the Library System for the period July 1, 1979 through June 30, 1980, at a total cost not to exceed twelve thousand seven hundred and eighty dollars (\$12,780.00)."

The Director recommended that the Trustees approve a contract without public advertising for the continued use of presently installed IBM equipment. He pointed out that in the past year the Library has used this equipment on a lease basis. It is now proposed to revert to a rental agreement to allow the Library more flexibility to make changes in this hardware in the course of the coming year. Following further discussion and on motion duly made and seconded, it was

"VOTED: that there be entered into, without public advertising, with International Business Machines Corporation, a corporation having a place of business at Armonk, New York, and at 400 Wyman Street, Waltham, Massachusetts, a contract for rental of certain data processing equipment during the period July 1, 1979 through June 30, 1980, the total rental thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

The Secretary stated that it was necessary to have a contract with Western Union Data Services Company for the rental of data communications terminals used in conjunction with the cataloging operations of the Library. These terminals are currently installed. This contract is another one in which the Trustees have the option for renewal as part of a multi-year bid. Following further discussion and on motion duly made and seconded, it was

"VOTED: that, without public advertising, there be entered into with Western Union Data Services Company, 84 Cummings Park, Woburn, Massachusetts, a service contract for rental and maintenance of certain data communications terminals during the period July 1, 1979 through June 30, 1980, at a total cost not to exceed fourteen thousand two dollars and eighty cents (\$14,002.80)."

The Secretary stated that it was also necessary to have a contract voted with Auto-Graphics, Inc. for the rental and maintenance of microfilm readers. This contract is for microfilm readers essential to the COM catalog in the General Library. This will be the third year of this contract and the Library will own these machines at the end of this period. Following further discussion and on motion duly made and seconded, it was:

"VOTED: that without public advertising, there be entered into with Auto-Graphics, Inc., 751 Monterey Pass Road, Monterey Park, California, a contract for the rental and maintenance of certain microfilm readers for the Central and Branch Library catalog system, as specified in the specifications under Group A, during the period July 1, 1979 through June 30, 1980, the total cost not to exceed twenty-three thousand three hundred fifty-six dollars and eighty cents (\$23,356.80)."

The Director recommended that a contract be entered into with Balco, Inc. for the operation and servicing of heating, ventilating, and air conditioning systems, electrical systems and equipment, as well as plumbing systems, throughout the Library System. This is also a contract that was bid for a three-year period and the Library now has the option to renew. On the basis of Balco's past performance, the Director recommended that a contract be entered into again this year. Following further discussion and on motion duly made and seconded, it was:

"VOTED: that, without public advertising, there be entered into with Balco, Inc., 160 Charlemont Street, Newton, Massachusetts, a contract for the operation and servicing of heating, ventilating, and air conditioning systems, electrical systems and equipment, as well as plumbing systems, throughout the Library system during the period July 1, 1979 through June 30, 1980, at a total cost not to exceed one hundred forty-six thousand one hundred and seventy-two dollars and forty-eight cents (\$146,172.48)."

The Director recommended that a contract be entered into with Coverall Service Co., Inc. for furnishing miscellaneous uniforms during the period July 1, 1979 through June 30, 1980. The prices in the 1979-80 contract reflect an estimated 10% increase over last year's contract prices. Following further discussion and on motion duly made and seconded, it was:

"VOTED: that there be entered into with Coverall Service Co., Inc., 73 Addison Street, East Boston, Massachusetts, the sole bidder in the public bidding, a contract for the rental of miscellaneous uniforms during the period July 1, 1979 through June 30, 1980 at prices per unit as follows:

Two (2) shirts	Two (2) pants per man	\$1.65 per week
Two (2) overalls (per)		\$1.10 per week
Two (2) dresses (per)		\$1.10 per week
Two (2) blazers (per)		\$4.50 per week."

The Director recommended that a contract be entered into with Bonnell Motors, Inc., the sole bidder in the public bidding, for leasing of two panel trucks and one station wagon during the period July 1, 1979 through June 30, 1980. Following discussion and on motion duly made and seconded, it was:

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for leasing of two panel trucks and one station wagon for the Eastern Massachusetts Regional Library System during the period July 1, 1979 through June 30, 1980 at the following rates:

	<u>Monthly Lease Cost per vehicle</u>	<u>Mileage Charge per mile</u>
"Panel Trucks	\$390.00	\$.14
Station Wagons	\$360.00	\$.12"

The Director stated that it was necessary to have votes authorizing the signing of the payrolls of the Library during the summer months. Following discussion and on motion duly made and seconded, it was:

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from June 12, 1979."

and

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from July 10, 1979."

and

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from August 7, 1979."

and

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from September 4, 1979."

The Director spoke about two open house programs, one at Brighton, and one at Allston. He said that he considered it a good idea to invite people in the community, for example, school principals and various community leaders, to the branches on a regular basis to inform them of branch library services. The Allston open house was on the occasion of the branch library's ninetieth anniversary and this included a fine slide program put together by a staff member. He hopes that this slide program can be used throughout the community.

The Director reported that a program to place deposit collections in various homes for the elderly throughout the City is underway. A deposit collection has been placed in each of six homes for the elderly and at the Deer Island House of Correction. He said that this is an area where the Library staff must try to bring the Library to people who for one reason or another cannot come to the branches. The Director expressed the hope that this program will see considerable expansion in the coming year.

The Director then mentioned a number of programs that had been held very successfully in the Library, including a meeting of the Wedgewood Society, the Wiggin Symposium, and a spectacular slide show on Jerusalem put together by the Jerusalem City Museum.

Dissolved at 10:35 a.m.



.....
Secretary

Please read, initial below and
return to the Secretary

Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Tuesday, September 25, 1979

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 10:35 a.m.

Present: Messrs. Maher, Murray, Parker and Rabb, Trustees. Also present was a representative of the Professional Staff Association, and members of the public.

The Chairman, Mr. Maher, presiding.

The minutes of the Regular Meeting on June 14, 1979, as presented, were approved.

Action taken by the Committee on Finance since the last meeting of the Board was approved as follows:

On July 11, 1979:

" VOTED: that, without public advertising, there to be entered into with Automatic Alarm Co., Inc., 39 Francine Road, Braintree, Massachusetts, a contract for the inspection and testing of fire alarm systems at the Central Library building and at various other locations in the Library System, as specified during the period July 1, 1979 through June 30, 1980 at the total cost not to exceed four thousand dollars (\$4,000.00)."

" VOTED: that, without public advertising, there be entered into with New England Systems & Supply, Inc., 1542 Columbus Avenue, Roxbury, Massachusetts, a contract for the operation and servicing of water systems associated with air conditioning and heating systems at various locations throughout the library system during the period July 1, 1979 through June 30, 1980, at a total cost not to exceed one thousand nine hundred twenty dollars (\$1,920.00)."

" VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for the leasing of three panel trucks and three station wagons during the period July 1, 1979 through June 30, 1980 at the following rates:

	<u>Monthly Lease Cost per Vehicle</u>	<u>Mileage Charge per Mile</u>
THREE PANEL TRUCKS:		
(2) Model E-150 (1980)	\$390.00	\$.16
(1) Model E-350 (1980)	\$410.00	\$.16
THREE STATION WAGONS:		
(3) Model - Fairmont (1980)	\$360.00	\$.16 "

" VOTED: That there be entered into with Boston Window & Floor Cleaning Co., Inc., 253 Summer Street, Boston, Massachusetts, the lowest responsible and eligible bidder under Group I in a public bidding, a contract for the cleaning of windows during the period July 1, 1979 through June 30, 1980 at library buildings designated under Group I of the specifications at a cost not to exceed eight thousand three hundred and ten dollars and no cents(\$8,310.00). "

" VOTED: that there be entered into with Inforonics, Inc., 550 Newtown Road, Littleton, Massachusetts, the sole bidder in the public bidding, a service contract for supplying and delivering MARC II catalog products and services during the period July 1, 1979 through June 30, 1980, with option for renewal as of July 1, 1980 and as of July 1, 1981, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said contract. "

" VOTED: "that there be entered into with Inforonics, Inc., "550 Newtown Road, Littleton, Massachusetts, the "sole bidder in the public bidding, a service contract "for supplying and delivering MARC II catalog products "and services for the Eastern Massachusetts Regional "Library System during the period July 1, 1979 through "June 30, 1980, with option for renewal as of July 1, 1980, "the total fee thus charged to be subject to the terms "agreements, and conditions set forth in said contract. "

" VOTED: that the Board of Trustees in charge of the Library Department of the City of Boston, acting in the name of and for the City of Boston, does hereby accept an instrument of lease by and between ERNEST M. HELIDES, TRUSTEE, AS HE IS TRUSTEE OF THE HELIDES REALTY TRUST and the CITY OF BOSTON of the premises, street floor and basement storage space, situated at 6 Weir Street, Taunton, Massachusetts, subject to the rental, terms, agreements, conditions, and covenants set forth in said instrument of lease;

and
VOTED: that Philip J. McNiff, Director, and Librarian, of the Public Library of the City of Boston, be and hereby is authorized and directed in the name and behalf of the Board of Trustees in charge of the Library Department of the City of Boston to execute said instrument in duplicate. "

On August 1, 1979:

"VOTED: that there be entered into with the New England Deposit Library, 135 Western Avenue, Allston, Massachusetts an agreement for the rental, during the period July 1, 1979 through June 30, 1980, of storage space therein for books and other library materials belonging to the Boston Public Library, in accordance with the rates for storage space formally adopted by the governing board of said New England Deposit Library."

The Director reported that in response to public bidding, two bids were received for a contract for supplying and delivering data processing forms, and he recommended that the contract be awarded to the low bidder. Following discussion and on motion duly made and seconded, it was

"VOTED: that there be entered into with Universal Forms Company, 35 Waverly Street, Belmont, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing forms, as specified in the specifications, at a total sum not to exceed five thousand five hundred forty-five dollars and ninety cents (\$5,545.90)."

The Director recommended that a contract be awarded without public advertising for the examination of building levels in the McKim Building. He stated that this work has been done by Gilbert Small & Company, Inc., which is very familiar with the building and has done an excellent job in the past. Following further discussion and on motion duly made and seconded, it was

"VOTED: that there be entered into, without public advertising, with Gilbert Small & Co., Inc., 1391 South Street, Needham, Massachusetts, a service agreement for the examination of building levels at one central library building (McKim) during the period July 1, 1979 through June 30, 1980, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said agreement."

The Director reported that two bids were received for the supplying of book binding cloth. The low bidder was Holliston Mills, a very reputable company with which the Library has done business in the past, and he recommended the awarding of the contract to this low bidder. Following further discussion and on motion duly made and seconded, it was

"VOTED: that there be entered into with the Holliston Mills, Inc., Warehouse Road, P.O. Box 940, Hyannis, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for supplying and delivering Book Binding Cloth as specified in the specifications at a total cost not to exceed Twenty-three Thousand, One Hundred Ninety-five Dollars and Fifty Cents (\$23,195.50)."

The Director reported that in response to public advertising two bids were received for supplying and delivering library binding end papers. The low bidder did not include one category of material, nevertheless, it was recommended that the contract be awarded to Arcon Coating Mills, Inc., the low bidder. Following further discussion and on motion duly made and seconded, it was

" VOTED: that there be entered into with Arcon Coating Mills Inc., 3067 New Street, Oceanside, New York, the lowest responsible and eligible bidder in the public bidding, a contract for supplying and delivering Library Binding End Papers, as specified in the specifications, at a total cost not to exceed Seven Thousand Two Hundred Forty-Three Dollars and twenty-one cents (\$7,243.21) excluding the Oversize End Papers. Although Library Binding Service, Inc. did include the Oversize End Papers, their price of Eleven Thousand Four Hundred Sixty-Seven Dollars and one Cent was not low."

In response to public advertising for a contract for providing and delivering data processing supplies, only one complete bid was received on time. The prices of the items bid was considered reasonable and in line with prices paid last year. It was recommended that the contract be awarded to the company submitting this bid, Business Supplies Corporation. Following further discussion and on motion duly made and seconded, it was

"VOTED: that there be entered into with Business Supplies Corporation, 13 Flagstone Drive, Hudson, New Hampshire, the lowest responsible and eligible bidder in the public bidding, a contract for providing and delivering certain supplies to be used in connection with rented IBM data processing equipment, as specified in the specifications, at a total cost not to exceed Eleven Thousand Nine Hundred Fifty-five Dollars and Sixty-nine Cents (\$11,955.69)."

The Director stated that it was necessary to have votes authorizing signatures for the signing of the Library payrolls. On motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from October 2, 1979."

and

VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from October 30, 1979."

The Director noted that 12 years ago, the Trustees of the Library had selected and voted to hire an architect for a new building at Lower Mills. He said that he had read recently in the paper that the Mayor had broken ground for this new library, which has been designed by the architect originally selected, i.e., Paul Carroll. This is the last building in the capital improvement program which was drawn up in 1955.

The Director then reviewed the history of problems relating to the Washington Village branch, which was originally housed in the basement area in the Old Colony Housing Project. He stated that Councillor Langone has been actively involved in getting action on the reopening of a branch in Old Colony. Mr. Kelly reported that he and Mr. Doherty had represented the Library at three meetings during the past six weeks involving the Boston Housing Authority, Public Facilities and two people representing the project neighborhood association. At the last meeting in the offices of the BHA, drawings were reviewed for the proposed renovation of two adjoining apartment units. He stated that these plans had been drawn up following a meeting between the architect and Mrs. Herrick, Supervisor of Branches, and from a Library point of view, the proposed renovation appears to be well suited for a reading room type of branch library. The total area involved is approximately 1,500 square feet. The Boston Housing Authority is prepared to go ahead with the implementation of this \$750,000 program - if the neighborhood association supports this proposal. Following further discussion, the Trustees voted to reaffirm their earlier request to Public Facilities to lease space from the Boston Housing Authority for Library purposes in the proposed location within the Old Colony Housing Project.

The Director went on to review current building needs of the Library and he proposed that the Director be authorized to submit a request for capital improvements to Public Facilities. At this time, there are three pressing needs: 1) The need to build an addition to the West Roxbury Branch Library so that this library, the busiest branch library in the City, can become a district library. 2) The need for a replacement for the Uphams Corner branch library to better serve the library needs of the Savin Hill neighborhood. He pointed that there has been considerable deterioration in the Uphams Corner facility. A discussion followed as to the possible location of the Savin Hill library. The Director emphasized the point that a new facility is needed to replace the Uphams Corner branch library and there has been a great deal of interest in getting a branch library located more conveniently for the people of Savin Hill. 3) There is a need to put air conditioning units in all branches that do not now have it, for example, the Allston branch library. The Director spoke about the problems created by the absence of air conditioning and suggested that from many points of view, it would make very good sense to put air conditioning in these branches at this time.

The Director described briefly several projects that had been funded either directly or through the Eastern Regional program from LSCA funds. These projects are as follows:

(LSCA Projects, Continued)

- \$15,000 under the nonresident borrowing program, \$2,000 of this was used to send mailgrams to all the major delinquents on the delinquent file. Mr. Rabb recommended that the administration consider the program that has been encouraged by a district judge in Quincy to deal with this problem of book delinquency. A discussion followed.

- \$23,000 program for the purchase of equipment; the major pieces of equipment being purchased under this program are: a Multilith duplicating machine, seven electric typewriters, and several microform readers.

- \$82,000 under the Major Urban Research Library Program of LSCA. The distribution formula for this particular program was drawn up by the Director of the Board of Library Commissioners and the Director stated that he was satisfied that it was very reasonable and equitable.

Under the Eastern Regional program two projects are being funded: one for the purchase of film inspection machines and the other for the installation of shelving in two areas of the basement of the Johnson Building.

The Director then reported that the Board of Library Commissioners had appointed a committee to consider a revision of the minimum standards for State Aid under the State Aid Program. The Director said that he was not very satisfied with the proposed revision, particularly the proposed revision with respect to the book budget, and he recommended that the Board go on record as being opposed to this. This revision would propose a flat dollar amount in place of the present percentage formula. All of those who spoke at the hearing expressed dissatisfaction with this proposal. The sentiment is that it would do nothing to encourage local authorities to improve their level of local support. Following further discussion and on motion duly made and seconded, it was

"VOTED: that the Director be instructed to write to the Board of Library Commissioners expressing the opposition of the Trustees of the Boston Public Library to the proposed revision of the minimum standards for State Aid substituting a flat dollar figure for the present percentage standard, inasmuch as this change would abolish an existing incentive for local authorities to improve the level of local support for library services."

The Director reported on a program at the Roslindale branch library in memory of Mildred Kaufman, who was branch librarian there at the time of her death. He expressed hope that this program would become the successful counterpart of the Nichols program at the North End Branch. A similar program is planned for the South Boston Branch Library in memory of Marjorie Gibbons.

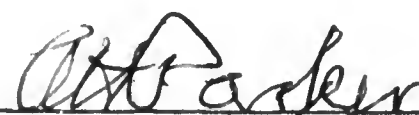
Minutes of Meeting
Administrative Agency
September 25, 1979
p. 8.

Following several statements by members of the public, it was proposed that the Board go into Executive Session to discuss personnel matters. On motion duly made and seconded, it was so voted.

Dissolved at 11:35 a.m.


.....Secretary

Please read, initial below
and return to the Secretary


_____Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, October 25, 1979

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 11:10 a.m.

Present: Messrs. Maher, Murray, Parker and Rabb, Trustees. Also present were members of the public.

The Chairman, Mr. Maher, presiding.

The minutes of the Regular Meeting on September 25, 1979, and of the Executive Session on September 25, 1979, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of June, July, August and September, 1979, provided that expenditures from City Appropriation have the approval of the City Auditor:

	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>
<u>To City Appropriation</u>				
Personal Services	\$ 619,762.82	\$595,404.00	\$ 627,115.21	\$ 529,540.30
Contractual Services	62,306.57	166,297.80	208,327.35	94,386.13
Supplies and Materials	1,036.86	9,887.71	32,646.68	11,470.18
Books	32,945.24	-----	109,008.02	176,289.28
Current Charges and Obligations	120.00	9,390.00	60,384.06	209,789.80
Equipment	-----	498.00	1,507.06	1,942.50
Total:	\$ 716,171.49	781,477.51	1,038,988.38	1,023,519.19
<u>To Trust Funds</u>				
Contractual Services	\$ 5,414.31	837.30	3,753.02	140.73
Supplies and Materials	1,618.76	841.10	53.85	190.03
Books	6,518.31	-----	14,936.66	14,046.14
Equipment	5,670.00	-----	5,950.00	-----
Total:	\$ 19,221.38	1,678.40	24,693.53	14,376.90
<u>Gifts for Current Use</u>	\$ 150.10	-----	-----	21.36
<u>Eastern Regional Public Library System</u>				
Books	\$ 106,777.83	46,667.79	31,195.20	35,931.82
Supplies and Materials	4,239.92	777.23	43,631.29	2,525.14
Personal Services	51,094.43	53,143.73	49,236.99	39,612.74
Total:	\$ 162,112.18	100,588.75	124,063.48	78,069.71

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of June, July, August and September, 1979, provided that payment of bills from City Appropriation have the approval of the City Auditor:

	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>
<u>To City Appropriation</u>				
Personal Services	\$619,762.82	\$595,404.00	\$627,115.21	\$529,540.30
Contractual Services	138,451.61	-----	92,817.68	99,360.00
Supplies and Materials	7,678.14	-----	5,341.55	7,287.92
Books	32,945.24	-----	109,008.02	176,289.28
Current Charges and Obligations	26,405.24	-----	107.26	1,390.25
Equipment	545.00	-----	498.00	6,814.05
Total:	\$825,788.57	\$595,404.00	\$834,887.72	\$898,761.61
 <u>To Trust Funds</u>				
Contractual Services	\$ 5,414.31	\$ 837.50	\$ 3,753.02	\$ 140.73
Supplies and Materials	1,618.76	841.10	53.85	190.03
Books	6,518.31	-----	14,936.66	14,046.14
Equipment	5,670.00	-----	5,950.00	-----
Total:	\$ 19,221.38	\$ 1,678.60	\$ 24,693.53	\$ 14,376.90
 <u>Gifts for Current Use</u>	 \$ 150.10	 -----	 -----	 \$ 21.36
 <u>Eastern Regional Public Library System</u>				
Books	\$106,777.83	\$ 46,667.79	\$ 31,195.20	\$ 35,931.82
Supplies and Materials	7,704.71	-----	1,731.69	4,022.82
Personal Services	51,094.43	53,143.73	49,236.99	39,612.75
Total:	\$165,576.97	\$ 99,811.52	\$ 83,163.88	\$ 79,567.39

The Director reported that in response to public bidding, one bid was received for a contract for supplying, delivering and installing one film inspection machine, and he recommended that the contract be awarded to the sole bidder. Following further discussion and on motion duly made and seconded, it was:

"VOTED: that there be entered into with Research Technology, Inc., 4700 Chase Avenue, Lincolnwood, Illinois, the lowest eligible and responsible bidder in the public bidding, a contract for supplying, delivering, and installing one film inspection machine, as specified in the specifications, at a total cost not to exceed six thousand seven hundred twenty-two dollars and fifty cents (\$6,722.50)."

Minutes of Meeting
Administrative Agency
October 25, 1979
p. 3.

The Director reported that in response to advertising for a contract for supplying and delivering miscellaneous paper labels, only one bid was received. He recommended that the contract be awarded to this sole bidder. Following discussion and on motion duly made and seconded, it was:

"VOTED: that there be entered into with Avery Label, A Division of Avery International Corporation, 777 E. Foothill Blvd., Azusa, California, the lowest eligible, responsible, and responsive bidder in the public bidding, a contract for supplying and delivering miscellaneous paper labels as specified in the specifications at a total cost not to exceed seven thousand six hundred and thirty eight dollars (\$7,638.00)."

The Director stated that it was necessary that contracts be awarded for the purchase of miscellaneous books and other library materials. Following discussion and on motion duly made and seconded, it was:

"VOTED: that without public advertising, contracts be entered into for purchase of books and certain other library materials for the period July 1, 1979 through June 30, 1980 with the following contractors, subject to the terms, agreements, and conditions set forth in said contracts:

Xerox University Microfilms
Ann Arbor, Michigan;

Disclosure, Inc.
Bethesda, Maryland;

U. S. Historical Documents Institute, Inc.
Hollinger Corporation
Both of Arlington, Virginia;

Indiana University
Bloomington, Indiana;

J. S. Canner & Co.
Carl Fischer, Inc.
G. K. Hall & Co.
R. L. Polk & Co.
Standard & Poor's Corporation
Worldwide Books, Inc.
All of Boston, Massachusetts;

Benchmark Films
Combined Book Exhibit, Inc.
Both of Briarcliff Manor, New York;

H. W. Wilson Co.
Bronx, New York;

Walt Disney Educational Materials Co.
Burbank, California; "

" Briggs & Briggs Inc.
Bibliophilos
General Microfilm Co.
All of Cambridge, Massachusetts;

American Library Association
Center for Research Libraries
Commerce Clearing House, Inc.
Coronet Films
Encyclopedia Britannica Educational Corporation
Field Enterprises Educational Corporation
International Film Bureau, Inc.
Society for Visual Education, Inc.
All of Chicago, Illinois;

Yankee Book Peddler, Inc.
Contoocook, New Hampshire;

The Eastin-Phalen Distributing Corporation
Davenport, Iowa;

National Record Plan
Deer Park, New York;

Prentice-Hall, Inc.
Englewood Cliffs, New Jersey;

New Day Films
Open Circle Cinema
Both of Franklin Lakes, New Jersey;

AIMS Instructional Media Service
Glendale, California;

Reprint Distribution Service, Inc.
Kent, Connecticut;

Centron Educational Films
Lawrence, Kansas;

Sundance Paperback Distributors
Littleton, Massachusetts;

Churchill Films, Inc.
Los Angeles, California;

Xerox Films, Xerox Educational Publications
Middletown, Connecticut;

Kraus-Thomson Organization Limited
Millwood, New York; "

"
Lucerne Films
Morris Plains, New Jersey;

MacMillan Films, Inc.
Mount Vernon, New York;

Research Publications, Inc.
New Haven, Connecticut;

AMS Press, Inc.
CBS Records, Division of Columbia Broadcasting, Inc.
Carousel Films, Inc.
Contemporary/McGraw-Hill Films
Film Images, Inc.
Grolier Educational Corporation
Impact Films
International Film Foundation
Johnson Reprint Corporation
Learning Corporation of America
Macmillan Professional and Library Service
Music Heritage Society
NBC Educational Enterprises, Inc.
New Yorker Films
Peters International, Inc.
Phoenix Films, Inc.
Readex Microprint Corporation
Sterling Educational Films
Taylor Carlisle Bookstores, Inc.
Texture Films
Time-Life Films, Inc.
Tricontinental Film Center
UNIPUB
Westinghouse Learning Corporation
All of New York, New York;

Center for Cassette Studies, Inc.
North Hollywood, California;

Royal Distributors
North Quincy, Massachusetts;

Perennial Education
Northfield, Illinois;

Stechert Macmillan, Inc.
Oakhurst, New Jersey;

Eastern Book Company
Portland, Maine;

Creative Film Society
Reseda, California; "

Minutes of Meeting
Administrative Agency
October 25, 1979
p. 6.

"
Lawyers Co-operative Publishing Co.
Rochester, New York;

West Publishing Company
St. Paul, Minnesota;

BFA Education Media
Pyramid Film Producers
Both of Santa Monica, California;

Rounder Records
Somerville, Massachusetts;

The Baker & Taylor Co.
Somerville, New Jersey;

John Curley & Associates, Inc.
South Yarmouthport, Massachusetts;

Ulverscroft
Stanford, Connecticut;

Warren Schloat Productions, Inc.
Tarrytown, New York;

Graphic Microfilm, Inc.
Waltham, Massachusetts;

Bureau of National Affairs, Inc.
Congressional Information Service
National Geographic Society
All of Washington, D. C.;

Weston Woods Studios, Inc.
Weston, Connecticut;

Connecticut Films, Inc.
Westport, Connecticut;

Wombat Films
White Plains, New York;

Colonial Williamsburg Foundation
Williamsburg, Virginia;

Films Incorporated
Wilmette, Illinois;

Scholarly Resources, Inc.
Wilmington, Delaware;

and

Bell & Howell, Microphoto Division
Wooster, Ohio. "

The Director stated that it was necessary at this time to have a vote authorizing signatures for the signing of the Library payrolls. On motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from November 27, 1979."

The Library has reviewed the plans for the renovation of apartment space in the Old Colony Housing Project for Library purposes. A letter was received from the Boston Housing Authority indicating that the tenants' association was satisfied that this will be a good location for the Library, and requested that the Library send official notification of this approval of the proposed site. A letter has now been sent to the Public Facilities Commission re-confirming the previously stated interest of the Trustees in having PFC lease space from the BHA for Library purposes.

Notice has been received from the City Clerk that an additional \$200,000 has been appropriated to enable the completion of the new Lower Mills Library. The original appropriation for that purpose was \$700,000.

The Director reported that a letter has been sent to Mr. Manson, head of Public Facilities, reporting to him that the Trustees had approved three items representing a new capital improvement program for Library purposes. The three items are as follows:

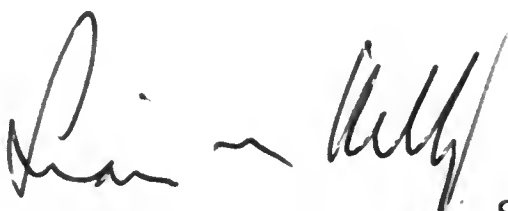
- 1) The need for an addition of approximately 15,000 square feet to the West Roxbury Branch Library.
- 2) Construction of a new branch library closer to Savin Hill to serve the Savin Hill/Uphams Corner area, replacing the present Uphams Corner branch library, which is currently housed in very poor facilities.
- 3) The need to install air conditioning in all of those branches which do not now have air conditioning.

In the discussion that followed, it was stated that about 12 branch library buildings fall into this category.

Minutes of Meeting
Administrative Agency
October 25, 1979
p. 8.

The Director reported that a program has been planned for the South Boston Branch Library in memory of Miss Marjorie M. Gibbons, who was Branch Librarian there for several years.

Dissolved at 11:25 a.m.


.....Secretary

Please read, initial and return
to the Secretary

 Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, November 30, 1979

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 3:30 p.m.

Present: Messrs. Maher, Rabb, Parks and Snyder, Trustees. Also present were members of the public.

The Chairman, Mr. Maher, presiding.

The minutes of the Regular Meeting on October 25, 1979, as presented, were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of October, 1979, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$ 690,039.62
Contractual Services	99,137.01
Supplies and Materials	25,772.72
Books	<u>217,484.58</u>
Total:	\$1,032,433.93

To Trust Funds

Contractual Services	\$ 1,107.98
Supplies and Materials	65.54
Books	<u>10,369.80</u>
Total:	\$ 11,543.32

Eastern Regional Library System

Books	\$ 76,044.32
Supplies	3,824.27
Personal Services	<u>50,028.18</u>
Total:	\$ 129,896.77

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of October, 1979, provided that payment of bills from City Appropriation have the approval of the City Auditor:

Minutes of Meeting
Administrative Agency
P. 2

To City Appropriation

Personal Services	\$ 690,039.62
Contractual Services	165,450.26
Supplies and Materials	9,500.00
Books	217,484.58
Current Charges and Obligations	8,740.91
Equipment	812.56
Total:	\$1,092,027.93

To Trust Funds

Contractual Services	1,107.98
Supplies and Materials	65.52
Books	10,369.80
Total:	\$ 11,543.32

Eastern Regional Library System

Books	\$ 76,044.32
Supplies and Materials	15,673.84
Personal Services	50,028.18
Total:	\$ 141,746.34

On a motion duly made and seconded it was,

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from December 24, 1979."

Minutes of Meeting
Administrative Agency
P. 3

The Director reported that in response to public bidding, three bids were received for supplying and delivering paper envelopes, and he recommended that the contract be awarded to the lowest bidder. Following discussion and on motion duly made and seconded, it was,

"VOTED: that there be entered into with Massachusetts Envelope Company, 30 Cobble Hill Road, Somerville, Massachusetts, the lowest and most responsive bidder in the public bidding, a contract for supplying and delivering miscellaneous paper envelopes, as specified in the specifications, at a total cost not to exceed five thousand sixty-two dollars and twenty-five cents (\$5,062.25)."

The Director reported that in response to public bidding, four bids were received for supplying and delivering book pockets, and he recommended that the contract be awarded to the lowest bidder. Following discussion and on motion duly made and seconded, it was,

"VOTED: that there be entered into with University Products Inc., P.O. Box 101, Holyoke, Massachusetts, the lowest and most eligible bidder in the public bidding, a contract for supplying and delivering 290,000 miscellaneous book pockets, as specified in the specifications, at a total cost not to exceed two thousand seven hundred sixteen dollars and sixty cents (\$2,716.60).

The Director reviewed the planning figures that had been put together in order to prepare a budget request which is now due. He pointed out that last year the Library requested 584 positions and 547 were approved. However, the number approved was actually less than that because of the amount of money deducted from the appropriation under the term "savings" \$747,000.00. He said that the projection of \$747,000.00 savings in an account this size is not particularly realistic and for that reason it is very difficult to keep all 547 positions filled. He recalled that in 1972, the approved quota of positions was 616. The Director proposed that this years request identify 581 positions (this includes 17 positions reimbursed under the Regional program). He stated that this is the staffing pattern needed in order to adequately staff the Library to do the job.

The figures proposed for the budget request were discussed as follows:

<u>Personal Services</u>	<u>Requested Library Budget FY-1981</u>
Permanent Employees	\$ 7,580,000.00
Temporary Employees	250,000.00
Overtime	150,000.00
Total Personal Services	<u>\$ 7,980,000.00</u>
 <u>Contractual Services</u> 	
Communications	\$ 70,000.00
Light, Heat and Power	835,000.00
Repairs and Maintenance of Buildings and Structures	60,000.00
Repairs and Servicing of Equipment	25,000.00
Transportation of Persons	3,000.00
Miscellaneous Contractual Services	325,000.00
Total Contractual Services	<u>\$ 1,318,000.00</u>
 <u>Supplies and Materials</u> 	
Automotive Supplies and Materials	\$ 6,000.00
Heating Supplies and Materials	100,00.00
Household Supplies and Material	25,000.00
Office Supplies and Materials	75,000.00
Miscellaneous Supplies and Materials	1,037,578.00
Total Supplies and Materials	<u>\$ 1,243,578.00</u>
 <u>Current Charges and Obligations</u> 	
Other Current Charges and Obligations	\$ 477,849.00
Total Current Charges and Obligations	<u>\$ 477,849.00</u>
 <u>Equipment</u> 	
Miscellaneous Equipment	\$ 15,000.00
Total Equipment	<u>\$ 15,000.00</u>
 <hr/>	
	\$ 11,034,427.00
	240,401.00
	<hr/>
GRAND TOTAL	\$ 11,274,828.00

Minutes of Meeting
Administrative Agency
P. 5

Following further discussion and on motion duly made and seconded, the Director was authorized to proceed with the budget request as outlined above.

The Director then reported that a request had been received from Assistant Mayor James Young for the submission of a Capital Improvement Program for the Library.

The Director reviewed the program of Capital Improvement discussed by the Board and approved by the Board, i.e., 1) a need for an addition of 15,000 square feet to the West Roxbury Branch Library, the busiest branch in the system for which the Trustees acquired the land several years ago; 2) The need for air conditioning in 15 branch libraries that are now not air conditioned and; 3) A replacement for the Uphams Corner Branch. He pointed out the tremendous pressure that has been exerted to get a replacement for the Uphams Corner Branch that would be located more conveniently to Savin Hill to better serve the community.

A letter has been received from Vice Mayor Edward Sullivan requesting statements from the Library with respect to the present Lower Mills Branch building which will soon be replaced by a new building. The Board voted to authorize a letter to Real Property indicating that the building would be turned over to Real Property as soon as the new building is occupied.

Since the fire at the Washington Village Branch Library seven years ago, this library has been closed. Several attempts by the Library to refurbish that branch library, which was located in a basement in the Old Colony Housing Project, were in vain because of the inability of the Boston Housing Authority to completely resolve the problem that caused periodic flooding. Now a program has been finally created that will involve the renovation of two back-to-back apartment units on a first floor location to be used for library purposes. It is expected that this program will enable a reading room type library to be reopened at Washington Village sometime this Spring.

A letter has been received from the City Council requesting that the Allston Branch Library be renamed in honor Joseph Smith, the recently deceased civic leader in Allston. In their discussion, the Trustees agreed to reconfirm the standing policy of the Board that branch libraries be named only by their location.

A major problem was created with respect to the glass from the courtyard of the McKim Building during the execution of the job of repointing the bricks in the courtyard. The contract was undertaken under the authority of Public Facilities. In the course of doing this work, the contractor caused damage to all of the glass in the area because he allowed acid to run on the glass. The contractor has been asked to replace all of the glass and has countered with an offer of \$15,000 which would be totally inadequate to pay for the damage. The Trustees expressed the hope that the City would continue to press this litigation.

The Director proposed that the Board convey congratulations to Misses Puala Todisco and Mary Jo Campbell on their becoming President and President Elect of the Professional Staff Association.

Paula Todisco, speaking on behalf of the Professional Staff Association, welcomed the new Trustees of the Board and wished them well.

A member of the public, Mr. Don Saklad, raised a question as to the posting of the notices of the Trustees meetings and he also commented on the poor acoustics in the Dudley Street Branch Library auditorium.

The Trustees reaffirmed their desire and their policy of complying with the requirement of the statute and the Freedom of Information Act with regard to the Trustees meetings.

Dissolved at 4:20 p.m.

.....Secretary

Please read, initial return to the
Secretary



Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, December 20, 1979

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 9:50 a.m.

Present: Messrs. Maher, Parks and Snyder, Trustees. Also present was one representative from the Professional Staff Association.

The Chairman, Mr. Maher, presiding.

The minutes of the Regular Meeting on November 30, 1979, as presented were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of November, 1979, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$ 522,910.28
Contractual Services	86,716.42
Supplies and Materials	22,193.77
Books	39,361.92
Current Charges and Obligations	9,145.50
Equipment	1,134.55
	<hr/>
Total:	\$ 711,452.54

To Trust Funds

Contractual Services	\$ 762.73
Supplies and Materials	23,047.00
Books	27,101.72
	<hr/>
Total:	\$ 50,911.45

Eastern Regional Library System

Books	\$ 63,067.42
Supplies and Materials	3,757.64
Personal Services	39,376.07
	<hr/>
Total:	\$ 106,376.07

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of November, 1979, provided that payment of bills from City Appropriation have the approval of the City Auditor:

Minutes of Meeting
Administrative Agency
December 20, 1979
P. 2

To City Appropriation

Personal Services	\$ 552,910.28
Contractual Services	116,825.24
Supplies and Materials	34,096.14
Books	39,361.92
Current Charges and Obligations	101,380.14
Equipment	<u>1,013.19</u>
Total:	\$ 845,586.91

To Trust Funds

Contractual Services	\$ 462.73
Supplies and Materials	23,047.00
Books	<u>27,101.72</u>
Total:	\$ 50,911.45

Eastern Regional System

Books	\$ 63,067.42
Supplies and Materials	8,013.39
Personal Services	<u>39,551.01</u>
Total:	\$ 110,631.92

On a motion duly made and seconded it was,

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from January 22, 1980."

Minutes of Meeting
Administrative Agency
December 20, 1979
P.3

The Director reported that only one bid was received in response to public bidding for carbon filters. He stated that the Library had previously bought these filters for this company and he was satisfied that the price was reasonable. Following discussion and on motion duly made and seconded it was,

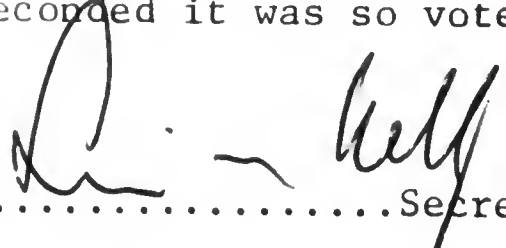
VOTED: that there be entered into with Air Engineering, Inc., 354 Main Street, Winthrop, Massachusetts, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering and installing 2616 carbon-filled panels for CF-4 activated carbon filters, as specified in the specifications, at a total cost not to exceed Eighteen Thousand Nine Hundred Sixty-six Dollars and No Cents (\$18,966.00).

In response to public advertising for data storage media, only one bid was received, that from Winbrook Associates. The product bid did not meet the specifications and the bid price did not reflect this. For these reasons the Director recommended that the bid be rejected and that this contract be readvertised. It was so voted.

A copy of the proposed renovation plans for the Washington Village library was reviewed. The Boston Housing Authority working in cooperation with Public Facilities and the Library Department is planning to go out to bid in the near future to have the proposed work undertaken.

The President proposed that the Board go into Executive Session on a personnel matter. On motion duly made and seconded it was so voted.

Dissolved at 10:15 a.m.


.....Secretary

Please read, initial and
return to the Secretary

S. R. R. Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, December 20, 1979

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 9:50 a.m.

Present: Messrs. Maher, Parks and Snyder, Trustees. Also present was one representative from the Professional Staff Association.

The Chairman, Mr. Maher, presiding.

The minutes of the Regular Meeting on November 30, 1979, as presented were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of November, 1979, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$ 522,910.28
Contractual Services	86,716.42
Supplies and Materials	22,193.77
Books	39,361.92
Current Charges and Obligations	9,145.50
Equipment	<u>1,134.55</u>
Total:	\$ 711,452.54

To Trust Funds

Contractual Services	\$ 762.73
Supplies and Materials	23,047.00
Books	<u>27,101.72</u>
Total:	\$ 50,911.45

Eastern Regional Library System

Books	\$ 63,067.42
Supplies and Materials	3,757.64
Personal Services	<u>39,376.07</u>
Total:	\$ 106,376.07

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of November, 1979, provided that payment of bills from City Appropriation have the approval of the City Auditor:

Minutes of Meeting
Administrative Agency
December 20, 1979
P. 2

To City Appropriation

Personal Services	\$ 552,910.28
Contractual Services	116,825.24
Supplies and Materials	34,096.14
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Total:	\$ 845,586.91

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Supplies and Materials	23,047.00
Books	<u>27,101.72</u>
Total:	\$ 50,911.45

Eastern Regional System

Books	\$ 63,067.42
Supplies and Materials	8,013.39
Personal Services	<u>39,551.01</u>
Total:	\$ 110,631.92

On a motion duly made and seconded it was,

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from January 22, 1980."

Minutes of Meeting
Administrative Agency
December 20, 1979
P.3

The Director reported that only one bid was received in response to public bidding for carbon filters. He stated that the Library had previously bought these filters for this company and he was satisfied that the price was reasonable. Following discussion and on motion duly made and seconded it was,

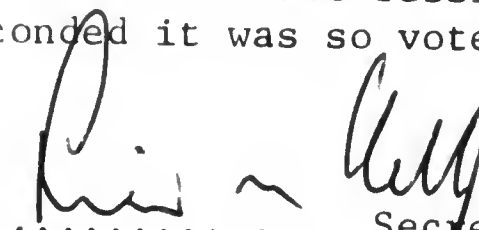
VOTED: that there be entered into with Air Engineering, Inc., 354 Main Street, Winthrop, Massachusetts, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering and installing 2616 carbon-filled panels for CF-4 activated carbon filters, as specified in the specifications, at a total cost not to exceed Eighteen Thousand Nine Hundred Sixty-six Dollars and No Cents (\$18,966.00).

In response to public advertising for data storage media, only one bid was received, that from Winbrook Associates. The product bid did not meet the specifications and the bid price did not reflect this. For these reasons the Director recommended that the bid be rejected and that this contract be readvertised. It was so voted.

A copy of the proposed renovation plans for the Washington Village library was reviewed. The Boston Housing Authority working in cooperation with Public Facilities and the Library Department is planning to go out to bid in the near future to have the proposed work undertaken.

The President proposed that the Board go into Executive Session on a personnel matter. On motion duly made and seconded it was so voted.

Dissolved at 10:15 a.m.


.....Secretary

Please read, initial and
return to the Secretary

_____ Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, December 20, 1979

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 9:50 a.m.

Present: Messrs. Maher, Parks and Snyder, Trustees. Also present was one representative from the Professional Staff Association.

The Chairman, Mr. Maher, presiding.

The minutes of the Regular Meeting on November 30, 1979, as presented were approved.

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of November, 1979, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$ 522,910.28
Contractual Services	86,716.42
Supplies and Materials	22,193.77
Books	39,361.92
Current Charges and Obligations	9,145.50
Equipment	<u>1,134.55</u>

Total: \$ 711,452.54

To Trust Funds

Contractual Services	\$ 762.73
Supplies and Materials	23,047.00
Books	<u>27,101.72</u>

Total: \$ 50,911.45

Eastern Regional Library System

Books	\$ 63,067.42
Supplies and Materials	3,757.64
Personal Services	<u>39,376.07</u>

Total: \$ 106,376.07

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of November, 1979, provided that payment of bills from City Appropriation have the approval of the City Auditor:

Minutes of Meeting
Administrative Agency
December 20, 1979
P. 2

To City Appropriation

Personal Services	\$ 552,910.28
Contractual Services	116,825.24
Supplies and Materials	34,096.14
Books	39,361.92
Current Charges and Obligations	101,380.14
Equipment	<u>1,013.19</u>

Total: \$ 845,586.91

To Trust Funds

Contractual Services	\$ 462.73
Supplies and Materials	23,047.00
Books	<u>27,101.72</u>

Total: \$ 50,911.45

Eastern Regional System

Books	\$ 63,067.42
Supplies and Materials	8,013.39
Personal Services	<u>39,551.01</u>

Total: \$ 110,631.92

On a motion duly made and seconded it was,

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from January 22, 1980."

*for
should be
"from"?*

The Director reported that only one bid was received in response to public bidding for carbon filters. He stated that the Library had previously bought these filters for this company and he was satisfied that the price was reasonable. Following discussion and on motion duly made and seconded it was,

VOTED: that there be entered into with Air Engineering, Inc., 354 Main Street, Winthrop, Massachusetts, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering and installing 2616 carbon-filled panels for CF-4 activated carbon filters, as specified in the specifications, at a total cost not to exceed Eighteen Thousand Nine Hundred Sixty-six Dollars and No Cents (\$18,966.00).

In response to public advertising for data storage media, only one bid was received, that from Winbrook Associates. The product bid did not meet the specifications and the bid price did not reflect this. For these reasons the Director recommended that the bid be rejected and that this contract be readvertised. It was so voted.

A copy of the proposed renovation plans for the Washington Village library was reviewed. The Boston Housing Authority working in cooperation with Public Facilities and the Library Department is planning to go out to bid in the near future to have the proposed work undertaken.

The President proposed that the Board go into Executive Session on a personnel matter. On motion duly made and seconded it was so voted.

Dissolved at 10:15 a.m.

R. Kelly
.....Secretary

Please read, initial and return to the Secretary

John

Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, January 17, 1980

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 10:05 a.m.

Present: Messrs. Maher, Parks and Snyder, Trustees. . Also present Mayor White and a member of the public.

The Chairman, Mr. Maher, presiding.

The minutes of the Regular Meeting on December 20, 1979, as presented were approved.

Approval of expenditures for services and supplies were confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of December, 1979, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$555,667.00
Contractual Services	75,598.41
Supplies and Materials	43,690.45
Books	270.50
Current Charges and Obligations	<u>411.45</u>

Total \$675,637.81

To Trust Funds

Contractual Services	\$ 111.27
Books	<u>21,125.94</u>

Total \$ 21,237.21

Eastern Regional Library System

Books	\$ 72,729.76
Supplies	10,979.55
Personal Services	<u>39,433.09</u>

Total \$123,142.40

Approval of payment of bills for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of December, 1979, provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$555,667.00
Contractual Services	104,909.28
Supplies and materials	40,173.45
Books	270.50
Current Charges and Obligations	7,948.02
Equipment	<u>2,264.83</u>
Total	\$711,233.08

To Trust Funds

Contractual Services	\$ 111.27
Books	<u>21,125.94</u>
Total	\$ 21,237.21

Eastern Region System

Books	\$ 72,729.76
Supplies and Materials	6,741.26
Personal Services	<u>39,433.09</u>
Total	\$118,904.11

On a motion duly made and seconded it was,

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from February 19, 1980.

Minutes of Meeting
Administrative Agency
Page Three

The Director stated that it was necessary at this time to renew the contract for supplying periodicals and serials for the year 1980. He explained that this contract was advertised for public bid two years ago. The Faxon Company bid was submitted with a provision for renewal as of January 1, 1979 and as of January 1, 1980. The Director stated that the Library was very satisfied with the services of the Faxon Company and he recommended that the Library enter into this contract for a third year. Following discussion and on a motion duly made and seconded it was,

"VOTED: that, without public advertising, there be entered into with F. W. Faxon Co., Inc., 15 Southwest Park, Westwood, Massachusetts, a contract for (1) supplying periodicals and serials for the year 1980, and (2) servicing the subscriptions for the individual items throughout the year as specified in the specifications and Appendix A, and subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed one hundred sixty-six thousand three hundred thirteen dollars and no cents (\$166,313.00)."

In response to advertising for contract for supplying and delivery of miscellaneous electrical ballasts two bids were received and the Director recommended that the contract be awarded to the low bidder. On a motion duly made and seconded it was,

"VOTED: that there be entered into with Gem-Peerless Electric Supply Company, 110 Washington Street, Boston, Massachusetts, the lowest and most eligible bidder in the public bidding a contract for supplying and delivering miscellaneous electrical ballasts, as specified in the specifications, at a total cost not to exceed Six Thousand Three Hundred Twenty-Seven Dollars and Fifty Cents (\$6,327.50)."

In response to public advertising for a contract for supplying and delivery of miscellaneous office supplies only one bid was received. This bid was submitted by the J. L. Hammett Co. and the Director recommended that a contract be awarded to this company. The Library has done business with this firm for many years and has been very satisfied with the quality of merchandise delivered by this firm. On a motion duly made and seconded it was,

"VOTED: that there be entered into with J. L. Hammett Co., Hammett Place, Braintree, Massachusetts, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous office supplies as

Minutes of Meeting
Administrative Agency
Page Four

specified in the specifications under Items numbered 1, 2(a), 2(c), 3, 4, 5, 7, 9, 10(a), 10(b), 11, 13, 14, 15, 16, 18, 19(a), 23(a), 23(b), 23(c), 24, 26(a), 26(b), 27(a), 27(b), 27(c), 28(a), 28(b), 32, 34, 35, 36, 37, 38, 39(a), 39(b), 40(a), 40(b), 42, 45, 46, 48, and 49 at a total cost not to exceed four thousand five hundred twenty-two dollars and ninety-eight cents (\$4,522.98)."

In response to public advertising for contract for supplying and delivery of thirty RPO6-PA Disk Pack Storage Media two bids were received and the Director recommended that the contract be awarded to the low bidder. On a motion duly made and seconded it was,

"VOTED: that there be entered into with Digital Equipment Corporation, Camp Sargent Road, Merrimack, New Hampshire, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering thirty RPO6-PA Disk Pack Storage Media, as specified in the specifications, at a total cost not to exceed eighteen thousand seven hundred ninety-one dollars and twenty-five cents (\$18,791.25)."

The Director reported on a meeting at Public Facilities with Mr. Peter Scarpignato to discuss plans to build an addition to the West Roxbury Branch Library. This addition will be built on a parcel of land immediately adjacent to the present Branch Library which was given to the Trustees by the West Roxbury Congregational Church in 1977 with the hope that an addition would be built to the West Roxbury Branch Library.

In response to a question as to how the needs of the community are matched with the Library's ability to pay, the Director reviewed the history of the development of branch service in Boston pointing out that the role of the Library differs from community to community depending on the economic status and educational background, etc. of the people in each community. He stated that when measured against national standards there would seem to be too many branch libraries in Boston. However, this does not take into account the traditional neighborhood orientation of Boston communities and the history of the city itself. In recent years, the branch system has been enhanced by the opening of new district libraries at Codman Square and Dudley Street with a replacement branch currently under construction for Lower Mills. In 1972 the quota of authorized full-time positions was 616. With reorganization and consolidation the fiscal 1980 request for staffing has been reduced to 581.

Minutes of Meeting
Administrative Agency
Page Five

In Board of Trustees
Thursday, January 17, 1980

Last year 583 positions were requested, 566 to be funded by the City and 17 to be reimbursed by the State. 547 City funded positions were authorized but all the authorized positions have not been filled because of the excessive amount of money deducted for "turnover." Those people working on the Research Library Catalog project are paid under a grant from the U.S. Office of Education. Starting in 1981 the Library hopes to move to a computer based catalog for all new materials entering the system.

Miss Morton, a member of the public, spoke about the inadequacies of of the security in the Library. She also reviewed the contents of a letter that she had sent to the President of the Board. On motion duly made and seconded, the Board voted to go into Executive Session to discuss related personnel matters.

Dissolved at 10:50 a.m.

Secretary

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON
 Minutes of Meeting
 Administrative Agency

In Broad of Trustees
 Thursday, February 28, 1980

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 10:10 a.m.

Present: Messrs. Maher, Parks, Snyder, Rabb, Trustees. Mayor White. Also present, members of the public.

The Chairman, Mr. Maher, presiding.

The minutes of the Regular Meeting on January 17, 1980, as presented were approved.

Approval of expenditures for services and supplies were confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of January, 1980, provided that expenditures from City Appropriate have the approval of the City Auditor:

To City Appropriation

Personal Services	\$689,081.94
Contractual Services	85,053.17
Supplies and Materials	44,688.31
Books	50,852.91
Current Charges and Obligations	-0-
Equipment	<u>1,422.88</u>
Total	\$871,099.21

To Trust Funds

Personal Services	-0-
Contractual Services	171.99
Supplies and Materials	-0-
Books	-0-
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$ 171.99

Eastern Regional Public Library System

Books	\$ 51,495.00
Supplies and Materials	7,992.49
Personal Services	<u>48,923.66</u>
Total	\$108,411.15

Approval of payment of bills for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of January, 1980, provided that payment of bills from City Appropriation has the approval of the City Auditor:

To City Appropriation

Personal Services	\$689,081.94
Contractual Services	111,557.38
Supplies and Materials	46,795.22
Books	50,852.91
Current Charges and Obligations	41,767.12
Equipment	<u>72.00</u>
Total	\$940,767.57

To Trust Funds

Personal Services	-0-
Contractual Services	171.99
Supplies and Materials	-0-
Books	-0-
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$ 171.99

Eastern Regional Public Library System

Books	54,494.00
Supplies and Materials	9,636.36
Personal Services	<u>48,923.66</u>
Total	\$110,055.02

On a motion duly made and seconded, it was:

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed five weeks from March 3, 1980.

Minutes of Meeting
Administrative Agency
Page Three

The Secretary stated that at the last meeting of the Board a contract was awarded to Digital Equipment Corporation, the low bidder for supplying and delivering Disk Pack Storage Media to the Library. Because of the number and nature of exceptions that Digital Equipment Corporation had imposed on the contract, the Corporation Counsel's office recommended that the vote be cancelled and that the contract be awarded to the next low bidder, Winbrook Associates. The conditions imposed by Digital Equipment Corporation would require the Law Department to negotiate a completely new contract agreement for supplies and that it would set a precedent for other corporations dealing with the City. In the discussion that followed the Secretary stated that the Winbrook Associates bid would meet the specifications. Following further discussion and on a motion duly made and seconded, it was

"Voted: that a vote issued by the Trustees of the Boston Public Library on January 17, 1980, to Digital Equipment Corporation, Camp Sargent Road, Merrimack, New Hampshire, be cancelled, due to the number and nature of exceptions raised by Digital Equipment Corporation in executing a City of Boston Contract;

and

Voted: that there be entered into with Winbrook Associates, 283 Crescent Street, Waltham, Massachusetts, the second low eligible and responsive bidder in the public bidding, a contract for supplying and delivering thirty RPO6 Disk Pack Storage Media, as specified in the specifications, at a total cost not to exceed twenty-two thousand one hundred ten dollars and no cents (\$22,110.00).

The Director reviewed the current status of the budget in the Personnel Accounts:

	<u>Account No. 10</u>	<u>Account No. 11</u>	<u>Account No. 12</u>
Appropriation for fiscal year 1980:	6.6 million	180,000	140,000
Estimated deficit surplus	-250,000	-125,000	+ 25,000
Revenue from Office of Education	150,000	50,000	-0-
Net deficit projected	100,000	75,000	+ 25,000

The Director stated that the Library has a tradition of living within its budget and in order to achieve a zero deficit, he proposed that the Library adopt a total hiring freeze except for those vacant positions that are absolutely necessary

Minutes of Meeting
 Administrative Agency
 Page Four

to the day-to-day operations. The Director stated that in adopting this hiring freeze he anticipated that the Library would get within \$50,000 of this goal. He pointed out that the Library had originally requested an additional \$50,000 in the 11 Account which is the account that is used to hire local high school students on a part-time basis throughout the library system. He also noted that this figure was based on paying these students at the rate of \$2.60 per hour which is under the minimum wage of \$3.10 per hour. The Director then went on to talk about the non-personnel accounts. The only accounts where a deficit is projected are as follows:

	Account No. 22 Light, Heat and Power	Account No. 22 Heating supplies and Materials
Appropriation for fiscal year 1980	725,000	70,000
Projected deficit	150,000	30,000

The Director then distributed a document summarizing the Library's efforts in energy conservation over the past seven years:

Year	Steam		Electric	
	M-lbs	Cost	KWH	Cost
1973	76,13,000	186,619.06	16,298,169	326,286.69
1974	46,433,000	231,697.35	13,099,426	464,680.63
1975	40,894,000	231,748.61	11,379,538	472,061.08
1976	29,002,000	177,279.68	10,081,333	482,214.48
1977	23,299,000	164,217.84	9,412,570	488,949.66
1978	30,467,000	223,892.30	10,249,705	549,524.76
1979	26,017,000	253,783.71	10,763,774	643,209.19

The Director pointed out that these were the expenditures in the 22 Account over the past seven years. He noted that while the consumption of steam heat had been reduced by 66%, the actual cost had risen by 37%. In the case of electricity, the use of electricity since 1973 has been reduced by 34% yet the actual billing for electricity has risen by 97%. In the 33 Account the Director stated that this account is used to pay for the cost of oil in most of the branch libraries and this is the most immediate problem inasmuch as the \$70,000 which was appropriated has been spent and the Library projects that an additional \$30,000 will be needed to cover the cost through the end of June. The Director recommended that a request for a supplemental appropriation account be sent to the Budget

Minutes of Meeting
Administrative Agency
Page Five

Office immediately. Mr. Rabb asked Mayor White whether or not he felt this request could be supported. The Mayor, in response, noted that the total projected deficit in heat, light and power account in addition to the oil deficit will total \$180,000 and he suggested that this total deficit be discussed at a meeting scheduled for the Library Administration in Vice Mayor Sullivan's office that afternoon. The Mayor went on to review the financial problems of the City and stated that no final decisions had yet been made as to how this problem of deficits would be dealt with in this fiscal year. In response to a question, the Director stated that he did not know how to further cut back on the consumption of energy other than the possible application of a computerized system to control in the Central Library. He stated that there was a projection that such a system could make significant reductions in this area. Mr. Maher stated that, in his opinion, the Library supported too many branch libraries and that the total number of branches should be substantially reduced. A lengthy discussion ensued on the whole question of reductions in library operations and the Director was asked to develop alternatives for the reduction of library operations for discussion at a future Board meeting.

The Director reported that the Boston Housing Authority expected that within seven to ten days they would be ready to go out to bid for the renovations necessary for the reopening of the library in Washington Village. Rapid progress has been made in the Lower Mills branch and the structural steel has already been erected. The Director attended another planning session at Public Facilities on building an addition to the West Roxbury Library.

With respect to affirmative action in the Library the Director reported the following breakdown in the complement of full-time positions.

	Male	Female
Caucasian	238	261
Black	15	35
Spanish	3	9
Oriental	—	<u>10</u>
Total	256	315

Mr. Parks requested that these figures be further analyzed in order to get a breakdown of all categories with respect to job levels. The Director stated this could be done.

The Director reported that with respect to the State Aid Bill there would be a hearing before the House Ways and Means Committee on House Bill 5979 which is a Bill aimed at increasing the direct State aid to cities and towns for library purposes and also to increase the level of support for the regional library program. He stated that it was his hope that if increased aid were approved for the regional program, some of this money could be appropriated for some additional positions in the Boston Public Library.

Mr. Parks raised a question with respect to the Friends of the Jamaica Plain Branch Library. The Director stated that in response to the letter which he and the Trustees had received from the Friends, he reported that a meeting had been held with representatives of the Friends and the Library Administration. At this meeting the Director reiterated the standing position of the Board with respect to naming branch libraries but he had agreed to recommend to the Board that the Jamaica Plain Lecture Hall be named in honor of Francis and Elizabeth Moloney. A plaque would be placed outside the Lecture Hall. This might incorporate the design of the Moloney book plate. Mr. Ed Carr, the well-known calligrapher has been commissioned to design the book plate. The Director pointed out that a Moloney book fund has been established by the Library and that up to this point the only contributors to it have been Library staff members. He expressed the hope that Friends of the Jamaica Plain branch might take the opportunity to make a contribution to the Fund at the time of the first annual Moloney Lecture. It was agreed that this annual lecture would be held in late Spring at the Jamaica Plain branch. The Director stated that he had received a letter from the Friends subsequent to their meeting, expressing their pleasure with the actions that had been discussed. In the discussion that followed on this matter the Trustees agreed with the actions proposed and on a motion duly made and seconded, it was

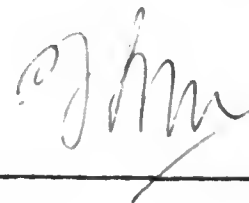
"VOTED: that the Lecture Hall in the Jamaica Plain Branch Library shall be named in honor of Francis and Elizabeth Moloney and a plaque shall be mounted outside the Lecture Hall commemorating Francis and Elizabeth Moloney."

Meeting adjourned at 11:20 a.m.



..... Clerk

Please read, initial and return
to the Clerk



Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON
 Minutes of Meeting
 Administrative Agency

In Board of Trustees
 Friday, March 28, 1980

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 11:10 a.m.

Present: Messrs. Maher, Rabb and Snyder, Trustees. Also present were representatives from the Professional Staff Association and AFSCME and another member of the public.

The Chairman, Mr. Maher, presiding.

The minutes of the regular meeting on February 28, 1980, as presented were approved.

Approval of expenditures for services and supplies were confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of February, 1980, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation:

Personal Services	\$718,508.45
Contractual Services	90,241.12
Supplies and Materials	7,235.69
Books	57,019.67
Current Charges and Obligations	-0-
Equipment	-0-
Total	\$873,004.93

To Trust Funds:

Personal Services	-0-
Contractual Services	192.78
Supplies and Materials	5.00
Books	-0-
Current Charges and Obligations	-0-
Equipment	-0-
Total	\$ 197.78

Eastern Regional Public Library System:

Books	69,831.68
Supplies and Materials	2,666.40
Personal Services	38,686.88
Total	\$111,184.96

Approval of payment of bills for services and supplied was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of February, 1980, provided that payment of bills from City Appropriation has the approval of the City Auditor:

To City Appropriation:

Personal Services	\$718,508.45
Contractual Services	120,257.49
Supplies and Materials	36,831.41
Books	57,019.67
Current Charges and Obligations	20,390.18
Equipment	<u>7,078.50</u>
Total	\$960,085.70

To Trust Funds:

Personal Services	-0-
Contractual Services	192.78
Supplies and Materials	5.00
Books	-0-
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$ 197.78

Eastern Regional Public Library System:

Books	69,831.68
Supplies and Materials	6,402.47
Personal Services	<u>38,686.88</u>
Total	\$114,921.03

On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from April 15, 1980.

The Director reported that a meeting with the Budget Office staff to discuss next year's budget had been postponed. Attention is currently focused on the matter of deficit spending in the current budget. In order to avoid any overspending in the Library's personnel accounts the Director stated that the Library had implemented a freeze on all hiring except for absolutely essential positions through the end of the fiscal year. The Director stated that the staffing patterns were currently under review to determine what adjustments or changes should be made in order to avoid any future crisis situations with respect to staffing. The Chairman invited comments from Ms. Todisco and Ms. Cardillo who were present representing the Professional Staff Association and AFSCME. Ms. Todisco stated that in her opinion a crisis was already upon us, that staffing was dangerously low in many of the branches and that this was placing a real hardship on a lot of staff members. Ms. Cardillo said that she would endorse what Ms. Todisco had stated. The Trustees expressed some concern over inadequate staffing situations emphasizing the point that staffing should not be so low as to result in staff operating alone within any branch. The Director agreed with this, pointing out that it is library policy not to have branches operating with only a single staff member present in the building. The Director stated that he would have recommendations for the Trustees at a future meeting.

The Chairman then stated that it was then necessary for the Board to go into Executive Session to discuss matters relating to personnel.

The meeting adjourned at 11:25 p.m.


.....Clerk

Please read, initial and return
to the Clerk

_____ Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Tuesday, April 29, 1980

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 3:55 P.M.

Present: Messrs. Rabb, Snyder and Parks, Trustees, and Mayor White. Also present were representatives of the Professional Staff Association and other members of the public.

Vice President, Mr. Rabb presiding.

The minutes of the regular meeting on March 28, 1980, as presented, were approved.

Approval of expenditure for services and supplies were confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of March, 1980, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation:

Personal Services	\$564,698.24
Contractual Services	104,760.32
Supplies and Materials	4,141.23
Books	281,516.28
Current Charges and Obligations	470.40
Equipment	<u>-0-</u>
Total	\$955,586.47

To Trust Funds:

Personal Services	-0-
Contractual Services	\$1,933.72
Supplies and Materials	1,102.19
Books	-0-
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$3,035.91

Eastern Regional Public Library System:

Books	\$158,223.34
Supplies and Materials	3,069.32
Personal Services	<u>40,846.26</u>
Total	\$202,138.92

Approval of payment of bills for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of March, 1980, provided that payment of bills from City Appropriation has the approval of the City Auditor:

To City Appropriation:

Personal Services	\$564,698.24
Contractual Services	20,531.15
Supplies and Materials	36,110.02
Books	281,516.28
Current Charges and Obligations	162,603.04
Equipment	<u>491.88</u>
Total	\$1,065,950.61

To Trust Funds:

Personal Services	-0-
Contractual Services	\$1,933.72
Supplies and Materials	1,102.19
Books	-0-
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$3,035.91

Eastern Regional Public Library System

Books	\$158,223.34
Supplies and Materials	7,424.81
Personal Services	<u>40,846.26</u>
Total	\$206,494.41

On a recommendation by the Director and on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from May 13, 1980.

The Director stated that it was necessary at this time for the Board to take action with respect to several contracts to be awarded without public bidding. It was pointed out that two of these contracts, i.e., a contract with Delta Elevator Service Corporation and a contract with Inforonics, Inc. represented contracts that were publicly bid with the official having the option for renewal for the second and third years at the original bid price. The other contracts represented contracts that have been awarded without public bidding for several years past for special reasons. Following discussion and on a motion duly made and seconded, it was

"VOTED: that, without public advertising, there be entered into with Delta Elevator Service Corporation, 50 North Beacon Street, Allston, MA 02134, a service contract for Maintenance and Servicing of Elevators throughout the Library System for the period July 1, 1980 through June 30, 1981, at a total cost not to exceed twelve thousand seven hundred and eighty dollars (\$12,780.00)."

and

"VOTED: that there be entered into, without public advertising, with International Business Machines Corporation, a corporation having a place of business at Armonk, New York, and at 400 Wyman Street, Waltham, Massachusetts, a contract for rental of certain data processing equipment during the period July 1, 1980 through June 30, 1981, the total rental thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

and

"VOTED: that there be entered into with the New England Deposit Library, 135 Western Avenue, Allston, Massachusetts, an agreement for the rental, during the period July 1, 1980 through June 30, 1981, of storage space therein for books and other library materials belonging to the Boston Public Library, in accordance with the rates for storage space formally adopted by the governing board of said New England Deposit Library."

and

"VOTED: that there be entered into, without public advertising, with Inforonics, Inc., 550 Newtown Road, Littleton, Massachusetts, a service contract for supplying and delivering MARC II catalog products and services during the period July 1, 1980 through June 30, 1981, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

and

"VOTED: that there be entered into, without public advertising, with Gilbert Small & Co., Inc., 1491 South Street, Needham, Massachusetts, a service agreement for the examination of building levels at one central library building (McKim) during the period July 1, 1980 through June 30, 1981, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said agreement."

and

"VOTED: that without public advertising, contracts be entered into for purchase of books and certain other library materials for the period July 1, 1980 through June 30, 1981 with the following contractors, subject to the terms, agreements, and conditions set forth in said contracts:

Xerox University Microfilms
Ann Arbor, Michigan;

Disclosure, Inc.
Bethesda, Maryland;

U. S. Historical Documents Institute, Inc.
Hollinger Corporation
Both of Arlington, Virginia;

Indiana University
Bloomington, Indiana;

J. S. Canner & Co.
Carl Fischer, Inc.
G. K. Hall & Co.
R. L. Polk & Co.
Standard & Poor's Corporation
Worldwide Books, Inc.
All of Boston, Massachusetts;

Benchmark Films
Combined Book Exhibit, Inc.
Both of Briarcliff Manor, New York;

H. W. Wilson Co.
Bronx, New York;

Walt Disney Educational Materials Co.
Burbank, California;

Briggs & Briggs, Inc.
Bibliophilos
General Microfilm Co.
All of Cambridge, Massachusetts;

American Library Association
Center for Research Libraries
Commerce Clearing House, Inc.
Coronet Films
Encyclopedia Britannica Educational Corporation
Field Enterprises Educational Corporation
International Film Bureau, Inc.
Society for Visual Education, Inc.
All of Chicago, Illinois;"

Yankee Book Peddler, Inc.
Contoocook, New Hampshire;

The Eastin-Phalen Distributing Corporation
Davenport, Iowa;

National Record Plan
Deer Park, New York;

Prentice-Hall, Inc.
Englewood Cliffs, New Jersey;

New Day Films
Open Circle Cinema
Both of Franklin Lakes, New Jersey;

AIMS Instructional Media Service
Glendale, California;

Reprint Distribution Service, Inc.
Kent, Connecticut;

Centron Educational Films
Lawrence, Kansas;

Sundance Paperback Distributors
Littleton, Massachusetts;

Churchill Films, Inc.
Los Angeles, California;

Xerox Films, Xerox Educational Publications
Middletown, Connecticut;

Kraus-Thomason Organization Limited
Millwood, New York;

Lucerne Films
Morris Plains, New Jersey;

MacMillan Films, Inc.
Mount Vernon, New York;

Research Publications, Inc.
New Haven, Connecticut;"

AMS Press, Inc.
CBS Records, Division of Columbia Broadcasting, Inc.
Carousel Films, Inc.
Contemporary/McGraw-Hill Films
Film Images, Inc.
Grolier Educational Corporation
Impact Films
International Film Foundation
Johnson Reprint Corporation
Learning Corporation of America
Macmillan Professional and Library Service
Music Heritage Society
NBC Educational Enterprises, Inc.
New Yorker Films
Peters International, Inc.
Phoenix Films, Inc.
Readex Microprint Corporation
Sterling Educational Films
Taylor Carlisle Bookstores, Inc.
Texture Films
Time-Life Films, Inc.
Tricontinental Film Center
UNIPUB
Westinghouse Learning Corporation
All of New York, New York;

Center for Cassette Studies Inc.
North Hollywood, California;

Royal Distributors
North Quincy, Massachusetts;

Perennial Education
Northfield, Illinois;

Stechert Macmillan, Inc.
Oakhurst, New Jersey;

Eastern Book Company
Portland, Maine;

Creative Film Society
Reseda, California;

Lawyers Co-operative Publishing Co.
Rochester, New York;

West Publishing Company
St. Paul, Minnesota;"

BFA Education Media
Pyramid Film Producers
Both of Santa Monica, California;

Rounder Records
Somerville, Massachusetts;

The Baker & Taylor Co.
Somerville, New Jersey;

John Curley & Associates, Inc.
South Yarmouthport, Massachusetts;

Ulverscroft
Stanford, Connecticut;

Warren Schloat Productions, Inc.
Tarrytown, New York;

Graphic Microfilm, Inc.
Waltham, Massachusetts;

Bureau of National Affairs, Inc.
Congressional Information Service
National Geographic Society
All of Washington, D. C.;

Weston Woods Studios, Inc.
Weston, Connecticut;

Connecticut Films, Inc.
Westport, Connecticut;

Wombat Films
White Plains, New York;

Colonial Williamsburg Foundation
Williamsburg, Virginia;

Films Incorporated
Wilmette, Illinois;

Scholarly Resources, Inc.
Wilmington, Delaware;

and

Bell & Howell, Microphoto Division
Wooster, Ohio."

Mayor White talked about the problems of controlling budget deficits in departmental budgets for the current fiscal year. Referring to the Library's problems in this regard, he said that after review with his budget officials the City was ready to accept responsibility for potential deficit of \$160,000 due to the payment of a bonus to AFSCME under the recently negotiated AFSCME contract. He went on to state that it was his understanding that the Library would have to make up the deficit attributable to the deficit in the energy account which will amount to about \$180,000. The Director said that Library representatives had had a meeting the previous day with officials in the budget office and he said that it was his understanding that the deficits in the energy accounts would be covered by the Budget Department as something that the department had limited control over. It was pointed out that the additional projected deficits in the Personnel Account would not materialize due to the fact that the Library was able to add some \$90,000 out of a grant from the Office of Education and also due in part to substantial savings that will be realized from a hiring freeze instituted a month ago by the Library. It was agreed that the matter of energy

related deficits would be reviewed further with the budget officials. The Director was not able to say how such a large deficit would be made up if that proved to be necessary. The Director did report that the Library had had a few constructive sessions with budget officials with respect to the 1981 budget.

The Director reported that a meeting between the architects for Lower Mills Branch and Library staff had been held the previous day. The purpose of this meeting was to review the furnishings of the new branch. Good progress is being made and it is expected that the branch will be completed by October, 1980. An architect has been selected to plan a major addition to the West Roxbury branch.

The Boston Housing Authority has advertised for bids for the renovation of the new library premises at Washington Village. The Director stated that it was planned to reopen this library on a reading room basis.

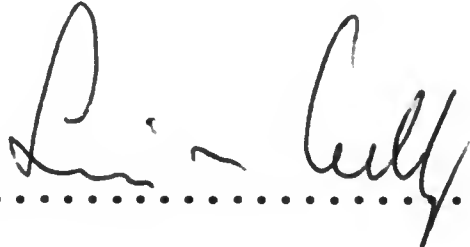
The Director went on to describe the library's recent progress to repair all broken windows in branch libraries--most recently in South Boston where a great deal of damage had been done. No sooner was this completed than the windows were all rebroken. The police have been asked to look into this problem.

The Library has been notified by the City Purchasing Agent of the need to relocate the Library Bindery which for several years now has been housed in the same building as City Printing. Plans for this move are being coordinated with Public Facilities.

The Director spoke about the recent program in the Central Library for the Friends of Dudley, West Roxbury and Jamaica Plain. He spoke about the value of Friends organizations and expressed the hope that more could be done to encourage the development of Friends groups throughout the branch system.

An in-depth orientation has been implemented by the Library for all staff members. The program, to date, has been very successful and the Director expressed his opinion that a program like this is good for the staff and for library service.

The meeting adjourned at 4:35 P.M.


.....Clerk

Please read, initial below and return
to the Clerk

S.R.R.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
September 18, 1980

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 10:35 A.M.

Present: Messrs. Parks, Snyder, Ms. Spring and Mr. Young, Trustees. Also present were representatives of the Professional Staff Association and AFSCME Local #1526, and members of the public.

The Administrative Agency proceeded to elect viva voce its officers for the ensuing year.

First Vote for President

Mr. Parks voted for Mr. Snyder, Mr. Snyder voted for Mr. Parks, Ms. Spring voted for Mr. Snyder, Mr. Young voted for Mr. Snyder; and Arthur F. F. Snyder was declared elected President.

First Vote for Vice President

Mr. Parks passed, Mr. Snyder voted for Mr. Parks, Ms. Spring and Mr. Young voted for Mr. Parks; and Mr. Paul Parks was declared elected Vice President.

First Vote for Secretary

Mr. Parks voted for Liam M. Kelly, Mr. Snyder voted for Liam M. Kelly, Ms. Spring voted for Liam M. Kelly, Mr. Young voted for Liam M. Kelly; and Liam M. Kelly was declared elected Secretary.

First Vote for Secretary Pro Tem

Mr. Parks voted for Philip J. McNiff, Mr. Snyder voted for Philip J. McNiff, Ms. Spring voted for Philip J. McNiff, Mr. Young voted for Philip J. McNiff; and Philip J. McNiff was declared elected Secretary Pro Tem.

On a motion duly made and seconded, it was then

"VOTED: that any members of the Board of Trustees be, and hereby is authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the Library."

and

"VOTED: that, until the next annual meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the Director, or the Secretary of the Trustees be, and hereby is authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City of Boston 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."

Minutes of Annual Meeting
Administrative Agency
September 18, 1980
Page Two

The President stated that membership on the Standing Committee on Finance for the ensuing year should be as follows:

Paul Parks
Arthur F. F. Snyder
Micho Spring
James F. Young

The President stated that the Trustees as the appointive body must make provision at the annual meeting for hearing of Civil Service personnel when and as needed during the ensuing year. On a motion duly made and seconded, it was

"VOTED: that we, the Trustees of the Boston Public Library having appointive authority over the Civil Service personnel at the Library, do appoint one of our members, Arthur F. F. Snyder, Trustee, to hold and conduct hearing in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

and
FURTHER

VOTED: that in the event of the unavailability of Arthur F. F. Snyder, Paul Parks, Trustee, is hereby authorized to conduct the above-mentioned hearings, this power to be valid only until the expiration or appointment of any member of this Board."

The President then appointed Liam M. Kelly as Secretary of Committees and Philip J. McNiff as Secretary of Committees Pro Tem to serve until the next annual meeting.

On a motion duly made and seconded, it was then

"VOTED: that, until the next annual meeting, Philip J. McNiff, Director or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director be, and hereby is authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library up to but not including the level immediately below that of the Director, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation."

and

"VOTED: that, until the next annual meeting, Philip J. McNiff, or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal year 1980-81 budget allowance, but in no case exceeding those in the budget estimates for the fiscal year 1980-81, as shall be approved by the Board of Trustees, said payments to be reported to the Board at its next regular meeting for confirmation."

and

"VOTED: that, until the next annual meeting, the President, Vice President, the Director, and the Secretary of the Trustees be, and hereby are severally authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City and any and all communications in connection with the award of contracts so voted or recommended to be so voted."

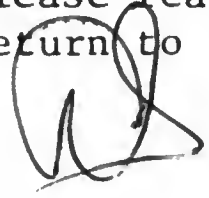
and

"VOTED: that, until the next annual meeting for the signing of checks drawn upon the petty cash checking accounts of the Library Thomas T. McLaughlin, Supervisor of Accounting Services, or Liam M. Kelly, Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, in the order of their respective availability, be authorized to sign checks; and Philip J. McNiff, Director or Liam M. Kelly, Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, in the order of their respective availability be authorized to countersign checks, provided that in no instance does the same individual both sign and countersign a check."

The meeting dissolved at 10:40 A.M.


.....Secretary

Please read, initial below and
return to the Secretary


_____Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, September 18, 1980

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 10:40 A.M.

Present: Messrs. Parks, Snyder, Ms. Spring and Mr. Young, Trustees. Also present were representatives of the Professional Staff Association and AFSCME Local #1526, and members of the public.

The President, Mr. Snyder, presiding.

The Secretary stated that it was necessary for the Board to accept the minutes of the regular meeting of the Administrative Agency on April 29, 1980. He reported that all of the Trustees attending the meeting of April 29th had signed and returned copies of the minutes. On a motion duly made and seconded the minutes were accepted as approved.

Action taken by the Committee on Finance since the last meeting of the Board was approved as follows:

On June 23, 1980

"VOTED: that, until the regular appropriations have been made by the City Council for fiscal year 1981 and in accordance with the provisions of the Acts of 1909 (as amended) Section 3A, a budget shall be adopted for the Library Department as authorized by said legislation."

and

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from June 17, 1980; July 15, 1980; August 12, 1980; September 9, 1980."

and On July 30, 1980

"VOTED: that there be entered into with Coverall Service Co., Inc., 73 Addison Street, East Boston, Massachusetts, the sole bidder in the public bidding, a contract for the rental of miscellaneous uniforms during the period July 1, 1980 through June 30, 1981 at prices per unit as follows:

Two (2) shirts, Two (2) pants per man	\$1.80 per week
Two overalls (per)	1.20 per week
Two (2) dresses (per)	1.20 per week"

*Prior to the start of the meeting, Miss Paula Todisco, President of the Professional Staff Association read a statement representing the view of the Professional Staff Association with respect to the impact of recent budget cuts.

and

"VOTED: that there be entered into with Boston Window & Floor Cleaning Co., Inc., 253 Summer Street, Boston, Massachusetts, the lowest responsible and eligible bidder under Group I in a public bidding, a contract for the cleaning of windows during the period July 1, 1980 through June 30, 1981 at library buidlings designated under Group I of the specifications at a cost not to exceed seven thousand seven hundred seventy dollars and no cents (\$7,770.00)."

and

"VOTED: that there be entered into with Balco, Inc., 160 Charlemont Street, Newton, Massachusetts, the lowest eligible, responsible and responsive bidder, a contract for the operation and servicing of heating, ventilating, and air conditioning systems, electrical systems and equipment, as well as plumbing systems, throughout the Library system during the period July 1, 1980 through June 30, 1981, at a total cost not to exceed one hundred sixty-three thousand two hundred fifty-nine dollars and four cents (\$163,259.04)."

and

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for leasing of two panel trucks and one station wagon for the Eastern Massachusetts Regional Library System during the period July 1, 1980 through June 30, 1981 at the following rates:

	<u>Monthly Lease Cost per Vehicle</u>	<u>Mileage Charge per Mile</u>
Panel Trucks	\$450.00	\$.20
Station Wagon	420.00	.20

and

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for the leasing of three panel trucks and three station wagons during the period July 1, 1980 through June 30, 1981 at the following rates:

	<u>Monthly Lease Cost</u> <u>per Vehicle</u>	<u>Mileage Charge</u> <u>per Mile</u>
Three Panel Trucks		
(2) Model E-150 (1981)	\$450.00	\$.22
(1) Model E-350 (1981)	480.00	.22
Three Station Wagons		
(3) Model Fairmont (1981)	420.00	.22

Estimated Cost for 1981:

Lease Costs per		
(2) E-150 @ \$450.00		\$10,800.00
(1) E-350 @ 480.00		5,760.00
(3) Station Wagon @ 420.00		<u>15,120.00</u>
Total		\$31,680.00
Estimated Gas Cost (60,000 Miles @ \$.22/mile)		<u>13,200.00</u>
		\$44,880.00

and

"VOTED: that the Board of Trustees in charge of the Library Department of the City of Boston, acting in the name of and for the City of Boston, does hereby accept an instrument of lease by and between ERNEST M. HELIDES, TRUSTEE, AS HE IS TRUSTEE OF THE HELIDES REALTY TRUST and the CITY OF BOSTON of the premises, street floor and basement storage space, situated at 6 Weir Street, Taunton, Massachusetts, subject to the rental, terms, agreements, conditions, and covenants set forth in said instruments of lease;

Minutes of Meeting
Administrative Agency
September 18, 1980
Page Four

and

"VOTED: that Philip J. McNiff, Director, and Librarian, of the Public Library of the City of Boston be and hereby is authorized and directed in the name and behalf of the Board of Trustees in charge of the Library Department of the City of Boston to execute said instrument in duplicate."

and

"VOTED: that there be entered into with Marketechs, Inc., 418 Linden Street, Wellesley, Massachusetts, the lowest, responsible, responsive, and eligible bidder in the public bidding, a contract for the rental and maintenance of computer terminals, as specified in the specifications, during the period July 1, 1980 through June 30, 1981, with option for renewal as of July 1, 1981, and as of July 1, 1982 at a total cost not to exceed fifteen thousand five hundred fifty-two dollars and no cents (\$15,552.00)."

and

"VOTED: that, without public advertising, there be entered into with Automatic Alarm Co., Inc., 39 Francine Road, Braintree, Massachusetts, a contract for the inspection and testing of fire alarm systems at the Central Library Building, and at various other locations throughout the Library System, as specified in the specifications, during the period July 1, 1980 through June 30, 1981 at a total cost not to exceed four thousand dollars (\$4,000.00)."

The Secretary stated that it was necessary for the Board to confirm actions taken in the routine operation of the Library each month. This involves confirmation of approval of expenditures for services and supplies as well as approval of payment for those same items:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of July 1980, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation	<u>July 1980</u>
Personal Services	\$550,975.30
Contractual Services	124,922.69
Supplies and Materials	4,689.64
Books	16,859.26
Current Charges and Obligations	230,968.75
Equipment	<u>971.46</u>
Total	\$929,387.10
To Trust Funds	
Supplies and Materials	4,440.03
Total	\$ 4,440.03

Eastern Regional Public Library System:

Books	\$ 2,717.68
Supplies and Materials	2,248.08
Personal Services	<u>49,501.71</u>
Total	\$54,467.47

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of July 1980 provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation	
Personal Services	\$550,975.30
Contractual Services	658.73
Supplies and Materials	691.14
Books	16,859.26
Current Charges and Obligations	-0-
Equipment	<u>89.89</u>
Total	\$569,274.32

Minutes of Meeting
 Administrative Agency
 September 18, 1980
 Page Six

To Trust Funds	
Supplies and Materials	4,440.03
Total	\$ 4,440.03

Eastern Regional Public Library System:

Books	2,717.68
Supplies and Materials	1,123.39
Personal Services	<u>49,501.71</u>
Total	\$ 53,342.78

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of August 1980, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation	August 1980
Personal Services	\$475,304.48
Contractual Services	95,428.35
Supplies and Materials	39,611.91
Books	91,105.87
Current Charges and Obligations	29,199.12
Equipment	<u>531.15</u>
Total	\$731,180.88

To Trust Funds	
Contractual Services	\$ 439.17
Supplies and Materials	500.53
Books	<u>3,230.10</u>
Total	\$ 4,169.80

Special Appropriations: Unliquidated Reserve	\$ 6,918.81
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Eastern Regional Public Library System:

Books	\$ 87,403.76
Supplies and Materials	2,177.52
Personal Services	<u>45,455.91</u>
Total	\$135,037.19

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of August 1980 provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation	August 1980
Personal Services	\$475,304.48
Contractual Services	4,770.17
Supplies and Materials	6,455.59
Books	91,105.87
Current Charges and Obligations	10,315.95
Equipment	<u>397.27</u>
Total	\$588,349.33

To Trust Funds	
Contractual Services	439.17
Supplies and Materials	500.53
Current Charges and Obligations	<u>3,230.10</u>
Total	\$ 4,169.80

Eastern Regional Public Library System:	
Books	\$ 87,408.76
Supplies and Materials	4,709.36
Personal Services	<u>45,455.91</u>
Total	\$137,574.03

The Secretary stated that it was necessary for the routine operations of the Library to have a note authorizing library administrators to sign the payrolls for a period of four weeks. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from October 9, 1980."

Minutes of Meeting
Administrative Agency
September 18, 1980
Page Eight

The Director reviewed the major elements of the budget as it was originally submitted by the Mayor and approved by the City Council and then subsequently reduced by the sum of \$1,000,000. The Director, first of all, noted that the budget as approved by the City Council had several major deficiencies, i.e.

"11" Account underfunded by \$70,000
This is the account used to pay for high school students who work part-time in the branches and the Central Library.

"12" Account underfunded by \$110,000
This is the account that covers the cost of Sunday service (\$100,000) as well as any over-time that is necessary during the year.

"22" Account underfunded by \$200,000
This account covers the cost of electricity and steam.

"33" Account underfunded by \$24,000
This account covers the cost of oil.

"39" Account underfunded by \$250,000
This is the book account and in order for the library to be eligible for the State Aid Program the book budget should represent 12% of the total budget.

Before signing the budget into law the Mayor reduced this budget by an additional \$1,000,000. This additional \$1,000,000 was cut out of the 22 Account, 29 Account and the 39 Account. (22 - Heat Light and Power, 29 - Miscellaneous Contractual Services, and 39 - Book). The Director stated that it would be necessary to transfer money out of the Personnel Account into these three accounts in order to enable the Library to continue basic operations. He spoke of the importance of the Book Account in relation to the State Aid Program and the State Regional Program. He noted that it was due in large measure to the State programs that all of the new branches, including the Central Library, were able to be stocked with new book collections without any capital appropriations from the City budget which is the normal way of handling new collections in new or enlarged facilities. He also pointed out that the Library was currently negotiating to get additional money under the State Regional Program budget.

In summarizing, the Director stated that the budget, as approved by the City Council, was inadequate in several areas and would have required some adjustments in the Library's program of service. In addition, he pointed out that that budget did not provide for any increase in salaries that may be negotiated by the Professional Staff Association and did not provide for any management salary increases.

Minutes of Meeting
Administrative Agency
September 18, 1980
Page Nine

With respect to the budget as it was signed into law by the Mayor there are two alternatives, the first one being to urge the Mayor to restore the money that has been cut from the budget and, the other alternative is to adopt a revised program of library service that will cut back on the Library's service commitments but which will allow the Library to continue to ensure quality in all services that are continued. This might entail a closing of the Central Library possibly from Friday evening until Monday morning, restricting some reference services in the Research Library in the evening hours as well as closing several branches. The Director went on to cite some branches that might be subject to closing, i.e., Allston, Faneuil, Orient Heights, Uphams Corner, Mattapan and Elgeston Square as well as the Hospital Library Service and the Bookmobile. A discussion followed which focused on the issues involved, on the possibility of additional non-city source of funding and the potential of a fee structure for users. It was agreed that the Director should prepare a program that would contain the specifics of a program for reduced service that would include cost figures. Mr. Young spoke of the greatness of the Boston Public Library and the quality of the people working in it. He pointed out that the problem of an impossible budget is not unique to the Library and noted that the library budget is still large relative to the budget of other cities. As is the case with all other departments the cost of library operations has risen substantially during the past decade, and this heightens the problem that the City has with respect to its dependence on the property tax. The Trustees felt that it would be a mistake to plan on any restoration of funds to the library budget. Representatives of the Professional Staff Association, members of the AFSCME Union and members of the public spoke about the library budget and their own concerns with respect to it. It was agreed that a process needed to be adopted for the purpose of implementing cutbacks in the library service program. The Trustees agreed to meet at any early date to act on the program drawn up by the Director.

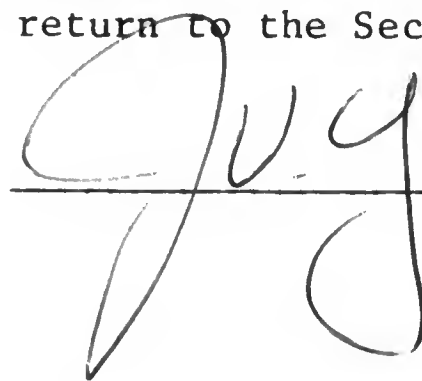
The Director stated that it was necessary for the Trustees to approve the adoption of a budget for the Eastern Regional Library System. The Director stated that he was continuing to negotiate with the people involved for additional monies for the Boston Public Library. This action was approved by the Board.

The meeting adjourned at 12:05 P.M.



.....Secretary

Please read, initial below and return to the Secretary



Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, October 23, 1980

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 9:40 A.M.

Present: Messrs. Parks, Snyder, Ms. Spring and Mr. Young, Trustees. Also present were representatives of the Professional Staff Association and AFSCME Local #1526, plus other members of the public.

The Director stated that it was necessary to have a vote authorizing the approval of signatures to sign payrolls. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, or hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from November 6, 1980."

The Director reviewed the budget process leading up to the signing of the budget by the Mayor. Since there has been no restoration of the funds cut from the budget request there was now need for the Library to adopt a program to assure quality library service. Prior to the final cut of \$1,000,000 some other accounts had either not been funded or partially funded, e.g., Sunday service and temporary personnel. The \$1,000,000 cut just prior to the signing of the budget was cut as follows: \$300,000 from the 22 Account, \$200,000 from the 29 Account, and \$500,000 from the 39 Account. In order to enable the Library to continue to operate the Central Library through the rest of the year the Director stated that it was necessary to transfer \$1,000,000 from the Personal Services Account into Non-Personal Services Accounts. He proposed \$315,000 be transferred into the 22 Account, \$200,000 into the 29 Account and \$500,000 into the 39 Account. Even with this restoration to the 22 Account which covers heat, light and power the Library still faces the need to substantially reduce the amount of energy consumed--in the past fiscal year the Library spent \$985,535 for heat, light and power. Most of this reduction in consumption must come from the Central Library. This will mean smaller staff and a resultant reduction in hours of service. The Director praised the staff for doing a good job in holding the present pattern of services throughout the City but because of staff shortages there has been a drop in the quality of services. He recommended that the Central Library be closed on Friday evening at 6:00 P.M. and reopened on Monday at 9:00 A.M. He pointed out that there has already been an increase in the cost of energy despite a further reduction in the consumption. In order to maintain the level of 63 hours of public service which is a State requirement and to maintain a minimal level of Saturday service, the Director proposed that the three district libraries be open six days a week including Saturday. The number of staff would be reduced by one and the hours of service be reduced from 52 hours to 48 hours. With respect to the ten medium-sized libraries which includes Adams, Jamaica Plain, Fields Corner, Hyde Park, Roslindale, West Roxbury, Charlestown, East Boston, South Boston and West End, he recommended that these be open 40 hours a week, Monday through Friday and that five smaller libraries North End, Lower Mills, Parker Hill, South End and Connolly be open 35 hours a week with a one-hour closing for lunch or supper. He

Minutes of Meeting
Administrative Agency
October 23, 1980
Page Two

proposed that the following pairs of libraries be open on alternate days, Grove Hall-Egleston, Uphams Corner-Mattapan, Faneuil-Allston with Orient Heights open as a Reading Room Monday to Friday. The Director also proposed that the Hospital Library Service, Multi-lingual Library and Bookmobile be discontinued. He stated that it would be desirable to maintain the Homesmobile Service and consider strengthening the service by adding another vehicle.

The above program would result in the overall reduction of some 400 hours of library service across the City depending on what happens with the energy cost. In that event further reductions may be called for in the future. For example, it may be necessary to close some departments in the Central Library at 5:00 each evening, this would include Music, Fine Arts and the Newspaper Room. The Director acknowledged that Boston had an expensive branch system, however, all but a couple of these branches have been in operation since the last century.

A discussion followed in which the Trustees discussed the possibility of protecting the weekend user constituency which would be adversely affected by the proposed closings. The alternative would be close the Library on Sunday and Monday instead of Saturday and Sunday. Mr. Botelho, an AFSCME official, stated that his Union would resist Saturday operations because this will create a major problem for the Union. Mr. Parks pointed out that the matter of public service was the primary consideration. On the question as to whether or not local libraries would have flexibility within the 40 hours proposed, the Director responded that the branch hours will be determined, as they have been in the past, by the supervisor of branches in consultation with the assistant supervisors and the branch librarians.

The Director reviewed the staffing quota over the years:

612 - Fiscal Year 1973
552 - Fiscal Year 1980
581 - requested for Fiscal Year 1981

with the actual staff currently at 468.

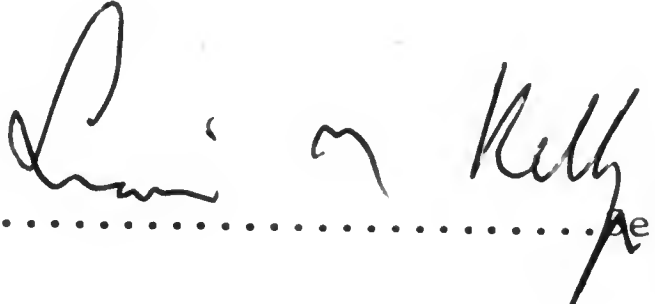
Some comments from the staff present were that proposed cuts placed a disproportionate part of the burden on the smaller libraries that would be operated on alternate days. Miss Todisco, President of the Professional Staff Association, suggested that the proposed plan will effectively bring to an end branch library service in many parts of Boston. She suggested that the pairing of branches is unworkable and will result in the loss of library service in many areas because people will be confused and the level of use will drop substantially. To these and many other comments the Trustees asked whether or not there was a substantially better way to accomplish the necessary reduction. Mrs. Herrick, Supervisor of Branches, stated that all of the proposed reductions had been received as proposals from various staff members during the past three months. Mr. Embleton, President of the AFSCME Local, suggested that the Trustees not vote on the program since it should be accompanied by a new table of organization and because the proposed plan

Minutes of Meeting
Administrative Agency
October 23, 1980
Page Three

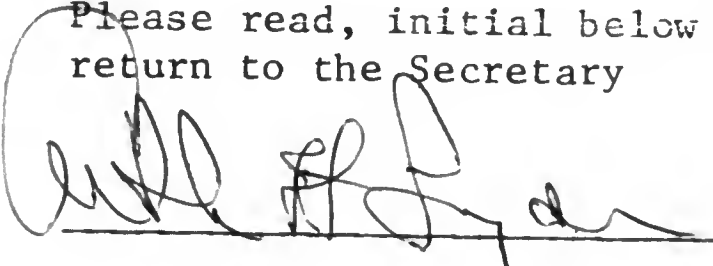
is not workable. The Director stated that indeed the plan is workable and he pointed out the urgent need for the transfer of \$1,000,000 into Non-Personal Services Accounts. Mr. Parks stated that there was a need for graphics describing patterns of use and projecting the probable impact of the proposed program. Ms. Spring stated that everybody needs stability in the system but she emphasized there was a need for action because the present uncertainty is very bad. Having said this she emphasized again the need to pursue other options for Saturday opening.

Following further discussion and on a motion duly made and seconded, it was voted to adopt the program as proposed by the Director with the condition that the library keep open the option to make other adjustments as necessary. Mr. Young stated that ultimately the problem here is that there are fewer dollars for the library than in previous years, reflecting the unwillingness of people to pay for the service and until the public realizes that this choice must be made the problem will never be confronted. Ms. Spring stated again that the library should not give up on the possibility of closing Monday instead of Saturday. Mr. Snyder stated that it was important that all of those present had had an opportunity to say what they wanted. Everybody present is a public servant charged with providing the most important thing in life--information and knowledge to the people. However, he pointed out that the Trustees are charged with the responsibility of providing library services within a specific budget and that the library must live within the budget.

The meeting adjourned at 11:15 A.M.


.....Secretary

Please read, initial below and
return to the Secretary


Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, November 20, 1980

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 10:35 A.M.

Present: Messrs. Parks, Snyder, Ms. Spring and Mr. Young, Trustees. Also present were representatives of the Professional Staff Association and AFSCME Local #1526, and members of the public.

The President, Mr. Snyder, presiding.

The minutes of the Annual Meeting and Regular Meeting on September 18, 1980 and the minutes of the Regular Meeting on October 23, 1980 were approved as presented.

The President said that it was necessary to have a vote authorizing the signature on the payrolls. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from December 4, 1980."

The Director stated that it was necessary at this time to take action with respect to the contract for the purchase of periodicals and serials for the year 1981. He stated that the Library currently has a contract with the Faxon Company at a cost of \$186,000. The Director reported that the serials collection has been subjected to close analysis and that a number of titles have been cut from the list of items contained in this year's contract. The cost of the new contract would be approximately \$160,000 which represented a substantial reduction when one takes into account the high rate of inflation of approximately 17% in this area. Because of the implications of Proposition 2½ the Trustees decided to defer action on this matter until after they had a chance to consider what impact Proposition 2½ was likely to have on the Library.

The Director stated that each year the Library has awarded a contract for the examination of building levels in the Central Library. The report on the latest examination which was carried out by Gilbert Small & Co. shows no significant change since the previous year. It is important to know that this is so because the Copley Place development could possibly have an adverse impact on either the library structure or the water levels under the McKim building. It is important that these matters be monitored very closely during the coming year.

The Board of Library Commissioners at their last meeting approved the Eastern Region budget for the fiscal year 1981. This budget includes some additional reimbursement for the Boston Public Library, namely four positions at

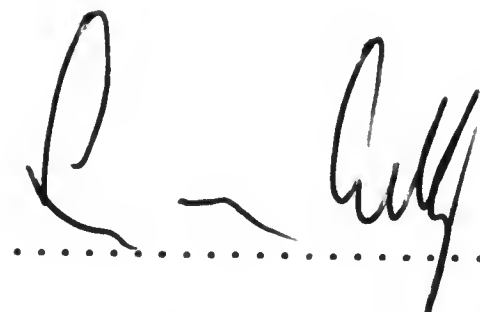
Minutes of Meeting
Administrative Agency
November 20, 1980
Page Two

Kirstein Business Branch will be reimbursed under the Regional program and an additional \$100,000 will be available for the purchase of materials. In addition Regional funds will be available to pay for the maintenance of the computer system used to support bibliographic operations.

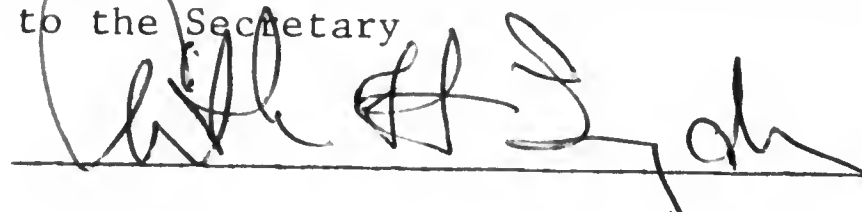
The Director noted that at the last meeting the Trustees approved the transfer of \$1,000,000 within the Library budget. It has also been verified that an additional \$1,000,000 has not been appropriated to the Library Account as suggested by the Langone amendment. At this time Mr. Parks stated that it was important for the Trustees to have the data that was used as a basis for making the cuts recently approved by the Board. He stated that it was important for the Trustees to be able to take a visual analysis of the data behind the Administration's rationale of cutbacks in services and to be able to look at the variables involved. The Trustees agreed that it was important that they have as complete a picture as possible of the basis for curtailment of services. The Director then reviewed the actions taken with respect to the branch services and listed the facts and figures behind the curtailments that were adopted.

At this point Mary Jo Campbell, the new incoming President of the Professional Staff Association, expressed on behalf of the PSA her sorrow at the passing of Mr. Maher. She also commended the Library on the recent program set up to discuss the implications of the new cataloging rules. She then criticized the Administration for failure to negotiate transfers of people from those places where service had been cut back. The Director responded that the Administration had had a constructive and beneficial meeting with officers of AFSCME to inform that group of staff changes that were being proposed and he stated that the Administration has had tremendous support from the staff as a whole. However, a meeting which was set up with officers of the Professional Staff Association for purpose of discussing with them the specifics of the program for curtailment of services and the transfer of staff had been fruitless. Mary Jo Campbell stated that their lawyer considered the Library's failure to negotiate the transfers of staff to be a breach of State Labor Relations Law 150E. A member of the AFSCME Union stated that his group had a similar reservation. At this time the President stated that the Board needed to go into Executive Session to discuss matters pertaining to personnel, specifically related to collective bargaining.

The meeting adjourned at 11:15 A.M.


.....Secretary

Please read, initial below and return
to the Secretary


Trustee

BOSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

ADMINISTRATIVE

MINUTES

JANUARY 21, 1981

-

DECEMBER 16, 1985

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Wednesday, January 21, 1981

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 11:35 A.M.

Present: Messrs. Parks, Snyder, Ms. Spring and Mr. Young, Trustees. Also present were representatives of the Professional Staff Association and AFSCME Local #1526, and members of the public.

The President, Mr. Snyder, presiding.

The minutes of the Regular Meeting of the Administrative Agency held on November 20, 1980 were approved as presented.

The Director stated that it was necessary to have a vote authorizing the approval of signatures to sign payrolls. On a motion duly made and seconded it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from February 19, 1981."

The Director reported that in response to public bidding only two bids were received for supplying and delivering miscellaneous paper envelopes. In reply to a question as to whether or not any Boston firms had bid on this contract, Mr. FitzPatrick responded that neither of the two bidders were Boston firms; however, 11 sets of specifications had been either picked up or mailed out. Of this 11, six of the companies were Boston firms but none of them chose to submit a bid despite the fact several of these firms were contacted by phone as to whether or not they were interested or intending to submit a bid. Following further discussion and on a motion duly made and seconded, it was

"VOTED: that there be entered into with Massachusetts Envelope Company, 30 Cobble Hill Road, Somerville, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous paper envelopes, as specified in the specifications, at a total cost not to exceed five thousand one hundred forty-two dollars and five cents (\$5,142.05)."

Minutes of Meeting
Administrative Agency
January 21, 1981
Page Two

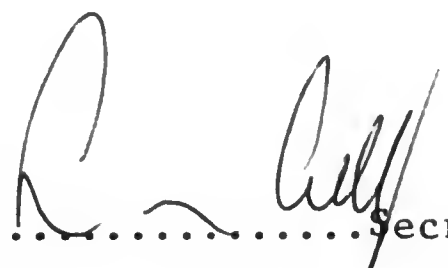
The Director reviewed the preliminary budget request for the fiscal year 1982. The Library has been asked to draw up this budget based on a 35% reduction of the amount appropriated for fiscal year 1981. This level of funding would provide the Library with \$6,039,000. Of this amount almost \$2,000,000 would be budgeted for nonpersonnel accounts leaving \$4,214,000 for personnel. These figures are based on the total elimination of branch services. While it is not recommended, the Director suggested that this is something that the Board will have to consider because of the drastic reduction in funding. He went on to review the areas where reductions would be made. Reducing the entire branch operation would represent a reduction of 2.4 million dollars. Possible staff reductions in the Director's Office, Business Office, Resources and Processing and the Buildings Department would represent another \$950,000 from the staff quota approved for fiscal year 1981. Reductions in General Library would represent a reduction of \$100,000 and Research Library an amount of \$150,000. The approved staffing quota for fiscal year 1981 was 552 positions. There are presently 449 positions filled and the additional proposed reductions would bring the staff level to approximately 315. In addition, in summing up this preliminary budget plan the Director pointed out that the reductions might be even more severe because the Library has been instructed that any unemployment costs incurred by these layoffs must be borne by each Department. Mr. Young commended the Director for getting through a very difficult budget presentation. He went on to suggest that the Director's numbers may even be optimistic. These overall reductions are being proposed in Library services that have helped to make this City great. He said that it is still early in the budget process and this is still a pro forma document; however, absent relief from the State, the Library budget may eventually reach \$3,000,000. He stated that the Trustees would not be comfortable in presiding over the destruction of the Library. He went on to examine the potential sources of additional funding. One of these would be getting more City funds, another relief from the State and another would be increased revenue from private sources. In thinking about this he had come to the conclusion that the Library would need another \$125,000,000 in trust funds in order to generate sufficient operations revenue from endowment sources and he suggested that the Board should set itself a task to see how much money can be raised for the Library.

In the discussion that followed the following observations were made: that there exists a need to put pressure on the State legislature in order to convert protest at service reductions into tax reform legislation. The fact that people do not understand the real dimension of the Proposition 2½ problem inhibits this need to put pressure on the legislature. The system adopted by the Friends of the Jamaica Plain Library to protest library cuts has been very effective but Mr. Snyder pointed out that it should be directed to the legislators rather than to the Trustees. Mr. Snyder went on to say that the Library administration has made a "very important mistake" inasmuch as if you look at how the Library has been responsibly managed it now seems like a mistake because there is no fat

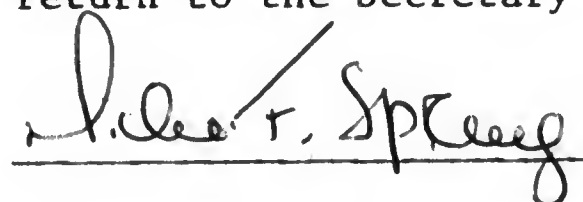
left to cut. Mr. Parks emphasized the reality of Proposition 2½ and the fact that the tax reduction mentality is not going to go away. We need to examine new ways of delivering service. It is incumbent on the Trustees to seek other areas of funding. We must use intelligence and strength to achieve this. The Director suggested that support could be generated for library legislation by sending a letter to all State representatives and to all cardholders. Perhaps meetings could be held in branches and State representatives invited to those meetings. The Director went on to say that the City is relatively small in area and suggested that the branch system might be reorganized by census tract with several levels of service.

The Trustees at this point moved into discussion of the many letters they had received from Jamaica Plain regarding the need for Saturday opening. Mrs. Rivas, the Branch Librarian at Jamaica Plain, went on to speak about the situation in Jamaica Plain and the need to open on Saturdays and the importance of keeping both the Jamaica Plain Branch and the Connolly Branch open because of the different constituencies served. The Trustees were in agreement that where it seems desirable for branches to be open Saturdays the Supervisors should have the flexibility to arrange a Tuesday-Saturday schedule. Following further discussion Mr. Young proposed that it be the sense of the Board that any branch that wishes to open on Saturday be allowed to do so--this action to be taken by February 1. The Trustees then moved to consider the question of whether the Central Library should be open on Saturday. It was agreed at this time that the issue of Saturday opening should be considered within the context of a five-day week. It was suggested that perhaps this should be tried for one month. It was also suggested that there was a need to take a careful look as to how the support staff would be affected because of the nature of the business operations. At this point George Embleton, President of the AFSCME Local, requested permission to read a statement which he did. Ms. Spring noted that the decision of the Board taken recently to close the Library on Saturday was made on a tentative basis. It is the objective of the Board not to ply a course against public demand but rather to always maintain a program that is in keeping with public needs to the greatest extent possible, keeping in mind the interest of the employees. Mr. Embleton then made a statement pointing out many of the problems the staff would face if the Board was to adopt a Tuesday to Saturday work week. Mr. Snyder commended Mr. Embleton on a very good presentation which he said was well thought out and presented without rancor. Mary Jo Campbell, President of the Professional Staff Association, stated that the Association was planning to consult its attorneys on the matter and stated that she did not believe that the Library needed a Tuesday to Saturday work week at this time. She questioned whether an overworked staff can now cope with a Tuesday to Saturday work week. The Board agreed that they would continue to consider this matter before any action is taken.

The meeting adjourned at 12:55 P.M.

..........Secretary

Please read, initial below and return to the Secretary

 Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, February 19, 1981

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 11:05 A.M.

Present: Messrs. Parks, Snyder and Ms. Spring, Trustees. Also present were representatives of the Professional Staff Association and AFSCME Local #1526, and members of the public.

The President, Mr. Snyder, presiding.

The minutes of the Regular Meeting of the Administrative Agency held on January 21, 1981 were approved as presented.

Approval of expenditures for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months October through December, 1980, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation:

Personal Services	\$1,545,266.56
Contractual Services	295,101.40
Supplies and Materials	60,297.73
Books	35,764.84
Current Charges and Obligations	501.68
Equipment	<u>293.42</u>
Total	\$1,937,519.05

To Trust Funds:

Personal Services	-0-
Contractual Services	5,752.54
Supplies and Materials	3,437.83
Books	17,702.21
Current Charges and Obligations	-0-
Equipment	<u>483.90</u>
Total	\$27,376.48

Eastern Regional Public Library System:

Books	\$186,622.30
Supplies and Materials	27,940.22
Personal Services	<u>137,494.16</u>
Total	\$352,056.68

Approval of payment of bills for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months October through December, 1980, provided that payment of bills from City Appropriation has the approval of the City Auditor:

To City Appropriation:

Personal Services	\$1,545,266.56
Contractual Services	402,741.67
Supplies and Materials	40,048.64
Books	35,764.84
Current Charges and Obligations	130,761.08
Equipment	<u>640.10</u>
Total	\$2,155,222.89

To Trust Funds:

Personal Services	
Contractual Services	5,752.45
Supplies and Materials	3,437.83
Books	17,702.21
Current Charges and Obligations	-0-
Equipment	<u>483.90</u>
Total	\$27,376.48

Unliquidated Reserve \$ 3,277.19

Eastern Regional Public Library System:

Books	\$186,622.30
Supplies and Materials	33,728.01
Personal Services	<u>137,494.16</u>
Total	\$357,844.47

Minutes of Meeting
Administrative Agency
February 19, 1981
Page Three

The Director stated that it was necessary to take a vote authorizing the signing of payrolls. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant of the Director be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from March 19, 1981."

The Director reported that he had received a report from the Public Facilities Commission identifying the changes that needed to be made in order to make library facilities accessible to the handicapped. The cost of making the necessary alterations will be \$359,616. Since this item will have to be included in capital improvements citywide no action was needed on this matter.

The Director reported that the January bills had been received for heat, light and power. At the time the service reductions were proposed by the administration they were proposed with the hope that the energy cost could be reduced by about 20% from last year's level (in excess of \$1,000,000) to enable the library to live within the \$830,000 provided in the fiscal 81 budget. The Director reported that for this fiscal year the consumption has been reduced by 11% while the cost has risen by 8%. In January the electricity useage in the Central Library was down by 20% but the January cost rose by 15.2%. Likewise the consumption of steam was reduced by 11% but the cost rose by 6%. As a result there is a need to transfer \$265,000 from the personnel account into the 22 account. Before requesting any action by the Board on this matter the Director stated that he would like to make a recommendation with respect to hours or service in the Central Library. The closing of the Central Library on Saturdays has invoked a great deal of concern on the part of the community and the Director recommended that the hours of public service in the Central Library be changed in order to allow for a Saturday opening. The new hours proposed were:

1:00 - 9:00 P.M. on Monday
9:00 - 9:00 P.M. on Tuesday through Thursday
9:00 - 5:00 P.M. on Friday and Saturday

This would mean there would be no public service on Friday evening, or Monday forenoon. The savings in energy would probably drop from the January 20% level to about 12%. Questioned as to the impact of this change in the budget and the possibility of deficit, the Director stated that he did not project any deficit at this time and he stated that if there were indications that a deficit might result, he would make further recommendations to insure there would be no deficit. Following further discussion and on a motion duly made and seconded the Trustees voted to adopt the new hours of service proposed.

Minutes of Meeting
Administrative Agency
February 19, 1981
Page Four

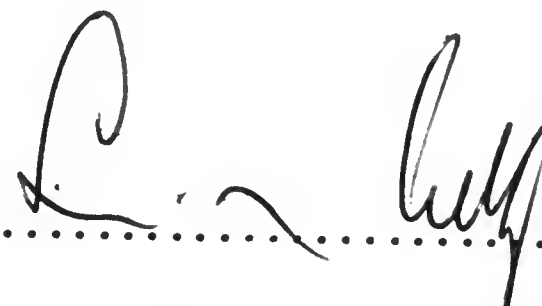
The next matter taken up for discussion was the matter of branch opening on Saturdays. Mrs. Geraldine Herrick, Supervisor of Branches, responded that at the request of the Director she and the Assistant Supervisors had spoken to all the branch librarians about this matter and had received from them in writing their opinion as to opening their branches on Saturdays. Mrs. Herrick noted that some of the branches had never been open on Saturdays and she stated that it was the consensus of the branch librarians that there was more benefit to the community in opening Monday through Friday rather than Tuesday through Saturday--if they could only operate five days a week. Ms. Spring pointed out that the Board had not voted for a consensus of opinion from among branch librarians but for a policy that would allow any branch librarians to open if they wished to do so. Ms. Barbara Wicker, the Librarian at Hyde Park spoke up at this point and asked why Hyde Park had not been allowed to open on Saturdays as she wanted to do. Mrs. Herrick responded that Ms. Wicker had wished to open on Saturday on the basis of working a four-day week which is contrary to library policy at this time. In response to the question as to why Hyde Park had not been allowed to open on Saturdays the Director spoke about the problems of staffing, staff shortages and the matter of being able to supply backup. Ms. Spring emphasized the need to experiment with new approaches. The Director spoke about additional problems of having only one branch opening on Saturdays within the context of a five-day week. Mrs. Wicker pointed out that she was willing to waive the staff's rights with respect to working conditions. Following further discussion the President proposed that the Director be requested to review the matter of Saturday opening at Hyde Park and to report back to him on the matter at the earliest possible time.

The Director reported that the proposed budget of \$6.3 million for the fiscal year 1982 represented a reduction of \$5.6 million under what would be needed to run the library system at the level requested in the fiscal 81 budget. The Director suggested that the City consider ways to deal separately with the matter of energy costs. He suggested that this was an appropriate time and opportunity to review the total system and services. Boston, he pointed out, does have more branches percapita than any other major city in the United States. Branches percapita varies from 62,000 per branch to 30,000 in other major cities. Branches per district in Boston average about 22,000. He proposed for Trustee consideration that branch service be reorganized on the basis of the census tract districts. This would result in retention of the three district libraries, Brighton, Codman and Dudley. In addition there would be full neighborhood branch libraries in eight distinct areas of the city, Charlestown, East Boston, Fields Corner, Hyde Park, Jamaica Plain, Roslindale, South Boston and West Roxbury. In addition, he proposed that book centers (books for home borrowing) be retained in the following locations: Grove Hall, Lower Mills, Mattapan, North End, South End, West End and Parker Hill. This would result in closing the following branches: Adams Street, Allston, Faneuil, Egleston, Orient Heights, Uphams Corner and either the Jamaica Plain or the Connolly branch. Any of these changes would be painful but we have to face the fact that the City is in a very severe fiscal situation. The Director emphasized that this was a concept for discussion and it was one arrangement that would allow the reorganization of library services in a way that would continue to provide library service within reasonable walking distance of any place in the City.

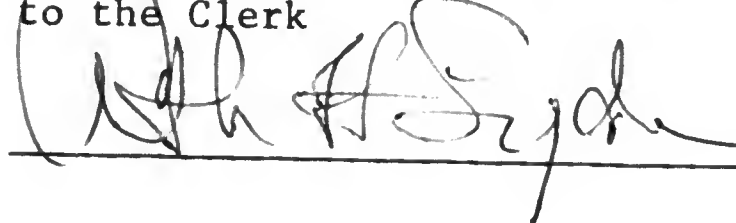
Minutes of Meeting
Administrative Agency
February 19, 1981
Page Five

Mr. Snyder raised the question of security in the Central Library. He stated that he was increasingly concerned about the matter of security and the increasing possibility of people being hurt by undesirable characters hanging around the library. He asked what is the legal definition of who can be in a public library. He expressed the feeling that a free public library is not intended to be a substitute for Deer Island or any other similar institution. Following a discussion on this matter it was agreed that the administration would consult with the Office of the Corporation Counsel and with the Police Department as to how this problem could be dealt with within the bounds of reason and the law.

The meeting adjourned at 12:05 P.M.


.....Clerk

Please read, initial below and return
to the Clerk


Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, March 26, 1981

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 10:55 A.M.

Present: Messrs. Parks, Snyder, Ms. Spring and Mr. Young, Trustees. Also present were representatives of the Professional Staff Association and AFSCME Local #1526, and members of the public.

The President, Mr. Snyder, presiding.

The minutes of the Regular Meeting of the Administrative Agency held on February 19, 1981 were approved as presented.

Approval of expenditures for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of January and February, 1981 provided that expenditures from City Appropriation has the approval of the City Auditor:

To City Appropriation:

Personal Services	\$ 949,170.04
Contractual Services	183,187.50
Supplies and Materials	42,748.34
Books	232,773.79
Current Charges and Obligations	534.91
Equipment	<u>-0-</u>
Total	\$1,408,414.58

To Trust Funds:

Personal Services	-0-
Contractual Services	2,423.26
Supplies and Materials	566.34
Books	52,494.26
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$ 55,483.86

Eastern Regional Public Library System

Books	\$ 130,216.85
Supplies and Materials	9,208.38
Personal Services	<u>95,224.43</u>
Total	\$ 234,649.66

Approval of receipts for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of January and February, 1981, provided that payment of bills from City Appropriation has the approval of the City Auditor:

To City Appropriation

Personal Services	\$ 949,170.04
Contractual Services	344,470.40
Supplies and Materials	59,655.54
Books	232,774.09
Current Charges and Obligations	26,837.64
Equipment	<u>144.32</u>

Total \$1,613,052.03

To Trust Funds

Personal Services	-0-
Contractual Services	2,423.26
Supplies and Materials	566.34
Books	52,494.26
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>

Total \$ 55,483.86

Eastern Regional Public Library System

Books	\$ 130,327.85
Supplies and Materials	19,133.15
Personal Services	<u>95,224.43</u>

Total \$ 244,685.43

The Director stated that it was necessary to take a vote authorizing the signing of payrolls. On a motion duly made and seconded, it was

Minutes of Meeting
Administrative Agency
March 26, 1981
Page Three

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from April 16, 1981."

The Director reported that the space has been prepared in the Central Library for the relocation of the Bindery which has been operating in the City Printing Building. Plans were drawn up to move the Bindery to the Charlestown Armory but the necessary renovation could not be carried out because of budget problems.

The Director reported that new hours of service had been implemented in order to enable the Central Library to reopen on Saturdays. During the month of January when the Library was closed on Saturdays and Sundays the consumption of energy was reduced by 20.3% over the comparable period last year and yet the cost of energy rose by 11%. On the first Saturday the Library was reopened 3,500 people used the Library. On the first Monday the Library was opened at 1:00 o'clock there were 300 people outside the building before the Library opened and 1,000 people came into the Library during the first hour it was open.

The Director spoke about the Library budget situation. He prefaced his remarks by pointing out the good support the Library had received over the years. The Library, he stated, has been in a serious fiscal situation all year. The budget request for \$11.3 million was reduced to \$9.2 million with a staffing quota of 552. At this time the number of staff has been reduced to 430 and with the prospect of \$6 million budget income on July 1st the Library is faced with the need of additional significant reductions from the present reduced level. With a \$6 million budget non-personnel overhead costs would have to amount to at least \$2 million leaving \$4 million for a staff of about 300. The Director reviewed the staffing pattern since 1972 when the staffing quota was set at 616. To operate with 300 people will mean catastrophic reductions in service. Mr. Snyder spoke about the many letters the Trustees had received about this situation and he pointed out that the Library had opened nine new branches during the past 15 years--a program supported by Mayor White and the Director--and he emphasized that none of the Trustees had come on board to preside over the demise of the Library. Mr. Parks expressed his concern about the process of the necessary decision-making in order to answer the bottom line question--How much library service can be provided with a \$6 million budget? Mary Jo Campbell, President of the Professional Staff Association, offered the cooperation of the Professional Staff Association in dealing with this problem. Mr. Young pointed out that the problem facing the Library is how to cope with an effective reduction of 50% plus. Something major will have to go. The branches cannot function without a strong

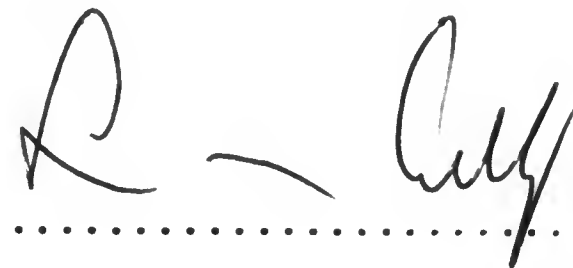
Minutes of Meeting
Administrative Agency
March 26, 1981
Page Four

Central Library. Closing the Central Library would destroy it for several decades. If the branches were to be closed, they could come back and he urged that a public hearing be scheduled in order to air the budget process. He stated that the Trustees are ready to adjudicate this "zero sum game" in the interests of a strong library system. He emphasized that this problem does not need to be reduced to a discussion of Central Library versus outreach program. Mr. Parks agreed with Mr. Young that it would be a good idea to hold a public hearing. Several members of the staff and the public then made statements objecting to the closing of various parts of the library system. George Embleton, President of the AFSCME Local, stated emphatically that the Trustees do not have the luxury of time.

The Director stated that if the Library is to have no more than \$6 million then it would not even be possible to keep the Central Library open and operating at the present level. At this point Mr. Parks made a motion that the branches be closed pending the availability of additional funds. Mr. Young stated that he would second that motion if there was a chance for further discussion. Following some discussion, Ms. Spring said that she was not ready to vote and she made a motion that the motion to close the branches be tabled until another meeting could be scheduled the following week.

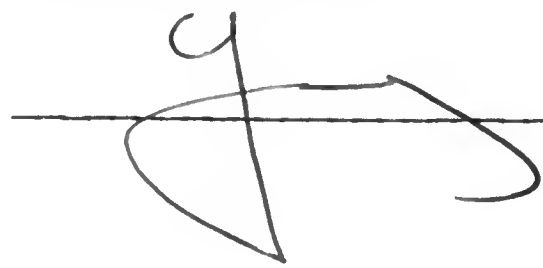
On a motion duly made and seconded the Board voted that the meeting be adjourned and that another meeting would be scheduled in the near future.

The meeting adjourned at 12:15 P.M.



.....Secretary

Please read, initial below and return
to the Secretary



Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, April 9, 1981

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Lecture Hall due to the fact that several hundred people representing staff and members of the public wished to attend. The meeting began at 10:55 A.M.

Present: Messrs. Parks, Snyder, Ms. Spring and Mr. Young, Trustees. Also present were representatives of the Professional Staff Association and AFSCME Local #1526, and members of the public.

The President, Mr. Snyder, presiding.

Mr. Snyder opened the meeting by welcoming all of the people in attendance. Following some further introductory remarks Mr. Snyder asked the Director to make an opening statement. The Director began by emphasizing that the Trustees and the Library Administration are intent on maintaining quality library services throughout the City. He reviewed the background to the present fiscal crisis. The Library's budget request for the present fiscal year was \$11.3 million and the amount appropriated for library services this fiscal year was \$9.2 million. Now the Library is trying to cope with the task of maintaining quality library service on a possible budget of \$6 million which has to include about a half million dollars to cover unemployment costs. With this level of funding it is simply not possible to maintain the present quality and quantity. He reviewed briefly the cost of operations indicating that branch service at present costs approximately \$4 million. He stressed the importance of branch libraries and the need to develop and maintain a citywide integrated program but again pointing out that the budget to support this program is really only one-half of what would be required.

Mr. Young then addressed the problem of funding, noting that the available revenue represents a reduction of about 50%. There are two basic alternatives in dealing with this situation; the Library can either live with this reduced budget or can go out and get restoration of the moneys. The Library can look for more City funds but the fact is that the City's revenue has also been cut and even though the Library has been tightly managed the Library cannot be held harmless from reductions. Another alternative is to look for private contributions. The Library has had major benefactions in the past but the problem of raising four to five million dollars for annual operations would be extremely difficult. Another possibility is to impose user fees but some research shows that there are many problems to this approach. The Library serves more than Bostonians and contributes to the prosperity of the City.

Mr. Young then spoke about a higher education excise tax, i.e., a tax on universities which has previously been filed by the City. Mr. Young stated that the Mayor has agreed that the City will relinquish claim on this tax for the general revenue and allow this, if enacted, to be applied towards the Library's operating costs. This tax would assess a fee of \$60 on every full-time student and \$20 on part-time students. Mr. Young projected that such a tax would raise approximately \$4½ million, the amount needed to hold the Library to

Minutes of Meeting
Administrative Agency
April 9, 1981
Page Two

at least the present level of service. Enactment of this legislation would require a lot of work and he suggested that regardless of Proposition 2½ it should be done. Ms. Spring stated that some of her staff had done some research for imposing fees on use of the Research Library for the purpose of supporting the branches but it had been determined that such fees would not necessarily be sufficient and she suggested that Mr. Young's approach was the best approach. Mr. Parks stated that it would be difficult, if not impossible, to keep the whole system operating at the present level with a significantly reduce budget and he expressed his agreement with Mr. Young's approach. He also stated that he would move to set up a committee, representative of all of Boston's communities, to effectively raise private funds to support the library system. Mr. Young then spoke about the problem if any such legislation is not enacted, he stated the Library will be in a horrendous situation and then the problem will be to assign priorities. The library system will have to be operated to provide the maximum amount of service and therefore by implication some of the most valuable resources will have to be restricted. Even if some of the research services were to be shut down, there still would not be enough money to run more than eight to ten branches. Thus, the Trustees will have to face this most painful task--what services must be eliminated. If it comes about that the reference services are severely restricted, not more than \$750,000 to \$1,000,000 would be available for the branches and there would also be new costs such as the protection of the closed down branches from vandalism.

Mr. Snyder spoke about the very good meeting in Jamaica Plain and expressed his willingness to attend any other meetings in the various neighborhoods of the City. At this point Mr. Snyder invited comments and suggestions from those who were in attendance. There followed a large number of speakers from various parts of the City including South Boston, Lower Mills, Dorchester, Brighton, Hyde Park, Jamaica Plain, West Roxbury, Dudley Street, Back Bay, Neponset, Roslindale and Charlestown. Among the recommendations received were to get money from the State, money from the Federal Government, raise money from private sources, reactivate the Examining Committee and establish some other committees.

Mary Jo Campbell, President of the Professional Staff Association, spoke at some length. She thanked the Trustees for holding the meeting in the Lecture Hall so that more members of the staff could attend as well as members of the public. She spoke about the importance of non-city support which the Library currently receives and spoke about the role of the Boston Public Library as the Library of Last Recourse. She pointed out that a large part of the cost of operating the Reference Library comes from the State already and any plan to restrict reference services would jeopardize this present support. She also emphasized the fact that the library is one system comprised of Central and branches and she urged the Trustees to keep all of these figures in mind when they made their decisions.

Minutes of Meeting
Administrative Agency
April 9, 1981
Page Three

George Embleton, President of the AFSCME Local, started out by stating that there was not enough money to go around the present system and he decried the fact that so many people were fighting with one another over what was going to be left. He recognized that the Library was going to have about one-half of the money it was going to need to run the system and he suggested that the problem should be addressed immediately with short term solutions, at the same time emphasizing the need for a long term solution which could only be developed after a comprehensive long range study has been completed. He suggested that a short term solution must include the closing of a lot of facilities. He pointed out that the Library has working relationships with other libraries throughout the Eastern Region and he stated that it did not seem practical to go back to the days of isolationism.

Then Mr. Parks proposed that a "committee be formed of citizens who represent the library community, the business community, the arts and humanities community and the university community to develop an operational plan to raise funds on behalf of the operation of our library system and report back to the Trustees at their monthly meeting in May, 1981." On a motion duly made and seconded, it was so voted.

Ms. Spring then moved that "the President appoint a citizens committee to help us keep as much library service as possible in all neighborhoods of the City." On a motion duly made and seconded, it was so voted.

Then Mr. Young moved that the Board present to the City Council a home rule petition "to impose a higher education excise for the benefit of the Boston Public Library." On a motion duly made and seconded, it was so voted. Mr. Young spoke about the prospects of the passage of this legislation. He said that the concept has enough real merit for the legislation to have a reasonable chance of passing. It was agreed that a copy of the petition would be sent to each member of the City Council with a cover letter signed by the Board. As to what happens if the legislation is not passed, there was an agreement that there was a need for a contingency plan. On a motion duly made and seconded, it was voted to adjourn the meeting. The meeting ended at 12:55 P.M.


.....Secretary

Please read, initial below and return
to the Secretary



Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Thursday, June 11, 1981

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Lecture Hall at 11:40 A.M.

Present: Messrs. Parks, Snyder, Ms. Spring and Mr. Young, Trustees. Also present were representatives of the staff and members of the public.

Mr. Parks proposed that the officers for the present year be reelected for another term. On a motion duly made and seconded, it was so voted:

Arthur F. F. Snyder, President
Paul Parks, Vice President
Liam M. Kelly, Secretary
Philip J. McNiff, Secretary Pro Tem

The Director stated that it was necessary at the Annual Meeting for the Trustees to approve votes necessary for the on-going operation of the Library. On motions duly made and seconded, it was

"VOTED: that any member of the Board of Trustees be, and hereby is authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the Library."

and

"VOTED: that, until the next annual meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the Director, or the Secretary of the Trustees be, and hereby is authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City of Boston 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."

and

"VOTED: that we, the Trustees of the Boston Public Library, having appointive authority over the Civil Service personnel at the Library, do appoint one of our members, (name of President), Trustee, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

Minutes of Annual Meeting
Administrative Agency
June 11, 1981
Page Two

and
FURTHER

VOTED: that in the event of the unavailability of (name of President), (name of Vice President), Trustee, is hereby authorized to conduct the above-mentioned hearings, this power to be valid only until the expiration or appointment of any member of this Board."

The President then appointed Liam M. Kelly as Secretary of Committees and Philip J. McNiff as Secretary of Committees Pro Tem to serve until the next Annual Meeting. On a motion duly made and seconded, it was

"VOTED: that until the next annual meeting, Philip J. McNiff, Director or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, be, and hereby is authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library up to but not including the level immediately below that of the Director, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation."

and

VOTED: that, until the next annual meeting, Philip J. McNiff, or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1981-82 budget allowance, but in no case exceeding those in the budget estimates for the fiscal year 1981-82, as shall be approved by the Board of Trustees, said payments to be reported to the Board at its next regular meeting for confirmation."

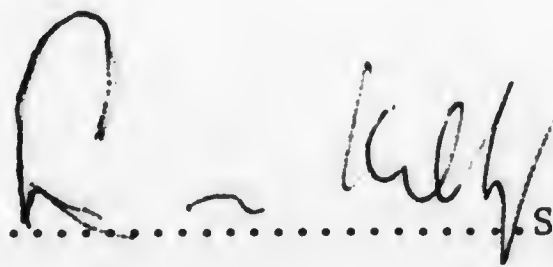
and

VOTED: that, until the next annual meeting, the President, Vice President, the Director, and the Secretary of the Trustees be, and hereby are severally authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City and any and all communications in connection with the award of contracts so voted or recommended to be so voted."

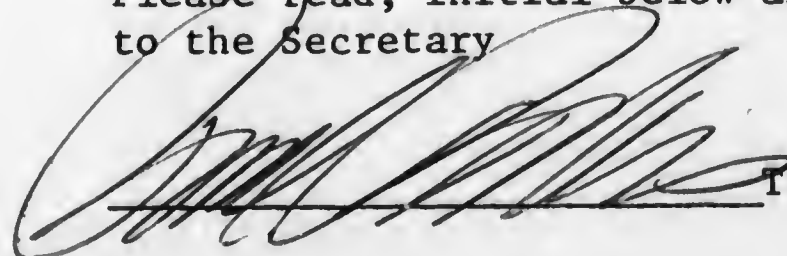
and

VOTED: that, until the next annual meeting for the signing of checks drawn upon the petty cash checking accounts of the Library, Thomas T. McLaughlin, Supervisor of Accounting Services, or Liam M. Kelly, Secretary of the Trustees, or John J. Doherty, Assistant Director, or Keven T. FitzPatrick, Assistant to the Director, in the order of their respective availability, be authorized to sign checks; and Philip J. McNiff, Director, or Liam M. Kelly, Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, in the order of their respective availability be authorized to countersign checks, provided that in no instance does the same individual both sign and countersign a check."

The meeting adjourned at 11:45 A.M.


.....Secretary

Please read, initial below and return
to the Secretary


Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, June 11, 1981

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Lecture Hall at 11:45 A.M.

Present: Messrs. Parks, Snyder, Ms. Spring and Mr. Young, Trustees. Also present were representatives of the staff and members of the public.

The President, Mr. Snyder, presiding.

The minutes of the Regular Meetings of the Administrative Agency on March 26, 1981 and April 9, 1981 were approved as presented.

The Director stated that it was necessary to have a voted authorizing the approval of signatures to sign payrolls. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from May 14, 1981; June 11, 1981, July 9, 1981; August 6, 1981; and September 3, 1981."

The Director stated that it was necessary for the Board at this time to authorize the award of several contracts without public advertising. He pointed out that these contracts were only technically nonadvertised inasmuch as most of them were originally subject to public bidding for three-year periods and all of these contracts were being renewed at the Library's option at the original bid price. The only exceptions are those votes for the award of contracts to IBM Corporation. In this case the Library is following a policy similar to the policy adopted by the City's Data Processing Department with respect to currently installed equipment. On a motion duly made and seconded, it was

"VOTED: that, without public advertising, there be entered into with Balco, Inc., 160 Charlemont Street, Newton, Massachusetts, a contract for the operation and servicing of heating, ventilating, and air conditioning systems, electrical systems and equipment, as well as plumbing systems, throughout the Library system during the period July 1, 1981 through June 30, 1982, at a total cost not to exceed one hundred sixty-three thousand two hundred fifty-nine dollars and four cents (\$163,259.04)."

and

"VOTED: that, without public advertising, there be entered into with F. W. Faxon Co., Inc., 15 Southwest Park, Westwood, Massachusetts, a contract for (1) supplying periodicals and serials for the year 1982, and (2) servicing the subscriptions for the individual items throughout the year as specified in the specifications and Appendix A, and subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed one hundred sixty thousand dollars and no cents (\$160,000.00)."

and

"VOTED: that, without public advertising, there be entered into with Inforonics, Inc., 550 Newtown Road, Littleton, Massachusetts, a contract for supplying and delivering MARC II catalog products and services, as specified in the specifications, during the period July 1, 1981 through June 30, 1982 at a total cost not to exceed eighty thousand dollars and no cents (\$80,000.00)."

and

"VOTED: that there be entered into with the New England Deposit Library, 135 Western Avenue, Allston, Massachusetts, an agreement for the rental, during the period July 1, 1981 through June 30, 1982, of storage space therein for books and other library materials belonging to the Boston Public Library, in accordance with the rates for storage space formally adopted by the governing board of said New England Deposit Library."

and

"VOTED: that there be entered into, without public advertising, with Gilbert Small & Co., Inc., 1391 South Street, Needham, Massachusetts, a service agreement for the examination of building levels at one central library building (McKim) during the period July 1, 1981 through June 30, 1982, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said agreement."

and

"VOTED: that there be entered into, without public advertising, with International Business Machines Corporation, a corporation having a place of business at Armonk, New York, and at 400 Wyman Street, Waltham, Massachusetts, a contract for the purchase of previously installed data processing equipment under a five year installment payment purchase plan commencing July 1, 1981 and terminating on June 30, 1986, the total amount thus paid to be subject to the terms, agreements and conditions set forth in said contract."

and

"VOTED: that there be entered into, without public advertising, with International Business Machines Corporation, a corporation having a place of business at Armonk, New York, and at 400 Wyman Street, Waltham, Massachusetts, a contract for rental of certain data processing equipment during the period July 1, 1981 and June 30, 1982, the total rental thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

and

"VOTED: that there be entered into, without public advertising, with International Business Machines Corporation, a corporation having a place of business at Armonk, New York, and at 400 Wyman Street, Waltham, Massachusetts, a contract for the maintenance of certain data processing equipment during the period July 1, 1981 and June 30, 1982, the total amount thus paid to be subject to the terms, agreements, and conditions set forth in said contract."

and

"VOTED: that there be entered into, without public advertising, with International Business Machines Corporation, a corporation having a place of business at Armonk, New York, and at 400 Wyman Street, Waltham, Massachusetts, a contract for the lease purchase of replacement data processing equipment under a five year installment payment purchase plan commencing July 1, 1981 and terminating on June 30, 1986, the total amount thus paid to be subject to the terms, agreements, and conditions set forth in said contract."

and

Minutes of Meeting
Administrative Agency
June 11, 1981
Page Four

"VOTED: that, without public advertising, there be entered into with Marketechs, Inc., 148 Linden Street, Wellesley, Massachusetts, a contract for the rental and maintenance of computer terminals during the period July 1, 1981 through June 30, 1982, at a total cost not to exceed fifteen thousand five hundred fifty-two dollars (\$15,552.00)."

With respect to the operation of the Eastern Regional Program and on a motion duly made and seconded, it was

"VOTED: that there be entered into a lease agreement with Alec Rich Company for the rental of premises located at Rear 21 Court Street, (Kings Court), Taunton, Massachusetts for the period from July 1, 1981 through June 30, 1982 with an option for renewal through June 30, 1985 at a monthly rate of eight hundred seventy-five dollars (\$875.00) through June 30, 1982, with an option by Lessor to adjust monthly rent for the period ending June 30, 1983."

The Director reported that the Public Facilities Department had terminated the leases for library premises at Orient Heights and Allston.

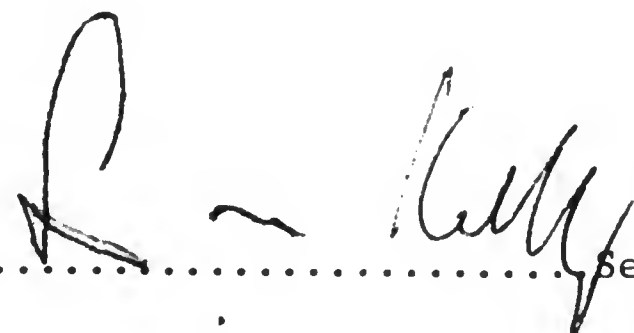
The Director proceeded to review the City's financial situation and then went on to review the latest budget proposal for the coming year which provides a total of \$5.1 million for fiscal year 1982 in contrast to the fact that the Library would really need in excess of \$11 million to operate properly at the present service level. The Director stated that the Library staff has been reduced from a planned quota of 552 at the beginning of this fiscal year to a current level of 393. With this level it was not possible to continue to support the present Library service commitments. In the interest of further reducing Library expenditures while continuing to maintain the basic fabric of the Library operation the Director proposed the following measures in the Central Library: Close Saturday, thereby extending the current hours of closing from Friday at 5:00 P.M. to Monday at 1:00 P.M. In addition, close Music Reference, Fine Arts Reference, Newspaper Room and Young Adults Department at 5:00 P.M. each evening. With respect to the branches he proposed that the three district libraries, Dudley, Codman Square and Brighton, be operated five days a week, the eight neighborhood libraries be operated 35 hours

Minutes of Meeting
Administrative Agency
June 11, 1981
Page Five

a week and the remainder of the smaller branches be operated as book centers, i.e., no professional staff. In the discussion that followed the Trustees were in agreement that absent any increased support by August 15 the Library would have scaled down its operation to a point where it could live within a \$5.1 million budget, that there would be no further expenditure of City funds to support the operation of the Kirstein Business Branch, that three to five branches would have to be closed and that the neighborhood branches and the book centers would be operated on a part-time basis. Mr. Snyder stated that the Library would get a fair share of any additional aid that was forthcoming to the City. He spoke about the effective lobbying efforts of the fire and police departments and he again expressed his willingness to attend any meetings that are organized in any of the branches. Mary Jo Campbell, President of the Professional Staff Association, questioned the value of reducing so many branches to book centers and expressed concern for the quality of library service that would be available. The Director responded that the experience at Orient Heights which has been operating as a book center for several months has been reasonably successful and agreed that everybody had to be concerned about maintaining the highest quality of library service possible. In response to a question from a member of the public, Mr. Snyder stated that the Mayor has made a commitment to provide the Library with its historical share of any additional aid forthcoming to the City. Mr. Young stated that the Library's share of the City's operating budget has been about 3½% and the Mayor has committed to this continuing level of support. Mr. Young went on to speak about the two major factors in further availability of funds. The Trustees agreed that the most important thing now is to maintain the fabric of library service and continue to try to get more support for next year's budget.

The Director requested that the Trustees approve the Eastern Region budget for fiscal year 1982 as submitted. On a motion duly made and seconded this budget was adopted.

The meeting adjourned at 12:55 P.M.


..... Secretary

Please read, initial below and return
to the Secretary

_____ Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
August 7, 1981

A meeting of the Trustees of the Public Library as a Administrative Agency of the City of Boston was held at 4:00 p.m. in the Trustees Room.

Present at the meeting were Messrs. Snyder, Parks, and Young.

The President, Mr. Snyder, presiding.

The minutes of the meeting of the Trustees on June 11, 1981 were approved as presented.

The Director stated that it was necessary for the Trustees to take action with respect to several contracts that were to be awarded subsequent to public bidding. He stated that in response to public bidding only one bid was received from Coverall Service Co., Inc. This company has served the Library for many years and the price bid this year is substantially less than last year due to the fact that some items, notably blazers, have been withdrawn from this contract. On a motion duly made and seconded, it was

"VOTED: that there be entered into with Coverall Service Co., Inc., 73 Addison Street, East Boston, Massachusetts, the sole bidder in the public bidding, a contract for the rental of miscellaneous uniforms during the period July 1, 1981 through June 30, 1982 at prices per unit as follows:

Two (2) shirts, two (2) pants per man	\$2.00 per week
Two overalls (per)	\$1.30 per week
Two dresses (per)	\$1.30 per week"

The Director stated that in response to public bidding two bids were received for the maintenance and service of elevators. He recommended that the contract be awarded to the Delta Elevator Service Corporation, the present vendor, who was also the low bidder. The cost this year will be slightly below the cost for last year's service. Following discussion and on a motion duly made and seconded, it was

"VOTED: that there be entered into with Delta Elevator Service Corporation, 50 North Beacon Street, Allston, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for maintenance and servicing of elevators throughout the Library System during the period July 1, 1981 through June 30, 1982, at a total cost not to exceed twelve thousand six hundred dollars and no cents (\$12,600.00)."

In response to public bidding for the inspection and testing of fire alarm systems two bids were received and the Director recommended that the contract be awarded to the low bidder. The cost will be identical to the cost last year. On a motion duly made and seconded, it was

"VOTED: that there be entered into with American Service Co., Inc., 700 Hancock Street, Quincy, Massachusetts 02170, a contract for the inspection and testing of fire alarm systems at the Central Library Building, and at various other locations through the Library System as specified in the specifications, during the period July 1, 1981 through June 30, 1982 at a total cost not to exceed five thousand ninety-two dollars (\$5,092.00), of which \$4,092.00 is for fixed costs and \$1,000.00 the estimated amount to cover emergency, stray and overtime service calls."

In response to public bidding for two contracts for the leasing of panel trucks and station wagons only one bid was received. In each case the Director recommended that a contract be awarded to Bonnell Motors, Inc. In response to a question whether there were any Boston vendors, the Director stated that the Library has tried every year in the recent past to have a Boston vendor for motor vehicles. The Library did get a Boston vendor several years ago, Atamian Ford, but unfortunately they went bankrupt and the contract had to be assumed by Bonnell Motors. This year contract forms were sent to several vendors but only one bid was received. On a motion duly made and seconded, it was

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for the leasing of two panel trucks and three station wagons during the period July 1, 1981 through June 30, 1982 at the following rates:

	Monthly Lease Cost per Vehicle	Mileage Charge per Mile
Two Panel Trucks		
(2) Model E-150 (1982)	\$490.00	\$.26
Three Station Wagons		
(3) Granada Model (1982)	\$455.00	\$.24"

and

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for leasing of two panel trucks and one station wagon for the Eastern Massachusetts Regional Library System during the period July 1, 1981 through June 30, 1982 at the following rates:

Minutes of Meeting
Administrative Agency
August 7, 1981
Page Three

	<u>Monthly Lease Cost per Vehicle</u>	<u>Mileage Charge per Mile</u>
Panel Truck	\$490.00	\$.24
Station Wagon	\$455.00	\$.22"

The Director stated that it was necessary each year to award contracts without public advertising for the purchase of books and library materials. Following discussion and on a motion duly made and seconded, it was

"VOTED: that without public advertising, contracts be entered into for purchase of books and certain other library materials for the period July 1, 1981 through June 30, 1982 with the following contractors, subject to the terms, agreements, and conditions set forth in said contracts:

Xerox University Microfilms
Ann Arbor, Michigan;

Disclosure, Inc.
Bethesda, Maryland;

U.S. Historical Documents Institute, Inc.
Hollinger Corporation
Both of Arlington, Virginia;

Indiana University
Bloomington, Indiana;

J.S. Canner & Co.
Carl Fischer, Inc.
G. K. Hall & Co.
R.L. Polk & Co.
Standard & Poor's Corporation
Worldwide Books, Inc.
All of Boston, Massachusetts;

Benchmark Films
Combined Book Exhibit, Inc.
Both of Briarcliff Manor, New York;

H.W. Wilson Co.
Bronx, New York;

Walt Disney Educational Materials Co.
Burbank, California;

Minutes of Meeting
Administrative Agency
August 7, 1981
Page Four

Briggs & Briggs, Inc.
Bibliophilos
General Microfilm Co.
All of Cambridge, Massachusetts;

American Library Association
Center for Research Libraries
Commerce Clearing House, Inc.
Coronet Films
Encyclopedia Britannica Educational Corporation
Field Enterprises Educational Corporation
International Film Bureau, Inc.
Society for Visual Education, Inc.
All of Chicago, Illinois;"

Yankee Book Peddler, Inc.
Contoocook, New Hampshire;

The Eastin-Phalen Distributing Corporation
Davenport, Iowa;

National Record Plan
Deer Park, New York;

Prentice-Hall, Inc.
Englewood Cliffs, New Jersey;

New Day Films
Open Circle Cinema
Both of Franklin Lakes, New Jersey;

AIMS Instructional Media Service
Glendale, California;

Reprint Distribution Service, Inc.
Kent, Connecticut;

Centron Educational Films
Lawrence, Kansas;

Sundance Paperback Distributors
Littleton, Massachusetts;

Churchill Films, Inc.
Los Angeles, California;

Minutes of Meeting
Administrative Agency
August 7, 1981
Page Five

Xerox Films, Xerox Educational Publications
Middletown, Connecticut;

Kraus-Thomason Organization Limited
Millwood, New York;

Lucerne Films
Morris Plains, New Jersey;

MacMillan Films, Inc.
Mount Vernon, New York;

Research Publications, Inc.
New Haven, Connecticut;

AMS Press, Inc.
CBS Records, Division of Columbia Broadcasting, Inc.
Carousel Films, Inc.
Contemporary/McGraw-Hill Films
Film Images, Inc.
Grolier Educational Corporation
Impact Films
International Film Foundation
Johnson Reprint Corporation
Learning Corporation of America
Macmillan Professional and Library Service
Music Heritage Society
NBC Educational Enterprises, Inc.
New Yorker Films
Peters International, Inc.
Phoenix Films, Inc.
Readex Microprint Corporation
Sterling Educational Films
Taylor Carlisle Bookstores, Inc.
Texture Films
Time-Life Films, Inc.
Tricontinental Film Center
UNIPUB
Westinghouse Learning Corporation
All of New York, New York;

Center for Cassette Studies, Inc.
North Hollywood, California;

Royal Distributors
North Quincy, Massachusetts;

Minutes of Meeting
Administrative Agency
August 7, 1981
Page Six

Perennial Education
Northfield, Illinois;

Stechert Macmillan, Inc.
Oakhurst, New Jersey;

Eastern Book Company
Portland, Maine;

Creative Film Society
Reseda, California;

Lawyers Co-operative Publishing Co.
Rochester, New York;

West Publishing Company
St. Paul, Minnesota;"

BFA Education Media
Pyramid Film Producers
Both of Santa Monica, California;

Rounder Records
Somerville, Massachusetts;

The Baker & Taylor Co.
Somerville, New Jersey;

John Curley & Associates, Inc.
South Yarmouthport, Massachusetts;

Ulverscroft
Stamford, Connecticut;

Warren Schloat Productions, Inc.
Tarrytown, New York;

Graphic Microfilm, Inc.
Waltham, Massachusetts;

Bureau of National Affairs, Inc.
Congressional Information Service
National Geographic Society
All of Washington, D. C.;

Weston Woods Studios, Inc.
Weston, Connecticut;

Minutes of Meeting
Administrative Agency
August 7, 1981
Page Seven

Connecticut Films, Inc.
Westport, Connecticut;

Wombat Films
White Plains, New York;

Colonial Williamsburg Foundation
Williamsburg, Virginia;

Films Incorporated
Wilmette, Illinois;

Scholarly Resources, Inc.
Wilmington, Delaware;

Bell & Howell, Microphoto Division
Wooster, Ohio;

ABC Wide World of Learning
Bilingual Publications
Billy Budd
Cinema 5-16mm
Irish Book Center
All of New York, New York;

Barr Films
Pasadena, California;

Beacon Films
Norwood, Massachusetts;

C&T Book Company
Boston, Massachusetts;

General Microfilm Co.
Cambridge, Massachusetts;

Johnson Publishing Co., Inc.
Boulder, Colorado;

Microfilming Corporation of America
Glen Rock, New Jersey;

and

New England Micrographics, Inc.
Waltham, Massachusetts"

Minutes of Meeting
Administrative Agency
August 7, 1981
Page Eight

Mr. Snyder stated that the Library Trustees had previously voted to take action with respect to scaling down Library operations by August 15 if no budget relief was forthcoming. He noted that while there was still no budget, the amount of increased state aid is known.

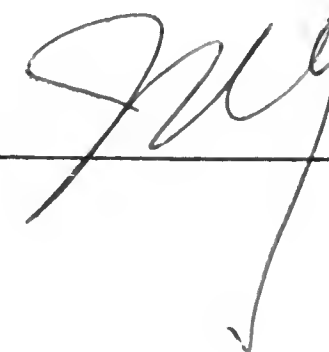
Mr. Young noted that the 158 million worse case budget and the Library allocation of 5.1 million within that budget represented the net historical relation between the Library and the City budget. Mr. Young reviewed the history of the budget process this year and noted that there was now 40 million plus available from the state. The Mayor had plans to submit a supplementary budget to the City Council allocating this new money and he suggested that the Library would come out of this allocation very well. He also noted that there would be \$300,000 additional state aid available to the Library. He spoke about the home rule petition for an excise tax and noted that this had been passed by the Council. In summary, against the very bleak picture of three to four months ago, the Library situation has been substantially improved. He reported that the Mayor will also send to the Council a proposal to fund the Tregor abatement. He said that from a Library point of view he was pleased with the overall outcome. In light of these developments Mr. Young stated there would be no need to do something dramatic by August 15. In the discussion that followed the Trustees agreed that they would do nothing further until the budget is passed. Several members of the public and the staff commented on the budget crisis and the present condition of the Library.

There was a short discussion on the problem of security in the Library. Mr. Snyder stated that he was very concerned about this matter and emphasized the need for continual police presence in the Library. The Trustees agreed that it was necessary to investigate the legality of this question before deciding on any further action in this matter.

The meeting was adjourned at 4:45 p.m.


.....Secretary

Please read, initial below and return
to the Secretary



Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
October 2, 1981

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held at 3:50 P.M. in the Trustees Room

Present at the meeting were Messrs. Parks, Snyder and Young. Also present for representatives of the staff and members of the public.

The minutes of the meeting of the Trustees on August 7, 1981 were approved as presented.

Approval of expenditures for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of July and August, 1981 provided that expenditures from City Appropriation has the approval of the City Auditor:

To City Appropriation:

Personal Services	\$939,338.82
Contractual Services	9,593.65
Supplies and Materials	2,221.26
Books	202.44
Current Charges and Obligations	316.95
Equipment	<u>-0-</u>
Total	\$951,673.12

To Trust Funds:

Personal Services	-0-
Contractual Services	1,874.68
Supplies and Materials	262.50
Books	2,197.38
Current Charges and Obligations	134.34
Equipment	<u>-0-</u>
Total	\$4,468.90

Eastern Regional Public Library System:

Books	\$104,994.39
Supplies and Materials	2,594.54
Personal Services	<u>103,035.71</u>
Total	\$210,624.64

Approval of receipts for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of July and August, 1981 provided that payment of bills from City Appropriation has the approval of the City Auditor:

To City Appropriation

Personal Services	\$939,338.82
Contractual Services	5,334.66
Supplies and Materials	21.00
Books	202.55
Current Charges and Obligations	116.95
Equipment	<u>-0-</u>
Total	\$945,013.98

To Trust Funds

Personal Services	-0-
Contractual Services	1,874.68
Supplies and Materials	262.50
Books	2,197.38
Current Charges and Obligations	134.34
Equipment	<u>-0-</u>
Total	\$4,468.90

Eastern Regional Public Library System

Books	\$105,004.39
Supplies and Materials	5,168.20
Personal Services	<u>103,035.71</u>
Total	\$213,208.30

Minutes of Meeting
Administrative Agency
October 2, 1981
Page Three

The Director stated that it was necessary to take a vote authorizing the sign of payrolls. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is authorized, to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from October 1, 1981 and October 29, 1981."

The Director reported that the new Lower Mills Library building has been completed except for the purchase of new furnishings and he recommended to the Board that they take a vote to accept this new building and to move into it using the furniture from the old building. In the discussion that followed it was agreed that this would be a desirable thing to do and on a motion duly made and seconded, it was voted "that the Trustees of the Public Library of the City of Boston agreed to accept the new branch library building at 27 Richmond Street in Dorchester and to initiate branch library services at that location utilizing furniture from the present building with the expectation that new furnishings shall be purchased as soon as the City has capital budget for such purposes." The Director reported that a representative of the Public Facilities Department had met the administration to discuss the idea of the Library utilizing the newly vacated Cannon School in West Roxbury for library purposes in place of the present library building on Center Street. The Director said that he believed the best site for library services is the present location especially in light of the fact that the adjoining parcel of land has been given to the Trustees for purposes of building an addition to the present building. This site can only be used for library purposes. Following discussion it was agreed that it was the sense of the meeting that it is still desirable to continue library service in West Roxbury at the present location. The Director reported that space has been renovated in the Old Colony Housing Project specifically for library purposes. Although no staffing is currently available to man this extension the Director suggested that it would be good to utilize that space through deposit collections that would be managed by volunteers from the housing project. On a motion duly made and seconded, it was so voted.

Minutes of Meeting
Administrative Agency
October 2, 1981
Page Four

Mr. Kelly reported several significant developments with respect to computer systems in the Library. The first phase of the on-line catalog has been implemented and this system is being used internally to support cataloging and interlibrary loan. This catalog will eventually become a public catalog accessible by terminal to members of the public. The Library in the last year has also acquired a software package from an institution within the state. This software has now been modified and implemented on the library's own computer giving much improved control over the whole acquisitions process including on-order file and fund-accounting. The Library's circulation system which was implemented in 1972 has now been upgraded to the point where all of the major files are available on-line to the operators. The latest improvement has been the implementation of systems that enable the operators to check the delinquency status of all people checking out books.

The Director reviewed the budget for the past year. He noted that as opposed to the earlier worse case budget of 5.1 million the Library seems assured of at least 8.1 million with an additional 1.4 million possible with the passage of the Tregor Bill and he encouraged everyone to do whatever they can to help with this legislation. However, he pointed out that even with a total of 9.5 million because of overall inflation and 15% increases in salaries the Library would still have less than last year. Because of attrition, retirement, and resignations a staffing pattern of 552 has now been reduced to 376 people on the payroll. There is no way to provide the same quality and quantity of library service with such drastic reductions in staff. Right now the Library is spending at the rate of 8.5 million as opposed to the 8.1 million that is presently available. He stated that the Library must attempt to assure quality library service in all areas of the City. The Central Library is now closed from Friday at 5:00 P.M. until Monday at 1:00 P.M. He noted that in the previous fiscal year 250,000 people had used the Central Library on Saturdays. He suggested that the closings of the Central Library would have to be maintained for the present time but in order to meet the minimum State standards for hours of service he proposed that the district libraries be open on Saturdays, i.e., Brighton, Dudley and Codman. The Director stated that the Library's buildings are not now in good shape because of the depletion of custodial ranks. There is an increasing backlog of materials processing because of reductions in staff. Staff in all public service areas is substantially lower and he stated that some realignments in staff patterns were absolutely necessary. He suggested that as these realignments were made it would be important that every distinct area of the City should have some real quality library service. In the discussion that followed the Trustees agreed that the Library cannot continue to maintain the same level of service with the present reduced staff but they also felt that plans could not be formulated until the budget process is finalized. They recognized that they had adopted the concept of reading rooms in principle because it was thrust upon the Library by the budget realities. Several members of the public spoke and expressed concern about the trend toward more reading rooms. The Trustees agreed that we must be sensitive

Minutes of Meeting
Administrative Agency
October 2, 1981
Page Five

as to how we proceed in increasing the number of reading rooms. The Trustees should be informed as to any proposed changes in the present branch pattern. In summarizing, the Trustees agreed that the basic problem is one of money and that an additional 1½ million won't solve all the problems. Since this is most likely to happen, even with 9.5 million there will still have to be some reading rooms because right now things are stretched too tight.

The meeting adjourned at 5:30 P.M. The Director then stated that it was necessary to go into Executive Session on a matter relating to personnel and it was so voted.

.....Secretary

Please read, initial below and return
to the Secretary

_____Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
November 27, 1981

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held at 4:05 P.M.

Present at the meeting were Messrs. Snyder, Parks and Ms. Spring. Also present were representatives of the staff and members of the public.

The President, Mr. Snyder, presiding.

The minutes of the meeting of the Trustees on October 2, 1981 were approved as presented.

Approval of expenditures for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of September and October, 1981 provided that expenditures from City Appropriation has the approval of the City Auditor:

To City Appropriation:

Personal Services	\$1,021,482.80
Contractual Services	25,992.20
Supplies and Materials	3,544.23
Books	71,379.66
Current Charges and Obligations	145,671.75
Equipment	-0-
Total	\$1,268,070.64

To Trust Funds:

Personal Services	-0-
Contractual Services	835.25
Supplies and Materials	666.35
Books	660.80
Current Charges and Obligations	-0-
Equipment	-0-
Total	\$2,162.40

Eastern Regional Public Library System:

Books	\$ 63,671.18
Supplies and Materials	34,059.38
Personal Services	<u>121,689.50</u>
Total	\$219,420.06

Approval of receipts for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of September and October, 1981 provided that payment of bills from City Appropriation has the approval of the City Auditor:

To City Appropriation

Personal Services	\$1,132,582.90
Contractual Services	74,902.86
Supplies and Materials	1,525.31
Books	71,390.66
Current Charges and Obligations	13,387.62
Equipment	<u>58,868.34</u>
Total	\$1,352,657.69

To Trust Funds

Personal Services	-0-
Contractual Services	835.25
Supplies and Materials	656.35
Books	660.80
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$2,152.40

Eastern Regional Public Library System:

Books	\$ 63,691.18
Supplies and Materials	17,705.48
Personal Services	<u>121,689.52</u>
Total	\$203,086.18

Minutes of Meeting
Administrative Agency
November 27, 1981
Page Three

The Director stated that it was necessary to take a vote authorizing the signing of payrolls. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from November 26, 1971 and December 24, 1981."

The Director recommended that a contract be awarded to the Defiance Machine and Tool Company, the sole bidder in public bidding, for the delivery and installation of a new machine for use in the Bindery. He pointed out that this machine would be paid for with funds made available under the State program for this purpose. Following discussion and on a motion duly made and seconded, it was

"VOTED: that there be entered into with Defiance Machine and Tool Company, Inc., P. O. Box 1029, 430 Industrial Drive, Maryland Heights, Missouri, the sole responsible and eligible bidder in the public bidding a contract for supplying, delivering, and installing one Automark Model EDA (Electronic Data Applicator) High Speed Cover Titling Machine, with character wheel of letter size to be determined by the Official, and with Minimax keyboard-operated control system, as specified in the specifications, at a total cost not to exceed thirteen thousand six hundred seventeen dollars (\$13,617.00)."

The Director reported that the Library Buildings Department personnel have completed the moving of the old furniture and the book collection into the new Lower Mills Branch Library. He complimented the staff for the good work which was completed without any overtime or any special appropriation. He noted that several windows had already been broken and expressed the hope that occupancy would deter any further vandalism.

Security has become an increasingly serious problem in the Library. There are reports of several people who are considered dangerous hanging around the Library. These people are threatening to the staff. The Library has always relied on the Police Department to provide security and the Library considers that the best possible security. However, because of the Police Department's own

Minutes of Meeting
Administrative Agency
November 27, 1981
Page Four

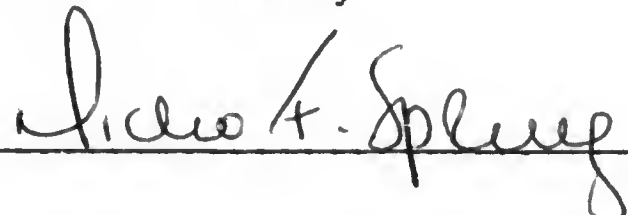
serious problems there is no longer any police presence in the Library. The Director said that it was highly desirable at this time to hire a private security force. (At this point there was a report of a bomb scare in the Library which required the building to be evacuated. The Director stated that this was also an increasingly serious problem because this bomb scare was the sixth consecutive day in which the Library had to be evacuated. The Trustees decided to continue the meeting.) The Director requested authorization from the Board to expend up to \$25,000 for an emergency security force over the next four to six months. In the discussion that followed the Trustees expressed concern that the security people hired be extremely careful not to infringe on the rights of the library users. The Trustees agreed that it was extremely important to maintain a high level of security in the Library and after further discussion they approved the Director's request. In conjunction with this the Director recommended that the doors of the McKim Building on Dartmouth Street be closed on a temporary basis so that there would be only one entrance and exit for people using the Library in the immediate future. This was being done in the interests of bolstering the effort to improve security.

The Director reported that the whole matter of the fiscal '82 budget was unresolved because of the delay in getting approval of the Tregor Bill. He stated that many of the Library staff have been lobbying with legislators for this purpose and he expressed the hope that action would be taken in the near future. In responding to a question, the Director stated that the Library is operating slightly above the current 8.1 million dollar appropriation. A discussion followed. The Director noted that the Library's buildings have deteriorated substantially because of unavailability of funds to pay for the upkeep of the buildings. He cited several specific situations in which large numbers of windows are broken and he estimated that it would take about \$20,000 just to replace broken glass.

The meeting adjourned at 4:40 P.M.

..........Secretary

Please read, initial below and return to the Secretary

 Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, January 18, 1982

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held at 4:00 P.M. in the Trustees Room

Present at the meeting were Messrs. Snyder and Young and Ms. Spring, Trustees. Also present were representatives of the staff and members of the public.

The President, Mr. Snyder, presiding.

The minutes of the meeting of the Trustees on November 27, 1981 were approved as presented.

Approval of expenditures for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of November, 1981 provided that expenditures from City Appropriation has the approval of the City Auditor:

To City Appropriation:

Personal Services	\$451,154.73
Contractual Services	6,634.08
Supplies and Materials	3,113.03
Books	26,251.74
Current Charges and Obligations	125.25
Equipment	<u>2,048.88</u>
Total	\$489,327.71

To Trust Funds:

Personal Services	-0-
Contractual Services	256.21
Supplies and Materials	-0-
Books	22,209.89
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$22,466.10

Eastern Regional Public Library System:

Books	\$ 9,813.23
Supplies and Materials	203.95
Personal Services	<u>43,142.90</u>
Total	\$53,160.08

Approval of receipts for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of November, 1981 provided that payment of bills from City Appropriation has the approval of the City Auditor:

To City Appropriation

Personal Services	\$451,154.73
Contractual Services	24,888.53
Supplies and Materials	13,136.44
Books	26,251.74
Current Charges and Obligations	6,402.58
Equipment	<u>-0-</u>
Total	\$521,834.02

To Trust Funds

Personal Services	-0-
Contractual Services	256.21
Supplies and Materials	-0-
Books	22,209.89
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$22,466.10

Eastern Regional Public Library System:

Books	\$ 9,813.23
Supplies and Materials	6,047.53
Personal Services	<u>43,142.90</u>
Total	\$59,003.66

Minutes of Meeting
Administrative Agency
January 18, 1982
Page Three

The Director stated that it was necessary to have authorized the signing of payrolls on a four week period. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from January 21, 1982."

The Director reported a big improvement in the climate within the Library subsequent to the presence of Pinkerton guard service in mid-December. He stated that the climate within the Library had deteriorated noticeably during the past eighteen months as the presence of Boston Police became increasingly irregular. He stated many of the staff in the Central Library feel that things have improved substantially since the Pinkerton people arrived. Mr. Young stated that his company's law firm had indicated a willingness on a pro bono basis to study the implications of enforcing library regulations with respect to behavior. The Director agreed that it would be well to have this kind of legal counsel on the matter. Following further discussion and on a motion duly made and seconded, it was

"VOTED: that, given the urgency of providing guard and patrol service; and due to Pinkerton's arresting powers and armed personnel, excellent references, and ability to provide manpower immediately; there be entered into without public advertising, with Pinkerton's Inc., a corporation having places of business at 100 Church Street, New York, New York and at 18 Oliver Street, Boston, Massachusetts, a contract for guard and patrol service at the Central Library building during the period December 16, 1981 to June 30, 1982 at a total cost not to exceed twenty-five thousand dollars (\$25,000.00).

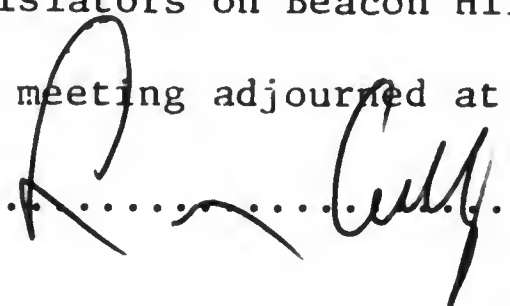
The Director reported that he had just completed a review of the status of the budget and he proposed that some transfers be made at this time on the basis of projected expenditures. Specifically he proposed the transfer of \$40,000 into the 21 Account and \$400,000 into the 22 Account. (The Director noted that this recommendation was based on our best estimate since we no longer get utility bills.)

\$ 1,000	into the	28	Account
\$ 30,000	" "	29	"
\$100,000	" "	33	"
\$ 30,000	" "	36	"

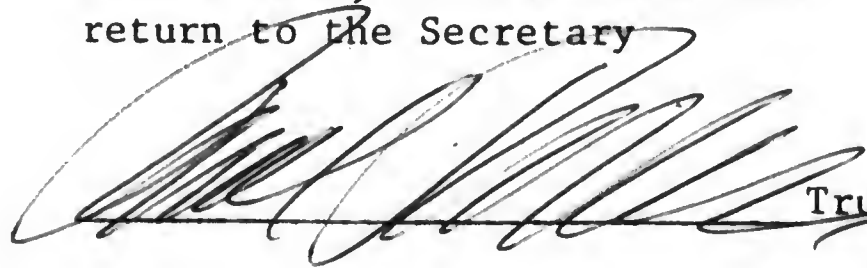
He proposed that all of these transfers be made from the special allocation in the 1 Account for unemployment compensation. On a motion duly made and seconded it was so voted. The Director stated that the Library was finding it difficult to keep everything operating at the present level and is still hoping for passage of the Tregor Bill. The Library has not been spending money in anticipation of Tregor. Given the present 8.1 million budget the Director recommended that the Trustees continue to try to maintain the present level of service. The Director emphasized that the Library does not have adequate assistance in any segment of the operation and many things are just not getting done; for example, inadequate custodial, maintenance, shelving, etc. In response to the question does this mean that the Library will live within the 8.1 million budget, the Director replied that on the basis of present expenditures we would still be slightly over spending and he stated that there may be some need for some adjustment later on in the fiscal year. He expressed the hope that the Library would be able to get a waiver for one year on the State's requirement that 12½% of the budget be expended for books.

The Director reported that new legislation had been filed which would increase the amount of support the Library gets under the Library of Last Recourse legislation. This legislation would provide support for the operation of the Central Library on the basis that it provides services to anybody in any part of the State. The Director emphasized that the Boston Public Library is the only major library resource that is openly available for all citizens of the Commonwealth. He also noted that the City had done a very good job until recently in supporting the operations of the Library. In response to the question as to what guarantees could be provided with respect to branch operations Mr. Young pointed out that we must identify what services are beneficial to people residing outside of Boston. There is not any guarantee and there is no way that one could be given. However, he suggested that it was reasonable to assume that with 4 million dollars in net new money that all of the library would benefit. Ms. Spring suggested that we should look at all avenues for revenue and she pointed out that cable channels will be available to the Library for any new services the Library can provide. In the discussion that followed it was agreed that there are an awful lot of potential for further fund raising from a variety of sources. One recommendation was for a petition that would be signed by illustrious alumni for presentation to the legislators on Beacon Hill.

On a motion duly made and seconded the meeting adjourned at 5:00 P.M.

..........Secretary

Please read, initial below and
return to the Secretary

Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, February 26, 1982

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held at 3:45 p.m. in the Trustees Room.

Present: Messrs. Snyder, Parks, Young and Ms. Spring, Trustees. Also present were representatives of the staff and members of the public.

The President, Mr. Snyder, presiding.

The minutes of the meeting of the Trustees on January 18, 1982 were approved as presented.

Approval of expenditures for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of December, 1981 provided that expenditures from City Appropriation has the approval of the City Auditor:

To City Appropriation:

Personal Services	\$603,845.79
Contractual Services	13,606.41
Supplies and Materials	4,786.37
Books	56,649.97
Current Charges and Obligations	-0-
Equipment	-0-
Total	\$678,888.54

To Trust Funds:

Personal Services	-0-
Contractual Services	\$111.24
Supplies and Materials	-0-
Books	-0-
Current Charges and Obligations	-0-
Equipment	-0-
Total	\$111.24

Eastern Regional Public Library System:

Books	\$ 56,372.79
Supplies and Materials	1,677.22
Personal Services	57,358.44
Total	\$115,408.45

Approval of receipts for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of December, 1981 provided that payment of bills from City Appropriation has the approval of the City Auditor:

To City Appropriation:

Personal Services	\$603,845.79
Contractual Services	15,901.24
Supplies and Materials	6,468.08
Books	56,649.77
Current Charges and Obligations	25,414.99
Equipment	<u>-0-</u>
Total	\$708,279.87

To Trust Funds:

Personal Services	-0-
Contractual Services	111.24
Supplies and Materials	-0-
Books	-0-
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$111.24

Eastern Regional Public Library System:

Books	\$ 56,372.79
Supplies and Materials	5,951.29
Personal Services	<u>57,358.44</u>
Total	\$119,682.52

The Director stated that it was necessary to authorize the signing of payrolls on a four week period. On a motion duly made and seconded, it was

Minutes of Meeting
Administratiave Agency
February 26, 1982
Page Three

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from February 18, 1982."

The Director reviewed the current budget status. He said that overall the Library was in good shape with respect to budget expenditures. However, from a personnel point of view the situation is very bad. The Library is at a point where it is frequently impossible to open a branch or a department in the Central Library because someone is out sick. For the coming fiscal year the Director proposed that a budget be requested that provided for the staffing pattern essential to the operation of all aspects of the normal library system. Last year the Library originally proposed a budget of 12.5 million dollars. For the coming year the normal operation of the Library would require a budget of 13.07 million dollars. He stated that it would be desirable to request a full funded budget in light of the fact that the Library is seeking a substantial increase in State support. Mr. Parks expressed concern that the proposed budget would be substantially higher than the present budget and he suggested that the budget should be realistic in light of what may be available. However, in the ensuing discussion the Trustees agreed that in the event of attempting to gain passage of Senate Bills 1445 or 1738 the Library should proceed at this time with the budget at the proposed level. It was agreed that it makes sense to go ahead on this basis at this time for strategic reasons. The Trustees authorized the Director to proceed with the preparation of a budget at the proposed level for discussion with budget people.

With respect to Federal legislation the President's proposals are disasterous as far as libraries are concerned. The proposed Federal budget does not include any money for library programs. There are two library bills filed for consideration on Beacon Hill, these are Senate Bills 1445 and 1738. Senate Bill 1445 is expected to have a hearing in the near future before the Joint Committee on State Administration. There is some support for it in the library community but there is also some opposition expecially in the central and western regions, however, the bill is being supported by the academic community and by the Special Libraries Association. The Massachusetts Library Association has proposed an amendment to the legislation. This amendment would not seem to be viable at this time. Either one of these bills would provide an infusion of 4-5 million dollars which is the amount of money needed to restore the library budget to an adequate level and it was agreed that the library needs to push for the passage of either one of these bills.

Minutes of Meeting
Administrative Agency
February 26, 1982
Page Four

A member of the public requested that the minutes of the Trustees meetings be distributed regularly to all branches for public posting. There was a short discussion on this matter and it was agreed that this would be considered. In response to a question regarding the report of the Examining Committee the Director stated that this report will be printed and can be made available to the public. It was recommended that a fact sheet be prepared regarding support of the legislation for those people who are interested in working for its passage.

The meeting adjourned at 4:45 p.m.

.....Secretary

Please read, initial below and
return to the Secretary

_____Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, April 23, 1982

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held at 4:00 p.m.

Present at the meeting were Messrs Snyder, Young and Ms. Spring. Also present were representatives of the staff and members of the public.

The President, Mr. Snyder, presiding.

The minutes of the meeting of the Trustees on February 26, 1982 were approved as presented.

Approval of expenditures for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of January and February, 1982 provided that expenditures from City Appropriation has the approval of the City Auditor:

To City Appropriation:

Personal Services	\$ 942,963.56
Contractual Services	21,380.73
Supplies and Materials	120,799.32
Books	91,767.20
Current Charges and Obligations	552.30
Equipment	-0-
Total	\$1,177,463.11

To Trust Funds:

Personal Services	-0-
Contractual Services	\$ 2,393.18
Supplies and Materials	-0-
Books	16,406.85
Current Charges and Obligations	-0-
Equipment	-0-
Total	\$18,800.03

Eastern Regional Public Library System:

Books	\$117,192.94
Supplies and Materials	12,328.62
Personal Services	91,331.28
Total	\$220,852.84

Approval of receipts for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of January and February, 1982 provided that payment of bills from City Appropriation has the approval of the City Auditor:

To City Appropriation:

Personal Services	\$ 942,963.56
Contractual Services	39,885.31
Supplies and Materials	32,517.97
Books	101,767.20
Current Charges and Obligations	9,885.65
Equipment	<u>1,306.79</u>
Total	\$1,128,326.48

To Trust Funds:

Personal Services	-0-
Contractual Services	\$ 2,393.18
Supplies and Materials	-0-
Books	16,406.85
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$18,800.03

Eastern Regional Public Library System:

Books	\$117,192.94
Supplies and Materials	15,447.74
Personal Services	<u>91,331.28</u>
Total	\$223,971.96

The Director stated that it was necessary to take a vote authorizing the signing of payrolls. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director, and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for the period until May 31, 1982."

The Board approved the award of the following renewable contracts, without public advertising. On a motion duly made and seconded, it was

"VOTED: that, without public advertising, there be entered into with American Service Co., Inc., 799 Hancock Street, Quincy, Massachusetts, a contract for the inspection and testing of fire alarm systems at the Central Library building and at various other locations in the Library System, as specified, during the period July 1, 1982 through June 30, 1983 at a total cost not to exceed five thousand ninety-two dollars (\$5,092.00), of which \$4,092.00 is for fixed costs and \$1,000.00 the estimated amount to cover emergency, stray and overtime service calls."

and

"VOTED: that, without public advertising, there be entered into with the New England Deposit Library, 135 Western Avenue, Allston, Massachusetts, an agreement for the rental, during the period July 1, 1982 through June 30, 1983, of storage space therein for books and other library materials belonging to the Boston Public Library, in accordance with the rates for storage space formally adopted by the governing board of said New England Deposit Library."

and

"VOTED: that there be entered into, without public advertising, with Gilbert Small & Co., Inc., 1391 South Street, Needham, Massachusetts, a service agreement for the examination of building levels at one central library building (Johnson) during the period July 1, 1982 through June 30, 1983, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said agreement."

and

Minutes of Meeting
Administrative Agency
April 23, 1982
Page Four

The Director recommended that contracts be renewed with Balco, Inc., Delta Elevator Service Corporation and Marketechs, Inc. Each of these contracts was originally publicly bid for a three-year period to be renewed at the discretion of the Library. On a motion duly made and seconded, it was

"VOTED: that, without public advertising, there be entered into with Balco, Inc., 160 Charlemont Street, Newton, Massachusetts, a contract for the operation and servicing of heating, ventilating, and air conditioning systems, electrical systems and equipment, as well as plumbing systems, throughout the Library system during the period July 1, 1982 through June 30, 1983, at a total cost not to exceed one hundred sixty three thousand two hundred fifty nine dollars and four cents (\$163,259.04)."

and

"VOTED: that, without public advertising, there be entered into with Delta Elevator Service Corporation, 40 North Beacon Street, Allston, Massachusetts 02134, a service contract for the maintenance and servicing of elevators throughout the Library system for the period July 1, 1982 through June 30, 1983, at a total cost not to exceed twelve thousand six hundred dollars (\$12,600.00)."

and

"VOTED: that, without public advertising, there be entered into with Marketechs, Inc., 418 Linden Street, Wellesley, Massachusetts, a contract for the rental and maintenance of computer terminals during the period July 1, 1982 through June 30, 1983 at a total cost not to exceed fifteen thousand five hundred fifty two dollars and no cents (\$15,552.00)."

Minutes of Meeting
Administrative Agency
April 23, 1982
Page Five

The Secretary then recommended to the Board the renewal of three contracts with International Business Machines Corporation. The first of these is a contract for the purchase of computer equipment over a five-year period originally entered into in 1981. The cost of this contract would be \$51,822.00. The next contract for the maintenance of this equipment would cost \$25,872.00 and the third contract for the rental of certain data processing equipment would cost \$41,364.00. Because the Library was committed to computerized circulation control at a very early date a lot of the equipment utilized punch card technology. Because of the limitations of this technology it has been difficult to make a transition away from it to the latest technology. However, because this has been happening and because the Library has been able to enter into an Installment Purchase Agreement the annual cost has been reduced from about \$200,000 in fiscal year 1980 to less than \$120,000 in the coming year. In order to complete this transition to new technology it was recommended that another contract be authorized with IBM for the installment purchase of additional replacement equipment. On a motion duly made and seconded, it was

"VOTED: that, without public advertising, there be entered into with International Business Machines Corporation, a corporation having a place of business at Armonk, New York, and at 400 Wyman Street, Waltham, Massachusetts, a contract for the purchase of previously installed data processing equipment under a five year installment payment purchase plan commencing July 1, 1981 and terminating on June 30, 1986, the total amount thus paid to be subject to the terms, agreements and conditions set forth in said contract."

and

"VOTED: that, without public advertising, there be entered into with International Business Machines Corporation, a corporation having a place of business at Armonk, New York, and at 400 Wyman Street, Waltham, Massachusetts, a contract for rental of certain data processing equipment during the period July 1, 1982 and June 30, 1983, the total rental thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

and

"VOTED: that, without public advertising, there be entered into with International Business Machines Corporation, a corporation having a place of business at Armonk, New York, and at 400 Wyman Street, Waltham, Massachusetts, a contract for the maintenance of certain data processing equipment during the period July 1, 1982 and June 30, 1983, the total amount thus paid to be subject to the terms, agreements, and conditions set forth in said contract."

"VOTED: that, without public advertising, there be entered into with International Business Machines Corporation, a corporation having a place of business at Armonk, New York, and at 400 Wyman Street, Waltham, Massachusetts, a contract for the lease purchase of replacement data processing equipment under an installment payment purchase plan commencing July 1, 1982 and terminating on or before June 30, 1986, the total amount thus paid to be subject to the terms, agreements, and conditions set forth in said contract."

The Secretary then proposed that two contracts be entered into with Digital Equipment Corporation. The first contract for the maintenance of certain software will cost about \$12,000 a year and the second contract for the maintenance of hardware will cost about \$25,000 a year--this cost to be borne by the Regional program. On a motion duly made and seconded, it was

"VOTED: that, without public advertising, there be entered into with Digital Equipment Corporation, a corporation having a place of business at 146 Main Street, Maynard, Massachusetts, and at 235 Wyman Street, Waltham, Massachusetts, a contract for the maintenance of certain software equipment during the period July 1, 1982 and June 30, 1983, the total amount thus paid to be subject to the terms, agreements, and conditions set forth in said contract."

and

"VOTED: that, without public advertising, there be entered into with Digital Equipment Corporation, a corporation have a place of business at 146 Main Street, Maynard, Massachusetts, and at 235 Wyman Street, Waltham, Massachusetts, a contract for the maintenance of certain data processing equipment during the period July 1, 1982 and June 30, 1983, the total amount thus paid to be subject to the terms, agreements, and conditions set forth in said contract."

Minutes of Meeting
Administrative Agency
April 23, 1982
Page Seven

The Director reported that Mr. Druker, the owner of the Orient Heights branch building had expressed an interest in turning the building over to the Library Trustees prior to his death. The same day the Library received word of this the building was severely damaged by fire. This was an active and busy branch and the Director expressed the hope that the damage would be covered by insurance so that the building could be refurbished before it is handed over to the Trustees. In the case of the Jamaica Plain branch this building has always depended on heat provided by the adjacent Curtis Hall. However, the heat was cut off when renovations of Curtis Hall got underway a few weeks ago. Public Facilities has now provided temporary heating units. The Library hopes to be able to keep the building open if the weather continues to be mild. The Director requested that the Library be authorized to pursue the installation of a dedicated heating unit for the Jamaica Plain branch building.

The Director then reported that the initial budget request had been submitted and that there was one hearing with the Budget Office personnel. At that time the Administration was informed that the Library budget would be level funded in fiscal year 1983. If this turns out to be the case, then there will have to be significant reordering of hours of service. The Library staff has done very well adjusting to the drastically reduced staffing complement but it would be unfair and impractical to try to continue this arrangement for another year. There just have been too many instances where branches or departments have had to be closed because one individual was absent for one reason or another.

The Director expressed some optimism that Senate Bill 1445 would be enacted. The bill is now in the Senate Ways and Means Committee following a very good hearing before the Joint Committee on Administration. Mr. Young asked that the minutes record that the bill got a very good hearing before the Joint Committee on Administration and that the Library lobby, Save Our Library group, etc. had done a good job working for support of this bill. There was overwhelming support for this bill at the hearing.

In discussing the budget further the Director stated that there was a new item in the budget for Workmen's Compensation and he expressed concern that the Department should have some input into decisions that have been made with respect to the award of Workmen's Compensation. One expenditure item that has been monitored closely is the consumption of oil. A survey of the oil on hand and the amount of oil needed for the rest of the year indicates that it is necessary to transfer up to \$10,000 additional into this account. On a motion duly made and seconded it was so voted.

The Director spoke briefly about the Regional program and said that a growing problem with the Regional program is that all of the people who participated in it are interested in looking for additional allocation of funds. The Regional program budget supports activities in the Boston Public Library and several

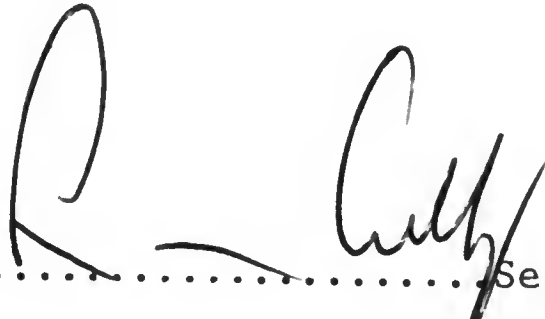
Minutes of Meeting
Administrative Agency
April 23, 1982
Page Eight

other public libraries in Eastern Massachusetts. This program has been very beneficial to the development of the collections of the Boston Public Library. The Director recommended that the budget be adopted by the Board and that he be authorized to forward the budget to the Board of Library Commissioners. Following discussion and on a motion duly made and seconded, it was voted that the budget for the Eastern Regional program for fiscal year 1983 be adopted and submitted to the Board of Library Commissioners.

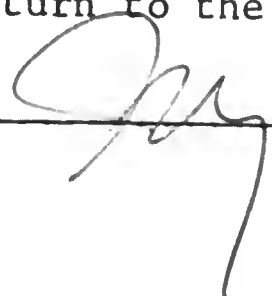
The Director proposed that the annual meeting be deferred until the next regularly scheduled meeting of the Board which is tentatively scheduled for May 28. On a motion duly made and seconded it was so voted.

Since there was no other business the President invited members of the public to speak. There was then some discussion on several items including Cable TV, library maintenance and security of buildings and the need for Spanish speaking and children's librarians in the libraries of the Dudley district.

The meeting adjourned at 4:55 p.m.


.....Secretary

Please read, initial below and
return to the Secretary



Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Friday, July 23, 1982

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 4:25 p.m.

Present: Messrs. Snyder, Young and Ms. Spring, Trustees. Also present were representatives of the staff.

Ms. Spring proposed that the officers for the present year be reelected for another term. Mr. Young seconded the motion and it was so voted:

Arthur F. F. Snyder, President

Paul Parks, Vice President

Liam M. Kelly, Secretary

Philip J. McNiff, Secretary Pro Tem

The Director stated that it was necessary at the Annual Meeting for the Trustees to approve votes necessary for the on-going operation of the Library. On a motion duly made and seconded, it was

"VOTED: that any member of the Board of Trustees be, and hereby is authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the Library."

and

"VOTED: that, until the next annual meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the Director or the Secretary of the Trustees be, and hereby is authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City of Boston 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."

and

"VOTED: that we, the Trustees of the Boston Public Library, having appointive authority over the Civil Service personnel at the Library, do appoint one of our members, Arthur F. F. Snyder, Trustee, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

and

FURTHER

VOTED: that in the event of the unavailability of Arthur F. F. Snyder, Paul Parks, Trustee, is hereby authorized to conduct the above-mentioned hearings, this power to be valid only until the expiration or appointment of any member of this Board."

Minutes of Annual Meeting
Administrative Agency
July 23, 1982
Page Two

The President then appointed Liam M. Kelly as Secretary of Committees and Philip J. McNiff as Secretary of Committee Pro Tem to serve until the next Annual Meeting.

On a motion duly made and seconded, it was

"VOTED: that until the next annual meeting, Philip J. McNiff, Director or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, be, and hereby is authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library up to but not including the level immediately below that of the Director, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation."

and

"VOTED: that, until the next annual meeting, Philip J. McNiff, or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Keven T. Fitzpatrick, Assistant to the Director be, and hereby is authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1982-83 budget allowance, but in no case exceeding those in the budget estimates for the fiscal year 1982-83, as shall be approved by the Board of Trustees, said payments to be reported to the Board at its next regular meeting for confirmation."

and

"VOTED: that, until the next annual meeting, the President, Vice President, the Director, and the Secretary of the Trustees be, and hereby are severally authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City and any and all communications in connection with the award of contracts so voted or recommended to be so voted."

Minutes of Annual Meeting
Administrative Agency
July 23, 1982
Page Three

"VOTED: that, until the next annual meeting for the signing of checks drawn upon the petty cash checking accounts of the Library, Thomas T. McLaughlin, Supervisor of Accounting Services, or Liam M. Kelly, Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, in the order of their respective availability, be authorized to sign checks, and Philip J. McNiff, Director, or Liam M. Kelly, Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, in the order of their respective availability be authorized to countersign checks, provided that in no instance does the same individual both sign and countersign a check."

The meeting adjourned at 4:30 p.m.

.....Secretary

Please read, initial below and
return to the Secretary

_____Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, July 23, 1982

A meeting of the Trustees of the Public Library as an Administrative Agency of the City of Boston was held at 4:35 p.m.

Present at the meeting were Messrs. Snyder, Young and Ms. Spring. Also present were representatives of the staff.

The President, Mr. Snyder, presiding.

The minutes of the meeting of the Trustees on April 23, 1982 were approved as presented.

Approval of expenditures for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of March, April and May, 1982, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$1,448,035.03
Contractual Services	58,024.80
Supplies and Materials	13,776.08
Books	16,435.09
Current Charges and Obligations	336.40
Equipment	-0-
Total	\$1,536,607.40

To Trust Funds

Personal Services	-0-
Contractual Services	477.02
Supplies and Materials	26.92
Books	53,649.54
Current Charges and Obliterations	-0-
Equipment	-0-
Total	\$54,153.48

Eastern Regional Public Library System

Books	\$233,658.73
Supplies and Materials	11,756.85
Personal Services	162,866.87
Total	\$408,282.45

Minutes of Meeting
Administrative Agency
July 23, 1982
Page Two

Approval of payment of bills for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of March, April and May, 1982, provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$1,436,246.22
Contractual Services	139,844.72
Supplies and Materials	91,045.55
Books	76,435.09
Current Charges and Obligations	38,078.44
Equipment	<u>-0-</u>
Total	\$1,781,650.02

To Trust Funds

Personal Services	-0-
Contractual Services	506.69
Supplies and Materials	25.92
Books	53,649.54
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$54,182.15

Eastern Regional Public Library System

Books	\$233,658.73
Supplies and Materials	11,756.85
Personal Services	<u>162,866.87</u>
Total	\$408,282.45

The Director stated that since the last meeting the following action has been taken with respect to several contracts that were awarded subsequent to public bidding:

On June 25, 1982

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for the leasing of two panel trucks and four station wagons during the period July 1, 1982 through June 30, 1983 at the following rates:

	<u>Monthly Lease Cost Per Vehicle</u>	<u>Mileage Charge Per Mile</u>
Two Panel Trucks Model E-150 (1983)	\$490.00	\$.26
Four Station Wagons Model Fairmont (1983)	\$465.00	\$.24

and

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for the leasing of two panel trucks and one station wagon for the Eastern Massachusetts Regional Library System during the period July 1, 1982 through June 30, 1983 at the following rates:

	<u>Monthly Lease Cost Per Vehicle</u>	<u>Mileage Charge Per Mile</u>
Panel Trucks	\$490.00	\$.24
Station Wagon	\$465.00	\$.22

and

"VOTED: that there be entered into with Inforonics, Inc., 550 Newtown Road, Littleton, Massachusetts, the sole bidder in the public bidding, a service contract for supplying and delivering MARC II catalog products and services during the period July 1, 1982 through June 30, 1983, with option for renewal as of July 1, 1983 and as of July 1, 1984, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in each contract."

and

Minutes of Meeting
Administrative Agency
July 23, 1982
Page Four

"VOTED: that there be entered into with Coverall Service Co., Inc., 73 Addison Street, East Boston, Massachusetts, the sole bidder in the public bidding, a contract for the rental of miscellaneous uniforms during the period July 1, 1982 through June 30, 1983 at prices per unit as follows:

Two (2) shirts, two (2) pants per man	\$2.20 per week
Two overalls (per)	\$1.50 per week
Two dresses (per)	\$1.50 per week

The Director stated that it was necessary to take a vote authorizing the signing of payrolls. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from June 30, 1982; July 28, 1982; August 25, 1982; September 22, 1982; October 20, 1982."

Action was then taken with respect to the contract for the patrol and guard service and the contract covering the microfiche readers. On a motion duly made and seconded, it was

"VOTED: that there be entered into with Pinkerton's, Inc., 100 Church Street, New York, New York (a firm also having offices at 18 Oliver Street, Boston, Massachusetts), the lowest eligible and responsible bidder in the public bidding, a contract for guard and patrol service at the Central Library Building during the period July 1, 1982 through June 30, 1983 at the rate of \$7.29 for each hour of guard and patrol protection by each operator."

and

"VOTED: that there be entered into with Auto-Graphics, Inc., 751 Monterey Pass Road, Monterey Park, California, the lowest eligible and responsible bidder in the public bidding, a contract for the rental and maintenance of certain microfiche readers for the Research Library catalog system, as specified in the specifications, during the period July 1, 1982 through June 30, 1983, with the option for renewal as of July 1, 1983 and as of July 1, 1984, at a total cost not to exceed fifty-four thousand six hundred dollars and no cents (\$54,600.00)."

The Director stated that it was necessary at this time to take a vote on contracts to be entered into for the purchase of books and certain other library materials. He noted that there is a potential problem inasmuch as these contracts are traditionally entered into without any specific sum of money assigned to each of them. This is because the library never knows how much or what materials are to be purchased from any book dealer in the course of a year. The City Auditor has expressed the intention of having a specific amount of money encumbered for each of the contracts. The Director suggested that this would create major problems for the library. Following a brief discussion it was agreed that the Finance Committee would take up this matter with the Auditor. On a motion duly made and seconded, it was

"VOTED: that without public advertising, contracts be entered into for purchase of books and certain other library materials for the period July 1, 1982 through June 30, 1983 with the following contractors, subject to the terms, agreements, and conditions set forth in said contracts:

Xerox University Microfilms
Ann Arbor, Michigan;

Audio Buff Co.
Athens, Ohio;

Disclosure, Inc.
Bethesda, Maryland;

U.S. Historical Documents Institute, Inc.
Hollinger Corporation
Both of Arlington, Virginia;

Indiana University
Bloomington, Indiana;

Minutes of Meeting
Administrative Agency
July 23, 1982
Page Six

J. S. Canner & Co.
C&T Book Company
Carl Fischer, Inc.
G. K. Hall & Co.
R. L. Polk & Co.
Standard & Poor's Corporation
Worldwide Books, Inc.
All of Boston, Massachusetts;

Johnson Publishing Co., Inc.
Boulder, Colorado;

Benchmark Films
Combined Book Exhibit, Inc.
Both of Briarcliff Manor, New York;

H. W. Wilson Co.
Bronx, New York;

Walt Disney Educational Materials Co.
Burbank, California;

Briggs & Briggs, Inc.
General Microfilm Co.
Both of Cambridge, Massachusetts,

American Library Association
Center for Research Libraries
Commerce Clearing House, Inc.
Coronet Films
Encyclopedia Britannica Educational Corporation
Field Enterprises Educational Corporation
International Film Bureau, Inc.
Society for Visual Education, Inc.
All of Chicago, Illinois;

Eastin-Phalen Distributing Corporation
Davenport, Iowa;

National Record Plan
Deer Park, New York;

Interstate Distributors Company, Inc.
East Walpole, Massachusetts;

Prentice-Hall, Inc.
Englewood Cliffs, New Jersey;

African and Caribbean Imprint Library Services
Falmouth, Massachusetts;

Minutes of Meeting
Administrative Agency
July 23, 1982
Page Seven

New Day Films
Franklin Lakes, New Jersey;

Microfilming Corporation of America
Glen Rock, New Jersey;

Sundance Paperback Distributors
Littleton, Massachusetts;

Churchill Films, Inc.
Los Angeles, California;

Kraus-Thomason Organization Limited
Millwood, New York;

Lucerne Films
Morris Plains, New Jersey;

Research Publications, Inc.
New Haven, Connecticut

AMS Press, Inc.
ABC Wild World of Learning
Bilingual Publications Distribution Co.
Billy Budd
CBS Records, Division of Columbia Broadcasting, Inc.
Carousel Films, Inc.
Cinema 5-16mm
Contemporary/McGraw-Hill Films
Four Continent Book Corp.
Garland Publishing Inc.
Grolier Educational Corporation
Irish Book Center
Johnson Reprint Corporation
Learning Corporation of America
Lectorum Publications
Macmillan Professional and Library Service
Music Heritage Society
NBC Educational Enterprises, Inc.
Peters International, Inc.
Phoenix Films, Inc.
Readex Microprint Corporation
Sterling Educational Films
Taylor Carlisle Bookstores, Inc.
Texture Films
Time-Life Films, Inc.
UNIPUB
University Music Editions
Westinghouse Learning Corporation
All of New York, New York;

Minutes of Meeting
Administrative Agency
July 23, 1982
Page Eight

Center for Cassette Studies, Inc.
North Hollywood, California;

Royal Distributors
North Quincy, Massachusetts;

Beacon Films
Norwood, Massachusetts;

Stechert Macmillan, Inc.
Oakhurst, New Jersey;

Barr Films
Pasadena, California;

Eastern Book Company
Portland, Maine;

Lawyers Co-operative Publishing Co.
Rochester, New York;

West Publishing Company
St. Paul, Minnesota;

BFA Education Media
(Division of Phoenix Films)
Pyramid Film Producers
Both of Santa Monica, California;

Baker & Taylor Co.
Somerville, New Jersey;

John Curley & Associates, Inc.
South Yarmouthport, Massachusetts;

Ulverscroft
Stamford, Connecticut;

Graphic Microfilm, Inc.
New England Micrographics, Inc.
Both of Waltham, Massachusetts;

Bureau of National Affairs, Inc.
Congressional Information Service
National Geographic Society
All of Washington, D.C.;

Minutes of Meeting
Administrative Agency
July 23, 1982
Page Nine

Weston Woods Studios, Inc.
Weston, Connecticut;

Wombat Films
White Plains, New York;

Films Incorporated
Wilmette, Illinois;

Scholarly Resources, Inc.
Wilmington, Delaware;

Bell & Howell, Microphoto Division
Wooster, Ohio;

Parnassus Book Service
Yarmouth Port, Massachusetts."

The Director spoke about the budget that has been recommended by the Mayor for FY83. He stated that the budget, as submitted by the Mayor to the City Council, is very good in comparison with last year's budget inasmuch as it contains a \$3,000,000 increase. All of the non-personal line item requests are recommended at the requested level and this will certainly enable the library to undertake a number of activities that are very badly needed. Under this budget the Director proposed that the hours of service should be expanded in several library locations and that staffing be increased to the level permitted under the budget. While it would not be possible to return to full service with the staffing quota restricted to 425, the Director nevertheless proposed that a number of things would be possible and desirable - 1) that all branches that have been closed two or three days a week be returned to a regular five-day week schedule; 2) that Saturday opening be added to the schedule of several key branches around the City; 3) that several vacancies for children's librarians in the branches be filled, especially in the North End, Adams Street, Hyde Park, Connolly and Mattapan branches; 4) that service to the nursing homes and elderly in the form of deposit collections be expanded; 5) that the Central Library reopen on Saturdays and then, if possible, Monday mornings and again when possible on Friday evenings; 6) that some Central Library departments which have been closed every evening be reopened beginning with the Young Adult Department; and 7) that a major focus be placed on getting the library buildings back into desirable shape including the hiring of an adequate custodial force. He pointed out that a major repair job needs to be done with respect to broken windows in library buildings and he estimated that this would cost at least \$40,000.

Minutes of Meeting
Administrative Agency
July 23, 1982
Page Ten

The Director expressed his thanks to the Trustees for their great efforts in getting a restoration of funds for the library. He also expressed thanks to the staff for the very good job they did working under very difficult circumstances during the past year. Mr. Snyder endorsed this and he stated that he wished to have a vote of appreciation on record to the library staff for what they have done during a very difficult time. He also recognized the significance of the efforts of Ms. Spring and Mr. Young in getting the restoration of the funding in the library budget. On a motion duly made and seconded it was voted "that the Trustees appreciate the cooperation and the hard work done by all of the library staff during the past year which made it possible for the library to continue to provide a reasonable level of library service in the face of great adversity."

Ms. Spring suggested that the library budget would probably get approval by the City Council and, therefore, asked if it would not be advisable to go ahead with these plans immediately. The Director replied that it certainly would be possible to go ahead with the plans but it would be preferable to wait on some of the contracts until after the budget is formally approved. However, the Library, in the meantime, will be getting ready to advertise these contracts in the near future. The Director noted that this good level of budget support should be helpful in getting additional support from the State. He noted that the State legislature has appropriated an additional \$500,000 under the library program and the Governor and the Chairman of the Senate Ways and Means Committee are on record stating that this additional money is intended for Boston. The Director suggested that this could represent a start on the State's commitment to the philosophy proposed in the Walsh Bill.

Mr. Snyder then spoke about fund raising and recalled that a year ago the Trustees had made a commitment to work on a new development fund and he assured everybody that the commitment a year ago to undertake a major fund raising effort had not been forgotten. He said that a lot of effort has already been undertaken on this whole matter of fund raising and he was pleased to report that at least one major trust has agreed to consider a significant endowment program for the library. The Director added that there were several other fund possibilities being pursued at this time.

The meeting adjourned at 5:00 p.m.


.....Secretary

Please read, initial below and
return to the Secretary

Richard K. Spring Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON
 Minutes of Meeting In Board of Trustees
 Administrative Agency Friday, October 29, 1982

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 4:10 p.m.

Present at the meeting were Messrs. Snyder and Young and Ms. Spring. Also present were representatives of the staff and members of the public.

The President, Mr. Snyder, presiding.

The minutes of the Annual Meeting and the Regular Meeting of the Administrative Agency held on July 23, 1982 were approved as presented.

Approval of expenditures for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of June, July and August, 1982, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$1,629,023.49
Contractual Services	25,977.07
Supplies and Materials	61,519.80
Books	-0-
Current Charges and Obligations	562.75
Equipment	<u>358.41</u>
Total	\$1,717,441.52

To Trust Funds

Personal Services	-0-
Contractual Services	19.24
Supplies and Materials	501.08
Books	84,426.68
Current Charges and Obligations	173.60
Equipment	<u>-0-</u>
Total	\$85,120.60

Eastern Regional Public Library System

Books	\$195,311.09
Supplies and Materials	11,500.35
Personal Services	<u>186,061.08</u>
Total	\$392,872.52

Approval of payment of bills for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of June, July and August, 1982, provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$1,629,013.49
Contractual Services	83,440.99
Supplies and Materials	19,543.63
Books	-0-
Current Charges and Obligations	53,489.07
Equipment	-0-
Total	\$1,785,487.18

To Trust Funds

Personal Services	-0-
Contractual Services	19.24
Supplies and Materials	501.08
Books	84,426.68
Current Charges and Obligations	173.60
Equipment	-0-
Total	\$85,120.60

Eastern Regional Public Library System

Books	\$195,311.09
Supplies and Materials	21,723.55
Personal Services	8,535.26
Total	\$225,569.90

The Director stated that it was necessary to take a vote authorizing the signing of payrolls. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from November 16, 1982; December 8, 1982."

The Director reported that in response to public advertising for the supplying and delivering of book pockets four bids were received and it was recommended that the contract be awarded to the lowest bidder, namely, Brodart, Inc. On a motion duly made and seconded, it was

"VOTED: that there be entered into with Brodart, Inc., 1609 Memorial Avenue, Williamsport, Pennsylvania, the lowest and most eligible bidder in the public bidding, a contract for supplying and delivering book pockets, as specified in the specifications, at a total cost not to exceed two thousand one hundred twenty-six dollars and ten cents (\$2,126.10)."

In response to public bidding for the supplying and delivering of data processing cards four bids were received and it was recommended the contract be awarded to the lowest bidder, namely, Amico, Inc. On a motion duly made and seconded, it was

"VOTED: that there be entered into with Amico, Inc., 2406 National Street, High Point, North Carolina, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing cards, as specified in the specifications, at a total sum not to exceed two thousand eight hundred fifty dollars and no cents (\$2,850.00)."

The Director reported that the Library had advertized for bids on the repair of broken glass in Library buildings. The first time around there were no bids received and as a result of re-advertising and personal contact with a number of vendors two bids were received. Upon examination of the bids the Director proposed that some of the major items be re-examined to see if glass block could be used in order to reduce the risk of major breakage in the future. In the discussion that followed the Trustees agreed that it was desirable to repair as many branches as quickly as possible with the understanding that proposals would be forthcoming in the near future to deal with the major breakage problems in the Brighton, Codman Square and South Boston branches. On a motion duly made and seconded, it was

Minutes of Meeting
Administrative Agency
October 29, 1982
Page Four

"VOTED: that there be entered into with D. Clancy & Sons, 339 Dorchester Street, South Boston, MA 02127, one of the two lowest, eligible and responsible bidders, a contract for the repair of broken glass, as specified in specifications, at Connolly, Dudley, East Boston, Faneuil, Jamaica Plain, Lower Mills and Mattapan branches, at a total cost not to exceed ten thousand five hundred dollars (\$10,500.00)."

and

"VOTED: that there be entered into with National Plate & Window Glass Co., Inc., 35 Medford Street, Somerville, MA 02143, one of the two lowest, eligible and responsible bidders, a contract for the repair of broken glass, as specified in the specifications, in the Johnson Building and the McKim Building and at Charlestown, Fields Corner, Kirstein Business, North End, Roslindale, South Boston and South End branches, at a total cost not to exceed twenty-five thousand dollars (\$25,000.00)."

The Director reported that the budget for FY 83 had been approved by the Mayor with the budget authorization for 426 positions. 160 hours a week of service have been restored throughout the branch system. 12 hours a week of service have been restored in the Central Library. This represents the re-opening of the Central Library on Monday mornings and reopening of the Central Library on Saturdays. 92 positions were approved in the budget for the branches. However, these 92 positions have already been filled and an additional eight have been advertized. The Director mentioned the significant growth of the Library's substantial service to nursing homes and housing for the elderly. Last year over 100,000 books were placed on deposit through this program. Staffing in the General Library and the Research Library as well as in Administrative Services is still not finalized. On the first Saturday in which the Central Library was open there were 2,000 people who used the Library and there were 2,600 people the second Saturday.

Ms. Spring stated that she did not feel that enough was done to let people know that the branches were open again. She felt that it was a dis-service not to tell them and suggested that the Library should be more aggressive in marketing this service.

In response to a question the Director stated that the staffing pattern planned for the branches will be sufficient to maintain the hours of service and eliminate the need to close a branch just because somebody happens to be ill. This was the case last year and it was most undesirable.

Minutes of Meeting
Administrative Agency
October 29, 1982
Page Five

Responding to a request to comment on the Uphams Corner problem the Director expressed the opinion that there was a misunderstanding as to what is planned for Uphams Corner. He stated that the Uphams Corner branch was just not satisfactory because of the need to operate service on two different floors. Some of the collections are being integrated to improve the efficiency of services at Uphams Corner but there will be no reduction in the quality of service to children.

The Director reported that the Library is hoping to restore Library service at Washington Village. Up until seven years ago there was library service in the Old Colony Housing Project. This service was closed due to a fire and there has been an ongoing demand to restore that service. Two years ago the Boston Housing Authority undertook the renovation of two apartment spaces and that arrangement within the project is now ready to be used for library services. The Public Facilities Department is still waiting to sign the lease for the space with the Boston Housing Authority. There is a collection ready to be moved into the Washington Village branch and the space is very well suited for library services. It would not be operated as a full branch and it would be supervised by the staff of the South Boston branch.

The President of the Board stated that it was necessary for the Board to go into Executive Session on a personnel matter. On a motion duly made and seconded, it was so voted.

The meeting adjourned at 5:00 p.m.

.....Secretary

Please read, initial below and
return to the Secretary

Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, December 17, 1982

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 4:20 p.m.

Present at the meeting were Messrs. Snyder, Parks and Young and Ms. Spring, Trustees. Also present were representatives of the staff and members of the public.

The President, Mr. Snyder, presiding.

The minutes of the Regular Meeting of the Administrative Agency held on October 29, 1982 were approved as presented.

Approval of expenditure for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of September and October, 1982 provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$934,252.57
Contractual Services	11,990.70
Supplies and Materials	18,271.08
Books	1,538.68
Current Charges and Obligations	86.40
Equipment	<u>3,076.00</u>
Total	\$969,215.43

Special Appropriations (Unliquidated Reserve)	\$ 4,270.00
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To Trust Funds

Personal Services	\$ -0-
Contractual Services	152.20
Supplies and Materials	49.45
Books	25,354.60
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$ 25,556.25

Eastern Regional Public Library System

Books	\$ 4,869.96
Supplies and Materials	835.00
Personal Services	<u>97,972.36</u>
Total	\$103,677.32

Minutes of Meeting
Administrative Agency
December 17, 1982
Page Two

Approval of payment of bills for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of September and October, 1982, provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$934,252.57
Contractual Services	72,502.63
Supplies and Materials	15,791.07
Books	1,538.68
Current Charges and Obligations	14,889.57
Equipment	<u>2,286.20</u>
Total	\$1,041,260.72

To Trust Funds

Personal Services	-0-
Contractual Services	152.30
Supplies and Materials	49.45
Books	25,354.60
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$25,556.35

Eastern Regional Public Library

Books	\$ 4,869.96
Supplies and Materails	14,005.22
Personal Services	<u>97,981.00</u>
Total	\$116,856.18

Approval of action taken by the Committee on Finance with respect to the award of contracts:

On December 8, 1982

"VOTED: that there be entered into with F. D. Sterritt Lumber Company, 50 Albany Street, Cambridge, Massachusetts, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering lumber supplies and materials at a cost not to exceed seven thousand five hundred fifty-three dollars and thirty-eight cents (\$7,553.38)."

"VOTED: that there be entered into with Construction Supply of New England, 17R Bridge Street, Watertown, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering rock salt, sand and calcium chloride (snow melting supplies), at a total cost not to exceed three thousand seven dollars and no cents (\$3,007.00)."

"VOTED: that there be entered into with Spink & Gaborc, Inc., 32 West 18th Street, New York, New York, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous print boxes, as specified in the specifications, at a total cost not to exceed fifteen thousand five hundred forty-seven dollars and fifty cents (\$15,547.50)."

"VOTED: that there be entered into with J. L. Hammett Company, 48 Canal Street, Boston, Massachusetts, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous office supplies, as specified in the specifications under items numbered 1(a), 1(b), 2, 3, 4, 5, 7, 13, 14, 15(a), 15(b), 15(c), 15(d), 16, 17, 18, 20, 22, 23, and 24, at a total cost not to exceed seven thousand eight hundred ninety-seven dollars and thirty-one cents (\$7,897.31)."

"VOTED: that there be entered into with Library Binding Service, Inc., 2134 E. Grand Avenue, Des Moines, Iowa 50305, the lowest responsible and eligible bidder in the public bidding, a contract for supplying and delivering library binding end-papers, as specified in the specifications, at a total cost not to exceed three thousand two hundred thirty-one dollars and thirty cents (\$3,231.30)."

"VOTED: that there be entered into with The Century Paper Company, Inc., 28 York Avenue, Randolph, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering offset paper, as specified in the specifications, at a total cost not to exceed thirty-six thousand eight hundred twenty-one dollars and forty-four cents (\$36,821.44)."

"VOTED: that there be entered into with Standard Register Company, 2000 Commonwealth Avenue, Auburndale, Massachusetts, a contract for supplying and delivering data processing paper and label supplies, as specified in the specifications, under items numbered 1, 2, 4 and 7, at a total cost not to exceed four thousand one hundred seventy dollars and thirty-five cents (\$4,170.35)."

"VOTED: that there be entered into with Data Documents, Inc., 160 Speen Street, Framingham, Massachusetts, a contract for supplying and delivering data processing paper and label supplies, as specified in the specifications, under items numbered 3, 5, 6, 8, 9 and 10, at a total cost not to exceed two thousand nine hundred sixty-five dollars and three cents (\$2,965.03)."

"VOTED: that, without public advertising, there be entered into with F. W. Faxon Co., Inc., 15 Southwest Park, Westwood, Massachusetts, a contract for (1) supplying periodicals and serials for the year 1983, and (2) servicing the subscriptions for the individual items throughout the year, as specified in the specifications, and Appendix A, and subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed two hundred fifty thousand dollars and no cents (\$250,000.00).

"VOTED: that there be entered into with HB Educational Systems, Inc., 21 Audio Lane, New Haven, Connecticut, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering motion picture projectors (16mm Kodak Pagaent) at a cost not to exceed six thousand five hundred thirty-four dollars and no cents (\$6,534.00)."

"VOTED: that there be entered into with the George T. Johnson Company, 141 Middlesex Turnpike, Burlington, Massachusetts, the first low eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous janitorial supplies, as specified in the specifications, under items numbered 2, 3, 4, 6 and 10, at a total cost not to exceed three thousand six hundred fifty-two dollars and forty cents (\$3,652.40)."

"VOTED: that, without public advertising, there be entered into with University Products, Inc., South Canal Street, Holyoke, Massachusetts, a contract for supplying and delivering Mount Board, as specified in the specifications, at a total cost not to exceed three thousand two hundred and twenty-six dollars and ninety-eight cents (\$3,276.98)."

"VOTED: that there be entered into with Environmental Systems and Supply, Inc., 65 E. Cottage Street, Boston, Massachusetts, the next low eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous janitorial supplies, as specified in the specifications, under items numbered 7, 9 12, at a total cost not to exceed two thousand seven hundred twenty-three dollars and fifty cents (\$2,723.50)."

The Director stated that it was necessary to take a vote authorizing the signing of payrolls. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from January 5, 1983."

The Director reported that the repair of broken glass in branch buildings is now underway. He noted with some distress that on the same day that all 30 panes of broken glass were repaired in the Connolly Branch two hours later they were all broken again. All of the buildings will be repaired at this time with the exception of four which are still under study because of the amount of damage that has been incurred.

The Senate recently passed a bill that would increase funding for the Library of Last Recourse from the present 10¢ to 25¢. 10¢ of the additional 15¢ has been appropriated in the present budget but has not been specifically allocated within the budget itself. The Director stated that efforts were being made by various parties to get action in the House in order to get the bill approved.

The Director stated that it was very desirable to restore Library service at Washington Village. He reported the PFC is unable to enter into a lease with the Boston Housing Authority for the space that has been renovated in the Old Colony Housing Project for this purpose. He recommended that the Library be

Minutes of Meeting
Administrative Agency
December 17, 1982
Page Seven

authorized to pursue this lease directly with the BHA. In response to a question he stated that the PFC has statutory responsibility for leasing property for the Library and therefore first of all, the Library has to get the authorization from PFC to enter into this lease. PFC does not have the money to pay for it at this time. The Trustees agreed that this would be desirable and the Director was authorized to proceed with this arrangement. Following discussion and on a motion duly made and seconded, it was

"VOTED: that there be entered into with the Boston Housing Authority a lease contract for the lease of premises located at 20 Carmody Court, Apartments 840 and 841, Boston, Massachusetts, said premises being a part of and located within public housing development Massachusetts 2-24 Old Colony, for the purpose of restoring library services to the Washington Village community."

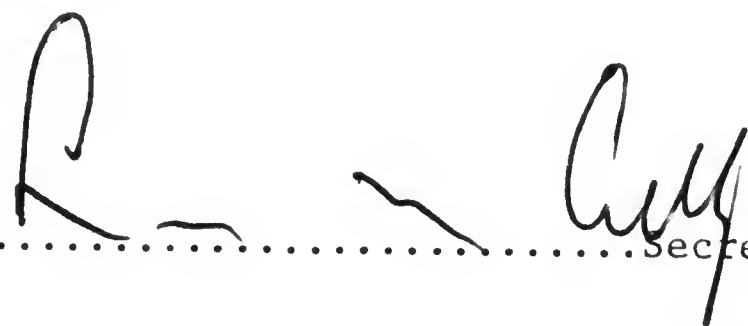
During the past few months, 3 six-week program series were held in the three District libraries, Dudley Street, Codman Square and Brighton. The Director reported that subsequently he had a luncheon meeting with the Branch Supervisors and the three people who gave these programs, namely,

Joyce Corrigan (Professor, Tufts University)
John McAleer (Professor, Boston College)
Douglass Tucci (Architectural Historian)

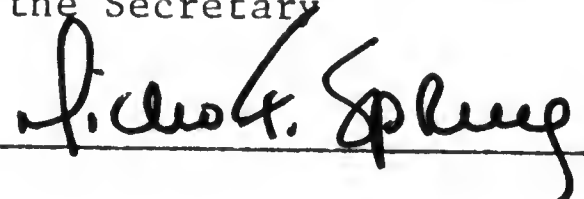
The Director stated that the speakers were very enthusiastic about the programs and he feels that this represents a successful extension of the education programming that has been ongoing in the Central Library.

The Director discussed the physical relocation of several collections within the General Library. The Foreign Language collection has now been extended to the second floor. The Large Print Books have been moved to the Concourse level where they will be most accessible and adjacent to the complimentary Audio-Visual Department. The current Periodicals have been closed off from the public and are now serviced by dedicated staff--this in order to cope with the severe problems of keeping current periodicals in service.

The meeting adjourned at 5:00 p.m.


.....Secretary

Please read, initial below and return
to the Secretary


Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, February 18, 1983

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 3:55 p.m.

Present at the meeting were Messrs. Snyder, Parks, Young and Ms. Spring, Trustees.

The President, Mr. Snyder, presiding.

The minutes of the Regular Meeting of the Administrative Agency held on December 17, 1982 were approved as presented.

Approval of the expenditures for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of November and December, 1982 provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$1,125,152.08
Contractual Services	30,227.92
Supplies and Materials	37,021.59
Books	185,663.05
Current Charges and Obligations	240.00
Equipment	<u>881.15</u>

Total \$1,379,185.79

To Trust Funds

Personal Services	-0-
Contractual Services	749.54
Supplies and Materials	46.54
Books	65,582.02
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>

Total \$66,378.10

Eastern Regional Public Library System

Books	\$ 29,139.53
Supplies and Materials	23,106.51
Personal Services	<u>111,798.17</u>

\$164,044.21

Minutes of Meeting
Administrative Agency
February 18, 1983
Page Two

Approval of payment of bills for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of November and December, 1982, provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$1,125,152.08
Contractual Services	79,306.42
Supplies and Materials	53,828.71
Books	185,663.05
Current Charges and Obligations	45,317.15
Equipment	<u>940.58</u>

Total \$1,490,207.99

To Trust Funds

Personal Services	-0-
Contractual Services	749.54
Supplies and Materials	46.54
Books	65,582.02
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>

Total \$66,378.10

Eastern Regional Public Library

Books	\$ 29,139.53
Supplies and Materials	23,106.51
Personal Services	<u>111,792.17</u>

Total \$164,044.21

Minutes of Meeting
Administrative Agency
February 18, 1983
Page Three

The Board approved the award of the following contracts. On a motion duly made and seconded, it was

"VOTED: that there be entered into with Potdevin Machine Company, 200 North Street, Teterboro, New Jersey 07608, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering a gluing machine as specified in the specifications, at a total cost not to exceed two thousand six hundred eighteen dollars (\$2,618.00)."

and

"VOTED: that there be entered into with International Business Machines Corporation (a corporation having places of business at Armonk, New York, and at 610 Lincoln Street, Waltham, Massachusetts 02254), the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering one Displaywriter, as specified in the specifications, at a total cost not to exceed five thousand three hundred ninety-seven dollars (\$5,397.00)."

and

"VOTED: that there be entered into with Pitney Bowes, Inc. (a corporation having places of business at Walter H. Wheeler Drive, Stamford, Connecticut, and 1605 Trapelo Road, Waltham, Massachusetts), the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering one collator, as specified in the specifications, at a total cost not to exceed three thousand three hundred thirty-one dollars and no cents (\$3,331.00)."

and

"VOTED that there be entered into with HB Educational Systems, Inc., P. O. Box 7615, New Haven, Connecticut 06510, the sole bidder in the public bidding, a contract for supplying and delivering of Audio Visual Equipment at a total cost not to exceed seventeen thousand two hundred and eighty-three dollars and eighty-five cents (\$17,283.85)."

and

Minutes of Meeting
Administrative Agency
February 18, 1983
Page Four

"VOTED that there be entered into with Time Brokers of New England, Inc., 45 Central Street, Norwood, Massachusetts, a contract for supplying and delivering Data Processing Miscellaneous Supplies, as specified in the specifications at a total cost not to exceed fifteen thousand and ninety-seven dollars and no cents (\$15,097.00)."

and

"VOTED that there be entered into with Spaulding Company, Inc. 80 Hawes Way, Stoughton, Massachusetts, the lowest eligible and responsible bidder, in the public bidding, a contract for supplying and delivering microfiche file cabinets at a cost not to exceed sixteen thousand three hundred forty-four dollars and eighty cents (\$16,344.80)."

The Director stated that it was necessary to take a vote authorizing the signing of payrolls. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from February 2, 1983 and four weeks from March 2, 1983."

The Director reported that the Boston Housing Authority will soon approve a contract for the lease of Washington Village library space and the Director expressed the hope that the library service could be restored there after April after a lapse of 8 years. He was also pleased to report that the refurbishing of the Orient Heights building was progressing rapidly. A meeting had been held out there with the local community and real pleasure was expressed at the prospect of the restoration of branch service there. Again the Director stated he was hoping this could be accomplished by April 1.

Minutes of Meeting
Administrative Agency
February 18, 1983
Page Five

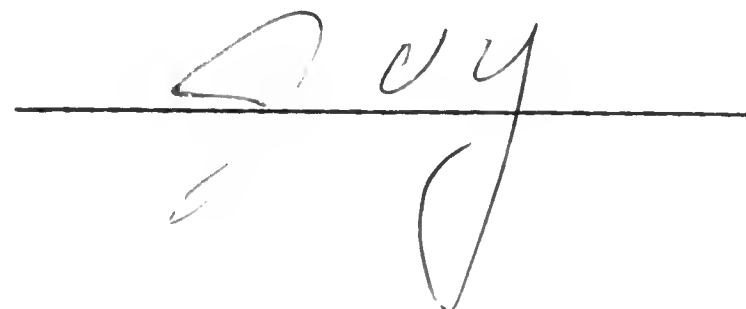
Mr. Kelly reported that plans were underway for the development of several program series that would be videotaped for Cable television. The major series in the planning stage would be implemented in cooperation with the History Department of Boston College. This program is intended to develop a mini series on each of the Boston neighborhoods beginning with the East Boston neighborhood. In addition, an overall program on the history of the city would be developed, possibly based on the book published by the library and written by Dr. Thomas O'Connor from Boston College. Another program currently being planned is a series of silent movies which would be similar to several programs that have been presented successfully in the Central Library.

The Director reported that negotiations are actively underway with both the Professional Staff Association and the AFSCME unions. Since neither negotiations will be completed by March 7 when the budget request has to be submitted to the Budget Office a lump sum will be added to the budget request to cover the expected salary increases.

The meeting adjourned at 4:25 p.m.


.....Secretary

Please read, initial below and return
to the Secretary

 Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, March 25, 1983

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 3:50 p.m.

Present at the meeting were Messrs. Snyder, Parks, Young and Ms. Spring, Trustees. Also present were members of the public and representatives from the staff.

The President, Mr. Snyder, presiding.

The minutes of the Regular Meeting of the Administrative Agency held on February 18, 1983 were approved as presented.

Approval of the expenditures for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of January and February, 1983 provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$1,035,559.02
Contractual Services	30,611.38
Supplies and Materials	55,191.82
Books	270,202.55
Current Charges and Obligations	531.07
Equipment	<u>1,445.00</u>

Total \$1,394,541.04

To Trust Funds

Personal Services	-0-
Contractual Services	\$ 7,096.12
Supplies and Materials	-0-
Books	28,659.32
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>

Total \$35,755.44

Eastern Regional Public Library System

Books	\$220,721.84
Supplies and Materials	9,129.75
Personal Services	<u>105,398.88</u>

\$335,250.47

Minutes of Meeting
Administrative Agency
March 25, 1983
Page Two

Approval of payment of bills for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of January and February, 1983, provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$1,035,559.02
Contractual Services	112,595.05
Supplies and Materials	73,597.99
Books	271,202.55
Current Charges and Obligations	33,849.43
Equipment	<u>7,445.30</u>
Total	\$1,534,249.34

To Trust Funds

Personal Services	-0-
Contractual Services	7,096.12
Supplies and Materials	-0-
Books	28,659.32
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$35,755.44

Eastern Regional Public Library

Books	\$220,721.84
Supplies and Materials	43,378.17
Personal Services	<u>105,398.88</u>
Total	\$369,498.89

The Board approved the award of the following contracts. On a motion duly made and seconded, it was

Minutes of Meeting
Administrative Agency
March 25, 1983
Page Three

"VOTED: that there be entered into with Massachusetts Envelope Company, 30 Cobble Hill Road, Somerville, Massachusetts, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous paper envelopes, as specified in the specifications, at a total cost not to exceed five thousand two hundred seventy-six dollars and ninety cents (\$5,276.90)."

and

"VOTED: that there be entered into with Pitney Bowes, Inc. (a corporation having places of business as Walter H. Wheeler Drive, Stamford, Connecticut, and 1605 Trapelo Road, Waltham, Massachusetts), the sole eligible and responsible bidder in the public bidding, a contract for furnishing, delivering and installing one mailing machine, as specified in the specifications, at a total cost not to exceed four thousand nine hundred and ten dollars (\$4,910.00)."

and

"VOTED: that there be entered into with Mass. Gas & Electric Light Supply Co., 193 Friend Street, Boston, Massachusetts 02192, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering electric fluorescent hardware as specified in the specifications at a total cost not to exceed four thousand two hundred twenty-eight dollars and sixteen cents (\$4,228.16)."

The Director stated that it was necessary to take a vote authorizing the signing of payrolls. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from March 30, 1983."

Minutes of Meeting
Administrative Agency
March 25, 1983
Page Four

The Director reviewed the budget request for fiscal year 1984. He pointed out that the budget represented a 9% increase over last year's request. He pointed out that there is a modest increase in the nonpersonnel part of the budget, a decrease was projected in the amounts of money to be spent for energy. The personnel part of the budget provided for increases in the area of 6 to 7% resulting from the present contractual negotiation. The Director stated that there would be a review of the budget with the Budget Department next week. He praised the good level of support the library has received from the City and noted the value of this in relation to fund raising and collection development. He said that every effort should be made to reopen the library Sundays. In the discussion that followed it was noted that this reopening would complement the growing revitalization of the Copley Square area.

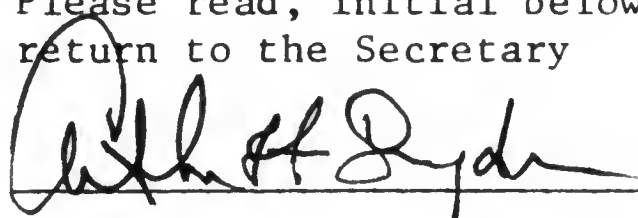
The Director noted that the Orient Heights Branch would soon be ready for reopening and noted that it had been a heavily used library prior to the fire there. Likewise, the Washington Village Branch is expected to be ready for reopening in the very near future.

Following some discussion with members of the staff and public regarding the search for a new Director and on a motion duly made and seconded the Trustees voted to go into Executive Session.

The meeting adjourned at 4:35 p.m.


.....Secretary

Please read, initial below and
return to the Secretary

 Trustee

EXECUTIVE SESSION

March 25, 1983

The Director reported on the status of the current negotiations with the Professional Staff Association and with AFSCME. During their discussion of several points in the contract the Trustees agreed that if the library has to give the members something over and above the salary increase that it would be better to recognize their acquiring a job related second Master's degree rather than build in a third longevity payment for those who have been on the staff for 20 or 25 years (longevity payments are now paid after 10 years and another after 15 years.)

The meeting adjourned at 4:50 p.m.


.....Secretary

Please read, initial below and
return to the Secretary

_____ Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Monday, May 9, 1983

The Annual Meeting of the Trustees of the Library as an Administrative Agency of the City of Boston was held in the Trustees Room at 2:35 p.m.

Present: Messrs. Snyder, Parks and Young, Trustees. Also present were representatives of the staff, City Councillor Raymond Flynn and members of the public.

James Young moved the following, that Arthur Snyder be elected President, that Paul Parks be elected Vice President, that Liam Kelly be elected Secretary and that Philip McNiff be elected Secretary Pro Tem. The motion as seconded by Mr. Parks and so duly voted.

On a motion duly made and seconded the following actions were approved:

"VOTED: that any member of the Board of Trustees be, and hereby is authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the Library."

and

"VOTED: that, until the next annual meeting, the President, or Vice President, or in the inability of either, any members of the Board, and by delegation the Director, or the Secretary of the Trustees be, and hereby is authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City of Boston 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."

and

"VOTED: that we, the Trustees of the Boston Public Library, having appointive authority over the Civil Service personnel at the Library, do appoint one of our members, Arthur F. F. Snyder, Trustee, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

and

FURTHER

VOTED: that in the event of the unavailability of Arthur F. F. Snyder, Paul Parks, Trustee, is hereby authorized to conduct the above-mentioned hearings, this power to be valid only until the expiration or appointment of any member of this Board."

Minutes of Annual Meeting
Administrative Agency
May 9, 1983
Page Two

Mr. Snyder appointed Mr. Kelly Secretary of Committees and Mr. McNiff Secretary of Committees Pro Tem.

On a motion duly made and seconded it was

"VOTED: that until the next annual meeting, Philip J. McNiff, Director or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, be, and hereby is authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library up to but not including the level immediately below that of the Director, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation."

and

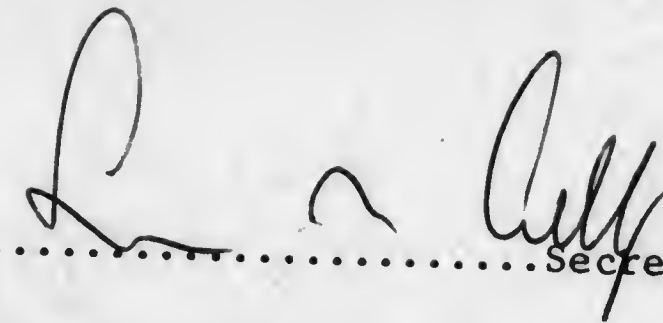
"VOTED: that, until the next annual meeting, Philip J. McNiff, or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1983-84 budget allowance, but in no case exceeding those in the budget estimates for the fiscal year 1983-1984, as shall be approved by the Board of Trustees, said payments to be reported to the Board at the next regular meeting for confirmation."

and

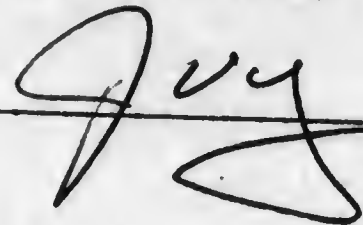
"VOTED: that, until the next annual meeting, the President, Vice President, the Director, and the Secretary of the Trustees be, and hereby are severally authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City and any and all communications in connection with the award of contracts so voted or recommended to be so voted."

Minutes of Annual Meeting
Administrative Agency
May 9, 1983
Page Three

The meeting adjourned at 2:40 p.m.


.....Secretary

Please read, initial below and return
to the Secretary


_____Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, May 9, 1983

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 3:00 p.m.

Present at the meeting were Messrs. Snyder, Parks, Young and Ms. Spring, Trustees. Also present were representatives of the staff, City Councillor Raymond Flynn and members of the public.

The President, Mr. Snyder, was presiding.

The minutes of the Regular Meeting of the Administrative Agency held on March 25, 1983 were approved as presented.

Approval of expenditures for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of March, 1983, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$658,169.89
Contractual Services	25,095.65
Supplies and Materials	28,539.67
Books	77,138.70
Current Charges and Obligations	480.30
Equipment	<u>1,406.00</u>

Total \$790,830.21

To Trust Funds

Personal Services	-0-
Contractual Services	\$ 850.59
Supplies and Materials	121.80
Books	18,934.13
Current Charges and Obligations	-0-
Equipment	<u>1,406.00</u>

Total \$21,312.52

Eastern Regional Public Library System:

Books	\$150,158.87
Supplies and Materials	656.93
Personal Services	<u>67,121.68</u>

Total \$217,937.48

Approval of payment of bills for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of March, 1983, provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$658,169.80
Contractual Services	64,156.42
Supplies and Materials	84,606.98
Books	77,138.70
Current Charges and Obligations	8,254.52
Equipment	<u>-0-</u>
Total	\$892,326.42

To Trust Funds

Personal Services	-0-
Contractual Services	850.58
Supplies and Materials	121.80
Books	18,934.13
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$19,906.51

Eastern Regional Public Library

Books	\$150,158.87
Supplies and Materials	16,885.01
Personal Services	<u>67,121.68</u>
Total	\$234,165.56

The Director stated that it was necessary to get approval from the Board for several contracts that needed to be awarded, without public bidding. He pointed out, however, that these were awarded only technically without bidding because all of them represented contracts that had been publicly awarded and bid last year with an option for renewal in 1983-1984. Following further discussion and on a motion duly made and seconded it was

"VOTED: that there be entered into with the New England Deposit Library, 135 Western Avenue, Allston, Massachusetts, an agreement for the rental, during the period July 1, 1983 through June 30, 1984, of storage space therein for books and other library materials belonging to the Boston Public Library, in accordance with the rates for storage space formally adopted by the governing board of said New England Deposit Library."

and

"VOTED: that, without public advertising, there be entered into with Auto-Graphics, Inc., 751 Monterey Pass Road, Monterey Park, California, a contract for the rental and maintenance of certain microfiche readers for the Research Library catalog system as specified in the specifications, during the period July 1, 1983 through June 30, 1984, at a total cost not to exceed fifty-four thousand six hundred dollars and no cents (\$54,600.00)."

and

"VOTED: that, without public advertising, there be entered into with Delta Elevator Service Corporation, 50 North Beacon Street, Allston, Massachusetts 02134, a service contract for the maintenance and servicing of elevators throughout the Library System for the period July 1, 1983 through June 30, 1984, at a total cost not to exceed twelve thousand six hundred dollars (\$12,600.00)."

and

"VOTED: that, without public advertising, there be entered into with American Service Co., Inc., 799 Hancock Street, Quincy, Massachusetts, a contract for the inspection and testing of fire alarm systems at the Central Library building and at various other locations in the Library System, as specified, during the period July 1, 1983 through June 30, 1984 at a total cost not to exceed five thousand ninety-two dollars (\$5,092.00), of which \$4,092.00 is for fixed costs and \$1,000.00 the estimated amount to cover emergency, stray and overtime calls."

and

"VOTED: that there be entered into, without public advertising, with Gilbert Small & Co., Inc., 1391 South Street, Needham, Massachusetts, a service agreement for the examination of building levels at one central library building (McKim) during the period July 1, 1983 through June 30, 1984, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said agreement."

Minutes of Meeting
Administrative Agency
May 9, 1983
Page Four

and

"VOTED: that, without public advertising, there be entered into with Inforonics, Inc., 550 Newtown Road, Littleton, Massachusetts, a contract for supplying and delivering MARC II catalog products and services during the period July 1, 1983 through June 30, 1984, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

The Director then reported that it was necessary for the Board to authorize lease agreements for operations in relation to the Eastern Massachusetts Regional Library System. On a motion duly made and seconded it was

"VOTED: that there be entered into a lease agreement with Alec Rich Company for the rental of premises located at Rear 21 Court Street (Kings Court), Taunton, Massachusetts for the period from July 1, 1982 through June 30, 1983 with an option for renewal through June 30, 1985, at a monthly rate of one thousand two hundred Dollars (\$1,200.00);

and

VOTED: that Philip J. McNiff, Director and Librarian, be, and hereby is authorized to make from time to time as specified in said lease agreement with Alex Rich Company, monthly payments as prescribed in said lease agreement."

and

"VOTED: that there be entered into a lease agreement with the Trustees of the Hyannis Public Library Association for the rental of premises located at 101 Main Street, Hyannis, Massachusetts for the period July 1, 1983 through June 30, 1984 at a monthly rate of seven hundred twenty-five dollars (\$725.00);

and

VOTED: that Philip J. McNiff, Director and Librarian be, and hereby is authorized to make from time to time, as specified in said lease agreement, with the Trustees of the Hyannis Public Library, monthly payments as prescribed in said lease agreement."

Minutes of Meeting
Administrative Agency
May 9, 1983
Page Five

On a motion duly made and seconded it was voted to authorize action to sign payrolls:

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from April 27, 1983; May 25, 1983."

The Director said that he was happy to report that negotiations had been completed with the Bindery Union and with the Professional Staff Association. The Professional Staff Association agreement has been recently sent out for the approval of the membership. The negotiations with the AFSCME Union still underway and adjustments in management salaries were the only items remaining to be completed.

The Director next reported that the Washington Village and Orient Heights branches would be reopened in the coming week. The interior of the Orient Heights branch has been completely rebuilt. The reopening of the Washington Village has been delayed by negotiations with the Boston Redevelopment Authority but approval has been received for a five-year lease. It was noted that the Orient Heights branch had been restored with moneys received from the insurance company by the Druker Corporation. In the discussion that followed the Trustees agreed that it would be appropriate at some point in the near future to have a ceremony to acknowledge the contribution of the Druker family.

Mr. Snyder then addressed the question of the Director's retirement. He reported that the Trustees had done a lot of thinking about the situation and considerable planning. He said that the Trustees were desirous of having input from as many constituencies as possible and the Trustees will provide a mechanism for that process. In the course of that process the Trustees would like to receive as many names and suggestions as possible. For the interim the Trustees have confidence in Mr. Liam Kelly and Mr. Kelly will be appointed Acting Director effective July 1, 1983. The Trustees do not intend to abdicate their responsibility for selecting Mr. McNiff's successor. However, in order to strengthen the search the Trustees will appoint a committee to advise in the process because the Public Library is so important to the City, to the State

Minutes of Meeting
Administrative Agency
May 9, 1983
Page Six

and to the nation. The Trustees wish to study the needs not just today but for the next ten to twenty years. Mr. Snyder noted that Mr. McNiff and his predecessors have all served for an average of close to 20 years. There is a need to determine what the criteria are for branch library service as well as for the services of the Central Library. It is important to study these needs and to project what kind of services should be available because of the increasing availability of computers and all kinds of new media for the storage of information and the transfer of knowledge. He stated that the Trustees and the committee would hold three public meetings in order to solicit the advice and the thoughts of individuals in organizations throughout the City. These meetings will be held in the Central Library on the 20th of May at 12 Noon, 24th of May at 7:30 p.m. and the 4th of June at 2:00 p.m. for those who cannot come to the Library on a weekday. Mr. Snyder expressed the hope that Friends of the Library would develop and send in papers to the Trustees outlining what are considered essential qualifications for a new Director. In the discussion that followed the Trustees made the following points. It is really important at this time to look at the issues facing the Library in order to develop a mission statement for the Library as well as to select a Director. The Trustees would like to get a sense of what that mission should be: How should the Library as a city institution relate to other institutions in the City. It is important to get input from those close to the Library and from people working with other institutions. The Trustees spoke about the problem in recent years brought about by reductions in library resources and resultant tensions. There is a recognition that library technology is changing and there is a need for financial stability over the future. The city tax levy is finite. There is a need to look at additional sources of funding for the library. The McKim Building needs to be restored and there is a need for expansion of other library resources. The Trustees are looking for assistance in the search for a new Director and assistance in determining what kind of person can provide the leadership that the library will need in the years ahead. The Trustees hope to follow a process that will produce the best possible leadership.

Ms. Spring spoke about the need to build a new municipal cable studio and she stated that it seemed very desirable to have that studio located somewhere in the Central Library. A discussion followed in which Mr. Doherty spoke about the findings of the people who came to the library on three occasions to consider this matter.

The Trustees then voted to go into Executive Session to deal with a personnel matter.

The meeting adjourned at 3:30 p.m.

.....Secretary

Please read, initial below and return to the Secretary

_____Trustee

EXECUTIVE SESSION

The Director reported that the negotiating team is near a point of impasse with the AFSCME Union. Negotiations have become stalemated on two issues after a total of 17 meetings. He said that this was not good and he expressed the hope that the problem could be resolved in the immediate future. He pointed out then that it is important to maintain at least the same level of differential between the union and professional staff and management and he proposed that a new salary scale for management be adopted. In the following discussion the Trustees agreed that this would be desirable.

The meeting adjourned at 4:00 p.m.

.....Secretary

Please read, initial below and return
to the Secretary

_____Trustee

EXECUTIVE SESSION

The Director reported that the negotiating team is near a point of impasse with the AFSCME Union. Negotiations have become stalemated on two issues after a total of 17 meetings. He said that this was not good and he expressed the hope that the problem could be resolved in the immediate future. He pointed out then that it is important to maintain at least the same level of differential between the union and professional staff and management and he proposed that a new salary scale for management be adopted. In the following discussion the Trustees agreed that this would be desirable.

The meeting adjourned at 4:00 p.m.

.....Secretary

Please read, initial below and return
to the Secretary

_____Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Wednesday, June 22, 1983

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 4:45 p.m.

Present at the meeting were Messrs. Snyder, Parks, Young and Ms. Spring, Trustees. Also present were representatives of the staff.

The President, Mr. Snyder, presiding.

The minutes of the Annual Meeting and the Regular Meeting of the Administrative Agency held on May 9, 1983 were approved as presented.

Approval of expenditures for services and supplies and confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of April and May, 1983 provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$1,204,249.00
Contractual Services	22,578.98
Supplies and Materials	6,332.53
Books	353,921.89
Current Charges and Obligations	108.82
Equipment	<u>2,985.59</u>
Total	\$1,590,176.81

To Trust Fund

Personal Services	-0-
Contractual Services	49.99
Supplies and Materials	121.80
Books	31,884.85
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$32,056.64

Eastern Regional Public Library System

Books	\$ 16,162.44
Supplies and Materials	3,806.82
Personal Services	<u>121,349.73</u>
Total	\$141,318.99

Approval of payment of bills for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of April and May, 1983 provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$1,204,249.00
Contractual Services	111,217.55
Supplies and Materials	79,791.86
Books	353,921.89
Current Charges and Obligations	334,231.46
Equipment	<u>10,271.27</u>
Total	\$2,093,683.03

To Trust Funds

Personal Services	\$ -0-
Contractual Services	49.99
Supplies and Materials	121.80
Books	31,884.85
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$32,056.64

Eastern Regional Public Library

Books	\$ 16,162.44
Supplies and Materials	29,805.76
Personal Services	<u>121,349.73</u>
Total	\$167,317.93

The Director stated that there was need for action on several contracts requiring a vote of the Board. Following discussion and on a motion duly made and seconded, it was

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for the leasing of two panel trucks and four station wagons during the period July 1, 1983 through June 30, 1984 at the following rates:

	<u>Monthly Lease Cost Per Vehicle</u>	<u>Charge Per Mile</u>
Two Panel Trucks Model E-150 (1984)	\$495.00	\$.26
Four Station Wagons Model LTD (1984)	\$475.00	\$.24

and

"VOTED: that there be entered into with Balco, Inc., 160 Charlemont Street, Newton, Massachusetts, the lowest eligible, responsible, and responsive bidder in the public bidding, a contract for the operation and servicing of heating, ventilating, and air conditioning systems, electrical systems and equipment, as well as plumbing systems, throughout the Library system during the period July 1, 1983 through June 30, 1984, at a total cost not to exceed one hundred ninety-eight thousand, three hundred sixty-two dollars and sixty four cents (\$198,362.64), with the (Official's) option for renewal on July 1, 1984, and July 1, 1985 at bid price."

and

"VOTED: that there be entered into with Sunshine Services, 40 Rugg Road, Allston, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for the rental of miscellaneous uniforms during the period July 1, 1983 through June 30, 1984 at prices per unit as follows:

Two (2) shirts, two (2) pants per man	\$2.19 per week
Two (2) overalls (per)	\$1.49 per week
Two (2) dresses (per)	\$1.49 per week

and

"VOTED: that there be entered into with P. Clancy and Sons, 97 Mt. Ida Road, Dorchester, Massachusetts, the lowest eligible and responsible bidder under Group I in a public bidding, a contract for the cleaning of windows during the period July 1, 1983 through June 30, 1984 at Library buildings designated under Group I of the specifications at a cost not to exceed seven thousand nine hundred ninety-two dollars (\$7,992.00)."

and

"VOTED: that there be entered into with Pinkerton's Inc., 100 Church Street, New York, New York, (a firm also having offices at 116 Lincoln Street, Boston, Massachusetts) the sole eligible and responsible bidder in the public bidding, a contract for guard and patrol service at the Central Library Building during the period July 1, 1983 through June 30, 1984 with the (Official's) option for renewal on July 1, 1984, and July 1, 1985, at bid price of \$7.29 for each hour of guard and patrol protection by each operator."

and

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for the leasing of two panel trucks and two station wagons for the Eastern Massachusetts Regional Library System during the period July 1, 1983 through June 30, 1984 at the following rates:

	<u>Monthly Lease Cost Per Vehicle</u>	<u>Charge Per Mile</u>
Panel Trucks	\$515.00	\$.26
Station Wagons	\$495.00	\$.24

and

"VOTED: that there be entered into with Marketechs, Inc., 418 Linden Street, Wellesley, Massachusetts, the lowest, responsible, responsive, and eligible bidder in the public bidding, a contract for the rental and maintenance of computer terminals, as specified in the specifications, during the period July 1, 1983 through June 30, 1984 with option for renewal as of July 1, 1984 and as of July 1, 1985 at a total cost not to exceed twenty-nine thousand five hundred dollars and no cents (\$29,500.00)."

Minutes of Meeting
Administrative Agency
June 22, 1983
Page Five

On a motion duly made and seconded it was voted to authorize action to sign payrolls:

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Philip J. McNiff, Director, or upon his delegation, Liam M. Kelly, Assistant Director and Secretary of the Trustees, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from June 22, 1983; July 20, 1983; August 17, 1983; September 14, 1983."

The Director reported that the contract with respect to the Professional Staff Association had been signed and was ready to be implemented. Agreements have been reached with the AFSCME Union and also with the Bindery Union. A discussion ensued.

A hearing on the library budget was held in City Hall and the Director expressed the hope that it would be approved as submitted by the Mayor. With respect to the State budget the Director stated that there was provision made for an increase of 36¢ per capita in the Library of Last Recourse budget in addition to the present provisions.

Ms. Spring spoke about the importance of the literacy programs and urged library cooperation with respect to these programs. She mentioned several reading lists for children and encouraged the library to support these programs. The Board concurred.

Mr. Snyder reported that a committee would be appointed to consider the role of the Director and the needs of the library in the years ahead. He suggested that this process would not necessarily be lengthy but it certainly would not be rushed. Subsequent to the Committee completing its task the search for a new Director would begin formally. Mr. Snyder went on to report that he had requested that Mr. McNiff continue to serve in the capacity of Director Emeritus focusing on collection development and fundraising. Mr. Young proposed that Mr. McNiff be appointed Director Emeritus. On a motion duly made and seconded it was so voted.

Mr. McNiff pointed out that there are many potential contributors to the library. In the past the Board has recognized the contributions made by

Minutes of Meeting
Administrative Agency
June 22, 1983
Page Six

certain individuals, for example, Charles Childs, Dorothy Abbe, Maury Bromsen and George Gloss. He proposed that it would be useful to the Board to recognize the contributions made by these particular individuals and to reaffirm their designation as Honorary Curators for printing collections, Dwiggins collections, Latin American collections and appraisals.

The meeting adjourned at 5:05 p.m.

.....Secretary

Please read, initial below and
Return to the Secretary

_____Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Tuesday, August 23, 1983

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 3:25 p.m.

Present at the meeting were Messrs. Snyder, Parks, Young and Ms. Spring, Trustees. Also present were Bettina Norton, Thomas Adams and Sam Warner, members of the Search Committee, and representatives of the staff.

The President, Mr. Snyder, presiding.

The minutes of the Regular Meeting of the Administrative Agency held on June 22, 1983 were approved as presented.

Mr. Kelly noted that Mr. Augustin (Tony) Parker died on August 16. Mr. Parker was a member of the Board for about eighteen years and served two terms as President. The members of the Board acknowledged the many contributions of Mr. Parker and asked that the Acting Director write to Mrs. Parker to express their deep regrets at his passing.

Approval of expenditures for services and supplies and confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of June, 1983 provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$596,588.15
Contractual Services	17,744.89
Supplies and Materials	1,192.27
Books	218,150.55
Current Charges and Obligations	190.00
Equipment	-0-
Total	\$833,865.86

To Trust Funds

Personal Services	-0-
Contractual Services	\$ 134.00
Supplies and Materials	9.00
Books	16,457.18
Current Charges and Obligations	-0-
Equipment	-0-
Total	\$16,600.18

Minutes of Meeting
Administrative Agency
August 23, 1983
Page Two

Eastern Regional Public Library System

Books	\$16,152.81
Supplies and Materials	29,795.64
Personal Services	<u>60,649.67</u>
Total	\$106,598.12

Approval of payment of bills for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of June, 1981 provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$596,588.15
Contractual Services	66,260.59
Supplies and Materials	24,064.33
Books	218,150.55
Current Charges and Obligations	41,779.01
Equipment	<u>29,171.47</u>
Total	\$976,014.10

To Trust Funds

Personal Services	-0-
Contractual Services	134.00
Supplies and Materials	9.00
Books	16,457.18
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$16,600.18

Eastern Regional Public Library System

Books	\$ 16,152.81
Supplies and Materials	29,795.64
Personal Services	<u>60,649.67</u>
Total	\$106,598.12

Minutes of Meeting
Administrative Agency
August 23, 1983
Page Three

Mr. Kelly reported that several contracts had been publicly advertised and that in response to public bidding there was an eligible and low bidder in each case. Following further discussion and on a motion duly made and seconded it was voted

"VOTED: that there be entered into with Library Binding Service, Inc., 2134 E. Grand Avenue, Des Moines, Iowa, a contract for supplying and delivering book binding cloth, as specified in the specifications under items numbered I A (1), I A (2), I A (3), I B (1), I B (2), I B (3), I B (4), II A (1), and II B (1), at a total not to exceed fifteen thousand one hundred fifty-eight dollars and fifty cents (\$15,158.50)."

and

"VOTED: that there be entered into with the Holliston Mills Inc., Warehouse Road, Hyannis, Massachusetts, a contract for supplying and delivering book binding cloth as specified in the specifications under items numbered III A (1), III B (1), and IV A (1), at a total cost not to exceed five thousand three hundred twenty-eight dollars and no cents (\$5,328.00)."

and

"VOTED: that there be entered into with University Products, Inc., South Canal Street, Holyoke, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering 100% rag, four-ply mount board, as specified in the specifications, at a total cost not to exceed three thousand two hundred seventy-six dollars and ninety-eight cents (\$3,276.98)."

and

"VOTED: that there be entered into with New England Systems and Supply, Inc., 12 Oakland Street, Mattapoisett, Massachusetts, the lowest eligible, responsible, and responsive bidder in the public bidding, a contract for inspection and testing of HVAC water systems at the Central Library Building and at other Library locations during the period July 1, 1983 through June 30, 1984 at a total cost not to exceed two thousand seven hundred sixty dollars and no cents (\$2,760.00)."

and

Minutes of Meeting
Administrative Agency
August 23, 1983
Page Four

"VOTED: that there be entered into with Bay Colony Paper Corp., 293 Lenox Street, Norwood, Massachusetts, the lowest eligible, responsible and responsive bidder in the public bidding, a contract for supplying and delivering paper towels and toilet tissue at a total cost not to exceed eight thousand fifty-one dollars and no cents (\$8,051.00)."

It was also necessary at this time to award contracts without public bidding to the International Business Machines, Inc. for the rental of data processing equipment and its maintenance. In response to a question from Mr. Young, Mr. Kelly stated that the total cost of contracts with IBM was approximately \$150,000 and in the case of these two contracts it was approximately \$110,000. On a motion duly made and seconded it was

"VOTED: that, without public advertising, there be entered into with International Business Machines Corporation, a corporation having a place of business at Armonk, New York, and at 400 Wyman Street, Waltham, Massachusetts, a contract for rental of certain data processing equipment during the period July 1, 1983 and June 30, 1984, the total rental thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

and

"VOTED: that, without public advertising, there be entered into with International Business Machines Corporation, a corporation having a place of business at Armonk, New York, and at 400 Wyman Street, Waltham, Massachusetts, a contract for the maintenance of certain data processing equipment during the period July 1, 1983 and June 30, 1984, the total amount thus paid to be subject to the terms, agreements, and conditions set forth in said contract."

Minutes of Meeting
Administrative Agency
August 23, 1983
Page Five

It was then voted to authorize signing of payrolls. On a motion duly made and seconded it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from October 12, 1983."

Mr. Kelly proposed that the Library be reopened on Sundays since there is money in this year's budget to support Sunday opening. He proposed that the opening coincide with Art Newbury Street on September 25. Ms. Spring urged that the Library be open on Sundays as soon as possible and suggested that the Library be open on Sundays as of September 11. The question was raised at this time as to when the doors of the McKim Building might be reopened and in the discussion that followed it was agreed that the bronze doors would be reopened to coincide with the resumption of Sunday service on September 11. The hope was voiced that this resumption of service would be widely publicized so that as many people as possible would learn about it very quickly. All agreed that it was a significant development with respect to the ongoing library operation. It was also agreed that the Music and Fine Arts services would be resumed evenings, likewise the Newspaper Room and the Young Adults Department.

Mr. Warner then stated that the advertisement for the position of Director had been prepared and distributed to all of the Trustees and other members of the Search Committee. He suggested that it was now time to publish this advertisement in the appropriate journals. He suggested that responses should be addressed to the President of the Board at the Library. In the discussion that followed it was suggested that all members of the Committee contact people who might be qualified to apply. In response to a question as to the composition of the Committee, Mr. Warner reviewed the names, listing himself, Bettina Norton, Rev. Michael Haines, William Shannon, Thomas Adams, Robert Spillane and the Trustees. Mr. Warner stated that he expected the process would be entirely conventional and orderly. He emphasized again it was very important that all committee members pitch in and urge people to apply. Mr. Parks suggested that invitations should be sent to library schools and also suggested that the advertisement should be modified to include a requirement that applicants have demonstrated a commitment to affirmative action for minorities and women in hiring and library utilization. On a motion duly made and seconded it was voted to accept the advertisement for the position of Director and Librarian as it was presented and that the position be advertised in the appropriate library journals.

Minutes of Meeting
Administrative Agency
August 23, 1983
Page Six

Mr. Parks then suggested that acknowledgment be made of the contributions of Mr. Snyder who was now going off the Board. He recognized that Mr. Snyder had held the chair during times which were difficult. He said that this had been a very tough job and had been very well done.

The meeting adjourned at 3:45 p.m.

Jan. Montgomery.....Secretary Pro Tem

Please read, initial below and return
to the Secretary Pro Tem

Richard G. Spring Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, September 23, 1983

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 3:45 p.m.

Present at the meeting were Messrs. Parks, Young, Bulger and Ms. Spring, Trustees. Also present were members of the public and representatives of the staff.

The Vice President, Mr. Parks, presiding.

The minutes of the Regular Meeting of the Administrative Agency held on August 23, 1983 were approved as presented.

The first item of business was the election of a President and Ms. Spring proposed that Mr. Paul Parks be elected President and Mr. Young seconded the motion. On a motion duly made and seconded, it was so voted. Ms. Spring proposed that Mr. James Young be elected Vice President and Mr. Bulger seconded the motion. On a motion duly made and seconded it was so voted.

Approval of expenditures for service and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of July, 1983 provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$494,269.74
Contractual Services	6,373.09
Supplies and Materials	6,577.65
Books	-0-
Current Charges and Obligations	75.07
Equipment	<u>338.00</u>
Total	\$507,633.55

To Trust Funds

Personal Services	-0-
Contractual Services	311.00
Supplies and Materials	-0-
Books	-0-
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$311.00

Eastern Regional Public Library System

Books	-0-
Supplies and Materials	6,029.01
Personal Services	<u>68,653.90</u>
Total	\$74,682.91

Minutes of Meeting
Administrative Agency
September 23, 1983
Page Two

Approval of payment of bills for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of July, 1983 provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$494,269.74
Contractual Services	826.08
Supplies and Materials	-0-
Books	-0-
Current Charges and Obligations	-0-
Equipment	-0-
Total	\$495,095.82

To Trust Funds

Personal Services	-0-
Contractual Services	311.00
Supplies and Materials	-0-
Books	-0-
Current Charges and Obligations	-0-
Equipment	-0-
Total	\$311.00

Reserve for Encumbrances \$7,770.48

Eastern Regional Public Library System

Book	-0-
Supplies and Materials	-0-
Personal Services	\$68,853.90
Total	\$68,853.90

Mr. Kelly reported that in response to public bidding three bids had been received for a contract for supplying and delivering microfiche viewers. The lowest bid was received from Associated Microfilm Management Services, Inc.

Minutes of Meeting
Administrative Agency
September 23, 1983
Page Three

and he recommended that a contract be awarded to that firm. Mr. Parks expressed concern about contracting with out-of-state vendors. Mr. FitzPatrick explained the procedures for advertising for bids and pointed out that the Library follows a standard operating procedure that calls for the contacting of three to six firms in the City of Boston area who might be in a position to bid. Library policy emphasizes the contacting of City of Boston firms. In this case the low bidder was \$2,000 lower for these machines than either of the other two bids, one of whom was the manufacturer of the equipment. Mr. Young asked whether any of the proposed contracts were being awarded to other than the low bidder. Mr. Kelly responded that in each case the recommendation was to award a contract to the lowest bidder. Mr. Young moved that all of the contracts be awarded as recommended. On a motion duly made and seconded, it was

"VOTED: that there be entered into with Associated Microfilm Management Services Inc., 2670 Warwick Avenue, Warwick, Rhode Island, the lowest eligible and responsible bidder, in the public bidding a contract for supplying and delivering microfiche viewers at a cost not to exceed seven thousand six hundred forty dollars and no cents (\$7,640.00)."

and

"VOTED: that there be entered into with the Century Paper Company, Inc. 28 York Avenue, Randolph, Massachusetts, the lowest, eligible, and responsive bidder in the public bidding, a contract for supplying and delivering miscellaneous offset paper supplies as specified under all items in the specifications (except for number 17 for which The Century Paper Company, Inc., submitted no bid) at a total cost not to exceed ten thousand five hundred thirteen dollars and thirty cents (\$10,513.30)."

and

"VOTED: that there be entered into with Air Engineering Inc., 354 Main Street, Winthrop, Massachusetts 02152, the lowest eligible, responsible and responsive bidder in the public bidding, a contract for supplying and delivering carbon-filled panels for CF-4 activated carbon filters, as specified in the specifications, during the period July 1, 1983 through June 30, 1984 at a total cost not to exceed twenty-four thousand, eight hundred fifty-two dollars and no cents (\$24,852.00)."

Minutes of Meeting
Administrative Agency
September 23, 1983
Page Four

and

"VOTED: that there be entered into with Winbrook, Inc., 241 Riverview Avenue, Newton, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing miscellaneous supplies, as specified in the specifications, at a total sum not to exceed twenty two thousand, one hundred twenty-nine dollars and thirty-six cents, (\$22,129.36). This total sum is made up of bid items, 1,2,3,4,5,8,10,13,14,15,17,18,19,20, found in the specifications."

The President stated that it was necessary to take a vote authorizing the signing of payrolls and on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1981 Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from November 9, 1983."

At this point Mr. Parks raised a question as to the procedures for announcing Trustees meetings. Mr. Kelly reported that policy in this regard was that a notice is posted in City Hall through the City Clerk as required by the law. Over and above that a notice is posted on the bulletin board in the Central Library and the heads of both staff organizations are notified by telephone. Mr. Parks emphasized the importance of notifying the branch librarians to insure that there is complete and open access and for that reason Mr. Parks wants to be sure that people have been notified.

Mr. Warner reported on the activities of the Search Committee and emphasized that the Trustees should get together with the Search Committee. In the discussion that followed it was decided that the Trustees would hold their October meeting at 4:00 p.m. on October 4 and afterwards meet with the Search Advisory Committee. Mr. Warner reported on the number of applications received to date and distributed copies of a response letter that he proposed sending to all applicants. Mr. Warner stated that the ad had appeared in the Chronicle of Higher Education but had not yet appeared in the other library journals. He pointed out that the American Libraries, the official journal of the American Library Association did not accept the advertisement because it did not include a salary figure or a salary range. In the discussion that ensued the Trustees

Minutes of Meeting
Administrative Agency
September 23, 1983
Page Five

decided that they were not prepared at this time to determine the salary or salary range. Instead they decided that the advertisement would be placed in the New York Times in lieu of American Libraries.

The Trustees then considered a schedule of meetings for the year as follows:

1983

Tuesday, October 4
Friday, November 18
Friday, December 16

1984

Friday, January 27
Friday, February 24
Friday, March 23
Friday, April 27
Friday, May 4 (ANNUAL MEETING)
Friday, May 25
Friday, June 22

This schedule to be revised as necessary.

Ms. Spring reported that the Mayor had submitted a loan order in the amount of 15 million dollars to the City Council for the purpose of making extraordinary repairs to buildings owned by the Library Department. In the discussion that followed it was pointed out that these funds would be used in part to upgrade branch libraries with respect to air conditioning and other necessary improvements in the branch system and other library buildings. The major part of the money would be used to pay for the renovation and the refurbishing of the McKim Building as recommended in the Stull Report of two years ago.

Mr. Warner then raised a number of questions with respect to the search process. The Trustees expressed an interest in having the Advisory Committee develop a list of people for interview and further considerations. In the discussion that followed it was agreed that the Advisory Committee should submit written progress reports to the Trustees.

There being no other business the meeting adjourned at 4:40 p.m.

.....Secretary Pro Tem

Please read, initial below and return
to the Secretary Pro Tem

Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Tuesday, October 4, 1983

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 4:10 p.m.

Present at the meeting were Messrs. Parks, Young, Bulger and Ms. Spring, Trustees. Also present were Samuel Bass Warner, Jr., Chairman of the Search Committee, representatives of the staff and a member of the public.

The President, Mr. Parks, presiding.

The first item of business was the awarding of a contract. On a motion duly made and seconded, it was

"VOTED: that, without public advertising, there be entered into with Digital Equipment Corporation, a corporation having a place of business at 146 Main Street, Maynard, Massachusetts, and at 235 Wyman Street, Waltham, Massachusetts, a contract for the maintenance of certain data processing equipment during the period July 1, 1983 and June 30, 1984, the total amount thus paid to be subject to the terms, agreements, and conditions set forth in said contract."

Mr. Kelly introduced the subject of branch library buildings and services. On the matter of building repair--including the central McKim structure--Mr. Kelly reported that he had spoken in the past week to each member of the Committee on Government Finance and passage of the loan order in the amount of 15 million dollars appears hopeful.

Next Mr. Kelly introduced Supervisor of Branch libraries, Rose Moorachian, who presented an overview, covering restoration of hours; attention to massive replacement orders of books (11,500 books at a cost of about \$100,000); updating of encyclopedias and other reference materials; services to schools (public, private, parochial); programming--story hours, films, holiday activities, discussion groups in formats appropriate to various age levels. Miss Moorachian announced the second sequence of NEH series in the three district libraries, also the forthcoming annual Marjorie Gibbons lecture at South Boston Branch and a Charlestown Branch event marking a gift of books to the Library from the Charlestown Friends. Miss Moorachian called attention to staffing as the "one area in which we have not done as much as we hoped."

Discussion centered on possible causes of difficulty in staff recruitment (salary, residency requirements, diminution of library school enrollments, cost of living in Boston) and possible solutions (retraining of teachers, "a creative alternative to library school," efforts to recruit staff from other parts of the country). Discussion ended when Ms. Spring asked for a proposal for filling jobs by the next meeting, also a salary review comparing salaries across the country. Miss Moorachian indicated that the entry salaries for professionals are at about the median level for the East Coast.

Mr. Kelly announced that the doors of the McKim building were opened for the first time in more than two years on October 2. A total of 1365 people came to the Library last Sunday, a good beginning figure which will increase.

Minutes of Meeting
Administrative Agency
October 4, 1983
Page Two

Mr. Kelly also announced that the Research Library card catalog will soon be removed and be replaced by several copies on microfilm. This conversion to microfilm means that the catalog can be distributed to departments within the Library as well as throughout the State.

At present the Library is working on two proposals, one on literacy (with two possible funding sources identified), and a proposal for testing laser-data video disc systems to support on-line catalogs. Needed is \$100,000 to test the feasibility of such a system in this Library and four others.

Mr. Kelly reported that he had been called by Ray Fry of the U.S. Department of Education on whether the Boston Public Library would host an important meeting of some thirty-five librarians from throughout the country. The library division of the U.S. Department of Education plans four regional seminars to deal with the recently released report by the National Committee on Excellence in Education to explore the role of public libraries in the national education system. Mr. Kelly indicated that he expressed the Library's willingness to serve as host institution for one of the seminars.

In response to a question from Professor Sam Bass Warner, Jr., Mr. Kelly noted that the calendar of Trustees meetings was confirmed for 1983-84.

At 4:30 p.m. on a motion duly made and seconded it was voted that the Trustees move to Executive Session to deal with a personnel matter.

.....Secretary Pro Tem

Please read, initial below and return
to the Secretary Pro Tem

Trustee

Executive Session

October 4, 1983

Mr. Parks stated that there was a problem relating to the Acting Director's salary and he felt it should be dealt with in an executive session. In response to a question, Mr. Kelly stated that the Assistant Directors were paid \$38,000 and \$40,000. The Director was being paid \$55,000. Following some further discussion and on motion duly made and seconded it was voted that the salary of the Acting Director be set at \$55,000 effective July 1, 1983.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, November 18, 1983

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 3:50 p.m.

Present at the meeting were Messrs. Parks and Young and Ms. Goodwin, Trustees. Also present were Samuel Bass Warner, Jr., Chairman of the Search Committee; Mrs. Bettina Norton, Chairman of the Examining Committee; Ms. Gail Rotegard of the Search Committee; and a member of the staff and a member of the public.

The President, Mr. Parks, presiding.

The minutes of the Regular Meeting of the Administrative Agency held on September 23, 1983 and October 4, 1983 were approved as presented.

Approval of expenditures for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of August and September, 1983 provided that expenditures from City Appropriation have the approval of the City Auditor.

To City Appropriation

Personal Services	\$1,229,840.83
Contractual Services	318,080.98
Supplies and Materials	93,241.70
Books	444.00
Current Charges and Obligations	125,018.49
Equipment	<u>-0-</u>
Total	\$1,766,626.00

To Trust Funds

Personal Services	-0-
Contractual Services	\$ 1,042.85
Supplies and Materials	-0-
Books	84,911.52
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$85,954.37

Eastern Regional Public Library System

Books	-0-
Supplies and Materials	\$ 83,954.96
Personal Services	<u>116,752.92</u>
Total	\$200,707.88

Approval of payment of bills for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of August and September, 1983 provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$1,229,840.73
Contractual Services	76,735.49
Supplies and Materials	3,769.32
Books	444.00
Current Charges and Obligations	30,156.70
Equipment	<u>338.00</u>
Total	\$1,341,284.24

To Trust Funds

Personal Services	-0-
Contractual Services	\$ 1,042.85
Supplies and Materials	-0-
Books	84,911.52
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$85,954.37

Special Appropriations \$179.87

Eastern Regional Public Library System

Books	-0-
Supplies and Materials	\$ 30,688.94
Personal Services	<u>116,762.92</u>
Total	\$147,451.86

Mr. Kelly provided background on the several contracts on which action had been taken on October 27, 1983, and others on which action was to be taken. Discussion centered on two contracts to be awarded "without public advertising," a contract for supplying and delivering color television sets, and a contract

Minutes of Meeting
Administrative Agency
November 18, 1983
Page Three

for supplying periodicals and serials. Mr. Kelly explained that the television set contract was originally advertised and the low bidder did not comply with the technicality of submitting a copy of the bid to the City Auditor. As a result and consistent with City ordinances on bids, the Library recommends awarding the the contract to the low bidder without public advertising.

In the case of the Faxon contract, the Library has awarded this contract most years without public bids. However, several years ago, at the insistence of the Finance Committee the library advertised this contract for three years. Only one other firm bid and Faxon was the low bidder. Mr. Kelly pointed out that Faxon's services related to serials and database tie-in with library systems are unique, also that Faxon is the only New England firm in this field. Mr. Kelly also pointed out that, subsequent to the awarding of contracts, all bidders are apprised by letter of the action taken.

There was also brief discussion on incidence of sole bidders.

Following discussion, on a motion duly made and seconded, it was

"VOTED: that there be entered into with Bell and Howell, 2300 Brummel Place, Evanston, Illinois, the sole eligible and responsible bidder in the public bidding a contract for furnishing, delivering and installing one address printing system at a total cost not to exceed twenty-eight thousand dollars (\$28,000.00)."

and

"VOTED: that there be entered into with Multigraphics, a Division of AM International, Inc. DIP, 1800 W. Central Road, Mt. Prospect, Illinois, a company also having offices at 64 "A" Street, Needham, Massachusetts, a contract for furnishing, delivering and installing one offset duplicator, Multilith Model 1360 Series, as specified, at a total cost not to exceed twelve thousand nine hundred eighty dollars and thirty-three cents (\$12,980.33)."

and

"VOTED: that there be entered into with Litton Office Products Centers, 84 Kingston Street, Boston, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering Miscellaneous Office Supplies, as specified in the specifications, at a total sum not to exceed nine thousand seven hundred ten dollars and seventy-two cents (\$9,710.72). This total sum is made up of bid items, 1,3,4,5,15,18,19,26,27,29,30,32,34,35,36,37,38,44,46,52,58, and 60, found in the specifications."

and

"VOTED: that, without public advertising, the Board of Trustees, in charge of the Library Department of the City of Boston, acting in the name of and for the City of Boston, does hereby accept an instrument of Lease by and between Doctor D. Stackhouse and the City of Boston for the rental of premises located at 205 North Main Street, North Reading, Massachusetts, for the period from November 1, 1983 through June 30, 1984, with an option for renewal from July 1, 1984 through June 30, 1985, and July 1, 1985 through June 30, 1986, at a monthly rate of one thousand four hundred eight dollars and twenty-five cents (\$1,408.25) through June 30, 1984, with an option by lessor to adjust monthly rent for the remaining period July 1, 1984 through June 30, 1986, based on increase in real estate taxes;

and

VOTED: that Liam Kelly, Acting Director of the Public Library of the City of Boston, be, and hereby is, authorized and directed in the name and behalf of the Board of Trustees in charge of the Library Department of the City of Boston to execute said instrument of Lease in duplicate."

and

"VOTED: that there be entered into with Regional Business Equipment Incorporated, 919 Washington Street, Dorchester, Massachusetts, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering to the Boston Public Library Shipping Room, Blagden Street, Copley Square, Boston, Massachusetts, thirty (30) IBM correcting Selectric II typewriters as specified in the amount of twenty-four thousand six hundred sixty-six dollars and sixty cents (\$24,666.60)."

and

"VOTED: that there be entered into with Burtman Iron Works, Inc., 59 Sprague Street, Readville, Massachusetts, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering to the Boston Public Library Shipping Room metal carts and tables as specified at a total cost not to exceed three thousand seven hundred ninety-one dollars and no cents (\$3,791.00)."

and

"VOTED: that there be entered into with D. Clancy and Son's Company, 339 Dorchester Street, South Boston, Massachusetts, the sole eligible and responsible bidder in the public bidding, a contract for installation and repair of windows as specified under Group A through E of the specifications at a total cost not to exceed thirty thousand dollars and no cents (\$30,000.00)."

and

"VOTED: that, without public advertising, there be entered into with HB Educational Systems, Inc., 21 Audio Lane, New Haven, Connecticut, a contract for supplying and delivering to the Boston Public Library color television sets, as specified, at a total cost not to exceed fourteen thousand eight hundred thirty dollars and ninety cents (\$14,830.90)."

and

"VOTED: that there be entered into with HB Educational Systems, Inc., 21 Audio Lane, New Haven, Connecticut, the sole eligible bidder in the public bidding, a contract for supplying and delivering to the Boston Public Library 16mm movie projectors, as specified, at a total cost not to exceed ten thousand four hundred seventy dollars and no cents (\$10,470.00)."

and

"VOTED: that, without public advertising, there be entered into with F. W. Faxon Co., Inc., 15 Southwest Park, Westwood, Massachusetts, a contract for (1) supplying periodicals and serials for the year 1984, and (2) servicing the subscriptions for the individual items throughout the year as specified in the specifications and Appendix A, and subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed two hundred ninety seven thousand three hundred eighty-seven dollars and no cents (\$297,387.00)."

and

"VOTED: that there be entered into with Micrographic Systems, Inc., 96 Federal Avenue, Quincy, Massachusetts, the sole eligible and responsible bidder in the public bidding, a contract for furnishing, delivering and installing one microfilm reader/printer, as specified, at a total cost not to exceed six thousand nine hundred forty dollars and no cents (\$6,940.00)."

Minutes of Meeting
Administrative Agency
November 18, 1983
Page Six

The President called for a vote authorizing the signing of payrolls and on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1981 Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from December 7, 1983."

Mr. Kelly reported on the Library's measures responsive to the need to recruit professional staff for work with children and young adults. The stages in arriving at an alternative program for temporarily filling these vacant level two positions included advertising the positions in-house, in local papers and library publications; meeting with the Professional Staff Association to discuss program; and, finally, adopting and advertising the special program to recruit professionals who agree to take library science courses in the Children's or Young Adults' areas. Mr. Kelly expressed confidence that this program "will work" in filling vacancies.

Mr. Kelly announced one contract which had been advertised but was not included in the order of business, a contract for the purchase of snow blowers, lawn mowers, buffers and carpet cleaners. Because each bidder only bid on supplying specific items among this equipment, it was necessary to award it to three out of five bidders. On a motion duly made and seconded, it was

"VOTED: that there be entered into with M. D. Stetson Company, 92 York Avenue, Randolph, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering lawn mowers, snowblowers and floor buffers, as specified in the specifications, at a total sum not to exceed nineteen thousand three hundred forty six dollars and zero cents (\$19,346.00). This total sum is made up of bid items 1 and 3, found in the specifications."

and

"VOTED: that there be entered into with George T. Johnson Company, 141 Middlesex Turnpike, Burlington, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering lawn mowers, snowblowers and floor buffers, as specified in the specifications, at a total sum not to exceed four thousand six hundred forty-two dollars and zero cents (\$4,642.00). This total sum is made up of bid items 2, 8 and 11, found in the specifications."

Minutes of Meeting
Administrative Agency
November 18, 1983
Page Seven

"VOTED: that there be entered into with C&J Lawnmower Service Inc., 474 Main Street, Wilmington, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering lawn mowers, snowblowers and floor buffers and carpet cleaners, as specified in the specifications, at a total sum not to exceed twenty-two thousand eight hundred ninety-four dollars and zero cents (\$22,894.00). This total sum is made up of bid items 4, 5, 6 and 9, found in the specifications."

Several major programs have been sponsored by the Library recently. Mr. Kelly cited Children's Books International and Books in France, co-sponsored with French Cultural Services in Boston as examples.

In response to a question from Mr. Parks on funding for the Library in the state budget, Mr. Kelly clarified the three sources of state monies as Library Incentive Grants, Library of Last Recourse and Eastern Regional funding. Mr. Young asked that Mr. Kelly arrange for legislation to be filed before the first Monday in December, i.e., a resubmission of the Walsh Bill which could be later amended.

Mr. Young announced that the loan order for renovation of the McKim Building has been passed. Suggested that after Monday, November 21, the date when the authorization will be "in full force," that the contract be drafted between the library as an administrative agency and the Trustees as a corporation. It was decided that the public announcement of the loan authorization be deferred.

Mr. Parks read a letter from the Professional Staff Association which called attention to provisions of the Code of Massachusetts Regulations pertaining to libraries receiving state aid and requiring certification of the library director. Mr. Parks indicated that the Board would let requisites for the director's position stand as advertised--that a degree in library science "would be nice but not mandatory."

Further discussion on requisites for the director was initiated by Mrs. Norton. Professor Warner brought the Board up to date on the search process indicating that he would like word of his committee's activities circulated among the senior staff. He indicated that the list of candidates was busily expanding and that the next meeting of consultants would take place on December 6. Ms. Rotagard added to Professor Warner's remarks, indicating that the search committee is "trying to network." She highlighted the present stage in the search process as looking for creative suggestions related to the future of the library and actual names. Mr. Parks concluded with a reminder that the Board has not yet arrived at a procedure for screening the candidates.

There being no other business the meeting adjourned at 5:10 p.m.

.....Secretary Pro Tem

Please read, initial below and return
to the Secretary Pro Tem

Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, December 16, 1983

A meeting of the Trustees as an Administrative Agency was held at 3:40 p.m.

Present at the meeting were Messrs. Parks, Young, Bulger and Mmes. Spring and Goodwin. Also present were Samuel Bass Warner, Jr., Chairman of the Search Committee, and staff and public.

The President, Mr. Parks, presiding.

The minutes of the Regular Meeting of the Administrative Agency held on November 18, 1983 were approved as presented.

The first item of business was authorization to sign payrolls. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1981 Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from January 4, 1984."

Mr. Kelly reviewed "where we stand" in the process of the loan order and extraordinary repairs to library buildings. The process entails three steps: vote by the Public Facilities Commission to delegate their authority to the Trustees, submission of letter of award including copy of this vote to the Mayor, hearing before State Environmental Facilities Agency and subsequently the Trustees undertake the work of restoration through various steps of advertising for bids, awarding of contracts, etc.

Mr. Young further explained the loan order process which gives Trustees control of the execution of the contract subject, of course, to all city regulations related to contracts. Process similar to that involved in the construction of the Johnson building.

Following discussion it was

"VOTED: that there be entered into a non-advertised contract with the Trustees of the Public Library of the City of Boston, a corporation under Chapter 114 of the Acts of 1878 and the City of Boston Library Department, for remodeling, reconstruction and making extraordinary repairs to Library Building, during the period of December, 1983 through December, 1986, at a total amount not to exceed fifteen million dollars and zero cents (\$15,000,000.00)."

Minutes of Meeting
Administrative Agency
December 16, 1983
Page Two

Mr. Parks called on Professor Samuel Bass Warner, Jr. to report on the Search Committee.

Professor Warner reported that the recent visitors hosted by the Trustees and Search Committee were the subject of a report by Gail Rotegard. He received permission to circulate the report among management staff. Mr. Warner indicated that a third group of visitors were planned "to balance off the list"--"interesting people in foundations and elsewhere." He also indicated that a dinner meeting with senior library staff in attendance was planned for Wednesday, January 25, 1984 at 6:30 p.m.

In concluding the discussion, Mr. Parks spelled out the Board's intention to have a Director selected by June.

In other business, Mr. Kelly described a competition sponsored by the Townscape Institute, Inc. One site in which the Institute is interested is West Roxbury Branch, the possible venue for a fountain surrounded by a seating area. It was reported that the Library's Superintendent of Buildings opposes such a plan as a likely source of vandalism. Mr. Doherty described a suggestion voiced by West Roxbury civic leader Alice Hennessey that the neighborhood was interested in doing something else. On a motion duly made and seconded, the Board voted to authorize the Administration to continue dialogue with the neighborhood group.

Mr. Kelly reviewed the National Endowment for the Humanities Learning Library series and their effectiveness in Central and the Branches. He cited the request by the Supervisor of Branches that the series in branches be expanded from three to six branches, adding East Boston, Hyde Park, and Jamaica Plain to the three district libraries. On a motion duly made and seconded, it was voted to expend the additional funding for expanding the series.

Mr. Kelly gave details on a recent visit from Leonard Oliver and Jon Rye Kingborn of the Kettering Foundation and the Domestic Policy Association. The two visitors described the major elements in the National Issues Forum and encouraged the Boston Public Library and Eastern Region to develop such series. Mr. Kelly pointed out that the culmination of these discussion programs emphasizing citizen input will take place at the JFK Library in March 1984 in a joint conference of citizens/policymakers. Mr. Parks suggested that Mr. Kelly write up and distribute a description of what the issues are which the series will consider.

Mr. Kelly noted that in a report by the Boston schools on their relationship with the Boston Public Library, this year was described as the "best year of contact" in a long time between schools and library. The only impediment to the cooperative efforts is the shortage of children's librarians.

Minutes of Meeting
Administrative Agency
December 16, 1983
Page Three

This reference led to a discussion on staffing problems in the Library. Mr. Kelly indicated that the latest pre-professional program may help ease the situation. Other discussion and comment concerned the reasons for vacancies, possible recruitment in other parts of the country, need for comparative examination of salary structures nationwide. The Trustees expressed considerable concern over the pressures which led to cancellation of two library science courses at the University of Massachusetts/Boston. Mr. Kelly was directed to express this concern in a letter to the Massachusetts Board of Regents with a copy to Simmons College.

On a positive note, Mr. Kelly reported a 25% circulation increase in Central and an overall--Central and Branches--circulation increase of 10%.

Mr. Parks cited the importance of library tours for children, an important service which requires adequate staffing in the children's department.

The meeting adjourned at 4:15 p.m.

.....Secretary Pro Tem

Please read, initial below and return
to the Secretary

Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, January 27, 1984

A meeting of the Trustees as an Administrative Agency was held at 4:35 p.m.

Present: Messrs. Parks, Bulger, Young, and Ms. Spring. Also present were Professor Samuel Bass Warner, Jr. and members of the staff.

The President, Mr. Parks, presiding.

The minutes of the Regular Meeting of the Administrative Agency held on December 16, 1983 were approved as presented.

On a motion duly made and seconded the next three items in the Order of Business were approved as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the months of October, November and December, 1983 provided that expenditures from City Appropriation have the approval of the City Auditor.

To City Appropriation

Personal Services	\$1,953,484.29
Contractual Services	185,658.19
Supplies and Materials	1,039,607.80
Books	321,601.64
Current Charges and Obligations	122,581.01
Equipment	<u>77,350.33</u>
Total	\$3,700,283.26

To Trust Funds

Personal Services	-0-
Contractual Services	\$ 2,627.56
Supplies and Materials	418.67
Books	44,517.72
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$47,563.95

Eastern Regional Public Library System:

Books	\$ -0-
Supplies and Materials	10,935.92
Personal Services	<u>185,177.57</u>
Total	\$196,113.49

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the months of October, November and December, 1983 provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$1,953,484.29
Contractual Services	117,031.25
Supplies and Materials	95,629.01
Books	321,601.64
Current Charges and Obligations	48,106.53
Equipment	<u>7,640.00</u>
Total	\$2,543,492.72

To Trust Funds

Personal Services	-0-
Contractual Services	2,627.56
Supplies and Materials	418.67
Books	44,517.72
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$47,563.95

Eastern Regional Public Library System

Books	-0-
Supplies and Materials	\$ 22,571.29
Personal Services	<u>185,177.57</u>
Total	\$207,748.86

4. Authorization to Sign Payrolls:

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1981 Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from February 1, 1984."

Minutes of Meeting
Administrative Agency
January 27, 1984
Page Three

The vote of 16 December 1983 on repairs to the McKim building was amended as follows:

"VOTED: that there be entered into a non-advertised contract with the Trustees of the Public Library of the City of Boston, a corporation under Chapter 114 of the Acts of 1878, as amended, and the City of Boston Library Department, for making extraordinary repairs to the McKim Building at Copley Square, during the period of December, 1983 through December, 1986, at a total amount not to exceed Twelve Million, Three Hundred Thousand Dollars (\$12,300.00)."

Mr. Kelly reported on meetings with the Transition Teams both in Micho Spring's office and in the Library. In response to requests for information on library activities, we have cooperated fully, supplying them with all documents. They expect to report to the Mayor by January 20. In answer to Ms. Spring's query whether anyone had been assigned on the new budget, Mr. Kelly answered in the negative and added that he would try to complete a first draft by next week.

In the area of Staff Development, Mr. Kelly reported on the favorable progress of the Pre-Professional program. It gives personnel a meaningful diversity of experience. Over the next eighteen months the pre-pro's will gain experience in five or six areas, four months in each. Mr. Parks reported on a meeting with Governor Dukakis in which he discussed the recent cancellation of library courses at the University of Massachusetts, Boston. The Governor indicated he would "work on it." Mr. Kelly said that a letter in the Globe clarified the whole matter as a technicality which can be remedied. The out of state instruction (University of Rhode Island) has not been evaluated as to standards adopted since 1976. Once evaluation in terms of the new program is done, the library science program can be put back in place. Mr. Kelly went on to point out the importance of committee service in staff development. He plans to appoint several committees: a Children's Summer Reading Club Committee which will plan programs and activities weekly in July and August, with emphasis on books; an Adult Program Committee which will devise guidelines for all aspects of adult programming and create a community information file; a Magazine Committee to identify, examine, and recommend new periodicals for purchase; a Reference Books Committee to review new titles as well as new editions. Mr. Kelly reported that we need to formalize a whole program to service documents in the City Archives. He has asked a staff person to undertake a program, codifying policies and procedures for a City Archives operation. Ms. Spring added, as part of the Library's staff development program, to see whether we need a full-time cable programmer. She suggested Hubert Jessup as a likely consultant.

Professor Sam Bass Warner, Jr. offered a few formal words on the work of the Search Advisory Committee which he has chaired. Since August, 1983

Minutes of Meeting
Administrative Agency
January 27, 1984
Page Four

the group has "contacted all manner of people" in an ambitious nation-wide net-
working. He has gone over all mail applications and called all advisors.
With this introduction, Professor Warner presented the Trustees with envelopes
containing documentation: a Director's job description, a list of interview
questions, and applicants' resumes (he stressed that names are confidential).
Professor Warner added that members of the Search Advisory Committee would
like to be involved in the interviews. Mr. Parks accepted Professor Warner's
documents with a comment that the Trustees will need to discuss in executive
session the process for selection. Mr. Young agreed on the necessity of
"digesting" all the data, then arranging interviews. He said that it was in
order for the Trustees to express thanks for the work of Professor Warner and
his committee. Mr. Parks added that a formal vote of commendation would be
made at the next meeting.

Elaine McLean, with supportive remarks from Sally Beecher, reported
on the insufficient staffing in the branches, stretched across six day weeks,
well beyond ability to give service. The skeletal state of staffing meant that
branches were unable, for example, to meet the onrush of children or students
needing reference help. Discussion followed on funded and unfunded positions.
There are ten funded, unfilled positions which would still not be sufficient.
Mr. Kelly indicated that we would need 30-40 people to bring staffing up to a
point where it is not skeletal. Other discussion at the point focussed on the
need for the Library to become competitive; the low position (no. 13) of the
Boston Public Library in comparison with salary schedules of 14 major libraries;
and the possibilities of recruiting other personnel--temporary, part-time, and
non-professional. Mr. Parks urged that a program of additional recruitment
be put together.

Brief discussion centered on book ordering for branches, problems
and systems.

The meeting adjourned at 5:00 p.m.

.....Secretary Pro Tem

Please read, initial below and return
to the Secretary

_____ Trustee

EXECUTIVE SESSION

The meeting went into Executive Session at 4:30 p.m.

Mr. Kelly described an altercation between a Balco employee working in the Library and staff and management of the Ideal Diner, a restaurant which backs on Blagden Street. It seems that on December 1, personnel exited the Library after a pre-Christmas party in the Library's Carpenter Shop. Obscenities and a bottle were reported to have been hurled at an employee of the Ideal Diner and a window of the restaurant was broken. Mr. Kelly gave in detail the subsequent events including the fact that the case against the Balco employee was dismissed by the judge in the East Boston Court. The point Mr. Kelly stressed was that the situation has been increasingly exaggerated, most recently by the printing of a letter from one of the owners to Brian McNaught, liaison to the gay community in City Hall--the letter was printed in large type on the front page of New England Connection, a gay newspaper. Mr. Kelly concluded with the observation that there appeared to be nothing more to do about an affair that had been much magnified, but he wanted the Trustees to be totally aware of the details.

In another personnel matter, Mr. Young said that he had met with Maury Bromsen to discuss his plans to move much of his collection to the Library as well as bequeath his estate. Mr. Bromsen has retained Louis Hallem of Hale & Dorr to handle the legal details. Mr. Young said that "it will take some time to get there," but things are going well.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, February 24, 1984

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 3:50 p.m.

Present at the meeting were Mr. Parks, Mmes. Spring and Goodwin and members of the staff and public.

The President, Mr. Parks, presiding.

The minutes of the Regular Meeting of the Administrative Agency held on January 27 were approved as presented.

At 3:51 p.m. on a motion duly made and seconded, it was voted to go into Executive Session on a personnel matter.

The meeting was opened again at 5:05 p.m.

On a motion duly made and seconded the approval of action taken on the next two items of business was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of January, 1984 provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$740,471.28
Contractual Services	15,473.60
Supplies and Materials	3,846.99
Books	5,303.29
Current Charges and Obligations	513.76
Equipment	<u>67,540.90</u>

Total \$833,149.82

To Trust Funds

Personal Services	-0-
Contractual Services	956.55
Supplies and Materials	-0-
Books	41,976.01
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>

Total \$42,932.56

Eastern Regional Public Library System

Books	-0-
Supplies and Materials	1,523.65
Personal Services	<u>61,171.59</u>

Total \$62,695.24

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of January, 1984, provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$740,471.28
Contractual Services	60,254.49
Supplies and Materials	30,150.55
Books	5,303.29
Current Charges and Obligations	56,239.00
Equipment	<u>25,639.00</u>
Total	\$918,057.61

To Trust Funds

Personal Services	-0-
Contractual Services	956.55
Supplies and Materials	-0-
	41,976.01
	-0-
	<u>-0-</u>
Total	\$42,932.56

Reserve For Encumbrance, FY-83 \$3,034.00

Eastern Regional Library System

Books	-0-
Supplies and Materials	\$12,248.36
Personal Services	<u>61,171.59</u>
Total	\$73,419.95

On the next item of business, authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1981 Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from February 20, 1984."

In the Award of contracts, on a motion duly made and seconded, it was

"VOTED: that there be entered into with Arcon Coating Mills, Inc., 3607 New Street, Oceanside, New York 11572, the lowest responsible and eligible bidder in the public bidding, a contract for supplying and delivering library binding endpapers, as specified in the specifications, at a total cost not to exceed two thousand eight hundred four dollars and eighty-six cents (\$2,804.86)."

and

"VOTED: that there be entered into with Blake and Rebhan Co., 420 "D" Street, Boston, Massachusetts 02210, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering sealing tape as specified in items 1, 2, 3 and 4 of the contract at a total cost not to exceed four thousand thirty-six dollars and thirty-two cents (\$4,036.32)."

and

"VOTED: that there be entered into, without public advertising, with Gilbert Small & Co., Inc., 1391 South Street, Needham Massachusetts, a service agreement for the examination of building levels at one Central Library Building (Johnson) during the period July 1, 1984 through June 30, 1985, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said agreement."

and

"VOTED: that, without public advertising, there be entered into with Inforonics, Inc. 550 Newtown Road, Littleton, Massachusetts, a contract for supplying and delivering MARC II catalog products and services during the period July 1, 1984 through June 30, 1985, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

and

"VOTED: that, without public advertising, there be entered into with Balco, Inc., 60 Charlemont Street, Newton, Massachusetts, a contract for the operation and servicing of heating, ventilating systems and equipment, as well as plumbing systems, throughout the Library System during the period July 1, 1984 through June 30, 1985, at a total cost not to exceed one hundred ninety-eight thousand three hundred sixty-two dollars and sixty-four cents (\$198,362.64)."

and

"VOTED: that without public advertising, there be entered into with Marketechs Inc., 418 Linden Street, Wellesley, Massachusetts, a contract for the rental and maintenance of computer terminals during the period July 1, 1984 through June 30, 1985, at a total cost not to exceed twenty-nine thousand five hundred dollars and no cents (\$29,500.00)."

and

"VOTED: that, without public advertising, there be entered into with Pinkerton's, Inc., 100 Church Street, New York (a firm also having offices at 116 Lincoln Street, Boston, Massachusetts) a contract for guard and patrol service at the Central Library Building during the period July 1, 1984 through June 30, 1985 at bid price of \$7.29 for each hour of guard and patrol protection by such operator."

In the next order of business, on a motion duly made and seconded, it was

"VOTED: to extend thanks and commendation from the Trustees to Professor Sam Bass Warner, Jr. and the Search Advisory Committee for their significant efforts in planning and implementing the various phases in the search for a Director of the Boston Public Library. The contributions of Professor Warner in this process were unstinting in volunteered time and effort."

Mr. Kelly gave the Trustees copies of a preliminary budget. He pointed out that Programs 1 and 2 were in the range of the FY84 budget. The increased provisions of Program 2 would allow the Library to make considerable impact on staffing in branch libraries. As a result of the proposed funding increases, each branch would have at least two professionals or one professional and one pre-professional. This budget would also insure a children's librarian in each neighborhood and each district branch. This Budget request provides for a total of 581 staff members compared with last year's request for 554. Mr. Kelly noted

Minutes of Meeting
Administrative Agency
February 24, 1984
Page Five

that greater emphasis in this budget is on staffing of branches and General Library which would substantially improve the levels of service. In response to Mr. Park's query on how many new positions are provided for, Mr. Kelly indicated a total of 35 professionals and pre-professionals. Mr. Kelly added that this staff complement would bring us to the level of eight years ago. Mr. Kelly went on to explain that the Library has not yet received budget guidelines, that the actual budget process of the city has not yet commenced. The budget he passed out to the Trustees is a draft, in anticipation of the next process. Mr. Parks noted that the Trustees will want to receive Mr. Young's input.

Mr. Kelly reported on the status of branch maintenance and repair, calling attention to the considerable problems of glass breakage as a result of vandalism. He noted that the Library is up to date in maintenance of branches, that glass repair work has been completed, that South Boston Branch glass remains to be replaced by glass brick, that Parker Hill, West Roxbury, Connolly, and part of the East Boston have been repainted, and that Orient Heights has been refurbished completely with Druker funds. The Loan Order will be used for air conditioning of twelve branches and for three branch roofs.

On the matter of naming a Selection Committee for the McKim Building restoration, Mr. Parks suggested that he meet with John Doherty and come up with 1) a list of potential appointees to the Committee, and 2) a paper list of objectives and guidelines.

In other business, Mr. Kelly gave background on Alexandre Vattemare, the Frenchman who was a major force in the beginnings of the Boston Public Library and other libraries. The State Library wishes to transfer its Vattemare holdings to the Boston Public Library and the collection is obviously of interest for historic reasons. Ms. Spring suggested that Board member Bulger might accept the collection for the Library.

Mr. Kelly announced that three terminals are about to be installed with access to new databases published by H. W. Wilson.

Ms. Spring indicated approval of the Director's reference in his Briefing sheet of meetings with the Boston Community Access and Programming Foundation, Inc. Mr. Kelly added that there was strong cooperation from Hubert Jessup and that the Library planned to move ahead in three areas: children's story hours, silent films, and the General Library's book discussion group. The film series needs a wraparound script; the children's story hours would be enhanced by a neighborhood introducer and by the inclusion of ethnic stories. Mr. Kelly added that Jessup will help the Library identify equipment for a level of professional quality videotaping in the Lecture Hall.

Discussion followed on the James Michael Curley chair presently in the Rare Book Department. It was agreed that at some future appropriate event the Library would give the chair to Mayor Flynn.

Minutes of Meeting
Administrative Agency
February 24, 1984
Page Six

A member of the Friends of Jamaica Plain Library and Save Our Library asked permission to address the Trustees, at the same time distributing copies of the report on the Library by Mayor Flynn's Transition Team. In response to her various questions, Mr. Parks noted that the Trustees have reached a point in the search for a Director process of interviewing "potential candidates"--with five in that category; that the recommendations of the Search Advisory Committee can be made public (excluding names and reference to candidates); that minutes of Trustees meetings are available through the office of the secretary/Clerk. Discussion moved to staffing shortages and the possibility of job sharing. Mr. Kelly indicated that as soon as we "get a feeling on the budget," we shall undertake an intensive recruitment program. In response to a question from Mr. Parks on scholarships for library school students, Miss Moorachian and Mr. FitzPatrick explained that the City's Tuition Reimbursement Program had been curtailed for the second semester.

The meeting adjourned at 5:38 p.m.

.....Secretary Pro Tem

Please read, initial below and return
to the Secretary

-----Trustee

Minutes of Meeting
Administrative Agency
March 22, 1984
Page Two

To City Appropriation

Personal Services	\$602,776.15
Contractual Services	47,686.41
Supplies and Materials	39,429.85
Books	125,883.44
Current Charges and Obligations	19,903.42
Equipment	<u>69,290.33</u>
Total	\$904,969.60

In his presentation on the awarding of contracts Mr. Kelly pointed out that, consistent with published specifications, the two contracts--each with multiple components--were split so that awards went to low bidders.

On a motion duly made and seconded, it was

"VOTED: that there be entered into with Micrographic Systems Inc., 96 Federal Avenue, Quincy, Massachusetts the first low eligible and responsible bidder in the public bidding, a contract for supplying and delivering lamps and bulbs for microtext equipment and audio-visual equipment as specified in the specifications under items numbered 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 15, 17, 18, 19, 20, 21, 23, 24, 25, 26 and 28, at a total cost not to exceed eleven thousand two hundred seventy dollars and forty cents (\$11,270.40);

and
further

VOTED: that there be entered into with Wagon Photo Sales, Inc., 125 Library Street, Chelsea, Massachusetts the next low eligible and responsible bidder in the public bidding, a contract for supplying and delivering lamps and bulbs for microtext equipment and audio-visual equipment as specified in the specifications under items numbered 1, 4, 13, 14, 16, 22 and 27, at a total cost not to exceed ten thousand sixty dollars fifteen cents (\$10,060.15)."

and

"VOTED: that there be entered into with Delta Elevator Service Corp., 50 North Beacon Street, Allston, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for maintenance and servicing of elevators throughout the Library System during the period July 1, 1984 through June 30, 1985 at a total cost not to exceed seventeen thousand six hundred forty dollars and no cents (\$17,640.00), with the (Official's) option for renewal on July 1, 1985 and July 1, 1986, at bid price."

A meeting of the Trustees as an Administrative Agency was held in the Trustees Room at 10:14 a.m.

Present at the meeting were Messrs. Parks, Bulger, Young, and Ms. Spring, Trustees.

The President, Mr. Parks, presiding.

The minutes of the Regular Meeting of the Administrative Agency held on February 24, 1984 were approved as presented.

In the next order of business, on a motion duly made and seconded, the approval of action taken on expenditures for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of February 1984, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$602,776.15
Contractual Services	12,802.35
Supplies and Materials	5,349.43
Books	125,883.44
Current Charges and Obligations	1,939.71
Equipment	<u>27,536.00</u>
Total	\$776,287.08

Eastern Regional Public Library System

Books	-0-
Supplies and Materials	701.33
Personal Services	<u>48,322.35</u>
Total	\$49,023.68

On a motion duly made and seconded, the approval of action taken on payment of bills for services and supplies was confirmed as follows:

Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of February 1984, provided that payment of bills from City Appropriation have the approval of the City Auditor:

Minutes of Meeting
Administrative Agency
March 22, 1984
Page Three

There was a brief discussion on why we receive so few bids. Mr. Kelly explained that the problem is the reluctance of some firms "to do business with the city." He pointed out that we do remind appropriate firms of our invitations for bid proposals.

Next, in authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from March 21, 1984."

Mr. Kelly provided an update on building repairs and maintenance. He noted the fine performance of the Library's own staff in the Buildings Department, but pointed out the role of the Public Facilities Department in the Library's buildings programs. He amplified the problems with Grove Hall and Charlestown Branches. The branches, under construction and maintenance control of Public Facilities, have had problems since their construction in 1970, Grove Hall in terms of roof, lighting, and carpeting; Charlestown in terms of wallboard in rear wall which is penetrable by pencils. Discussion followed on the legality and possibility of transferring the maintenance responsibility from Public Facilities to the Library. This year, Mr. Kelly pointed out, Public Facilities has included \$244,000 in its budget for Library repairs. Mr. Doherty added that if the Library administered its own maintenance with that sum, "we would be in first class condition." Mr. Kelly noted that we have identified Library's maintenance/repair needs, also the importance of a new branch building in the Savin Hill area. As a result of more discussion, it was agreed that Mr. Kelly should draft a full list of the Library's maintenance and repair needs for possible funding under a proposed \$50 - 60 million bond issue. In addition, the Board agreed that the Library should investigate possible ways to clarify our relationship with the Public Facilities and possibly, to assume responsibility for Library buildings.

In other business Mr. Kelly presented the Eastern Region budget which is drawn up by the Eastern Region administrator with various committees. It was voted to accept the budget, and it was agreed that at a future time the Board would examine and discuss the budget in depth.

Minutes of Meeting
Administrative Agency
March 22, 1984
Page Four

Mr. Young reminded Mr. Kelly that, for his budget submission, there should be an additional 6% increase included--5% to cover prospective wage settlements, 1% for other items--all this will mean an addition of slightly under \$1 million.

Mr. Kelly described a meeting with two members of the Massachusetts Higher Education Assistance Corporation on locating an Education Information Center in the Library, approximately 1,600 square feet. The Center will provide staff, materials and workshops in support of a clearing house on information on post-secondary education and financial aid opportunities as well as career guidance. The Board noted the appropriateness of the group's objectives to the Library's services. On a motion duly made and seconded the Board voted to approve Mr. Kelly's proceeding on arrangements to have the Education Information Center within the Library.

The meeting adjourned at 10:56 a.m.

.....Secretary Pro Tem

Please read, initial below and return
to the Secretary

Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, April 5, 1984

A meeting of the Trustees as an Administrative Agency was held in the Trustees Room at 10:58 a.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, Luthin, members of the staff and public.

Presiding was William M. Bulger, President pro tem.

It was voted to move into Executive Session for discussion of a personnel matter, the selection of a new Director.

The meeting was re-convened at 11:53 a.m.

Noting that the most important vote which they will cast for the City of Boston and the Library itself may well be the vote for the selection of the next Director of the Boston Public Library, on a motion duly made and seconded, it was

"VOTED: that the Board of Trustees constitute itself as a Committee of the Whole, charged with the search for a Director, reviewing completely all that has been done and moving forward in the search process, with a target date of January 1, 1985 for selection of the Director; and, in order to develop a search process appropriate to the Library, to consult with other libraries and great institutions which have conducted successful searches for leadership positions."

The Trustees completed their planning on the next Trustees' meeting, scheduling it for the Hyde Park Branch, Saturday, April 28, 1984 at 2:00-3:00 p.m. The agenda will include, among other things, the report by members of the Community and Social Services Task Force of the Transition Team. The Trustees requested that press releases be issued immediately on the Trustees' decision on the search process and the meeting at Hyde Park.

Next, the Trustees turned their attention to Library contracts. A question was asked if all the contracts to be considered were with public bidding. Mr. Kelly replied that three of the four contracts were to be awarded to the lowest bidder in public bidding, and that the fourth contract represented the second year of a three-year contract, technically without public bidding after the first year, with option for renewal for the next two years. Mr. FitzPatrick pointed out that the contract with Pinkerton's for this year was at the same rate as last year. Mr. Kelly said that the Library is satisfied with the performance of Pinkerton's. On the matter of security, a Trustee reported how his son was "hassled by kids" in the auditorium of the Johnson Building. Mr. Kelly agreed that there was ongoing concern about security in branches and Central and he planned to discuss it later.

On a motion duly made and seconded, it was

"VOTED: that there be entered into with the Dowd Company, Inc., 90 Commerce Way, Woburn, MA, the first low eligible and responsible bidder in the public bidding, a contract for supplying and delivering janitorial miscellaneous supplies as specified in the specifications under items numbered 4, 9, 10, 14, 15, 17, 26 and 29, at a total cost not to exceed two thousand four hundred sixty-nine dollars and two cents (\$2,460.02);

and
further

VOTED: that there be entered into with the Edison Chemical Company Inc., 71 Amory Street, Boston, MA, the next low eligible and responsible bidder in the public bidding, a contract for supplying and delivering janitorial miscellaneous supplies 1, 3, 7, 8, 12, 13, 16, 18, 19, 20, 21, 25, 27 and 28, at a total cost not to exceed three thousand ninety-two dollars and sixty five cents (\$3,092.65)."

and

"VOTED: that there be entered into with Johnson Paint Co., Inc., 355 Newbury Street, Boston, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering painting supplies as specified in the specifications under items 1 through 11, at a total cost not to exceed three thousand five hundred ninety-nine dollars and ten cents (\$3,599.10)."

and

"VOTED: that there be entered into with Doherty Blacker and Shepard, 11 Gerard Street, Boston, Massachusetts 02129 the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering lumber supplies and materials, as specified in the specifications, with the exception of item 56, at a total sum not to exceed five thousand two hundred sixty-nine dollars and fifty-nine cents (\$5,269.59)."

and

Minutes of Meeting
Administrative Agency
April 5, 1984
Page Three

"VOTED: that, without public advertising, there be entered into with Pinkerton's Inc., 100 Church Street, New York, New York (a firm also having offices at 116 Lincoln Street, Boston, Massachusetts), a contract for Guard and Patrol Service at the Central Library Building during the period July 1, 1984 through June 30, 1985, at a bid price of \$7.29 for each hour of guard and patrol protection by each operator."

Next Mr. Kelly described the computerization of library processes: cataloging, acquisition, ordering, and circulation; but the circulation system, now in Central and three branches, is old. "This is a very timely area to move in." Mr. Kelly proposed that the Library invite proposals for a turnkey system to extend computerized circulation control to all branches. The present system runs on leased hardware; he reported that the Library has notified the vendor that the Library will not renew. The capabilities of a circulation system are to keep track of all transactions related to the circulation of books, automatic notices, maintenance of current files of overdue books, record of delinquent borrowers. Mr. Kelly noted that this major functional operation contributes significantly to delivery of services and that the Library can avoid problems and guarantee having effectiveness if we update the system. The present lease costs \$166,000 for hardware. The system Mr. Kelly is proposing might cost less. The Budget Director thinks that the new system perhaps should be bought from the capital budget the city is working on. Mr. Kelly indicated that he will send a report to the Trustees on the new system and will discuss it by phone.

Considerable attention was focused on the security of Library materials from the time of delivery to the building through the processing stages. Questions were asked about the route of such materials, the staff responsible, the controls. It was requested that Mr. Kelly provide the Trustees with a page or two on the problem. Mr. Kelly suggested that the Trustees might welcome a walk-through of the book preparation area. On the matter of paperbacks, Mr. Kelly indicated that they were not cataloged and "prepared"--only assigned a general number and placed on the browsing shelf. The cost (selection, ordering, processing, etc. of books) is expensive, \$35 per book.

In response to the managing of computerization in the Library, Mr. Kelly described how the process started in 1969, that the Library had completed circulation control when the General Library opened in 1972 and that he has been in charge of computerization since that time. We were the first major library to be automated. We are now, he added, (with respect to the Circulation System) "embedded in early, obsolescent technology. Our first system, IBM, has been subsequently upgraded but requires ongoing maintenance. Mr. Kelly pointed out that we have good cataloging and acquisition programs with positive impact on cost-effectiveness and service benefits, but we need to make progress in circulation control.

Minutes of Meeting
Administrative Agency
April 5, 1984
Page Four

At this point in the meeting which had lasted far longer than anticipated, Mrs. Goodwin and Mr. Bulger left because of other pre-existing engagements.

After discussion of various library journals as sources of current professional information for the Trustees, on a motion duly made and seconded, it was

"VOTED: to obtain membership in the American Library Association, such membership to include the journal of the Association, American Libraries, and affiliation with the A.L.A. trustees group."

The meeting adjourned at 12:32 p.m.

.....Secretary Pro Tem

Please read, initial below and return
to the Secretary

_____Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Saturday, April 28, 1984

A meeting of the Trustees of the Public Library as an Administrative Agency was held at Hyde Park Branch Library at 3:15 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines and Luthin, members of the staff, members of the Friends of the Hyde Park Branch and other Hyde Park organizations, various other branch library Friends groups, Peter Welch of the Public Facilities Department, Robert Consalvo of the Mayor's Office, and other members of the public, and staff. Mrs. Goodwin was absent for a family medical emergency. Mr. Bulger, President pro tem, presiding.

The Minutes of the Regular meeting of the Administrative Agency held on April 5, 1984 were approved.

Mr. Kelly explained the next two items on the order of business: expenditures for services and supplies is a vote for confirmation of payments already made; approval of payment is a vote for confirmation of commitments or encumbrances. Following this explanation, on motions duly made and seconded, it was

"VOTED: to authorize expenditures for services and supplies to be charged as follows for the month of March 1984, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$611,811.83
Contractual Services	1,067.28
Supplies and Materials	7,101.46
Books	116,968.62
Current Charges and Obligations	-0-
Equipment	-0-
Total	\$736,949.19

To Trust Funds

Personal Services	-0-
Contractual Services	-0-
Supplies and Materials	-0-
Books	49,371.44
Current Charges and Obligations	-0-
Equipment	-0-
Total	\$49,371.44

Eastern Regional Public Library System:

Books	-0-
Supplies and Materials	10,636.52
Personal Services	49,901.70
Total	60,538.22

and

VOTED: to authorize payment of bills for services and supplies charged as follows for the month of March 1984, provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$611,811.83
Contractual Services	86,715.14
Supplies and Materials	52,391.98
Books	116,968.62
Current Charges and Obligations	333,008.52
Equipment	<u>20,563.00</u>
Total	\$1,221,459.09

To Trust Funds

Personal Services	-0-
Contractual Services	-0-
Supplies and Materials	-0-
Books	49,371.44
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
Total	\$49,371.44

Eastern Regional Public Library System:

Books	-0-
Supplies and Materials	9,521.60
Personal Services	<u>49,901.70</u>
Total	\$59,423.30

The next item, Authorization to Sign Payrolls, on a motion duly made and seconded, was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from April 18, 1984."

Discussion on the four contracts to be awarded with public bidding centered on why there was only one bidder in the supplying and delivering of rock salt and calcium chloride. Mr. Moloney noted that the Trustees must be assured that there is fair competition in the awarding of contracts. The Trustees prepared to vote on all four of the contracts pending telephone review by the Board after Mr. Kelly has consulted with Mr. Fitzpatrick on details of the advertising of the invitation to bid on the rock salt contract. Then, on a motion duly made and seconded, it was

"VOTED: that there be entered into with American Air Filter, 420 Washington Street, Suite 303, Braintree, Massachusetts 02184, the lowest eligible, responsible and responsive bidder in the public bidding, a contract for supplying and delivering air filtration filters as specified at a total cost not to exceed three thousand one hundred sixty-nine dollars and seventy-two cents (\$3,169.72)."

and

"VOTED: that there be entered into with the W. H. Shurtleff Company, One Runway Road, South Portland, Maine 04116, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering rock salt and calcium chloride as specified at a total cost not to exceed two thousand eight hundred twenty-five dollars and no cents (\$2,825.00)."

and

"VOTED: that there be entered into with Information Technology, Inc. 220 Reservoir Street, Needham, Massachusetts 02194, the lowest, eligible, responsible, and responsive bidder in the public bidding for the items specified, a contract for supplying and delivering microfilm reader/printer paper and toner as specified in the specifications at a total cost not to exceed six thousand three hundred dollars and no cents (\$6,300.00)."

and

"VOTED: that there be entered into with Coverall Service Co., Inc., 73 Addison Street, East Boston, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for the rental of miscellaneous uniforms during the period July 1, 1984 through June 30, 1985 at prices per unit as follows:

Two (2) shirts, two (2) pants per man	\$2.10 per week
Two overalls (per)	\$1.50 per week
Two dresses (per)	\$1.50 per week

The Board then turned its attention to the next two contracts without public bidding. On a motion duly made and seconded, it was

"VOTED: that, without public advertising, there be entered into with International Business Machines Corporation, a corporation having a place of business at Armonk, New York and at 400 Wyman Street, Waltham, Massachusetts, a contract for the maintenance of certain data processing equipment during the period July 1, 1984 and June 30, 1985, the total amount thus paid to be subject to the terms, agreements, and conditions set forth in said contract."

and

"VOTED: that, without public advertising, there be entered into with International Business Machines Corporation, a corporation having a place of business at Armonk, New York, and at 400 Wyman Street, Waltham, Massachusetts, a contract for rental of certain data processing equipment during the period July 1, 1984 and June 30, 1985, the total rental thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

In the matter of the contracts with International Business Machines Corporation, Mr. Kelly pointed out that the Library will be renting month to month while the Library makes a transition to a new system. Mr. Moloney ascertained that the contract provides for cancellation with thirty days notice. He asked that, given the size of the expenditures to be involved in the new circulation system, the Boston Public Library should maximize the possibilities of compatibility with other library systems in Massachusetts.

The next contract without public bidding was at the same price as last year with the option of the Official to renew at the previous year's price. On a motion duly made and seconded, it was

"VOTED: that, without public advertising, there be entered into with Auto-Graphics, Inc., 751 Monterey Pass Road, Monterey Park, California a contract for the rental and maintenance of certain microfiche readers for the Research Library catalog system as specified in the specifications, during the period July 1, 1984 through June 30, 1985, at a total cost not to exceed fifty-four thousand six hundred dollars and no cents (\$54,600.00),"

On a motion duly made and seconded, on behalf of the Eastern Massachusetts Regional Library System, it was

"VOTED: that there be entered into a lease agreement with the Trustees of the Hyannis Public Library Association Inc. for the rental of premises located at 401 Main Street, Hyannis, Massachusetts for the period July 1, 1984 through June 30, 1985 at a monthly rate of eight hundred five dollars (\$805.00);

Minutes of Meeting
Administrative Agency
April 28, 1984
Page Five

and

VOTED: that Liam Kelly, Acting Director, be, and hereby is authorized to make from time to time, as specified in said lease agreement, with the Trustees of the Hyannis Public Library, monthly payments as prescribed in said lease agreement."

Mr. Kelly gave a brief overview of the Budget for 1984/1985 which has been acted on by the Mayor's Office. It is level-funded at \$12.01 million in respect to the present year. Mr. Kelly expressed hope that it will get through City Council, acknowledging support of the Trustees. Most city departments, he pointed out, received cuts. No dates have yet been received on hearings. Mrs. Luthin reminded Mr. Kelly to feel free to call on Trustees during the budget process. Mr. Bulger noted that Library had originally requested \$14.8 million, so that level funding means that budget is down by more than \$2 million.

Mrs. Nancy H. Hannon, President of the Hyde Park Historical Society, asked if any painting of exterior was planned, also that the spot on the ceiling indicated a possible leak in the roof. She also asked about keeping branches open beyond 8:00 p.m. to accommodate meetings. Discussion followed on how later hours required more money and staffing. Mr. Moloney pointed out that everyone wants the Library to get back to the historic formula of the Library's receiving 3½% of the City's budget.

The President of the Lower Mills Friends asked if there were plans to repair broken window and leaking roof at the Lower Mills Branch. Mr. Moloney noted that the repairs would be discussed shortly,

In a continuing discussion on staffing, Mr. Kelly pointed out that the question of staff levels in branches is the function of branch administration in terms of funds available. Miss Moorachian, Supervisor of Branch Libraries, announced that "we have examined what staff is needed," and several positions will be announced next week. In response to a statement by a library assistant at West End Branch, Miss Moorachian noted that one of the positions to be filled is at that branch. Answering Mr. Bulger on the higher number of positions contemplated, Mr. Kelly said that thirty-seven new positions were needed to bring the level of staffing up to the point of day to day coverage with flexibility to cover absences. Such is not possible now.

Mrs. Luthin asked if any progress has been made in finding professional librarians, for example, a children's librarian for Jamaica Plain and Connolly. Miss Moorachian said that contacts have been made and that announcement of positions will be made shortly for both professionals and non-professionals. Mr. Kelly noted that the Library has been actively trying to recruit professionals for the past nine months and has recruited some, but not enough. The Library has advertised in local papers and professional journals. He described the new pre-professional program to develop in-house expertise. Nine people are in the

the program now, but it needs expansion. Last month Ron Brown, Supervisor of General Library, visited two library schools with enough success to encourage Library to visit others. He has asked Rosalie Lang, Assistant Director for Personnel, to visit schools in Georgia, North Carolina, and Pennsylvania. In the future, we plan to "visit targeted schools for the purpose of ongoing recruitment." Mr. George Perry, a leader in the Hyde Park community, suggested to Mr. Kelly that, in addition to going out across the country for recruitment, the Library should go out across Boston, that we encourage our own young people to become librarians. Mr. Kelly agreed. He pointed out that the present trend in library school education is a move away from public service librarianship to information technology. Mrs. Satut asked how library assistants can afford to take courses at \$900 a course at Simmons. Miss Moorachian noted that several pre-professionals are taking courses at University of Massachusetts/Amherst and at University of Rhode Island. In further discussion, it was agreed that Trustees urge the State Regents to move to reestablish courses at University of Massachusetts/Boston, that we look into alternatives for keeping people up to date in library education. George Embleton, President of the Library's AFSCME Union, reminded the group that the means of paying for education was in place in the form of the City's Tuition Reimbursement Program in the amount of \$100,000. He said that we need assurance from Administrative Services that the sum be left alone for its intended use, not transferred. Mr. Embleton said that Library staff members in the past have been the largest users of the funding when it has been available, using from \$30-40,000.

In the matter of repair and maintenance of library buildings Mr. Kelly indicated that approval to reallocate some of the Loan Order moneys allocated to Charlestown would mean that Public Facilities should be able to do most major capital repairs to branch library buildings: the amount of \$300-500,000 should be adequate for all such repairs. In response to questions from the public, Mr. Kelly cited repairs listed for Hyde Park and Lower Mills. Mr. Moloney reminded the group that the money was for capital improvements whereas some necessary repairs may come under library maintenance. Mr. Kelly said that additional money will be appropriated for Public Facilities operations in branches, something like \$200,000. Peter Welch of the Department of Public Facilities announced that his department has entered into a cooperative agreement with the Boston Public Library.

Mr. Doherty reported briefly on the meetings which he and Mr. Kelly, Mrs. Luthin, and Mr. Moloney had with James Hart, Director of Public Facilities. Initially, said Mr. Doherty, the Library had the idea of the Library's handling repair and maintenance of Library buildings. As a result of a second meeting with Mr. Hart and his staff, "we got a commitment." The Library will set priorities of repair and Public Facilities will carry them out, appointing a project manager with responsibility for all library buildings. Following this presentation by Mr. Doherty, on a motion duly made and seconded, it was

Minutes of Meeting
Administrative Agency
April 28, 1984
Page Seven

"VOTED: that there be a reallocation of money of the Loan Order Authorization from the Charlestown Service Building to branch library repairs in an amount not to exceed \$500,000."

Senator Bulger praised the new members of the Board of Trustees for their show of initiative in our intentionally cumbersome system of dealing with public matters in government as a protection against tyranny. The Trustees, he said "have rolled up their sleeves" and gotten down to work. He thanked the faithful administration of the Library. He joined Mrs. Gaines in thanking the community friends groups and also the people in attendance at the meeting. "It bodes well for the future," he added. "The Library needs an articulate constituency at a time when there is so much competition for funding."

The meeting adjourned at 4:17 p.m.

.....Secretary pro tem

Please read, initial below and return
to the Secretary

_____ Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Monday, May 7, 1984

The Annual Meeting of the Trustees of the Library as an Administrative Agency was held in the Trustees Room of the McKim Building at 11:24 a.m.

Present were Trustees Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin. Also present were Mrs. Bettina Norton, Vice Chairperson of the Examining Committee with committee members Mrs. Alice Hennessey and Mrs. Frances Howe; Mr. Peter Wick of the Associates of the Boston Public Library; also, representatives of various Friends groups and staff of the Library.

The first order of business was the election of officers. On a motion duly made and seconded, Kevin F. Moloney was nominated for President. No other nominations were made. In viva voce Mmes. Gaines, Goodwin, and Luthin and Mr. Bulger voted for Mr. Moloney, who was declared elected President.

On a motion duly made and seconded, William M. Bulger was nominated for Vice President. No other names were placed in nomination. In viva voce Mmes. Gaines, Goodwin, and Luthin and Messrs. Bulger and Moloney voted for Mr. Bulger. Mr. Bulger was declared elected Vice President.

In the election of Secretary pro tem Jane Manthorne was placed in nomination and was elected viva voce by Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin.

In the matter of enabling votes, on a motion duly made and seconded, it was

"VOTED: that any member of the Board of Trustees be, and hereby is, authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the Library";

and,

"VOTED: that we, the Trustees of the Boston Public Library, having appointive authority over the Civil Service personnel at the Library, do appoint one of our members, Kevin F. Moloney, Trustee, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

and,

FURTHER VOTED: that in the event of the unavailability of Kevin F. Moloney, William M. Bulger, Trustee, is hereby authorized to conduct the above-mentioned hearings, this power to be valid only until the expiration or appointment of any member of this Board."

Minutes of Annual Meeting
Administrative Agency
May 7, 1984
Page Two

In reference to the preceding vote, Mr. Kelly pointed out that on occasion the Trustees are required to hold Civil Service hearings and that, in compliance with the law, the Library cannot initiate termination proceedings against a Civil Service employee without a hearing.

In the next item of business, on a motion duly made and seconded, Jane Manthorne was nominated to serve as Secretary of Committees. In viva voce Messrs. Bulger and Moloney and Mmes. Gaines, Goodwin, and Luthin voted for Jane Manthorne, who was declared elected Secretary of Committees.

In the matter of routine operating procedures, on a motion duly made and seconded, it was

"VOTED: that until the next annual meeting, Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Jane Manthorne, Secretary pro tem, be, and hereby is, authorized to act on behalf of the Trustees in the administration of the personnel procedures of the Library up to, but not including, the level immediately below that of the Director, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation";

and,

"VOTED: that, until the next annual meeting, Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1984-85 budget allowance, but in no case exceeding those in the budget estimates for the fiscal year 1984-85, as shall be approved by the Board of Trustees, said payments to be reported to the Board at the next regular meeting for confirmation";

and,

"VOTED: that, until the next annual meeting, the President, Vice President, the Acting Director, and the Secretary of the Trustees pro tem be, and hereby are, authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City and any and all communications in connection with the award of contracts as voted or recommended to be so voted."

Mr. Kelly paid tribute to the performance of the Library staff in the past five years and in this year of transition. "The staff," he said,

Minutes of Annual Meeting
Administrative Agency
May 7, 1984
Page Three

"does a tremendous job"--what we don't see in the press. Mrs. Gaines added that in the razzle-dazzle of the New York Public Library's press coverage the problems having to do with the internal running of that library are not addressed.

In conclusion, Mr. Moloney quoted from the booklet on the Boston Public Library by poet David McCord: "The Boston Public Library is successful, efficient, and respected largely because the dozens of men and hundreds of women responsible for its many services are dedicated workers They care for the good name of the first great public library in the country and the good will of the citizens who use it and whose property it remains." Mr. Moloney noted that later in the booklet Mr. McCord wrote, "But librarians alone do not make a public library. The Trustees, if they are wise, patient, and occasionally daring, have much to do with it."

Mrs. Goodwin suggested that it would be appropriate to have an overall function with the staff, a means for them to get acquainted with the Trustees.

Mrs. Goodwin inquired as to what percentage of the proposed FY85 City budget is the Library's present level-funded budget. Mr. Kelly answered that it is 2.8%. Mr. Kelly pointed out that the percentage had started decreasing before the cutbacks of Proposition 2½. Pre-2½, the Library had always tried to maintain services by unpublicized internal efforts. Mr. Kelly went on to note that "2½" actually had some good results; with the publicity attached to "2½" and the subsequent radical reductions, concern grew in the neighborhoods. Articulate, active groups spoke in support of the Library. At this point Mr. Kelly said that support at budget hearings would be welcome (a hearing is scheduled for Friday, May 11 at 2:00 p.m.). Mr. Kelly also noted that the City Council, year after year, has been "extremely supportive of the Library."

The meeting adjourned at 11:43 a.m.

.....Secretary pro tem

Please read, initial below and return
to the Secretary

Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, May 31, 1984

A meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees' Room at 12:21 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin; Mr. Robert Consalvo of the Mayor's Office, and members of staff and public.

Presiding, President Kevin F. Moloney.

Mr. Liam Kelly, Acting Director, reported on contract negotiations with the Professional Staff Association and the AFSCME local. The Library is in the second year of each contract with provisions for reopening negotiations, now completed in respect to salaries, with a settlement of an increase of 5%. Mr. Kelly said that it is appropriate at the same time to make adjustments in management salaries. There is a need, he pointed out, to know comparative salaries in other libraries and in city management positions. At this time, however, he recommended a 5% increase. In response to a question on the availability in the budget of money to accommodate such an increase, Mr. Kelly said that there was enough, except for some \$10,000 to \$12,000 which would be realized from savings due to unfilled positions. On a motion duly made and seconded, it was

"VOTED: to increase the salary level of management staff by 5%."

Mr. Moloney indicated that the Trustees in the next several months should look at the administrative structure and the salaries of management. Mr. Kelly added that recruitment, which applies to all levels of library positions, also needs to be looked at.

The meeting of the Administrative Agency was adjourned temporarily at 12:28 p.m.

Following the adjournment of the second part of the Meeting of the Corporation, the Administrative Agency meeting was reopened at 12:41 p.m. Because of the lateness of the hour and other engagements, Mrs. Goodwin and Mr. Bulger found it necessary to depart.

Next the Minutes of the Regular Meeting held on April 28, 1984, and the Annual Meeting held on May 7, 1984, were approved as presented.

On a motion duly made and seconded in regard to action taken in the next two items in the Order of Business, it was

"VOTED: to authorize expenditures for services and supplies to be charged as follows for the month of April 1984, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$608,693.97
Contractual Services	5,696.12
Supplies and Materials	10,342.81
Books	325,197.00
Current Charges and Obligations	-0-
Equipment	-0-
Total	\$949,929.90

To Trust Funds

Personal Services	-0-
Contractual Services	-0-
Supplies and Materials	-0-
Books	14,032.67
Current Charges and Obligations	-0-
Equipment	-0-
Total	\$14,032.67

Eastern Regional Public Library System

Books	\$102,911.76
Supplies and Materials	15,920.89
Personal Services	48,759.41
Total	\$167,592.06

"VOTED: to authorize payment of bills for services and supplies charged as follows for the month of April 1984, provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	-0-
Contractual Services	-0-
Supplies and Materials	-0-
Books	14,032.67
Current Charges and Obligations	-0-
Equipment	-0-
Total	\$14,032.67

Minutes of Meeting
Administrative Agency
May 31, 1984
Page Three

Eastern Regional Public Library System

Books	\$102,911.76
Supplies and Materials	29,353.16
Personal Services	<u>48,759.41</u>
Total	\$181,024.33

Mr. Kelly prefaced the voting on contracts with brief data on some of them as follows:

The contracts with Bonnell Motors on the leasing of vehicles received only one bid, a circumstance repeated for the past ten years. For this contract we get vehicles, gas, garage, repairs, and replacement of vehicles if there is an accident. No other bidder seems to want to supply such extensive leasing. Mr. FitzPatrick reported that Bonnell has proved faithful with reasonable prices.

P. Clancy, low bidder of four eligible bidders in contract for cleaning windows, is a firm with which the Library has done business before.

Discussion followed on the nature and purpose of the New England Depository Library which Mr. Kelly described as a joint venture with Harvard University, Tufts University, M.I.T., Massachusetts Historical Society, etc. Mrs. Gaines wondered whether the New England Depository would be needed after the completion of the Charlestown Armory. Mr. Kelly noted that there was movement afoot to make the Depository more useful, to integrate the collections housed there--fiction, newspapers, Harris collection, etc. Mr. Kelly also indicated that as a founding member, the Boston Public Library has a vested interest in the Depository. Mrs. Gaines continued to question the need for two storage collections, in the New England Depository and in Charlestown.

Two bids were received at City Hall for the contract for inspecting and testing HVAC systems, but the Library received only one, Water Chemicals, Inc., a new business for the Library. Mr. Kelly noted that we have checked references, and Mr. FitzPatrick added that the price is reasonable.

In the bidding for inspection and testing of fire alarm systems, one of the bids (from our present contractor) was defective. The contract is recommended to go to the lowest eligible bidder, Aetna Fire Alarm Service Co., for which references have been checked.

Following this briefing on the award of contracts, on a motion duly made and seconded, it was

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for the leasing of two panel trucks and four station wagons during the period July 1, 1984 through June 30, 1985 at the following rates:

	<u>Monthly Lease Cost Per Vehicle</u>	<u>Charge Per Mile</u>
Two Panel Trucks Model E-150 (1985)	\$525.00	26¢
Four Station Wagons Model LTD (1985)	\$495.00	26¢

and

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for the leasing of two panel trucks and two station wagons for the Eastern Massachusetts Regional Library System during the period July 1, 1984 through June 30, 1985 at the following rates:

	<u>Monthly Lease Cost Per Vehicle</u>	<u>Charge Per Mile</u>
Panel Trucks	\$525.00	26¢
Station Wagons	\$495.00	26¢

and

"VOTED: that there be entered into with P. Clancy and Sons, 97 Mt. Ida Road, Dorchester, Massachusetts, the lowest eligible and responsible bidder under Group I in a public bidding, a contract for the cleaning of windows during the period July 1, 1984 through June 30, 1985 at Library buildings designated under Group I of the specifications at a cost not to exceed seven thousand four hundred twenty dollars (\$7,420.00)."

and

Minutes of Meeting
Administrative Agency
May 31, 1984
Page Five

"VOTED: that there be entered into a lease agreement with the Alec Rich Company for the rental of premises located at Rear 21 Court Street (King's Court), Taunton, Massachusetts for the period from July 1, 1984 through June 30, 1985, at a monthly rate of one thousand two hundred dollars (\$1,200.00);

and,

VOTED: that Liam M. Kelly, Acting Director, be, and hereby is, authorized to make from time to time as specified in said lease agreement with the Alec Rich Company, monthly payments as prescribed in said lease agreement."

and

"VOTED: that there be entered into with the New England Deposit Library, 135 Western Avenue, Allston, Massachusetts. an agreement for the rental, during the period July 1, 1984 through June 30, 1985, of storage space therein for books and other library materials belonging to the Boston Public Library, in accordance with the rates of storage space formally adopted by the governing Board of said New England Deposit Library."

and

"VOTED: that, without public advertising, the Board of Trustees in Charge of the Library Department of the City of Boston, acting in the name of and for the City of Boston, does hereby accept an instrument of Lease by and between Dr. Donald Stackhouse and the City of Boston for the rental of premises located at 205 North Main Street, North Reading, Massachusetts, for the period July 1, 1984 through June 30, 1985, at a total annual cost not to exceed sixteen thousand eight hundred ninety-nine dollars and no cents (\$16,899.00), with the option by the Lessor to adjust the monthly rent during the period July 1, 1984 through June 30, 1985, based on increase of real estate taxes;

and,

VOTED: that Liam M. Kelly, Acting Director of the Public Library of the City of Boston, be, and hereby is, authorized and directed in the name and behalf of the Board of Trustees in Charge of the Library Department of the City of Boston to execute said instrument of Lease in duplicate."

Minutes of Meeting
Administrative Agency
May 30, 1984
Page Six

"VOTED: that there be entered into with Water Chemicals, Inc., 135 Sixth Street, Chelsea, Massachusetts, the sole eligible, responsible, and responsive bidder in the public bidding, a contract for inspection and testing of HVAC water systems at the Central Library Building and at other Library locations during the period July 1, 1984 through June 30, 1985 at a total cost not to exceed four thousand two hundred dollars and no cents (\$4,200.00)."

and

"VOTED: that there be entered into with Aetna Fire Alarm Service Co., Inc., 43 Lenoxdale Avenue, Dorchester, Massachusetts, the lowest eligible, responsible and responsive bidder in the public bidding, a contract for the inspection and testing of fire alarm systems, throughout the Library system during the period July 1, 1984 through June 30, 1985, at a total cost not to exceed seven thousand eighty dollars and no cents (\$7,080.00) with the (Official's) option for renewal on July 1, 1985 and July 1, 1986 at bid price."

Next, in authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from May 16, 1984."

Mr. Kelly described recruitment as a top priority in the attention of the Library administration. He described several approaches to the problem: the appointment of a committee--Mr. J. Ron Brown, Miss Rose Moorachian, Ms. Rosalie Lang, and Mr. John Doherty--to address the problem; the placement of advertisements in library literature for open positions; the initiation of a pre-professional program with 9 in the program at this time, soon to be expanded to 12. Still, the Library continued to have substantial numbers of vacancies. Ads were placed in the Library Journal Hotline; Mr. Brown visited library schools in Tennessee; Miss Lang planned to visit seven or eight library schools, a plan discarded because of the possible budget reduction. Mr. Kelly reported that ads have again been placed in the Hotline and letters announcing vacancies have been sent to seventy-one library schools. The American Library

Minutes of Meeting
Administrative Agency
May 31, 1984
Page Seven

Association placement office has been contacted; Mr. John Barrett of the Personnel Office will go to the ALA Conference in Dallas and conduct interviews. The problem of recruitment, said Mr. Kelly, relates to noncompetitive salaries, the residency requirement, and the emphasis in library schools on technology--when the Library's needs are for children's librarians. There is also the problem of keeping employees in the upper levels of professional positions. Mrs. Luthin requested a comparative study of salaries in other cities; Mrs. Gaines asked to receive a copy of the letter sent to library schools. In response to Mrs. Luthin's question on the present number of vacancies, Mr. Kelly said there were five children's librarian positions and two young adult librarians, not all at entry level. The Library has recruited thirteen nonprofessional staff members.

A discussion followed on the possibility of waiving the city's residency law, a waiver for city hospital nurses was cited. Mr. Consalvo volunteered that waivers have been allowed by vote of the City Council. The waiver for the nurses was a group waiver, usually the vote must be for individuals. Mrs. Gaines introduced the possibility of job sharing among children's librarians, noting that she has talked with children's librarians who must do much of their work at home. She wondered about the assets versus the liabilities of job sharing--if recruitment fails. Mr. Kelly said there was some potential in the idea. He agreed to circulate among the Trustees a report from Personnel on the current status of recruitment. He went on to point out that the Library must examine ways to make the Library a better place to work through improved salaries, classification structure, and promotion opportunities. Mrs. Gaines added that the attractiveness of the Library as a workplace was tied in with operational procedures and policies. Mr. Moloney asked Mr. Kelly to prepare recommendations for the Trustees. Mr. Kelly said that these matters will also be the subject of negotiations and can be dealt with in a positive atmosphere.

Next Mrs. Gaines pointed out that there should be a system for handling reports submitted to the Trustees, such as the Examining Committee report. Mr. Moloney agreed that such reports should be presented to and accepted by the Trustees without the vote indicating approval or disapproval. The process, he said, should be regularized. Following discussion, on a motion duly made and seconded, it was

"VOTED: that next year the report of the Examining Committee be filed with the Trustees and not be printed until a vote of acceptance by the Trustees, such a vote not necessarily approving or disapproving any recommendation or finding in the report."

Next, Mr. George Embleton, President of Local 1526, AFSCME, introduced a long ongoing problem with the cooling systems in the Johnson Building, the subject

Minutes of Meeting
Administrative Agency
May 31, 1984
Page Eight

of past grievances and discussion." He described it as a constant problem in warm humid weather. Some areas of the building are comfortable, some uncomfortable. He noted the massive expenditures planned for the Research Library, "but there is a serious problem in this building." Mrs. Gaines asked why no money had been written into the program for the General Library. Mr. Doherty responded that the problem is the cost of energy. The Library has been able to lead the City in energy conservation by reducing the usage of kilowatts and steam, by shutting off some units. He said that the Library is spending \$1M a year on energy. The Library has put on controls year after year because of rising costs. We have put in additional fans above ceilings of known hot spots, e.g. Central Charging where there is the problem of hot discharged air. After weekends, too, there is the time it takes for systems to get caught up in the cooling process.

Mr. Doherty assured the Trustees that the problem is being addressed. He noted that the computer room and the Rare Book Department have evenly maintained temperatures and that the Library could not possibly handle the expense of maintaining the overall building in the same fashion. Commenting on the need to maintain temperature controls for computers, Mrs. Gaines added, "people are just as important as machines." Mr. Moloney requested a report on the problem areas. Mr. Embleton asked for an outside analysis with no concern for the energy account. Mr. Moloney concluded that a report on the facts involved should first be forthcoming; and if outside expert consultation were required later, then the Trustees would consider the matter at that time.

The meeting adjourned at 1:28 p.m.

.....Secretary pro tem

Please read, initial below and return
to the Secretary pro tem

DKG Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
June 29, 1984

A meeting of the Administrative Agency was held by the Trustees of the Public Library of the City of Boston at 3:55 p.m. on Friday, June 29, 1984 in the Trustees' Room.

Present were Messrs. Bulger and Moloney, Mmes. Goodwin and Luthin. Ms. Gaines was not present due to illness.

Presiding, President Kevin F. Moloney.

The Minutes of the Regular Meeting held on May 31, 1984 were approved, as amended.

In the matter of authorization of payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from June 13, 1984."

In the matter of recruitment, Mr. Kelly indicated that two things had been done recently: letters were written, including job descriptions, to every accredited library school, and interviewing for openings took place at the American Library Association convention in Dallas. The positions for which applicants have been sought are 8 Children's P1 positions; 2 Children's P2; 2 Young Adult P2; and 1 Generalist P1. Mr. Kelly explained that a Generalist is a professional librarian who works in various jobs. At this time the Library has received from 18 to 20 responses from the letters to library schools.

Mr. John Barrett, Personnel Officer, reported that he interviewed at Dallas on January 24, 25, 26. All told, he interviewed 18 applicants at the ALA Placement Center--the positions listed by Mr. Kelly plus a Music Reference Librarian P1. Mr. Barrett summarized the immediate results of his interviews: the possibility of 2 P1 Children's Librarians and 1 P2 Children's. A P2 Young Adult's Librarian had applied but chose another position at OCLC. The question of salary levels in Boston and elsewhere was discussed (Boston Public Library offers a maximum of \$18,000 to P1's, \$20,000 to P2's). John Barrett went on to say that the Personnel Office is pursuing the interested candidates, many of them recent library school graduates. He noted concern of candidates over Boston's salary levels; salaries elsewhere are \$2-3,000 higher. Mr. Barrett responded to questions from Mrs. Luthin, indicating that the issue of residency did come up, that at the convention he saw no promotional material for the cities themselves along with promotional brochures for libraries, that the only libraries he observed offering such literature were

Minutes of Meeting
Administrative Agency
June 29, 1984
Page Two

the New York Public and the Library of Congress, that the reputation of the Boston Public Library is good, that the interested candidates were in addition to the 18-20 who responded to letters. Mr. Moloney suggested the possibility of recruitment at other professional meetings; Mr. Kelly agreed but added that such meetings do not provide a placement center. He was not aware whether the conference of the Public Library Association had a placement center.

Mr. Kelly pointed out that at Dallas he met with the directors and assistant directors of large urban libraries, and all agreed that recruitment is a large problem. He said that ten years ago there were 9,000 graduates a year from library schools; now there are 5,000. There are insufficient schools giving public library programs of study; there are serious shortages of children's librarians, e.g. in libraries of Philadelphia, New York, Los Angeles; that some libraries like Brooklyn have concluded that there is a serious need for in-service programs. Mr. Kelly indicated that Boston's salaries are compatible with Philadelphia's, but a number of large cities pay substantially more. Mr. Kelly noted that the Library must strengthen the pre-professional program and develop professional staff through an in-house approach.

In a mention of the salaries of teachers in the state, Mr. FitzPatrick said that the range is \$9,000 to \$21,000 with a median of \$14,000.

Other factors discussed related to whether Boston school librarians are paid more than public librarians, the extended seven steps in all three unions within the Library before maximum salaries are reached (some libraries have three steps), possible recruitment from other libraries in the state, the recently established ALA jobline which allows each library one free job posting, the fact that Simmons is the only library school in the area which provides courses in library science. At this point discussion turned to the possibility of resumption of courses offered by the University of Rhode Island at UMass/Boston. On July 10 and 11 public hearings will be held to determine if the University of Rhode Island can be certified to teach at the University of Massachusetts in Boston. Mr. Kelly pointed out that the Trustees should consider whether the Boston Public Library should be represented at the hearings. He noted that the present cost of one four-credit course at Simmons is \$888 and will rise to \$916 in the fall. The cost at U/Mass is \$350 per course. It was further hoped that the Tuition Reimbursement Program would continue to have funding available for library staff--but at Simmons' charges, it would not go far. On a motion duly made and seconded, it was

"VOTED: to urge the Regents to reinstate the library science program at the Harbor campus."

It was agreed that Mr. Kelly would attend the hearings. Mrs. Luthin suggested released time for attendance by some students who are or have been students in the program. Mrs. Goodwin agreed, suggesting the value of students speaking on the quality of education they have received. Other items consisted

Minutes of Meeting
Administrative Agency
June 29, 1984
Page Three

of Mr. Kelly's statement on the need to keep staff motivated, the need to open up career paths; Mrs. Luthin's request that flextime get attention.

The next item in the order of business drew extensive discussion, namely the assignment of book-buying quotas to branch libraries. Mr. Kelly pointed out that the quotas were arrived at through negotiation between branch heads and the director. Miss Moorachian added that the present quotas were set two or three years ago and were left the same because the total book budget remained the same. Mr. Kelly said that the branch quotas will be raised 25% this coming year. The present figures, he said, are somewhat misleading because last year moneys were allowed for replacements; a similar amount will be added to the quotas next year. Mr. FitzPatrick explained the process by which branches, although they order their books according to list price, ultimately get the benefit of quantity discounts which range from 10% to 40%. Mr. Moloney requested that the explanation be made available to the Trustees in writing. Mrs. Luthin wondered about the feasibility of branches being given a small account at, for example, the New England Mobile Book Fair. Mr. Kelly reminded the group that all books are processed at Central. Miss Moorachian indicated that a new system for getting best sellers to branches is being worked on. Again, Mr. Moloney asked for a document in writing on the whole process.

Next Mr. Kelly reported that the Egleston Square Branch was still not open following recent problems. Mr. Doherty met with Commissioner Jordan in an effort to have the police department use part of the branch. Commissioner Jordan did not think this is possible--unless he gets enough financial support; needed, he said, are eight to ten positions. Mrs. Goodwin expressed concern for the lost services to nearby housing for the elderly and wondered if street lighting would help solve problems of security. Mr. Moloney mentioned the Urban Edge, Inc.'s designation by the BRA as developer to acquire shell houses and to complete the in-fill in an effort to "turn things around" in that neighborhood and noted that he had sent a letter to BRA indicating support for any such projects. Mr. Doherty indicated that the Library will make the branch available for a community meeting after the Fourth of July. Mr. Moloney wondered about the churches in the area. Mr. Kelly indicated that there is one next door to the branch, and George Embleton added that the church itself has had problems. Mr. Embleton asked the Library administration to close Egleston Square, "putting more Vietnams inside is not the answer." He cited a serious crime/drug problem in the area; people in the apartment house to the rear of the branch fire weapons at the building. The last staff member attacked in the branch wants a transfer, Mr. Embleton said, and this person believes strongly in public service. Mr. Moloney indicated that the Library would do everything possible to keep the branch open, that "if we keep the building closed, we'll lose it." Mr. Kelly noted that the branch would require a full staff--at least three people, preferably four. He noted that getting a police presence in the building would be an ideal arrangement. Mr. Doherty said that at present the Library is maintaining a Buildings Department/maintenance presence. Mr. Moloney concluded the discussion by expressing a commitment to solve the problem in order to be ready for an improved

Minutes of Meeting
Administrative Agency
June 29, 1984
Page Four

neighborhood five or six years down the road. He wants to get back to a discussion with the police department and with the district councillor who will be at the community meeting.

Next Mr. Kelly provided an update on the proposed circulation system. Since the earlier presentation on the turnkey system, two things have happened: as a result of testing it was revealed that the programs would not be capable of conversion; and it was further realized that conversion from punch card to bar code should be underway before we start. As a result of these factors, Mr. Kelly said, a decision has been made to continue with IBM for another year and draw up a program of conversion based on the actual system we decide to get. Acquisition of a new system will cost in the range of \$400,000-\$750,000; maintenance and data conversion will be separate. Mr. Kelly concluded that the Library will begin conversion to bar code within the next couple of months.

In the next order of business, the status of the report by the Examining Committee, on a motion duly made and seconded, it was

"VOTED: that the Examining Committee Report be published."

Next the Trustees discussed the air conditioning in the Johnson Building. Mr. Doherty reported on the various aspects of the problem, noting that Mr. Joseph Sarro, Superintendent of Buildings, has submitted an extensive report. Originally the H/VAC system was predicated on a 24-hour day, but since 1973 and Proposition 2½ the Library has been forced into a rigid energy conservation program. At this time the system is on from 7:30 a.m. until closing time which results in lots of down time. The Library cannot control energy costs, pointed out Mr. Doherty, but it can control usage. The hot spots are mainly Central Charging, the Young Adult Room, and the cafeteria. Mr. Sarro and Balco are presently working on the problem. Large fans have been added. In response to Mr. Moloney's question as to how long it will be before resolution of the problem, Mr. Kelly said that it will take a lot more time than three months. He is not sanguine that the drilling of a few holes will solve the problem. Mr. Embleton reminded the group that the problem is now twelve years old; he would like to see the Trustees conclude how much money they want to spend and then work something out. Mr. Doherty said that the Library has saved 69% on heating and air conditioning costs. To operate this system costs \$1 million, including branches. Mr. Moloney asked for a report on Balco's efforts within a couple of months.

In the matter of capital improvements in branch libraries, Mr. Doherty reported that 12 branches and the Charlestown Armory were visited on May 9 and May 22: East Boston, North End, West End, Charlestown, Orient

Minutes of Meeting
Administrative Agency
June 29, 1984
Page Five

Heights, Brighton, Faneuil, West Roxbury, Connolly, Jamaica Plain, South End, Egleston; there are thirteen branches yet to be visited. The Trustees expressed distress about an article concerning a very critical letter which appeared on the front page of the Jamaica Plain Citizen on Thursday, June 28, 1984. Mr. Kelly pointed out that the Buildings staff were very upset, they are making tremendous efforts. The letter came to Mr. Myers, Assistant Superintendent of Buildings, in a blank envelope; it appeared to be quite old. The Buildings staff offered to sit down with the officers of the Jamaica Plain Friends, also with the newspaper; but the meeting has not taken place. Mr. Moloney concluded that it would be worthwhile for a letter to go out to each branch librarian and to Friends groups giving the schedule of capital improvements. Mr. Doherty added that Public Facilities plans to push the air conditioning work for the branches, also the major repairs.

In giving an inventory of the copy machines, Mr. FitzPatrick said that 13 of 15 machines are in; those for Adams Street and West End are not installed. Two have just been received which are being prepared now. He added that the Library does not pay for these machines unless the income from usage is insufficient, then the Library pays a fee. He said that we are down 3 machines in Central, making a total of 35 in place. Mr. FitzPatrick described the background to the problem. The present company could not move machines in until the prior firm, with whom the Library was in litigation, pulled out. The present contract has 2½ years to go.

Mr. Kelly showed reading lists which have gone to every public school in the school system. The lists were prepared by a committee on summer reading. They are useful for children's librarians and others working with children.

The meeting adjourned at 5:30 p.m.

.....Secretary Pro Tem

Please read, initial below and return
to the Secretary

Trustess

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, July 30, 1984

A meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees' Room at 6:35 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin; Ms. Margo Crist, Advisor to the Trustees in their search for Director; members of the staff and public.

Presiding, President Kevin F. Moloney.

Mr. Moloney introduced a "lingering matter" which required resolution. He described how former Director Philip J. McNiff had for years not taken the vacation and sick leave allowances. Mr. Moloney noted Mr. McNiff's full concentration on the demands of his Library post to the exclusion of vacation. Mr. Moloney said that a calculation of a specific figure in compensation for the accrued vacation/sick leave had been declined by Mr. McNiff; he had agreed to accept payment on a substantially decreased basis in the amount of \$27,500. This matter had been referred last year to the City Auditor's Office; but, said Mr. Moloney, nothing had happened during Mr. Cook's tenure. Mr. Moloney said that he had written to the new City Auditor on July 20 with various related enclosures: Mr. Kelly's letter to Mr. Stamp's predecessor Mr. Cook, together with extracts from the Library's policy documents related to sick and annual leave. In response to this communication, the Auditor had indicated that the Trustees should provide him with a vote on the matter. Mr. Bulger suggested that perhaps the Trustees should vote to compensate Mr. McNiff with a larger figure based on the actual payment due for accrued leave, giving Mr. McNiff the opportunity to accept or reject the sum. Mr. Moloney said that he had discussed the matter with Mr. Kelly, who recommended that--whatever Mr. McNiff's reason was for requesting the reduced sum--the Trustees would do well to comply with the lower sum of compensation. On a motion duly made and seconded, it was

"VOTED: to approve the payment of \$27,500 to Philip J. McNiff as partial compensation for accrued vacation and sick leave as explained in the letter from Liam M. Kelly to Newell Cook dated January 25, 1984 and from Kevin F. Moloney to Leon P. Stamp dated July 20, 1984."

In authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from August 8, 1984."

Minutes of Meeting
Administrative Agency
Monday, July 30, 1984
Page Two

The Administrative Agency adjourned at 6:40 p.m.

.....Secretary pro tem

Please read, initial below and return
to the Secretary pro tem

pms Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, September 10, 1984

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 7:30 p.m. following a meeting of the Corporation.

Present at the meeting were Messrs Bulger and Moloney, Mmes. Gaines and Luthin; Margo Crist, Advisor to the Trustees in the search for the Director; Douglass Shand Tucci, Advisor to the Trustees in the renovation of the McKim Building; Library staff and members of the public.

Kevin F. Moloney, President of the Board, presiding.

The minutes of the Regular Meetings held on June 29, 1984 and July 30, 1984 were approved, subject to any corrections given to the Clerk subsequent to the meeting.

In the matter of approving expenditures and payment of bills for services and supplies, Mr. Kelly explained that a two-thirds vote of confirmation by the Board is required, according to votes taken annually which authorize the Director to approve expenditures and payments, with subsequent approval from the Board. On a motion duly made and seconded, it was

"VOTED: to confirm expenditures for Services and Supplies to be charged as follows for the months of May and June 1984, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$1,439,725.88
Contractual Services	2,129.00
Supplies and Materials	335,967.65
Books	525,505.70
Current Charges and Obligations	190.00
Equipment	-0-
TOTAL	\$2,303,518.23

To Trust Funds

Personal Services	-0-
Contractual Services	22,602.78
Supplies and Materials	16,488.08
Books	26,290.00
Current Charges and Obligations	260.15
Equipment	-0-
TOTAL	\$65,641.01

Eastern Regional Public Library System

Books	\$ 186,087.41
Supplies and Materials	22,205.80
Personal Services	<u>122,527.48</u>

TOTAL \$ 330,820.69

and,

"VOTED: to confirm approval of payment of bills for Services and Supplies for the months of May and June 1984 as follows, provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$1,439,725.88
Contractual Services	102,090.36
Supplies and Materials	381,824.95
Books	525,505.70
Current Charges and Obligations	88,811.09
Equipment	<u>-0-</u>

TOTAL \$2,537,957.98

To Trust Funds

Personal Services	-0-
Contractual Services	22,602.78
Supplies and Materials	16,488.08
Books	26,290.00
Current Charges and Obligations	260.15
Equipment	<u>-0-</u>

TOTAL \$ 65,641.01

Eastern Regional Public Library System

Books	\$186,087.41
Supplies and Materials	24,962.73
Personal Services	<u>122,527.48</u>

TOTAL \$333,577.62

Mrs. Luthin asked how the Library would cope with cutbacks in the budget. Mr. Kelly noted that it would be possible to maintain the present level of service and to hire children's librarians. He described the reduction as \$765,000 and pointed out that the Library can continue to maintain the present level because the Board of Library Commissioners did approve a change in policy of Library of Last Recourse funding whereby up to 50% can now be spent for personnel. Mr. Kelly said that he met with Chairman Piggford and they agreed

Minutes of Meeting
Administrative Agency
September 10, 1984
Page Three

that 56 positions, about \$900,000, will be reimbursed. If it were not for this funding from the Library of Last Recourse (increased by \$2 million last year) said Mr. Kelly, the Library would be facing cutbacks. For the first time, he said, the state grant has had a meaningful impact. Mr. Kelly noted that such state support is increasingly important through funding for both the Library of Last Recourse and the Eastern Region. Mrs. Luthin thanked Mr. Kelly for his efforts in this regard.

Next, in authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961 Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from September 5, 1984."

Mr. Kelly pointed out that the next item in the Order of Business, the awarding of a contract, represented the lower of two bids and was submitted by a firm which has done business with the Library in the past, though not currently. Mr. FitzPatrick indicated a favorable reference to the firm. On a motion duly made and seconded, it was

"VOTED: that there be entered into with The Dowd Company, Inc., 90 Commerce Way, Woburn, Massachusetts 01888, the lowest eligible, responsible and responsive bidder in the public bidding, a contract for supplying and delivering paper towels and toilet tissues at a total cost not to exceed seven thousand seven hundred seven dollars and fifty cents (\$7,707.50)."

Mr. Moloney announced that he had received a report from Victor Hagan, Associate Director of the Public Facilities Department on the current repair projects for the Library. Mr. Hagan's report listed the following current projects:* replacement of the interior lighting system of the Grove Hall Branch Library; replacement of the roof at the same branch; repairs to the exterior, rear wall of the Charlestown Branch; study and design of access for the handicapped to Brighton and West Roxbury Branches; air conditioning systems for Parker Hill, Uphams Corner, Faneuil, Kirstein, West Roxbury, Connolly, Adams, Hyde Park, and Mattapan Branch Libraries; and preliminary architect's studies on increasing the storage capacity of the Charlestown Service Building. Discussion followed on certain projects with comments from Joseph Sarro on the Grove Hall roof and the Brighton access for the handicapped, from Mrs. Gaines on access for the handicapped at the West Roxbury Branch, from Mrs. Gaines and Robert Smith of the Hyde Park Friends, and Joseph Sarro on easier access for the elderly at Hyde Park. Mr. Kelly noted that the Library has repeatedly given lists of branch projects to Public Facilities; it was agreed that the Library would again submit to Public Facilities a program for next year's group of projects.

Mr. Moloney showed photos of a monument in tribute to the 100 years the Salvation Army has served the people of Boston. Because this service began at a site in the West End, the Mayor's Office and the Salvation Army held a

* report is appended

Minutes of Meeting
Administrative Agency
September 10, 1984
Page Four

ceremony honoring the Salvation Army on Sunday, September 9 on the front lawn of the West End Branch Library on Cambridge Street. On a motion duly made and seconded, it was

"VOTED: to permit the Salvation Army memorial to be placed at the front of the West End Branch Library with final siting to be determined with the assistance of the Art Commission."

The appointment of the Examining Committee was the next item on the Order of Business. Mr. Moloney pointed out that the Committee is required under the City of Boston Code to report annually, and that it was time to begin to think of appropriate members. Mr. Moloney said that he has asked Mrs. Bettina Norton to survey last year's members and that the Trustees should be thinking of possible members as well.

Mr. Kelly reported on two meetings of the Egleston Square community at St. Mary of the Angels rectory. The meetings were coordinated by Urban Edge, Inc. Mr. Kelly indicated that the Library's Acquisitions staff are putting together books and serials to bring balance to the book collection. He said that he has asked Personnel to recruit some staff for an October re-opening of the branch. He noted that a police presence is necessary. Mr. Embleton indicated that he had been present at both meetings, that crime is the single biggest problem. Mr. Sarro added more information on the security problems of the area--the fences torn down, citizens afraid to cross the street. Mr. Bulger noted that it appears "beyond any library's ability to change." Mr. Moloney agreed that the problem is serious, but that the Library has to respond to a need out there. Mr. Kelly called it a "changing situation." Other times the branch has been closed with no phone protests from the community. This marks, he said, the first time that there has been a concerted effort to open the Library--an essential element to bring about change. Mrs. Gaines suggested that the Library cannot ask staff to go there without adequate protection--if they wish to volunteer, that's their decision. O.K. Mr. Sarro added that the Library is keeping the branch in operation mechanically, but that--for safety--two or three men have to be sent there at a time. Mr. Moloney asked for a report at the next meeting on what needs to be done.

Mr. Embleton introduced the question of air conditioning in the Central Library; he noted that on June 29, in a discussion on air conditioning, Mr. Kelly said that about two months were needed. The two months have passed. Mr. Moloney noted that Mr. Doherty's absence, due to his recent hospitalization and recovery, has been a factor in the resolution of the problem. Mr. Sarro reported that Balco Inc. is trying to rebalance Central Charging, with slight improvement, that the problem of the second floor at Periodicals has not been addressed. Balancing engineers, he said, should come in to rebalance the system--this activity is not in our contract with Balco Inc. In response to a question from Mrs. Gaines on whether the Library always used Balco Inc., Mr. Kelly said that earlier we had a contract with Cabot, Cabot & Forbes, but that Balco Inc. was the lowest bidder. Mr. Sarro reminded the Board that a problem arises because the system does not run 24 hours a day. Mr. Kelly said there has always been

Minutes of Meeting
Administrative Agency
September 10, 1984
Page Five

a problem with Central Charging air conditioning; a number of remedies have been tried--it's a design problem. Mr. Sarro said that because of the structural problem in that area, four exhaust fans have been installed. Changes are needed, he said, but he can't predict what the cost will be.

Mrs. Luthin mentioned that she had discussed the status of the Tuition Reimbursement Plan with Robert Consalvo of the Mayor's Office. The amount has been reduced from \$60,000 to \$20,000. In response to Mr. Moloney's question of what percent goes to the Library, Mr. Embleton responded that most goes to City Hall with the next biggest user the Library. Library science courses are so expensive. Mr. Embleton said that the money comes out of a central fund, the city personnel budget. Mrs. Gaines wondered if there were any way for people to get money first and then pay it back. Mrs. Luthin regretted that people who have already signed up now will not receive reimbursement from the program. Mr. Moloney asked that the Library find out how many staff members are involved and talk with the Budget Office. Mr. Moloney added that University of Rhode Island courses cost less money. Mr. Embleton described the process: first a staff member requests reimbursement by letter, then gets approval, then sends documentation, then is supposed to be reimbursed.

The next meeting of the Trustees was scheduled for October 15.

The Administrative Agency adjourned at 8:15 p.m.

CITY OF BOSTON AND COUNTY OF SUFFOLK
DEPARTMENTAL COMMUNICATION

September 7, 19 84

	(NAME)	(RATING)	(DEPARTMENT-DIVISION)
TO	Kevin Maloney	President	Board of Trustees
FROM	Victor Hagan	Assoc. Director	Public Facilities Department

SUBJECT: Current Repair Projects for the Library Dept.

FILE REF. NO.

We are currently working on the following repair projects for the Library Department.

1. Interior Lighting Repairs, Grove Hall Branch Library

This project is to replace the interior lighting system at the Grove Hall Library. The existing system has been damaged by roof leaks and replacement parts for the fixtures are no longer available. The contract has been bid, Strobard X Electric Co., Inc. is the low bidder at \$14,500. The contract is presently in the Auditing Department, on its way to being executed. It will probably be at least another two weeks before the contract is executed and two weeks after that before the contractor appears on site making it the first of October. The contractor has 60 days from date of execution of the contract to complete the work.

2. Roof Replacement at Grove Hall Library

This project is to replace the roof on the Grove Hall Library which has been leaking badly for some time and has reached the point where it can't be patched. Titan Roofing Co. is the Contractor and the Contract amount is \$114,353.25. The work has just been completed except for punch list which should be cleaned up this month.

3. Exterior Wall Repairs, Charlestown Library

The rear wall of this building next to the Boys Club in Charlestown was badly in need of repairs. Unerectors Inc. won the contract at \$16,342,00 and did the work last month.

4. Handicapped Access, Brighton Library

The Brighton Branch Library was built just before the handicapped access laws came into force in the late 60's so it does not have proper access for handicapped persons. We are currently studying ways to provide such access.

When we have decided what to do we will do the design in-house and it will be ready for bidding by November. However, if it involves outside work which it undoubtedly will, we will probably delay bidding until next spring.

5. Air Conditioning System, Four Branch Libraries

We are in the process of awarding a Design Contract to E.J. Flynn Engineers, Inc. for Air Conditioning the Parker- Hill, Uphams Corner, Faneuil and Kirstein Branch Libraries. The Public Facilities Commission voted to award the contract to Flynn on June 14, 1984, and the Letter of Award has been approved by the Mayor. We are now in the process of preparing the Contract Documents which will probably go to the Vendor for signature next week. It will take another month or six weeks to finally execute the contract after we get it back from the Vendor so design will probably not start before mid November. We will complete the design during the winter, bid the work early next spring and hopefully have the systems up and running before the hot weather hits next summer.

6. Air Conditioning Systems, Five Branch Libraries

This project covers West Roxbury, Connolly Adams, Hyde Park and Mattapan Branch Libraries. The Commission voted to award the design contract to Alonzo B. Reed Inc. in June and the contract documents are presently with the Vendor waiting to be signed. Design will probably start in late October and be finished by the end of January. We'll bid the work early in the year and plan to have the systems installed and running before next summer.

7. Air Conditioning Systems, Three Branch Libraries

This project is to provide Air Conditioning in three of the Branches, Jamaica Plain, East Boston and Orient Heights. Richard D. Kimball, Inc. is the Designer. The Letter of Award to Kimball has been approved and we are in the process of preparing the design contract documents. It will probably take mid-November to execute the design contract so it will be next spring before we will be ready to go to bid with the actual construction.

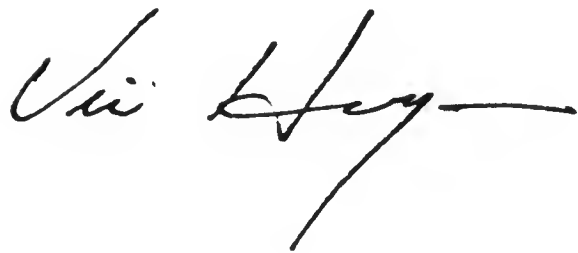
8. Charlestown Service Building

This project is to increase the storage capacity of the existing service building in Charlestown and upgrade the building systems to the extent possible with the \$1,700,000 available through the recent \$15,000,000 Library bond issue. Peirce, Pierce and Kramer are the Architects for the project and they have begun preliminary studies. Because the scope of work was impossible to establish without doing in-depth studies of the building we decided to do the design in two phases. The first phase is to establish the scope of work and carry the design through to design development so an accurate cost estimate can be made. Once that is done, we will give the Architect a contract for the second phase which will be to complete the design and supervise the construction. As this project stands at the moment, it is difficult to estimate a precise time when construction will start. A good guess would be the middle of next year around June or July but a lot depends on what happens in this first phase of design. If we discover any serious latent conditions in the existing building during our investigations, then it could take us longer to produce the design than otherwise.

9. Handicapped Access, West Roxbury Library

This project has just been activated. At present we plan to do the design in-house so with our current work load it will probably be November before we have it ready for bidding. Then if it requires outside work which it undoubtedly will, it will be next spring before we can build it. We will probably combine this project with the Brighton Handicap Access and bid them both as one Contract.

That is a summary of all the work we are currently doing for the Library Department. We anticipate having another group of projects in design by the first of next year from the \$500,000 the Trustees voted to transfer from the Service Building to the Branches but as yet we have not received a program from the Library Department for that work. As soon as we get that information we will begin assigning designers and getting the projects ready for construction. If we receive the information from the Library Department within the next month or six weeks we could have many of the projects ready for construction next spring.



/ep

cc: Jim Hart
John Doherty

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
October 15, 1984

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 6:25 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines and Goodwin; Douglass Shand Tucci, Advisor to the Trustees in the renovation of the McKim Building; Robert Consalvo from the Office of the Mayor; community representatives from Egleston Square and other neighborhoods; members of staff and public.

Kevin F. Moloney, President of the Board, presided.

Mr. Moloney began the meeting with consideration of the problems at Egleston Square. He called on Rose Moorachian, Supervisor of Branch Libraries, who introduced Mrs. Janice Pina as the elected spokesperson for the delegation from Egleston Square. In her presentation Mrs. Pina described how a group of Friends of the Egleston Square Branch Library has met and discussed issues related to the reopening of the branch. She noted that security is a major concern--the need for lighting outside the building, replacement of the fence so that the grounds are not used as a neighborhood passageway, the need for some kind of physical presence of security personnel, and attention to the glass at the rear of the building. Before the quality of the program is addressed, Mrs. Pina noted, the building itself must be safe. Mrs. Pina pointed out that the community is beginning to become stable, that children need the services of a community library. Mr. Moloney expressed the concern of the Trustees and conviction that the branch be opened, that the matter has come up at each meeting. Mr. Kelly added that the situation is more positive today than a year ago, that there is far more interest from neighborhood groups that the branch be reopened. Mr. Kelly proposed to the Board that the following actions be taken: repair of the fence at the back to prevent passage from rear to street; repair of the chain link fence at the front and either side; replacement of lighting; replacement of back door with metal door; sealing off windows at the back and insulation of the wall. Mr. Kelly pointed out that the collection is presently being replenished to meet the needs of the community. A security presence at the library, he said, is a difficult matter. He has spoken to the Police Department, has asked for a foot patrol in the area. The response has been that a patrol will not be possible until March when the next group of police recruits graduate from the academy, that the area can be patrolled by cruiser. Extensive discussion followed on matters of repair materials (Mrs. Gaines mentioned glass blocks); staffing and the need to recruit staff willing to go to Egleston; hours of service (daylight hours only); importance, once branch is opened, to establish an active Friends group (Mrs. Pina expressed willingness to work directly with the Trustees on a Friends organization); the extreme danger, described by Mr. Embleton, of sniper fire at the rear of the building; the isolation of the branch building until the Urban Edge development takes shape; comparison of security at Egleston with other branches. In this matter Mrs. Gaines asked Mr. Kelly if there were any other incidents of violence or comparable problems of lack of security at branches. Mr. Kelly said that a custodian (not a Library employee) in the municipal building occupied by the Uphams Corner Branch was beaten up. Mr. Embleton noted that the custodian was beaten up in the early morning hours by someone who was already in the building. Statements were made by John McDonough and Linda Cornell, candidates for State Representative. Ms. Cornell noted that she felt unsafe walking in the

area; John McDonough called the matter at Egleston "a special situation" and asked for a six-month security presence as a boost to the improving community, "a running start." Mrs. Pina pointed out that, although the branch is isolated now, a year from now there will be 45 families right on the doorstep, as a result of the Urban Edge in-fill housing. Other observations included Mr. Bulger's reminder that we are a library and it is beyond our ability to accomplish security; he would, he said, support a temporary effort at having a guard's presence. Mrs. Goodwin called for the Library's joining up with the community because "good things are happening," and we should mobilize as a positive thing. Mr. Kelly reminded the group that the Library in the past has already relied on police presence but at this time has not been able to get the support of the Boston police. Mr. Moloney concluded the discussion with an observation that there were other aspects to the problem and that a vote should not be taken at this time. He asked that Mr. Kelly, Miss Moorachian, and Mrs. Gelzer meet on the matter with a committee of Friends from the area; and that Mr. Kelly investigate a presence by Boston police or a security guard and ascertain the costs for a six-month period, and make a recommendation at the next meeting.

The meeting of the Administrative Agency adjourned at 7:15 p.m. for a meeting of the Corporation. The meeting of the Administrative Agency resumed at 8:40 p.m.

Minutes of the Regular Meeting held on September 10, 1984 were approved.

On a motion duly made and seconded the following routine actions were

"VOTED: Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditures for services and supplies were authorized to be charged as follows for the month of July 1984, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$688,305.36
Contractual Services	17,477.00
Supplies and Materials	7,210.11
Books	-0-
Current Charges and Obligations	7,644.00
Equipment	-0-
TOTAL	<u>\$720,636.47</u>

To Trust Funds

Personal Services	-0-
Contractual Services	10,167.54
Supplies and Materials	9,050.28
Books	36,851.16
Current Charges and Obligations	11,095.00
Equipment	-0-
TOTAL	<u>\$67,163.98</u>

Eastern Regional Public Library System

Books	-0-
Supplies and Materials	16,243.22
Personal Services	57,520.63
TOTAL	<u>\$73,763.85</u>

and

"VOTED: Following approval by the Director and in accordance with the authority delegated to him by the Trustees, payment of bills was authorized to be charged as follows for the month of July 1984, provided that payment of bills from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$688,305.36
Contractual Services	-0-
Supplies and Materials	-0-
Books	-0-
Current Charges and Obligations	-0-
Equipment	-0-
TOTAL	<u>\$688,305.36</u>

To Trust Funds

Personal Services	-0-
Contractual Services	10,167.54
Supplies and Materials	9,050.28
Books	36,851.16
Current Charges and Obligations	11,095.00
Equipment	-0-
TOTAL	<u>\$67,163.98</u>

Eastern Regional Public Library System

Books	-0-
Supplies and Materials	-0-
Personal Services	57,520.63
TOTAL	<u>\$57,520.63</u>

and

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from October 3, 1984."

Minutes of Meeting
Administrative Agency
October 15, 1984
Page Four

In the matter of cable systems at the Library, Mr. Moloney asked Mr. Kelly to give background on cable to the Trustees before the next meeting. In response to a question from Mr. Moloney on television sets in each branch, Mr. Kelly noted that it was hoped that branches would participate in cable programs and to do so required video monitors.

Next, in the matter of the budget of the Eastern Massachusetts Regional Library System, Regional Administrator Mary Heneghan described the budgetary process. The Planning and Budget Committee of the Region (appointed by the membership of the Eastern Region libraries) goes through the process of creating a budget which is then approved by the Executive Board, then is approved by the Trustees, and then goes to the 187 member libraries at the Annual Meeting. On a motion duly made and seconded, it was

"VOTED: to approve the budgets as drawn up by the Planning and Budget Committee of the Eastern Massachusetts Regional Library System."

The meeting of the Administrative Agency adjourned at 8:50 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, November 5, 1984

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 8:40 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin; Douglass Shand Tucci, Advisor to the Trustees in the restoration of the McKim Building; Margo Crist, Advisor to the Trustees in the search for the Director; Library staff and members of the public.

Kevin F. Moloney, President of the Board, presiding.

Mr. Moloney began the meeting with voting on the award of contracts. Mr. Kelly provided background on each contract, noting that all invitations to bid were advertised as required in the City Record; that two of the contracts are being awarded to sole bidders with no obvious explanation as to why there were no additional bidders; that there were three bidders to supply and deliver compactor bags and trash liners and the low bidder will be awarded the contract. In response to a question from Mrs. Gaines as to where the forty record players described in the HB Educational Systems, Inc. contract were going, Mr. Kelly said that they were for the branch libraries with some held in readiness as replacements because of breakage. Following these explanations the contracts were voted as follows:

"VOTED: that there be entered into with Dictronics, Inc., 85 Franklin Street, Needham, Massachusetts 02192, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering to the Boston Public Library Shipping Room, Blagden Street (Copley Square), Boston, Massachusetts, ten (10) IBM Correcting Selectric II typewriters, as specified, in the amount of seven thousand one hundred ninety dollars and no cents (\$7,190.00)."

and

"VOTED: that that there be entered into with HB Educational Systems, Inc., 21 Audio Lane, New Haven, Connecticut, the sole eligible and responsible bidder in the public bidding, a contract for supplying, delivering, and installing forty record players, as specified, in the amount of nine thousand nine hundred fifty-six dollars and no cents (\$9,956.00)."

and

"VOTED: that there be entered into with Chiswick Trading Inc., 31 Union Avenue, Sudbury, Massachusetts 01776, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering compactor bags and trash liners, as specified in the specifications, at a total cost not to exceed five thousand six hundred twenty-six dollars and fifty cents (\$5,626.50)."

and

"VOTED: that there be entered into with Massachusetts Envelope Company, 30 Cobble Hill Road, Somerville, Massachusetts 02143, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous paper envelopes, as specified in the specifications, at a total cost not to exceed eight thousand two hundred twenty-two dollars and fourteen cents (\$8,222.14)."

In the next order of business, authorization of payrolls, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from October 31, 1984."

Reporting on the status of Egleston Square, Mr. Kelly said that the Library is moving ahead at Egleston Square in matters related to the fence, the roof, doors, rear windows, and book collection, but that there is still no recommendation on security. He added that Councillor Young said that he and Councillor Bolling are interested that the Library get security and that a meeting will be set up with the Police Commissioner.

On the matter of the Charlestown Service Building, Mr. Kelly reported on a recent meeting of Library staff with Public Facilities and the architect in which findings and recommendations were submitted, but the costs are substantially more than the money which is available. In answer to a question from Mrs. Luthin, Mr. Kelly said that the minimum sum necessary is five million. Mr. Kelly said that the Library must look to alternatives, noting that "we're at the preliminary study stage." Mr. Moloney asked that a memo on the alternatives be distributed to the Trustees before the next meeting.

The Administrative Agency adjourned at 8:50 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
December 17, 1984

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 7:20 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin; members of the staff and public.

Kevin F. Moloney, President of the Board, presided.

The Minutes of the October 15 meeting were approved, subject to corrections from Board members.

Mr. Fitzpatrick gave background on the various contracts in the Order of Business, describing how the Library solicits several appropriate firms--as in the case of Library Binding Service in which a total of seven firms were contacted--yet a sole bidder results. Mr. FitzPatrick added that in each case, the bid must be reasonable and the firm is checked in terms of performance. In some cases, as with Faxon, no other firm can provide the specialized services. Following this briefing, members of the Board agreed to cast a single vote on the next four items of business. On a motion duly made and seconded, it was

"VOTED: to confirm approval of expenditure payments for Services and Supplies. Following approval by the Director and in accordance with the authority delegated to him by the Trustees, expenditure payments for services and supplies were authorized to be charged as follows for the month of November 30, 1984, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$657,894.17
Contractual Services	409,421.95
Supplies and Materials	43,857.45
Books	247,246.19
Current Charges and Obligations	36,798.12
Equipment	-0-

TOTAL \$1,395,217.88

Eastern Regional Public Library System

Personal Services	50,744.55
Contractual Services	19,488.57
Supplies and Materials	13,066.89
Books	32,541.25
Current Charges and Obligations	-0-
Equipment	-0-

TOTAL \$115,841.26

To Trust Funds

Books	TOTAL	\$ 42,219.10
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Library of Last Recourse

Personal Services		223,731.72
Books		<u>91,759.15</u>
	TOTAL	\$315,490.87

and,

"VOTED: to confirm approval of encumbrances of bills or contracts for services and supplies. Following approval by the Director and in accordance with the authority delegated to him by the Trustees, encumbrances of bills and contracts were authorized to be charged as follows for the month of July 1984 through November 30, 1984, provided that payment of bills from city appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$3,422,225.36
Contractual Services	959,211.31
Supplies and Materials	130,740.33
Books	247,997.06
Current Charges and Obligations	344,908.02
Equipment	<u>17,146.00</u>
	TOTAL
	\$5,122,228.08

Eastern Regional Public Library System

Personal Services	265,609.98
Contractual Services	59,606.51
Supplies and Materials	33,463.31
Books	45,012.43
Current Charges and Obligations	-0-
Equipment	<u>-0-</u>
	TOTAL
	\$403,692.23

To Trust Funds

Books	TOTAL	\$131,575.22
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Library of Last Recourse

Personal Services	\$223,731.72
Books	<u>159,896.70</u>
	TOTAL
	\$383,628.42

and,

"VOTED: in authorization to Sign Payrolls, that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from December 26, 1984."

and,

in the Award of Contracts,

"VOTED: that there be entered into with Spink & Gaborc, Inc. 32 W. 18 St., New York, NY 10011, the sole bidder in the public bidding, a contract for supplying and delivering miscellaneous size print boxes, as specified, at a total cost not to exceed eleven thousand one hundred ninety dollars and no cents (\$11,190.00)."

and,

"VOTED: that there be entered into with Library Binding Service, 2134 E. Grand Ave., Des Moines, Iowa 50305, the sole eligible and responsible bidder in Groups A, B, and C, a contract for supplying and delivering data processing supplies, as specified in the specifications, under items 1, 2, 3, and 4, at a total cost not to exceed ten thousand five hundred sixty-one dollars and fifty cents (\$10,561.50)."

and further,

"VOTED: that there be entered into with Royal Business Group, Simon St., Nashua, NH, the lowest eligible and responsible bidder in Group E, and item 16 of Group G, a contract for supplying and delivering data processing supplies, as specified in the specifications, under items numbered 7, 8, 9, and 16, at a total cost not to exceed four thousand one hundred eighty-eight dollars and forty-five cents (\$4,188.45)."

and further,

"VOTED: that there be entered into with Industrial Business Forms, 4 Arlington Road, Needham, Massachusetts 02194, the lowest eligible and responsible bidder in Group F, a contract for supplying and delivering data processing supplies, as specified in the specifications, under items numbered 10, 11, 12, 13, and 14, at a total cost not to exceed two thousand seven hundred fifty-nine dollars and no cents (\$2,759.00)."

"VOTED: that there be entered into with Johnson Paint Co., Inc., 355 Newbury Street, Boston, Massachusetts 02116, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering painting supplies, as specified under items number one (1) through sixteen (16), at a total cost not to exceed two thousand, eight hundred seventy-one dollars and forty-two cents (\$2,871.42)."

and

"VOTED: that there be entered into with University Products Inc., South Canal Street, Holyoke, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering 100% rag, acid-free, four-ply mount board, as specified in the specifications, at a total cost not to exceed four thousand thirty-four dollars and eight-two cents (\$4,034.82)."

and

"VOTED: that there be entered into with D. Clancy and Son's Company, 339 Dorchester Street, South Boston, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for the installation and repair of windows at the Central Library and certain branch libraries, as specified under Group A of the specifications, at a total cost not to exceed nineteen thousand ninety-six dollars and no cents (\$19,096.00)."

and

"VOTED: that there be entered into with Conservation Resources Int'l, Inc., 1111 N. Royal Street, Alexandria, Virginia 22314, the lowest eligible and responsible bidder in the public bidding for items two, three, and seven, a contract for supplying and delivering acid-free supplies and materials as specified under items two (2), three (3), and seven (7), at a total cost not to exceed three thousand one hundred twenty-two dollars and no cents (\$3,122.00)."

and

"VOTED: that there be entered into with L O P C, Joyce, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous office supplies as specified, at a total cost not to exceed four thousand forty-seven dollars and twenty-one cents (\$4,047.21)."

and

VOTED: that, without public advertising, there be entered into with F. W. Faxon Company, Inc., 15 Southwest Park, Westwood, Massachusetts, a contract for (1) supplying periodicals and serials for the year 1985, and (2) servicing the subscriptions for the individual items throughout the year, as specified in the specifications, and Appendix A, and subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed two hundred seventy eight thousand five hundred fifty-five dollars and fifty-eight cents (\$278,555.58)."

and

"VOTED: in confirmation of the ballot vote taken on 3 December 1984 to authorize the Appointing Authority (Director or Acting Director) acting on behalf of the Trustees, to request payment for Library employees for their accrued but unused Annual Leave including the Annual Leave earned during the final calendar year of employment, and--where applicable--their Sick Leave Bank conversion, such payment to be authorized under those circumstances covered in the Boston Public Library Personnel Manual (Chapter III, Sections 309 and 310), The Professional Staff Association Contract (Articles XIV and XV), and the AFSCME Contract (Articles XIV and XV)."

Next Mr. Kelly expressed concern over the implications of the residency ordinance for Library employees. He pointed out that the Library must conform with the Ordinance passed in 1976 by the City and incorporated into the contracts in 1980. Mr. Kelly noted that residency has been a problem factor in recruitment and that the Board needs to consider what its policy will be. Professional librarians and technical specialists are difficult to recruit. He said that there are several situations concerning people hired since 1980 which need to be considered. Mr. Moloney asked Mr. Kelly to prepare a memo on the matter. Mr. Moloney pointed out that he had received a call from Corporation Counsel indicating that the Law Department would take steps to have residency ordinance complied with. In answer to questions from Mrs. Gaines, Mrs. Luthin, and Mr. Bulger, Mr. Kelly answered that there are several staff members who do not presently comply, plus five or six others working outside the City on the Eastern Region program; that new employees are informed in the contract of the residency requirement; that there are a few categories where it might make sense to seek waivers from the City Council; that at least three children's librarians have turned down positions in the Library because of the residency requirement; that waivers have been granted to City Hospital for nurses; that there are other cities with residency ordinances.

Next Mr. Kelly reported on the status of the Charlestown Service Building, describing the renovation/reconstruction program and estimated costs recently submitted by the architects. Mr. Kelly noted that the program was too extensive and expensive, requiring almost a total removal of the inside of the

Minutes of Meeting
Administrative Agency
December 17, 1984
Page Six

armory. Mr. Kelly pointed out that Harvard is presently investigating the development of a remote storage facility for members of the New England Deposit Library, and that such a facility may serve as alternative storage space for what had been projected for the Charlestown Service Building. Following the briefing by Mr. Kelly, on a motion duly made and seconded, it was

"VOTED: to limit expenditure for the renovation of the Charlestown Service Building to an amount not to exceed \$600,000 of the Loan Order, and to request of the Public Facilities Commission a delegation of authority and transfer of \$1.1 million to the Trustees in charge of the Library Department so as to enable them to amend their contract with the Trustees of the Corporation with respect to the restoration and renovation of the McKim Building, increasing the amount from \$12.3 million to \$13.4 million."

Mr. Kelly informed the Board that the Library has received notification that there will be a 5% reduction, i.e. \$600,000, but, beyond that, an additional 4% out of the personal services account. Mr. Kelly added that the 4% reduction was ordered even though the Library--in following a directive of last July--had already reserved and built into its budget an amount equal to 4% for raises. He reminded the Board that when he had reached an understanding with the Board of Library Commissioners on using \$900,000 of Library of Last Recourse money on salaries, the Board understood that the Library was making a commitment to maintain services. Discussion revealed that, with the present personnel expenditures of \$156,000 a week, there would be a projected deficit in June of \$280,000. Further discussion indicated that \$600,000 of the reduction has already been disencumbered, but the 4% money is still part of the Library account. Mr. FitzPatrick pointed out that the Library has a quarterly allotment and the City takes the surplus above each quarter. As discussion moved toward what specific steps the Library might take as a result of the mandated reductions, it was agreed that before possible steps be considered, the Board should endeavor to communicate directly with the Mayor. Mrs. Luthin asked Mr. FitzPatrick to write up the points he had described.

The meeting of the Administrative Agency adjourned at 8:00 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
January 14, 1985

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 8:35 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin; Robert Consalvo of the Mayor's Office; Douglass Shand Tucci, Advisor to the Trustees in the restoration of the McKim Building; members of the staff and public.

Kevin F. Moloney, President of the Board, presided.

The minutes of the Regular Meetings held on November 5, 1984 and December 17, 1984 were approved as amended.

On a motion duly made and seconded several items were voted on as a block, as follows:

"VOTED: following approval by the Director and in accordance with the authority delegated to him by the Trustees, to authorize expenditure payments for services and supplies to be charged as follows for the month of December 31, 1984, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services		\$666,296.19
Contractual Services		46,632.25
Supplies and Materials		12,245.88
Books		390.75
Current Charges and Obligations		19,482.60
Equipment		-0-
	TOTAL	\$745,047.60

Eastern Regional Public Library System

Personal Services		\$ 52,989.83
Contractual Services		4,248.26
Supplies and Materials		4,843.95
Current Charges and Obligations		-0-
Equipment		38,000.00
	TOTAL	\$213,615.47

To Trust Funds

Books		\$ 11,523.76
	TOTAL	

Library of Last Recourse

Personal Services (2nd Qtr FY85)		\$237,333.93
Books		11,766.65
	TOTAL	\$249,100.58

and

"VOTED: following approval by the Director and in accordance with the authority delegated to him by the Trustees, to authorize encumbrances of bills and contracts to be charged as follows for the month of July 1984 through December 31, 1984, provided that payment of bills from city appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$4,088,521.55
Contractual Services	965,300.43
Supplies and Materials	140,608.56
Books	248,387.81
Current Charges and Obligations	364,390.62
Equipment	17,146.00
TOTAL	<u>\$5,824,354.97</u>

Eastern Regional Public Library System

Personal Services	\$ 318,599.81
Contractual Services	63,854.77
Supplies and Materials	38,307.26
Current Charges and Obligations	-0-
Equipment	38,000.00
TOTAL	<u>\$ 617,307.70</u>

To Trust Funds

Books	TOTAL	\$ 143,098.98
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Library of Last Recourse

Personal Services	\$ 461,065.65
Books	171,663.35
TOTAL	<u>\$ 632,729.00</u>

and

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from January 23, 1985."

and, in the award of contracts,

"VOTED: that there be entered into with Doherty Lumber Company Inc., the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering hardware and lumber supplies, as specified, at an amount not to exceed two thousand nine hundred seventy-three dollars and thirty-eight cents (\$2,973.38)."

and

"VOTED: that there be entered into with Burtman Iron Works, 59 Sprague Street, Readville, Massachusetts 02137, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering metal book trucks, as specified, at a total amount not to exceed five thousand five hundred thirty dollars and no cents (\$5,530.00)."

and

"VOTED: that there be entered into with Century Paper Company, Inc., 28 York Avenue, Randolph, Massachusetts 02368, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering offset paper as specified, at a total cost not to exceed thirty-three thousand two hundred seventy-six dollars and eighty-two cents (\$33,276.82)."

and

"VOTED: that there be entered into with Arcon Coating Mills, Inc., 3067 New Street, Oceanside, New York 11572, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering library binding endpapers, as specified, at a total cost not to exceed two thousand ninety-three dollars and fifty-four cents (\$2,093.54)."

and

"VOTED: that there be entered into with M. D. Stetson Co., 92 York Avenue, Randolph, Massachusetts 02368, the lowest eligible and responsible bidder in the public bidding for items 18, 19, 23, and 29, a contract for supplying and delivering janitorial miscellaneous supplies, as specified, under items 18, 19, 23, and 29, at a total cost not to exceed three thousand one hundred seventy-nine dollars and forty-eight cents (\$3,179.48)."

Discussion next centered on the budget. Mr. Moloney pointed out that at the last meeting of the Board it was indicated that, according to recent information from the Budget Office, there was to be imposed, in addition to 5% "off the top," an additional 4% off Personal Services, i.e. approximately \$332,000. Mr. Moloney noted that there was strong disagreement between the Library and the Budget Office, that it was the Library's view that the 4% did not apply to the Library. As a result of this strong difference, Mr. Moloney wrote to the Mayor, explaining the problem, and subsequently--at the suggestion of Mr. Consalvo--Mr. Moloney and Mr. Vidockler, Budget Director, with Mr. Consalvo, met for two and a half hours during which each became more aware of the other's problems. After followup phone calls and thorough consideration of computer printouts by Messrs. Kelly, FitzPatrick, and Moloney, looking for ways to accommodate the Budget Office, Mr. Moloney said that a compromise had been arrived at; the solution proposed by the Library involves an immediate \$50,000 cut in the book budget and a cut through attrition of \$40,000 (possibly reaching \$50,000) in the Personal Services account. At this point Mr. Moloney noted the problems faced by Mr. Vidockler and the city; Mr. Vidockler, he said, had been asked to do the impossible. Mr. Moloney added that, in addition to the cuts described, the Library would be exceedingly prudent, saving a dollar here, a dollar there to forestall future unpleasant choices. Mr. Moloney went on to say that there is much concern about the budget for FY86 in which there may be the possibility of a 10% cut off the 12M budget or off a reduced budget. Mr. Moloney reported that he had the opportunity of telling Mr. Vidockler how the Library is different, is well managed, and is the recipient of other funding. He said that the Library will endeavor to "get a movement upward" in the 37.5¢ per capita state allocation. Mr. Kelly added that the Library is in good shape in the short term, that reduction in services or making choices among alternatives is much easier if you have a five or six months period in which to act. The compromise, he said, is positive; we can live with the proposed level of reduction. In response to questions from Mrs. Gaines, Mr. Kelly said that retiring people will be replaced and that there is sufficient money for filling children's librarians positions. Following the discussion on budget, on a motion duly made and seconded, it was

"VOTED: to reduce expenditure in the book budget by \$50,000 in such a way that important services to the branches and General Library will not be affected and to make a savings in the Personal Services account which, based on projected attrition, will realize between \$40,000 and \$50,000. It was further voted that the Trustees continue to support a Library policy of approaching expenditures reasonably and prudently."

The next item in the Order of Business was the residency ordinance. Mr. Kelly gave background on the requirement noting that the law has not been enforced until now. In the past the City has tried to negotiate the ordinance into the contracts, and it became part of the Library's contracts in January and July 1980. Mr. Kelly indicated that the Library has been advised that henceforth the City plans to enforce the residency requirement, that he had received a list from the City Personnel Office of people not in compliance. He had investigated

the residency status of Library personnel with Miss Lang, Assistant to the Director for Personnel and had concluded that certain circumstances placed members of Library staff in special categories. Mr. Kelly quoted his memorandum to the Trustees of 11 January 1985 describing three categories of employees hired since 1976 who are not in compliance with the residency ordinance: 1) a "newly hired" group of six persons who either lived in the City at the time they were hired and have since moved out of the City or who made a commitment to live in Boston when they were hired and have not done so; 2) three specialists who work in the Conservation Unit of the Rare Books and Manuscript Department whose work requires traditional craft skills and advanced knowledge of complex chemical treatments and conservation technology; 3) two employees of the Eastern Massachusetts Regional Library System (headquartered in the Boston Public Library) whose work sites are in Hyannis and North Reading. Mr. Kelly suggested that the Trustees might consider requesting waivers for the specialists of the Preservation Unit and for staff in the Eastern Region deposit centers. He added to this group the five professional positions in the Eastern Region office who travel throughout the Eastern Region. In response to a question from Mrs. Gaines about the percentage of time the Eastern Region staff spends in Boston, Miss Heneghan, Administrator of the Eastern Region, said that it varies. Mr. Kelly said that he had received a call from David Hickey of the Office of Labor Relations on the residency requirement and waivers and was told that the School Department has requested waivers for special positions and plans to request waivers on a broad classification basis. Mr. Bulger expressed concern on the six people in the first group who are not in compliance and must move within 60 days or be terminated, wondering what their earnings were. Mr. Kelly answered that the AFSCME staff earned from \$12,000 to \$14,000, the others from \$17,000 to \$18,000. Mr. Kelly went on to say that the city lawyers say that the City is planning seriously to enforce the ordinance. He said that the Library plans on certain steps: 1) to send out a General Administrative notice that there is a residency ordinance and the Library plans to enforce it; and 2) to send out a form every February requesting each staff member to give place of residence. Mr. Bulger asked that the Library endeavor to find a way of giving non-complying staff lead time to move into the city. Mr. Moloney added that the Library should ascertain particular circumstances, e.g. if the person owns a house. Mr. Kelly said that waivers have to be requested of the City Council by May. Mrs. Gaines said that the skills of the specialists and the Eastern Region staff should receive special consideration. On a motion duly made and seconded, it was

"VOTED: to approve recommendations put forward by Liam Kelly, Acting Director, in his memorandum of 11 January 1985 related to compliance with the residency ordinance by 1) seeking waivers for five personnel (3 specialists in the Conservation Unit of the Rare Books and Manuscripts Department and 2 persons working for the Eastern Massachusetts Regional Library System), and 2) to inform 6 persons who lived in the City and have since moved out of the City or who had made a commitment to move into the City at the time of their employment that they are not in compliance and must comply within sixty days or be terminated. For this latter group, it was further voted to explore ways to extend the sixty-day grace period in consideration of individual circumstances, if need be."

Minutes of Meeting
Administrative Agency
January 14, 1985
Page Six

Following the vote Mr. Kelly asked what the position of the Board was on the other Eastern Region positions. Miss Heneghan added that she was interviewing for a systems vacancy in her office and it was important to know what the residency policy would be. Mr. Moloney indicated that the Board would need more facts.

The meeting adjourned at 9:15 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
March 25, 1985

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 6:53 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin; members of the Library administration, staff, and public.

On a motion duly made and seconded, it was voted to award the following contract:

"VOTED: that there be entered into with W. H. Shurtleff Company, One Runway Road, South Portland, Maine, a contract for supplying and delivering rock salt and calcium chloride, as specified, at a total cost not to exceed two thousand nine hundred forty dollars and no cents (\$2,940.00)."

Next, in authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from February 20, 1985 and March 20, 1985."

Next Mr. Moloney called on Mrs. Edna Cardillo, President of the Professional Staff Association, who requested permission to address the Board. In her presentation Mrs. Cardillo first discussed the city of Boston residency ordinance and the impact on Library staff. Mrs. Cardillo noted two particular concerns: nonresident employees who are promoted out of the bargaining unit must comply with the ordinance and thus move into the city or accept voluntary resignation; salary levels in general, and employees on the lower end of the salary scale in particular cannot afford the cost of living in the city nor bear the burden of expense of moving into the city and therefore may have no other choice but to resign. In summation, Mrs. Cardillo noted that the Library has not enforced the residency requirement at all staff levels, and employees were not notified that, if they accepted a promotion, they would have to move into the city. Mr. George Embleton, President of Local 1526, AFSCME, concurred with Mrs. Cardillo and added that two members of AFSCME have received notification that they are in jeopardy of losing their jobs unless they move into the city. Both speakers noted that the Library services the Commonwealth of Massachusetts, not exclusively Boston, and also receives a substantial amount of state funding. Therefore, their proposal to the Board is to request waivers from the Mayor of Boston to waive the residency requirement for those employees who are in non-compliance. In this matter the Board expressed serious concern with the issue and a need to resolve it. Mr. Bulger noted that the enforcement

Minutes of Meeting
Administrative Agency
March 25, 1985
Page Two

of the ordinance unjustly falls on Library employees given the salary levels and the cost of living in the city. He noted, however, that the Board is legally responsible relative to residency enforcement, referring to the clause which states that "any person, acting in behalf of the city, who makes payment of wages to any person in non-compliance shall be punished by a fine of two dollars for each dollar so paid or accepted." Mr. Moloney then said it was an unsettling problem and that the Board was aware of the confusing situation, and they certainly did not want to lose staff members. Mrs. Gaines noted that she was very much concerned for the staff who have worked for the Library for many years. Mr. Moloney concluded the discussion by stating that the Board will try to find an equitable solution for current Library employees who are in non-compliance with the residency requirement and asked the Library administration for a report at the next meeting listing those employees individually in non-compliance and documenting specifically on a case-by-case basis how each employee is in violation because a waiver of the requirement must be approved by the Mayor and a majority of the City Council.

Mrs. Cardillo introduced the "ongoing" problem of security in the branch libraries; she noted that on March 19, 1985, at the Codman Square Branch Library, two librarians were brutally attacked and robbed at gunpoint while locking up the library, requiring one staff member to receive twenty-two stitches in the mouth. She further added that since mid-January the Fields Corner Branch Library has been troubled by a large group of teenage youths causing in part the recent resignation of a librarian. She reported that the Boston police are aware of the problems; and when they are called for assistance, a very slow response--if any--is yielded, and often times the requests are ignored. In light of these problems, Mrs. Cardillo asked the Board to consider assigning a security guard at the high-crime area branch libraries to combat attacks on the staff and ensure their safety. Extensive discussion followed on the matter of security in the branch libraries; the full Board echoed outrage relative to the incident at the Codman Square Branch Library. Mr. Moloney recommended that Mr. Kelly should meet with the new Boston Police Commissioner to set up foot patrols and scheduled patrols by cruisers, especially during the evening hours and when the branch libraries close. Mr. Bulger noted that staff safety should be assured. Mrs. Luthin asked which branch libraries have encountered repeated and current security problems, and Codman Square, Egleston Square, Fields Corner, and Mattapan Branch Libraries were identified. Mrs. Gaines noted that at the Malden Public Library the custodians are deputized. Mrs. Goodwin asked the cost of hiring a security guard; Mr. Doherty reported that a Pinkerton guard is \$8,000 for six months. Mrs. Luthin asked if the branch libraries could do a head count of the public during evening hours. Mr. Moloney concluded the discussion by requesting from the Library administration for the next meeting the following: a report identifying the cost of placing guards at the branch libraries experiencing security problems; documented cases of security incidents in addition to monitoring police response; a written policy on the future of security in the branch libraries; and a list of the schedule of hours with a head count of use during the evening hours.

In a somewhat related matter, Mr. Stanley Barnes, representing the Friends of Egleston Square Branch Library, asked if a date has been selected for the reopening of the branch library. Mr. Doherty said that the building

Minutes of Meeting
Administrative Agency
March 25, 1985
Page Three

is secured and the collection has been set in place, but the reopening is pending staffing and security. Mrs. Goodwin suggested that perhaps a decision should be made on whether to place a security guard at the branch library, and that will be reviewed prior to the reopening. Mr. Moloney then announced that the target date for the reopening is the end of April.

Next Mr. Moloney addressed the proposed Library budget request for FY86. He noted that he and Mrs. Luthin had met last week with Messrs. FitzPatrick and Doherty (Mr. Kelly, the Acting Director, then being on vacation) and with Director and Librarian designate, Arthur Curley, to review the staff-prepared draft budget request and that, as a result of the review and discussion, changes and increases in the budget request were made. At this point Mr. Doherty and Mr. FitzPatrick presented the reviewed and revised FY86 budget request. Following discussion, revision, and review, the Board unanimously voted to approve the FY86 Library budget request, as revised, for submission to the Budget Office (the approved FY86 budget request is annexed).

The meeting of the Administrative Agency adjourned at 8:06 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Monday, May 6, 1985

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the McKim Building at 11:06 a.m.

Present were Messrs. Bulger and Moloney, Mmes. Gaines and Goodwin; members of the Library administration and staff.

Kevin F. Moloney, President of the Board, presiding.

The first order of business was the election of officers. Mrs. Luthin (absent following the recent birth of her second child) recorded her votes in absentia. On a motion duly made and seconded, Kevin F. Moloney was nominated for President. No other nominations were made. In viva voce Mmes. Gaines and Goodwin and Mr. Bulger voted for Mr. Moloney, who was declared elected President.

On a motion duly made and seconded, William M. Bulger was nominated for Vice President. No other names were placed in nomination. In viva voce Mmes. Gaines and Goodwin and Mr. Moloney voted for Mr. Bulger. Mr. Bulger was declared elected Vice President.

In the election of Secretary, the name of Jane Manthorne was placed in nomination and was elected viva voce by Messrs. Bulger and Moloney, Mmes. Gaines and Goodwin.

The next office, Secretary pro tem, was passed in the election process after Mr. Moloney noted that the election of Secretary pro tem would take place at a later date.

In the matter of enabling votes, on a motion duly and seconded, it was

"VOTED: that any member of the Board of Trustees be, and hereby is, authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the Library."

and

"VOTED: that, until the next annual meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the Director, or the Secretary of the Trustees be, and hereby is, authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City of Boston and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payment under contracts so voted."

Minutes of Annual Meeting
Administrative Agency
May 6, 1985
Page Two

and

"VOTED: that we, the Trustees of the Boston Public Library, having appointive authority over the Civil Service personnel at the Library, do appoint one of our members, Kevin F. Moloney, Trustee, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

and

FURTHER

VOTED: that in the event of the unavailability of Kevin F. Moloney, William M. Bulger, Trustee, is hereby authorized to conduct the above-mentioned hearings, this power to be valid only until the expiration or appointment of any member of this Board."

In reference to the preceding vote, Mr. Kelly explained that on occasion the Trustees are required to hold Civil Service hearings and that, in compliance with the law, the Library cannot initiate termination proceedings against a Civil Service employee without a hearing.

In the next item of business, on a motion duly made and seconded, the name of Jane Manthorne was placed in nomination to serve as Secretary of Committees. In viva voce Messrs. Bulger and Moloney and Mmes. Gaines and Goodwin voted for Jane Manthorne, who was declared elected Secretary of Committees.

In the matter of routine operating procedures, on a motion duly made and seconded, it was

"VOTED: that until the actual commencement of service of Arthur Curley as Director and Librarian, Liam M. Kelly, Acting Director or upon his delegation, John J. Doherty, Assistant Director, or Jane Manthorne, Secretary, be, and hereby is, authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library up to but not including the level immediately below that of the Director, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation."

and,

"VOTED: that upon his actual commencement of service as Director and Librarian and until the next annual meeting, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Assistant Director, or John J. Doherty, Assistant Director, or Jane Manthorne, Secretary, be, and hereby is, authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library up to but not including the level immediately below that of the Director, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remuneration to be reported to the Trustees at their next meeting for confirmation."

and,

"VOTED: that until the actual commencement of service of Arthur Curley as Director and Librarian, Liam M. Kelly, Acting Director or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is, authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1985-86 budget allowance, but in no case exceeding those in the budget estimates for the fiscal year 1985-86, as shall be approved by the Board of Trustees, said payments to be reported to the Board at the next regular meeting for confirmation."

and,

"VOTED: that upon his actual commencement of service as Director and Librarian and until the next annual meeting, Arthur Curley, Director, or upon his delegation Liam M. Kelly, Assistant Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is, authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1985-86 budget allowance, but in no case exceeding those in the budget estimates for the fiscal year 1985-86, as shall be approved by the Board of Trustees, said payments to be reported to the Board at the next regular meeting for confirmation."

Minutes of Annual Meeting
Administrative Agency
May 6, 1985
Page Four

and,

"VOTED: that, until the next annual meeting, the President, Vice President, the Director, and the Secretary of the Trustees be, and hereby are, severally authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City and any and all communications in connection with the award of contracts as voted or recommended to be so voted."

Next, Mr. Moloney reminded the Board that Mr. William Osgood has disclosed his intent to resign from the Boston Art Commission as he is moving to Brookline, and that Mr. Osgood has suggested that the Board submit a list of three names to the Mayor, as required by the city charter, for his decision on a replacement. Mr. Moloney further noted that the Boston Art Commission approved public statues, paintings and any changes made to public monuments.

The meeting adjourned at 11:13 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, May 6, 1985

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 11:18 a.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines and Goodwin; members of the Library administration and staff.

Kevin F. Moloney, President of the Board, presiding.

The minutes of the Regular Meetings held on January 14, 1985 and March 25, 1985 were approved.

On a motion duly made and seconded several items were voted on as a block, as follows:

"VOTED: following approval by the Director and in accordance with the authority delegated to him by the Trustees, to authorize expenditure payments for services and supplies to be charged as follows for the month of March 31, 1985, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$669,450.60
Contractual Services	131,152.42
Supplies and Materials	3,605.34
Books	177,927.94
Current Charges and Obligations	6,471.81
Equipment	-0-
TOTAL	\$988,608.11

Eastern Regional Public Library System (Feb. '85)

Personal Services	\$ 54,844.04
Contractual Services	14,331.43
Supplies and Materials	7,093.82
Books	83,785.83
Current Charges and Obligations	-0-
Equipment	-0-
TOTAL	\$160,055.12

To Trust Funds

Books	TOTAL	794.34
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Library of Last Recourse

Personal Services (3rd Qtr FY85)	\$236,907.07
Books	375,613.26
TOTAL	\$612,520.33

"VOTED: following approval by the Director and in accordance with the authority delegated to him by the Trustees, to authorize encumbrances of bills and contracts to be charged as follows for the month of July 1984 through March 31, 1985, provided that payment of bills from city appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$6,228,490.39
Contractual Services	1,340,601.00
Supplies and Materials	317,328.53
Books	1,016,127.71
Current Charges and Obligations	375,325.82
Equipment	<u>22,121.00</u>
TOTAL	\$9,299,994.45

Eastern Regional Public Library System (Feb. '85)

Personal Services	\$438,957.11
Contractual Services	96,808.32
Supplies and Materials	54,242.62
Books	395,174.77
Current Charges and Obligations	-0-
Equipment	<u>38,000.00</u>
TOTAL	\$1,023,182.82

To Trust Funds

Books	TOTAL	\$ 185,978.29
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Library of Last Recourse

Personal Services	\$ 697,972.72
Books	<u>703,227.94</u>
TOTAL	\$1,401,200.66

and

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from April 17, 1985.

Minutes of Meeting
Administrative Agency
May 6, 1985
Page Three

The next item in the Order of Business was the awarding of contracts. The first contract on the agenda was Pinkerton's, Inc., a contract for guard and patrol service at the Central Library Building. Mr. Kelly recommended to the Board to hold back on awarding the contract to Pinkerton and to go out to bid. Mr. Kelly noted that Pinkerton has been with the Library for several years and expressed dissatisfaction with the current level of service. Secondly, there has been much concern over security in the branch libraries, especially at Codman Square, Connolly, Egleston Square and Fields Corner, and a plan is being developed for scheduled patrol stops by the Pinkerton's at the branch libraries experiencing security problems. Mr. Kelly further noted that he and John Doherty met with Boston Police Commissioner Roache last week regarding security in the branch libraries, and they were encouraged by his reception and response to the Library's request for police presence. Commissioner Roache said that he recognized the need for security in the branch libraries and will review the situation with his senior staff and have a follow-up meeting with the Library administration in one month. At this point, Mrs. Goodwin asked Mr. Kelly to communicate to the Commissioner in writing prior to his meeting with him a list of concrete proposals specifically identifying ways to increase and bolster police presence in the branch libraries. Mr. Kelly said that in the past Boston Police Officers were stationed in every branch library and the Central Library, but in light of budget limitations he would request that an officer stop by on a scheduled daily basis in every branch library as part of a regular patrol route. Mr. Moloney added that a patrol car should also be requested to stop at the branch libraries where a guard is assigned. Mrs. Gaines pointed out that the Egleston Square branch library is located on the border of two police districts and asked Mr. Kelly to convey this to the Commissioner and to establish which police district will assume responsibility for the scheduled stops. In a related matter, Mr. Moloney was pleased to report that Mayor Flynn attended the reopening of the Egleston Square Branch Library last Saturday but expressed disappointment that Commissioner Roache, who personally reassured the Library he would attend, did not appear but did send a civilian representative. Therefore, Mr. Moloney suggested that Mr. Kelly ascertain why there was no police presence at the reopening in addition to establishing from the Commissioner some sense of a solid commitment to the Library on a regular basis. Mr. Kelly then reported that the newly installed fence at the Egleston Branch Library was cut down beyond repair and suggested a reinforced concrete wall. The Board then explored at length alternative methods and means for combating crime including a Public Facilities Commission Police for guarding the Egleston and Connolly Branch Libraries during the evening when the buildings are closed; the security force of Urban Edge to patrol and protect the Egleston Square area; and, the U.S. Marshall Service within the Department of Justice relative to any possible racial problems. Mrs. Gaines asked if the Pinkerton guards carry guns and whether they are deputized to do so. Mr. Kelly said that those who own gun permits carry their guns. Mrs. Gaines then pointed out that the Trustees should consider the liability of armed guards. Mr. Doherty addressed the Board emphasizing the Library policy and premise that staff should always rely first on the

Minutes of Meeting
Administrative Agency
May 6, 1985
Page Four

Boston Police and call 911 whenever a security problem arises and then, second, on the security guards. In conclusion, Mr. Moloney "recapped" the discussion highlighting that Mr. Kelly should schedule a follow-up meeting with Commissioner Roache within a month and present to him specific proposals and recommendations to ensure staff and public safety in the branch libraries and the Central Library and to report back to the Trustees. The Trustees then decided to open the bidding process for guard and patrol service at the branch libraries and the Central Library for FY86. Next, the Trustees voted to assign a Pinkerton security guard at the Egleston Square Branch Library from 12:00 Noon until closing on Monday through Friday commencing immediately and a Pinkerton patrol car with two guards making two stops per day per branch at Codman Square, Connolly, and Fields Corner Branch Libraries as soon as a schedule can be arranged. The Trustees voted to implement these patrols on a trial basis until the end of the fiscal year, to be paid from the unrestricted trust funds, if necessary. At that time, a review of the security plans will be monitored and reviewed. Mr. Moloney then requested Mr. Kelly to notify the staff and the PSA and AFSCME unions regarding the changes in the security plans.

Next, on a motion duly made and seconded, it was voted to award the following contracts:

"VOTED: that, without public advertising, there be entered into with Delta Elevator Service Corporation, 50 North Beacon Street, Allston, Massachusetts 02134, a service contract for the maintenance and servicing of elevators throughout the Library System for the period July 1, 1985 through June 30, 1986 at a total cost not to exceed seventeen thousand six hundred forty dollars and no cents (17,640.00)."

and

"VOTED: that there be entered into, without public advertising, with Gilbert Small & Co., Inc., 1391 South Street, Needham, Massachusetts, a service agreement for the examination of building levels at one Central Library building (McKim) during the period July 1, 1985 through June 30, 1986, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said agreement."

and

"VOTED: that, without public advertising, there be entered into with Marketechs, Inc., 418 Linden Street, Wellesley, Massachusetts a contract for the rental and maintenance of computer terminals during the period July 1, 1985 through June 30, 1986, at a total cost not to exceed twenty-nine thousand five hundred dollars and no cents (\$29,500.00)."

Minutes of Meeting
Administrative Agency
May 6, 1985
Page Five

and

"VOTED: that, without public advertising, there be entered into with Aetna Fire Alarm Service Co., Inc., 43 Lenoxdale Avenue, Dorchester, Massachusetts, a contract for the inspection and testing of fire alarm systems throughout the Library System during the period July 1, 1985 through June 30, 1986 at a total cost not to exceed seven thousand eighty dollars and no cents (\$7,080.00)."

and

"VOTED: that, without public advertising, the Board of Trustees in charge of the Library Department of the City of Boston acting in the name of and for the City of Boston, does hereby accept an instrument of Lease by and between Dr. Donald Stackhouse and the City of Boston for the rental of premises located at 205 North Main Street, North Reading, Massachusetts, for the period July 1, 1985 through June 30, 1986, at a total annual cost not to exceed sixteen thousand eight hundred ninety-nine dollars and no cents (\$16,899.00), with the option by the Lessor to adjust the monthly rent during the period July 1, 1985 through June 30, 1986 based on increase of real estate taxes;

and,

"VOTED: that Liam M. Kelly, Acting Director of the Public Library of the City of Boston, be, and hereby is, authorized and directed in the name and behalf of the Board of Trustees in Charge of the Library Department of the City of Boston to execute said instrument of Lease in duplicate."

and

"VOTED: that there be entered into a lease agreement with the Trustees of the Hyannis Public Library Association, Inc. for the rental of premises located at 401 Main Street, Hyannis, Massachusetts, for the period July 1, 1985 through June 30, 1986 at a monthly rate of eight hundred five dollars (\$805.00);

and,

"VOTED: that Liam Kelly, Acting Director, and, upon the commencement of his service as Director, A thur Curley be, and hereby are, authorized to make from time to time, as specified in said lease agreement, with the Trustees of the Hyannis Public Library, monthly payments as prescribed in said lease agreement."

and

Minutes of Meeting
Administrative Agency
May 6, 1985
Page Six

"VOTED: that there be entered into a lease agreement with the Alec Rich Company for the rental of premises located at Rear 21 Court Street (King's Court), Taunton, Massachusetts for the period July 1, 1985 through June 30, 1986, at a monthly rate of one thousand two hundred dollars (\$1,200.00);

and,

"VOTED: that Liam Kelly, Acting Director, and, upon the commencement of his service as Director, Arthur Curley be, and hereby are authorized to make from time to time as specified in said lease agreement with the Alec Rich Company, monthly payments as prescribed in said lease agreement."

and

"VOTED: that there be entered into with D. Clancy and Son's Company, 339 Dorchester Street, South Boston, Massachusetts, the sole eligible and responsible bidder in the public bidding, a contract for the installation and repair of windows at the Central Library and certain branch libraries, as specified under Groups A and E of the specifications, at a total cost not to exceed thirty-five thousand dollars and no cents (\$35,000.00).

and

"VOTED: that there be entered into with Brodart, Inc., the lowest eligible, responsive and responsible bidder in the public bidding, a contract for supplying and delivering magazine binders, metal book supports, and newspaper sticks to the Boston Public Library at a total cost not to exceed eight thousand three hundred seventy-one dollars and eighty-seven cents (\$8,371.87). All items are to be as specified."

and

"VOTED: that there be entered into with the firm of Arthur Young, One Boston Place, Boston, Massachusetts, in accordance with the proposal submitted by Arthur Young for May 2, 1985 opening of proposals, and for a total fee not to exceed nine thousand dollars (\$9,000.00), a financial and compliance audit of each of the following: (1) The Eastern Massachusetts Regional Library Program; (2) The Library of Last Recourse Grant; and (3) The Pollard Memorial Library, Lowell, Massachusetts, a subregional library under the Eastern Massachusetts Regional Library Program."

Minutes of Meeting
Administrative Agency
May 6, 1985
Page Seven

The next contract considered was the rental of storage space at the New England Deposit Library (N.E.D.L.) in Allston, Massachusetts. Mr. Kelly reported that the New England Deposit Library was organized by Special Act of the Massachusetts Legislature in 1941 for the purpose of furnishing library space and facilities to nonprofit charitable, educational, religious and literary institutions and to public institutions. Revenues of the N.E.D.L. are derived principally from rents received from the participating charitable and educational institutions. These revenues, as defined by the statute, are intended to defray the expenses of N.E.D.L. Mr. Kelly further noted that N.E.D.L. functions as a cooperative library storage facility making readily available to all the member libraries materials which are not requested very often. At this point Mr. Kelly outlined for the Trustees a proposal by Harvard University to build a new storage facility in Southborough, Massachusetts, and to have N.E.D.L. members vote on May 13, 1985 to agree to transfer ownership of the facility in Allston to Harvard University in exchange for approximately 129,000 linear book feet in the new storage facility to be constructed by Harvard. The somewhat controversial proposal exists with Harvard's premise that a new facility should be built because the present building is not structurally sound and an expansion of space is desirable. Mr. Kelly noted that John Doherty and Joseph Sarro inspected the present facility recently and concluded that the building appears to be structurally sound, that this building could not be replaced in today's market, its present reading room makes it attractive for library service and the location is convenient for the Boston Public Library. In essence, Harvard proposes to the members to choose between remaining at the present location at a greater cost versus moving to the new facility where replacement space would be made available at the current rate, but where additional space would cost approximately five times the current rate. At present the Boston Public Library utilizes one third of the entire building and Harvard 40%. Mrs. Gaines asked if the building is climate-controlled, and Mr. Kelly responded that the building can be easily adapted to climate-controlled equipment. Mr. Moloney inquired how many votes are needed to approve the proposal and Mr. Kelly said Harvard needs five out of seven votes. At this point the Trustees supported Mr. Kelly's recommendation to remain in the present facility and it was

"VOTED: that there be entered into with the New England Deposit Library, 135 Western Avenue, Allston, Massachusetts, an agreement for the rental, during the period July 1, 1985 through June 30, 1986 of storage space therein for books and other library materials belonging to the Boston Public Library, in accordance with the rates of storage space formally adopted by the governing board of said New England Deposit Library."

Mr. Moloney then asked Mr. Kelly to poll the other voting members before the May 13th meeting and report the consensus to the Board.

Minutes of Meeting
Administrative Agency
May 6, 1985
Page Eight

Mr. Moloney then reported that he received a letter from Mr. Douglass Shand-Tucci relative to his continuation of consulting services to the Boston Public Library. Following discussion, on a motion duly made and seconded, it was

"VOTED: to continue the services of Douglass Shand-Tucci for consultancy on the McKim restoration, as follows: a reduction of hourly rate from seventy-five to thirty-eight dollars (\$75.00 to \$38.00) with a commitment by the Trustees of a minimum of five (5) hours per week for one year."

Next, Mr. Moloney noted that the Trustees and the Library administration should monitor the plans of the Copley Square design proposals by New England Life, including the plans for the location of trees and lighting.

The next topic of discussion was introduced by Mrs. Gaines regarding complaints she received about the Library's book jobber, Baker and Taylor. She questioned why the Library is not receiving in a timely fashion children's books and popular current fiction and why the book stores seem to receive the best sellers far in advance of the Library. Mr. Moloney concurred and stated that he also received a similar complaint. Mrs. Gaines further added that, in particular, she recalled that the Library did not receive the books which were part of the Reading Rainbow program last summer on Channel 2 until after the series was over and especially since the librarians ordered the books far in advance of the program. A second related item was also addressed by Mrs. Gaines who questioned why Baker and Taylor is supplying the Library with children's books which are reinforced with extra heavy binding resulting in a much tighter bound book and making it difficult for the children to read. Following discussion, the Trustees recommended that a committee of key library staff involved with acquisitions and selection present to the Board their suggestions to improve service.

The final topic of discussion was the ceremony celebrating the reopening of the Egleston Square Branch Library which was held on Saturday, May 4, 1985. Mr. Moloney expressed how pleased he was with the restoration of the building and on a motion duly made and seconded, it was

"VOTED: to commend the library staff and the Buildings Department for their cooperation and work in preparing the Egleston Square Branch for the reopening."

The meeting adjourned at 12:55 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, June 10, 1985

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 11:20 a.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines and Luthin; Douglass Shand-Tucci, Consultant to the Trustees on the McKim restoration; and members of the staff.

Kevin F. Moloney, President of the Board, presiding.

The minutes of the Annual Meeting and the regular meeting held on May 6, 1985, were approved, subject to corrections.

In authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Liam M. Kelly, Acting Director, or upon his delegation, John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from May 15, 1985."

Mr. Kelly provided background on various contracts all of which represent continued services, with the exception of the HB Educational Systems, Inc. contract for video cassette recorders. The following contracts were then awarded on a motion duly made and seconded, as follows:

"VOTED: that there be entered into with P. Clancy and Sons, 735 Adams Street, Dorchester, Massachusetts, the lowest eligible and responsible bidder under Group I in a public bidding, a contract for the cleaning of windows during the period July 1, 1985 through June 30, 1986 at Library buildings designated under Group I of the specifications at a cost not to exceed seven thousand seven hundred seventy dollars (\$7,770.00)."

and

"VOTED: that there be entered into with House of Sunshine, dba Sunshine Services, 40 Rugg Road, Allston, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for the rental of miscellaneous uniforms during the period July 1, 1985 through June 30, 1986 at prices per unit as set forth in said agreement."

and

"VOTED: that there be entered into with HB Educational Systems, Inc., 21 Audio Lane, New Haven CT 06519, the lowest eligible and responsible bidder in the public bidding, a contract for furnishing, delivering and installing video cassette recorders, as specified, at a total cost not to exceed eighteen thousand one hundred twenty dollars (\$18,120.00)."

Minutes of Meeting
Administrative Agency
June 10, 1985
Page Two

and

"VOTED: that there be entered into with New England Systems and Supply, Inc. 34 Barstow Street, Mattapoisett, Massachusetts 02739, the lowest eligible and responsible bidder in the public bidding, a contract for inspection and testing of HVAC water systems at the Central Library Building and at other Library locations during the period July 1, 1985 through June 30, 1986 at a total cost not to exceed three thousand eight hundred ninety four dollars and no cents (\$3,894.00)."

and

"VOTED: that there be entered into with Inforonics, Inc., 550 Newton Road, Littleton, Massachusetts, the sole bidder in the public bidding, a service contract for supplying and delivering MARC II catalog service (Group I) with option for renewal as of July 1, 1986 and as of July 1, 1987, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

and

"VOTED: that there be entered into with Inforonics, Inc. 550 Newton Road, Littleton, Massachusetts, the sole bidder in the public bidding, a contract for providing to the Boston Public Library, as per GROUP II in the proposal, a 20% share of the Inforonics KL computer system for use in running a variety of programs for the Eastern Massachusetts Library System, also providing a computer site and operator coverage for the KL, at a total cost not to exceed thirty-six thousand dollars (\$36,000.00)."

and

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for the leasing of two panel trucks and five station wagons during the period July 1, 1985 through June 30, 1986 at the rates set forth in said agreement."

and

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for the leasing of two panel trucks and two station wagons for the Eastern Massachusetts Regional Library System during the period July 1, 1985 through June 30, 1986 at the rates set forth in said agreement."

Minutes of Meeting
Administrative Agency
June 10, 1985
Page Three

and

"VOTED: that, without public advertising, there be entered into with International Business Machines Corporation, a corporation having a place of business at Armonk, New York, and at One Copley Place, Boston, Massachusetts, a contract for rental of certain data processing equipment during the period July 1, 1985 and June 30, 1986, the total rental thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

and

"VOTED: that, without public advertising, there be entered into with International Business Machines Corporation, a corporation having a place of business at Armonk, New York, and at One Copley Place, Boston, Massachusetts, a contract for the maintenance of certain data processing equipment during the period July 1, 1985 and June 30, 1986, the total amount thus paid to be subject to the terms, agreements and conditions set forth in said contract."

Mr. Kelly described the present cafeteria operation in the Concourse level of the Johnson Building. Since the building opened there have been seven vendors. The present vendor has been here for seven months, has done an excellent job, operating the concession himself with one assistant. Mr. Kelly noted that the area gets hot during the summer and, with this in mind, the vendor has suggested that he offer a food service in the courtyard, still continuing the service in the concourse. Mr. Kelly said that there would be both positives and negatives in the idea. Discussion followed on various elements: service to the public as well as staff; the problem of refuse; the value of the operation as a dry-run for the McKim Building; the oppressive air in the cafeteria; the absence of profit for the Library in the operation (Mr. FitzPatrick pointed out that the Library sets the prices for four items sold in the cafeteria). The Board responded favorably to trying out the summertime courtyard food service.

Mr. Kelly reported on the fire at Grove Hall Branch, that it was arson, that the library has remained closed since the fire, that the staff did an excellent job in cleaning and putting things back in order. The building is almost ready to open except for replacement of emergency exit doors which will cost between \$5,000 and \$6,000. Mr. Kelly indicated that Public Facilities cannot deal with the door replacement immediately. The state law in regard to bidding mandates delays. Discussion moved to the various alarm systems in branches--some have sonaguard; the newer branches are linked to Public Facilities. Mr. Moloney asked Mr. Kelly to find out when Public Facilities will deal with the problem and what the systems are in the branches. Mr. Kelly agreed to write a letter to Mr. James Hart of Public Facilities.

Minutes of Meeting
Administrative Agency
Monday, June 10, 1985
Page Four

Mr. Kelly reported on his recent meeting on the future of the New England Depository Library. He pointed out that it is a corporation with eight members (seven directors), that the present building in Allston was built in 1941 by the corporation on land given by Harvard. Recently Harvard proposed that a new facility be built in Southborough; this proposed building would provide the Boston Public Library with 120,000 linear feet. Mr. Kelly argued for keeping the present facility and "enhancing cooperative activity." The Boston Athenaeum and the State Library also argued against the new building. The result was that Harvard's motion was defeated 5 to 3.

Mr. Moloney noted that the Trustees should continue to monitor the budget--no word has been received as yet.

The meeting adjourned at 11:55 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, July 1, 1985

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 6:20 p.m.

Present at the meeting were Mr. Moloney and Mmes. Gaines, Goodwin, and Luthin; representatives from the Public Facilities Department, Excelon Security Services; and Library staff.

Kevin F. Moloney, President of the Board, presiding.

Mr. Moloney noted that the meeting would be directed to discussion and voting on contractual matters; that, with the change of the fiscal year, certain contracts, commencing on July 1, would be considered and voted on.

Mr. Moloney welcomed Arthur Curley to his first meeting--not as candidate, not as librarian designate--as Director.

Next, in authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Assistant Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from August 7, 1985."

Mr. Kelly provided background on the first contract to be considered, that of Building Technology, Inc., noting that legal counsel had advised that the contract needed to be re-advertised because of modifications. He noted that Building Technology, Inc. is a division of Balco responsible for the services covered by the Library's specifications. Mr. Curley pointed out that the difference in bid between the low bidder and the second low bidder was \$65,000. He has become aware of dissatisfaction with Balco, has talked over their performance with management, visited Dudley Branch where the situation in the auditorium appears improved. Mr. Curley recommended that the Trustees accept the low bid and proceed to develop a system to evaluate the performance of the contractor. In response to a question from Mrs. Gaines on the technicalities of re-bidding, Mr. FitzPatrick provided background on how re-advertising was recommended by the Law Department because of the inclusion of "parts" in the specifications. Mr. Curley added that there were two aspects here which should be noted: the actual "specs" and the quality with which the "specs" are met; a contractor may meet the "specs," but the Library needs, also, to study the quality of the contractor's performance. In response to Mrs. Gaines' query about the extension of the present contract by another 30 days, Mr. FitzPatrick indicated that the present bid should be accepted or rejected now. Mr. Curley summarized that timing was the problem; that in the middle of a 3-year contract, re-bidding had to take place; that in the future, Trustees will be accorded sufficient time to review all bids. Mr. Moloney concluded that the Library will review the existing contract to see if Trustees can act in a planning position, rather than simply reacting. Mrs. Gaines

Minutes of Meeting
Administrative Agency
July 1, 1985
Page Two

reminded the Board that the problems were not with Dudley Branch alone but in Central as well. Mr. Curley concluded that the Library is going to have to take a stronger stand managerially. Other discussion yielded such observations as "the problem [with Balco] is not knowing what the problem is," and that the problem is that we are not getting a solution; that there is an "escape clause" in the contract; that the Trustees can reject a low bid provided that they have documentation supporting cause for rejection; that the contract was underbid last time; that there are areas in library buildings with system design problems; that, in Central, the system was designed for 24-hour operation. Mr. Curley pointed out that it is important for Balco to tell us if design is the problem, that communication must be improved. Other observations were: that low price is not always the only reason to approve a bid; that the Library solicited fifteen firms for the contract, with only two responses; that bidding is on an hourly basis; that internal responsibility for such things as branch heating systems rests with the Library's Buildings Department; that there is a regular maintenance schedule; that, as far as the impact of the contract on the budget, funds can be transferred to support it; that staffing from the contractor is 4 HVAC personnel, 1 electrician, 1 plumber, all headquartered in Central. Mrs. Gaines suggested that--as with the investment counselors, Thorndike, Doran, Paine & Lewis--Balco representatives make a presentation to the Trustees. Mr. Curley concluded that he should set a reasonable time to analyze the specs and Balco performance, then make value judgments and share them with the Trustees, and then invite company representatives to meet with Library representatives. Mrs. Goodwin urged that staff in all the branches be given an opportunity to share their thoughts on the matter. It was agreed that in October, after the first quarter, the whole matter be examined. On a motion duly made and seconded, with Mrs. Gaines abstaining, it was

"VOTED: that there be entered into with Building Technology, Inc. 160 Charlemont Street, Newton, Massachusetts, the lowest eligible, responsible and responsive bidder in the public bidding, a contract for the operation and servicing of heating, ventilating and air conditioning systems and equipment, as well as plumbing systems, throughout the Library system during the period July 1, 1985 through June 30, 1986, at a total cost not to exceed three hundred sixty-six thousand, three hundred forty-seven dollars and thirty-six cents (\$366,347.36) with the (Official's) option for renewal on July 1, 1986 and July 1, 1987 at bid price."

Mr. FitzPatrick briefed the Board on the next contract for pest extermination, pointing out that there was substantial difference between high and low bids, that this contract for the first time included branch libraries, that the low bidder was a minority contractor, that the low bid was very low--only \$10.00 per branch for four visits a year. On a motion duly made and seconded, it was

"VOTED: that there be entered into with Systems Exterminating Contractors, 208 Washington Street, Dorchester, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for Extermination and Pest Control Services at all Library buildings listed in the contract specifications under Group "A" and Group "B," during the period July 1, 1985 through June 30, 1986, at a total cost not to exceed three thousand two hundred twenty eight dollars and no cents (\$3,228.00)."

The next contract, security, drew much discussion. Mr. Kelly explained that the contract for security had to go out to bid because of two additional requirements, a patrol car and guard service at Egleston Square Branch--which contributed to the delayed contract vote. Two bids were received and were close, Pinkerton's, Inc. and Excelon Security Services, Inc. Mr. Curley cited a number of concerns in this area. Drawing on his own experience with both contracted-for services and in-house work, Mr. Curley pointed out that security entails several elements (some of which are presently handled in-house): security of staff, public, collections, and facilities. The security problems in the library are sometimes extensions of the problems of society at large. Mr. Curley said that he plans a thorough study, possibly with a consultant, of security needs. He pointed out that the Trustees had before them two bids, also a Public Facilities plan, and another factor, research on the matter done by the Library's own staff. Again, Mr. Curley said, limited time is the problem here. Time is needed to analyze security needs and probably change the definition of the job. At this point, Mr. Moloney called on William Doherty, Associate Director for Administration and Finance, and Robert Francis, Chief of Security, Public Facilities Department, to describe their program with its possible facilitation in the Library. The two speakers described the Municipal Police training, capabilities (mobile response teams, site guards, monitoring of alarm systems), and costs (approximately seventeen thousand dollars less than the low bid). Mr. Edward Tessier of Excelon Security Services, Inc., spoke briefly about his firm's services, noting that his bid was responsive to specifications, that other services could be provided, if so specified. In answer to questions on training, he said that he provided sixteen hours of training and required that his trainees have no arrest record for the past ten years. (The Municipal Police receive forty hours of in-service training.) The Board was advised that the word "armed" appeared in the contract specifications and discussion followed as to whether weapons such as guns were appropriate for the Library. The Board was advised that the staff had informed bidders that that term was not intended to include firearms. Mr. Curley reminded the Board that the Public Facilities plan was a program, not a bid, that the right "mix" cannot be grappled with until the staff looks at the facts. The staff is already responsible for the security of the collections; they need an opportunity to look at the larger picture. Mr. Curley then recommended that the Trustees accept the low bid and thus gain a year to study all possibilities. Mr. Moloney discussed briefly with the Public Facilities representatives the costs of an alarm system which would tie 28 libraries into the Digital Data system and was told that the charge would approximate \$50,000. Following an assurance that there is a 30-day termination clause in the security contract, on a motion duly made and seconded, it was

"VOTED: that there be entered into with Excelon Security Services, Inc., 870 Massachusetts Avenue, Boston, Massachusetts, the lowest eligible, responsible and responsive bidder in the public bidding, a contract for guard and patrol service at the Central Library Building, Copley Square, Egleston Square Branch Library, and patrol and inspection by two (2) uniformed security people in radio-equipped car at the Fields Corner Branch Library, Connolly Branch Library, and the Codman Square Branch Library; during the period July 1, 1985 through June 30, 1986, at a total cost not to exceed one hundred fifty-nine thousand four hundred sixteen dollars and ninety-two cents (\$159,416.92) with the (Official's) option for renewal on July 1, 1986, and July 1, 1987 at bid price."

Mrs. Luthin abstained from voting.

Minutes of Meeting
Administrative Agency
July 1, 1985
Page Four

Following a description by Mr. FitzPatrick of the specialized vehicles--including installation of certain chassis--required by the bookmobile service of Eastern Regional centers in Taunton and North Reading, on a motion duly made and seconded, it was

"VOTED: that there be entered into with the Gerstenslager Company, 1425 East Bowman Street, Wooster, Ohio, the sole bidder in the public bidding, the contract for furnishing and delivering two bookmobiles as specified in the specifications in a total amount not to exceed one hundred seventy four thousand eight hundred eighty dollars (\$174,880.00).

At this point Mrs. Gaines expressed the need to have follow-up of suggestions/requests made by the Trustees at meetings. Mr. Curley explained that he maintains a tickler file which will insure such action and communication.

Mrs. Luthin introduced the subject of the Library's proposed Handicap Access Center. Mr. Kelly explained that it is planned as a first floor service center for the handicapped to use library materials and acquire information. Seed money will be provided by the state for the launch of the project and the acquisition of equipment, with the Library maintaining the center in subsequent years. Mrs. Luthin reminded the Board of the recent death of Susan Scully, who at the time of her death at 24 was serving as Boston's Commissioner of Handicapped Affairs. Mrs. Luthin suggested that it would be most appropriate to designate the center as the Susan M. Scully Center. The members of the Board agreed to make suitable recognition by naming some aspect of the service--a room, the program--for Susan Scully. Mr. Kelly added that he had had an opportunity to discuss the Library's plans with the Commissioner before her death.

After one week as Director, Mr. Curley reported on his activities. He has been getting oriented, meeting with key members of staff, and visiting district branches. He has made a "whirlwind tour" of Central Library departments and plans a walk-through of the McKim Building soon. He noted that he has been learning and analyzing and has met with the finest cooperation. He cited Mr. Kelly's helpfulness, also his awareness of the dedication of Library staff.

Mr. Curley reported on a matter which, he believed, demonstrated most unfortunate timing. He discovered that a letter had gone out to the directors of Boston sub-region libraries describing the intent of the Eastern Region's Planning and Budget Committee to begin phasing out Boston as the sub-region headquarters. Mr. Curley expressed his philosophy on the role of metropolitan libraries--and specifically Boston--as regional centers. He said that the mechanics of sharing is not all that constitutes a regional network, that great libraries have great responsibilities, that their leadership role cannot be abdicated, that the central position of the Boston Public Library (though there may be at times a tendency to dominate) is important politically, symbolically, and in the way things are planned. Mr. Curley acknowledged that the heads of the sub-region libraries had evidently not met frequently enough, that this would be changed, and he needs time to analyze the whole situation.

In response to a question from Mrs. Gaines on the briefing sheets which earlier had served as communication between the Director's office and the Trustees,

Minutes of Meeting
Administrative Agency
July 1, 1985
Page Five

Mr. Curley said that giving information to the Trustees will be "high on his agenda" and that he wants a process for conveying information to evolve.

Mrs. Luthin reported that she had received a complaint on the circulation control system in some branches which has resulted in the staff's handling of thousands of flimsy slips of paper. Mr. Kelly explained that the problem had resulted from certain equipment which had become obsolete; Mr. Curley said that he had become aware of the problem, the quality of paper involved was not good, and that there is a long-range need to evaluate the system; alternatives must be explored; much money, much planning and time are involved.

Mr. Moloney made a brief statement about the budget and the efforts of the Trustees and members of the Library administration on behalf of the budget. He noted that the Board had voted at its meeting of March 25 to submit a budget of \$12.9 million, that the Budget Office had submitted to the City Council a budget in the amount of \$11.9 million. In light of the city's current fiscal situation and compared with FY85's budget of \$11.4 million, he suggested that the \$11.4 million was a "positive" figure.

The meeting adjourned at 8:30 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Tuesday, September 24, 1985

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 7:15 p.m.

Present at the meeting were Mr. Moloney, Mr. Bulger (delayed because of his presiding at a session of the State Senate), Mmes. Gaines and Goodwin. Mrs. Luthin was absent because of an urgent family commitment. Also present were members of staff and public.

Kevin F. Moloney, President of the Board, presiding.

On a motion duly made and seconded the minutes of the Regular Meetings of June 10 and July 1, 1985 were approved.

Mr. Curley described the authorization votes which were before the Board related to payrolls, payments for services and supplies, and encumbrances of bills and contracts. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Assistant Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from September 4, 1985.

and

"VOTED: following approval by the Director and in accordance with the authority delegated to him by the Trustees, to authorize payments for expenditures for services and supplies to be charged as follows for the months February through June 30, 1985, provided that expenditures from City Appropriation have the approval of the City Auditor:

To City Appropriation

Personal Services	\$2,309,356.43
Contractual Services	456,886.29
Supplies and Materials	27,806.23
Books	418,040.22
Current Charges and Obligations	8,487.13
Equipment	-0-
TOTAL	\$3,220,576.30

<u>Eastern Regional Public Library System</u>	
Personal Services	\$ 246,456.89
Contractual Services	127,283.00
Supplies and Materials	288,186.26
Books	1,191,285.03
Current Charges and Obligations	-0-
Equipment	322,206.00
TOTAL	<u>\$2,175,417.18</u>

<u>To Trust Funds</u>	
Books	TOTAL \$ 116,929.48

<u>Library of Last Recourse</u>	
Personal Services (4th qtr)	\$ 234,753.75
Books	434,495.82
TOTAL	<u>\$ 669,249.57</u>

and

"VOTED: following approval by the Director and in accordance with the authority delegated to him by the Trustees, to authorize encumbrances of bills and contracts to be charged as follows for the months of April 1, 1985 through June 30, 1985, provided that payment of bills from city appropriation have the approval of the City Auditor:

<u>To City Appropriation</u>	
Personal Services	\$8,537,846.82
Contractual Services	1,797,487.29
Supplies and Materials	345,134.76
Books	1,434,167.93
Current Charges and Obligations	383,812.95
Equipment	22,121.00
TOTAL	<u>\$12,520,570.75</u>

<u>Eastern Regional Public Library System</u>	
Personal Services	685,414.00
Contractual Services	224,091.32
Supplies and Materials	342,428.88
Books	1,586,459.80
Current Charges and Obligations	-0-
Equipment	360,206.00
TOTAL	<u>\$3,198,600.00</u>

<u>To Trust Funds</u>	
Books	TOTAL \$ 302,907.77

<u>Library of Last Recourse</u>	
Personal Services	\$ 932,734.14
Books	1,137,723.75
TOTAL	<u>\$2,070,457.90</u>

In the awarding of contracts, Mr. Moloney questioned why, in three contracts before the Board, there were sole bidders. Mr. Curley indicated that background to the process was supplied in the documents provided to the Trustees in advance of the meeting. Mr. FitzPatrick offered one example, the bid by the Dowd Company for the supply of paper products. In that case, the Library solicited eight firms; but, since the firms were aware that the Dowd Company holds contracts with both the Commonwealth of Massachusetts and the City of Boston, the firms solicited did not choose to compete. Mr. FitzPatrick went on to explain that the paper envelope industry in this area has ceased to be competitive, hence one bidder; and that Regional Business Equipment, Inc., sole bidder for the furnishing of typewriter services, gave a low price and has demonstrated promptness and twice-a-year preventive maintenance. He added that the new department for minority business in the Mayor's office has expanded insured the opportunity for firms to bid on the Library's invitations for proposals. Following this discussion, on a motion duly made and seconded, it was

"VOTED: that there be entered into with Regional Business Equipment, Inc. 401 West Broadway, South Boston, Massachusetts 02127, the sole eligible and responsible bidder in the public bidding, a contract for the Boston Public Library System for furnishing typewriter services for the Boston Public Library System during the period July 1, 1985 through June 30, 1986 at a total cost not to exceed four thousand eight hundred forty-two dollars and no cents (\$4,842.00)."

and

"VOTED: that there be entered into with Massachusetts Envelope Company, 30 Cobble Hill Road, Somerville, Massachusetts, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous paperenvelopes, as specified in the specifications, at a total cost not to exceed five thousand three hundred twenty-one dollars and ninety-nine cents (\$5,321.99)."

and

"VOTED: that there be entered into with the Dowd Company, Inc. 90 Commerce Way, Woburn, Massachusetts, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering paper towels and toilet tissue at a total cost not to exceed seven thousand nine hundred eleven dollars and no cents (\$7,911.00)."

and

"VOTED: that there be entered into with L. E. Muran Co., the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous office supplies as specified, at a total cost not to

exceed ten thousand, four hundred eighty-six dollars and eighty-nine cents (\$10,486.89)."

and

"VOTED: that there be entered into with Bay Colony Paper Corp., 293 Lenox Street, Norwood, Massachusetts 02062, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous shipping supplies under items #1, 2, 3, 4, 5, 6, 7b, 8b, 9c, and 11 at a total amount not to exceed two thousand three hundred forty-four dollars and ninety-five cents (\$2,344.95)."

and

"VOTED: that there be entered into with Brodart Company, 1609 Memorial Avenue, Williamsport, Pennsylvania 17705, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering resource and acquisition supplies, as specified, at a total cost not to exceed seven thousand seven hundred fifteen dollars and fourteen cents (\$7,715.14)."

and

"VOTED: that there be entered into with Wagon Photo Sales, Inc. 125 Library Street, Chelsea, Massachusetts 02150, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering lamps, bulbs, and miscellaneous batteries under items #1, 2, 3, 4, 6, 7, 8, and 9 at a total cost not to exceed three thousand one hundred seventy-eight dollars and seven cents (\$3,178.07)."

and

"VOTED: that there be entered into with Associated Microfilm Management Services, Inc., 2670 Warwick Avenue, Rhode Island, the lowest eligible and responsible bidder for items 1 and 2, a contract for supplying and delivering microfilm reader/printer paper and toner as specified in the specifications at a total cost not to exceed five thousand four hundred fifty dollars and no cents (\$5,450.00)."

At 7:25 p.m., on a motion duly made and seconded, it was voted to go into Executive Session on matters related to collective bargaining. At 8:35 p.m. the meeting of the Administrative Agency was resumed, Mr. Moloney expressing regret to staff and public over the delay.

Minutes of Meeting
Administrative Agency
September 24, 1985
Page Five

Mr. Moloney called attention to the Board of the need to appoint the Examining Committee, asking them to put together a list of names. In the matter of appointments, he also cited the need to suggest three names from which a successor to William Osgood would be appointed to the Art Commission.

Mr. Moloney noted that the schedule of Trustees' meetings for 1985/86 should be determined and directed the Clerk to discuss the schedule with each Trustee.

Mr. Curley delivered the Director's Report. He prefaced his presentation with a statement on the importance of communication to the Board, that beyond meetings there are other avenues of communication, that in the next few months he will be experimenting with various means of sharing information. He pointed out that there had been a "violation" of the Trustees' Bylaws which stipulate that personnel actions be reported to the Trustees at each meeting. He noted that this reporting would begin systematically at the next meeting and, for the present meeting, presented the Board with a GAN (General Administrative Notice) to which salaries related to personnel actions had been added. Mr. Curley also distributed statistics on circulation, acquisitions, registration, extension services, program activities, cooperative programs with schools, and research library data. Mr. Curley said that future statistical reports will be briefer, the present figures being more complete since they come at the end of the fiscal year. He called attention to the increase in program activity, noting that this Library is famous for very special program activities. He said that it is a tribute to the Library staff that they have not cut back on ways that bring people into the Library, things that inspire, that are educational in the broadest sense. Mr. Moloney remarked that he had seen a Board of Library Commissioners' inaccurate report of Boston Public Library circulation statistics. Mr. Curley noted that efforts are in progress to correct the inaccuracy.

Mr. Curley went on to cite highlights in Library events and activities. The relighting of the Library, he pointed out, is consistent with the restoration of the McKim Building and the entire library system. It is properly symbolic of the direction in which the Library will move. He announced the re-opening of Grove Hall Branch, made possible by the efforts of Library staff. He described the branch as being in reasonable shape for the delivery of public services. He went on to name several programs which are significant, among them: the Job Orientation Workshop at Jamaica Plain; the poetry workshop for teens at Parker Hill; the projected "Growing Pains" cablecast on the Allston/Brighton neighborhood; the NEH (National Endowment of the Humanities) Learning Library series planned for branch libraries--modern American drama at Adams Street Branch, Afro-American history at South End. Other programs include the West End series on Know Your Neighborhood and the annual David McCord Lecture, this year featuring poet William Jay Smith. Mr. Curley called attention to several important exhibits, among them Salute to Arab Culture, the 100th Anniversary of the Boston Pops, City and Town Commons (inaugurated with a presentation by Kitty Dukakis), the Books Arts in Boston (with scholarly talks by the Library's own curators), contemporary fantasy drawings, and costume throughout the ages, coinciding with the Women of Excellence exhibit.

Minutes of Meeting
Administrative Agency
September 24, 1985
Page Six

Mr. Curley described the exhibition of illustrations of children's books by Judith Gwyn Brown, scheduled for November and December in the Wiggin Gallery. He mentioned the ongoing restoration of the Dennis dolls which will become a major resource for exhibitions.

Mr. Curley announced the resumption of Sunday service on October 6. Mr. Moloney added that it is necessary to persuade people of the importance of such service. Mr. Curley remarked that often in four hours we exceed what we ordinarily achieve in eight hours. Mr. Curley pointed out that the Harvard Book Store Author Series begins this week, adding that the Library cooperates with other institutions when we can. Mr. Curley provided the Board with an update on the Access Center. He recently visited the center in Worcester, a long overdue service for Boston. He said that the Library has funding from three grants in the amount of \$100,000; that most of this sum will be applied to the purchase of equipment; that most personnel will come from in-house; that a position has been advertised for the center, but not filled; that Kathleen Hegarty will be responsible for the conceptual aspects of the program; that the center will probably not open until the first of the year. Mr. Curley described how the Boston Public Library has been a pioneer in the use of large print. The plan of the center will be to provide bridges from very special materials to regular materials.

Mr. Curley next reported on advances in automation: the Library's transition from teletype to electronic mail; expansion of data-base searching terminals from four to five (the CASSIS System, he said, went from 21 searches to 200 in one year). He described how the Library has just completed an in-house video production: the Rare Book Department and the Conservation Unit have produced a training film in conservation techniques. He described it as a valuable training tool, demonstrating that we are a leader in the area of conservation.

In other announcements Mr. Curley called attention to the EMPEROR-1 videodisc program for which the Library is co-sponsoring a reception with Simmons College School of Library and Information Science. This project demonstrates computer indexing of video tape to supply access to visual materials. Mr. Curley also announced the Library's receipt of Title-II C funding in the amount of \$174,000 for the micropreservation of Massachusetts newspapers. Mr. Curley noted B. Joseph O'Neil's national reputation in the field of newspapers. Also described were activities of friends of the Library: a plan to organize citywide Friends, and meetings of the Associates of the Boston Public Library to co-sponsor a fundraiser with the Trustees.

In reference to Trustees' meetings, Mr. Curley said that in the future he would like to highlight one activity, one service, or one branch, to incorporate a "show and tell" element into the meeting. He called attention to the educational aspects of Board meetings as an aid in gaining public support.

Minutes of Meeting
Administrative Agency
September 24, 1985
Page Seven

Next, Joseph Horn, a member of the Professional Staff Association, addressed a query to the Board, inquiring why contract negotiations had "broken down completely." Mr. Moloney responded that it was not appropriate or fair to the unions or the Library to reply, that union members should go through their authorized representatives. He added that Mr. Curley and the Board were interested in moving the contracts through the Labor Relations Office, that he understood that there were many issues including a language issue. He said that it was important that we get the issues resolved, that there are things within our control, things outside our control. "It is not," he said, "in anyone's interest to have an absence of contract." He pointed out that one reason for the Board's Executive Session was that the Trustees were looking at the matter in detail.

The meeting adjourned at 9:20 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, November 25, 1985

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 7:20 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin, members of the staff and public.

Kevin F. Moloney, President of the Board presiding.

In a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Assistant Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from October 30, 1985."

Next the proposed schedule of Trustees' meetings was reviewed and found acceptable as follows: December 16 (if necessary), January 27, February 24, and March 31, 1986.

A review of contracts followed. Mr. Curley pointed out--in reference to the contract with the F. W. Faxon Company--that the Library is "locked into their system of serials acquisition through computer"; that the Library treats this contract as a specialized service; that lowest price is not the sole consideration, but such factors as speed of delivery, efficiency, and reliability are considered. Mr. Kelly added that several years ago, at the request of the Finance Committee, the Library advertised for bids and that Faxon emerged as the one firm which could supply the serials (an Alabama firm could not supply certain titles). Following this background information, on a motion duly made and seconded, all contracts were approved as follows:

"VOTED: that there be entered into with Johnson Paint Co., Inc. 355 Newbury Street, Boston, Massachusetts 02335, the lowest eligible and responsible bidder in the public bidding for items 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 15, 16, 18, 20, 21, 22, 27, 28, 30, 32, 33, and 35, a contract for supplying and delivering those painting supplies designated by the aforementioned item numbers at a total cost not to exceed five thousand eight hundred sixty-five dollars and fifteen cents (\$5,865.15)"

and

"VOTED: that there be entered into with Electronic Data Magnetics, Inc., 2407 National Street, High Point, North Carolina, the lowest eligible and responsible bidder to meet the

specifications for items 16 and 17, a contract for supplying those items of data processing supplies as specified under items 16 and 17 at a total cost not to exceed four thousand nine hundred forty-eight dollars and no cents (\$4,948.00)."

and

"VOTED: that there be entered into with Globe Ticket Company, 300 Constance Drive, Warminster, Pennsylvania, the lowest eligible and responsible bidder for items 15, 18, and 19, a contract for supplying and delivering those items of data processing supplies as specified under items 15, 18, and 19, at a total cost not to exceed five thousand seven hundred eighty-two dollars and no cents (\$5,782.00)."

and
further

"VOTED: that there be entered into with Impact Marketing Systems, Inc., 1 Manor Parkway, Salem, New Hampshire, the lowest eligible and responsible bidder for items 3, 4, 5, 6, 9, 11, 12, and 13, a contract for supplying and delivering those items of data processing supplies as specified under items 3, 4, 5, 6, 9, 11, 12, and 13, at a total cost not to exceed five thousand three hundred seventy-one dollars and one cent (\$5,371.01)."

and
further

"VOTED: that there be entered into with the Northeast Computer Supplies, 24 Keewaydin Drive, Salem, New Hampshire, the lowest eligible and responsible bidder for items 1 and 2, a contract for supplying and delivering those items of data processing supplies as specified under items 1 and 2, at a total cost not to exceed two thousand five hundred sixty-seven dollars and fifty cents (\$2,567.50)."

and further

"VOTED: that there be entered into with O'Gara Associates, 21 Canal Street, Lawrence, Massachusetts, the lowest eligible and responsible bidder for items 10 and 14, a contract for supplying and delivering those items of data processing supplies as specified under items 10 and 14, at a total cost not to exceed two thousand eight hundred five dollars and forty cents (\$2,805.40)."

and

"VOTED: that there be entered into with the George T. Johnson Company, 141 Middlesex Turnpike, Burlington, Massachusetts,

01803, the lowest eligible and responsible bidder in the public bidding for the items as specified, a contract for supplying and delivering janitorial supplies, liquid, at a total cost not to exceed three thousand eight hundred twenty-four dollars and twenty-five cents (\$3,824.25)."

and

"VOTED: that, without public advertising, there be entered into with F. W. Faxon Company, Inc., 15 Southwest Park, Westwood, Massachusetts, a contract for (1) supplying periodicals and serials for the year 1986, and (2) servicing the subscriptions for the individual items throughout the year as specified in the specifications and Appendix A, and subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed sixty-nine thousand eight hundred eleven dollars and fifty-five cents (\$69,811.55)."

At this point Mr. Curley commended Mrs. Edna Cardillo, who was completing her term as President of the Professional Staff Association, as an "eloquent spokesperson for the needs of the staff." He expressed appreciation for the job she had done and wished her well. At 7:25 p.m. it was voted to go into Executive Session for matters related to collective bargaining, and Mr. Moloney announced that the public meeting would resume thereafter. The meeting of the Administrative Agency was resumed at 8:00 p.m.

Mr. Curley described a favorable hearing before the City Council on capital projects (which would include the West Roxbury addition). There will be a second hearing on \$2 million for repairs and additions to branches. Mr. Curley pointed out that the Library needs to do for branches what is being done for the McKim building; "we need to address more than plumbing and heating." We need, he indicated, a capital budget to restore branch libraries. Mr. Curley then shared a lengthy document on branch conditions pointing out that first there is a need to bring problems into the open and report them through existing channels. Items noted on the list included curtains to hide the old plywood at South Boston; shades at Jamaica Plain, and so on. Mr. Curley described a meeting he attended of branch librarians at which he noted their need to address the process of solving building problems. He invited the librarians to identify the top three to five longstanding problems to which they assigned priority, to write them down, and send them in. The list was the result. Much discussion followed on ways to expedite repairs and improvements in the branches, on "championing the need" for branch repairs, on "raising the consciousness of the people who use the buildings."

Next Mr. Curley called on Mr. Kelly to make a presentation on computer services in the Boston Public Library. Mr. Curley noted that the Library had done some pioneering work in the field and that the Library has not been able to take advantage of recent technology, that it is important for the Boston Public Library in its roll with other libraries to do some catch-up planning, both internally and with colleagues. Mr. Kelly described the chronology of such services in the Boston Public Library and their various applications to registration, circulation, processing, accounting, and personnel systems. He moved on to describe development goals citing the need to link up with other computers in the region, the need to upgrade the Library's circulation and bibliographic systems, and the need to acquire a new circulation system. In response to questions, Mr. Kelly indicated that the cost of such

Minutes of Meeting
Administrative Agency
November 25, 1985
Page Four

an installation would be from \$400,000 to \$500,000. Mr. Curley called the updating of the Library's automation "a political necessity." He said that we need to plan in stages, that the Library needs a system to communicate with the other clusters which have developed in regional libraries

Mr. Curley said that he has received a request from St. Kevin's School for use of the Uphams Corner Branch Library for remedial education classes. The request resulted from a determination by the Supreme Court that Title 1 activity was an improper marriage of church and state for public school teachers to go into parochial schools. When the request was received, Mr. Curley noted that the Library felt the need of legal opinion on the matter. Corporation counsel for the City of Boston indicated that there appeared to be no specific prohibition. Mr. Curley noted that remedial reading is close to the Library's mission; the next consideration is whether the facilities can accommodate the request. Discussion followed on Uphams Corner and the possibility of requests for Lower Mills and Faneuil Branch as other sites. Mr. Bulger recommended a cooperative attitude, stepping into a breach when it is needed immensely. Mr. Curley recommended that St. Kevin's School be permitted to use Uphams Corner Branch until the end of the academic year.

Mr. Curley reported on the status of branch staffing (including eight satellite branches with no branch librarians--only 2 have professionals--Connolly, Egleston, Orient Heights, Washington Village, Faneuil, North End, Grove Hall, Uphams Corner). They are collections of books and buildings without appropriate staff to provide service. This situation, Mr. Curley noted, is a result of a process of retrenchment. He indicated that he plans to "uncouple" branches beginning with Connolly.

Mr. Curley went on to describe how the Library's management staff has also experienced retrenchment. He described his plan for organizational restructuring over a period of time. He distributed a chart which showed the beginning of changes. He called attention to the position of Associate Director, a position requiring depth of experience in administration and representation of the Library externally, a position which would involve systemwide planning and responsibility for personnel recruitment and development. Another area he noted was the position of Assistant Director for Communications and Community Affairs. Also noted was the Assistant Director for Community Library Services (the position last held by John M. Carroll). Mr. Curley said that he looks toward a renaissance of the branch library system which the filling of the position would represent. A branch, he said, should be "truly interactive with the community." He went on to commend the day-to-day work of the supervisors, saying the Assistant Director would be freed to increase the visibility of branches and their involvement with the community. He noted that the position may take some time to fill. Following Mr. Curley's presentation, on a motion duly made and seconded, it was voted to adopt the Chart of Organization, with the revisions discussed for clarity. Mrs. Gaines abstained.

Next Mr. Moloney described the inadequate salary for the Director which had been set by the Board in July 1984 at \$60,000 with the idea that the low figure would be rectified with the appointment of a new Director. Mr. Moloney proposed that the matter now be dealt with--indicating that the proposed figure of \$70,000 was not to be considered a raise, although members of the Board have been well pleased by Mr. Curley's work to date. On a motion duly made and seconded, it was voted to designate the salary of Director as \$70,000 retroactive to July 1, 1985.

The meeting was adjourned at 9:35 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, December 16, 1985

A meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees' Room at 7:40 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines and Luthin; Douglass Shand-Tucci, members of staff and public.

Presiding, President Kevin F. Moloney.

Bids for a contract for graphic supplies were submitted by three firms, with one acceptable bid. On a motion duly made and seconded, it was

"VOTED: that there be entered into with Itek Graphic Systems, 811 Jefferson Road, Rochester, New York 14692, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous graphic supplies, as specified, at a total cost not to exceed six thousand seven hundred eighty-six dollars and no cents (\$6,786.00)."

Next, the Board voted to go into Executive Session to discuss matters related to collective bargaining. Mr. Moloney announced that the public meeting would resume thereafter. The meeting of the Administrative Agency reconvened at 8:00 p.m.

Mr. Curley called the Board's attention to their copies of the Professional Staff Association contract. Then, on a motion duly made and seconded, it was

"VOTED: to adopt the provisions of the contract of the Professional Staff Association."

Mr. Moloney expressed his great concern over the letter by William Grealish, President of the Staff Association, which had appeared in the REAL SHEET on the subject of a raise for Mr. Curley, also a reference by Joseph Horn in the same issue in his report on the November 25 Trustees' meeting that the upgrading of the Director's salary "was not to be considered a raise." In his description of the upgrade in salary, Mr. Moloney pointed out that from the beginning of the search for Director, the question of salary was raised by applicants, that the Board recognized that \$55,000 was low and adjusted it to \$60,000; and even with the latest adjustment, he is less well off than in his prior position. Further, said Mr. Moloney, the REAL SHEET letter seems to suggest an absence of concern from the Trustees when, in actuality, every member understands that the Library has a "structural problem" in staffing of the Library, that the Trustees have been actively lobbying--meeting with state and city officials on substantive problems. Mr. Moloney said he regretted the tone and substance of the REAL SHEET letter. In subsequent discussion, Mr. Grealish cited the bad timing of the announcement when PSA negotiations on salaries were in process. Mrs. Luthin pointed out that the Trustees determine the Director's salary, but other staff salaries are determined through negotiation. Next, on a motion duly made and seconded, it was

Minutes of Meeting
Administrative Agency
December 16, 1985
Page Two

"VOTED: to approve the revised salary scales for management and exempted staff."

In a followup to the presentation on automation at the last meeting, the Board agreed that a hands-on tour of an automation center would be valuable. It was agreed that Mr. Kelly would plan such a tour.

In his Director's report, Mr. Curley noted the effective article in the Boston Globe on holiday giving which suggested the McKim project as a likely target for donations; the selection of Anthony Tappe as architect for the West Roxbury Branch addition--he is past president of the Boston Society of Architects; his testimony before the City Council on a \$2,040,000 loan order for branch libraries; the selection of the Boston Public Library as site for the Mayor's "State of the City" address. The most important item in his report, said Mr. Curley, was the serious problem in structure and compensation. He pointed out the importance of career growth, that it has been more than twenty years since the last study, that inequities and inappropriate relationships have "crept in." Mr. Curley recommended that a professional management firm be hired to make a classification and compensation study to enable the Library to compete in the marketplace. This would aid in recruitment and would provide for the Library to build means of promotion and upward mobility and staff development. Mr. Curley indicated that he hopes to come to the January Board meeting with a proposal on this matter, with a clear statement of what a firm can do and at what price. On a motion duly made and seconded, it was

"VOTED: to authorize Arthur Curley to solicit proposals for a professional classification/compensation study."

The meeting adjourned at 8:25 p.m.

BOSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

ADMINISTRATIVE

MINUTES

JANUARY 27, 1986

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TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
January 27, 1986

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 7:51 p.m.

Present at the meeting were Mmes. Gaines, Goodwin, and Luthin, Mr. Moloney, members of the staff and public.

Kevin F. Moloney, President of the Board, presiding.

The first order of business was the authorization to sign payrolls. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed 12 weeks from January 22, 1986."

The next order of business was the awarding of contracts. The first contract to be considered produced some discussion from the Board. Vicki Lee Foster of Newton, Massachusetts was the sole eligible and responsible bidder in the public bidding who submitted a bid for furnishing and installing window shades at various branch libraries of the Boston Public Library at a total cost not to exceed twelve thousand four hundred seventy dollars and forty-two cents (\$12,470.42). Mr. Moloney questioned if Vicki Lee Foster has ever performed any work for the Library and also asked if reference checks had been conducted. Mr. Kelly responded no to the previous two questions. Ms. Luthin then asked why there are not more companies bidding on Library contracts which is evident in several of the contracts which the Board was about to consider. Mr. Kelly answered that there are many companies who are unwilling to submit bids for City of Boston contracts because there is too long of a delay in payment of services from the City. Following discussion, the Board voted to approve the contract subject to reference checks.

Then, on a motion duly made and seconded, all contracts were approved as follows:

"VOTED: that there be entered into with Vicki Lee Foster, 143 Walnut Street, Newton, Massachusetts 02160, the sole eligible and responsible bidder in the public bidding, a contract for furnishing and installing window shades at various branch libraries of the Boston Public Library at a total cost not to exceed twelve thousand four hundred seventy dollars and forty-two cents (\$12,470.42)."

and

"VOTED: that there be entered into with American Air Filter, 420 Washington Street, Braintree, Massachusetts 02187, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering air filtration filters, as specified, to the Boston Public Library, at a total cost not to exceed three thousand seven hundred sixty-eight dollars and no cents (\$3,768.00)."

and

"VOTED: that there be entered into with Acom Business Center, 79 Concord Street, Framingham, Massachusetts 01701, the lowest eligible and responsible bidder in the public bidding for the items as specified, a contract for furnishing to, and installing in, the Boston Public Library, a quantity of ten (10) IBM Correcting Selectric III typewriters, as specified, in the amount of six thousand eight hundred ninety dollars (\$6,890.00)."

and

"VOTED: that there be entered into with Chiswick Trading Inc., 31 Union Avenue, Sudbury, Massachusetts 01776, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering compactor begs and trash liners, as specified in the specifications, at a total cost not to exceed three thousand eighty-nine dollars and fifty cents (\$3,089.50)."

and

"VOTED: that there be entered into with Abbott Wiper Service, 249 West Second Street, South Boston, Massachusetts 02127, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering wiping cloths, as specified, to the Boston Public Library at a total cost not to exceed two thousand two hundred ninety-five dollars (\$2,295.00)."

and

"VOTED: that there be entered into with Gem/Peerless Electrical Supply, 1110 Washington Street, Boston, Massachusetts 02118, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering electrical ballasts, as specified, at a total cost not to exceed six thousand one hundred ninety dollars and no cents (\$6,190.00)."

At 8:00 p.m. it was voted to go into Executive Session for matters related to collective bargaining with announcement that the public meeting would resume after the Executive Session. The meeting of the Administrative Agency was resumed at 8:13 p.m.

Minutes of Meeting
Administrative Agency
January 27, 1986
Page Three

Mr. Moloney then turned to item #4 on the order of business which involved Trustee approval of Public Facilities preliminary studies. Mr. Moloney distributed to the Board a copy of the City of Boston's Building Code which relates to the Public Facilities Commission's responsibility to seek approval of preliminary studies from Boards of Trustees before any work is commenced. The Law states:

- (c) The commission shall not approve the preliminary studies of any architect or engineer for any structure or facility, unless a statement of functional requirements respecting such structure or facility and such studies shall have been submitted by the director to every board officer, authority or body to use such structure or facility in the first instance not until each such board, officer, authority or body has filed with the director written comments with respect thereto or fourteen days, or such longer period as the director in his said submission may specify, have elapsed after the director's delivering such submission without his receiving such comments.

Mr. Moloney gave background on this issue and indicated that the Board will not vote on this item at this time since he is scheduled to meet with Victor Hagan, Director of Public Facilities, next week. At issue, Mr. Moloney said, is the law which requires the Public Facilities Commission to seek approval of preliminary studies from the Board of Trustees before proceeding with any work on Library buildings. Mr. Moloney described the scenario with respect to the installation of the air conditioning units at the Jamaica Plain Branch Library on Sedgwick Street. Without seeking prior approval from the Board, the Public Facilities Department installed the air conditioning units on the lawn facing Centre Street surrounded by a six foot chain link fence. Clearly this has created an eyesore, Mr. Moloney said, and has resulted in a number of complaints from community residents and library users. On another related preliminary studies issue, Mrs. Gaines emphasized the critical importance of seeking input from the West Roxbury community on the proposed addition to the West Roxbury Branch Library. She further indicated a process should be established to gain the community's ideas on the soon-to-be proposed architectural plans for the West Roxbury addition.

Next Mr. Moloney called on Mr. Curley for the presentation of his Director's Report. Beginning with the budget, Mr. Curley said that the Library is starting early to prepare next year's budget and it will be submitted along program lines. Mr. Curley underscored that he wants the budget to reflect a positive, optimistic tone: one that will emphasize the good things the Library wants to accomplish while at the same time minimize the impact on the services and programs which cannot be implemented given lack of funds. Subsequently, Mr. Curley had requested Library staff to conduct a needs assessment study identifying present and future priorities throughout the Library system. As a

Minutes of Meeting
Administrative Agency
January 27, 1986
Page Four

result of the needs assessment study, Mr. Curley outlined and discussed several specific recommendations which will be included in the proposed budget: a full-time branch librarian and a full-time children's librarian in every branch library--Mr. Curley added that this will allow the nine branch libraries which close for lunch and dinner to be restored to full-service hours; increase branch library hours in all branches to a minimum of 48 hours of service a week and increase to 56 hours in the three district branch libraries; provide evening service at the Egleston Square, Grove Hall, and Uphams Corner Branch Libraries; restore Saturday service at thirteen Branch Libraries which are currently closed on Saturdays; increase staff by 57 members in order to implement these basic service goals; provide the budget office with documentation of need to increase the Library's budget up to a level of 3.6% of the total city budget.

At this time Mr. Curley focused on collection development, book acquisitions, and book expenditures. Mr. Curley distributed to the Trustees an analysis of the Boston Public Library's book acquisitions and expenditures from 1965-1985, including several graphs illustrating and comparing the number of books acquired in the Branch Libraries, General Library, and Research Library over the last two decades. As demonstrated in the graphs, Library acquisition levels have been seriously decreasing in recent years in relation to record level materials being published. Mr. Curley then pointed out that book acquisitions are less now than they were before the Library became the Library of Last Recourse and the present book budget barely is keeping pace with inflation. Mr. Curley then pointed out that the filling of interlibrary loan requests has been adversely impacted by these conditions. Therefore, Mr. Curley said, the Library must immediately explore collection development practices, increase book acquisitions budget, and begin retrospective purchasing to compensate for past neglect.

The meeting adjourned at 9:05 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
February 25, 1986

A meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees' Room at 7:40 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin; members of the staff and public.

Presiding, President Kevin F. Moloney.

Mr. Curley presented background on the various contracts under consideration. Then on a motion duly made and seconded, it was

"VOTED: that there be entered into with Zytron, a division of the Dun & Bradstreet Corporation, 39 Brooks Drive, Braintree, Massachusetts 02184, the lowest eligible and responsible bidder in the public bidding, a contract for supplying computer output microfiche (COM) to the Boston Public Library during the period February 1, 1986 through June 30, 1986, at an amount not to exceed fourteen thousand eight hundred ninety dollars (\$14,890.00) with option to renew on July 1, 1986 and July 1, 1987 at an amount not to exceed twenty-eight thousand seven hundred eighty dollars and no cents (\$28,780.00) for each full fiscal year."

and

"VOTED: that there be entered into with The Century Paper Company, Inc. 28 York Avenue, Randolph, Massachusetts 02368, the lowest eligible and responsible bidder in the public bidding to have bid on all specified items, a contract for supplying and delivering offset paper as specified at a total amount not to exceed sixteen thousand, five hundred fifty-one dollars and seventeen cents (\$16,551.17)."

Mr. Curley presented the Trustees next with a two-page document which he had used as the basis of discussion on the budget with Raymond Dooley. He said that at the moment the Library is in the process of providing background information which would become the basis of the budget itself. He said that the document indicated the magnitude of expenditures and that the Library was ready to work with the Budget Office to refine it. He noted that this year the Library was working with a much smaller format for the budget, different in one significant way--last year we would have had to factor the items line by line. This year, he said, we were costing out budget elements in two ways, one based on last year's 86 program, with the only increases those mandated by collective bargaining. All three years, he said, have to be included in this one year. He added that all personnel are included in the city budget, including those paid from state-reimbursable funds. The second budget presentation Mr. Curley described as not a budget proposal but estimates, simply information which is the basis for development by the Budget Office. The key element in this is the two-page document submitted to the Trustees. He pointed

out that he has outlined funding sources--later, his ballpark figures will be translated into actual sums. He called on the Trustees to address the concepts in the recommended budget to determine if they represent the Board's priorities. Questions from Board members yielded the fact that the proposed acquisitions levels would return levels to pre-Proposition 2½: i.e. Research Library would be increased by 34%, branches by 26%, General Library by 30%. It was noted, in reference to recruitment and retention of staff, that the Massachusetts Library Association has just established a minimum salary level of \$20,000--the Boston Public Library is \$16,000. Mr. Curley went through the items of the budget priorities, section by section, giving background on needs and goals. The priorities, he noted, were listed in the order that they would have to happen. Following Mr. Curley's extensive presentation, on a motion duly made and seconded, it was

"VOTED: to approve the "Recommended Budget Priorities for 1986-1987" and to furnish it to the Budget Office together with cost estimates and other appropriate information as the basis of the Library's FY1987 budget."

Mr. Moloney described meetings which had been held with Senators Bulger and McGovern as "constructive"; also a meeting with Raymond Dooley and Administrative Services which dealt in broad outlines and estimated dollar figures. The signs, he said, "are good." The Trustees asked that the "Recommended Budget Priorities" be included in the record, as follows:

RECOMMENDED BUDGET PRIORITIES FOR 1986-87

<u>A program to rebuild and revitalize the resources and services of The Boston Public Library</u>	<u>CITY</u>	<u>STATE</u>	<u>PRIVATE/GRANTS</u>
Restore former acquisition levels	575,000	840,000	300,000
Reduce processing backlogs	50,000	200,000	
Preservation program			125,000
To recruit and retain qualified staff:			
New classification/compensation structure--Strengthen Personnel functions	1,500,000	500,000	
Recruitment, staff development, and labor relations specialists	90,000		
Affirmative recruitment, scholarship, and work study programs			40,000
To provide effective community services:			
A Branch Librarian for every Branch	280,000		
A Children's Librarian for every Branch	200,000		

RECOMMENDED BUDGET PRIORITIES (continued)

	<u>CITY</u>	<u>STATE</u>	<u>PRIVATE/GRANTS</u>
Saturday hours in all Branches	320,000		
Continuous hours of service (no lunch/dinner closings)	114,000		
To provide effective community services			
Community outreach and literacy programs	120,000		50,000
Full schedule of school visits	160,000		
A new district library (West Roxbury) Planning staff/ initial collection	240,000		
To improve building appearances:			
Travelling repairs and preventive maintenance crew	120,000		
To strengthen reference and research services			
Subject, language, and bibliographic specialists		300,000	
To exploit technological advances:			
Circulation, book security and on-line access systems/planning and initial conversion projects	150,000	450,000	250,000
To increase public awareness and private support:			
Development, public relations, and grant proposal specialists			110,000
	3,919,000	2,290,000	875,000

Included in the discussion on budget priorities was the creation of a new district library, West Roxbury Branch, and the establishment of a District supervisor's position; other discussion dealt with the satellite branches in that district, Mr. Curley noting the obvious branches in the district as being (in addition to West Roxbury) Hyde Park and Roslindale. It was noted that this will be discussed further.

In a motion duly made and seconded, proposed amendments to the By-laws were made, as follows:

Minutes of Meeting
Administrative Agency
February 25, 1986
Page Four

"VOTED: in Article III, Section 4, to strike out 'such officers at the second level immediately below that of the Director' and to insert in place thereof 'such officers above the level of Assistant to the Director and Keepers of special collections.'"

and

"VOTED: in Article V, Section 2, to add "In addition to such posting as may be required by the Open Meeting Law, meetings shall be posted publicly in the Central Library and in all branches of the Library.'"

Mr. Curley noted that his presentation on Budget Priorities really constituted his Director's Report for the meeting. Adjournment was voted at 8:31 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, March 31, 1986

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 7:45 p.m.

Present at the meeting were Mr. Moloney, Mr. Bulger, Mmes. Gaines, Goodwin, and Luthin. Also present were architect Anthony Tappe of Anthony Tappe and Associates, Inc., members of the West Roxbury Friends, other members of the public, and staff.

Kevin F. Moloney, President of the Board, presiding.

On a motion duly made and seconded, the minutes of the Regular Meetings of January 27 and February 25, 1986 were approved subject to corrections.

On a motion duly made and seconded, Jamie McGlone was elected as Assistant Secretary of the Administrative Agency.

On a motion duly made and seconded, it was

"VOTED: that, subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed 12 weeks from March 19, 1986."

Mr. FitzPatrick provided background on the contracts under consideration by the Board. He pointed out that Burtman Iron Works, Inc., was the sole bidder for metal book trucks because they are the only firm which custom makes such trucks. In the matter of bids on library furniture there was a problem related to submission of bids at city hall and to bid prices. Bidder who did not have bid at city hall at time of bid opening was low bidder in two of six items). Mr. FitzPatrick pointed out the alternatives, and it was agreed to award the contract to the two bidders at their low bids.

On a motion duly made and seconded, contracts were awarded as follows:

"VOTED: that there be entered into with H B Educational Systems, Inc., 21 Audio Lane, New Haven, Connecticut 06519, the lowest eligible and responsible bidder in the public bidding, a contract for furnishing, delivering, and installing slide projectors as specified at a total amount not to exceed two thousand four hundred eighty-nine dollars and forty cents (\$2,489.40)."

Minutes
Administrative Agency
Monday, March 31, 1986
Page Two

and,

"VOTED: that there be entered into with Burtman Iron Works, Inc., 59 Sprague Street, Readville, Massachusetts 02137, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering a quantity of sixteen metal book trucks as specified, at a total cost not to exceed six thousand three hundred twenty dollars (\$6,320.00)."

and,

"VOTED: that there be entered into with L. Goldstein & Son, Inc., 156 Lincoln Street, Brighton, Massachusetts 02135, the sole eligible and responsible bidder in the public bidding, a contract for furnishing and installing library furniture as specified under items numbered 1, 5, 6a, 6b, and 6c, at a total cost not to exceed ten thousand two hundred twelve dollars and no cents (\$10,212.00)."

and,

"VOTED: that, without public advertising for bids, there be entered into with Equipment Environments, Inc., P. O. Box 3442, Nashua, New Hampshire 03061-3442, a contract for furnishing and installing library furniture under items numbered 3 and 4,, at a total cost not to exceed twelve thousand eight hundred twenty dollars (\$12,820.00)."

Next Mr. Moloney introduced Anthony Tappe, the architect who has been selected for the addition to the West Roxbury Branch Library. Mr. Moloney pointed out that Mr. Tappe had been invited to the meeting in order that the Trustees would have a chance to meet him. Mr. Moloney noted that although Mr. Tappe's formal obligations will be to the Public Facilities Department, the Trustees O.K. the preliminary studies and consider the addition very important. Mr. Moloney called on Mr. Tappe to speak briefly on the project. In his presentation, Mr. Tappe noted that his firm is at the "bare beginnings"; will be meeting with Victor Hagen of Public Facilities; is getting a survey of the site (i.e., documenting existing conditions); and needs an update of the 1980 program for the addition. He added that he believes that planning should actively involve the user committee. Mr. Tappe added that he looks forward to a dialogue with the Board, with the special committee working on the program, and with the West Roxbury community. In answers to questions, he described the sequence as first the program since there may have been changes in emphasis since 1980, and "from the program come the marching orders." After the determination of schematic design, contract documents are developed; then comes bidding and construction. Mrs. Pamela Siegal, President of the West Roxbury Friends expressed the interest of the Friends' active building committee to give input. Mr. Tappe noted that the Library will be reviewing the plan to see that it addresses library/community needs. He added that he believes in an "open process." Discussion followed on the status of the contract, Mr. Moloney

Minutes of Meeting
Administrative Agency
Monday, March 31, 1986
Page Three

saying that it has been negotiated. Mr. Doherty suggested that further word of its status would come after a Wednesday meeting at Public Facilities. In response to a question from Mrs. Luthin, Mr. Tappe said that he has designed libraries in Framingham, Milford (Connecticut), and is currently working on libraries in Wayland and Bourne. He added that he has helped clients in fundraising and with LSCA and energy grants.

Mr. John Barrett, Personnel Officer reviewed the provisions of the Graphics Arts contract with the Board. He said that, in addition to contract provisions, there were two side letters relating to a fifth week of annual leave after 14 years employment and review of the sewer classification. Following this presentation, on a motion duly made and seconded, it was

"VOTED: to accept the provisions of the Memorandum of Agreement between the City of Boston and Graphic Arts International Union, AFL-CIO, Local No. 600."

In his director's report Mr. Curley called special attention to the legislative initiatives of Senator Bulger. He said that the Boston Public Library is no longer perceived as being concerned exclusively with its own needs, that Senator Bulger's relationship with the Boston Public Library [as Trustee] is well known and his initiatives have "done wonders for political good will. In this regard, Mr. Moloney went on to read into the record a letter from Susan Flannery, President of the Massachusetts Library Association, as follows:

"The Massachusetts Library Association is very pleased with the recent initiative of Senator William Bulger and the Senate Ways and Means Committee which proposes new funding for public libraries across the Commonwealth. It is an extraordinary package which includes the full range of library proposals that have been brought to the legislature over the last several years by MLA and others. Although it was not publicly stated at the press conference last week, the MLA Executive Board feels it is highly probable that the Trustees and the Director of the Boston Public Library played a part in formulating this comprehensive legislation. We would like to thank you for your efforts on behalf of all libraries. The development of this funding package reflects a broad view of library service which can address the needs of the Boston Public Library as well as some of the smaller public libraries across the Commonwealth.

The Massachusetts Library Association enthusiastically supports this legislation. We intend to focus totally on this bill over the next several weeks to see it through to successful passage in the House as well as the Senate. Beyond its enactment, the Massachusetts Library Association looks forward to future opportunities to cooperative efforts with the Boston Public Library and our exceptional advocates in the legislature. Again, we thank you for the role that you have played in these recent developments."

Minutes of Meeting
Administrative Agency
Monday, March 31, 1986
Page Four

Mr. Curley continued his report with comment that this is a crucial time in achieving financial support; the momentum is the key thing. The missing link at this point is the city. It is essential to make the city see that now is the time for revitalization. Everything must happen in concert. He added that at this point the Library has spent 79% of the available appropriation in 75% of the year.

Mr. Curley described the new managerial position, Program and Development Analyst, which will be filled at the end of the month, pointing out that there is need for all kinds of analysis; he hopes the appointee will also be dealing with proposals.

Mrs. Gaines introduced concern about security and about problems at the Codman Square Branch, citing the feeling among staff that they should have full-time guard service. Mrs. Gaines also spoke of the Public Facility security police and their surveillance of Codman. At this point, Mr. Curley suggested that further discussion take place in Executive Session since matters of personnel are involved.

With the decision to go into Executive Session and not to return to the public meeting, the Administrative Agency adjourned at 8:25 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Monday, May 19, 1986

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the McKim Building at 7:52 p.m.

Present were Messrs. Bulger and Moloney, Mmes. Goodwin and Luthin; members of the Library administration, staff and public. Ms. Berthe Gaines did not attend because of illness.

The first order of business was the election of officers. On a motion duly made and seconded, Kevin F. Moloney was nominated for President. No other nominations were made. In viva voce Mmes. Goodwin and Luthin and Mr. Bulger voted for Mr. Moloney, who was declared elected President.

On a motion duly made and seconded, William M. Bulger was nominated for Vice President. No other names were placed in nomination. In viva voce Mmes. Goodwin and Luthin and Mr. Moloney voted for Mr. Bulger. Mr. Bulger was declared elected Vice President.

On a motion duly made and seconded, the name of Jane Manthorne was placed in nomination for Secretary, with no other nomination. Mmes. Goodwin and Luthin and Messrs. Bulger and Moloney voted viva voce for Jane Manthorne, who was declared elected Secretary.

On a motion duly made and seconded, the name of Jamie McGlone was placed in nomination for Assistant Secretary, with no other nomination. Mmes. Goodwin and Luthin and Messrs. Bulger and Moloney voted viva voce for Jamie McGlone, who was declared elected Assistant Secretary.

Next, on a motion duly made and seconded several items were voted on as a block, as follows:

"VOTED: that any member of the Board of Trustees be, and hereby is, authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the Library."

and,

"VOTED: that, until the next annual meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the Director, or the Secretary of the Trustees be, and hereby is, authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City of Boston and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payment under contracts so voted."

Minutes of Annual Meeting
Administrative Agency
May 19, 1986
Page Two

"VOTED: that we, the Trustees of the Boston Public Library having appointive authority over the Civil Service personnel at the Library do appoint one of our members, Kevin F. Moloney, Trustee, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

and
FURTHER

VOTED: that in the event of the unavailability of Kevin F. Moloney, William M. Bulger, Trustee, is hereby authorized to conduct the above-mentioned hearings, this power to be valid only until the expiration or appointment of any member of this Board."

and,

"VOTED: that Arthur Curley, Director, and Librarian, or upon his delegation, Liam M. Kelly, Associate Director, John J. Doherty, Assistant Director, or Jane Manthorne, Secretary, be, and hereby is, authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library below the level of Assistant Directors, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation."

and,

"VOTED: that, until the next annual meeting, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is, authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1986-87 budget allowance, but in no case exceeding those in the budget estimates for the fiscal year 1986-87, as shall be approved by the Board of Trustees, said payments to be reported to the Board at the next regular meeting for confirmation."

and,

"VOTED: that, until the next annual meeting, the President, Vice President, the Director, and the Secretary of the Trustees be, and hereby are, severally authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City and any and all communications in connection with the award of contracts as voted or recommended to be so voted."

The meeting adjourned at 7:56 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, May 19, 1986

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 8:11 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Goodwin and Luthin; members of the Library administration, staff, and public. Mrs. Gaines did not attend due to illness.

Kevin F. Moloney, President of the Board, presiding.

Vote on the Minutes of the Regular Meeting held on March 31, 1986 was deferred to the next meeting.

The next order of business was the awarding of contracts. Mr. Moloney asked if there were any contracts which needed further discussion or explanation. Kevin FitzPatrick, Assistant to the Director for Business and Publishing Services, gave background on two contracts. Mr. Curley addressed the first contract with Excelon Security Services; a service contract for guard and patrol service at the Central Library building and Egleston Square Branch Library, and patrol and inspection at certain other branches. Mr. Curley reported that the Library is generally satisfied with Excelon and recommended that the contract be renewed. He went on to explain that the Public Facilities Department plans to submit a formal presentation regarding provision of security at the Fields Corner, Connolly, and Codman Square Branches.

Mr. FitzPatrick explained the second contract with Thomas A. Sheehan Company for extermination and pest control services at the Central Library and certain branch libraries. The lowest bid submitted was from a firm located outside the city of Boston; the second lowest bidder was a Boston firm. Under the guidelines for the City of Boston's public bidding process, when two eligible and equal bids submitted are within a 5% range, the Library may select the Boston firm even though it is not the lowest bid. With respect to the extermination contract, a non-Boston firm submitted the lowest bid, while the Sheehan Company Inc. was the second lowest bid. Since the two bids were within the 5% range, the Library recommended the Boston firm to the Trustees. In reference to the following votes--Boston Window and Floor Cleaning Co., Inc.; Bonnell Motors, Inc.; Auto-Graphics, Inc.; Sunshine Services--where there was a sole bidder, Mr. FitzPatrick said that the prices were fair and reasonable. He added that certain contracts "without public advertising"--Gilbert Small & Co., Inc.; International Business Machines Corp.; Inforonics, Inc.;--represent services which are unique to the contractor. At this juncture, after discussion and there being no further discussion, on a motion duly made and seconded, it was

"VOTED: that there be entered into with the Boston Housing Authority, a lease contract for the lease of premises located at 20 Carmody Court, Apartments 840 and 841, and located within public housing development Massachusetts 2-24 Old Colony, for the purpose of restoring library services to the Washington Village Community at an annual rate of eight thousand one hundred dollars ((\$8,100.00))."

and

"VOTED: that there be entered into a lease agreement with the Trustees of the Hyannis Public Library Association, Inc.,

Minutes
Administrative Agency
Monday, May 19, 1986
Page Two

Hyannis, Massachusetts for the period July 1, 1986, through June 30, 1987, at a monthly rate of nine hundred fifty dollars (\$950.00)."

and
further

"VOTED: that Arthur Curley, Director and Librarian, be, and hereby is, authorized to make, from time to time, as specified in said lease agreement, with the Trustees of the Hyannis Public Library, monthly payments as prescribed in said lease agreement."

and

"VOTED: that there be entered into with the New England Deposit Library, 135 Western Avenue, Brighton, Massachusetts, an agreement for the rental, during the period July 1, 1986, through June 30, 1987, of storage space therein for books and other library materials belonging to the Boston Public Library, in accordance with the rates of storage space formally adopted by the governing board of said New England Deposit Library." (\$29,470.00)

and

"VOTED: that there be entered into a lease agreement with Alec Rich Company for the rental of premises located at Rear 21 Court Street (Kings Court), Taunton, Massachusetts for the period from July 1, 1986, through June 30, 1987, with an option for renewal through June 30, 1989, at a monthly rate of one thousand three hundred thirty-six dollars (\$1,336.00)."

and

"VOTED: that, without public advertising, the Board of Trustees in charge of the Library Department of the city of Boston, acting in the name of and for the city of Boston, does hereby accept an instrument of lease by and between Doctor D. Stackhouse and the City of Boston for the rental of premises located at 205 North Main Street, North Reading, Massachusetts, for the period from July 1 through June 30, 1987, with an option of renewal from July 1, 1987, through June 30, 1988, and July 1, 1988, through June 30, 1989, at a monthly rate of two thousand eighty-three dollars and no cents (\$2,083.00)."

and
further

"VOTED: that Arthur Curley, Director and Librarian of the Public Library of the city of Boston, be, and he hereby is, authorized and directed in the name and behalf of the Board of Trustees in charge of the Library Department of the City of Boston to execute said instrument of lease in duplicate."

Minutes
Administrative Agency
May 19, 1986
Page Three

and

"VOTED: that there be entered into, without further public advertising, with Gilbert Small & Co., Inc., 1391 South Street, Needham, Massachusetts, a service agreement for the examination of building levels at one Central Library building (Johnson) during the period July 1, 1986, through June 30, 1987, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said agreement." (\$9,350.00)

and

"VOTED: that, without further public advertising, there be entered into with Delta Elevator Service Corporation, 50 North Beacon Street, Allston, Massachusetts 02134, a renewal agreement for the maintenance and servicing of elevators throughout the Library System for the period July 1, 1986, through June 30, 1987, at a total cost not to exceed seventeen thousand six hundred forty dollars and no cents (\$17,640.00).

and

"VOTED: that there be entered into, without further public advertising, with Zytron, a division of The Dun & Bradstreet Corporation, 39 Brooks Drive, Braintree, Massachusetts 02184, a renewal agreement for supplying computer output microfiche ("COM") to the Boston Public Library during the period July 1, 1986, through June 30, 1987, at an amount not to exceed twenty-eight thousand seven hundred eighty dollars (\$28,780.00)."

and

"VOTED: that, without further public advertising, there be entered into with Building Technology Engineers, Inc., 160 Charlemont Street, Newton, Massachusetts, a renewal agreement for the operation and servicing of heating, ventilating and air conditioning systems, electric systems and equipment, as well as plumbing systems, throughout the Library system during the period July 1, 1986, through June 30, 1987, at a total cost not to exceed three hundred sixty-six thousand three hundred forty-seven dollars and thirty-six cents (\$366,347.36)."

and,

"VOTED: that, without further public advertising, there be entered into with International Business Machines Corporation, a corporation having a place of business at Armonk, New York, and at One Copley Place, Boston, Massachusetts, a contract for rental of certain data processing equipment during the period July 1, 1986, and June 30, 1987, the total rental thus charged to be subject to the terms, agreements, and conditions set forth in said contract." (\$27,500.00)

and
further

"VOTED: that without further public advertising, there be entered into with International Business Machines Corporation, a corporation having a place of business at Armonk, New York, and One Copley Place, Boston, Massachusetts, a contract for the maintenance of certain data processing equipment during the period July 1, 1986, and June 30, 1987, the total amount thus paid to be subject to the terms, agreements, and conditions set forth in said contract."

and

"VOTED: that, without further public advertising, there be entered into with Inforonics, Inc., 550 Newtown Road, Littleton, Massachusetts, a contract for providing MARC II catalog services (Group I) to the Boston Public Library during the period July 1, 1986, through June 30, 1987 at a total cost not to exceed eighty-thousand dollars (\$80,000.00).

and

"VOTED: that, without further public advertising, there be entered into with Inforonics, Inc., 550 Newtown Road, Littleton, Massachusetts, a contract during the period July 1, 1986, through June 30, 1987, for providing to the Boston Public Library (per Group II), a 20% share of the Inforonics KL computer system for use in running a variety of programs for the Eastern Massachusetts Regional Library System, also providing a computer site and operator coverage for the KL, at a total cost not to exceed thirty-six thousand dollars (\$36,000)."

and,

"VOTED: that without further public advertising, there be entered into with Excelon Security Services, Inc., 870 Massachusetts Avenue, Boston, Massachusetts 02118, a renewal agreement for guard and patrol service at the Central Library Building, Copley Square, and at the Egleston Square Branch Library; and patrol and inspection by two (2) uniformed security people in radio-equipped car at the Fields Corner Branch Library, Connolly Branch Library and the Codman Square Branch Library; during the period July 1, 1986, through June 30, 1987, at a total cost not to exceed one hundred fifty-nine thousand four hundred sixteen dollars and ninety-two cents (\$159,416.92)."

and,

"VOTED: that, without further advertising, there be entered into with Aetna Fire Alarm Service Co., Inc., 43 Lenoxdale Avenue,

Minutes
Administrative Agency
Monday, May 19, 1986
Page Five

Dorchester, Massachusetts, a renewal agreement for the inspection and testing of fire alarm systems throughout the library system during the period July 1, 1986, through June 30, 1987, at a total cost not to exceed seven thousand eighty dollars and no cents (\$7,080.00)."

and,

"VOTED: that there be entered into with Boston Window and Floor Cleaning Co., Inc., 253 Summer Street, Boston, Massachusetts 02210, the sole, eligible and responsible bidder in the public bidding, a contract for the cleaning of windows for the period July 1, 1986, through June 30, 1987, at Library buildings designated under Groups I and II of the Specifications at a cost not to exceed thirteen thousand three hundred six dollars and no cents (\$13,306.00)."

and

"VOTED: that there be entered into with Marketechs, Inc., 148 Linden Street, Wellesley, Massachusetts 02181, the lowest, responsible and eligible bidder in the public bidding, a contract for the rental and maintenance of data display terminals, as specified in the specifications, during the period July 1, 1986, through June 30, 1987, at a total cost not to exceed forty-two thousand three hundred seventy-two dollars and no cents (\$42,372.00), with (Official's) option for renewal as of July 1, 1987, and as of July 1, 1988, at bid price."

and

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for the leasing of two panel trucks and five station wagons during the period July 1, 1986, through June 30, 1987, at the following rates: monthly lease of two panel trucks per vehicle \$595.00, monthly lease of five station wagons per vehicle \$535.00; charge per mile of all vehicles \$.28."

and,

"VOTED: that there be entered into with Bonnell Motors, Inc. 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for the leasing of two panel trucks and two station wagons for the Eastern Massachusetts Regional Library System during the period July 1, 1986, through June 30, 1987, at the following rates: monthly lease of two panel trucks per vehicle \$595.00, monthly lease of two station wagons per vehicle \$535.00; charge per mile of all vehicles \$.28."

and,

"VOTED: that there be entered into with Auto-Graphics, Inc., 751 Monterey Pass Road, Monterey Park, California 91754, the sole, eligible and responsible bidder in the public bidding, a contract for the rental and maintenance of certain microfiche readers for the Research Library catalog system, as specified in the specifications, during the period July 1, 1986, through June 30, 1987, at a total cost not to exceed sixty-eight thousand six hundred ninety-nine dollars and four cents (\$68,699.04)."

and,

"VOTED: that there be entered into with Cameron Business Machines Corp., 24 Brighton Avenue, Allston, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for furnishing specified typewriter repair services for the Boston Public Library System during the period July 1, 1986, through June 30, 1987, at a total amount not to exceed four thousand three hundred thirty dollars and no cents (\$4,330.00)."

and,

"VOTED: that there be entered into with Water Chemicals, Inc., 155 Sixth Street, Chelsea, Massachusetts 02150, the lowest, eligible and responsible bidder in the public bidding, a contract for inspection and testing of HVAC water systems at the Central Library Building and at other Library locations during the period July 1, 1986, through June 30, 1987, at a total cost not to exceed four thousand six hundred eighty dollars and no cents (\$4,680.00)."

Minutes
Administrative Agency
Monday, May 19, 1986
Page Seven

Before concluding the discussion on the contracts, Mr. Moloney requested that a written discussion of any contracts recommended be submitted to the Board of Trustees in advance of the meetings. Mr. Moloney said that would enable the Trustees to familiarize themselves with the contracts and allow them the opportunity to review the contracts prior to a vote.

Mr. Moloney then introduced item #3 on the Order of Business dealing with capital projects. Mr. Curley distributed to the Board copies of the Building Program for the West Roxbury Branch Library, the Capital Improvement Program Requests, and the Capital Planning Projects for the Branch Libraries. Mr. Curley outlined the draft of the building program for the West Roxbury Branch Library. He added that he and Mr. Moloney attended a Public Facilities Department public hearing on May 28, 1986 on the proposed building program for the West Roxbury Branch Library, conducted at the branch library. In addition, Mr. Curley met with the Friends of the West Roxbury Branch Library to discuss the specifications of the building program and he was pleased to report that the Friends' Group looked favorably upon the program. Mr. Curley noted, however, that it was proposed at the public hearing to establish a Senior Citizen Drop-in Center at the West Roxbury Branch Library, but the Friends' Group are not supportive of this proposal. At Mr. Curley's recommendation, and on a motion duly made and seconded, it was

"VOTED: that the Trustees of the Public Library of the City of Boston adopt the Building Program for the West Roxbury Branch Library recommended by the Director and to authorize him to submit it to the Public Facilities Department."

With respect to the Capital Improvement Program requests, Curley noted in particular the requests to include new and furniture replacements in the capital projects budget rather than the library's operating budget. Some of the capital improvement requests include: continuation of interior and exterior repairs to the branch library system; restoration of the McKim Building; development of maximum storage capacity for the book collection; acquisition and installation of library furniture at the Lower Mills Branch Library; replacement of library furniture at 20 Branch Libraries; establish branch libraries in Allston and Savin Hill; upgrade library service in the Uphams Corner area by constructing a new branch library. (Currently the Uphams Corner Branch Library is located in a community building). Following discussion and at Mr. Curley's recommendation, on a motion duly made and seconded, it was

"VOTED: that the Trustees of the Public Library of the City of Boston adopt the Capital Improvement Program Requests and the Capital Planning Projects for the branch libraries and authorize the Library to submit them to the Public Facilities Department."

Minutes
Administrative Agency
Monday, May 19, 1986
Page Eight

Next, Mr. Curley updated the Trustees on the search for the position of Assistant Director for Community Library Services. Mr. Curley commented that the response was extremely positive, and that ten candidates were chosen to be interviewed and three of the ten are in-house candidates. Mr. Moloney indicated that he has been meeting with Mr. Curley and the candidates selected to be interviewed and he remarked on how impressed he is with the "strong field of candidates."

Next, Mr. Curley delivered the Director's report. Mr. Curley distributed to the Trustees summaries of Branch Libraries, General Library, and Research Library activities for FY 1986. Mr. Curley also provided to the Trustees personnel summary statistics covering the period since March 1, 1986. With reference to recruitment activities, Mr. Curley expressed concern regarding the library's ability to recruit and retain staff and he is therefore awaiting with eagerness the recommendations of Hewitt Associates, retained by the Trustees to conduct a compensation/classification study.

In preparation for a major development campaign planned for early Fall, Mr. Curley reported that the Library recently announced the following appointments in development and special projects: Dana J. Rizzotti, Program and Development Analyst; Theresa M. Cederholm, Development Officer; Jamie A. McGlone, Staff Officer for Special Projects.

Mr. Curley then turned to the annual operating budget. He highlighted several activities in this regard: the Library has submitted the recommended budget priorities for Fiscal Year 1986-87 to City Hall in two parts: the first part represents a "status quo" budget needed to maintain the present level of service; part two reflects a request of 3.9 million dollars for the "enhancement program" to revitalize and rebuild the resources and services of the Library--rebuild the book collections, recruit and retain qualified staff, provide effective community services, strengthen reference/research services, establish a new district branch library in West Roxbury, build up the book collection at the West Roxbury Branch Library. Mr. Curley noted that he has received favorable responses from the Mayor's Office thus far for funding the "enhancement program." Mr. Curley also plans to submit to City Hall the recommendations of the Hewitt Study in support of a \$1.5 million request increase for personnel. Mr. Curley added that it may be necessary to submit to City Hall a supplementary budget request of \$100,000 for books in order to comply with State regulations requiring that 12% of the Library budget must be spent on books in order to receive Library Incentive Grant Funds. Mr. Curley may also request in this supplementary budget \$200,000.00 to purchase a new collection for the planned new district Library in West Roxbury. Mr. Moloney concluded the discussion on the budget reporting that he has written a letter to Mayor Raymond L. Flynn in support of the Library's budget requests for the "enhancement program."

Mr. Moloney then praised Mr. Curley for his many accomplishments since he was appointed Director and Librarian. Mr. Moloney added that he is equally pleased with the progress of the McKim Building Committee, remarking that the design

Minutes
Administrative Agency
Monday, May 19, 1986
Page Nine

plans for the restoration "will be inspiring." He went on to thank the Board of Trustees for their support and participation during the course of the year stating "and we owe our colleague Mr. Bulger highest thanks for getting the governor and the state to realize that libraries are important," referring to Senator Bulger's proposed state legislation which would allocate \$45 million to improve the Commonwealth's Public Libraries. Mr. Moloney concluded that Senator Bulger's action "did wonders for morale and relationships with the whole State."

The meeting adjourned at 8:39 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, June 23, 1986

In the course of the meeting of the Corporation, at 8:02 p.m. the Trustees moved to the Administrative Agency for the purpose of the Director's report.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin, members of the staff and public.

Kevin F. Moloney, President of the Board, presiding.

At this time Mr. Moloney proceeded to item #5 on the Order of Business of the Administrative Agency for the appointment of the Assistant Director for Community Library Services. Mr. Curley reviewed the interview process: the position was advertised within the Library as well as in national Library publications; more than sixty applications were received; an interview committee of the Associate Director and three Assistant Directors was established; this committee reviewed the applications and selected twelve candidates for personal interviews; the Trustees received the resumes of all twelve candidates. Mr. Moloney and Mr. Curley met separately with the nine finalists from outside the Boston Public Library. Mr. Moloney remarked how impressed he was with the qualifications and public library administrative experience of all twelve finalists. At this time Mr. Curley recommended to the Board the appointment of Lesley C. Loke as Assistant Director for Community Library Services. He added that Ms. Loke's achievements in the American Library Association and her visible strength and commitment to public libraries are outstanding criteria for her selection. Providing background on Ms. Loke, Mr. Curley noted that she presently serves as Coordinator of Program Planning and Development, Detroit Public Library. Prior to that she served as Educational Specialist, Massachusetts Board of Library Commissioners. On a motion duly made and seconded, it was unanimously

"VOTED: to appoint Lesley C. Loke as Assistant Director for Community Library Services."

Mr. Moloney remarked that since Ms. Loke would be working very closely with the Library friends groups, it would be appropriate to hold a reception in her honor with the officers of the various groups in attendance. The Trustees agreed to host this reception, and Mr. Moloney asked Mr. Curley to set a date and time.

On a related Friends group issue, Mrs. Gaines suggested that the Trustees consider establishing a policy on working with Friends groups. Following discussion and on the recommendation of Mrs. Gaines, on a motion duly made and seconded, it was

"VOTED: to work closely with the Friends groups in the formation of policies related to their activities and support of the Boston Public Library."

The Trustees returned to the meeting of the Corporation at 8:08 p.m. and resumed the meeting of the Administrative Agency at 8:25 p.m.

On a motion duly made and seconded, the minutes of the regular meeting of March 31, 1986 and the regular and annual meetings of May 19, 1986 were approved subject to corrections.

On the next Order of Business, authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that, subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Jane Manthorne, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and he or she hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed 12 weeks from June 11, 1986."

Mr. Curley explained the provisions of the contract for furnishing and installing window materials in the branch libraries and central library. He noted that twenty-nine firms were mailed bid advertisements and two companies submitted bids. He recommended that the contract be awarded to both companies with the work divided between the two. On a motion duly made and seconded, it was

"VOTED: that there be entered into with D. Clancy & Sons Company, 339 Dorchester Street, South Boston, Massachusetts, one of the two lowest, eligible, responsible, and responsive bidders in the public bidding, a contract for the furnishing and installing window materials as specified in the specifications, at a total cost not to exceed twenty-three thousand five hundred twenty-five dollars and no cents (\$23,525.00), during the period July 1, 1986, through June 30, 1987."

and
further

"VOTED: that there be entered into with National Plate Glass Co., Inc., 216 McGrath Highway, Somerville, Massachusetts, one of the two lowest, eligible, responsible and responsive bidders in the public bidding, a contract for the furnishing and installing of window materials as specified in the specifications, at a total cost not to exceed twelve thousand five hundred ninety-seven dollars and no cents (\$12,597.00), during the period July 1, 1986 through June 30, 1987."

Mr. Moloney then turned to a discussion of the working relationship between the Library and the Public Facilities Department (PFD). He noted that over the years there has been a lack of coordination between the two departments,

Minutes of Meeting
Administrative Agency
Monday, June 23, 1986
Page Three

the Public Facilities Department officially in charge of the development and repairs of library buildings. Mr. Moloney pointed out that the Trustees were not satisfied with the work recently performed at East Boston, Hyde Park, and Jamaica Plain Branches by Public Facilities. He added that he was pleased to report that Public Facilities has appointed David Lalor as Project Manager to work with the Library in coordinating Library projects. On a related construction issue, Mr. Moloney updated the Trustees on differences between the Friends of West Roxbury and the Public Facilities Department: the Friends charged that Public Facilities had broken Mayor Flynn's promise to work with them in the planning process for a new \$2.4 million addition to the West Roxbury Branch; the Friends further stated that the Public Facilities Department did not consult them before they called a community meeting to review preliminary design sketches submitted by Boston architect Anthony Tappe; last week the Friends attended a City Council committee hearing reporting that Public Facilities had denied their request to review the sketches and, as a result, the Friends proposed that the Library, not Public Facilities, should manage the project. Mr. Bulger stated that the Trustees should maintain a low profile in this dispute. Mr. Moloney said that the Friends, PFD, and Library administration planned to meet the following week to discuss the planning process and to improve communications.

Mr. Curley then reported on the status of the Fiscal Year 1986/87 Library budget. He expressed his appreciation for the Board's support and lobbying efforts. Although the final budget has not been approved by City Hall, it is expected that the Library will receive an appropriation of \$15.805 million reflecting an increase of 30% over last year; a \$1.5 million increase for personnel in order to implement the recommendations of the Hewitt study is included in this budget. The budget is \$1.7 million short in order to implement fully the program to revitalize and rebuild the resources and services of the Library; however, this budget increase will allow the Library to recruit 50-60 new employees with an aggressive recruitment program for the branch libraries and at all levels of service including secretaries, technicians, custodians. Library staff plan to recruit at the American Library Association's annual conference in New York City during the first week of July and recruitment will be continued at library schools. Mr. Moloney expressed his enthusiasm for the proposed library budget stating that the increase will allow the Library to offer competitive salaries, improve recruitment efforts, and boost morale. Mrs. Gaines asked if the Hewitt Associates' recommendations will be implemented immediately, and Mr. Curley responded that the compensation aspect of the study will be submitted to the Board immediately for a vote, while the classification elements would need further review by the Director and administration.

Next Mr. Kelly made a presentation on automation plans reporting that on last Thursday the Library received a favorable response from the Massachusetts Board of Library Commissioners to fund a Library Services and Construction Act (LSCA) grant of \$500,000 for the implementation of a turnkey circulation system. This will centralize bibliographic data on all circulating materials in the Boston Public Library's collections (Central and branches) and those of Malden, Chelsea, and possibly Cambridge.

Minutes of Meeting
Administrative Agency
Monday, June 23, 1986
Page Four

An additional \$150,000 will be funded to the Boston Public Library if the Cambridge Public Library joins the cluster. Mr. Kelly said that an automation task force has been established consisting of Library staff members from Boston, Chelsea, and Malden; and their recommendations have been submitted to Richard Boss, automation consultant to the Boston Public Library. Mr. Kelly said that Mr. Boss is presently developing the specifications for an automated computer system which will support circulation, on-line cataloging, and interlibrary loan functions. He added that Mr. Boss had urged the Massachusetts Board of Library Commissioners to support the Boston Public Library's grant application, and in his presentation he had underscored with highest praise the staff of the Library's computer department. Mr. Kelly added that the Library is exploring the feasibility of using the cable system rather than telephone lines for networking. Mr. Kelly plans to meet with the Cable Communications office and the city of Boston's Management Information Systems Department to determine this possibility and related costs. Mr. Kelly also said that the possible establishment of a separate library channel will be discussed.

Mr. Curley concluded the Director's Report by distributing a folder representing circulation and personnel summary statistics and other supportive documents.

Mrs. Gaines mentioned that the Atlanta-Fulton Public Library loans out video cassettes on foreign language instruction, and she asked Mr. Curley if the Boston Public Library plans to do likewise. Mr. Curley responded affirmatively stating that the Boston Public Library has a rapidly growing collection of video cassettes, and he would certainly look into the possibility of acquiring some on foreign language instruction. In addition, Mr. Curley said that he is reviewing the possibility of circulating video cassettes from the branch libraries to the public.

The meeting adjourned at 8:50 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, July 21, 1986

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 7:52 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines and Luthin; Mrs. Goodwin was unable to attend. Also present were members of the staff and public.

Mr. Kevin F. Moloney, President of the Board, presiding.

Mr. Moloney began with the first order of business, the awarding of contracts. After a brief discussion, on a motion duly made and seconded, it was

"VOTED: that there be entered inwo with Advanced Automation Associates, 204 Andover Street, Andover, Massachusetts 01810, the lowest, eligible and responsible bidder in the public bidding, a contract for supplying laser printed library catalog cards to the Boston Public Library during the period August 1, 1986, through June 30, 1987, at a total cost not to exceed eighteen thousand two hundred forty-five dollars and thirty-two cents (\$18,245.32)."

and
further

"VOTED: that there be entered into with Advanced Automation Associates, 204 Andover Street, Andover, Massachusetts 01810, the lowest, eligible and responsible bidder in the public bidding, a contract for supplying laser printed library catalog cards to the Eastern Massachusetts Regional Library System, d/b/a Trustees of the Boston Public Library, during the period August 1, 1986, through June 30, 1987, at a total cost not to exceed twenty-two thousand two dollars and sixty-eight cents (\$22,002.68)."

and

"VOTED: that there be entered into with Air Engineering, Inc., 354 Main Street, Winthrop, Massachusetts 02152, the lowest, eligible and responsible bidder in the public bidding, a contract for supplying and delivering carbon-filled panels for CF-4 activated carbon filters, as specified in the specifications, during the period July 1, 1986, through June 30, 1987, at a total cost not to exceed twenty-six thousand twenty-nine dollars and twenty cents (\$26,029.20)."

and

"VOTED: that there be entered into with Manassa Systems, Inc., 530 Warren Street, Boston, Massachusetts 02121, the lowest, eligible and responsible bidder in the public bidding, a contract for supplying computer keyentry and key-verification services to the Boston Public Library for the period July 1, 1986, through June 30, 1987, at a total cost not to exceed twelve thousand five hundred dollars (\$12,500.00)."

Next, in his Director's Report, Mr. Curley presented and displayed to the Trustees the design schematics for the addition to the West Roxbury Branch Library. These preliminary sketches were developed by architect Anthony Tappe. Mr. Curley outlined the plans for the addition: increase the space from 7,000 to 21,000 square feet; increase the book capacity from 32,000 to 100,000 volumes; create a fourth district branch library; include a new lecture hall with a seating capacity for 160; design the meeting hall with flexibility for conversion to small meeting rooms; enlarge the area for the children's room, including an enclosed garden space for outdoor storytelling sessions; double the size of the adult services area; create a separate young adult services area adjacent to adult services; develop exhibition space. The new wing will be constructed along Centre Street, and the architects will try to match the exterior red brick to the brick of the original building. The new wing will be constructed so that a continuity of scale is maintained. Both buildings will be accessible to the handicapped. Mr. Curley noted that once these preliminary sketches are approved, the architects will proceed to working drawings, between now and December. The entire construction project is scheduled for completion in the spring of 1988. Mr. Curley then asked the Trustees to approve the preliminary sketches. Prior to the vote, Mr. Moloney asked if there were absolute assurances that the Friends of the West Roxbury Branch Library are fully aware of the proposed sketches and that these plans meet with their approval. Mr. Curley responded that the Friends met on July 15, 1986 and they approved the preliminary sketches. Mr. Curley then gave his personal assurances that the Friends would also be given the opportunity to review and approve the final sketches and finished drawings before the Trustees are asked to vote. Mr. Curley further added that at the present time there is a spirit of cooperation among the various groups involved in the proposed addition--namely, the West Roxbury Friends, the Buildings Committee of the Friends, the Trustees, Public Facilities Department, Library administration and staff, and the architect. Following discussion and on the recommendation of Mr. Moloney, on a motion duly made and seconded, it was

"VOTED: to approve the preliminary sketches for the addition to the West Roxbury Branch Library, subject to the approval of the Buildings Committee of the Friends of the West Roxbury Branch Library."

On a related construction issue, Mr. Moloney reported that he and Mr. Curley recently met with Victor Hagen, Deputy Director of the Public Facilities Department and discussed the second phase of the design contracts for the McKim restoration project. Mr. Moloney added that cost elements of the project were discussed.

Mr. Curley reported that Lesley Loke, recently appointed as Assistant Director for Community Library Services, will begin her duties on August 18.

The meeting adjourned at 8:30 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, September 22, 1986

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 8:06 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin, members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

Mr. Moloney stated that action on the approval of Minutes for Regular Meetings of the Administrative Agency on June 23, 1986 and July 21, 1986 will be deferred to the next meeting.

On the next order of Business, authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that, subject to the approval of the Mayor, in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Jane Manthorne, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed 8 weeks from October 29, 1986."

Mr. Curley provided background on the contracts under consideration by the Board. Mr. FitzPatrick, Assistant to the Director for Business Services, noted that Burtman Iron Works, Inc., the supplier of metal book trucks, has not increased the price over the past four years and the quality of the book trucks is excellent. There being no further discussion, and on the recommendation of Mr. Curley, on a motion duly made and seconded, contracts were awarded as follows:

"VOTED: that there be entered into with Massachusetts Envelope Company, 30 Cobble Hill Road, Somerville, Massachusetts, the sole, eligible and responsive bidder in the public bidding, a contract for supplying miscellaneous paper envelopes, as specified in the specifications, at a total cost not to exceed ten thousand twenty-one dollars and three cents (\$10,021.03)."

and

"VOTED: that there be entered into with Acom Business Centers, 79 Concord Street, Framingham, Massachusetts 01701, the first low, eligible and responsible bidder in the public bidding, a contract

for furnishing, delivering, and installing I.B.M. electric typewriters, as specified in the specifications under Item A, at a total cost not to exceed twenty thousand six hundred seventy dollars (\$20,670.00)."

and
further

"VOTED: that there be entered into with John W. Murray Co., 133 Pearl Street, Boston, Massachusetts 02110, the next low, eligible and responsible bidder in the public bidding, a contract for furnishing, delivering, and installing IBM electric typewriters, as specified in the specifications under items B and C, at a total cost not to exceed six thousand six hundred and fifty-seven dollars and ninety cents (\$6,657.90)."

and

"VOTED: that there be entered into with Compugraphic Corporation, 200 Ballardville Street, Wilmington, Massachusetts 01887, the lowest, eligible and responsible bidder in the public bidding, a contract for the lease purchase of photo typesetting equipment under an installment payment purchase plan commencing September 1, 1986, and terminating on or before August 31, 1989, the total amount thus paid to be subject to the terms, agreements, and conditions set forth in said agreement."

and

"VOTED: that there be entered into with James T. Towhill Co., Inc., 321 Summer Street, Boston, Massachusetts 02210, the first low, eligible, and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous office supplies, as specified under items numbered 2a, 2b, 3, 6, 8, 9, 10, 11, 12, 13, 14, 15, 17, 22, 23, 24, 26c, 26d, 29a, 29b, 29c, 30a, 30b, 31, 35, 39b, 39c, 40, 50a, 50b, 50c, 51, 52, 56a, 56b, 56c, 56d, 56e, 56f, 56g, 57d, 61a, 61c, 61d, 61e, 61f, 62a, 62b, 62c, 62d, 62e, 62g, and 65, at a total cost not to exceed six thousand four hundred forty-six dollars and thirty-two cents (\$6,446.32)."

and
further

"VOTED: that there be entered into with LOPC/JOYCE, 26 Sturtevant Street, Somerville, Massachusetts 02145, the second low, eligible, and responsive bidder in

the public bidding, a contract for supplying and delivering miscellaneous office supplies, as specified under items numbered 4, 5, 7, 16, 25a, 25b, 26a, 26b, 32, 34a, 34b, 34c, 36a, 36b, 36c, 37, 38a, 38b, 38c, 39a, 42a, 42b, 42c, 42d, 42e, 45, 46, 47, 53a, 53b, 54, 57a, 57b, 57c, 59, 60, 63, 64a, 64c, 64d, 66, 67, and 68, at a total cost not to exceed five thousand ninety-two dollars and sixty-eight cents (\$5,092.68)."

and
further

"VOTED: that there be entered into with L. E. Muran Co., 45 Dunham Road, Billerica, Massachusetts 01821, the third low, eligible, and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous office supplies, as specified under items numbered 1, 18, 19, 20, 21, 28, 33a, 33b, 33c, 33d, 41, 43, 44, 48a, 48b, 48c, 48d, 49a, 49b, 49c, 55, 58, and 64b, at a total cost not to exceed two thousand three hundred fifty-three dollars and twenty-six cents (\$2,353.26)."

and

"VOTED: that there be entered into with Burtman Irons Works, Inc., 59 Sprague Street, Readville, Massachusetts 02137, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering a quantity of thirty metal book trucks as specified, at a total cost not to exceed eleven thousand eight hundred fifty dollars (\$11,850)."

Mrs. Luthin raised the issue of the status of the installation of window shades in the branch libraries, recalling that the Board authorized this contract several months ago. Mr. Curley responded that the window shades are expected to arrive tomorrow. Mr. Curley added that he realized the delay is unreasonable but further noted that if the Library cancelled the contract, we would be in breach of contract and therefore the Library would have to honor the agreement, regardless of services rendered. Mrs. Luthin also questioned why there are still so many broken windows in the branch libraries when the Trustees awarded the contract for window repairs several months ago. Mr. Curley responded that he visited twelve branch libraries this past weekend and concurred that the window situation needs to be seriously discussed. Mr. Curley went on to describe the complicated process of awarding window installation and repair contracts: there are three different types of glass windows in the branch libraries, and each contractor has to measure the breakage at the site and determine the type and size of glass prior to submitting a bid; once the bid is submitted and awarded, it usually takes four to six weeks to replace the breakage; in total, the procedure takes several months; the contractors bid on some branch libraries and not on others, while at the same time cost overrun occurs when more windows

are broken than anticipated. Mrs. Gaines suggested at this point (and the other Trustees agreed) that the measurements for all the windows should be taken and placed on file, thus eliminating measurement by contractors every time windows are broken. At this juncture Mr. Curley proposed hiring some additional custodians in order to establish a mobile maintenance/repair unit which would be on call, responsible for maintenance, repair of minor glass breakage, removal of graffiti, repair of small damage to roofs, fences, etc., and maintenance of equipment. In light of the previous discussion on window repairs, the Trustees unanimously supported Mr. Curley's recommendations.

Mr. Moloney then asked Mr. Curley to address the next item on the Order of Business, the Massachusetts Newspaper Program. Mr. Curley reported that the Library was notified this week that it has been awarded a ten thousand dollar grant from the National Endowment for the Humanities in addition to a grant of \$174,500 from the Office of Education's Title II grants. In describing the grants, Mr. Curley noted that an effort will be made to identify, locate, and microfilm existant copies of every newspaper published in the Commonwealth of Massachusetts. Mr. Curley was also pleased to report that the Advisory Committee to the project, consisting of many distinguished individuals, has been established.

Next Mr. Moloney introduced the topic of capital projects. Mr. Curley reported that Ms. Mary Nee, Director of Capital Planning, has announced a five-year capital plan which calls for \$13,400,000 for the McKim building restoration; \$6,000,000 for long-range facility replacement; and \$1,250,000 for improvement of branch library facades. Mr. Curley further noted that he is preparing a master plan for the restoration and revitalization efforts in branch libraries. This study will identify specific needs and will address both short- and long-range planning. Mr. Curley reported that more staff has been hired than has left in the past two months, thus reversing a long-term trend.

At this point Mr. Curley introduced Ms. Lesley Loke, the newly appointed Assistant Director for Community Library Services, asking her to report on her impressions and experiences after one month in the position. Ms. Loke said that she plans to begin immediately a reporting mechanism and evaluation system designed to respond to the physical problems and needs of the branch libraries. Working with input and monthly reports from the branch libraries, she plans to convey the established priorities and needs systematically to the Buildings Department through John J. Doherty, Assistant Director. On a related issue, Ms. Loke plans to improve communication between the branches and the central library on a systematic basis. Mr. Curley added that Ms. Loke has a proven track record with respect to participatory management. Mr. Bulger voiced support of Ms. Loke's plans stating that the "staff can get very demoralized when they have to work in sloppy and unkempt conditions." Ms. Loke then reviewed the set of conceptual drawings for the addition to the West Roxbury Branch Library which were displayed on easels. Ms. Loke reported that she recently attended a meeting of the Friends' group at West Roxbury, and they were very helpful in supplying programmatic plans for the addition while she concentrated on functional perspectives, adding that the Friends are pleased with the plans. Ms. Loke then presented the conceptual drawings: on the first floor the children's area still needs revision; an exhibit area and lecture hall with a

seating capacity of 180 will be added; an enclosed outdoor garden area for children's story hours; kitchenette, restrooms; the second floor will house the young adult and adult services; the newspaper room will also be on the second floor; the new entrance will be at ground level, and an elevator will be added; two handicapped parking spaces will be provided on Centre Street in front of the Library, but there will be no parking for staff and patrons (the Friends have proposed this parking plan, and the Trustees requested that they record their position officially); it has been suggested that the parking lot at the supermarket adjacent to the Library will provide ample parking. Ms. Loke then reported that the final design development stage is expected to be completed by the second week of October 1986, with plans to go out to bid by spring 1987. Ms. Loke concluded her presentation stating that adequate space is being allocated, and for comparison she reported that the new branch will be 3,000 square feet larger than the Brighton District Branch Library. Mr. Bulger asked if the newspaper room could perhaps be located on the first floor since many elder citizens come to the Library specifically to read the newspapers. Ms. Loke responded that the newspaper room will be accessible by elevator. Mrs. Luthin requested that the Library install a sign in front of the West Roxbury Branch calling attention to the proposed addition as part of Mayor Raymond L. Flynn's capital program.

Mr. Doherty commented that the project thus far is a model of cooperation among the Friends, the Public Facilities Department, the Library administration, architects, and staff. Mr. Doherty suggested that this model should be emulated in future library construction projects.

Ms. Loke then spoke of her impressions after one month as Assistant Director for Community Library Services. She noted that she has been involved in many operational activities and has been reviewing the use and deployment of staff, vacancies, program planning, and recruitment efforts. One of her goals is to upgrade information systems and to improve communications. Ms. Loke added that, based on the number of telephone messages from various Friends' groups, she is encouraged with the level of community involvement and support. Mr. Loke then reported on a capital project planned for the General Library, an access center for the hearing and visually impaired which will be located on the concourse level: she has met with the architect and they are proceeding with design modifications, configuring space allocation for equipment and resource material. With regard to interdivisional and outreach cooperative programming, Ms. Loke reported that the Library will be collaborating with the Associated Grantmakers of Massachusetts (AGM). This group will provide to each branch and the General Library resource materials on organizing and funding for nonprofit community agencies, Friends groups, and neighborhood associations. Ms. Loke also said that a series of forums will be held in the branches and the General Library in which officers of AGM will meet with representatives of the various neighborhood agencies to discuss resource sharing and funding applications.

Mr. Curley then congratulated Mr. Jamie McGlone, Staff Officer for Special Projects, on the tremendously successful series of programs, lectures, and exhibits which he coordinated honoring Liberty: The French-American Statue in Art and History in celebration of the Statue of Liberty and 200 years of French-American friendship. Mr. Curley remarked that its success significantly enhanced the Boston Public Library's reputation both nationally and internationally.

Minutes of Meeting
Administrative Agency
September 22, 1986
Page Six

Ms. Manthorne reminded the Trustees that a reception will be held in the courtyard this Friday evening at 5:30 p.m. to receive officially from the Druker family the gift of building and land of the Orient Heights Branch Library. Ms. Manthorne added that another reception will be held in the spring at the branch itself at which time a bronze plaque honoring the gift will be unveiled.

Mr. Moloney then turned to item #7 on the Order of Business, related to the Director's salary FY1987. Mr. Moloney asked Mr. Curley to excuse himself from the Trustees' Room while the Trustees discussed his salary. Mr. Moloney reported that the Hewitt Associates compensation study recommended a salary of \$85,000 for the Director. Mr. Bulger said that the "position and responsibilities warrant a salary of \$85,000, and Mr. Curley as the individual holding the position certainly deserves that salary." Mr. Bulger then praised Mr. Curley for his many accomplishments since his appointment and the other Trustees concurred with Mr. Bulger. Following discussion, on the recommendation of Mr. Moloney, on a motion duly made and seconded, it was

"VOTED: to increase the salary of Arthur Curley, Director
and Librarian, for FY87 to \$85,000."

At this time Mrs. Goodwin said that she will be most willing to help with any of the writing and editing with respect to the Development Office and the capital campaign.

There being no other business, the meeting adjourned at 9:27 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, December 8, 1986

A meeting of the Trustees as an Administrative Agency was held at the Lower Mills Branch Library at 7:56 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin. Also present were Friends of the Lower Mills Branch Library; Leonard Jones, Deputy Director for Construction and Repairs, Public Facilities Department; members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

The first Order of Business was the approval of the Minutes. On a motion duly made and seconded, the Minutes of the Regular Meetings of June 23, July 21, and September 21, 1986 were approved.

On the next Order of Business, authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that, subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or Liam M. Kelly, Associate Director, or upon his delegation, John J. Doherty, Assistant Director, or Jane Manthorne, Assistant Director, or Kevin T. FitzPatrick, Assistant to Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from January 21, 1987."

Mr. Moloney then turned to the awarding of contracts. Mr. Curley reported that all of the following contracts represent recommendations for award to the lowest eligible and responsible bidders. Mr. Curley added that the Faxon Company, Inc. contract for supplying periodicals and serials subscriptions is without public advertising. There being no further discussion, and on the recommendation of Mr. Curley, on a motion duly made and seconded, contracts were awarded as follows:

"VOTED: that there be entered into with University Products, Inc., South Canal Street, Holyoke, Massachusetts 01041, the sole, eligible and responsible bidder in the public bidding, a contract for supplying and delivering archival materials, acid-free, as specified, at a total cost not to exceed fifteen thousand six hundred ninety-six dollars and forty-five cents (\$15,696.45)."

and

"VOTED: that there be entered into with Spink & Gaborc, Inc., 11 Troast Court, Clifton, New Jersey 07011, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering print boxes, as specified, at a total cost not to exceed four thousand seven hundred four dollars (\$4,704.00)."

and

"VOTED: that there be entered into with Ecological Fibers, Inc., Pioneer Industrial Park, Lunenburg, Massachusetts 01462, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering binders board, as specified, at a total cost not to exceed four thousand four hundred thirty dollars (\$4,430.00)."

and

"VOTED: that there be entered into with Library Binding Service, 2134 E. Grand Avenue, Des Moines, Iowa 50305, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering bindery endpapers, as specified, at a total cost not to exceed two thousand four hundred sixty-three dollars and no cents (\$2,463.00)."

and

"VOTED: that there be entered into with Library Binding Service, Inc., 2134 E. Grand Avenue, Des Moines, Iowa 50305, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering book binding cloth, as specified, at a total cost not to exceed seven thousand two hundred twenty-seven dollars (\$7,227.00)."

and

"VOTED: that there be entered into with Defiance Machine and Tool Co., 430 Industrial Park, Maryland Heights, Missouri 63043, the sole eligible and responsible bidder in the public bidding, a contract for supplying, delivering, and installing book titling equipment, as specified, at a total cost not to exceed thirteen thousand thirty dollars and no cents (\$13,030.00)."

and

"VOTED: that there be entered into with Gem-Peerless Electric Supply, 1110 Washington Street, Boston, Massachusetts 02118, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing cable, as specified, at a total cost not to exceed fifteen thousand seven hundred forty-six dollars and eighty-five cents (\$15,746.85)."

and

"VOTED: that there be entered into with Gem-Peerless Electric Supply, 1110 Washington Street, Boston, Massachusetts 02118, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering electrical ballasts and fuses, as specified, at a total cost not to exceed nine thousand nine hundred ninety-nine dollars and eight cents (\$9,999.08)."

and

"VOTED: that there be entered into with Gem-Peerless Electric Supply, 1110 Washington Street, Boston, Massachusetts 02118, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous electrical supplies, as specified, at a total cost not to exceed four thousand two hundred eighty-two dollars and seventy-five cents (\$4,282.75)."

and

"VOTED: that there be entered into with Oswegatchie Lighting & Supply, 426 Boston Post Road, Waterford, Connecticut 06385, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering lamps and bulbs, as specified under Group A, at a total cost not to exceed six thousand nine hundred sixty dollars (\$6,960.00)."

and

"VOTED: that there be entered into with Northeast Computer Supplies, 24 Keewaydin Drive, Salem, New Hampshire 03079, the first low, eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing supplies, as specified under items 4, 7, 8, 9, 10, and 11, at a total cost not to exceed fourteen thousand five hundred sixty dollars and no cents (\$14,560.00)."

and
further

"VOTED: that there be entered into with Precision Methods, Inc., 10 Manor Parkway, Salem, New Hampshire 03079, the second low, eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing supplies, as specified under items numbered 25 and 26, at a total cost not to exceed thirteen thousand one hundred sixty-nine dollars and no cents (\$13,169.00)."

and
further

"VOTED: that there be entered into with Globe Ticket Company, 300 Constance Drive, Warminster, Pennsylvania 18974, the third low, eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing supplies, as specified under items numbered 18 and 19, at a total cost not to exceed seven thousand four hundred eighty dollars and no cents (\$7,480.00)."

and
further

"VOTED: that there be entered into with Precision Computer Supplies, Inc., 12 Davis Drive, Pascoag, R.I. 02859, the fourth low, eligible bidder in the public bidding, a contract for supplying and delivering data processing supplies, as specified under items numbered 20, 21, and 22, at a total cost not to exceed five thousand three hundred sixty-three dollars and no cents (\$5,363.00)."

and
further

"VOTED: that there be entered into with Time Brokers of N.E., Inc., 475 Washington Street, Wrentham, Massachusetts 02093, the fifth low, eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing supplies, as specified under items 1, 2, 3, 5, 6, 27, 28, 29, 30, and 31, at a total cost not to exceed two thousand nine hundred eighty dollars and eighty-two cents (\$2,980.82)."

and
further

"VOTED: that there be entered into with The Morley Company, 909 Islington Street, Portsmouth, New Hampshire 03801, the sixth low, eligible and responsible bidder in the public bidding, a contract for supplying and delivering data process-

ing supplies, as specified under items 16, 23, and 24, at a total cost not to exceed two thousand nine hundred sixty-eight dollars and forty cents (\$2,968.40)."

and
further

"VOTED: that there be entered into with O'Gara Associates, 21 Canal Street, Lawrence, Massachusetts 01840, the seventh low, eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing supplies, as specified under item 17, at a total cost not to exceed two thousand eight hundred twenty dollars and no cents (\$2,820.00)."

and
further

"VOTED: that there be entered into with Impact Marketing Systems, Inc., 11 Industrial Way, Salem, New Hampshire 03079, the eighth low, eligible bidder in the public bidding, a contract for supplying and delivering data processing supplies, as specified under items 12, 13, 14, and 15, at a total cost not to exceed two thousand seven hundred eighty-four dollars and no cents (\$2,784.00)."

and

"VOTED: that there be entered into with Regional Business Equipment, Inc., 401 West Broadway, South Boston, Massachusetts 02127, the lowest eligible and responsible bidder to all items as specified, a contract for supplying and delivering typewriter ribbons, as specified, at a total cost not to exceed eight thousand nine hundred forty-five dollars (\$8,945.00)."

and

"VOTED: that there be entered into with Spaulding Company, Inc., 80 Hawes Way, Stoughton, Massachusetts 02072, the lowest eligible and responsible bidder in the public bidding meeting the specifications, a contract for furnishing, delivering, and installing, one microfilm reader printer, as specified, at a total cost not to exceed five thousand seven hundred and fifty dollars (\$5,750.00).

and

"VOTED: that there be entered into with Zytron Corporation (a Dun & Bradstreet Co.), 39 Brooks Drive, Braintree,

Massachusetts 02184, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering microfilm reader/printer paper and toner, as specified, at a total cost not to exceed eight thousand four hundred forty dollars (\$8,440.00)."

and

"VOTED: that there be entered into with W.W.F. Paper Corporation, N.E., 440 Rutherford Avenue, Charlestown, Massachusetts 02129, the first low eligible and responsible bidder in the public bidding, a contract for supplying and delivering offset paper, as specified, under items numbered 1, 2, 3, 4, 6, and 11, at a total cost not to exceed four thousand twelve dollars and fifty-one cents (\$4,012.51)."

and
further

"VOTED: that there be entered into with The Century Paper Co., Inc., 28 York Avenue, Randolph, Massachusetts 02368, the second low eligible and responsible bidder in the public bidding, a contract for supplying and delivering offset paper, as specified under items numbered 5, 7, 8, 9, 10, and 12, at a total cost not to exceed four thousand eight hundred seven dollars and forty-seven cents (\$4,807.47)."

and

"VOTED: that there be entered into with Brodart Company, 1609 Memorial Avenue, Williamsport, Pennsylvania 17705, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous resource and acquisition supplies, as specified under Groups A, B, C, G, and H, at a total cost not to exceed sixteen thousand nine hundred fifteen dollars and forty-eight cents (\$16,915.48)."

and

"VOTED: that there be entered into with Bay Colony Paper Corp., 293 Lenox Street, Norwood, Massachusetts 02062, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering shipping supplies, as specified under items numbered 1, 5a, 5b, 6, 7, 8, 9a, 9b, 11, and 12, at a total cost not to exceed two thousand three hundred seventy dollars and seventy cents (\$2,370.70)."

"VOTED: that there be entered into with Bay Colony Paper Corp., 293 Lenox Street, Norwood, Massachusetts 02062, the first low eligible and responsible bidder in the public bidding, a contract for supplying and delivering toilet tissue and hot drink cups, as specified under items numbered 1 and 4, at a total cost not to exceed five thousand fourteen dollars and no cents (\$5,014.00)."

and
further

"VOTED: that there be entered into with The Dowd Company, Inc., 90 Commerce Way, Woburn, Massachusetts 01888, the second low eligible and responsible bidder in the public bidding, a contract for supplying and delivering paper towels and cold drink cups, as specified under items numbered 2 and 3, at a total cost not to exceed six thousand one hundred forty-two dollars and fifty cents (\$6,142.50)."

and

"VOTED: that there be entered into with The Dowd Company, Inc., 90 Commerce Way, Woburn, Massachusetts 01888, the lowest eligible and responsible bidder in the public bidding for items 1, 5, 9, 11, 16, 17, and 22, a contract for supplying and delivering janitorial miscellaneous supplies, as specified in the bid proposal, at a total cost not to exceed two thousand three hundred and twenty-two cents (\$2,310.22)."

and

"VOTED: that there be entered into with Equality Paper, 286 Talbot Avenue, Dorchester, Massachusetts 02124, the lowest eligible and responsible bidder to all items as specified, a contract for supplying and delivering janitorial supplies, liquid, at a total cost not to exceed four thousand two hundred twenty-seven dollars and eighty-eight cents (\$4,227.88)."

and

"VOTED: that there be entered into with Johnson Paint Co., Inc., 355 Newbury Street, Boston, Massachusetts 02115, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering painting supplies, as specified under items 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 26, 27, 28, and 29, at a total cost not to exceed six thousand one hundred fifty-three dollars and twenty-one cents (\$6,153.21)."

and

"VOTED: that there be entered into with W. H. Shurtleff Company, One Runway Road, South Portland, Maine, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering rock salt and calcium chloride, as specified, to the Boston Public Library, at a total cost not to exceed two thousand three hundred forty-seven dollars and fifty cents (\$2,347.50)."

and

"VOTED: that, without public advertising, there be entered into with The Faxon Company, Inc., 15 Southwest Park, Westwood, Massachusetts, a contract for (1) supplying periodicals and serials for the year 1987 and (2) servicing the subscriptions for the individual items throughout the year as specified in the specifications and Appendix A, and subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed one hundred eighty-nine thousand three hundred thirteen dollars and no cents (\$189,313.00)."

Mr. Curley then called on Lesley Loke, Assistant Director for Community Library Services, to report on branch libraries: Ms. Loke announced that she had just completed visits to all twenty-five branch libraries, departments in the General Library, Extension Services, and Access Center staff in order to identify needs and services. She made the following observations: she had observed one of the best cores of programs and services which she has experienced in any urban public library system and one which is truly envied by many library systems; the present staffing levels, however, do not allow the staff to perform many outreach services in the community, and therefore the Library's ability to respond to changes and trends in the neighborhoods is very limited; until the remaining vacancies are filled, it remains difficult for branch libraries to mobilize on a system-wide basis with respect to community issues--literacy, for example; the demographic distribution of neighborhood libraries is very sound in light of residential and commercial shifts in population, but space allocation within branch libraries will be further examined, e.g. shelving, storage of materials, meeting rooms, equipment; the physical condition of the branch libraries, she said, is appalling; and she strongly recommended an examination of the deployment of the workforce, suggesting an increase in personnel and the creation of a preventative maintenance crew which would travel around to branches; working closely with the staff of the Public Facilities Department on the addition to the West Roxbury Branch; she is encouraged with respect to future working relationships with that department; due to a 30% increase in last year's acquisition budget, many improvements have

Minutes of Meeting
Administrative Agency
December 8, 1987⁶
Page Nine

occurred in the acquisition and development of book collections, but because of constantly changing needs in the communities, new acquisition systems should be examined for quick response to such changes, e.g. replacement of books in a speedy fashion.

At this point a lengthy discussion of the Library's selection and acquisition processes ensued following Mr. Moloney's question on policy changes to address the issue. Mrs. Luthin asked how long it takes to get a book to branches after it is ordered. Mr. Curley said that the Library is addressing these issues by increasing staffing in the acquisitions department; it generally takes from two to four weeks for best sellers to reach the branches. Mr. Curley then discussed the merits of both centralized and decentralized selection and acquisition systems and proposed that an entire meeting be devoted to the issue. Mr. Kelly added that the new automated system will address many of these needed changes. The Trustees agreed and asked Mr. Curley to plan a future meeting devoted entirely to selection/acquisition. With respect to staffing levels, Mrs. Gaines remarked that the branches--particularly Dudley District Branch--are understaffed, especially when the librarians have to travel to other branches for coverage. She noted that, since staff at district libraries have heavy work loads, they should be appropriately compensated. Speaking of physical improvements in branches, Mr. Moloney and Mrs. Goodwin asked for a reporting format establishing priorities and identifying needed physical improvements, staff vacancies, and collection development. This checklist of branch priorities, Mr. Moloney said, will enable the Trustees to consider the branches individually as well as serve as a tool to measure the rate of improvements. Ms. Loke responded that the branch librarians and department heads in the General Library are presently working on needs assessment reports in which needs--staffing levels, capital improvements, collection development, equipment, and supplies--are prioritized. Ms. Loke added that these needs are reflected as part of an internal budget process and become the basis of a multi-year framework and are placed in sequential form, first at the district branch level and later at the divisional level. Mrs. Goodwin requested that the needs assessment reports from the branch librarians be shared with the Trustees in order for them to gain a sense of priorities from the perception of the branch librarians.

Mrs. Luthin then introduced the status of the installation of window shades in the branch libraries, recalling that the Board authorized this contract several months ago. She questioned whether there was anything the Trustees could do to resolve this issue. Mr. Curley explained that the supplier of the window shades went bankrupt, and the vendor is presently trying to locate another supplier. Meanwhile, if the Library were to cancel the contract with the vendor, a breach of contract would be in effect, and therefore the Library would have to honor the contract regardless of services rendered; in addition, if the Library does not spend the funds by the end of the fiscal year, the City of Boston encumbers the funds and declares the contract null and void. Following discussion among the Trustees, it was decided that Mr. Moloney and Mr. Curley would request a meeting with the city auditor to explain the dilemma, and in the meantime Mr. Moloney asked that the Library pursue other suppliers.

Minutes of Meeting
Administrative Agency
December 8, 1986
Page Ten

Next Ms. Loke introduced Ms. Mary Jo Campbell, newly appointed Branch Librarian at the Lower Mills Branch Library. Formerly a Young Adults Librarian at the Codman Square Branch Library, Ms. Campbell has been appointed temporarily for one year. Ms. Campbell highlighted future programs and services which she plans to undertake at the branch and in the Lower Mills community. She then introduced Sister Agnes Connolly, past principal and present librarian at St. Gregory's High School. Sister Agnes extended a warm welcome to the Trustees and further noted that the Lower Mills Branch has supplemented and enhanced the cultural/educational efforts in Lower Mills. At this point Mr. Donald Oakes, President of the Lower Mills Branch Library Friends group, spoke on the history of Lower Mills, the Friends group, and the community.

Next Mr. Moloney introduced Leonard Jones, Deputy Director for Construction and Repairs, Public Facilities Department. Mr. Jones stated that in 1981 the City of Boston experienced fiscal difficulties, and as a result more than eighty construction projects in progress at the time were simply shut down. The Lower Mills Branch Library, in particular, was about ninety percent complete when construction stopped. Currently, however, Mr. Jones stated, the Mayor is committed to the resolution of construction problems created by the earlier crisis, and the Lower Mills community is included in the plan. Mr. Moloney reminded Mr. Jones that one of the unresolved problems is the continuing absence of furniture in the branch. Discussion followed on the failure to acquire new furniture for the branch at the time the building was completed. Mr. Moloney asked Mr. Jones to research the original loan order in order to determine the status of the furniture purchase. On a related branch library concern, several community library users asked the Trustees to consider opening the Lower Mills Branch on Saturday.

Mr. Moloney then thanked the Friends' group members for attending the meeting, and he pointed out that the Library's fiscal situation is improving: the City of Boston's operating budget for the Library increased by a significant 30%; on the state level, Massachusetts Senate President William M. Bulger's proposed state legislation would give Massachusetts libraries \$45 million. Since the Library is funded by both the City and the Commonwealth. Mr. Moloney encouraged the public to participate in the political process by voting and contacting city councillors and state representatives asking them to support library legislation.

Since there was no other business, the meeting adjourned at 9:16 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Wednesday, January 28, 1987

In the course of the meeting of the Corporation, at 7:35 p.m. the Trustees moved to the Administrative Agency for the purpose of the capital projects report.

Present at the meeting were Messrs. Bulger and Moloney, and Mrs. Gaines. Mmes. Goodwin and Luthin were unable to attend. Also present were Mr. Douglass Shand-Tucci, consultant to the Trustees on the McKim restoration; Mr. Leonard Jones, Deputy Director for Construction and Repairs, Public Facilities Department; Mr. David E. Lalor, Project Manager, Public Facilities Department, Construction and Repair Division; Ms. Jackie McBride, Senior Architect, Public Facilities Department; Ms. Michele Bennett and Anthony Tappe of Anthony Tappe and Associates, Inc.; Mrs. Alice Hennessey, member of the Buildings Committee, West Roxbury Branch Library Friends Group; members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

Mr. Moloney introduced Mr. Leonard Jones who prefaced his report noting that the City of Boston's Public Facilities Department has restored its credibility and responsiveness under the direction of Ms. Lisa Chapnick, who took over the department 1½ years ago. Mr. Jones then outlined the construction schedule for the addition to the West Roxbury Branch Library: the project is on schedule and the plans are 95% designed; he expects to go to bid for contracts in mid-February 1987, an anticipated ground breaking in May 1987, completion is expected in Spring/Summer 1988. Mr. Jones then stated "that the new addition will be completely furnished by the Public Facilities Department." Concluding his remarks, Mr. Jones stated that the present branch library will be able to remain open during the construction and further that he expects some very good bids in light of the currently softening construction market in Boston. Both Mr. Moloney and Mr. Curley praised Mr. Jones and Mr. Lalor for their full cooperation in solving many of the library's building problems noting that they are extremely pleased with the work of the Public Facilities Department thus far.

Mr. Jones then introduced Mr. Lalor asking him to report on the various capital projects for the library. Mr. Lalor then gave a brief overview of some pending projects; work is being concluded in the installation of air conditioning units at the Faneuil, Kirstein, Parker Hill, and Uphams Corner Branch Libraries; at the Connolly Branch Library, two good bids were received and are currently being reviewed by the law department for a variety of projects including restoration of the ironwork railings and plaza, new roof, lighting, floors and security system, and window repair; at the Hyde Park Branch Library, major masonry and window restoration, roof and skylight repairs, handicap access and fire escape repair; at the Fields Corner Branch Library, replace the heating and air conditioning system, replace broken windows, and repair the sign on the front of the building. At this point, Mr. Bulger remarked that Mr. Lalor was proposing significant design changes, improvements, and restorations, beyond the scope of routine repairs, and he requested Mr. Lalor to share with the Trustees such plans for the Fields Corner and Hyde Park Branch Libraries. Mr. Moloney concurred, noting that the Trustees also have a responsibility to the community and various Friends' Groups to include them in the process and he agreed that the Trustees should be given the opportunity to review and approve all design changes. Mr. Lalor responded that he would provide for the Trustees the plans for the Fields Corner and Hyde Park Branch Libraries by the next meeting. Continuing his presentation, Mr. Lalor described plans to uniform the security protection systems in all branch libraries designed with plans to uniform the security protection systems in all branch libraries

Minutes of Meeting
Administrative Agency
January 28, 1987
Page Two

designed with the capability to be tied into the central alarm system at the Public Facilities Department and the municipal police. In addition, the system allows for the securing of windows and doors and includes motion detectors. Mrs. Gaines questioned the plan to link the branch libraries' security system with the Public Facilities Department, recalling that the Trustees had considered this issue last year and voted against the proposal. Mr. Curley responded that the Trustees did indeed reject a proposal to have Public Facilities municipal police provide security to the branch libraries but noted that this alarm system would have the potential to be linked to the central alarm system and this will be formally proposed to the Trustees as a vote at a later meeting. Mr. Lalor then expressed his appreciation to John Doherty, Lesley Loke, Joseph Sarro, and the branch libraries for all their assistance and cooperation adding "that they are making his job alot more easier."

Ms. Jackie McBride then outlined the three phases of a capital project which are involved when developing a written program such as the addition to the West Roxbury Branch Library: preliminary design; design development; final schematic drawings. Ms. McBride then introduced Michele Bennett and Anthony Tappe of Anthony Tappe and Associates, Inc., architects for the West Roxbury Branch Library addition, who presented a slide show of photographs and drawings illustrating the various phases they have completed for the new addition. Mr. Tappe also briefly described the functional aspects of the new wing including: once completed, the branch library will have 22,984 square feet; capacity of 97,000 volumes, 30 reading carrels, and 60 casual seats; the children's room on the first floor and an exhibit area and lecture hall with a seating capacity of 150; an enclosed outdoor garden area for children's story hours; meeting rooms to accommodate small community groups; the second floor will include the young adult and adult services as well as the newspaper room. Mr. Tappe then thanked Mr. Lalor and Ms. Loke for their terrific support throughout the project. Mr. Curley then praised Ms. Loke for the excellent job she has done in coordinating the project and particularly working with the Friends' Group. Mr. Moloney then introduced Mrs. Alice Hennessey of the West Roxbury Friends' Group. Mrs. Hennessey reported on behalf of the Friends' Group that they were very pleased with the results of the project thus far and she thanked the Trustees for allowing their active participation in the progress. In response to a question from Mr. Bulger regarding the availability of parking, Mrs. Hennessey responded that the Friends' Group were satisfied with the two designated handicapped parking spaces on Centre Street in front of the Library and they did not feel that it was the Library's responsibility to provide a parking lot for patrons. Mrs. Hennessey also added it was the Congregational Church who donated the land to the Trustees for the new addition and it was agreed that the courtyard garden would be dedicated to them as a memorial in honor of their gift. Mrs. Hennessey concluded her remarks thanking Ms. Loke for working closely with the Friends' Group. Following discussion among the Trustees, on a motion duly made and seconded, it was

"VOTED: to accept the final schematic drawings for the new addition to the West Roxbury Branch Library as submitted by Anthony Tappe and Associates, Inc."

The Trustees returned to the meeting of the Corporation at 8:24 p.m. and resumed the meeting of the Administrative Agency at 8:38 p.m.

On the next Order of Business, authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that, subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Jane Manthorne, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and he or she is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from February 18, 1986."

In his director's report Mr. Curley turned to the proposed FY 1988 Municipal Budget Request. Mr. Curley noted that the budget request he is seeking totals over \$19,200,000 reflecting a 23% increase in funding over FY 1987's budget. In addition, Mr. Curley said that this budget request represents a continuation of the program to rebuild and revitalize the resources and services of the Library which the Trustees approved last year. Mr. Curley then summarized some of the priorities of the budget request including: recruitment of children's librarians, branch librarians, and other support staff which will permit the library to add Saturday hours at the Connolly, Lower Mills, Parker Hill, and South End Branch Libraries; increase hours of operation in the branch libraries therefore eliminating lunch and dinner closings; hire more custodians in the branch libraries; improve physical conditions throughout the branch library system through the creation of a mobile emergency repair preventive maintenance crew; spend a minimum of 12.5 percent of the total budget on books. Mr. Moloney then said that he and Mr. Curley met several times to discuss the priorities of the budget request and it was his opinion that the library was seeking a modest increase. Mr. Moloney added that Mayor Flynn mentioned the library in his state-of-the-City address remarking that this was an encouraging sign of support for the library. Mr. Bulger commented on a meeting he had this morning with Governor Dukakis at which they discussed the State's involvement in literacy efforts. Mr. Bulger discussed the role of the library in literacy efforts at the state and local level and felt that the Boston Public Library's involvement in a literacy campaign would influence support of the budget request. Further, Mr. Bulger added, "you cannot teach anyone to read with closed libraries." Mr. Curley agreed and said that libraries are an ideal place to address literacy concerns remarking that a literacy program is currently being set up at the Dudley Branch Library. In addition, 50 percent of the Boston Globe Foundation's gift of one million dollars to the library is earmarked towards reading enhancement and literacy efforts. Mr. Bulger further commented that the City of Boston was financially doing well enough to support the proposed budget request. Following further discussion among the Trustees, and on the recommendation of Mr. Curley, on a motion duly made and seconded, it was

"VOTED: unanimously to accept the proposed FY 1988 Municipal Budget request and authorized Mr. Curley to submit it to the City of Boston's Budget Department."

In other business, Mrs. Gaines remarked on the deteriorating condition of the stage curtain in the Rabb Lecture Hall and questioned if there were plans to repair or replace it. Mr. Curley said that he was aware of the poor condition of the curtain and he would explore ways to either repair or replace it. Mrs. Gaines inquired on

Minutes of Meeting
Administrative Agency
January 28, 1987
Page Four

the status of the installation of window shades in the branch libraries. Mr. Curley responded that window shades have been installed in some of the branch libraries and he is investigating ways to work around and resolve the problem with the supplier who went bankrupt. Mrs. Gaines then recalled that at the last meeting the merits of both a centralized and decentralized selection and acquisition system were discussed and specifically the time it takes for books to get to the branch libraries once they are ordered. At this meeting it was agreed that the administration would prepare some reports and devote an entire meeting to these issues. Mr. Curley responded that the reports are being prepared and will be presented at a future meeting. Mrs. Gaines then raised the suggestion that the library withdraw all contracts from Baker & Taylor, the libraries' principal supplier of books, because its parent firm, W.R. Grace Co., continues to own South African operations. Mr. Curley responded that the issue of apartheid was discussed at the recent American Library Association meeting and it was reported that the W.R. Grace Company is in the process of divesting their investments in South Africa. Lastly, Mrs. Gaines inquired on the future plans of the Fellowes Athenaeum Trust Fund. Mr. Curley responded that several proposals are being developed including establishing a literacy center as well as defraying the costs of publications and other branch library programs of interest to the community.

There being no other business, the meeting of the Administrative Agency adjourned at 9:17 p.m.

Minutes of Meeting
Administrative Agency
Monday, March 2, 1987

In Board of Trustees
Dudley Branch Library

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 7:25 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Meses Gaines and Luthin. Ms. Goodwin was unable to attend. Also present were Mr. Douglass Shand-Tucci, consultant to the Trustees on the McKim restoration; Mr. David E. Lalor, Project Manager, Public Facilities Department, Construction and Repair Division; Mr. Louis R. Scurci, Project Architect, Schoenfeld Associates, Inc.; Ms. Renee Franks, President, Friends of the Dudley Branch Library; members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

In the first Order of Business, Mr. Moloney stated that action on the approval of Minutes for the Regular Meeting of the Administrative Agency on December 8, 1987 will take place at the next scheduled Trustees' meeting.

In his director's report Mr. Curley turned to the proposed FY 1988 Municipal Budget Request which was accepted by the Trustees on January 28, 1987 and subsequently submitted to the City of Boston's Office of Budget and Program Evaluation. Mr. Curley said that the library had to submit a reformat of the request and to date he has received no formal communication regarding a budget hearing.

Next Mr. Curley addressed the subject of Capital projects recalling that at the last meeting the Trustees requested to see the proposed restoration plans for the Connolly and Hyde Park Branch Libraries. To this end, Mr. Curley invited David E. Lalor to the meeting to review the working drawings. In his introduction, Mr. Curley commended Mr. Lalor and the Public Facilities Department on the progress of the plans for the restoration and repair work completed thus far at the Connolly and Hyde Park Branch Libraries. In particular, Mr. Curley said, he was very pleased to report that the Connolly Branch Library will receive a true restoration/revitalization effort and not simply an attempt to make repairs. Recalling that he started his professional library career at the Connolly Branch Library, Mr. Curley said that the plans call for maintaining the aesthetic character and qualities in an attempt "to make it sparkle as it once did."

Mr. Lalor said that he was pleased to report that the Public Facilities Department just this week awarded the contract for the restoration/repair work at the Connolly Branch Library to the A.J. Robicheau Construction Company, Inc. of Roslindale. Mr. Lalor then briefly described the elements of the project: restoration of the ironwork railings and the masonry of the plaza; restore the interior leaded-glass windows; replacement of the granite steps, entire flooring, and a new roof and lighting; replace broken windows and add a new security system. Mr. Lalor shared Mr. Curley's enthusiasm for the future of the Connolly Branch Library adding that once the program is complete, the "building will look magnificent."

Next Mr. Lalor introduced Louis R. Scurci, Schoenfeld Associates, Inc., who is the project architect in charge of capitol projects for the Fields Corner and Hyde Park Branch Libraries. Mr. Scurci displayed on easels the final schematic design drawings and explained the proposed plans. In describing the plans for the design of the handicap ramp at the Hyde Park Branch Library, Mr. Scurci pointed out that users of the handicap entrance (located next to the children's room on the Everett Street side) will be required to ring an alarm bell in order to gain entrance into the library. Ms. Gaines and Mr. Bulger voiced serious opposition to this proposal questioning the need for people to

ring an alarm bell in order to enter or exit the library. Mr. Curley responded that this was necessary for security reasons, adding that the Friends' of the Hyde Park Branch Library are on record as being opposed to having the ramp located in the front entrance. Further, Mr. Curley added, the steep flight of steps at the front entrance seriously limit both handicap and elderly access. Bob Smith, member of the Hyde Park Friends' Group, agreed with Mr. Curley stating that the elderly do not like the front steps and therefore they would use this new handicap entrance regularly. The Trustees then discussed a variety of alternatives to the alarm bell proposal ranging from an elevator chair leading up to the front entrance to scheduling a staff person closer to the handicap entrance. Following discussion among the Trustees, on a motion duly made and seconded, it was

"VOTED: to adopt and accept the final design drawings for the restoration of the Fields Corner and Hyde Park Branch Libraries, subject to further study and recommendations of the alarm bell system for possible friendlier alternatives."

Next, Ms. Luthin asked about the repair plans to the columns in front of the Hyde Park Branch Library noting that they are in very tough shape. Mr. Lalor responded that the exterior of the building, including the columns, will be revitalized as part of the restoration project. Ms. Gaines remarked that the Public Facilities Department recently repaired the roof at the Grove Hall Branch Library yet it continues to leak. Mr. Lalor said that the source of the leak has been identified as the area where the connection between the roof and walls meet, possibly requiring rebuilding the window system. This problem, along with the installation of new carpet, is included in the capital projects pipeline.

Concluding his director's report, Mr. Curley reported that during the month of January, the library hired five new professional librarians and lost none--a record. Mr. Curley then asked Ms. Loke to report on the activities in the Community Library Services Office. Ms. Loke remarked that the library has extended Black History Month by two days so that the Trustees meeting could be held during this celebration. As Assistant Director for Community Library Services, Ms. Loke said that she is administratively responsible for all twenty-five branch libraries and she is working towards streamlining the operations in the branch libraries. Following up on Mr. Curley's update on recruitment, Ms. Loke said that she indeed has "good news to share from Community Library Services." At the American Library Association Mid-Winter Conference in Chicago, she and several BPL staff librarians interviewed a host of candidates and subsequently have filled the children's librarian vacancy at Charlestown; a children's librarian position will be filled at the South End on March 18, 1987 by a candidate with knowledge of Spanish language skills; interviewed for the Professional Librarian II position at Fields Corner; recently posted the Branch Librarian position at Egleston Branch which will allow the Branch Library to stand on its own; all nine pre-professional librarian positions are filled including for the first time a pre-professional at the Parker Hill Branch. Ms. Loke then reported that the Community Library Services Office has applied for three grants to enhance program development: National Endowment for the Humanities in cooperation with the Young Adult Services Division of the American Library Association--to enable the library to send two young adult and humanities librarians to a two-three day workshop exploring ways to develop a series of humanities programs for young adults; LSCA Title VI Literacy grant--limited to a \$25,000 award, this will provide for the development of a centralized book collection of high interest/low vocabulary available on a state-wide basis; Funded through the Massachusetts Board of Library Commissioners and the Collaborations for Literacy (Dr. Ruth Nickse, Director)--a microcomputer approach to expand on literacy efforts at the Brighton and Parker Hill Branch Libraries with emphasis on English as a Second Language and teaching adults and children learning to read. Ms. Loke concluded with a comment on the success of a series of storytelling for children with hearing impaired disabilities recently held at the Central Library and with plans to continue it in the future.

Ms. Loke then introduced Ms. Francina Gelzer, Assistant Supervisor of Branch Libraries for the Dudley District, who welcomed the Trustees to the Caleb & Sarah Fellowes Lecture Hall. Ms. Gelzer provided a history of the branch library (opened on April 3, 1978) and staffing levels, noting that the Young Adults position has been vacant since December 1982. Ms. Gelzer said that the Dudley District is proud of its outreach service programs and involvement with community groups such as OIC, MEICO, YWCA, visits to nursing homes, schools, and day care centers to name a few. In addition, Ms. Gelzer paid a special tribute to the Poetry Club of the Dudley Branch Library who have had writings and poetry published including a soon-to-be published poetry collection. Ms. Gelzer added warm thanks to Ms. Jane Manthorne, Assistant Director for Communications and Community Affairs, who has guided the Poetry Club through the publication process and who also wrote the brochure for the opening day festivities. Ms. Gelzer concluded her remarks listing an impressive plethora of programs and activities in celebration of Black History Month including: exhibits, booklists, lectures and children's activities.

At this juncture, in response to a question from Ms. Luthin regarding the Young Adults Librarian vacancy, the Trustees discussed the difficulties of recruiting public librarians, especially young adult and children's librarians. Mr. Curley assured the Trustees that every effort is being made to fill this position and it remains high on the priority list of positions to be filled. Ms. Loke added that she posted the position in Chicago and, working with the Young Adult Services Division of ALA, she did not have any applicants. Mr. Curley explained that this situation is occurring nationally; library school students simply are not selecting YA (and children's) work for careers. In fact, Mr. Curley added, only 12% of Simmons College Library School graduates selected public library work, as compared to the remainder who are choosing private industry which can offer career ladders that routinely lead to salaries of \$50,000 - \$60,000. Mr. Bulger remarked "that we haven't even come with striking distance" despite the implementation of the Hewitt compensation recommendations. Ms. Luthin asked how many of the nine pre-professional librarians are interested in YA or children's work? Ms. Loke responded that she would inquire. Ms. Luthin then suggested that the library could approach the situation internally by offering to pay those library school students interested in YA/Children's work to take the two required children's courses. Ms. Gaines discussed the notion of developing career ladders for YA and children's librarians in such a way that would allow them to advance professionally without having to leave their specialization. This situation is further complicated, Ms. Gaines added, with respect to the recruitment of minority librarians, noting that a lot of young black people are moving to Southern cities which are becoming more progressive and less restrictive. Concluding her remarks, Ms. Luthin said that the library has to immediately address the recruitment problem and suggested that Mr. Curley explore flex time and/or part time employment. Mr. Curley again reiterated that the library is using every professional contact to recruit including the recent formation of a committee on professional part time employees.

Ms. Luthin then questioned the status of the contract for the installation of window shades in the branch libraries. Mr. Curley responded that the case is now in court awaiting a decision by an administrative judge to rule on the bankruptcy status of the supplier who was awarded the contract.

At this time, Massachusetts State Senator Royal L. Bolling, Sr. commented that "he was very impressed with the meeting" adding that he fully supports the Trustees in their activities.

Ms. Gelzer then introduced Ms. Renee Franks, President, Friends of the Dudley Branch Library, and Mr. Joe King, member of the Friends Group and Examining Committee. Ms. Franks highlighted a list of intentions which the Friends Group plan to address this coming year: Reading Is Fundamental (RIF); Literacy issues in the community; Incorporation of their membership; Continued involvement with the City-Wide Friends Group; Host the annual fundraiser in May.

Ms. Gelzer then introduced Ms. Verdaya Mitchell-Brown, the newly appointed adults librarian, and asked her to report on the branch libraries' plans to address literacy issues. Ms. Mitchell-Brown said that she is drafting a proposal to establish a Literacy Center at the Dudley Branch Library which would serve the Mattapan and Roxbury areas. The proposed Literacy Center, which will be coordinated with the Mayor's Office of Neighborhood Services and the Massachusetts Board of Library Commissioners, is slated to open June 1987.

Since there was no other business, the meeting of the Administrative Agency adjourned at 9:05 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, April 6, 1987

In the course of the meeting of the Corporation, at 7:07 p.m. the Trustees moved to the Administrative Agency for the purpose of the Director's Report.

Present at the meeting were Messrs. Bulger and Moloney, Mes. Gaines, Goodwin, and Luthin. Also present were Mr. Leonard Jones, Deputy Director for Construction and Repairs, Public Facilities Department; Mr. David Lalor, Project Manager, Public Facilities Department, Construction and Repairs Division; Mr. Maury Wolfe of Di Marinisi & Wolfe; members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

At this time, Mr. Moloney proceeded to item #4 on the Order of Business of the Administrative Agency to accommodate representatives of the Public Facilities Department who were present to discuss a proposal for the establishment of a child care center and library literacy center on the second floor of the Dudley Branch Library. Mr. Lalor began the discussion stating that the Public Facilities Department was invited by the Roxbury District Court to participate in the project as technical design advisors. Mr. Lalor then introduced Mr. Wolfe, who is the architect for the project retained by the Massachusetts Department of Social Services and Associated Day Care Services of Metropolitan Boston (ADCS), the agency contracted to administer the center. Mr. Wolfe displayed on easels the preliminary design drawings for both proposals and explained the floor plans. Mr. Wolfe added that the centers will be fully accessible to the handicapped, sound proof, and include fire exits separate from the branch library. The day care center will have its own restroom facilities, but the literacy center will use the existing restrooms. In response to a question from Ms. Luthin regarding the age levels of the children who would be attending the day care center, Mr. Wolfe said that the center will serve the children of Roxbury District Court employees (toddlers up to six years of age) as well as the children of those who require temporary child care while in the court on business (any child accompanied by a parent). Mr. Wolfe added that the drop-in service has space for eight children while the full-time child care center can accommodate twelve children for a maximum total of twenty children. Ms. Gaines asked for further clarification regarding the plans for sound proofing. Ms. Goodwin inquired about the sources of funding for the renovations. Mr. Jones responded that Justice Julian T. Houston, Roxbury District Court, is prepared to raise funds for the renovations through private foundations, fundraisers, and in cooperation with the City of Boston. Mr. Jones added that the Public Facilities Department is committed to assist the library in any way possible. Ms. Luthin asked about the liabilities if a child is injured. Mr. Jones suggested that a legal contract between the library and ADCS will need to be established. Mr. Moloney questioned the sources of funding for the operation of the center and asked if they plan to pay rent to the library. Ms. Loke responded that the Massachusetts Department of Social Services has awarded a one year contract to ADCS and she further stated that she would not preclude the possibility of ADCS paying the library rent. Ms. Goodwin asked about outdoor and recreational space for the children. Mr. Jones said that the Boy's Club next door to the library will provide outdoor space. Mr. Bulger asked Mr. Wolfe if

Minutes of Meeting
Administrative Agency
In Board of Trustees
Monday, April 6, 1987
Page Two

the design proposals fulfill all state and city statutes. Mr. Wolfe responded yes. With regard to contractual agreements, Mr. Curley recommended that a lease of agreement be drawn up between the Trustees of the Library and ADCS and not between Public Facilities Department. Ms. Luthin expressed concern about the fire exit egress especially when the library may be closed and the center open. Mr. Wolfe responded that an alarm could be tied into the central library or the local police station. At this point, Mr. Moloney said that the Trustees would postpone any final decision pending further information regarding funding, programmatic elements, clarification of agreement, plan of operations and services, and administration.

Mr. Moloney then addressed the first order of business which was the approval of minutes. On a motion duly made and seconded, the Minutes for the Regular Meeting of the Administrative Agency for December 8, 1986, and January 28, 1987, and March 2, 1987 were approved.

On the next Order of Business, authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from April 15, 1987."

Mr. Curley then turned to the awarding of contracts. Mr. Curley provided background on the contracts under consideration by the Board in which he divided them into three categories: biddable, renewal of contracts, fulfillment of contract (window shades). There being no further discussion, and on the recommendation of Mr. Curley, on a motion duly made and seconded, contracts were awarded as follows:

"VOTED: that, there be entered into with Manassa Systems, Inc., 530 Warren Street, Boston, Massachusetts 02121, the lowest eligible and responsible bidder in the public bidding, a contract for supplying computer keyentry and keyverification services to the Boston Public Library during the period July 1, 1987, through June 30, 1988, at a total cost not to exceed seventeen thousand and fifty dollars and no cents (\$17,050.00)."

and,

"VOTED: that there be entered into with Advanced Automation Associates, 204 Andover Street, Andover, Massachusetts 01810, the lowest eligible and responsible bidder in the public bidding, a contract for supplying Laser printed Library Catalog Cards to the Boston Public Library during the period July 1, 1987, through June 30,

1988, at a total cost not to exceed twenty-four thousand four hundred dollars and no cents (\$24,000.00)."

and
further,

"VOTED: that there be entered into with Advanced Automation Associates, 204 Andover Street, Andover, Massachusetts 01810, the lowest eligible and responsible bidder in the public bidding, a contract for supplying Laser printed Catalog Cards to the Eastern Massachusetts Regional Library System d/b/a Trustees of the Boston Public Library, during the period July 1, 1987, through June 30, 1988, at a total cost not to exceed thirty-two thousand four hundred fifty-two dollars and no cents (\$32,452.00)."

and,

"VOTED: that, without public advertising, there be entered into with International Business Machines Corporation, a corporation having place of business at Armonk, New York, and One Copley Place, Boston, Massachusetts, a contract for rental of certain data processing equipment during the period July 1, 1987, through June 30, 1988, the total rental thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

and,

"VOTED: that, without public advertising, there be entered into with International Business Machines Corporation, a corporation having place of business at Armonk, New York, and One Copley Place, Boston, Massachusetts, a contract for maintenance of certain data processing equipment during the period July 1, 1987, through June 30, 1988, the total rental thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

Renewal of Contracts

"VOTED: that, the Library exercises its option to renew for a second year at no increase in rate, the agreement with Zytron, a Division of The Dun & Bradstreet Corporation, 39 Brooks Drive, Braintree, Massachusetts 02184, for supplying computer output micro fiche ("COM") to the Boston Public Library during the period July 1, 1987, through June 30, 1988, at an amount not to exceed twenty-eight thousand seven hundred eighty dollars and no cents (\$28,780.00)."

and,

"VOTED: that, the Library exercises its option to renew for a second year at no increase in rate, the agreement with Auto-Graphics, Inc., 751 Monterey Pass Road, Monterey Park, California, for the rental and maintenance of certain micro fiche readers for the Research Library catalog system during the period July 1, 1987, through June 30, 1988, at a total cost not to exceed sixty-eight thousand six hundred ninety-nine dollars and no cents (\$68,699.04)."

and,

"VOTED: that, the Library exercises its option to renew for a second year at no increase in rate, the agreement with Markatechs, Inc., 148 Linden Street, Wellesley, Massachusetts, for the rental and maintenance of data display terminals during the period July 1, 1987, through June 30, 1988, at a total cost not to exceed forty-two thousand three hundred seventy-two dollars and no cents (\$42,373.00)."

and,

"VOTED: that, the Library exercises its option to renew for a second year at no increase in rate, the agreement with Inforonics, Inc., 550 Newtown Road, Littleton, Massachusetts for providing MARC II catalog services, (Group I) to the Boston Public Library during the period July 1, 1987, through June 30, 1988, at a total cost not to exceed eighty thousand dollars and no cents (\$80,000.00)."

and,

"VOTED: that, the Library exercises its option to renew for a second year at no increase in rate, the agreement with Excelon Security Services, Inc., 870 Massachusetts Avenue, Boston, Massachusetts 02118, for guard service at the Central Library Building, Copley Square, and for guard and patrol service (including a radio-equipped vehicle) at designated branch libraries, during the period July 1, 1987, through June 30, 1988, at a total cost not to exceed one hundred fifty-nine thousand four hundred sixteen dollars and ninety-two cents (\$159,416.92)."

and,

"VOTED: that, the Library exercises its option to renew for a third year at no increase in rate, the agreement with Building Technology Engineers, Inc., 160 Claremont Street, Newton, Massachusetts, for the operation and servicing of heating, ventilating, and air conditioning systems, electric systems and equipment, as well as plumbing systems, throughout the Library system during the period July 1, 1987, through June 30, 1988, at a total cost not to exceed three hundred sixty-six thousand three hundred forty-seven dollars and thirty-six cents (\$366,347.36)."

and,

"VOTED: that there be entered into, without public advertising, with Gilbert Small & Co., Inc., 1391 South Street, Needham, Massachusetts, a service agreement for the examination of building levels at one central library building (McKim) during the period July 1, 1987, through June 30, 1988, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said agreement."

and,

"VOTED: that there be entered into with the New England Deposit Library, 135 Western Avenue, Allston, Massachusetts, an agreement for the rental, during the period July 1, 1987, through June 30, 1988, of storage space therein for books and other library materials belonging to the Boston Public Library, in accordance with the rates of storage space formally adopted by the governing board of said New England Deposit Library."

and,

"VOTED: that, there be entered into a renewal agreement with the Trustees of the Hyannis Public Library Association, Inc., for the rental of premises located at 401 Main Street, Hyannis, Massachusetts, for the period July 1, 1987, through June 30, 1988, at a monthly rate of nine hundred fifty dollars (\$950.00)."

and
further,

"VOTED: that Arthur Curley, Director and Librarian be, and hereby is, authorized to make, from time to time, as specified in said renewal agreement with the Trustees of the Hyannis Public Library, monthly payments as prescribed in said lease agreement."

and

"VOTED: that, without public advertising, the Board of Trustees in charge of the Library Department of the City of Boston, acting in the name of and for the City of Boston, does hereby accept an instrument of lease by and between Alec Rich Company and the City of Boston for the rental of premises located at Rear 21 Court Street (Kings Court), Taunton, Massachusetts, for the period from July 1, 1987, through June 30, 1988, with an option for renewal from July 1, 1989, through June 30, 1990, at a monthly rate of one thousand seven hundred thirty-three dollars and no cents (\$1,733.00)."

and
further,

"VOTED: that Arthur Curley, Director and Librarian of the Public Library of the City of Boston, be, and hereby is, authorized and directed in the name of and behalf of the Board of Trustees in charge of the Library Department of the City of Boston to execute said instruments of lease in duplicate."

and,

"VOTED: that there be entered into with Doctor Donald Stackhouse, a renewal agreement for the rental of premises located at 205 Main Street, North Reading, Massachusetts, for the period July 1, 1987, through June 30, 1988, at a monthly rate of two thousand eighty-three dollars and no cents (\$2,083.00)."

and,

"VOTED: that Arthur Curley, Director and Librarian, be and hereby is, authorized to make, from time to time, as specified in said renewal agreement with Doctor Donald Stackhouse, monthly payments as prescribed in said renewal agreement."

Fulfillment of Contract

"VOTED: that, without public advertising, and Agreement be entered into with the Western Surety Company, d/b/a A.A. Dority Company, 73 Tremont Street, Room 905, Boston, Massachusetts, the surety on the performance bond for the contract executed by Vicki Lee Foster, 143 Walnut Street, Newton, Massachusetts, for furnishing and installing window shades at various branch libraries during the period February 1, 1986, through June 30, 1986, in which Agreement the Western Surety Company, due to the inability of Vicki Lee Foster, covenants to complete the aforementioned contract for the period April 1, 1987, through June 30, 1987, subject to the rates, terms, and provision of said contract."

Continuing with the Director's Report, Mr. Curley reported that discussion is ongoing with the City of Boston's Office of Budget and Program Evaluation regarding the proposed FY 1988 Library's Municipal Budget Request. To date, Mr. Curley added that there is nothing definitive to report.

Mr. Curley then said that he was very pleased to report the formation of a new Friends Group at the Roslindale Branch Library. Mr. Curley added that last week he had the honor of addressing the Hyde Park Branch Library Friends Group at their annual meeting. Concluding his remarks, Mr. Curley reported that the Metro Boston Library Network's proposal for an integrated online library system is currently at the Request For Proposal (RFP) stage. In response to a question from Mr. Moloney on how many firms have been invited to submit proposals, Mr. Curley said that seven companies have been solicited, two have declined to submit proposals, and he assumes the other five will come forward to bid. Mr. Curley then added that the Trustees had in their folders monthly activity reports representing the Community Library Services and Research Library Services Offices.

There being no other business, the meeting of the Administrative Agency adjourned at 7:40 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Monday, May 11, 1987

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the McKim Building at 7:28 p.m.

Present at the meeting were Messrs. Bulger and Moloney, and Mrs. Gaines. Mmes. Goodwin and Luthin were unable to attend. Also present were Justice Julian T. Houston, Trial court of the Commonwealth, Roxbury District Court; William Johnson, Vice Chair, Examining Committee of the Boston Public Library; Douglas Baird, Executive Director, and Nancy Mayo-Smith, President, Board of Directors, of Associated Day Care Services of Metropolitan Boston; members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

The first order of business was the election of officers. On a motion duly made and seconded, Kevin F. Moloney was nominated for President. No other nominations were made. In viva voce Mr. Bulger and Ms. Gaines voted for Mr. Moloney who was declared elected President.

On a motion duly made and seconded, William M. Bulger was nominated for Vice President. No other names were placed in nomination. In viva voce Ms. Gaines and Mr. Moloney voted for Mr. Bulger. Mr. Bulger was declared elected Vice President.

On a motion duly made and seconded, the name of Jane Manthorne was placed in nomination for Secretary, with no other nomination. Messrs. Bulger and Moloney and Ms. Gaines voted viva voce for Jane Manthorne, who was declared elected Secretary.

On a motion duly made and seconded, the name of Jamie McGlone was placed in nomination for Assistant Secretary, with no other nomination. Messrs. Bulger and Moloney and Ms. Gaines voted viva voce for Jamie McGlone, who was declared elected Assistant Secretary.

Next, on a motion duly made and seconded several items were voted on as a block, as follows:

Enabling vote for the signing of bills, special drafts and payrolls

"VOTED: that any member of the Board of Trustees or, upon delegation by the Board of Trustees, the Director, the Associate Director, or designated Assistant Director be, and hereby is, authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the Library."

Minutes of Annual Meeting
In Board of Trustees
Administrative Agency
Monday, May 11, 1987
Page Two

Enabling vote for the signing of contracts approved by the Board

"VOTED: that, until the next annual meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the Director or Associate Director, or the Secretary of the Trustees be, and hereby is, authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City of Boston and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payment under contracts so voted."

Enabling vote for appointment of a Trustee to hold and conduct such hearings as may be necessary for Civil Service personnel

"VOTED: that we, the Trustees of the Boston Public Library, having appointive authority over the Civil Service personnel at the Library, do appoint one of our members, (name of the President), Trustee, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

and
FURTHER

VOTED: that in the event of the unavailability of (name of President), (name of Vice President), Trustee, is hereby authorized to conduct the above-mentioned hearings, this power to be valid only until the expiration or appointment of any member of this Board."

Votes authorizing routine operating procedures

"VOTED: that, until the next annual meeting, Arthur Curley, Director or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Jane Manthorne, Secretary, be and hereby is, authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library below the level of Assistant Directors, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation."

Minutes of Annual Meeting
In Board of Trustees
Administrative Agency
Monday, May 11, 1987
Page Three

and,

"VOTED: that, until the next Annual Meeting, Arthur Curley, Director or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is, authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1987-88 budget allowance, but in no case exceeding those in the budget estimates for the fiscal year 1987-88, as shall be approved by the Board of Trustees, said payments to be reported to the Board at the next regular meeting for confirmation."

and,

"VOTED: that, until the next Annual Meeting, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is, authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1987-88 budget allowance, but in no case exceeding those in the budget estimates for the fiscal year 1987-88, as shall be approved by the Board of Trustees, said payments to be reported to the Board at the next regular meeting for confirmation."

and,

"VOTED: that, until the next Annual Meeting, the President, Vice President, the Director, and the Secretary of the Trustees be, and hereby are, severally authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City and any and all communications in connection with the award of contracts as voted or recommended to be so voted."

There being no other business, the meeting adjourned at 7:38 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, May 11, 1987

Prior to the meeting of the Corporation, at 7:39 p.m. the Trustees moved to the Administrative Agency to accommodate Justice Julian T. Houston who was asked by the Trustees to make a presentation on a proposed child care center in the Dudley Branch Library.

Present at the meeting were Messrs. Bulger and Moloney, and Mrs. Gaines. Mmes. Goodwin and Luthin were unable to attend. Also present were Justice Julian T. Houston, Trial Court of the Commonwealth, Roxbury District Court; William Johnson, Vice Chair, Examining Committee of the Boston Public Library; Douglas Baird, Executive Director, and Nancy Mayo-Smith, President, Board of Directors, of Associated Day Care Services of Metropolitan Boston; members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

Next Mr. Moloney welcomed Justice Julian T. Houston, who was invited by the Trustees to discuss a proposal for the establishment of a child care center on the second floor of the Dudley Branch Library to serve the children of those who require temporary child care while in the court on business. In his introduction, Justice Houston introduced Mr. Baird and Ms. Mayo-Smith of Associated Day Care Services of Metropolitan Boston (ADCS) noting their endorsement of such a center. Justice Houston called for the cooperation and assistance between the Trustees of the Library, Roxbury District Court, and ADCS to work together as respected partners to address this critical need. In his statement of need, Justice Houston said that the Roxbury District Court has the highest percentage of persons on public assistance, the highest percentage of single parent families, and the highest percentage of persons under the age of twenty. Often times, he continued, parents with small non-school age children have no available adult in whose care they can leave them when they wish or are required to attend a court session, resulting in an inappropriate environment for young children. Justice Houston emphasized the need for a location in the immediate courthouse area. With respect to funding, Justice Houston said that the Massachusetts Department of Social Services has declared its support by designating funds to contract with ADCS to design, develop, and administer such a program. Justice Houston concluded his remarks by highlighting a number of proposed space allocations for the Trustees to consider.

Several questions and expressed concerns from the Trustees followed the presentation. Mr. Moloney cited an element in the original proposal which was introduced by Mr. Wolfe at the last Trustees meeting calling for the provision of day care space to serve the children of Roxbury District Court employees. Further, Mr. Moloney said that since 1848 when the library was established "free to all," the Library has always preserved this tradition regarding free use of Library property by outside organizations. Thirdly, Mr. Moloney noted the Library's plans to establish an adult basic learning resources center for literacy on the second floor of the branch library. Mr. Moloney then said that these issues need to be discussed at a future time with the full board present. Mrs. Gaines questioned long term financial commitment from the Department of Social Services, staffing levels

Minutes of Meeting
In Board of Trustees
Administrative Agency
Monday, May 11, 1987
Page Two

at the center, sound proofing, and security issues. Mr. Bulger said that while he agreed with Justice Houston that child care is an essential service and should be provided, he noted that the Library's responsibilities are to itself and its own fundamental purposes. In addition, Mr. Bulger was concerned that other groups would request similar services in all branch libraries across the city.

At this time, Mr. Moloney asked Mr. Curley and Ms. Loke to examine these concerns and to submit appropriate recommendations to the Board focusing on policy questions, space allocation, and financial agreements. Mr. Moloney concluded the discussion asking Justice Houston to submit a written proposal specifically addressing the operational aspects of the program for the Board's consideration.

Next, Mr. Moloney introduced William Johnson, Chief Archivist, John F. Kennedy Library, and Vice Chair of the Examining Committee of the Public Library of the City of Boston. Mr. Johnson first thanked Mrs. Gaines who served as Chair of the Examining Committee for her continued cooperation and dedication to the Committee throughout its tenure. Delivering the Report of the Examining Committee covering the period 1 April 1986 through 31 March 1987, Mr. Johnson noted that the committee of thirty citizens organized itself into seven working subcommittees and, meeting on a regular basis, produced a report which included twenty-eight conclusions, thirty-four recommendations, and seven detailed sub-committee reports. Mr. Johnson cited that the Examining Committee was given a completely free hand by the Trustees and called attention to the full support they received from the Director, management staff, and entire staff throughout the system. Mr. Johnson urged future Examining Committees to insist upon access to and close communication with the Director. Summarizing the general observations, Mr. Johnson said it is the view of this committee "that the Boston Public Library has emerged from a difficult time in its history and stands now on the threshold of a renaissance" and this suggests a promising future for the Library. To ensure the effectiveness of Examining Committees, Mr. Johnson urged regular follow-up to their reports and future committees should continue the practice of monitoring the implementation of the recommendations of their predecessors. To this end, Mr. Johnson said that it would be useful and constructive to include members of the committee to participate in the process of implementing the recommendations.

Mrs. Gaines then praised Mr. Johnson and the entire committee for their contributions to an excellent and most comprehensive report. Mrs. Gaines concurred with Mr. Johnson's suggestion for a meeting with the Trustees to discuss the recommendations and she plans to follow through with the other Trustees. Mr. Curley then added that he found the report to be very positive and he assured Mr. Johnson that the administration will pursue the recommendations for administrative changes. Mr. Curley then said that "the report will be a living document" and praised the committee for a first rate job. Following the discussion, the Trustees accepted the Examining Committee Report.

Mr. Moloney returned to item #1 on the Order of Business for the authorization to sign payrolls. On a motion duly made and seconded, it was

Minutes of Meeting
In Board of Trustees
Administrative Agency
Monday, May 11, 1987
Page Three

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Jane Manthorne, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed ten weeks from May 13."

Mr. Curley then turned to the awarding of contracts. Mr. Curley provided background on the contracts under consideration by the Board. With reference to the contract with Bonnell Motors, Inc. for the leasing of four panel trucks and six station wagons, Mrs. Gaines inquired about the need for six station wagons. Mr. Curley responded that these vehicles are needed for the enhancement of book and material delivery service to the branch libraries and for the implementation of a mobile emergency repair preventive maintenance crew. Mrs. Gaines questioned awarding a contract for extermination and pest control services to the Waltham Chemical Company. Mrs. Gaines noted that this company received the contract two years ago and she felt they did not fulfill their contract. Mr. Curley assured Mrs. Gaines that he will administer the contract to the extent that it will be fulfilled. There being no further discussion, and on the recommendation of Mr. Curley, on a motion duly made and seconded, contracts were approved two to one, with Mrs. Gaines voting against. as follows:

Award of Contracts

"VOTED: that there be entered into with Regional Business Equipment, Inc., 401 West Broadway, South Boston, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for furnishing specified typewriter repair services for the Boston Public Library System during the period July 1, 1987 through June 30, 1988, at a total amount not to exceed three thousand four hundred forty-three dollars and no cents (\$3,443.00)."

and,

"VOTED: that there be entered into with Boston Window & Floor Cleaning Co., Inc., 263 Summer Street, Boston, Massachusetts 02210, the lowest eligible and responsible bidder under Group I in a public bidding, a contract for the cleaning of windows during the period July 1, 1987 through June 30, 1988, at Library buildings designated under Group I of the specifications, at a total cost not to exceed fifteen thousand three hundred forty-eight dollars and no cents (\$15,348.00)."

Minutes of Meeting
In Board of Trustees
Administrative Agency
Monday, May 11, 1987
Page Four

and
further,

"VOTED: that there be entered into with National Window Cleaning Service, 63 Holyoke Street, North Quincy, Massachusetts 02171, the lowest eligible and responsible bidder under Group II in a public bidding, a contract for the cleaning of windows during the period July 1, 1987 through June 30, 1988, at Library buildings designated under Group II of the specifications, at a total cost not to exceed three thousand two hundred forty dollars (\$3,240.00)."

and,

"VOTED: that there be entered into with House of Sunshine dba Sunshine Services, 40 Rugg Road, Allston, Massachusetts 02134, the lowest eligible and responsible bidder in the public bidding, a contract for furnishing miscellaneous uniforms to the Boston Public Library during the period July 1, 1987 through June 30, 1988, as set forth in said agreement. (Two shirts, two pants per person per week @ \$2.17; two overalls per person per week @ \$1.55; two dresses per person per week @ \$1.55)."

and,

"VOTED: that, there be entered into with Equipment Environments, Inc., 16 Abbott Street, Hudson, New Hampshire 03051, the lowest eligible and responsible bidder in the public bidding, a contract for installing library book stack shelving, as specified in the specifications, at a total cost not to exceed twenty-one thousand seven hundred fifty-nine dollars and no cents (\$21,759.00)."

and,

"VOTED: that there be entered into with Waltham Chemical Co., 817 Moody Street, Waltham, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for extermination and pest control services at the Central Library and certain branch libraries during the period July 1, 1987 through June 30, 1988, as specified in the specifications, at a total cost not to exceed four thousand eight hundred dollars and no cents (\$4,800.00)."

and,

"VOTED: that there be entered into with D. Clancy & Sons Co., 339 Dorchester Street, South Boston, Massachusetts 02127, the sole eligible and responsible bidder in the public bidding, a contract for furnishing and installing window materials at the Central Library and at certain branch libraries during the period July 1, 1987 through June 30, 1988, at the unit prices bid, and at a total cost not to exceed sixty-five thousand dollars (\$65,000.00)."

and,

"VOTED: that there be entered into with URS Information Systems, Inc., One Pope Street, Wakefield, Massachusetts 01880, the sole eligible and responsible bidder in the public bidding, a contract for the maintenance of data processing equipment, as specified in the specifications, during the period July 1, 1987 through June 30, 1988, at a total cost not to exceed twenty-two thousand one hundred twenty-eight dollars and no cents (\$22,128.00)."

and,

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for the leasing of four panel trucks and six station wagons during the period July 1, 1987, through June 30, 1988, at the following rates; monthly lease of four panel trucks at \$595.00 per vehicle, and monthly lease of six station wagons at \$555.00 per vehicle; charge per mile of \$.28 for each vehicle."

and,

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street Winchester, Massachusetts, the sole bidder in the public bidding, a contract for the leasing of two panel trucks and two station wagons for the Eastern Massachusetts Regional Library System during the period July 1, 1987 through June 30, 1988, at the following rates: monthly lease of two panel trucks at \$595.00 per vehicle; monthly lease of two station wagons at \$555.00 per vehicle; charge per mile of \$.28 for each vehicle."

and,

Minutes of Meeting
In Board of Trustees
Administrative Agency
Monday, May 11, 1987
Page Six

"VOTED: that there be entered into with the Boston Housing Authority a lease agreement for the rental of premises located at 20 Carmody Court, Apartments 840 and 841, Boston, Massachusetts, for library services in the Washington Village Branch Library, during the period of July 1, 1987 through June 30, 1988, at an annual rate of eight thousand one hundred dollars and no cents (\$8,100.00)."

In other business, Mr. Moloney reported that there will be a City Council hearing on the proposed FY1988 Library's Municipal Budget Request on May 26, 1987 and he encouraged friends and associates of the library to attend.

The meeting of the Administrative Agency adjourned at 8:53 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, June 22, 1987

In the course of the meeting of the Corporation, at 6:50 p.m. the Trustees moved to the Administrative Agency for the purpose of Mr. Lalor's report on capital projects at the library.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin. Also present were Mr. David Lalor, Project Manager, Public Facilities Department, Construction and Repairs Division, members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

At this time Mr. Moloney proceeded to item #4 on the Order of Business of the Administrative Agency to accommodate Mr. Lalor who was present to deliver a report on the branch libraries repairs and maintenance and FY1988 capital projects requests for Community Library Services. Mr. Lalor then reviewed the following activities and design proposals: the Public Facilities Department has completed the installation of air conditioning systems in twelve branch libraries and all are up and running except one; construction has started on the Connolly Branch Library renovation by Morello Brothers, construction contractor, including roof repairs and repairs to the exterior front entrance stairway and railing; he met with the Friends Group to update the plans and they requested additional landscaping work; contract executed with Morello Brothers for repairs to the Fields Corner and Hyde Park Branch Libraries, construction to begin in seven weeks, includes a handicapped access ramp and interior repairs at the Hyde Park Branch Library; general bids for the new addition to the West Roxbury Branch Library are due this Wednesday, sixteen bids have already been filed so he is very optimistic for the project; he expects construction to start on the new addition late July 1987 and he noted that Mayor Raymond L. Flynn has expressed enthusiasm with the project and an interest in participating in the ground breaking ceremonies; outlined renovation plans to nine branch libraries and bids are being accepted for renovations to eight other branch libraries; regarding design proposals for repairs/improvements to eleven branch libraries, the PFD has recommended entering into a contract with ZNA (Zeybekoglu Nayman Associates, Inc. 20 Park Plaza, Boston, MA) which would allow them to incorporate all of these proposals into one project; the PFD is currently reviewing the Community Library Services FY1988 capital budget requests noting that some priority repair items will be added to existing projects with an appropriate request for budget increase in those projects. Mrs. Luthin inquired about new furnishings for the Lower Mills Branch Library and for providing exterior signage and lighting for many branch libraries. Mrs. Gaines followed with a question concerning window, gutters, and roof repairs for the Lower Mills Branch Library. Mr. Lalor responded that these items are included in the FY1988 capital budget request. On a follow-up question, Mrs. Gaines asked about prior capital projects which ZNA has done. Mr. Lalor said that ZNA has done a number of school renovations, including roof and masonry repair, for the PFD. Mr. Moloney then expressed his appreciation to Mr. Labor and the PFD for their continued support.

Minutes of Meeting
Administrative Agency
June 22, 1987
Page Two

Mr. Moloney then addressed the first order of business which was the approval of minutes. Prior to a vote, several Trustees expressed concern regarding the practice of holding over the minutes until the next Trustees meeting. It was suggested that the minutes should indicate whether they were a draft or revised edition, and any changes made should be so noted. Discussion on the minutes then yielded the decision that they should be approved and voted on in a timely fashion. Following discussion, on a motion duly made and seconded, the minutes for Regular Meetings of April 6, and May 11, 1987 and Annual Meeting of May 11, 1987 were approved, subject to corrections.

On the next Order of Business, authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1981, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Jane Manthorne, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed four weeks from September 16, 1987."

Mr. Curley then turned to the awarding of contracts. Following discussion, and on the recommendation of Mr. Curley, on a motion duly made and seconded, contracts were awarded as follows:

"VOTED: that there be entered into with Water Chemicals, Inc., 155 Sixth Street, Chelsea, Massachusetts 02130, the sole eligible and responsible bidder in the public bidding, a contract for inspection, testing, and treatment of HVAC water systems at the Central Library Building and at other Library locations during the period July 1, 1987, through June 30, 1988, at a total cost not to exceed six thousand three hundred eighty-four dollars and no cents (\$6,384.00)."

and

"VOTED: that there be entered into with United States Elevator Corporation, 10728 U.S. Elevator Road, Spring Valley, California, having a local service operation at 440 "B" East Squantum Street, North Quincy, Massachusetts, the lowest responsible and eligible bidder in the public bidding, a contract for maintenance and servicing of elevators throughout the Library System during the period July 1, 1987, through June 30, 1988, at a total cost not to exceed thirty three thousand two hundred eighty dollars and no cents (\$33,280.00), with the Official's option for renewal on July 1, 1988, and July 1, 1989, at bid prices."

Mintues of Meeting
Administrative Agency
June 22, 1987
Page Three

and

"VOTED: that there be entered into with ADT, Inc., 120 Linskey Way, Cambridge, Massachusetts 02124, the first low eligible and responsible bidder in the public bidding, a contract for: inspection, testing, and servicing of fire alarm systems and sprinkler systems at the Research Library at a rate of \$164.00 per month, at the Codman Square Branch at a rate of \$97.00 per month, at the Brighton, Charlestown, Fields Corner, Grove Hall, Lower Mills, Mattapan, South End, and West End Branches, at a rate of \$65.00 per month per branch; and for answering emergency calls and all stray and overtime calls at a rate of \$55.00 per hour for regular hours and at \$65.00 for other hours; at a total cost not to exceed ten thousand six hundred seventy-two dollars (\$10,672.00).

and
further,

"VOTED: that there be entered into with Aetna Fire Alarm Service Co., Inc., 43 Lenoxdale Avenue, Dorchester, Massachusetts 02124, the second low eligible and responsible bidder in the public bidding, a contract for: inspection, testing, and servicing of fire alarm systems and sprinkler systems at the General Library at a rate of \$195.00 per month, and at the Dudley Street Branch at a monthly rate of \$120.00; and for answering emergency calls and all stray and overtime calls at a rate of \$45.00 per hour for regular hours and at \$67.50 per hour for other hours; at a total cost not to exceed six thousand thirty dollars (\$6,030.00)."

and

"VOTED: that there be entered into, without further public advertising, with Compugraphic Corporation, 200 Ballardvale Street, Wilmington, Massachusetts 01887, a renewal agreement for the lease purchase of photo typesetting equipment during the period July 1, 1987, through June 30, 1988, at an amount not to exceed ten thousand seven hundred ninety-five dollars and twenty cents (\$10,795.20)."

In the Director's Report, Mr. Curley highlighted a number of the projects as detailed in the Community Library Services FY1988 Capital Budget Requests noting that it is a tentative planning document and it is therefore subject to alterations. Further, Mr. Curley reported that

Minutes of Meeting
Administrative Agency
June 22, 1987
Page Four

window shades have been installed at six branch libraries and will be installed at three other branch libraries during this week. Discussion then went forward as to the need for prompt communication with the Trustees, staff, and public (through press releases, articles in the neighborhood newspapers, etc.) on matters such as capital projects and other library newsworthy items. Further, there was an expressed need for more information on internal activities on matters such as security operations, building maintenance, investment counsel and bond performances. In response to a comment from Mrs. Luthin regarding the awful disarray of the books on the shelves in the General Library, Ms. Loke indicated the recent deployment of personnel to shelving operations just this month and she expects improvements over the next few months.

In other business, Mr. Moloney reported that he has not received a formal written contractual agreement from Judge Julian T. Houston, Roxbury District Court, regarding a proposal for the establishment of a child care center at the Dudley Branch Library. Mr. Moloney said that he plans to call him this week to determine the status of the request.

Mr. Moloney then said that Mr. Douglass Shand-Tucci, architectural historian and Advisor to the Trustees for the McKim restoration program, has been an invaluable resource to the McKim building committee and recommended the continuance of his services as a consultant. In addition, Mr. Moloney said that the committee will seek his input and recommendations on the eighty completed design development drawings. Following discussion, and on the recommendation of Mr. Moloney, on a motion duly made and seconded, it was

"VOTED: that the Trustees continue to engage the services of Douglass Shand-Tucci, architectural historian/advisor relative to the planning design and construction for the renovation of the McKim building at a half-rate of \$37.50 per hour."

Mr. Curley then announced that the first annual meeting of the City-Wide Friends of the Boston Public Library will be held on Saturday, June 27, 1987 at 2:00 p.m. Mr. Curley also said that the Friends Group has been a tremendous help to the library during the budget negotiation sessions. Mr. Moloney agreed and he thanked the thirty or so friends and associates of the library who attended the City Council's hearing on the proposed FY 1988 Library's Municipal Budget Request on May 26, 1987.

The meeting of the Administrative Agency adjourned at 8:22 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, September 28, 1987

In the course of the meeting of the Corporation, at 7:04 p.m. the Trustees moved to the Administrative Agency to discuss matters relating to the Dudley Branch Library.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines and Luthin. Ms. Goodwin was absent. Also present were the Honorable Julian T. Houston, Ms. Angela Ferrario of Associated Day Care Services, members of the library administration, staff and public.

Kevin F. Moloney, President of the Board, presided.

At this time, Mr. Moloney proceeded to item #4 of the Order of Business of the Administrative Agency to accommodate the Honorable Julian T. Houston and others present for discussion regarding the placement of a literacy/day care facility in the Dudley Branch Library. At Mr. Moloney's request, Ms. Loke outlined a revised submittal from Associated Day Care Services, Inc. The major change from the previous submittal was the replacement of the proposed twelve permanent, fee-paying slots with an additional twelve drop-in slots, so that all of the twenty slots would be free which is consistent with library policy. The space available is sufficient for both adult literacy and day care. Judge Houston questioned whether something occurred to convince the Library that the Day Care Program should no longer be there. Mr. Moloney said that it would be a matter of negotiation, and then the judge requested a written agreement on the terms. Mr. Moloney requested a motion directing Mr. Curley to commence the negotiation of agreement terms and conditions. The Trustees questioned the dollar amount for renovations. Judge Houston responded that there were foundation commitments totalling \$75,000 which covered the costs in hand, and stated that he intends to raise the remainder. Mrs. Gaines suggested that the agreement should be contingent upon funding, and Mrs. Luthin asked whether plans had been prepared. Ms. Loke responded that the Public Facilities Department had surveyed to determine whether both programs could be accommodated, and that preliminary plans had been approved. Mrs. Luthin asked whether a commitment from Public Facilities Department would be inappropriate. Mr. Moloney stated that funds should not be diverted from other libraries. Mrs. Luthin said she had thought the Trustees were authorizing a lease. Mr. Moloney said there will not be a day care program unless the Public Facilities Department comes up with money for their part of the rehabilitation. Mrs. Gaines said that we should talk about our program. Mrs. Luthin said we should separate the issues. Mr. Moloney said there will be a literacy program of some sort. The Judge stated his desire to move forward quickly, and asked whether the Trustees' indecision on the other half of the space would delay the start. There was more discussion on the costs of renovation. Mr. Doherty said the Public Facilities Department's material showed the breakdown of costs; Ms. Loke said that she had not seen the breakdown, and Mr. Doherty offered to provide a copy. Mr. Moloney asked whether Mr. Doherty

recalled the figures. He did not. It was pointed out that if Associated Day Care can contract with the Department of Social Services there will be funding from the Commonwealth. Judge Houston had been negotiating for two years. Mr. Doherty asked whether the \$75,000 already committed would cover the costs for the program, or for the renovations. Judge Houston indicated the latter. Mr. Doherty said that unless both programs developed together, the library's program will be left out. The prime space would be relinquished, correctly, to the day care center, leaving the current cafeteria and corridor of the literacy program. Mrs. Luthin said this would be better worked out in negotiations, and asked whether the Trustees were to vote on an issue contingent upon the performance of a third party not present. Mr. Bulger asked whether Judge Houston stated his understanding that renovation of the bathrooms and walls will cost \$100,000, to be covered by the \$75,000 he has already raised and another \$25,000 he plans to raise. He then stated his willingness to assume the responsibility for bringing the child care portion of the space up to code, and offered assurance that the child care operation would not interfere with the rehabilitation of the literacy space. Mr. Moloney stated that Mr. Curley had mentioned estimates for rehabilitation at two to three hundred thousand dollars. Mr. Moloney stated that if the project will occur in weeks or months, funds must cover from Public Facilities Department. In answering his own question of whether the literacy program was looking for a free ride, he responded negatively and said that the library was donating the space, and linked with Public Facilities Department, the projects could help each other get started. Mrs. Gaines said that she and Mrs. Luthin disagreed. Mrs. Luthin said she would rather approve the concept and let the technical people work out the details, since the dollars amounts being discussed vary widely. A motion was made to authorize the director to enter into negotiations with Associated Day Care Services to provide drop-in day care services at the Dudley Branch Library as described in the letter of August 24, 1987. Mr. Moloney mentioned that he wants mutually agreeable terms for the use of the space. Mr. Bulger asked whether Mr. Moloney was optimistic about it; Mr. Moloney answered that he was not optimistic unless the programs are linked in a joint venture. Mrs. Gaines asked if this means we won't get the literacy program we don't get the day care program. Mr. Bulger said no. Mrs. Gaines said funds have to be approved by a vote but have not been yet. Mr. Moloney said that the library does not have the funds available in the budget. Mr. Bulger asked how Public Facilities Department has been, and Mr. Moloney asked Mr. Doherty if there had been any commitment. Judge Houston said he had talked with Lisa Chapnick about full cooperation of Public Facilities Department since it was Public Facilities Department's mistaken impression that they owned the property that started this project. Ms. Chapnick assured Judge Houston of the full support of Public Facilities Department to the uses of both programs. He added that they had not discussed the dollars amount, since the day care project still had hoops to jump through at the library. At 7:25 the discussion was tabled. Mrs. Luthin left to reach Ms. Chapnick by telephone, and the Trustees continued the meeting of the Corporation.

At 7:44 the Trustees moved to the meeting of the Administrative Agency. After brief discussion, on a motion duly made and seconded, items one, two and three on the Order of Business were approved as a block.

The minutes of the Administrative Agency of the Regular Meeting held on June 22, 1987 were approved as presented.

On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1981, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed six weeks from October 14, 1987."

and

"VOTED: that there be entered into with Massachusetts Envelope Company, 30 Cobble Hill Road, Somerville, Massachusetts, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous paper envelopes, as specified, at a total cost not to exceed ten thousand three dollars and ninety-eight cents (\$10,003.98)."

and

"VOTED: that there be entered into with the Century Paper Company, Inc., 28 York Avenue, Randolph, Massachusetts 02368, the first low eligible and responsible bidder in the public bidding, a contract for supplying and delivering offset paper, as specified under items numbered 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 20, and 23, at a total cost not to exceed eighteen thousand three hundred six dollars and eighty-eight cents (\$18,306.88)."

and
further,

"VOTED: that there be entered into with W.W.F. Paper Corporation, 440 Rutherford Avenue, Charlestown, Massachusetts 02129, the second low eligible and responsible bidder in the public bidding, a contract for supplying and delivering offset paper, as specified under items numbered 15, 16, 17, 18, 19, 21, and 22, at a total cost not to exceed seven thousand sixty-six dollars and three cents (\$7,066.03)."

"VOTED: that there be entered into with Bay Colony Paper Corporation, 293 Lenox Street, Norwood, Massachusetts 02062, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering paper towels, toilet tissue, and paper cups, as specified under items numbered 1, 2, 3, and, 4, at a total cost not to exceed thirteen thousand three dollars and twenty cents (\$13,003.20)."

and

"VOTED: that there be entered into with the City of Boston, a contract between the Trustees of the Public Library of the City of Boston (a Corporation under Chapter 114 of the Acts of 1878), and the City of Boston, for the purchase of materials in an amount not to exceed the amount appropriated in the Library Department budget for books and other related materials."

Mrs. Luthin returned and reported that Ms. Chapnick recalled the total cost of second-floor renovations at the Dudley Branch to be \$150,000, to be raised by the Judge and from PFD Daycare money. Mr. Moloney again quoted Mr. Curley's estimated cost of \$200,000 to \$300,000. Mrs. Luthin said that the Library would pay no more than originally budgeted for the literacy program. There was more discussion on the variance in cost estimates and the need to pin down the numbers. Ms. Angela Ferrario said that Associated Day Care would have to approve by vote a joint venture. Mr. Moloney responded that Associated Day Care's funds would not be used on rehabilitation for the literacy program's space. Ms. Loke stated that if the day care program had never come up, there would be no capital costs associated with starting the literacy program, since it could have occupied the prime space being donated to accommodate the day care program. Mr. Moloney proposed that the Trustees get the numbers and hold a special meeting later in the week. Mr. Bulger promised Judge Houston that the Judge would be surprised at the Trustees' dispatch.

At 7:53 the Trustees went into executive session to discuss collective bargaining. At 8:08 the meeting of the Administrative Agency reconvened for a discussion of the budget.

At Mr. Moloney's request, in the absence of Mr. Curley, Liam Kelly pointed out that the Library would receive \$2,000,000 less than requested from the City, with the bulk of the cuts in the personnel accounts. The update was received in August; division heads had reviewed it and revised their priorities.

Ms. Crist stated that preparation of the revision had included going back to the original program of two years ago for rebuilding and revitalizing the Library. The three pages of priorities, objectives, and positions shown fit the new dollar amount. The deferrals listed for personnel and two non-personnel accounts shows what is missing. Objectives shown both in the revised budget and in the deferrals are only partially met. The deferrals are considered on the agenda for the future. In response to questions from the Chair, Mr. Kelly acknowledged that he and Mr. Curley had reviewed the revised budget and would live within the budget of this fiscal year. Ms. Crist

Minutes of Meeting
Administrative Agency
Monday, September 28, 1987
Page Five

and Mr. Kelly pointed out that the costs shown are annualized, but not necessarily used that way. For example, a vacant position filled next month will cost less for the year than the budgeted twelve-month figure. Mrs. Luthin asked whether the budget could provide a few decent children's chairs and tables for the Lower Mills Branch library. After discussion of the furniture problem and the Public Facilities Department's responsibilities in this area, Mr. Moloney offered the hope that something could be squeezed out for Lower Mills. Ms. Crist observed that several accounts were really short, and that the Trustees would need additional reports from the staff. On a motion duly made and seconded, it was voted to approve the budget recommendations, with some additional work, understanding that this meets with budgetary constraints.

There being no other business, the meeting of the Administrative Agency adjourned at 8:22 p.m.

First Draft

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Tuesday, November 24, 1987

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 9:05 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin. Also present were Barbara Selvitella, President, Massachusetts Library Trustees Association; Elaine Taber, Policy Analyst, Mayor's Office; John Thomson, President, City-Wide Friends of the Boston Public Library; members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

Mr. Moloney stated that action on the approval of Minutes for the Regular Meeting of the Administrative Agency on September 28, 1987 will take place at the next scheduled Trustees' meeting.

The next item on the order of business was the authorization to sign payrolls. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. Fitzpatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed eight weeks from December 9, 1987."

Next, on a motion duly made and seconded, contracts were awarded as follows:

"VOTED: that, without public advertising, there be entered into with The Faxon Company, Inc., 15 Southwest Park, Westwood, Massachusetts, a contract for (1) supplying periodicals and serials for the year 1988, and (2) servicing the subscriptions for the individual items throughout the year as specified in the specifications and Appendix A, and subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed one hundred eighty thousand dollars (\$180,000.00)."

and

"VOTED: that there be entered into with The Dowd Company, Inc., 90 Commerce Way, Woburn, Massachusetts 01888, the first low eligible and responsible bidder in the public bidding, a contract for supplying and delivering shipping supplies as specified under items numbered 1, 2, 3, 4a, 4b, 4c, 5a, 5b, 10, 13, 14c, 14d, 14e, 14f, 14g, and 14h, at a total cost not to exceed two thousand four hundred eighty-two dollars and ninety-five cents (\$2,482.95)."

and
further,

"VOTED: that there be entered into with the Bay Colony Paper Corp., 293 Lenox Street, Norwood, Massachusetts 02062, the second low eligible and responsible bidder in the public bidding, a contract for supplying and delivering shipping supplies as specified under items numbered 9a, 9b, 11, and 12, at a total cost not to exceed two thousand six hundred forty-seven dollars and ninety-four cents (\$2,647.94)."

and

"VOTED: that there be entered into with the Associated Microfilm Management Services, Inc., 2670 Warwick Avenue, Warwick, Rhode Island 02889, the lowest eligible and responsible bidder in the public bidding to bid all items as specified, a contract for supplying and delivering microfiche reader/printer supplies as specified at a total cost not to exceed thirteen thousand eighty-two dollars (\$13,082.00)."

and

"VOTED: that there be entered into with L.E. Muran Co., 45 Dunham Road, Billerica, Massachusetts 01821, the lowest eligible and responsible bidder in the public bidding to bid all items as specified, a contract for supplying and delivering typewriter ribbons, as specified, at a total cost not to exceed six thousand eight hundred seventy-two dollars and ninety-eight cents (\$6,872.98)."

and

"VOTED: that there be entered into with L.E. Muran Company, 45 Dunham Road, Billerica, Massachusetts 01821, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous office supplies, as specified under items numbered 1a, 1b, 2a, 2b, 3, 4, 5, 6, 7, 8, 10, 12, 13, 14, 15, 16a, 16b, 17a, 17b, 17c, 18, 19, 20a, 20b, 21a, 21b, 21c, 21d, 21e, 21f, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31a, 31b, 31c, 31d, 32a, 32b, 33, 34, 35a, 35b, 36a, 36b, 37a, 37b, 38a, 38b, 39, 40a, 40b, 40c, 40d, 41a, 41b, 41c, 42, 43a, 43b, 43c, 44, 45, 46a, 46b, 47, 48, 49a, 49b, 50a, 50b, 50c, 50d, 50e, 51, 52, 53, 54a, 54b, 55, 56, 57a, 57b, 57c, 58a, 58b, 58c, 59, 60, 61, 62, 63, 64a, 64b, 65a, 65b, 66, 67, 68a, 68b, 68c, 68d, 68e, 68f, 68g, 69a, 69b, 69c, 69d, 70, 71, 72a, 72b, 73a, 73b, 73c, 73d, 73e, 74b, 74c, 75a, 75b, 75c, 75d, 75e, 76, 77, 78, 79a, 79b, 80a, 80b, 80c, 81a, 81b, 81c, 81d, 81e, and 81f, at a total cost not to exceed twenty three thousand two hundred fifteen dollars and four cents (\$23,215.04)."

and

"VOTED: that there be entered into with Zytron, 39 Brooks Drive, Braintree, Massachusetts 02184, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous lamps and bulbs (Group "A"), as specified, at a total cost not to exceed eight thousand six hundred eleven dollars and fifty cents (\$8,611.50)."

Minutes of Meeting
Administrative Agency
Tuesday, November 24, 1987
Page Four

Next, Mr. Curley reported that the Library's 1989 budget request needs to be submitted to the Mayor's Office of Budget and Program Evaluation by January 15, 1988. Mr. Curley added that he plans to forward to the Trustees budget recommendations for their study and approval. Mr. Moloney noted that much progress has been made in the area of staff recruitment but more needs to be done to place a branch librarian in every branch, children's librarians in every branch, and the restoration of Saturday hours for every branch.

In the Director's Report, Mr. Curley called on Ms. Crist to update the current activities of the library's automation and cluster development project. Ms. Crist reported that the contract with Data Research Associates (DRA), the vendor selected to provide the network automated system, is in the process of being finalized. Further, it is expected to take four to six weeks for the installation of the new equipment to be followed by the need for a testing period. Mr. Curley added that the network automated system will be gradually implemented in phases, first circulation, then public access catalog.

In other business, Mrs. Luthin commended the staff of the library on the tremendous success of the opening ceremonies of the Access Center for the Disabled held on October 7, 1987.

At this time, Mr. John Thomson, President, City-Wide Friends of the Boston Public Library, praised Mr. Bulger on his successful efforts in securing passage of the Public Library Improvement Act and complimented the Trustees and the Director on the tremendous progress made throughout the library system and particularly in the branch libraries during the past year. Mr. Thomson noted that there are plans to create a State-Wide library friends group and the current membership in the City-Wide Friends Group numbers one hundred members.

With no other business, the meeting adjourned at 9:15 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, January 14, 1988

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 3:55 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines and Luthin. Ms. Goodwin was unable to attend. Also present were Elaine Taber, Policy Analyst, Mayor's Office; members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

Mr. Moloney opened the meeting and noted that the meeting will begin with the Administrative Agency. The first item in the order of business was the approval of minutes. On a motion duly made and seconded, the minutes of the Regular Meetings of September 28, 1987, and November 24, 1987, were approved.

The next item in the order of business was the authorization to sign payrolls. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed eight weeks from February 3, 1988."

The next item was the awarding of contracts. On a motion duly made and seconded, it was

"VOTED: that there be entered into with Comark, Inc., 135 North Brandon Drive, Glendale Heights, Illinois 60139, the first low eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing supplies, as specified under items 3 and 4, at a total cost not to exceed three thousand one hundred seventy-eight dollars and no cents (\$3,178.00).

and
further,

"VOTED: that there be entered into with L. E. Muran Company, 45 Dunham Road, Billerica, Massachusetts 01821, the second low eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing supplies, as specified under item 6, at a total cost not exceed five thousand one hundred forty-eight dollars and no cents (\$5,148.00)."

and

"VOTED: that there be entered into with W. H. Shurtleff Company, One Runway Road, South Portland, Maine 04106, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering calcium chloride, as specified in item 2, at a total cost not to exceed two thousand three hundred dollars (\$2,300.00)."

and

"VOTED: that there be entered into with Brodart Company, 1609 Memorial Avenue, Williamsport, Pennsylvania 17705, the first low eligible and responsible bidder in the public bidding, a contract for supplying and delivering resource and acquisition supplies as specified in Group "B" (Book Jacket Covers), Group "C" (Record Album Holders), Group "E" (Pressure Sensitive Labels), and Group "F" (Metal Book Supports), at a total cost not to exceed twenty-one thousand twenty-eight dollars and seventy-two cents (\$21,028.72).

and
further,

"VOTED: that there be entered into with University Products Inc., 517 Main Street, Holyoke, Massachusetts 01040, the second low eligible and responsible bidder in the public bidding, a contract for supplying and delivering resource and acquisition supplies as specified in Group "A" (Book Pockets) at a total cost not to exceed four thousand nine hundred seventy-four dollars and fifty cents (\$4,974.50)."

and

"VOTED: that there be entered into with Electric Specialty & Supply Corp., 817 Albany Street, Boston, Massachusetts 02119, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering electrical ballasts and fuses, as specified, at a total cost not to exceed seven thousand nine hundred twenty-six dollars and seventy-eight cents (\$7,926.78)."

and

"VOTED: that there be entered into with The George T. Johnson Company, 141 Middlesex Turnpike, Burlington, Massachusetts 01803, the lowest eligible and responsible bidder in the public bidding meeting the specifications for items 1, 2, 4, and 5, a contract for supplying and delivering janitorial supplies-liquid as specified under items 1, 2, 4, and 5, at a total cost not to exceed three thousand one hundred thirty-five dollars and sixty-six cents (\$3,135.66)."

and

"VOTED: that there be entered into with Allston Supply Co., 2220 Main Street, Springfield, Massachusetts 01104, the lowest eligible and responsible bidder in the public bidding meeting the specifications for items 14, 28, and 31, a contract for supplying and delivering janitorial miscellaneous supplies as specified under items 14, 28, and 31, at a total cost not to exceed two thousand five hundred thirteen dollars and no cents (\$2,513.00)."

and

"VOTED: that there be entered into with Doherty Lumber Company Inc., the lowest eligible and responsible bidder in the public bidding meeting the specifications for Groups A, B, E, G, H, I, J, and K, a contract for supplying and delivering lumber supplies, as specified at a total cost not to exceed seven thousand four hundred thirty-four dollars and forty-five cents (\$7,434.45)."

Mr. Moloney then turned to item #4 on the order of business related to the Library's FY89 budget proposal which needs to be submitted to the Mayor's Office of Budget and Program Evaluation by January 15, 1988. Mr. Curley said that he shared with the Trustees in advance the FY89 municipal budget proposal which he plans to recommend to the Trustees for adoption. Mr. Curley said that the proposed budget is based upon the objectives for FY89 adopted at the last Trustees meeting and incorporates the results of recent discussions among the Trustees. Further, Mr. Curley added, this proposal represents a continuation of the program to rebuild and revitalize the resources and services of the Library which the Trustees embarked upon over two years ago. Mr. Curley then outlined some of the major objectives of the proposed budget: the largest increases in the budget reflect collective bargaining costs for both FY88 and FY89 as well as inflationary adjustments to fixed cost and contractual items; to continue the restoration of branch library services, the budget request includes provision for additional branch librarians and staff to provide increased hours of service; a 20% increase in the book budget for restoration of the collections. Mr. Curley concluded noting that the Library is still awaiting

a supplemental budget appropriation to cover the costs of FY88 collective bargaining agreements, but assuming a supplemental appropriation to cover these costs, the budget request of \$22,336,861 for FY89 would represent a 22% increase.

Discussion among the Trustees then centered on the following topics: the acquisition of books for the branch libraries and the distribution of the book budget in the branch libraries; the renovation of the Charlestown Service Building as an off-site storage facility for the central library; the current status of the supplemental appropriation to cover the costs of the collective bargaining agreements for FY88; the relationship of the narrative portion to the numerical portion of the proposed budget; and the importance of filling direct library service positions.

Following discussion among the Trustees, Mr. Moloney asked for a motion to adopt the FY89 municipal budget proposal as submitted. Mr. Bulger moved to adopt the budget as recommended. Mr. Moloney asked for a second. At this time, Mrs. Luthin asked if a motion could be considered to request an extension from the Mayor's Office of Budget and Program Evaluation which would then give the Trustees more time to consider the budget proposal and, perhaps in the interim, the FY88 budget could be finalized. Mr. Moloney responded that the FY88 supplemental budget will have no effect on the FY89 budget request.

At this time, Joseph Horn, President of the Professional Staff Association, and Diane Fay, President of the AFSCME union, expressed membership concern regarding the "stalled" raises for FY88 and questioned whether the unions have a legally binding agreement irregardless of the supplemental budget appropriation. Mr. Curley responded that the Trustees have signed the collective bargaining agreements, the paper work is at the City's Corporation Counsel, and the contracts represent a legally binding agreement.

Mr. Moloney again asked for a second on the motion to adopt the FY89 municipal budget proposal. There being no second to the motion, on a motion duly made and seconded, it was voted to adjourn the meeting at 5:50 p.m.

*follows her own
conscience and is
not influenced by
public opinion.*

*no vote was taken. Mrs.
James pointed out that she
is not influenced by outside
pressures. To her conscience and votes*

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Tuesday, February 16, 1988

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 7:10 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines and Luthin. Mrs. Goodwin was unable to attend. Also present were members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

Mr. Moloney opened the meeting, noting that the meeting will begin with the Administrative Agency. The first item on the order of business was the approval of minutes. On a motion duly made and seconded, the minutes of the Regular Meeting of January 14, 1988 were approved.

The next item was the awarding of contracts. Mr. Curley reviewed the contracts and recommended approval of all the contracts except one with Equipment Environments Inc., a contract for supplying, delivering, and installing library metal book stack shelving. Mr. Curley asked that the Trustees defer voting on this contract until the next fiscal year because it would exceed funds available at the present time. Mr. Curley was very pleased to point out that one of the contracts is for supplying, delivering, and installing furniture for the Lower Mills Branch Library. Then, on a motion duly made and seconded, it was

"VOTED: that there be entered into with Sprink & Gaborc, Inc., 11 Troast Court, Clifton, New Jersey 07011, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering print boxes, as specified, at a total cost not to exceed five thousand nine hundred eighty-eight dollars and no cents (\$5,988.00)."

and,

"VOTED: that there be entered into with University Products Inc., 517 Main Street, Holyoke, Massachusetts 01041, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering mount board, as specified, at a total cost not to exceed two thousand seven hundred forty dollars and sixty-two cents (\$2,740.62)."

and,

"VOTED: that there be entered into with HB Communications Inc., 15 Corporate Drive, North Haven, Connecticut 06473, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering audio cassette storage cabinets, as specified, at a total cost not to exceed four thousand two dollars and seventy-five cents (\$4,002.75)."

and,

"VOTED: that there be entered into with Dictronics, Inc., the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering electric typewriters, as specified, at a total cost not to exceed six thousand one hundred sixty-eight dollars and thirty cents (\$6,168.30)."

and,

"VOTED: that there be entered into with Burtman Iron Works, Inc., 59 Sprague Street, Readville, Massachusetts 02137, the lowest eligible and responsible bidder meeting the specifications, a contract for supplying and delivering metal book trucks, as specified, at a total cost not to exceed eleven thousand eight hundred fifty dollars (\$11,850.00)."

and,

"VOTED: that there be entered into with Zytron Corporation, 39 Brooks Drive, Braintree, Massachusetts 02184, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering microfilm/fiche reader/printers, as specified, at a total cost not to exceed five thousand nine hundred sixty-four dollars and twenty cents (\$5,964.20)."

and,

"VOTED: that there be entered into with Brodart Co., 1609 Memorial Avenue, Williamsport, Pennsylvania 17705, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering paperback display units, as specified, at a total cost not to exceed twelve thousand three hundred seventy-two dollars and ninety-six cents (\$12,372.96)."

and,

"VOTED: that there be entered into with New England School Supply, P.O. Box 1581, Springfield, Massachusetts 01101, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering arts and crafts supplies, as specified at a total cost not to exceed four thousand nine hundred eighty dollars and sixty-six cents (\$4,980.66)."

and,

"VOTED: that there be entered into with Andrew Wilson Company, 616 Essex Street, Lawrence, Massachusetts 01841, the first low eligible and responsible bidder in the public bidding, a contract for supplying, delivering, and installing library metal book stack shelving, as specified under items 1 and 2, at a total cost not to exceed seventy-eight thousand eight hundred seventy dollars (\$78,870.00)."

and,

"VOTED: that there be entered into with Gaylord Bros., P.O. Box 4901, Syracuse, New York 13321, the first low eligible and responsible bidder in the public bidding, a contract for supplying, delivering, and installing furniture for the Lower Mills Branch Library as specified under items 1, 2, 3, 4, 5, 6, 7, 15, 16, and 17, at a total cost not to exceed eight thousand three hundred and six dollars and fifty cents (\$8,306.50)."

and
further,

"VOTED: that there be entered into with Equipment Environments, Inc., 16 Abbott Street, Hudson, New Hampshire 03051, the second low eligible and responsible bidder in the public bidding, a contract for supplying, delivering, and installing furniture for the Lower Mills Branch Library as specified under items 8, 9, 12, and 14, at a total cost not to exceed two thousand eight hundred twenty-seven dollars and eighty cents (\$2,827.80)."

Minutes of Meeting
Administrative Agency
Tuesday, February 16, 1988
Page Four

Mrs. Luthin expressed delight that the Lower Mills Branch Library will be receiving furniture and asked that the Friends of the Branch Library be officially notified of the forthcoming furniture.

Mr. Moloney then turned to item #3 on the order of business related to the Library's FY89 municipal budget request. Mr. Curley referred to the revised draft of the budget request which he distributed to the Trustees on February 11, 1988 and which results in a FY89 proposed budget of \$20,758,805 representing an increase of 15.9% over the FY88 appropriation. Mr. Curley said that this proposal incorporates the essential elements of the original proposal he presented to them on January 14, 1988 but the schedule for implementation of community services objectives will take place over a longer period of time. Mr. Curley explained that the budget proposal is arranged into three major categories: Personnel (collective bargaining adjustments represent 6.5% of the budget, 3.2% step increases and longevity increments, an additional twenty positions proposed in the Community Services area, and new Research Library positions are contingent on passage of S1193 by the state legislature); Books and other materials (state requirement that 12% of the budget must be spent on materials); Buildings and equipment (capital improvements are slated for seventeen branch libraries ranging from the installation of air conditioning and handicapped ramps to drapes and blinds replacement). Mrs. Gaines asked about window replacement at the South Boston Branch Library. Mr. Curley said that there are plans to redesign the back of the branch by adding more brick and fewer glass windows to minimize the possibility of vandalism. Mrs. Gaines inquired as to when the Egleston Branch Library will have furniture. Ms. Loke reported that Egleston Branch is the next branch targeted for furniture replacement. Mrs. Luthin questioned whether the original building of the West Roxbury Branch Library will be renovated in phases and if there is a furniture replacement plan for both buildings. Mr. Curley responded that once the new building is built library service will move into the new building allowing for continuous library service throughout the entire project, and a furniture replacement plan is being developed for both buildings. Mrs. Luthin asked what library policies have been developed for circulating videocassettes to the public and suggested the use of videocassettes in the library's literacy program. Mr. Curley said that the library has been gradually building a large videocassette collection prior to circulating them to the public, and he suggested that an entire Trustees' meeting be devoted to the library's acquisitions and circulation policies. The Trustees agreed and Mr. Curley said that he will plan a meeting on acquisitions for mid-Spring. Following discussion among the Trustees, and on the recommendation of Mr. Curley, on a motion duly made and seconded, it was

"VOTED: to accept the proposed FY1989 Municipal Budget request and authorized Mr. Curley to submit it to the City of Boston 's Office of Budget and Program Evaluation."

There being no other business, the meeting of the Administrative Agency adjourned at 7:40 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, March 28, 1988

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 7:20 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin. Also present were Robert J. Corcoran of Robert J. Corcoran Company, fundraising consultants; David E. Lalor, Project Manager, Public Facilities Department, Construction and Repair Division; architects from the firms of Architects & Associated Designers, Chaloff/Barnes, Inc., and DiMarinisi & Wolfe; members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

The first order of business was the approval of minutes. On a motion duly made and seconded the minutes of the Regular Meeting for February 16, 1988 were approved.

The next item on the order of business was the authorization to sign payrolls. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Jane Manthorne, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed eight weeks from March 30, 1988."

The next order of business was the awarding of contracts. Mr. Curley gave background on the standard renewal and rental contracts. Following discussion, on a motion duly made and seconded, all contracts were approved as follows:

"VOTED: that, in exercise of an option to renew, there be entered into with Auto-Graphics, Inc., 3201 Temple Avenue, Pomona, California, a renewal agreement for the rental and maintenance of certain microfiche readers for the Research Library catalog system during the period July 1, 1988, through June 30, 1989, at a total cost not to exceed sixty-eight thousand six hundred ninety-nine dollars and four cents (\$68,699.04)."

and,

"VOTED: that, in exercise of an option to renew, there be entered into with Marketechs, Inc., 148 Linden Street, Wellesley, Massachusetts, a renewal agreement for the rental and maintenance of data display terminals during the period July 1, 1988, through June 30, 1989, at a total cost not to exceed forty-two thousand three hundred seventy-two dollars and no cents (\$42,372.00)."

and,

"VOTED: that, in exercise of an option to renew, with Compugraphic Corporation, 200 Ballardvale Street, Wilmington, Massachusetts 01887, a renewal agreement for the lease purchase of photo typesetting equipment during the period July 1, 1988, through June 30, 1989, at an amount not to exceed ten thousand seven hundred ninety-five dollars and twenty cents (\$10,795.20)."

and,

"VOTED: that, in exercise of an option to renew, there be entered into with ADT, Inc., 120 Linskey Way, Cambridge, Massachusetts 02142, a renewal agreement for the inspection, testing, and servicing of fire alarm systems and sprinkler systems at the Research Library at a rate of \$164.00 per month, at the Codman Square Branch at a rate of \$97.00 per month, at the Brighton, Charlestown, Fields Corner, Grove Hall, Lower Mills, Mattapan, South End, and West End Branches, at a rate of \$65.00 per month per branch; and for answering emergency calls and all stray and overtime calls at \$65.00 for other hours; at a total cost not to exceed ten thousand six hundred and seventy-two dollars (\$10,672.00)."

and,
further,

"VOTED: that there be entered into with Aetna Fire Alarm Service Co., Inc., 43 Lenoxdale Avenue, Dorchester, Massachusetts 02124, a renewal agreement for the inspection, testing, and servicing of fire alarm systems and sprinkler systems at the General Library at a rate of \$195.00 per month, and at the Dudley Street Branch at a monthly rate of \$120.00; and for answering emergency calls and all stray and overtime calls at a rate of \$45.00 per hour for regular hours and at \$67.50 per hour for other hours; at a total cost not to exceed six thousand thirty dollars (\$6,030.00)."

and,

"VOTED: that, in exercise of an option to renew, there be entered into with United States Elevator Corporation, 10728 U.S. Elevator Road, Spring Valley, California, having a local service operation at 440 "B" East Squantum Street, North Quincy, Massachusetts, a renewal service agreement for the maintenance and servicing of elevators throughout the Library system during the period July 1, 1988, through June 30, 1989, at a total cost not to exceed twenty-seven thousand seven hundred eighty dollars and no cents (\$27,780.00)."

and,

"VOTED: that there be entered into with the New England Deposit Library, 135 Western Avenue, Allston, Massachusetts, an agreement for the rental, during the period July 1, 1988, through June 30, 1989, of storage space therein for books and other library materials belonging to the Boston Public Library, in accordance with the rates of storage space formally adopted by the governing board of said New England Deposit Library.

and,

"VOTED: that there be entered into, without public advertising, with Gilbert Small & Co., Inc., 1391 South Street, Needham, Massachusetts, a service agreement for the examination of building levels at one Central Library Building (Johnson) during the period July 1, 1988, through June 30, 1989, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said agreement."

Next, a presentation followed on capital projects. Mr. Curley praised Mr. Lalor and his staff noting that the success of the West Roxbury Branch Library groundbreaking ceremony was due in part to their continued involvement. Mr. Lalor then introduced Maury Wolfe of DiMarinisi & Wolfe, who presented the final schematic drawings for the renovation of space on the second floor of the Dudley Branch Library to accommodate the Library's literacy center and a drop-in child care center to be managed by Associated Day Care Services of Metropolitan Boston. Mr. Wolfe noted that the project is now ready to go out to bid. Mrs. Luthin asked if the two centers will be able to operate independently of one another. Mr. Wolfe said yes, noting that the two agencies are separated by a wall with a door access from the literacy center to the day care center. Mr. Lalor then described and referred to charts and diagrams for multi-branch library capital improvement projects including: installation of new security systems; building secure storage rooms to house valuable equipment; handicapped access walkways and ramps; lighting and electrical repairs.

Minutes of Meeting
Regular Meeting - Administrative Agency
Monday, March 28, 1988
Page Five

Following the presentation, Mrs. Gaines asked if the rear of the East Boston Branch Library had been cleaned up, especially near the base of the fire escape where sharp metal materials were deposited. Mr. Lalor said yes, adding that security lights have been installed on the back of the building along with additional lighting on the two sides of the building. Mr. Lalor also noted that the Parker Hill Branch had also received extra security lights on the rear and sides of the building. Mrs. Gaines inquired if the front door of the Parker Hill Branch had been secured, and Mr. Curley responded that he was there a few days earlier and it appeared secure and stable.

Next, Mr. Lalor described plans for the renovation and replacement of bathroom facilities to accommodate the physically handicapped at the Egleston Branch Library requiring taking approximately six inches of space from the Branch Librarian's office. Mrs. Gaines asked if the branch librarian had been notified of these plans and Mr. Lalor said yes. Mr. Lalor then described plans for a new walkway and handicapped access at the rear of the Faneuil Branch Library. Mrs. Luthin asked if the door at the rear of the branch will be locked during library hours. Mr. Lalor said that there are plans to implement a buzzer system, controlled from the circulation desk, like that of the Hyde Park Branch which allows the door to be locked from the outside and enables the staff to monitor the exiting of the public. Mrs. Luthin asked about the plans to repair the fence at Faneuil. Mr. Lalor said that there are plans to replace the damaged fence with a chain link fence. Mrs. Luthin asked if it were possible to consider replacing the fence with a wrought iron fence instead of chain link since it would then complement the fence at the rotary across the street from the branch library. Mr. Lalor said he would be pleased to investigate this possibility for her.

With regard to the new security front door at the Codman Square Branch, Mrs. Gaines asked if the librarian would have to be required to wait for the door to roll down to the ground to lock. Mr. Lalor said no, explaining that once the staff member inserts the key in the lock the door automatically closes and locks and does not require the staff member to wait for the door to reach the ground. Mr. Lalor added that there are plans to install more security lights at the rear of the Branch Library. Mr. Lalor then described plans to construct a handicapped walkway or ramp at the Jamaica Plain Branch which will lead up to the door of the Children's Room on the Curtis Hall side of the Branch. Mr. Moloney asked if there will be a railing on the ramp, and Mr. Lalor indicated that since the ramp will be a gradual slope reaching only a height of two and one half feet at the maximum there is no need

Minutes of Meeting
Regular Meeting - Administrative Agency
Monday, March 28, 1988
Page Six

of a railing. Mr. Moloney inquired about the materials to be used for the ramp and Mr. Lalor indicated that it will be a concrete ramp. Mr. Lalor also said that a concrete handicapped ramp will also be constructed at the Brighton Branch Library and there may also be the possibility of providing handicapped parking spaces. Mrs. Luthin said that the present door knob is difficult for the handicapped to handle and asked that it be replaced by a horizontal door handle. Mr. Lalor also indicated that there are structural problems with the interior ramps and they are checking to see if the concrete pilings have weakened.

Mr. Lalor then described a new security system which will be installed in all of the branch libraries and which will be directly linked to the Central Library and the Municipal Police Department within the Public Facilities Department. The new security system includes the following elements: magnetic contractors, digital dialers, passive infra-red detectors, display panels, touch pads and panics buttons. Mrs. Gaines asked when the Trustees voted to have the Public Facilities Department handle the Library's security. Mr. Curley said that there was no vote but explained that the Public Facilities Department's Municipal Police have been providing security in several branch libraries during the last three years as part of the security contract funded in part by the Public Facilities Department's capital budget. Mrs. Gaines asked which branch libraries this includes. Mr. Curley said the municipal police provide security to the Codman Square, Dudley, and Lower Mills Branch Libraries. With regard to the new security system, Mrs. Luthin asked about the procedures the branch staff will follow if there is a security problem and she was expressly concerned about security procedures during the hours when the libraries are closed. Mr. Doherty said that the branch staff will continue to call their District Supervisors when there is a security problem when the library is open. When the library is closed and an alarm is triggered, the alarm will ring at the Central library and the Municipal Police Department. A library staff person will then meet the police at the branch library and let them into the branch to evaluate the situation. Mr. Moloney asked when it is expected to have the new security system installed. Mr. Lalor thought that this would occur by December 1988.

Mr. Curley then reported that he had included in their Director's Report folder recommendations on security and HVAC contracts in anticipation of the expiration on June 30th of present three-year contracts for these services. Mr. Curley noted that final bid documents are being prepared and he would appreciate any comments or suggestions before the vote which is scheduled for the next meeting.

Minutes of Meeting
Regular Meeting - Administrative Agency
Monday, March 28, 1988
Page Seven

Next, Mr. Curley announced forthcoming events including: May 2, David McCord Lecture; May 7, a special ceremony and reception in celebration of the publication Poets on the Horizon by the Dudley Branch Library Poetry Club at the Dudley Branch Library; May 26, the 1988 Annual Francis Moloney Lecture to be presented by Thomas Flanagan, author of The Tenants of Time.

Mr. Curley then extended congratulations to the sixteen female library employees who were honored at a ceremony at Boston City Hall recognizing their more than thirty-five years of service to the City of Boston. Among those honored was Jane Manthorne, Assistant Director for Communications and Community Affairs.

Mr. Curley then announced several grants and gifts which the library recently received: a \$4,000 grant from Teens as Community Resources awarded to undertake an experimental program entailing the recruitment of students from Copley High School to be trained for, and to provide volunteer tutoring assistance for at-risk high school students; the Boston Arts Commission awarded the Friends of the Brighton Branch Library a \$1,000 grant to support an art exposition at the branch; a \$70,000 gift from Dorothy Abbe to catalog the Dwiggin collection in the Rare Books and Manuscripts Department. Mr. Curley added that he received a letter from the Massachusetts Board of Library Commissioners noting that the Library's request of \$559,000 to address the catalog backlog received initial approval from the BLC but it was approved subject to funding by the Massachusetts Legislature.

Mr. Curley then announced that he had appointed Margo Crist to head up a task force to study and report on the library's acquisition, selection, and processing of books and materials including policy implications for circulating videocassettes. At the Trustees convenience, Mr. Curley said that he would like to schedule a special meeting to report on the findings of this task force. At this time, Mrs. Gaines thanked Ms. Crist for the comprehensive report she submitted on security and HVAC contracts remarking that it was extremely helpful. Mrs. Luthin also concurred that it was very helpful.

Mr. Curley then invited Ms. Loke to introduce a viewing of the Boston Public Library-produced video entitled "Reading with Your Child." Produced for use by adults, the video focuses on parents reading with their children. Ms. Loke noted that this project is a result of the Brighton and Park Hill Branch Library's-based literacy program. The Trustees expressed praise and delight with the video.

There being no other business, the meeting of the administrative agency adjourned at 8:30 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Monday, May 2, 1988

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the McKim building at 4:35 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin, members of the Library administration, staff and public.

Kevin F. Moloney, President of the Board, presiding.

The first order of business was the election of officers. On a motion duly made and seconded, Kevin F. Moloney was nominated for President. No other nominations were made. Subsequent to a viva voce vote, Mr. Moloney was declared elected President.

On a motion duly made and seconded, William M. Bulger was nominated for Vice President. No other names were placed in nomination. Subsequent to a viva voce vote, Mr. Bulger was declared elected Vice President.

On a motion duly made and seconded, the name of Jane Manthorne was placed in nomination for Secretary, with no other nomination. Subsequent to a viva voce vote, Ms. Manthorne was declared elected Secretary.

On a motion duly made and seconded, the name of Jamie McGlone was placed in nomination for Assistant Secretary, with no other nomination. Subsequent to a viva voce vote, Mr. McGlone was declared elected Assistant Secretary.

Next, on a motion duly made and seconded, several items were voted on as a block, as follows:

"VOTED: that any member of the Board of Trustees or, upon delegation by the Board of Trustees, the Director, the Associate Director, or designated Assistant Director be, and hereby is, authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the Library."

Minutes of Annual Meeting
Administrative Agency
Monday, May 2, 1988
Page Two

and,

"VOTED: that, until the next annual meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the Director or Associate Director, or the Secretary of the Trustees be, and hereby is, authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City of Boston and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payment under contracts so voted."

and,

"VOTED: that we, the Trustees of the Boston Public Library, having appointive authority over the Civil Service personnel at the Library, do appoint one of our members, Kevin F. Moloney, Trustee, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

and
further,

"VOTED: that in the event of the unavailability of Kevin F. Moloney, William M. Bulger, Trustee, is hereby authorized to conduct the above-mentioned hearings, this power to be valid only until the expiration or appointment of any member of this Board."

and,

"VOTED: that, until the next annual meeting, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Jane Manthorne, Secretary, be and hereby is, authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library below the level of Assistant Directors, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation."

and,

"VOTED: that until the next Annual Meeting, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is, authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1988-1989 budget allowance, but in no case exceeding those in the budget estimates for the fiscal year 1988-1989, as shall be approved by the Board of Trustees, said payments to be reported to the Board at the next regular meeting for confirmation."

and,

and,

"VOTED: that, until the next annual meeting, Arthur Curley, Director or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is, authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1988-1989 budget allowance, but in no case exceeding those in the budget estimates for the fiscal year 1988-1989, as shall be approved by the Board of Trustees, said payments to be reported to the Board at the next regular meeting for confirmation."

and,

"VOTED: that, until the next annual meeting, the President, Vice President, the Director, and the Secretary of the Trustees be, and hereby are, severally authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City and any and all communications in connection with the award of contracts as voted or recommended to be so voted."

In other business, Mr. Curley extended his praise and congratulations to Jane Manthorne and Richard Zonghi, Editor and Designer respectively, of the most recent Boston Public Library publication entitled Poets on the Horizon: A Collection of Poetry written by Members of the Dudley Branch Library Poetry Club. Mr. Curley noted that a special ceremony and reception in celebration of the publication will be held on Saturday, May 7, 1988 at 2:30 p.m. at the Dudley Branch Library. Trustee Berthe M. Gaines is scheduled to deliver the history of the Dudley Branch Library Poetry Club to be followed by the awarding of citations to the members from Boston City Hall officials.

Minutes of Annual Meeting
Administrative Agency
Monday, May 2, 1988
Page Five

Mr. Curley then called on Kevin FitzPatrick, Assistant to the Director for Business and Publishing Services, to report on the status of the annual contract preparations. Mr. FitzPatrick said that an analysis of contract bids submitted is being undertaken to determine the lowest and eligible qualified vendor including the annual contracts for HVAC and guard/patrol service. Mr. Curley said that the Trustees will receive this analysis prior to the next Trustees meeting sometime this month.

Mr. Curley then called upon Lesley Loke, Assistant Director for Community Library Services, to report on Community Library Services activities for FY88. Ms. Loke described the following benchmark accomplishments achieved during the year: intensified efforts to recruit candidates for long term vacancies met with success through the filling of the Children's Librarian positions at the Egleston Square, Washington Village, and the Uphams Corner Branch Libraries, and the Branch Librarian's positions at Egleston Square; the Parker Hill and Connolly Branch Libraries reopened for Saturday service after sixteen and twenty years respectively; the Branch Librarian position was restored and filled at Uphams Corner Branch; elimination of meal hour closings was achieved at several branches; the Access Center was officially opened and offers service during all hours that the Central Library is open; to provide the fastest possible access to best seller and high demand titles in sufficient numbers in both the General Library and the branch libraries, the Library began its first experiment with the McNaughton book leasing program which proved extremely efficient and successful, significantly decreasing the amount of time individuals must wait to have a book that is in high demand; the McNaughton program has also been credited in part for the significant increase in circulation which has been achieved in this fiscal year; in preparation for the new circulation system, over half of the entire General Library circulating collections have been barcoded; new air conditioning units in ten branch libraries were completely operational; the completion of a major capital improvement project totalling nearly \$180,000 at the Connolly Branch; the first phase of major repairs and improvements for the Hyde Park Branch were started; planning reached final stages for additional capital improvements in seventeen branch libraries, and will include the installation at all seventeen sites of new enhanced security systems; the Friends of the Connolly Branch Library held a major open house during the fall to celebrate the restoration of the branch, and both Mr. Curley and Ms. Loke praised the library's Buildings Department on the beautiful job they did on the interior

Minutes of Annual Meeting
Administrative Agency
Monday, May 2, 1988
Page Six

painting; in total, the planning and/or implementation of capital improvements totalled \$1,081,000; one of the most significant highlights of the past year was the culmination of ten years of effort with the official groundbreaking ceremony for the West Roxbury addition which took place on March 26th.

Following Ms. Loke's report, Mr. Moloney said that several years ago when the current Board of Trustees was appointed, he had always hoped that he would hear a report like that of Ms. Loke's; and with significant budget increases from the State and the City of Boston, this hope has become a reality. Mr. Moloney expressed his appreciation to the staff of the library for the excellent job everyone is doing and he said that he could not be more pleased with the progress that has been achieved. Mr. Bulger concurred with Mr. Moloney and expressly thanked the many staff members who have remained devoted to the Library during the fiscal hard times.

Next, Mrs. Luthin suggested that the Trustees consider a vote on the substance of the Library's FY86 Annual Report. Following discussion among the Trustees, and on the recommendation of Mrs. Luthin, on a motion duly made and seconded, it was

"VOTED: to adopt the substance of the FY86
Annual Report of the Boston Public
Library."

On a related issue, Mrs. Gaines recommended that the FY86-87 Examining Committee Report be published as part of the FY87 Annual Report in order for the reporting periods to be synchronized. Following discussion among the Trustees, and on the recommendation of Mrs. Gaines, on a motion duly made and seconded, it was

"VOTED: to be publish the FY86-87 Examining
Committee Report as part of the FY87
Annual Report."

Mrs. Gaines then noted that she had shared with the Trustees the Interim Report of the 1988 Examining Committee of the Boston Public Library as submitted by Ms. Joan Byrne, Vice Chair.

There being no other business, the meeting of the Administrative Agency adjourned at 5:00 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, May 16, 1988

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 4:42 p.m.

Present at the meeting were Messrs. Bulger and Moloney and Mrs. Luthin. Mmes. Gaines and Goodwin were unable to attend. Also present were Sarah Gant, Policy Analyst, Mayor's Office, members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

The first item on the order of business was the authorization to sign payrolls. On a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Jane Manthorne, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed eight weeks from May 25, 1988."

The next item was the awarding of contracts. The first contract related to guard and patrol services throughout the Library. Mr. Curley noted that the administration has spent much of this past year studying security needs in anticipation of the expiration on June 30th of the present three-year contract. Further, the specifications to be used in soliciting bids were revised to aid the library in addressing performance difficulties encountered in the past. Mr. Curley then referred to a number of the changes being made to improve performance levels including the need of hiring a library staff person to serve as a security coordinator. Following discussion among the Trustees, and on the recommendation of Mr. Curley, on a motion duly made and seconded, it was

Minutes of Meeting
Administrative Agency
Monday, May 16, 1988
Page Two

"VOTED: that there be entered into with Excelon Security Services, Inc., 870 Massachusetts Avenue, Boston, Massachusetts, the lowest eligible, responsible and responsive bidder in the public bidding, a contract for guard and patrol services throughout the Boston Public Library System during the period July 1, 1988, through June 30, 1989, at a total cost not to exceed two hundred fifty-eight thousand seven hundred sixteen dollars and twenty-cents (\$258,716.20) with the (Official's) option for renewal on July 1, 1989, and July 1, 1990 at bid price."

Following the vote, the Trustees requested an update on performance of the contract in six months. The Director agreed to this request.

The next contract concerned the operation and servicing of heating, ventilating and air conditioning systems, electrical systems and equipment, as well as plumbing systems throughout the library system. Mr. Curley noted that the administration has also spent much of this past year studying HVAC needs throughout the library system in anticipation of the expiration on June 30th of the present three-year contract and areas were identified where performance of the current contractor could be improved. Further, Mr. Curley reviewed the proposed changes in specifications to bidders for the HVAC contract. Following discussion among the Trustees, on a motion duly made and seconded, it was

"VOTED: to postpone voting on awarding the HVAC contract for the purposes of obtaining additional information on bidders and bidding."

Following the vote, Mr. Moloney asked Mr. Curley to submit a full report on the companies who submitted bids for the HVAC contract. Mr. Curley agreed.

Minutes of Meeting
Administrative Agency
Monday, May 16, 1988
Page Three

Next, on a motion duly made and seconded, the following contracts were approved:

"VOTED: that there be entered into with Water Chemicals, Inc., 155 Sixth Street, Chelsea, Massachusetts 02150, the sole eligible and responsible bidder in the public bidding, a contract for inspection, testing, and treatment of HVAC water systems at the Central Library Building and at other Library locations during the period July 1, 1988, through June 30, 1989, at a total cost not to exceed six thousand seven hundred sixty-eight dollars and no cents (\$6,768.00)."

and,

"VOTED: that there be entered into with Inforonics, Inc., 550 Newtown Road, Littleton, Massachusetts, the sole bidder in the public bidding, a service contract for supplying and delivering MARC II catalog service (GROUP III) during the period July 1, 1988 through June 30, 1989 and as of July 1, 1990, the total fee thus charged to be subject to the "terms, agreement, and conditions set forth in said contract."

and,

"VOTED: that, without public advertising, there be entered into with International Business Machines Corporation, a corporation having places of business at Armonk; New York, and One Copley Place, Boston, Massachusetts, a contract for rental of certain data processing equipment during the period July 1, 1988, through June 30, 1989, the total rental thus charged to be subject to the terms, agreements, and conditions set forth in said contract."

and,

"VOTED: that, without public advertising, there be entered into with International Business Machines Corporation, a corporation having places of business at Armonk, New York, and One Copley Place, Boston, Massachusetts, a contract for maintenance of certain data processing equipment during the period July 1, 1988, through June 30, 1989, the total amount thus paid to be subject to the terms, agreements, and conditions set forth in said contract."

and,

"VOTED: that, without public advertising, there be entered into with URS Information Systems, Inc., One Pope Street, Wakefield, Massachusetts 01880, a contract for the maintenance of data processing equipment, as specified in the specifications, during the period July 1, 1988, through June 30, 1989, at a total cost not to exceed twenty-two thousand one hundred twenty-eight dollars and no cents (\$22,128.00)."

and,

"VOTED: that there be entered into with Zytron Corporation, 39 Brooks Drive, Braintree, Massachusetts 02184, the lowest eligible and responsible bidder in the public bidding, a contract for supplying computer output microfiche ("COM") to the Boston Public Library, during the period July 1, 1988, through June 30, 1989, at an amount not to exceed forty-one thousand one hundred ninety-seven dollars and no cents (\$41,197.00), with an option to renew on July 1, 1989, and July 1, 1998."

and,

"VOTED: that there be entered into with House of Sunshine dba Sunshine Services, 40 Rugg Road, Allston, Massachusetts 02134, the sole eligible and responsible bidder in the public bidding, a contract for furnishing miscellaneous uniforms to the Boston Public Library during the period July 1, 1988, through June 30, 1989, as set forth in said agreement. (Two shirts, two pants per person per week @ \$2.28; two overalls per person per week @ \$1.63; two dresses per person per week @ \$1.63).

and,

"VOTED: that there be entered into with Regional Business Equipment, Inc., 401 West Broadway, South Boston, Massachusetts, the lowest eligible and responsible bidder in the public bidding, a contract for furnishing specified typewriter repair services for the Boston Public Library System during the period July 1, 1988, through June 30, 1989, at a total amount not to exceed three thousand five hundred twenty-four dollars and no cents (\$3,524.00)."

and,

"VOTED: that there be entered into with Manassa Systems, Inc., 530 Warren Street, Boston, Massachusetts 02121, the lowest eligible and responsible bidder in the public bidding, a contract for supplying computer keyentry and keyverification services to the Boston Public Library during the period July 1, 1988, through June 30, 1989, at a total cost not to exceed twenty-one thousand four hundred fifty dollars and no cents (\$21,450.00)."

and,

"VOTED: that there be entered into with Thomas A. Sheehan Co., Inc., 2071 Centre Street, West Roxbury, MA 02132, the lowest eligible and responsible bidder in a public bidding, a contract for pest control services during the period July 1, 1988, through June 30, 1989, at the Central Library building and at certain Branch Libraries, at a total cost not to exceed five thousand three hundred sixty-two dollars and no cents (\$5,362.00)."

and,

"VOTED: that there be entered into with National Window Cleaning Service, 63 Holyoke Street, North Quincy, Massachusetts 02171, the lowest eligible and responsible bidder in a public bidding, a contract for the cleaning of windows during the period July 1, 1988, through June 30, 1989, at Library buildings designated under Groups I & II of the specifications, at a total cost not to exceed seventeen thousand five hundred forty dollars and no cents (\$17,540.00)."

and,

"VOTED: that there be entered into with D. Clancy & Sons Company, 339 Dorchester, South Boston, Massachusetts, one of the two lowest eligible, responsible and responsive bidders in the public bidding, a contract for the furnishing and installing window materials as specified in the specifications, at a total cost not to exceed forty thousand dollars and no cents (\$40,000.00), during the period July 1, 1988 through June 30, 1989."

and
further,

"VOTED: that there be entered into with National Plate Glass Co., Inc., 216 McGrath Highway, Somerville, Massachusetts, one of the two lowest eligible, responsible and responsive bidders in the public bidding, a contract for the furnishing and installing window materials as specified in the specifications, at a total cost not to exceed twenty thousand dollars and no cents (\$20,000.00), during the period July 1, 1988, through June 30, 1989."

and,

"VOTED: that there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts, the sole bidder in the public bidding, a contract for the Leasing of four panel trucks and five station wagons during the period July 1, 1988, through June 30, 1989, at the following rates: monthly Lease of four panel trucks at \$555.00 per vehicle, and monthly Lease of five station wagons at \$525.00 per vehicle, with the Official's option for renewal on July 1, 1989, at bid price."

and
further,

"VOTED: to authorize the Director to negotiate reductions in gasoline charges per mile. [Pursuant to this vote the Director entered into negotiations and it was agreed that "at the option of the official, the cost per mile of \$.28 for each vehicle be reduced to \$.13 per mile for each vehicle, where the gasoline will be purchased by the Official and not by the Contractor, as specified in the specifications."]

Minutes of Meeting
Administrative Agency
Monday, May 16, 1988
Page Eight

In the Director's Report, Mr. Curley reported that a hearing is scheduled on Wednesday, May 18, 1988, at 9:00 a.m. before City Councillor James Kelly's committee related to the Library's budget. Mr. Curley then congratulated the City Wide Friends of the Boston Public Library on the first issue of "Friends' Forum," the newsletter of the City-Wide Friends. Mr. Curley then announced that Doris Kearns Goodwin is scheduled to be the keynote speaker at the annual conference of the New England Library Association (NELA) at Sturbridge, Massachusetts, on October 23, 1988. Concluding his report, Mr. Curley noted that the regular monthly activities reports have been placed in their folders.

In other business, in keeping with their commitment to hold Trustee meetings in the branch libraries, on a motion duly made and seconded, it was

"VOTED: to schedule the next Trustees meeting at
the South Boston Branch Library."

Mr. Curley noted that a special presentation on how books get to library shelves focusing on the collection development, acquisitions, and processing functions of the library is scheduled for the next meeting. Robert Smith of the Hyde Park Friends Group asked about the possibility of a library building expansion project, and Mr. Curley responded that this could be pursued with the Public Facilities Department.

There being no other business, the meeting of the administrative agency adjourned at 5:32 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
South Boston Branch Library
Monday June 13, 1988

A Special Meeting of the Trustees of the Public Library as an Administrative Agency was held at 6:45 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin. Also present were Sarah Gant, Policy Analyst, Mayor's Office; approximately sixty Friends of the South Boston Branch Library, members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

Mr. Moloney opened the Special Meeting of the Board, introduced the Trustees, welcomed those present, and invited questions and comments following the presentations. Mr. Moloney noted that having the Trustees' meetings at the branch libraries gives them the opportunity to see the changes in the community and to hear the requests of the public.

Mr. Moloney then invited Mrs. Helen G. Maniadis, South Boston Branch Librarian, to give a presentation on the branch. Mrs. Maniadis remarked that this was a historic occasion noting that this was the first time that the Board of Trustees has met at the South Boston Branch Library. Mrs. Maniadis then gave a history of library service in South Boston, pointing out that in April 1872 when the South Boston Branch opened, it was the second branch library in the country to be established. Mrs. Maniadis then provided an overview of the programs and activities offered at both the South Boston and Washington Village Branch Libraries. Following the presentation the Trustees remarked how delighted they were to hear all of the exciting programs taking place at the two branch libraries.

Next, Mr. Moloney called on Margo Crist, Assistant Director for Planning and Administrative Coordination, to begin a special presentation on how books get to library shelves. Ms. Crist introduced the following participants in the project: Mary Jo Campbell, Branch Librarian, Lower Mills Branch; Katherine K. Dibble, Assistant Supervisor, Research Library Services; Diane G. Farrell, Coordinator of Reader and Information Services, General Library; Ed Peltier, Supervisor of Audiovisual Services; Joseph W. Raker, Acquisitions Librarian; Lesley Wilkins, Supervisor of Processing. Ms. Crist described the outline of the program noting that the three elements of how books get to library shelves will be covered, namely, selection, acquisition, and processing of

Minutes of Meeting
Administrative Agency - Monday, June 13, 1988
South Boston Branch Library
Page Two

materials. Ms. Crist set a national context for the program, beginning with a general overview of the publishing field, the U.S. commercial book trade, and the international market. It was noted that nearly 50,000 books are published in the United States each year and of that the Boston Public Library acquires 27,400 titles published each year, the Boston Public Library acquires 50,000. Ms. Crist underscored the importance of buying current materials at the time the books are published for two reasons: tax laws now penalize publishers who hold onto inventory and items go out of print within months. The participants noted that the first part of building library collections is the selection of materials, the focus then shifts to the activities relating to ordering and acquiring materials, and the final step involves the activities relating to cataloging and the processing of materials. A description of priorities processing was also included.

Following the presentation, the Trustees answered questions from the community related to plans for capital projects and improvements to the branch library, the role friends groups can play in support of library services, and how the local community can participate in the political process to enhance and strengthen library funding, programs and services.

Concluding the meeting, Mrs. Gaines thanked Ms. Crist and the library staff for the excellent presentation and the wonderful job they did.

The meeting of the administrative agency adjourned at 8:20 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Wednesday, June 29, 1988

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 12:18 p.m.

Present at the meeting were Mmes. Gaines and Luthin and Mr. Moloney. Mr. Bulger and Mrs. Goodwin were unable to attend. Also present were Daniel Coolidge of Shepley, Bulfinch, Richardson and Abbott, Inc.; members of the Library administration; staff; and public.

Kevin F. Moloney, President of the Board, presiding.

The first item on the order of business was the approval of minutes. On a motion duly made and seconded the Minutes for March 28, May 16, and June 13, 1988, and for Annual Meeting of May 2, 1988 were approved as amended.

On the next item on the order of business, authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director; or John J. Doherty, Assistant Director; or Jane Manthorne, Assistant Director; or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed nine weeks from July 10, 1988."

Mr. Curley then provided background on the two contracts under consideration pointing out that Library Binding Service, Inc. was the sole eligible and responsible bidder for supplying and delivering bookbinding cloth. Then on a motion duly made and seconded, it was

Minutes of Meeting
Administrative Agency
Wednesday, June 29, 1988
Page Two

"VOTED: that there be entered into with Library Binding Service, Inc., 2134 E. Grand Avenue, Des Moines, Iowa 50305, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering bookbinding cloth, as specified, at a total cost not to exceed eighteen thousand sixteen dollars and no cents (\$18,016.00)."

and

"VOTED: that, without public advertising, there be entered into with Ecological Fibers, Inc., Pioneer Industrial Park, Lunenburg, Massachusetts 01462, a contract for supplying and delivering binders board, as specified, at a total cost not to exceed four thousand seven hundred fifty dollars and no cents (\$4,750.00)."

Next, Mr. Curley gave background on the proposed vote to extend the contractual agreement with B.T.E. for provision of HVAC services through September 30, 1988. Mr. Curley noted that the requisite prevailing salary rates which were to come to the Library from the Commonwealth's Division of Labor and Industry were not ready and therefore the bidding process could not go forward without them, and this is the reason for the need to extend the present contract. Mr. Curley added that the City of Boston's Law Department rules that this action is appropriate. Then on a motion duly made and seconded, it was

"VOTED: to extend the contractual agreement with B.T.E. for provision of HVAC services for such period as the Director may desire, not in any event to exceed three months beginning July 1, through September 30, 1988, at a cost per month (excluding materials) not to exceed \$28,998.51."

Minutes of Meeting
Administrative Agency
Wednesday, June 29, 1988
Page Three

Mr. Curley then addressed the Library's capital improvement program noting that the first step in the annual revision of the City's five-year capital program is submission of general recommendations by each department to the Office of Capital Planning. To this end, Mr. Curley said that he has included in their folders recommended capital improvement proposals including ongoing projects and resubmission of long-standing needs.

Mr. Robert Smith, on behalf of the Hyde Park Friends Group, expressed support of the plans for a demographic and site study for an addition to the current Hyde Park Branch Library facility.

There being no other business, the meeting of the Administrative Agency adjourned at 12:25 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Wednesday, October 12, 1988

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 8:53 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines and Luthin. Mrs. Goodwin was unable to attend. Also present were Bill Barry of Shepley, Bulfinch, Richardson and Abbott, Inc., Sarah Gant, Policy Analyst, Mayor's Office; members of the Library administration; staff; and public.

Kevin F. Moloney, President of the Board, presiding.

The first item on the order of business was the approval of the minutes. On a motion duly made and seconded the minutes of the Regular Meeting for June 29, 1988 were approved.

On the next item on the order of business, authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Jane Manthorne, Assistant Director; or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed eight weeks from September 21, 1988."

The next item was the awarding of contracts. On a motion duly made and seconded, the following contracts were voted as a block:

"VOTED: that the Trustees enter into a contract with Bay State York Co., Inc., 803 Summer Street, South Boston, Massachusetts, the lowest responding to the public invitation for bids for a contract for preventive maintenance equipment, as well as plumbing systems, throughout the Boston Public Library System, during the period of October 1, 1988 through June 30, 1989, with the option for renewal on July 1, 1989 and July 1, 1990, Project No. 8895, at a total cost not to exceed four hundred sixty-five thousand five hundred twenty-five dollars and no cents (\$465,525.00).

The bids received are set forth on BPL Form 121, dated September 14, 1988, attached thereto. This vote is subject to the Board and its counsel's review and confirmation of the written decision which confirms the oral statements of the Department of Labor and Industries that the protest of Buildings Technology Engineers, Inc. has been denied and that no other proceeding or legal bar prevents the award of this contract."

and

"VOTED: that there be entered into with Joyce Office Products Centers, 26 Sturtevant Street, Somerville, Massachusetts 02145, the first low eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous office supplies as specified under items numbered 1, 2, 6, 7, 9a, 9b, 11a, 11b, 12, 13, 15a, 15b, 16, 17, 18a, 18b, 18c, 21, 26a, 26b, 26c, 27, 28, 29a, 29b, 30, and 37a, at a total cost not to exceed four thousand fifty-eight dollars and thirty-one cents (\$4,058.31).

and
further,

"VOTED: that there be entered into with Union Office Supply, 90 Cambridge Street, Charlestown, Massachusetts 02129, the second low eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous office supplies as specified under items numbered 3, 4, 5, 37b, and 38, at a total cost not to exceed two thousand three hundred one dollars and seventy-eight cents (\$2,301.78).

and
further,

"VOTED: that there be entered into with L. E. Muran Co., 45 Dunham Road, Billerica, Massachusetts 01821 the third low eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous office supplies as specified under items numbered 10a, 10b, 14, 19, 20a, 20b, 22, 23a, 23b, 23c, 24, 25a, 25b, 25c, 32, 33 and 34, at a total cost not to exceed two thousand three hundred forty-eight dollars and ninety-eight cents (\$2,348.98)."

and

"VOTED: that there be entered into with Century Paper Co., Inc., the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering items numbered 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, and 25, as specified, at a total cost not to exceed twenty-four thousand eight hundred fifty-six dollars and seventy-four cents (\$24,856.74)."

and

"VOTED: that there be entered into with Precision Computer Supplies, Inc., 12 Davis Drive Pascoag, Rhode Island 02859, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing supplies, as specified under items 1 and 3, at a total cost not to exceed six thousand eight hundred fifty-eight dollars and seventy-five cents (\$6,858.75)."

and

"VOTED: that there be entered into with Allen Stationery Company, 407 Highland Avenue Somerville, Massachusetts 02144, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering miscellaneous paper envelopes, as specified, at a total cost not to exceed seven thousand nine hundred thirty-three dollars and twenty-five cents (\$7,933.25)."

and

"VOTED: that there be entered into with The Dowd Company, Inc., 90 Commerce Way, Woburn, Massachusetts the first low eligible and responsible bidder in the public bidding, a contract for supplying and delivering paper towels (item #2) as specified, at a total cost not to exceed five thousand six hundred forty-five dollars and fifty cents (\$5,645.50)."

Minutes of Meeting
Administrative Agency
October 12, 1988
Page Four

and
further,

"VOTED: that there be entered into with Bay Colony Paper Corp., 293 Lenox Street, Norwood, Massachusetts 02062, the second low eligible and responsible bidder in the public bidding, a contract for supplying and delivering items #1 (toilet tissue) #3 (cold drink cups), #4 (hot drink cups), and #5 (trash liners), as specified, at a total cost not to exceed nine thousand five hundred seventy-five dollars and eighty cents (\$9,575.80)."

Next, Mr. Curley provided background on the recommended agreement between the City of Boston and the Graphic Communications International Union. Then on a motion duly made and seconded, it was

"VOTED: to accept the provisions of the Agreement between the City of Boston and Graphic Communications International Union, AFL-CIO, Local No. 600."

In the Director's Report, Mr. Curley noted that he had forwarded to them copies of two grant proposals on the Gateway Cities Project and a Literacy project. Next Mr. Curley called on Ms. Manthorne to share with the Trustees a recent award for which the Library was honored. Ms. Manthorne recited the award certificate which read as follows: "Boston Magazine is pleased to honor The Boston Public Library System as Best Revamped Local Resource in recognition of Quality and Excellence, Best Of Boston, 1988." Mr. Curley then described the tremendously successful reception held at the Connolly Branch Library on Saturday, October 1, 1988 which was attended by Mayor Raymond L. Flynn and many Friends and supporters of the branch library. Mr. Curley noted that it was a celebration of the restoration of Saturday hours of service after a twenty year hiatus; the completion of major capital improvements with exceptional assistance from the Library's Buildings Department and the Public Facilities Department; the restoration of the branch to its original beauty now serves as a model for other branch restorations; the reestablishment of the branch as an independent branch library uncoupled from the Jamaica Plain Branch Library; landscaping was provided by the Friends of the Branch through a grant from the Boston Foundation's Greenspace Program; the recruitment of a Spanish speaking children's librarian; and the issuance of the first library card for the new, automated circulation system. Mr. Curley then called attention to the exhibit currently in the Great Hall entitled "The USSR: Perestroika and Glasnost," a book exchange exhibiting 1,000 Russian books and photographs. Mr. Curley then noted that on Monday evening at 7:00 p.m., a publications reception will be held at the Brighton Branch Library in celebration

Minutes of Meeting
Administrative Agency
October 12, 1988
Page Five

of the publication it's never easy, a collection of writings by the adult learners at the Family Learning Center at Boston University and funded by the Library Collaboration for Literacy grant at the Brighton and Parker Hill Branch Libraries. Next, Mr. Curley noted that he included the following items in their folders: a letter from the Friends of the Hyde Park Branch Library calling for a branch library restoration and library building expansion program; library fund balances; statistical reports for Community Library Services and Research Library Services Office; and "Program Service Objectives for FY 89." Mr. Curley noted that this program and service objective document begins the process for the development of next year's budget and he plans to schedule planning sessions with the Trustees. Ms. Crist added that the budget document is being revised into an automated document. With regard to the Day Care Center at the Dudley Branch Library, Mr. Curley said that Associated Day Care of Massachusetts went out to bid for construction of the center but they are \$60,000 short of budget and may have to revise the specifications. On a related construction matter, Mr. Doherty said that the construction schedule for the new addition to the West Roxbury Branch Library is on target, the steel structure has been completed, the concrete had been poured, and the renovation of the old building along with the construction of the new wing should be completed by June 1989. Ms. Manthorne then added that the Library just received word that a one-man play is going to be produced by Joseph Harris, a major producer, based on the script written by Arnold and Lois Peyser, from the Boston Public Library's Fred Allen archivess. It is expected to become a major Broadway show.

In other business, Mrs. Gaines noted that she has noticed from the general administrative notices (GAN) that a lot of staff are leaving the library system, "especially key people." Secondly, she has been receiving telephone calls from the public regarding lack of programming for children and young adults at the Mattapan Branch Library. Mrs. Gaines further stated that the 1987 Examining Committee of the Boston Public Library is concluding their work and she noted that the 1988 Examining Committee has not, as yet, been put in motion. Regarding staffing at the Mattapan Branch Library, Mr. Curley noted that one of the objectives in the Program & Service Objectives for FY 89 calls for the separation of Grove Hall from the Mattapan Branch Library which will further enhance programming. Regarding staff retainment, it is noted that the library is budgeted for 589 positions and 580 are presently filled. Ms. Crist and Mr. Kelly added that a recruitment effort is being undertaken at the major library schools. Mrs. Gaines expressed concern that more followup with potential library employees should be given after the initial contact with the prospective candidate is made.

There being no other business, the meeting of the administrative agency adjourned at 9:26 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, December 22, 1988

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 8:25 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Goodwin and Luthin. Mrs. Gaines was unable to attend. Also present were members of the Library administration, staff and public.

Kevin F. Moloney, President of the Board, presiding.

The first order of business was the approval of minutes for October 12, 1988. On a motion duly made and seconded, the minutes of the Regular Meeting of October 12, 1988 were approved.

Next, in authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in Representation of the Trustees for a period not to exceed eight weeks from November 16, 1988."

Then, in the award of contracts, on a motion duly made and seconded, the following contracts were voted on as a block, as follows:

"VOTED: that there be entered into with Associated Microfilm Management Services, Inc., 2670 Warwick Avenue, Warwick, Rhode Island, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering microfilm reader/printer paper and toner, as specified, at a total amount not to exceed twenty thousand nine hundred twenty dollars and no cents (\$20,920.00)."

and

"VOTED: that there be entered into with W. H. Shurtleff Company, One Runway Road, South Portland, Maine 04106, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering rock salt and calcium chloride, as specified in items 1 and 2, at a total cost not to exceed four thousand seven hundred thirty-eight dollars and fifty cents (\$4,738.50)."

Minutes of Meeting
Administrative Agency
December 22, 1988
Page Two

and

"VOTED: that, without public advertising, there be entered into with The Faxon Company, Inc., 15 Southwest Park, Westwood, Massachusetts, a contract for (1) supplying periodicals and serials for the year 1989, and (2) servicing the subscriptions for the individual items throughout the year as specified in the specifications and Appendix A, and subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed one hundred eighty-six thousand one hundred and eighty-nine dollars and sixty-eight cents (\$186,89.68)."

and

"VOTED: that there be entered into with Marketechs, Inc., 148 Linden Street, Wellesley, Massachusetts 02181 the first low eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing miscellaneous supplies, as specified under Group "A" (Items numbered 1, 2, and 3), and Group "E" (Items numbered 11, 12, 13, 14, 15, 16, 17, 18, 19, and 20), at a total cost not to exceed six thousand six hundred ninety-seven dollars and eighty-two cents (\$6,697.82.)"

and
further,

"VOTED: that there be entered into with D. R. White Computer Services, Inc., 636 Washington Street, Canton, Massachusetts 02021, the second low eligible and responsible bidder in the public bidding, a contract for supplying and delivering data processing miscellaneous supplies, as specified under Group "D" (Items numbered 7, 8, 9, and 10), at a total cost not to exceed nine thousand one hundred thirty-one dollars and twenty cents (\$9,131.20)."

Following the vote Mr. Moloney wished everyone a very merry Christmas and a cheerful New Year to all the staff of the Boston Public Library.

Since there was no other business, the meeting of the Administrative Agency adjourned at 8:30 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, February 9, 1989

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 8:12 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines, Goodwin, and Luthin. Also present were Sarah Gant, Policy Analyst, Mayor's Office; members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

Mr. Moloney opened the meeting reporting that the Trustees and Library administrative staff had just concluded a meeting with Mr. Robert Ciolek, City Budget Director, who reviewed the FY90 municipal operating budget situation and provided background on the City's revenue prospects.

The first order of business was the approval of minutes for December 22, 1988. On a motion duly made and seconded, the minutes of the Regular Meeting of December 22, 1988 were approved, subject to one correction.

Next, Mr. Moloney proceeded to the proposed FY90 Library Municipal Operating Budget Request. Mr. Moloney noted that the Trustees have attended a series of budget sessions over the last several weeks to study, discuss, and analyze the details of the proposed budget request. Remarking on the Trustees' responsibility and obligation to make a judgement and determination to fund an appropriate level of library service, Mr. Moloney noted that the city's revenue growth for FY90 is not expected to be as great as the revenue growth for FY88 and FY89 was, and emphasized that this will have to be factored into the budget request. Discussion on the request followed: Mrs. Luthin noted that in a comparative analysis of city appropriations for the last four fiscal years, the Library has received a 70.5% increase in funding as compared to a 26.4% total city increase in funding, demonstrating a tremendous level of support of the Library from the City; Mrs. Goodwin commented on the positive support the Library has received from City Hall over the past several years, resulting in significant progress and response by the Library as demonstrated by the increases in circulation, program attendance, and library use; the Trustees expressed the need for funding the current service program, including provision of staffing for the addition to the West Roxbury Community Library and the Literacy Center at the Dudley Community Library. A FY90 budget request of \$22,466,366 which includes \$15,765,916 for Personnel and \$6,700,450 for Non-Personnel was decided upon. Following discussion among the Trustees, on a motion duly made and seconded, it was

Minutes of Meeting
Administrative Agency
February 9, 1989
Page Two

"VOTED: to accept the revised FY 1990 Library Municipal Operating Budget Request of \$22,466,366 which includes \$15,765,916 for Personnel and \$6,700,450 for Non-Personnel, authorizing Arthur Curley, Director and Librarian, to submit it to the City of Boston's Office of Budget and Program Evaluation."

Next, in authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed eight weeks from January 11, 1989."

Then, in the award of contracts, on a motion duly made and seconded, the following contracts were voted on as a block:

"VOTED: that there be entered into with Massco, Inc., 664 Pleasant Street, Norwood, Massachusetts 02062, the lowest eligible and responsible bidder in the public bidding for items 1, 4, 7, 10, 11, 13, 14, and 16, a contract for supplying and delivering janitorial miscellaneous supplies, items 1, 4, 7, 10, 11, 13, 14, and 16 only, at a total cost not to exceed four thousand eight hundred seventy-eight dollars and fifty-five cents (\$4,878.55)."

and

"VOTED: that there be entered into with Bay Colony Paper Corporation, 293 Lenox Street, Norwood, Massachusetts 02062, the lowest eligible and responsible bidder in the public bidding to bid all items specified, at a total cost not to exceed two thousand one hundred eight-four dollars and fifty-six cents (\$2,184.56)."

Minutes of Meeting
Administrative Agency
February 9, 1989
Page Three

and

"VOTED: that there be entered into with University Products, Inc., 517 Main Street, Holyoke, Massachusetts 01040 the lowest eligible, responsible, and responsive bidder in the public bidding, a contract for supplying and delivering catalog cards, item #1, as specified, at a total cost not to exceed twenty thousand nine hundred ten dollars and no cents (\$20,910.00)."

There being no other business, the meeting of the Administrative Agency adjourned at 8:20.p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, March 30, 1989

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 3:00 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mmes. Gaines and Luthin. Mrs. Goodwin was unable to attend. Also present were Diane MacDonald, Budget Analyst, City's Budget Office; Sarah Gant, Policy Analyst, Mayor's Office; members of the Library administration, staff, media, Friends' Groups and public.

Kevin F. Moloney, President of the Board, presiding.

Mr. Moloney opened the meeting and expressed thanks to the members of the Board for coming to the meeting given short notice. The first order of business was the approval of minutes of the Administrative Agency for February 9, 1989. On a motion duly made and seconded, the minutes of the Regular Meeting of February 9, 1989 were approved.

Next, in authorization to sign payrolls, on a motion duly made and seconded, it was

VOTED: "that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed eight weeks from March 7, 1989."

Then, in the award of a contract for H.V.A.C. Services, on a motion duly made and seconded, it was

VOTED: "that, an emergency amendment to the City's contract with Building Technology Engineers, Inc. (hereinafter BTE), Boston Marine Industrial Park, 306 Northern Avenue, Boston, Massachusetts 02205, for preventive maintenance of heating, ventilating and air conditioning system, as well as plumbing systems, throughout the Boston Public Library system, be amended for nine (9) months, beginning October 1, 1988, through June 30, 1989, at a cost per month not to exceed \$28,998.51, that is the same rates and in accordance with the terms and conditions of the original contract, as amended by the Trustees on Wednesday, June 29, 1988.

and
further
voted:

that, subject to a pending lawsuit, the Library Department is forced to continue this essential preventive maintenance HVAC service with BTE until there has been final adjudication of this lawsuit, yet in no case extending this contract beyond June 30, 1989.

and
further
voted:

the Trustees of the Public Library of the City of Boston will terminate this emergency amendment prior to the expiration of its term if a decision adverse to the plaintiffs is issued by the Court."

Mr. Moloney then proceeded to the proposed FY90 Library Municipal Operating Budget. Mr. Moloney opened the discussion remarking that the Boston Public Library has rebuilt and revitalized its programs and services over the last four years as demonstrated by the significant increases in circulation, program attendance, and library use statistics. Mr. Moloney attributed these major accomplishments to the leadership of Arthur Curley, Director and Librarian, and to the hard work of a talented and dedicated library staff coupled with the tremendous financial support and commitment of Mayor Raymond L. Flynn and the Commonwealth of Massachusetts. At the present time, however, Mr. Moloney said that the Library is facing extremely grave financial circumstances. Mr. Moloney then called upon Mr. Curley to provide a financial picture of the budget situation. Mr. Curley recalled that the Trustees of the Library on February 9, 1989 adopted a budget request for \$22,466,366 that represented a maintenance level in services for Fiscal 1990 including provision of staffing for the addition to the West Roxbury Community Library and the Literacy Center at the Dudley Community Library. Mr. Curley said that the Library was informed just recently by the City's Office of Budget and Program Evaluation that it expects to recommend a budget of \$18,350,000 for the Library, a cut of \$1,120,280 from the current budget and a short-fall of \$4,116,366 from the FY90 request, a difference of 17.8%. In Personnel, Mr. Curley said that the Library is facing a \$3.1 million cut from its proposed budget (20%) or a \$2.6 million cut from projected payroll levels (18%) in addition to a \$1 million cut in the non-personnel account. Mr. Curley said projected deep budget cuts in the FY90 budget would result in "drastic reductions throughout the entire library system."

Mr. Curley said that because the Library's proposed budget represents so many fixed costs mandated to meet legal and minimum standards, the Library has no other choice but to consider planning for major reductions in personnel, services, and resources in order to absorb the proposed cuts. Among the options he will be forced to consider recommending to the Trustees are: eliminating 140 positions but with a current vacancy rate of 15% this translates into laying off 117 present employees by July 1, 1989; collective bargaining agreements

dictate how staff are removed from the payroll but employees must be notified 30 days prior to effective date of dismissal; closing or pairing branch libraries - closing 8 branch libraries would save only \$500,000 of the \$2.6 million cut the Library is expected to absorb; reducing substantially hours of opening at the main library and branches, and/or the services available during those hours - serving as the Library of Last Recourse for the Commonwealth of Massachusetts the Library is required to meet established hours of operation which we currently exceed now by five hours in addition to standards for the purchasing of books or the Library could jeopardize the \$8 million a year it receives in funds from the state; reducing or eliminating various administrative services; and processing fewer books.

Mr. Curley said that the impact of the proposed level of cuts could severely damage the institution and the greatest loss will be in the quality of service the Library now delivers to the citizens of the Commonwealth. Further, the Library launched a major national recruitment campaign to fill long-vacant children's and branch service positions and people moved here at great personal expense, committing themselves to this City and this Library. In addition, Mr. Curley cited the potential loss of employment in services to children, researchers, and outreach visits of children's librarians to the Boston Public Schools which was increased from 10% to 80% over the last several years. He expressed the view that layoffs must be considered a last resort in making budget reductions. Concluding his remarks, Mr. Curley said that the administration plans to submit to the Trustees various options for them to consider in order to address the potential impact of the proposed budget on the Library's service program, the public, and the staff.

Mr. Moloney then announced that the Trustees have scheduled a briefing session on the budget for members of the Examining Committee of the Library and the various representatives of the Friends' Groups scheduled for Saturday, April 1, 1989, 2:00 p.m., in the Children's Resource Center, Copley Square Library. Mr. Moloney said this meeting would give the Friends of the Library an opportunity to voice their concerns and recommendations relative to the proposed budget cuts.

Mrs. Gaines expressed extreme concern that this proposed budget has the "potential to wreak havoc on the entire library system" and she particularly felt for the staff of the Library. The Trustees reinforced Mrs. Gaines' concerns and said that they would work towards improving the budget situation. Mr. Bulger said that the Library is a proven institution and it deserves the very best funding possible. Several representatives of the Library's Friends Groups said that they are willing to lobby for restoring funds to the proposed budget and they noted that a host of community meetings are scheduled in the neighborhoods of the City of Boston.

Minutes of Meeting
Administrative Agency
Thursday, March 30, 1989
Page Four

Following further discussion among the Trustees on the budget crisis, Mr. Moloney said that over the next couple of weeks the Trustees will consider various options on the future course of action and they will schedule a meeting to discuss these options.

Since there was no other business, the meeting of the Administrative Agency adjourned at 3:45 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Monday, May 1, 1989

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 4:17 p.m.

Present at the meeting were Mmes. Gaines, Goodwin, Luthin, and Mr. Moloney. Mr. Bulger was unable to attend. Also present were Sarah Gant, Policy Analyst, Mayor's Office; members of the Library administration, staff, Friends' Groups and public.

Kevin F. Moloney, President of the Board, presiding.

The first order of business was the election of officers. On a motion duly made and seconded, Kevin F. Moloney was nominated for President. No other names were placed in nomination. Subsequent to a viva voce vote, Mr. Moloney was declared elected President.

On a motion duly made and seconded, William M. Bulger was nominated for Vice President. No other names were placed in nomination. Subsequent to a viva voce vote, Mr. Bulger was declared elected Vice President.

On a motion duly made and seconded, the name of Jane Manthorne was placed in nomination for Secretary, with no other nomination. Subsequent to a viva voce vote, Ms. Manthorne was declared elected Secretary.

On a motion duly made and seconded, the name of Jamie McGlone was placed in nomination for Assistant Secretary, with no other nomination. Subsequent to a viva voce vote, Mr. McGlone was declared elected Assistant Secretary.

Next, on a motion duly made and seconded, several items were voted on as a block, as follows:

VOTED: "that any member of the Board of Trustees or, upon delegation by the Board of Trustees, the Director, the Associate Director, or designated Assistant Director be, and hereby is, authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the Library."

and

VOTED: "that, until the next annual meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the Director or Associate Director, or the Secretary of the Trustees be, and hereby is, authorized to sign any and all contracts voted to

be made by the Board in the name and behalf of the City of Boston and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payment under contracts so voted."

and

VOTED: that we, the Trustees of the Boston Public Library, having appointive authority over the Civil Service personnel at the Library, do appoint one of our members, Kevin F. Moloney, Trustee, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

and
further

VOTED: that in the event of the unavailability of Kevin F. Moloney, William M. Bulger, Trustee, is hereby authorized to conduct the above-mentioned hearings, this power to be valid only until the expiration or appointment of any member of this Board."

and

VOTED: that, until the next annual meeting, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Jane Manthorne, Secretary, be and hereby is, authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library below the level of Assistant Directors, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation.

and

VOTED: that until the next Annual Meeting, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the

Minutes of Annual Meeting
Administrative Agency
May 1, 1989
Page Three

Director be, and hereby is, authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1989-1990 budget allowance, but in no case exceeding those in the budget estimates for the fiscal year 1989-1990, as shall be approved by the Board of Trustees, said payments to be reported to the Board at the next regular meeting for confirmation."

There being no other business, the meeting of the Administrative Agency adjourned at 4:21 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON
Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, May 1, 1989

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 4:24 p.m.

Present at the meeting were Mmes. Gaines, Goodwin, Luthin, and Mr. Moloney. Mr. Bulger was unable to attend. Also present were Sarah Gant, Policy Analyst, Mayor's Office; members of the Library administration, staff, Friends' Groups and public.

Kevin F. Moloney, President of the Board, presiding.

In authorization to sign payrolls, on a motion duly made and seconded, it was

VOTED: "that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed eight weeks from May 2, 1989."

Next, in the award of a contract for supplying and delivering air filters, on a motion duly made and seconded, it was

VOTED: "that, there be entered into with Air Filter Sales, Inc., 300 Canal Street, Lawrence, Massachusetts 01840, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering Filters, as specified under Groups B, C and D, at a total cost not to exceed seven thousand seven hundred thirty-two dollars and ten cents (\$7,732.10)."

Mr. Moloney began the discussion of the proposed FY90 Library Municipal Operating Budget remarking that the Library is facing extremely grave financial circumstances and if the funding situation does not change it may require "major surgery" and unavoidable reductions in hours and services virtually throughout the entire library system. Mr. Moloney said that the Library is facing a budget crisis more than the Trustees ever imagined and the origin of the budget short-fall is a direct result of the Massachusetts House Ways and Means Committee's decision to reduce the increase in local aid to cities and towns in addition to the City of Boston's Budget Office use of a wrong payroll figure in projecting the FY89 Personnel Budget for the Library. Mr. Moloney urged everyone present to impress upon their state legislators the importance of restoring the increase in local aid since it directly and substantially affects the Library's

Minutes of Meeting
Administrative Agency
Monday, May 1, 1989
Page Two

budget. Mr. Moloney then recapped the current budget situation as follows: the Trustees of the Library on February 9, 1989 adopted a budget request for \$22,466,366 that represented a maintenance level in services for FY90 including provision of staffing for the addition to the West Roxbury Community Library; subsequently, the City's Office of Budget and Program Evaluation recommended a budget of \$18,500,300 for the Library, a cut of \$969,980 from the current budget and a short-fall of \$3,966,066 from the FY90 request.

Mr. Curley then outlined potential options for budget reductions which he said offer the best hope for retention of the most essential services, even geographic distribution, fairness and equity, and possibility of eventual restoration. Discussion then focused on the directions the Trustees will be taking as they adopt a plan to meet the reduced budget proposed by the City. The Trustees made clear their intent not to close any units or branch libraries at this time. However, there will be unavoidable reductions in hours and services nearly everywhere in the Library system. Although the plans are not final at this point, the Trustees are studying carefully the concept of pairing branches so that two branches share a single staff of professionals and library assistants. At this point, twenty or more of the 25 branch libraries under this plan would experience a reduction from 5 or 6 days of service to 3 days. Branches with "district library" status may retain current hours with reduced staff. At the main library in Copley Square, the final plans are likely to include elimination of Sunday hours throughout the year and, in addition, Saturday closings throughout the summer months. On a continuing basis, entire sections of the main library will be unstaffed or closed for periods when the building is open. For lack of present funding, hours in the Access Center, which serves disabled users, have already been reduced to 40 hours per week. Audio Visual Services and circulation services are being considered for reduced hours. The Fine Arts and Music Departments have already begun closing at 5:00 p.m. on weekdays and all day on Saturdays. 20,000 fewer books will be bought and 2,000 fewer periodical subscriptions will be purchased in the coming year. The technical and administrative services, which support the entire library system, will face reductions of equal magnitude under the emerging plan. Two million dollars of the \$4 million reduction from the Trustees proposed budget will come from these areas. \$1.250 million will not be spent on such items as repairs of equipment, building maintenance, heating and air conditioning systems, and replacement of broken windows. Administrative, technical services, and support staff will be substantially reduced which will cause reductions in administrative areas, development work, publications and publicity preparation, automated system support, delivery services, acquisition and processing of the materials to be purchased.

Announcements were made of three critical forums where the Library's budget or funding for it will be discussed in the coming weeks: the state legislature is reviewing whether

Minutes of Meeting
Administrative Agency
Monday, May 1, 1989
Page Three

local aid will be further cut or restored which directly and substantially affects the City of Boston and the Library's budgets for the coming year; the City Council will be holding a hearing on the Library's City budget on Tuesday, May 23rd at 1:00 p.m.; the Trustees will be meeting between May 23rd and June 1st to adopt a final plan so that the requisite 30 day notice for lay off of staff can be met if required.

Discussion among the Trustees followed regrading efforts to work towards restoring funds to the proposed budget. Several members of the Library's Friends Groups spoke in support of lobbying state and local officials for restoring funds. Mr. John Thomson, President, City-Wide Friends of the Boston Public Library, announced that a public meeting of the Library Friends is scheduled for Tuesday, May 16, 1989 at 7:00 p.m. in the Rabb Lecture Hall. It was noted that the Library has received a tremendous level of support from the City over the last four years and Mrs. Luthin cited that in a comparative analysis of city appropriations for the last four fiscal years, the Library has received a 70.5% increase in funding as compared to a 26.4% total city increase in funding.

At this time, Mr. Moloney noted that a letter was sent to Mr. Robert Ciolek, Budget Director, informing him that Mr. Curley and Mr. Kelly had agreed to forego an anticipated salary increase in fiscal 1990 given the financial circumstances of the city, in response to an article in this week's Boston Globe which stated that Mr. Curley had intended to seek a salary increase.

Mrs. Gaines thanked the Library administration for the tremendous job done on the budget documents and cited that they made a complex issue easier to understand.

In other business, on a motion duly made and seconded, it was

VOTED: "to schedule the meetings of the Trustees of the Public Library of the City of Boston on the first Monday of each month."

There being no other business, the meeting of the Administrative Agency adjourned at 4:55 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, June 5, 1989

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 6:35 p.m.

Present at the meeting were Messrs. Bulger and Moloney, Mes. Gaines, Goodwin and Luthin. Also present were Diane MacDonald, Budget Analyst, City Budget Office; members of the Library administration, staff, Friends' Groups and the public.

Kevin F. Moloney, President of the Board, presiding.

Mr. Moloney opened the meeting with an announcement that in light of the extremely grave financial circumstances which the Library is currently facing as a result of the proposed FY90 Library Municipal Operating Budget, he called for a motion to adjourn the meeting of the Administrative Agency and to go into Executive Session for the purposes of examining the proposed budget cuts and impact on personnel and collective bargaining. On a motion duly made and seconded, and recorded in a roll call vote, it was

VOTED: "to enter into executive session for the purpose of addressing the pending budgetary cuts and impact on personnel and collective bargaining."

The meeting of the Administrative Agency adjourned at 6:38 p.m. and reconvened at 8:05 p.m. following the Executive Session. Mr. Moloney thanked the members of the staff and public for their patience and remarked on the "bleak and dismal fiscal situation" which the institution, Trustees, and Library staff are facing. Mr. Moloney said that the present fiscal situation has resulted in "angry citizens" and "concerned and frightened employees." At this time, Mr. Moloney reviewed the current budget situation as follows: the Trustees of the Library on February 9, 1989 adopted a budget request for \$22,466,366 that represented a maintenance level in services for FY90 including provision of staffing for the addition to the West Roxbury Community Library and the Literacy Center at the Dudley Community Library; subsequently, the City's Office of Budget and Program Evaluation recommended a budget of \$18,500,300 for the Library, a cut of \$969,980 from the current budget and a short-fall of \$3,966,066 from the FY90 request; on May 1, 1989 the Trustees adopted a plan to meet the reduced budget proposed by the City which identified potential options and directions the Trustees may need to take if the funds to the proposed budget are not restored.

Mr. Moloney then reported that the Boston City Council is not expected to consider Mayor Flynn's proposed FY90 Municipal Operating Budget until Wednesday, June 14, 1989; but he added that the City Council has no power to add money to the budget, it can only cut the proposed budget. However, a solid majority of city councillors have indicated that they will vote to reject the Mayor's budget unless he restores severe cuts in the Library's budget. Mr. Moloney encouraged everyone to continue working towards the restoration of funds for the Library and urged the Friends, staff, and public to attend this critical council hearing.

Mr. Moloney then reported that over 7,000 citizens have signed petitions in support of restoring funds for library services and these petitions, which were circulated by the Friends of the Library, have been forwarded to Mayor Flynn. In addition, the Trustees have been attending community forums throughout the city to educate the public on the effect that the proposed budget will have on library services. Since fiscal year 1990 begins July 1, 1989, Mr. Moloney said that the Trustees need to begin the process of planning for major reductions in services, personnel, and resources in order to absorb the proposed cuts. Mr. Moloney then called on Mr. Curley to report on the options the Trustees need to consider if the Library is funded at \$18,500,300. Mr. Curley said that this proposed budget will be a fundamental blow to the achievements the Library has accomplished over the last four years as demonstrated by the significant increases in circulation, program attendance, and library use statistics. Mr. Curley said that the Library will have no other choice but to consider the service reductions if the proposed budget remains, as follows:

PROGRAM OF SERVICE REDUCTIONS

Research Library Services

General Reduction in Service Hours:

- * Eliminate service on Saturday during summer months.
- * Continue elimination of Sunday service.
- * Eliminate book delivery service after 5 p.m., Monday through Friday.

Department Service Hour Reductions:

- * Continue reduction in service hours in Fine Arts department to 40 hours per week, Monday through Friday.
- * Continue reduction in service hours in Music department to 40 hours per week, Monday through Friday.
- * Reduce hours at Kirstein Business Branch to 32 per week by closing each Friday and assigning staff to appropriate departments at Copley Square that day.

Additional Reduction in Services:

- * Eliminate telephone reference service after 5 p.m.
- * Eliminate staffing of Catalog Information Desk after 5 p.m.; Humanities department will assume responsibility for catalog information.
- * Reduce departmental activity in maintaining historic reference files reflecting Boston culture, politics, events.
- * Eliminate preparation of catalogs and bibliographies.
- * Decrease strength of collections through reduction in numbers of periodicals and monographs purchased.

COMMUNITY LIBRARY SERVICES

Branch Services

* A general reduction in service hours of 417 hours per week with commensurate reduction in services/programs for all age groups; such reduction will reflect the goals of professional children's services at each location and the retention of Saturday service hours as described below.

- 21 branch libraries will be open three days per week; service on Saturdays will be continued as one of these three days at branch libraries which have had Saturday service in FY1989.
- 1 branch library (West Roxbury) will be open four days a week to balance service days in the southwest portion of the city and still allow West Roxbury to retain its Saturday service.
- 3 current District Libraries (Brighton, Codman Square, and Dudley) will continue to be open six days a week, but with a reduction in services offered.

* Defer opening of the Dudley Literacy Center

* Defer the creation of a fourth District Library at West Roxbury

Central Services

* All departments closed on Saturdays and Sundays during the Summer

* Access Center: continue reduced service hours (40 hours per week, Monday through Friday)

* Audiovisual Services:

- Reduce hours of public assistance at the AV service desk to 48 hours per week
- Reduce hours during which Central Library programming will be offered to 48 hours per week
- Eliminate film lending to BPL's organizational borrowers
- Indefinitely defer lending of videos to individual borrowers

* Circulation & Shelving Services:

- Eliminate 10 half-time shelf verification positions which contribute to the accurate arrangement and timely return of materials to the shelves in the General Library
- Reduce hours during which the public registration desk is open to 40 hours per week
- Delay implementation of the new automated circulation system in branch libraries through a reduction in the barcoding/training staff

* Community Library Services Office:

- Defer the reinstatement of Children's Services Coordinator (replacement for position of Supervisor of the General

ADMINISTRATIVE, SUPPORT, AND TECHNICAL SERVICES

* COMMUNITY AFFAIRS, PUBLIC RELATIONS AND PUBLICATIONS:

Reduce development campaign to skeletal level; reduce new grant initiatives; reduce design work on flyers, reading lists, etc... and eliminate typesetting activities; reduce special programs and exhibits.

* DATA PROCESSING, SYSTEMS AND SERVICES:

Reduce keyboarding of bibliographic data into automated catalog data base, creating deferred backlog of access information; reduce provision of management information reports.

* DUPLICATING:

Reduce number of materials printed and preparation of jobs for mailing.

* SHIPPING AND RECEIVING:

Eliminate daily delivery to the 40 units served. Deliveries will be reduced to 2-3 times weekly.

* INSPECTION:

Reduce to coverage of one exit only.

* ACQUISITIONS:

Reduce numbers of books ordered; eliminate high-speed priority ordering systems; reduce frequency of routing material to processing points.

* CATALOGING AND CATALOG SUPPORT:

Defer to backlog all materials requiring special treatment or for which existing catalog copy is not readily available.

* BUILDINGS:

Reduce preventative maintenance, graffiti removal, ballast lighting replacement, frequency of cleaning, and non-emergency repairs.

Minutes of Meeting
Administrative Agency
June 5, 1989
Page Five

In addition, Mr. Curley said that a \$1,287,900 cut in the non-personnel account will have to be made. If adopted, Mr. Curley said that this plan will require vacating 150 currently budgeted positions but with a current vacancy rate of 15%, 100 present employees will need to be laid off by July 1, 1989. Mr. Curley remarked that this proposed level of funding could severely impact on the quality of service that the Library has traditionally delivered to the citizens of the Commonwealth.

The Trustees expressed their personal and professional concern on the impact that the proposed budget will have on the entire library system. Following discussion among the Trustees, on a motion duly made and seconded, it was

VOTED: "with great reluctance to adopt the program of service reductions as recommended by Mr. Curley and to distribute the plan of service reductions to all Library units and branch libraries,

and
further

VOTED: to underscore the maintenance of professional children's services at each location and the retention of Saturday service hours."

Next, in the award of contracts, Mr. Curley reported that the contracts are grouped into two categories, A and B. Group A contracts represent those essential to the basic operations of the Library and, in addition, reflect reductions planned in contractual expenses. Group B represents contracts important but not immediately essential to the basic operations of the Library. Further, to the extent that such essential contracts exceed available funds, negotiated reductions in Group B will be undertaken as necessary. Following discussion among the Trustees, on a motion duly made and seconded, it was

GROUP A

VOTED: "that, in exercise of an option to renew, there be entered into with ADT, Inc., 120 Linskey Way, Cambridge, Massachusetts 02142, a renewal agreement for the inspection, testing, and servicing of fire alarm systems and sprinkler systems at the Research Library at a rate of \$164.00 per month, at the Codman Square Branch at a rate of \$97.00 per month, at the Brighton, Charlestown, Fields Corner, Grove Hall, Lower Mills, Mattapan, South End, and West End Branches, at a rate of \$65.00 per month per branch; and for answering emergency calls and all stray and overtime calls at \$65.00 for other hours; at a total cost not to exceed ten thousand six hundred seventy-two dollars (\$10,672.00).

Minutes of Meeting
Administrative Agency
June 5, 1989
Page Six

and,
further,

VOTED: that, in exercise of an option to renew, there be entered into with Aetna Alarm Service Co., Inc., 43 Lenoxdale Avenue, Dorchester, Massachusetts 02124, a renewal agreement for the inspection, testing, and servicing of fire alarm systems and sprinkler systems at the General Library at a rate of \$195.00 per month, and at the Dudley Street Branch at a monthly rate of \$120.00; and for answering emergency calls and all stray and overtime calls at a rate of \$45.00 per hour for regular hours and at \$67.50 per hour for other hours; at a total cost not to exceed six thousand thirty dollars (\$6,030.00)."

VOTED: "that, without public advertising, there be entered into with Autographics, Inc., 3201 Temple Avenue, Pomona, California, a contract for maintenance of certain microfiche readers during the period July 1, 1989, through June 30, 1990, at a total cost not to exceed twenty-three thousand one hundred twenty-one dollars and no cents (\$23,121.00)."

VOTED: "that, in exercise of an option to renew, there be entered into with Bonnell Motors, Inc., 353 Cambridge Street, Winchester, Massachusetts 01890, a renewal agreement for the leasing of four panel trucks and five station wagons during the period July 1, 1989, through June 30, 1990, at the following rates: monthly lease of four panel trucks at \$555.00 per vehicle, and monthly lease of five station wagons at \$525.00 per vehicle; charge per mile of \$.13 for each vehicle, at a total cost not to exceed seventy-five thousand dollars and no cents (\$75,000.00)."

VOTED: "that, there be entered into with P. Clancy & Sons, 735 Adams Street, Dorchester, Massachusetts 02122, the lowest eligible and responsible bidder in a public bidding, a contract for pest control services during the period July 1, 1989, through June 30, 1990, at the Central Library building and at certain Branch Libraries, at a total cost not to exceed four thousand seven hundred thirty dollars and no cents (\$4,730.00)."

Minutes of Meeting
Administrative Agency
June 5, 1989
Page Seven

VOTED: "that, there be entered into with Coverall Service Company, Inc., 73 Addison Street, East Boston, Massachusetts 02128, the lowest eligible and responsible bidder in the public bidding, a contract for furnishing miscellaneous uniforms to the Boston Public Library during the period July 1, 1989, through June 30, 1990, as set forth in contract specifications (two shirts, two pants per person per week @ \$2.15; two overalls per person per week @ \$1.50; two dresses per person per week @ \$1.50), at a total cost not to exceed eight thousand five hundred dollars (\$8,500.00)."

VOTED: "that, in exercise of an option to renew, there be entered into with Excelon Security Services, Inc., 870 Massachusetts Avenue, Boston, Massachusetts, a renewal agreement for guard and patrol services throughout the Boston Public Library System during the period July 1, 1989, through June 30, 1990, at a total cost not to exceed two hundred fifty-eight thousand seven hundred sixteen dollars and twenty-cents (\$258,716.20)."

VOTED: "that there be entered into, without public advertising, with Gilbert Small & Co., Inc., 1391 South Street, Needham, Massachusetts, a service agreement for the examination of building levels at the Boston Public Library, Copley Square (McKim Building), during the period July 1, 1989, through June 30, 1990, subject to the terms, agreements, and conditions set forth in said agreement, at a total cost not to exceed five thousand six hundred sixty dollars and no cents (\$5,660.00)."

VOTED: "that, in exercise of an option to renew, there be entered into with Inforonics, Inc., 550 Newtown Road, Littleton, Massachusetts, a renewal agreement for providing MARC II catalog service (GROUP III) during the period July 1, 1989, through June 30, 1990, subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed eighty thousand dollars and no cents (\$80,000.00)."

Minutes of Meeting
Administrative Agency
June 5, 1989
Page Eight

VOTED: "that, there be entered into, without advertising, with the New England Deposit Library, 135 Western Avenue, Allston, Massachusetts, a rental agreement of storage space therein for books and other Library materials belonging to the Boston Public Library, in accordance with the rates of storage space formally adopted by the governing board of said New England Deposit Library, during the period July 1, 1989, through June 30, 1990, at a total cost not to exceed forty-four thousand six hundred fifty-five dollars and no cents (\$44,655.00)."

VOTED: "that, there be entered into with SMS Computer, Inc., 267 North Beacon Street, Boston, Massachusetts 02135, the lowest eligible and responsible bidder in the public bidding, a contract for rental and maintenance of data display terminals during the period July 1, 1989, through June 30, 1990, at a total cost not to exceed thirty-four thousand seven hundred four dollars and no cents (\$34,704.00), with option to renew on July 1, 1990, and on July 1, 1991, at the bid price."

VOTED: "that, in exercise of an option to renew, there be entered into with Zytron Corporation, 39 Brooks Drive, Braintree, Massachusetts 02184, a renewal agreement for supplying computer output microfiche ("COM") to the Boston Public Library during the period July 1, 1989, through June 30, 1990, subject to the terms, agreements, and conditions set forth in said agreement, at a total cost not to exceed forty-one thousand one hundred ninety-seven dollars and no cents (\$41,197.00)."

GROUP B

VOTED: "that, there be entered into with P. Clancy & Sons, 735 Adams Street, Dorchester, Massachusetts 02122, the lowest eligible and responsible bidder in a public bidding, a contract for the cleaning of windows during the period July 1, 1989, through June 30, 1990, at Library buildings designated under Groups I & II of the specifications, at a total cost not to exceed thirteen thousand one hundred dollars (\$13,100.00)."

VOTED: "that, there be entered into with Information Management, Inc., 17 Accord Park Drive, Norwell, Massachusetts 02061, the lowest eligible and responsible bidder in the public bidding, a contract for supplying computer keyentry and keyverification services to the Boston Public Library during the period July 1, 1989, through June 30, 1990, at a total cost

Minutes of Meeting
Administrative Agency
June 5, 1989
Page Nine

VOTED: "that, there be entered into, without public advertising, with International Business Machines Corporation, a Corporation having places of business at Armonk, New York, and One Copley Place, Boston, Massachusetts, a contract for rental of certain data processing equipment during the period July 1, 1989, through June 30, 1990, the total rental thus charged to be subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed thirty thousand two hundred fifty dollars and no cents (\$30,250.00)."

VOTED: "that, there be entered into, without public advertising, with International Business Machines Corporation, a corporation having places of business at Armonk, New York, and One Copley Place, Boston, Massachusetts, a contract for maintenance of certain data processing equipment during the period July 1, 1989, through June 30, 1990, the total amount thus paid to be subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed sixteen thousand five hundred dollars and no cents (\$16,500.00)."

VOTED: "that, there be entered into with National Plate Glass Co., Inc., 216 McGrath Highway, Somerville, Massachusetts 02134, the sole eligible and responsible bidder in the public bidding, a contract for furnishing and installing window materials as specified in the specifications under Groups "A", "B", "C", "D", "E", "F", "G", and "H", during the period July 1, 1989, through June 30, 1990, at a total cost not to exceed forty thousand dollars and no cents (\$40,000.00)."

VOTED: "that, there be entered into with Regional Business Equipment, Inc., 401 West Broadway, South Boston, Massachusetts 02127, the lowest eligible and responsible bidder in the public bidding, a contract for furnishing typewriter repair services for the Boston Public Library System during the period July 1, 1989, through June 30, 1990, at a total cost not to exceed two thousand nine hundred thirty-nine dollars (\$2,939.00)."

Minutes of Meeting
Administrative Agency
June 5, 1989
Page Ten

VOTED: "that, there be entered into without public advertising, with URS Information Systems, Inc., One Pope Street, Wakefield, Massachusetts 01880, a contract for the maintenance of data processing equipment, during the period July 1, 1989 through June 30, 1990, subject to the terms, agreements, and conditions set forth in said agreement, at a total cost not to exceed twenty-two thousand one hundred twenty-eight dollars and no cents (\$22,128.00)."

VOTED: "that, there be entered into with Water Chemicals, Inc., 155 Sixth Street, Chelsea, Massachusetts 02150, the lowest eligible and responsible bidder in the public bidding, a contract for inspection, testing, and treatment of HVAC water systems at the Central Library Building and at other Library locations during the period July 1, 1989, through June 30, 1990, at a total cost not to exceed seven thousand one hundred fifty-two dollars and no cents (\$7,152.00)."

Next, in authorization to sign payrolls, on a motion duly made and seconded, it was

VOTED: "that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed eight weeks from June 27, 1989."

Then, on the approval of minutes, on a motion duly made and seconded, the minutes of the Regular Meeting of March 30, 1989 and the Annual and Regular Meetings of May 1, 1989 were approved.

Mr. Curley noted that the Trustees have in their folders statistical and narrative reports reflecting the current activities of the Library.

There being no other business, the meeting of the Administrative Agency adjourned at 8:27 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, July 7, 1989

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 2:35 p.m.

Present at the meeting were Messrs. Bulger and Moloney and Mmes. Gaines and Luthin. Mrs. Goodwin was unable to attend. Also present were Sarah Gant, Policy Analyst, Mayor's Office; members of the Library administration, staff, Friends' Groups and the public.

Kevin F. Moloney, President of the Board, presiding.

Mr. Moloney called for a motion to adjourn the meeting of the Administrative Agency and to go into Executive Session for the purposes of addressing new developments in the proposed FY90 Library Operating Budget and their impact on personnel and collective bargaining. On a motion duly made and seconded, and recorded in a roll call vote, it was

VOTED: "to enter into executive session for the purpose of examining the proposed FY90 Library Operating Budget and its impact on personnel and collective bargaining."

The meeting of the Administrative Agency adjourned at 2:37 p.m. and reconvened at 3:10 p.m. following the Executive Session. The first item on the order of business was the approval of minutes for June 5, 1989. Approval of the minutes of June 5, 1989 was deferred until the next meeting.

Next, in authorization to sign payrolls, on a motion duly made and seconded, it was

VOTED: "that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed eight weeks from August 22, 1989."

The next item on the order of business was the contract for preventative maintenance of the HVAC (heating, ventilating, and air conditioning) Systems throughout the Library system. Mr. Curley noted that this preventative maintenance contract is an extremely complicated situation because of several legal challenges pending in addition to

Minutes of Meeting
Administrative Agency
July 7, 1989
Page Two

rewritten specifications to more clearly represent and underscore the preventative maintenance needs of the Library. Further, since BTE, Inc. was the lowest eligible, responsible and responsive bidder, acceptance of this bid will save the Library substantial funds. At Mr. Curley's recommendation, on a motion duly made and seconded, it was

VOTED: "that there be entered into with Building Technology Engineers, Inc., 306 Northern Avenue, Boston, Massachusetts 02205-9022, the lowest eligible, responsible and responsive bidder in the public bidding, a contract for preventative maintenance of the HVAC Systems, throughout the Boston Public Library System during the period July 1, 1989, through June 30, 1990, at a total cost not to exceed four hundred fifty-eight thousand three hundred and seven dollars and no cents (\$458,307.00), with the (Official's) option for renewal on July 1, 1990, and July 1, 1991, at bid price."

Mr. Moloney then turned to the next order of business focusing on the FY90 Library Operating Budget. Mr. Moloney recapped the current budget situation as follows: the Trustees of the Library on February 9, 1989 adopted a budget request for \$22,466,366 that represented a maintenance level in services for FY90 including provision of staffing for the addition to the West Roxbury Community Library and the Literacy Center at the Dudley Community Library; subsequently, the City's Office of Budget and Program Evaluation recommended a budget of \$18,500,300 for the Library, a cut of \$969,980 from the current budget and a short-fall of \$3,966,066 from the FY90 request; on May 1, 1989 the Trustees adopted a plan to meet the reduced budget proposed by the City which identified potential options and directions the Trustees would need to take if the funds to the proposed budget were not restored; on June 5, 1989 the Trustees voted with great reluctance to adopt a program of service reductions which would require vacating 150 currently budgeted positions and the lay off of 80 - 100 present employees by July 1, 1989. Mr. Curley then reported that recent actions of the City Council, and the Mayor's revision of the budget originally sent to the Council, has resulted in restoring \$1,457,000 to the FY90 Library budget. In addition, the actions of the State Legislature, through a senate sponsored amendment to the State budget (line item 7000-9401), will add \$570,000 to funds for the Library of Last Recourse Program for

Minutes of Meeting
Administrative Agency
July 7, 1989
Page Three

reference and research services for the Commonwealth by increasing the per capita amount the Library receives from 61.3 cents to 71 cents per resident. Mr. Bulger said that this appropriation bill is on the Governor's desk awaiting his signature and he expected that some action would be taken by Thursday, July 13, 1989. Mr. Bulger encouraged all library supporters to call or write the Governor to express their support of this amendment to the budget. Mr. Moloney and Mr. Curley said that they would write a letter of support to the Governor following the meeting.

Taken together, Mr. Curley said that these actions would result in the addition of over \$2,000,000 restored to the proposed budget and represent a most dramatic improvement in the budget situation. Mr. Curley said that although the Library still faces a difficult year, he is recommending a revised plan of service for FY90 which includes the avoidance of layoffs based on the new and projected increased budget. Mr. Curley added that the avoidance of layoffs truly merits the highest priority, for the potential damage both to the institution and to individual lives would be incalculable. Mr. Curley said that the proposed revisions would result in severe reductions of some services because of staff shortages and he reported that the staff has been reduced by 50 employees from a year ago. Mr. Curley said that some relocation of staff members may be required and these would be negotiated with the respective unions. Concluding his remarks, Mr. Curley said that the proposed revised plan of service for FY90 offers the most reasonable prospect of beginning the process of repairing the damage to morale and momentum which has already occurred and which will take great effort and much time to repair. Mr. Curley then presented the Revised Plan of Service for FY90, as follows:

Minutes of Meeting
Administrative Agency
July 7, 1989
Page Four

B O S T O N P U B L I C L I B R A R Y
R E V I S E D P L A N O F S E R V I C E F O R F Y 9 0

**** All Layoff Notices Are Rescinded ****

RESEARCH LIBRARY SERVICES

Services and collections of the Research Library will be maintained in most areas. Proposed reductions for Catalog Information, Book Delivery, and telephone reference services are being restored. Certain reductions in service will continue as follows:

* General Reduction in Service Hours:

Eliminate service on Saturday during summer months

Continue elimination of Sunday service

* Department Service Hour Reductions:

Continue reduction in service hours in Music and Fine Arts departments to 40 hours per week, Monday through Friday

Kirstein Business Branch will be open Monday through Friday, but the 2nd floor will be closed during lunch hours

* Additional Reduction in Services:

Reduce departmental activity in maintaining historic reference files reflecting Boston culture, politics, events

Eliminate preparation of catalogs and bibliographies

COMMUNITY LIBRARY SERVICES: CENTRAL LIBRARY

Services will be maintained in most areas. Circulation Services are partially restored. Certain reductions in services will continue as follows:

Minutes of Meeting
Administrative Agency
July 7, 1989
Page Five

- * All departments closed on Saturdays and Sundays during the summer
- * Access Center: continue reduced service hours (40 hours per week, Monday through Friday)
- * Audiovisual Services: Indefinitely defer lending of videos to individual borrowers
- * Defer the reinstatement of Children's Services Coordinator

COMMUNITY LIBRARY SERVICES: BRANCHES

All branches are restored to a five or six day opening schedule. Certain reductions in service will continue as follows:

- * Overall service hours reduced by 80 hours per week; Saturday service is maintained in full or part, and Children's services are maintained at 17 branches

Summer Plan: All branches are open five days a week
Ten branches have meal closings

Winter Plan: Four branches will be open six days a week,
with 8 hours of Saturday service

Ten branches will be open six days a week,
with 4 hours of Saturday service

Eleven branches will be open five days a
week, with meal closings

- * Additional Service Adjustments:

Defer opening of the Dudley Literacy Center

Open enlarged facility but defer the creation of a fourth District Library at West Roxbury

Staffing levels will mean reduced levels of programming for all ages

ADMINISTRATIVE, SUPPORT, AND TECHNICAL SERVICES

Services with most immediate impact on public services are being restored. Certain reductions continue as follows:

* Community Affairs, Public Relations and Publications:

Reduce development campaign to skeletal level; reduce new grant initiatives; reduce design work on flyers, reading lists, etc... and eliminate typesetting activities; reduce special programs and exhibits

* Data Processing, Systems and Services:

Reduce keyboarding of bibliographic data into automated catalog data base, creating deferred backlog of access information; reduce provision of management information reports

* Duplicating:

Reduce number of materials printed and preparation of jobs for mailing

ADMINISTRATIVE, SUPPORT, AND TECHNICAL SERVICES (cont.)

* Inspection:

Reduce coverage

* Cataloging and Catalog Support:

Defer to backlog many materials requiring special treatment or for which existing catalog copy is not readily available

* Buildings:

Reduce preventative maintenance, graffiti removal, ballast lighting replacement, frequency of cleaning, and non-emergency repairs

Minutes of Meeting
Administrative Agency
July 7, 1989
Page Seven

Continuing the discussion, Mr. Curley praised the Friends of the Library for all their efforts in successfully achieving the restoration of funds for the Library and thanked Mr. Bulger for his continuing support of the institution. Mr. Moloney said that the last several months has been a difficult time for everybody, especially for those employees who were faced with the possibility of being laid off. Mr. Moloney added that this change in the Library's circumstances would not have taken place without the many hours of hard work by the officers and members of Friends of the Library organizations and citizens throughout the city. Mr. Moloney thanked Mr. Curley, Mr. Kelly, Ms. Loke, Mr. Rutkovskis, and Mr. Barrett and union officers for their efforts in undertaking a most difficult job of negotiating changes in the "best possible spirit." Mrs. Gaines said that the previously voted Program of Service Reductions would have "gutted the Library System" to the extent that she doubted seriously if the Library would have ever been able to recover. Further, Mrs. Gaines said, that after many sleepless nights, she had seriously considered resigning as a Trustee if she were faced with the possibility of voting to close any branch libraries. Mrs. Gaines added that the public should be informed that closing any branch library, even for a few hours, would have a "devastating" impact on the community. Mrs. Luthin expressed a "deep debt of gratitude" to the staff in the branch libraries who provided "first class service" to the community throughout this difficult situation and especially to those whose jobs were on the line. Mrs. Gaines concurred and said that the "Library is a class act." Following discussion among the Trustees and on the recommendation of Mr. Curley, on a motion duly made and seconded, it was

VOTED: "to adopt the Revised Plan of Service for FY90 as recommended by Mr. Curley, the FY90 Municipal Operating Budget, and the memorandum of July 6, 1989 submitted by Mr. Curley."

Mr. Curley said that he would immediately issue a General Administrative Notice to rescind all layoff notices and have the revised plan of service for FY90 distributed to all Library units and branch libraries.

There being no other business, the meeting of the Administrative Agency adjourned at 3:30 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, September 22, 1989

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 10:25 a.m.

Present at the meeting were Messrs. Bulger and Moloney and Mmes. Gaines and Goodwin. Mrs. Luthin was unable to attend. Also present were Douglass Shand-Tucci; Daniel Coolidge and Bill Barry of Shepley, Bulfinch, Richardson and Abbott, Inc.; members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

The first item on the order of business was the approval of minutes. On a motion duly made and seconded the Minutes for the Regular Meetings of June 5, 1989 and July 7, 1989 were approved.

Next, in authorization to sign payrolls, on a motion duly made and seconded, it was

VOTED: "that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed eight weeks from October 17, 1989."

Mr. Curley then provided background and an update on the FY90 Library budget and service-level operations. Mr. Curley reported that two million dollars of the four million dollars cut from the library's budget was restored: \$1.5 million was restored by the Boston City Council, and an additional \$500,000 was added by the state. This resulted in the rescinding of all layoff notices to staff members; present staffing levels have been reduced through attrition from 590 to 520 employees which is below the number of budgeted positions and therefore the library can begin to fill critical positions necessary to maintain the plan of service; a high priority will be given to filling eight vacant children's librarians positions and other public service positions; given the fiscal constraints, there will continue to be reduced hours of service at the Central and Branch Libraries in addition to reductions in the purchasing of materials and supplies.

Mrs. Gaines discussed the need for rewarding excellence in job performance and inquired about the status of the classification study which Hewitt Associates had planned to conduct following the compensation study which they completed for the Library. Mr. Curley responded that the second half of the Hewitt study was indeed going to address the whole range of classification issues, including mechanisms for promotions, but this study has been put on hold due to budgetary constraints and the ongoing city-wide study on comparable

Minutes of Meeting
Administrative Agency
September 22, 1989
Page Two

worth and job reclassification. Mrs. Gaines also underscored the importance of outreach and knowledge of the community, where applicable, when filling library positions. Both Ms. Goodwin and Mr. Bulger concurred with this recommendation. On another issue, Mrs. Gaines reported that she understands that the tour program of the Central library buildings, sponsored by the Junior League of Boston, is meeting with great success and she praised the tour guides remarking that they are providing an invaluable service to both users of the Library and members of the community.

The next item on the order of business was the election of a Secretary. The name of Jamie McGlone was placed in nomination. On a motion duly made and seconded, it was

VOTED: "to elect Jamie McGlone, Secretary of the Administrative Agency."

In other business, Mr. Curley recalled that the celebration of the grand opening of the addition to the West Roxbury Branch Library is slated for 4:00 p.m. on Sunday, September 24, 1989, on the grounds of the library at 1961 Centre Street, West Roxbury. Mr. Curley added that he is extremely pleased with the new addition and it represents a model for what the library intends to do throughout the neighborhood communities.

There being no other business, the meeting of the Administrative Agency adjourned at 10:50 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, November 30, 1989

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 9:42 a.m.

Present at the meeting were Messrs. Bulger and Moloney, and Mmes. Gaines, Goodwin, and Luthin. Also present were members of the Library administration, staff and public.

Kevin F. Moloney, President of the Board, presiding.

The first order of business was the approval of minutes. On a motion duly made and seconded, the Minutes for the Regular Meeting of September 22, 1989 were approved.

Next, in authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed eight weeks from December 12, 1989."

The next item addressed on the order of business was the award of contracts. Mr. Moloney said that the Trustees would consider them as a block and called for any questions or discussion. Mrs. Luthin inquired as to the purchasing power with regard to the contract for supplying, delivering and servicing periodicals and serials. Mr. Curley responded that the FY90 periodicals budget would allow for the purchase of 16,000 subscriptions which is slightly down from the previous year. Following discussion, on a motion duly made and seconded, the award of contracts were approved, as follows:

"VOTED: that there be entered into with Allen Stationery Co., 40 Alston Street, Somerville, Massachusetts 02143, the lowest eligible and responsible bidder to have bid, in a public bidding, all specified items, a contract for supplying and delivering envelopes as specified under items numbered 1 through 10, at a total cost not to exceed four thousand five hundred ten dollars and sixty cents (\$4,510.60)."

"VOTED: that there be entered into with Allen Stationery Co., 40 Alston Street, Somerville, Massachusetts 02143, the first low eligible, responsive, and responsible bidder in a public bidding, a contract for supplying and delivering office supplies, as specified under items numbered 6, 7(a), 7(b), 8(b), 9(a), 11, 13, 15, 17, 19(a), 19(b), 20, 21(a), 21(b), 21(c), 22(a), 22(b), 22(c), 22(d), 24(a), 24(b), 25(a), 25(b), 26, 28(a), 28(b), 29, 30(a), 30(b), 32, and 33, at a total cost not to exceed two thousand five hundred sixty dollars and seventy-nine cents (\$2,560.79)."

and,
further

VOTED: that there be entered into with L.E. Muran Company, 45 Dunham Road, Billerica, Massachusetts 01821, the second low eligible, responsive, and responsible bidder in a public bidding, a contract for supplying and delivering office supplies, as specified under items numbered 1, 2, 3, 4, 5, 8(a), 9(b), 10, 13, 14, 16, 18(a), 18(b), 23, 27, 31, 34(a), 34(b), 35(a), 35(b), 35(c), 36(a), and 36(b), at a total cost not to exceed six thousand three hundred seventy dollars and seventy-three cents (\$6,370.73)."

"VOTED: that there be entered into with Anacomp Inc., 200 Boston Avenue, Medford, Massachusetts 02166, the low eligible and responsible bidder in the public bidding, a contract for supplying and delivering Library Lamps and Bulbs for Microtext Equipment and Audio/Visual Equipment as specified under Group A, Items 1, 2, 3, & 4, at a total cost not to exceed three thousand nine hundred seventy-nine dollars and no cents (\$3,979.00)."

"VOTED: that there be entered into with Bay Colony Paper Corporation, 293 Lenox Street, Norwood, Massachusetts 02062, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering shipping supplies as specified under item number 4, 5, 6A, 6B, and 6C, at a total cost not to exceed three thousand seventy-four dollars and eighty cents (\$3,074.80)."

Minutes of Meeting
Administrative Agency
Thursday, November 30, 1989
Page 3

"VOTED: that there be entered into with Bay Colony Paper Corporation, 293 Lenox Street, Norwood, Massachusetts 02062, the lowest eligible, responsive, and responsible bidder in the public bidding, a contract for supplying and delivering paper towels, toilet tissue, paper cups, and trash liners, as specified, at a total cost not to exceed fourteen thousand three hundred sixty dollars and seventy-five cents (\$14,360.75)."

"VOTED: that without public advertising, there be entered into with The Faxon Company, Inc., 15 Southwest Park, Westwood, Massachusetts, a contract for (1) supplying periodicals and serials for the year 1990, and (2) servicing the subscriptions for the individual items throughout the year as specified in the specifications and Appendix A, and subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed one hundred eighty-two thousand fifty-five dollars and two cents (\$182,055.02)."

"VOTED: that there be entered into with the Brodart Company, 1609 Memorial Avenue, Williamsport, PA., 17705, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering resource and acquisition supplies as specified under groups A, B, C and D, at a total cost not to exceed ten thousand five hundred thirty-four dollars and fifty cents (\$10,534.50)."

"VOTED: that there be entered into with Lindenmeyr Munroe, One Second Street, Peabody, Massachusetts 01960, the first low eligible and responsible bidder in the public bidding, a contract for supplying and delivering offset paper as specified under items numbered 1, 3, 4, 5, 66, 7, 8, 9, 10, 11, 14, and 15, at a total cost not to exceed twenty thousand seven hundred twenty-eight dollars and twenty-five cents (\$20,728.27)."

Minutes of Meeting
Administrative Agency
Thursday, November 30, 1989
Page 4

and,
further

"VOTED: that there be entered into with H.M. Century Paper Company, 28 York Avenue, Randolph, Massachusetts 02368, the second low eligible and responsible bidder in the public bidding, a contract for supplying and delivering offset paper as specified under items numbered 2, 12, 13, 16, and 17, at a total cost not to exceed eleven thousand four hundred forty-three dollars and no cents (\$11,443.00)."

"VOTED: that there be entered into with Northeast Computer Supplies, Inc., 24 Keewaydin Drive, Salem, New Hampshire 03079, the lowest eligible, responsive, and responsible bidder in a public bidding under Groups "A" and "B: of the Specifications, a contract for supplying and delivering data processing supplies as specified under Group "A" (Magnetic Media) and Group "B" (Labels), at a total cost not to exceed five thousand one hundred sixty-three dollars and no cents (\$5,163.00)."

and,
further,

"VOTED: that there be entered into with Moore Business Forms, Inc., 29 Washington Street, Wellesley Hills, Massachusetts 02181, the lowest eligible, responsive, and responsible bidder in a public bidding under Group "C" of the Specifications, a contract for supplying and delivering data processing supplies as specified under Group "C" (Continuous Feed Paper), at a total cost not to exceed three thousand four hundred twenty-six dollars and ninety cents (\$3,426.90)."

Minutes of Meeting
Administrative Agency
Thursday, November 30, 1989
Page 5

"VOTED: that there be entered into with Zytron Corporation, 39 Brooks Drive, Braintree, Massachusetts 02184, the first low, eligible and responsible bidder in the public bidding, a contract for supplying and delivering microfilm paper and toner as specified under items numbered 1, 2, and 5, at a total cost not to exceed thirty-five thousand one hundred seventy-eight dollars and thirty-eight cents (\$35,178.38)."

"VOTED: that there be entered into with Library Binding Service, P.O. Box 1413, 2134 E. Grand Avenue, Des Moines, Iowa 50305, the lowest eligible and responsible bidder in the public bidding, a contract for supplying and delivering Library bookbinding cloth as specified under item numbers 1, 2, 3, and 4, at a total cost not to exceed Nineteen Thousand Three Hundred Ninety-one Dollars and Twenty Cents (\$19,391.20)."

and,
further,

"VOTED: that there be entered into with Associated Microfilm Management Services, Inc., 2670 Warwick Avenue, Warwick, Rhode Island 02889, the second low, eligible and responsible bidder in the public bidding, a contract for supplying and delivering microfilm paper as specified under item number 3, at a total cost not to exceed three thousand sixty-two dollars and fifty cents (\$3,062.50)."

In the course of the meeting of the Administrative Agency, at 9:50 a.m. it was decided by the Trustees to enter into Executive Session for the purposes of discussing the FY90 Library Operating Budget and FY91 Proposed Library Budget and their impact on personnel and collective bargaining. The Trustees returned to the meeting of the Administrative Agency at 10:30 a.m.

Minutes of Meeting
Administrative Agency
Thursday, November 30, 1989
Page 6

Mr. Curley updated the Board members on the status of the Library's FY90 Operating Budget and reported that the Library administration is presently developing the Library's FY91 Budget including the preliminary establishment of objectives and target levels of the service program. Ms. Goodwin said that the service program document submitted by Mr. Curley was an excellent document which clearly demonstrates the need for more financial resources in order to accomplish the wishes of the library community we serve. Mr. Curley added that future meetings of the Trustees will be devoted to developing a budget proposal which is responsive to the fiscal times, yet safeguards the essential mission of the Library.

Mr. Moloney then addressed the adjustment of FY90 salary schedules for exempt staff, excluding the Director and Associate Director. On a motion duly made and seconded, with Mmes. Gaines and Luthin voting opposed, it was

"VOTED: to confirm that, consistent with salary adjustments which took effect July 5, 1989 for staff covered by collective bargaining agreements, adjustments in the amount of 6.5% be applied to the salary scales of exempt staff of the Library, effective as of July 5, 1989; and, further, that the Director be authorized to implement these salary adjustments consistent with the provisions in the budget approved by the Trustees for FY90".

Mr. Curley then noted that he has included in the Trustees' folders narrative and statistical reports representing the latest activities for the Library. There being no other business, the meeting of the Administrative Agency adjourned at 10:35 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Wednesday, March 7, 1990 . . .

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 6:35 p.m.

Present at the meeting were Messrs. Bulger and Moloney, and Mmes. Gaines and Luthin. Also present were members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

The first order of business was the approval of minutes. On a motion duly made and seconded the Minutes for the Regular Meeting of November 30, 1989 were approved.

Next, authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby are, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed eight weeks from April 3, 1990."

The next item addressed on the order of business was the award of contracts. Following discussion, on a motion duly made and seconded, the award of contracts were approved, as follows:

"VOTED: that, in exercise of an option to renew, there be entered into with Building Technology Engineers, Inc., 306 Northern Avenue, Boston, Massachusetts 02205-9022, a renewal agreement for preventive maintenance of the HVAC Systems throughout the Boston Public Library System, during the period July 1, 1990, through June 30, 1991, at a total cost not to exceed four hundred fifty-eight thousand, three hundred seven dollars and no cents (\$458,307.00)."

Minutes of Meeting
Administrative Agency
March 7, 1990
Page Two

and

"VOTED: that, in exercise of an option to renew, there be entered into with Excelon Security Services, Inc., 870 Massachusetts Avenue, Boston, Massachusetts, a renewal agreement for guard and patrol services throughout the Boston Public Library System during the period July 1, 1990, through June 30, 1991, at a total cost not to exceed two hundred fifty-eight thousand seven hundred sixteen dollars and twenty cents (\$258,716.20)."

and

"VOTED: that, in exercise of an option to renew, there be entered into with Inforonics, Inc., 550 Newton Road, Littleton, Massachusetts, a renewal agreement for providing MARC II catalog service (GROUP III) during the period July 1, 1990, through June 30, 1991, subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed eighty thousand dollars and no cents (\$80,000)."

and

"VOTED: that, in exercise of an option to renew, there be entered into with SMS Computer, Inc., 267 North Beacon Street, Boston, Massachusetts 02135, a renewal agreement for the rental and maintenance of data display terminals during the period July 1, 1990, through June 30, 1991 at a total cost not to exceed thirty-four thousand seven hundred four dollars and no cents (\$34,704.00)."

and

"VOTED: that, in exercise of an option to renew, there be entered into with Zytron Corporation, 39 Brooks Drive, Braintree, Massachusetts 02184, a renewal agreement for supplying computer output microfiche ("COM") to the Boston Public Library during the period July 1, 1990, through June 30, 1991, subject to the terms agreements, and conditions set forth in said agreement, at a total cost not to exceed forty-one thousand one hundred ninety-seven dollars and no cents (\$41,197.00)."

Minutes of Meeting
Administrative Agency
March 7, 1990
Page Three

and

"VOTED: that, without public advertising, there be entered into with Autographics, Inc., 3201 Temple Avenue, Pomona, California, a contract for maintenance of certain microfiche readers during the period July 1, 1990, through June 30, 1991 at a total cost not to exceed twenty-three thousand one hundred twenty-one dollars and no cents (\$23,121.00)."

and

"VOTED: that there be entered into with Edison Chemical Co., Inc., 71 Amory Street, Boston, Massachusetts 02119, the lowest eligible, responsible, and responsive bidder in a public bidding for supplying and delivering janitorial miscellaneous supplies as specified under items 5, 6, 7, 12, 13, 15, 16, 19, 20, 21, and 22, a contract for supplying and delivering those items (5, 6, 7, 12, 13, 15, 16, 19, 20, 21, and 22) as specified, at a total cost not to exceed four thousand five hundred seventeen dollars and no cents (\$4,517.00)."

and

"VOTED: that there be entered into, without public advertising, with Gilbert Small & Co., Inc., 1391 South Street, Needham, Massachusetts, a service agreement for the examination of building levels at one Central Library Building (Johnson) during the period July 1, 1990, through June 30, 1991, the total fee thus charged to be subject to the terms, agreements, and conditions set forth in said agreement, at a total cost not exceed twelve thousand five hundred dollars and no cents (\$12,500.00)."

Mr. Curley updated the Board members on the development of the Library's FY91 Operating Budget reporting that the Library submitted to the city's Budget Department two budgets: a maintenance budget of \$20,600,000 and a target budget of \$18,200,000. Mr. Curley explained that the maintenance budget would enable the Library to provide those services and resources currently being provided, while the target budget would have a serious effect on the existing plan of service. Meanwhile, the Mayor plans to submit his budget to the City Council on April 11, 1990. Mr. Curley added that he will seek the approval of the Board to adopt a plan of service once the final budget figures are made available.

Minutes of Meeting
Administrative Agency
March 7, 1990
Page Four

Mr. Curley called attention to the schematic drawings displayed throughout the Trustees Room which represented both ongoing and completed major branch library renovation projects. Mr. Curley described the planned renovations for the Charlestown Service Building and Grove Hall, Kirstein, Mattapan, and South Boston Branch Libraries. Mr. Curley added that upon completion of the projects, all branch libraries will be covered by a security alarm system and fire alarm system directly connected to the Fire Department.

Next Mr. Curley shared with the Board members a plan for the restructuring of the Community Library Services operation. Discussion followed on the plans for the phased opening of the Literacy Center at the Dudley Branch Library. Mr. Curley then noted that he has included in the Trustees' folders narrative and statistical reports representing the latest activities for the Library. There being no other business the meeting of the Administrative Agency adjourned at 7:10 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Thursday, May 3, 1990

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 6:07 p.m.

Present at the meeting were Messrs. Bulger and Moloney, and Mrs. Gaines. Also present were members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

The first item on the order of business was the election of officers. On a motion duly made and seconded, Kevin F. Moloney was nominated for President. No other names were placed in nomination. Subsequent to a viva voce vote, Mr. Moloney was declared elected President.

On a motion duly made and seconded, William M. Bulger was nominated for Vice President. No other names were placed in nomination. Subsequent to a viva voce vote, Mr. Bulger was declared elected Vice President.

On a motion duly made and seconded, the name of Jamie A. McGlone was placed in nomination for Secretary, with no other nomination. Subsequent to a viva voce vote, Mr. McGlone was declared elected Secretary.

Next, on a motion duly made and seconded, several enabling votes for the signing of bills, contracts, and authorizing routine operating procedures were voted on as a block, as follows:

"VOTED: that any member of the Board of Trustees or, upon delegation by the Board of Trustees, the Director, the Associate Director, or designated Assistant Director be, and hereby is, authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the Library."

and

"VOTED: that, until the next annual meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the Director or Associate Director, or the Secretary of the Trustees be, and hereby is, authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City of Boston and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payment under contracts so voted."

Minutes of Annual Meeting
Administrative Agency
May 3, 1990
Page Two

and

"VOTED: that we, the Trustees of the Boston Public Library having appointive authority over the Civil Service personnel at the Library, do appoint one of our members, Kevin F. Moloney, President, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

and
further

"VOTED: that in the event of the unavailability of Kevin F. Moloney, William M. Bulger, Vice President, is here by authorized to conduct the above-mentioned hearings, this power to be valid only until the expiration or appointment of any member of this Board."

and

"VOTED: that, until the next annual meeting, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Jamie A. McGlone, Secretary, be and hereby is, authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for appointment of all officers and employees of the Library below the level of Assistant Directors, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation."

and

"VOTED: that until the next Annual Meeting, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is, authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1989-1990, as shall be approved by the Board of Trustees, said payment to be reported to the Board at the next regular meeting for confirmation."

Minutes of Annual Meeting
Administrative Agency
May 3, 1990
Page Three

Mr. Moloney then welcomed everyone present to join him in the Rabb Lecture Hall for the 1990 Francis Moloney Lecture by David Halberstam, Pulitzer Prize-winning journalist and distinguished author, who was speaking on his most recent best seller "Summer of '49."

There being no other business, the Annual Meeting of the Administrative Agency adjourned at 6:09 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, May 3, 1990

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 5:50 p.m.

Present at the meeting were Messrs. Bulger and Moloney, and Mmes. Gaines and Luthin. Also present were members of the Library administration, staff, and public.

Kevin F. Moloney, President of the Board, presiding.

The first item on the order of business was the approval of minutes. On a motion duly made and seconded, the Minutes for the Regular Meeting of March 7, 1990 were approved.

Next, authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby are authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed eight weeks from May 29, 1990."

The next item addressed on the order of business was the award of contracts. Mr. Curley provided background information on the contracts and, on his recommendation, on a motion duly made and seconded, the contracts were voted on as a block, as follows:

"VOTED: that there be entered into with the City of Boston a contract between the Trustees of the Public Library of the City of Boston (a Corporation under Chapter 114 of the Acts of 1878), and the City of Boston, for the purchase of books and certain other library bibliographical acquisition materials, in an amount not to exceed the amount appropriated in the Library Department budget for books and other related bibliographical acquisition materials, during the period July 1, 1990, through June 30, 1991."

and

"VOTED: that there be entered into with ADT, Inc., 120 Linskey Way, Cambridge, Massachusetts 02142, the lowest eligible, responsible, and responsive bidder in the public bidding, a contract for

inspection, testing, and servicing of fire alarm systems and sprinkler systems at the Central Library and at certain other Library locations during the period July 1, 1990, through June 30, 1991, at a total cost not to exceed twenty-one thousand one hundred thirty-eight dollars and no cents (\$21,138.00), with option to renew on July 1, 1991, and on July 1, 1992, at the bid price."

and

"VOTED: that, there be entered into with Ameriglass Corporation, 430 Beach Street, Revere, Massachusetts 02151, the lowest eligible, responsive bidder in the public bidding, a contract for furnishing and installing window materials as specified in the contract specifications under Group "A", "B", "C", "D", "E", "F", "G", and "H", during the period July 1, 1990, through June 30, 1991, at a total cost not to exceed thirty thousand dollars and no cents (\$30,000.00)."

and

"VOTED: that, there be entered into with P. Clancy & Sons, 735 Adams Street, Dorchester, Massachusetts 02122, the lowest eligible and responsible bidder in the public bidding, a contract for the cleaning of windows during the period July 1, 1990, through June 30, 1991, at Library buildings designated under Groups I & II of the Specifications, at a total cost not to exceed seventeen thousand dollars and no cents (\$17,000.00)."

and

"VOTED: that, there be entered into with P. Clancy & Sons, 735 Adams Street, Dorchester, Massachusetts 02122, the lowest eligible, responsive and responsible bidder in the public bidding, a contract for pest control services during the period July 1, 1990, through June 30, 1991, at the Central Library Building and at certain Branch Libraries, at a total cost not to exceed four thousand two hundred fifty dollars and no cents (\$4,250.00)."

and

"VOTED: that there be entered into with Coverall Services & Ind. Supply Co., Inc., 73 Addison Street, East Boston, Massachusetts 02128, the lowest eligible, responsive and responsible bidder in the public bidding, a contract for furnishing miscellaneous uniforms to the Boston Public Library during the period July 1, 1990, through June 30, 1991, as set forth in contract specifications (2 shirts, 2 pants per person per week @ \$2.19; two overalls per person per week @ \$1.54; two dresses per person per week @ \$1.54), at a total cost not to exceed seven thousand five hundred dollars (\$7,500.00)."

and

"VOTED: that, there be entered into with Manassa System, Inc., 530 Warren Street, Boston, Massachusetts 02121, the lowest eligible, responsive and responsible bidder in the public bidding, a contract for supplying computer keyentry and keyverification services to the Boston Public Library during the period July 1, 1990, through June 30, 1991, at a total cost not to exceed thirty-four thousand dollars and no cents (\$34,000.00)."

and

"VOTED: that there be entered into with Merchants Rent-A-Car, Inc., 1278 Hooksett Road, Hooksett, New Hampshire 03106, the lowest eligible, responsible and responsive bidder in the public bidding, a contract for the leasing of four (4) panel trucks and four (4) station wagons during the period July 1, 1990, through June 30, 1991, at the following rates: monthly lease of four panel trucks \$681.00 per vehicle, and monthly lease of four station wagons at \$694.00 per vehicle, charge per mile unlimited for each vehicle, at a total cost not to exceed sixty-six thousand dollars and no cents (\$66,000.00) with the Official's option for renewal on July 1, 1991, at bid price."

and

Minutes of Meeting
Administrative Agency
May 3, 1990
Page Four

and

"VOTED: that there be entered into, without public advertising, with the New England Deposit Library, 135 Western Avenue, Allston, Massachusetts, a rental agreement for storage space therein for book and other Library materials belonging to the Boston Public Library, in accordance with the rates of storage space formally adopted by the governing board of said New England Deposit Library, during the period July 1, 1990, through June 30, 1991, at a total cost not to exceed forty-one thousand two hundred fifty-eight dollars and no (\$41,258.00)."

and

"VOTED: that, there be entered into with Regional Business Equipment, Inc., 401 West Broadway, South Boston, Massachusetts 02127, the lowest eligible, responsive and responsible bidder in the public bidding, a contract for furnishing typewriter repair services for the Boston Public Library System during the period July 1, 1990, through June 30, 1991, at a total cost not to exceed two thousand eight hundred eighty-six dollars and fifty cents (\$2,886.50)."

and

"VOTED: that, there be entered into with Water Chemicals, Inc., 155 Sixth Street, Chelsea, Massachusetts 02150, the lowest eligible and responsible bidder in the public bidding, a contract for inspection testing, and treatment of HVAC water systems at the Central Library Building and at other Library locations during the period July 1, 1990, through June 30, 1991, at a total cost not to exceed seven thousand four hundred sixty dollars and no cents (\$7,460.00)."

Minutes of Meeting
Administrative Agency
May 3, 1990
Page Five

In his Director's Report, Mr Curley reported that Mayor Flynn filed his FY91 Budget proposal with the City Council on April 11, 1990. The Budget was subsequently referred to the Committee on Ways and Means. The Committee is expected to schedule a hearing on the Library's budget in the near future. Mr. Curley said that he will inform the Board once the hearing is scheduled. Mr. Curley then made reference to the narrative and statistical reports representing the latest activities for the Library which were placed in their folders.

There being no other business, the meeting of the Administrative Agency adjourned at 5:55 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Tuesday, October 16, 1990

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 11:05 a.m.

Present at the meeting were Trustees Bulger, Consalvo, Gaines, Snyder, Taylor, and members of the Library administration, staff and public.

William M. Bulger presiding.

The Trustees confirmed, for administrative agency purposes, the organization of the Board established by the Corporation: Senator Bulger as President pro tempore, and William O. Taylor as Vice President pro tempore.

The President then deferred until the next meeting action on the approval of Minutes for the Annual and Regular Meetings of May 3, 1990 in order for the new members of the Board to examine them. Next, in authorization to sign payrolls, on motion duly made and seconded, it was

"VOTED; that subject to the approval of the Mayor in accordance with the provisions of Section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be and hereby is, authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed eight weeks from November 27, 1990."

The next item addressed on the order of business was the award of contracts. The Director stated that the proposed contracts had been publicly bid and awards were proposed to the low bidders. Following discussion and on a motion duly made and seconded, the contracts were voted on as follows:

"VOTED: that there be entered into with Lindenmeyr Munroe, One Second Street, Peabody, Massachusetts 01960, the first low eligible and responsible bidder in the public bidding, a contract for supplying and delivering offset paper as specified under items numbers 1, 4, 6, 7, 8 and 9, at a total cost not to exceed fourteen thousand two hundred sixty-six dollars and eighty-eight cents (\$14,266.88).

Minutes of Meeting
Administrative Agency
October 16, 1990
Page Two

and
further,

"VOTED: that there be entered into with W.F.F. Paper Corp., New England, 290 Beaver Street, Franklin, Massachusetts 02038, the second low eligible and responsible bidder in the public bidding, a contract for supplying and delivering offset paper as specified under items numbered 2, 3, 5, 10 and 11, at a total cost not to exceed two thousand nine hundred seventy-two dollars and ten cents (\$2,972.10)."

and

"VOTED: that there be entered into with Tritex Computer Supplies, 304 Cambridge Road, Woburn, Massachusetts 01801, the lowest eligible, responsive and responsible bidder in the public bidding under Groups "A", "B", "E" and "F" of the Specifications, a contract for supplying and delivering data processing supplies as specified under Group "A" (Magnetic Media), Group "B" (Labels, Continuous Feed), Group "E" (Printer Ribbons) and Group "F" (Toner Cartridges), at a total cost not to exceed five thousand three hundred seventy-nine dollars and fifty-nine cents (\$5,379.59).

and
further,

"VOTED: that there be entered into with Duplex Products, Inc., 150 Wood Road, Suite 403, Braintree, Massachusetts 02184, the lowest eligible, responsive and responsible bidder in the public bidding under Group "C" of the Specifications, a contract for supplying and delivering data processing supplies as specified under Group "C" (Paper, Continuous Feed), at a total cost not to exceed eleven thousand eight hundred eighty dollars and no cents (\$11,880.00).

and
further,

VOTED: that there be entered into with Impact Marketing Systems, Inc., 11 Industrial Way, Salem, New Hampshire 03079, the lowest eligible, responsive and responsible bidder in the public bidding under Group "D" of the Specifications, a contract for supplying and delivering data processing supplies as specified under Group "D" (Forms, Continuous Feed), a total cost not to exceed four thousand five hundred dollars and no cents (\$4,500.00).

Minutes of Meeting
Administrative Agency
October 16, 1990
Page Three

and
further,

VOTED: that there be entered into with Graphic Technology, Inc. - Data Documents Systems (GTI-DDS), 14824 W. 117th Street, Olathe, Kansas 66062, the lowest eligible, responsive and responsible bidder in the public bidding under Group "G" of the Specifications, a contract for supplying and delivering data processing supplies as specified under Group "G" (Bar Code Labels), at a total cost not to exceed eighteen thousand two hundred seventy-five dollars and forty cents (\$18,275.40)."

There followed some discussion on the need to give contracts to Boston's firms and minority and women's businesses.

Mrs. Gaines discussed the recent change by the Commonwealth to raise the minimum of contract bidding from \$2,000 to \$10,000 except the city of Boston.

In his Director's Report, Mr. Curley noted that he included in each Trustee's folder personnel action reports, narrative and statistical reports for Community Library Services and Research Library Services, and the monthly summaries of the trial balance and trust fund income reports. The Director pointed out that circulation statistics and library use throughout the system have been significantly increasing in recent years. In response to an inquiry from Mr. Taylor regarding the management and administration of trust funds, the Associate Director said that under the law, trust funds are held and invested by the Trustees, (a Corporation under the acts of 1878) but the physical custody of the securities is the responsibility of the Collector-Treasurer of the city of Boston. Further, the Collector-Treasurer has contracted with the Bank of Boston to hold the securities and administer them. Each year the income from the portfolio is distributed to the Trustees of the Library subject to a vote of the Board. The Trustees retain the services of Wellington Management Company to advise on the investment of the portfolio.

The Director then discussed plans for the restoration of Sunday service and suggested that an implementation be deferred until after the elections on November 6, 1990. The Board agreed.

There being no other business, the meeting of the Administrative Agency adjourned at 11:30 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, December 14, 1990

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 11:35 a.m.

Present at the meeting were Trustees Bulger, Consalvo, Gaines, Snyder, Taylor, and members of the Library administration, staff and public.

William M. Bulger presiding.

The first item on the order of business was the approval of minutes. On a motion duly made and seconded, the minutes for the Regular Meeting and Annual Meeting on May 3, 1990 (deferred from previous meeting) together with the Regular Meeting on October 16, 1990 were approved.

On the next item for action, authorization to sign payrolls, the Director stated that while the Board votes authorization for the signing of payrolls at the Annual Meeting it is customary for the Trustees to reaffirm this authorization at each of the regular meetings. On a motion duly made and seconded, it was,

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby are authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed twelve weeks from December 19, 1990."

The next item on the Order of Business was the award of contracts. In this regard Mr. Consalvo stated that there were some questions as to whether these contracts followed the requirements of the new state uniform procurement law, Chapter 30B. He suggested that some procedures required by the new law may not have been followed in the view of the Chief Procurement Officer and since these questions remain the contracts should not be voted. Mr. FitzPatrick, the Library Procurement Officer, was asked to review library practices with regard to the matter of procurement and in the course of his review he stated that the City Law Department had assured him that the Library has always conformed to the public procurement rules. Mrs. Gaines questioned how agencies were to function if they are in need of materials and Mr. Taylor inquired about the available stock of the items in question. Following further discussion and on a motion duly made and seconded, contingent upon the approval of the Chief Procurement Officer, it was

Minutes of Meeting
Administrative Agency
December 14, 1990
Page Two

"VOTED: that there be entered into with L. E. Muran Company, Dunham Road, Billerica, Massachusetts 01821, the lowest eligible, responsive, and responsible bidder in the public bidding, a contract for supplying and delivering office supplies as specified, at a total cost not to exceed fourteen thousand eight hundred sixty-four dollars and fifteen cents (\$14,864.15)."

and

"VOTED: that, there be entered into with The Dowd Company, Div. International Paper Company, 90 Commerce Way, Woburn, Massachusetts 01888, the lowest eligible, responsive, and responsible bidder in the public bidding, a contract for supplying and delivering paper towels, toilet tissue, paper cups, and trash liners, as specified, at a total cost not to exceed fourteen thousand nine hundred and thirty-three dollars and fifty cents (\$14,933.50)."

There being no other business, the meeting of Administrative Agency adjourned at 11:50 a.m.

_____ Secretary

Please read, initial below
and return to the Secretary

_____ Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Wednesday, February 27, 1991

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 10:50 a.m.

Present at the meeting were Trustees Bulger, Consalvo, Gaines, Taylor, and members of the Library administration, officials from the city's Office of Budget and Program Evaluation, staff and public.

William M. Bulger presiding.

The first item on the order of business was the approval of minutes. On a motion duly made and seconded, the minutes for the Regular Meeting of December 14, 1990 were approved.

On the next item for action, authorization to sign payrolls, the Director stated that this was the standard vote taken at each regular meeting. Then, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby are authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed twelve weeks from March 13, 1991."

The President then announced that it was necessary to go into Executive Session to discuss matters relating to collective bargaining. On a motion duly made and seconded, it was so voted. Upon returning from Executive Session, and there being no other business, the meeting of the Administrative Agency adjourned at 11:46 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Monday, May 13, 1991

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 10:12 a.m.

Present at the meeting were Trustees Bulger, Consalvo, Gaines, Synder, and Taylor. Also present were members of the Library administration, staff, public, and representatives from the Friends' Groups.

The first item was the election of officers. On a motion made and seconded, it was voted to confirm the duly elected officers of the Corporation to act for the Administrative Agency.

William M. Bulger presiding.

The President proposed that items number one through four on the order of business relating to enabling votes for the signing of bills, contracts, and authorizing routine operating procedures would be voted on as a block. Then, on a motion duly made and seconded, the following items were voted on as follows:

VOTED: that any member of the Board of Trustees or, upon delegation by the Board of Trustees, the Director, the Associate Director, or designated Assistant Director be, and hereby is, authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the Library.

and

"VOTED: until the next Annual Meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the Director or Associate Director, or the Secretary of the Trustees be, and hereby is, authorized to sign any and all ontracts voted to be made by the Board in the name and behalf of the City of Boston and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payment under contracts so voted."

and

"VOTED: that we, the Trustees of the Boston Public Library, having appointive authority over the Civil Service personnel at the Library, do appoint the President of this Board, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;"

Minutes of Annual Meeting
Administrative Agency
May 13, 1991
Page Two

and
further,

"VOTED: that in the event of the unavailability of the President, the Vice President is hereby authorized to conduct the above-mentioned hearings, this power to be valid only until the expiration or appointment of any member of the Board."

and

VOTED: that, until the next Annual Meeting, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Jamie A. McGlone, Secretary, be and hereby is, authorized to act on behalf of the Trustees in the administration of the personnel the procedures established by them for the appointment of all officers and employees of the Library below the level of Assistant Director, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation."

and

VOTED: that until the next Annual Meeting, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is, authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1991-1992 budget allowance, but in no case exceeding these in the budget estimates for the fiscal year 1991-1992, as shall be approved by the Board of Trustees, said payment to be reported to the Board at the next regular meeting for confirmation."

Minutes of Annual Meeting
Administrative Agency
May 13, 1991
Page Three

There being no other business, the Annual Meeting of the
Administrative Agency adjourned at 10:17 a.m.

_____ Secretary

Please read, initial below and
return to the Secretary

_____ Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, May 13, 1991

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 10:37 a.m.

Present at the meeting were Trustees Bulger, Consalvo, Gaines, Snyder, and Taylor. Also present were members of the Library administration, staff, public, and representatives from the Friends' Groups.

William M. Bulger presiding.

The first item on the order of business was the approval of minutes. On a motion duly made and seconded, the minutes for the Regular Meeting of February 27, 1991 were approved.

Next, authorization to sign payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby are authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed twelve weeks from June 4, 1991."

The next item addressed on the order of business was the award of contracts. Mr. Curley provided background information on the contracts noting that they conform to the requirements of the new state uniform procurement law, Chapter 30B. Discussion followed on the contract for preventive maintenance of the HVAC Systems throughout the Library system, focusing on the distinction between maintenance and repair. The Associate Director noted that there will be a change in companies furnishing guard and patrol service. Then, on a motion made and seconded, it was

"VOTED: that, in exercise of an option to renew, there be entered into with Building Technology Engineers, Inc., 306 Northern Avenue, Boston, Massachusetts 02205-9022, a renewal agreement for preventive maintenance of the HVAC Systems throughout the Boston Public Library System, during the period July 1, 1991, through June 30, 1992, at a total cost not to exceed four hundred fifty-eight thousand, three hundred seven dollars and no cents (\$458,307.00)."

and

Minutes of Meeting
Administrative Agency
May 13, 1991
Page Two

"VOTED: that there be entered into with the City of Boston a contract between the Trustees of the Public Library of the City of Boston (a corporation under Chapter 114 of the Acts of 1878), a non-advertised contract, authorized under G.L. 30-B, Section 7 (a) referred to as procurement of Library Books, and the City of Boston, for the purchase of books and certain other library bibliographical acquisition materials, in an amount not to exceed the amount appropriated in the Library Department budget for books and other related bibliographical acquisition materials, during the period July 1, 1991, through June 30, 1992."

and

"VOTED: that, there be entered into with P. Clancy & Sons, 735 Adams Street, Dorchester, Massachusetts 02122, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., c. 30B, a contract for the cleaning of windows at the Central Library building and at various other Library locations during the period July 1, 1991, through June 30, 1992, at a total cost not to exceed fourteen thousand seventy dollars and no cents (\$14,070.00).

and

"VOTED: that there be entered into with Colonial Business Equipment and Service Co., Inc., 50 Redfield Street, Boston, Massachusetts 02122, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., c. 30B, a contract for Furnishing Typewriter Repair Services for the Boston Public Library System during the period July 1, 1991 through June 30, 1992, at a total cost not to exceed three thousand nine hundred forty-eight dollars and no cents (\$3,948.00)."

and

"VOTED: that, there be entered into with Coverall Service & Industrial Supply Co., Inc., 73 Addison Street, East Boston, Massachusetts 02128, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., c. 30B, a contract for furnishing miscellaneous uniforms during the period July 1, 1991, through June 30, 1992, at a total cost not to exceed six thousand eight hundred fifty-four dollars and sixty-four cents (\$6,854.64)."

Minutes of Meeting
Administrative Agency
May 13, 1991
Page Three

and

"VOTED: that there be entered into with Cullinan Engineering Co., Inc., the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., c. 30B, a contract for the examination of building levels at one Central Library Building (McKim) during the period July 1, 1991, through June 30, 1992, at a total cost not to exceed three thousand seven hundred fifty dollars and no cents (\$3,750.00)."

and

"VOTED: that, there be entered into with Edwards Company, Inc., 195 Farmington Avenue, Farmington, Connecticut 06032, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., c. 30B, a contract for the inspection, testing, and servicing of fire alarm systems and sprinkler systems beginning July 1, 1991, and continuing for a thirty-six (36) month period ending June 30, 1994, at a total cost for the three (3) year period not to exceed sixty-one thousand five hundred sixty dollars and no cents (\$61,560.00). The cost for the first fiscal year (1992) is not to exceed twenty thousand five hundred twenty dollars and no cents (\$20,520.00)."

and

"VOTED: that, there be entered into with Merchants Rent-A-Car, Inc., 1278 Hooksett Road, Hooksett, New Hampshire 03106, the sole eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., c. 30B, a contract for the leasing of four (4) panel trucks and four (4) station wagons for a twenty-four (24) month period ending June 30, 1993, at a total cost for the two year period not to exceed one hundred thirty-two thousand dollars and no cents (\$132,000.00); and the total cost for the first fiscal year (1992), not to exceed sixty-six thousand dollars and no cents (\$66,000.00). The monthly lease rate of four panel trucks is \$681.00 per vehicle; the monthly lease rate of four station wagons is \$624.00 per vehicle."

and

Minutes of Meeting
Administrative Agency
May 13, 1991
Page Four

"VOTED: that, there be entered into with SMS Systems Maintenance Services, Inc., One Heritage Building, Berlin, Massachusetts 01503, the lowest eligible, responsive and responsible bidder in the public bidding, advertised under G.L., c. 30B, a contract for rental and maintenance of data display terminals (multi three (3) year period) during the period July 1, 1991, and continuing for the thirty-six (36) month period ending June 30, 1994, at a total cost for the three (3) year period not to exceed ninety-six thousand six hundred twenty-four dollars and no cents (\$96,624.00). The cost for the first fiscal year (1992) is not to exceed thirty-two thousand two hundred eight dollars and no cents (\$32,208.00)."

and

"VOTED: that, there be entered into with System Exterminating Contractors, 208 Washington Street, Dorchester, Massachusetts 02124, the lowest eligible, responsive and responsible bidder in the public bidding, advertised under G.L., c. 30B a contract for Extermination and Pest Control Services at the Central Library and at certain Branch Libraries during the period July 1, 1991, through June 30, 1992, at a total cost not to exceed three thousand one hundred sixty dollars and no cents (\$3,160.00)."

and

"VOTED: that, there be entered into with United Mirror & Plate Glass, 190 Broadway, Somerville, Massachusetts 02134, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., c. 30B, a contract for window installation and repair at the Central Library and branch libraries during the period July 1, 1991, through June 30, 1992, at a total cost not to exceed twenty-four thousand dollars and no cents (\$24,000.00)."

and

"VOTED: that, there be entered into with Water Chemicals, Inc., 155 Sixth Street, Chelsea, Massachusetts 02150, the lowest eligible and responsible bidder in the public bidding, advertised under G.L., c. 30B, a contract for inspection, testing, and treatment of HVAC water systems at the Central Library Building and at other Library locations during the period July 1, 1991,

Minutes of Meeting
Administrative Agency
May 13, 1991
Page Five

through June 30, 1992, at a total cost not to exceed seven thousand four hundred sixty dollars and no cents (\$7,460.00)."

and

"VOTED: that, there be entered into with Wells Fargo Guard Services, 278 Mystic Avenue, Medford, Massachusetts 02155, the lowest eligible, responsive and responsible bidder in the public bidding, advertised under G.L., c. 30B, a contract for Furnishing Guard and Patrol Service for the Boston Public Library (multi three (3) year period) during the period July 1, 1991, and continuing for a thirty-six (36) month period ending June 30, 1994, at a total cost for the three (3) year period not to exceed six hundred ninety-five thousand, two hundred and thirty dollars and ninety-eight cents (\$695,230.98). The cost for the first fiscal year (1992) is not to exceed two hundred thirty-one thousand, seven hundred forty-three dollars and sixty-six cents (\$231,743.66)."

The Director updated the members of the Board on the status of the proposed FY92 Operating Budget pursuant to the Mayor's recommended appropriation to the Library of \$17,790,000 which represents a reduction of 9.2% from the current year. The Director recalled the document reviewed at the Trustees' Meeting on February 27th which addressed the implications of reductions in funding up to 14% (the target then established by the City's Budget Office) and which outlined a range of retrenchment options. The Director said many of those measures involve consolidations and reductions in technical services and related support activities and noted that expenditures for books and other library materials must, by state regulation, represent a minimum 12% of the operating budget. A 9% cut in acquisitions budget means that during FY92 there will be a 20,000 - 25,000 reduction in book orders and that a significant number of periodicals subscriptions will have to be cancelled. The Director said that the other major requirement in state regulations is that the Central Library must be open a minimum of 64 hours per week. However, seasonal variation is allowed during the non-academic year; therefore reduction of Central Library hours by elimination of Saturday service during the summer months is a major option which is most reluctantly recommended. In addition, reductions in hours of service of the Special Collections Departments would be permissible, according to interpretations by the Board of Library Commissioners, provided access to the general collections met the 64 hour requirement. The Director, therefore, proposed to reduce hours of service in the Fine Arts, Music, Sound Archives, and Young Adult Departments by 99 hours per week (24, 24, 35, and 16 respectively; Print and Rare Book Departments are already operating on such reduced schedules.)

Next, the Director suggested that the most equitable yet efficient plan for branch library services would be the following:

- The Kirstein Business Branch to remain open five days per week with a reduced staff which will necessitate closing its second floor for two hours each day (12:00 - 2:00 p.m.)
- Four regional branch libraries to remain open six days per week during the winter months, but to operate with reduced staff. These four branch libraries to close on Saturdays during the summer months.
- Eleven branch libraries to remain open five days per week; ten of these branch libraries to lose a half-day of service on Saturdays. (Net loss of 35 hours per week.)
- Five branch libraries to remain open three days per week; each of these branches to lose two days of service per week. (Loss of 55 hours per week.)
- Five branch libraries to remain open two days per week; each of these branches to lose three days of service per week. (Loss of 95 hours per week.)
- Total Loss of Hours185 hours per week
- Mobile Library Services to continue to operate 35 hours per week

Further, the Director said that the major cost reductions to be realized through these measures are reductions in personnel. The proposed FY92 budget requires a reduction of approximately 60 positions but through a hiring freeze and attrition put in place in January staffing levels have already been reduced by 22 positions. The Director stated that these measures will continue and other measures as well, but that the lay-off of staff may have to be implemented as a last resort. The Director concluded that the legal process by which this occurs is subject to negotiations with the Library's three collective bargaining units.

Discussion among the Trustees followed concerning the implications and impact on the library community. Mrs. Gaines called the pairing of branch libraries "death to the branches" and expressed grave concern for the children, young adults, and the elderly regarding the effects these proposed cuts would have on them. Mrs. Gaines noted that she toured four branches this week and met with the staff and members of the neighborhoods pointing out that many expressed the concern of the devastating impact that pairing would have on the services to the neighborhoods. Further, she said that cutting the branch hours would add additional economic burdens to those members of the community who already have few economic resources. The Director said that while pairing is an alternative to closing the branch library, which then subjects the buildings to

Minutes of Meeting
Administrative Agency
May 13, 1991
Page Seven

vandalism and destruction, the decision becomes a choice of the lesser of two evils. Mr. Consalvo suggested that the plan of service should maintain the "front line staff which provides direct library service perhaps at the expense of the back-room staff." Mr. Bulger said that "every effort should be made to maintain and keep alive the basic structure of the organization during this time of fiscal retrenchment so that during better economic times we will be able to build upon the basic core of what the library is all about."

The President then introduced and welcomed Carl Lundquist, Vice President of the City-Wide Friends of the Boston Public Library, who distributed to the members of the Board a packet containing information on the Friends' Group, asked that the meetings of the Trustees be scheduled at a more convenient time, and pledged the full support of the Friends' Group to work toward getting the Library level funded making reference to a petition distributed throughout the neighborhoods noting that 500 people have already signed it just this week.

The President then announced that it was necessary to go into Executive Session to discuss matters relating to collective bargaining. On a motion duly made and seconded, it was so voted.

The meeting of the Administrative Agency adjourned at 11:10 a.m.

_____ Secretary

Please read, initial below and
return to the Secretary

_____ Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Tuesday, June 18, 1991

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 10:41 a.m.

Present at the meeting were Trustees Bulger, Consalvo, Gaines, Snyder, and Taylor. Also present were members of the Library administration, staff, public, and representatives from many of the Branch Libraries Friends' Groups.

William M. Bulger presiding.

The first item on the Order of Business was the award of contract for Inspection, Testing, Servicing and Full Preventive Maintenance of Elevator Equipment. The Director noted that the proposed company was the lowest eligible, responsive and responsible bidder in the public bidding. Then, on a motion duly made and seconded, it was

"VOTED: that there be entered into with Millar Elevator Service Company, a Division of Schindler Elevator Corporation, 300 Bent Street, Suite 100, Cambridge, Massachusetts 02141, the lowest eligible, responsive and responsible bidder in the public bidding, advertised under G.L. c. 149, a contract for Inspection, Testing, Servicing and Full Preventive Maintenance of Elevator Equipment in various Library Buildings for a multi-three (3) year period, beginning July 1, 1991, and continuing for a thirty-six (36) month period, ending June 30, 1994, at a total cost for the three (3) year period not to exceed Eighty-Three Thousand Nine Hundred Eighty-Eight Dollars and No Cents (\$83,988.00). The cost for the first Fiscal Year (1992) is not to exceed Twenty-Seven Thousand Nine Hundred Ninety-Six Dollars and no Cents (\$27,996.00)."

The next item addressed on the Order of Business was the FY1992 Municipal Operating Budget: Plan of Service Reductions. The President explained that it would be necessary to go into Executive Session to discuss matters relating to collective bargaining but first welcomed the many members of the various library friends' groups who were present to express their concerns regarding proposed library cutbacks and invited them to voice their recommendations. First the Director updated the members of the board on the current budget situation: as of this date, the budget before the City Council remains at \$17,790,000, a 9.2 % reduction from this year's appropriation and \$3,000,000 below "maintenance" level; it is also \$800,000 below the proposed minimum level required to qualify for state funds; as we are now just two weeks from the new fiscal year, we have no choice but to begin implementation of the reductions in services and activities which have been reviewed over the past several months. The

Minutes of Meeting
Administrative Agency
June 18, 1991
Page Two

Director noted that included in their folders on budget and reduction options are three alternative plans of service hours and an outline of advantages and disadvantages of each alternative. The Director also noted that over the last two years there has been a cut of approximately 20 percent of the total library staff, down from 615 staff members to presently 510 staff, and a cut of 34 percent in management positions. The Director pointed out that management positions reflect 6% of the total staff as compared to 18% at the New York Public Library.

The President then called upon the library patrons, friends, and various political representatives to voice their concerns. State Representative Susan Tracy discussed the uniqueness of Oak Square in Brighton and asked that the proposed cuts in hours at the Faneuil Branch be spared because of the lack of other human service agencies available for the children. A long time patron of the Uphams Corner Branch, who is suffering from glaucoma, asked that her library be spared from being paired "because it would be closing the door on a haven of opportunity." A gentleman from the West End talked about the wonderful resources available at the West End Branch, especially for the elderly, and asked the Board to consider using volunteers to staff the clerical positions at the circulation desks. City Councillor Brian McLaughlin recalled that Brighton has already suffered from previous cuts, noting that the Allston Branch Library was closed in 1983 due to cuts because of Proposition 2 1/2 and called for the City Administration to restore funding to the Library at the expense of the Neighborhood Services Department. Carl Lundquist, Vice President of the City-Wide Friends of the Boston Public Library, urged the City administration to restore the funds and said that over 8,000 signatures protesting the Library cuts have been gathered and will be delivered to City Hall this week. John Thomson, also representing the City-Wide Friends, called for a reconsideration of the plans to close the bindery and the restructuring of the cataloging department. A Boston College student from Uphams Corner discussed how the staff and resources of that Branch Library enabled her to go to college and "how the libraries today allow children to keep off the streets."

Following these presentations, Mrs. Gaines thanked everyone who made the effort to attend the meeting and urged that we all work together for one library. Mr. Consalvo said that seven years ago Mayor Raymond L. Flynn worked with the Trustees to properly fund the Library which had been severely cut and today the library remains a high priority with the City administration given that its budget has grown at a rate greater than the City budget has as a whole. Further, Mr. Consalvo said that the Library is receiving a lesser cut than many other departments and he also urged the library to seek alternative ways to fund the

Minutes of Meeting
Administrative Agency
June 18, 1991
Page Three

Library and expressed the need to make every effort to maximize the services in the neighborhoods. The Director also thanked everyone for attending and pointed out how this show of support demonstrates that library patrons do not take their services for granted. At this time, the President announced that it was necessary to go into Executive Session to discuss matters relating to collective bargaining. On a motion duly made and seconded, it was so voted.

At 12:40 p.m. the Board returned from Executive Session. The President announced that the Trustees agreed to seek a meeting with Mayor Raymond L. Flynn at 10:00 a.m. Friday, June 21, 1991 and scheduled the next Trustees Meeting for Monday, June 24, 1991 at 10:00 a.m.

The meeting of the Administrative Agency adjourned at 12:42 p.m.

_____ Secretary

Please read, initial below
and return to the Secretary

_____ Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Tuesday, October 8, 1991

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 9:15 a.m.

Present at the meeting were Trustees Bulger, Consalvo, Gaines, Snyder, and Taylor. Also present were members of the Library administration, staff, public and representatives from the Library's Friends Groups.

William M. Bulger presiding.

The first item on the Order of Business was the approval of minutes. On a motion duly made and seconded, the minutes for the Annual and Regular Meetings of May 13, 1991, and the Regular Meeting of June 18, 1991 were approved.

On the next item for action, authorization of payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby are authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed twelve weeks from October 8, 1991."

The final item addressed on the Order of Business was the confirmation of action taken of award of contract. On a motion duly made and seconded, it was

"VOTED: that, there be entered into with Brookline Transportation Co., Inc., 50 Easton Avenue, Hyde Park, Massachusetts 02136, the low, eligible and responsible bidder in the public bidding under Group "A" (two (2) moving trucks with drivers), advertised under G.L. c. 30-B, a contract for moving Library book collections and assorted bibliographic Library materials starting during the seventy (70) day period from the execution of this

Minutes of Meeting
Administrative Agency
October 8, 1991
Page Two

contract, yet no longer than June 30, 1992,
at a total cost not to exceed forty-four
thousand eight hundred dollars and no cents
(\$44,800.00)."

There being no other business, the meeting of the
Administrative Agency adjourned at 9:22 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Brighton Branch Library
Monday, November 18, 1991

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 5:30 p.m.

Present at the meeting were Trustees Bulger, Consalvo, Gaines, and Snyder. Also present were members of the Library administration, staff, public, and representatives from the Brighton and Faneuil Branch Libraries Friends' Groups.

Honorable William M. Bulger presiding.

The Board President welcomed the nearly sixty members of the public attending the meeting and introduced the Trustees. The President said that Trustee William O. Taylor was out of state earlier in the day but is hoping to attend at least the meeting. The Board President said that the members of the Board are pleased to have their meetings at the various branch libraries and thanked the community for attending.

The first item on the Order of Business was the approval of minutes. On a motion duly made and seconded, the minutes for the Regular Meeting of October 8, 1991 were approved.

On the next item for action, authorization of payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby are authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed twelve weeks from November 19, 1991."

The final item addressed on the Order of Business was the award of contracts. The Director provided background information on the contracts noting that in each case the recommendation of award is for the lowest eligible and responsible bidder in the public bidding as advertised under G.L. c. 30-B. Mr. Consalvo said that while we may need these supplies to keep the library running, he asked the Board President to consider postponing awarding these contracts now in light of possible pending City budget cuts. Mr. Consalvo said that the city hopes to erase a projected \$13M budget deficit because of local aid cuts by persuading the state Legislature to allow the city to by-pass certain provisions of state pension law and an aspect of

Minutes of Meeting
Administrative Agency
November 18, 1991
Page Two

Proposition 2 1/2 that governs abatement reserves. Mr. Consalvo said that by postponing awarding these contracts, and if there are future cuts, not awarding the \$40,000 in contracts could mean saving two staff positions. The President said that many cities have elected to over-ride Proposition 2 1/2 along with other initiatives of self-help efforts to address budget gaps. The Director said that the Library has been extremely conservative in its efforts regarding the purchase of supplies and ordering only those items essential to the ongoing operation of the Library. Kevin T. FitzPatrick, Assistant to the Director for Business Services, added that last year due to budget cuts the library cut back nearly 50% in ordering supplies and the inventory levels are seriously depleted. Following discussion, on a motion duly made and seconded, with Mr. Consalvo objecting to the vote and voting no, it was

"VOTED: that, there be entered into with A.D.T. Enterprises, Inc., 4226 Dr. Greaves Road, Grandview, Missouri 64030, the lowest eligible and responsible bidder in the public bidding, as advertised under G.L. c. 30-B, a contract for supplying and delivering bar code labels, as specified, at a total cost not to exceed five thousand nine hundred twenty-five dollars and no cents (\$5,925.00)."

and

"VOTED: that, there be entered into with The Dowd Company, Div. International Paper Company, 90 Commerce Way, Woburn, Massachusetts 01888, the lowest eligible and responsible bidder in the public bidding, as advertised under G.L. c. 30-B, a contract for supplying and delivering shipping supplies as specified, at a total cost not to exceed three thousand one hundred forty-one dollars and eighty-five cents (\$3,141.85)."

and

"VOTED: that, there be entered into with Massachusetts Envelope Company, 30 Cobble Hill Road, Somerville, Massachusetts 02143, the lowest eligible and responsible bidder in the public bidding, advertised under G.L. c. 30-B, a contract for supplying and delivering envelopes, as specified, at a total cost not to exceed four thousand three hundred two dollars and twenty-six cents (\$4,302.26)."

Minutes of Meeting
Administrative Agency
November 18, 1991
Page Three

and

"VOTED: that, there be entered into with the James T. Towhill Co., Inc., 420 D Street, Boston, Massachusetts 02210, the lowest eligible and responsible bidder in the public bidding, advertised under G.L. c. 30-B, a contract for supplying and delivering data processing miscellaneous supplies, at a total cost not to exceed ten thousand nine hundred eighty-two dollars and eighty-four cents (\$10,982.84)."

and

"VOTED: that, there be entered into with the James T. Towhill Co., Inc., 420 D Street, Boston, Massachusetts 02210, the lowest eligible and responsible bidder in the public bidding, advertised under G.L. c. 30-B, a contract for supplying and delivering office supplies, as specified, at a total cost not to exceed ten thousand twenty-three dollars and seventy-seven cents (\$10,023.77)."

and

"VOTED: that, there be entered into with The Ziff Company, Inc., 180 Shrewsbury Street, West Boylston, Massachusetts 01583, the lowest eligible, responsive, and responsible bidder in the public bidding, as advertised under G.L. c. 30-B, a contract for supplying and delivering paper towels, toilet tissue, paper cups, and trash liners as specified, at a total cost not to exceed seven thousand nine hundred fifty-six dollars and fifty-seven cents (\$7,956.57)."

There being no other business, the meeting of the Administrative Agency adjourned at 5:45 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Friday, January 17, 1992

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 12:00 Noon.

Present at the meeting were Trustees Bulger, Gaines, and Taylor. Also present were members of the Library administration, staff, public, and representatives from the Friends' Groups.

Honorable William M. Bulger presiding.

The first item on the Order of Business was the approval of minutes. On a motion duly made and seconded, the minutes for the Regular Meeting of November 18, 1991 were approved.

On the next item for action, authorization of payrolls, on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby are authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed twelve weeks from January 21, 1992."

The Director provided background information on the proposed award of contract for supplying and delivering offset paper noting that the recommendation of award is for the lowest eligible and responsible bidder in the public bidding, as advertised under G.L. c. 30-B. Then, on a motion duly made and seconded, it was

"VOTED: that there be entered into with Hobart/McIntosh Paper Company, 28 York Avenue, Randolph, Massachusetts 02368, the lowest eligible and responsible bidder in the public bidding, as advertised under G.L. c. 30-B, a contract for supplying and delivering Offset Paper as specified, at a total cost not to exceed Ten Thousand Nine Hundred Seventy Two Dollars and Sixty Five Cents (\$10,972.65)."

The Director reported that since the FY1993 budget documents were sent to the Trustees earlier in the week, he has received from the City Budget Office a "target budget figure" of \$18,500,000. This would represent a reduction of \$190,000 from this year's appropriation level and \$1,267,000 less than the projected cost of maintaining present levels of services through FY1993. The Director

Minutes of Meeting
Administrative Agency
Page Two

said that the proposed budget is still in the planning stage and that total and specific impact cannot be determined until State appropriations are established. However, the major impact of a \$1.26 million shortfall would affect personnel service, contractual HVAC service, the book account, and anticipated repairs to the buildings.

For purposes of present budget submission, the Director suggested the following reductions from the maintenance level budget:

Personnel Service	\$500,000
Contractual Services	260,000
Book Account	350,000
Repairs to Buildings	50,000

It was agreed that both maintenance and target budgets be submitted. Mrs. Gaines commented that the budget process can be a very demoralizing and often destructive process resulting in the administration of the library having to constantly spend valuable time redeveloping budgets during the course of a fiscal year. Discussion followed on the need to explore and examine different alternatives of funding the library so that a fairly stable base of revenue could be established and not have the library be subject to constant major potential budget reductions. Among the proposed methods of funding the library were: seeking a dedicated library tax through the state legislature; determining funding based on formula measures; and authorizing the Board to issue bonds for capital projects. On a related funding issue, the President said that in recent discussions with the Governor, Governor William Weld has expressed his full support for the Boston Public Library.

There being no other business, the President said that the Board would go into Executive Session to discuss collective bargaining issues. Then, on a motion duly made and seconded, it was so voted.

The meeting of the Administrative Agency adjourned at 12:20 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, March 2, 1992

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 11:00 a.m.

Present at the meeting were Trustees Bulger, Consalvo, Gaines, Snyder, and Taylor. Also present were members of the Library administration staff, public, and representatives from the Uphams Corner Branch Library and several other Friends' Groups.

The Honorable William M. Bulger presiding.

The first item on the Order of Business was the approval of minutes. On a motion duly made and seconded, the minutes for the Regular Meeting of January 17, 1992 were approved.

On the next item for action, authorization of payrolls, Mr. Taylor inquired whether it was necessary to vote on approving the signing of the payrolls at each meeting of the Trustees since an authorizing vote for the entire year is taken at the annual meeting of the Trustees. The Director responded that it is a requirement of the City of Boston's Clerk's Office and the City Auditor. Mr. Taylor asked the Director to look into perhaps amending the requirement. Then on a motion duly made and seconded, it was

"VOTED: that subject to the approval of the Mayor in accordance with the provisions of section 22 of Chapter 3 of the Revised Ordinances of 1961, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby are authorized to sign the payrolls of the Library in representation of the Trustees for a period not to exceed twelve weeks from May 19, 1992."

The Director provided background information on the proposed award of contracts noting that in all four cases the recommendation of award is for the lowest eligible and responsible bidder in the public bidding, as advertised

Minutes of Meeting
Administrative Agency
March 2, 1992
Page Two

under G.L. c. 30-B. On a related contract issue, Mr. Consalvo inquired as to the Library's participation in the City's Minority and Women's Business Enterprise and Kevin T. FitzPatrick, Assistant to the Director for Business Services, responded that the Library had a 10% increase in minority bidder participation this year. Discussion followed on ways to increase awarding of contracts to minority and women businesses through outreach programs. Then, on a motion duly made and seconded, it was

"VOTED: that there be entered into with Gaylord Brothers, a division of the Croydon Company, Inc., 7272 Morgan Road, Liverpool, New York 13090, the lowest eligible and responsible bidder in the public bidding, as advertised under G.L. c. 30-B, a contract for supplying and delivering library book jacket covers as specified, at a total cost not to exceed seven thousand two hundred sixty dollars and no cents (\$7,260.00)".

and

"VOTED: that there be entered into with Gaylord Brothers, a division of the Croydon Company, Inc., 7272 Morgan Road, Liverpool, New York 13090, the lowest eligible and responsible bidder in the public bidding, as advertised under G. L. c. 30-B, a contract for supplying and delivering Library Catalog Cards, at a total cost not to exceed six thousand three hundred seventy dollars and no cents (\$6,370.00)".

and

"VOTED: that there be entered into with Philco Plastics, 43 Calendar Road, Vidalia, Georgia 30474, the lowest eligible and responsible bidder in the public bidding, as advertised under G.L. c. 30-B, a contract for supplying and delivering Library Borrowers' Cards, at a total cost not to exceed sixteen thousand seven hundred eighty-two dollars and fifty cents (\$16,782.50)".

and

Minutes of Meeting
Administrative Agency
March 2, 1992
Page Three

"VOTED: that there be entered into with Information Technology, Inc., 220 Reservoir Street, Needham, Massachusetts 02194, the lowest eligible and responsible bidder in the public bidding, as advertised under G. L. c. 30-B, a contract for supplying, delivering and installing two (2) Microfilm/Fiche Reader Printers, at a total cost not to exceed sixteen thousand three hundred ninety dollars and no cents (\$16,390.00)."



The President welcomed and introduced Irene Roman and Lenzer Evans, President and Vice-President, respectively, of the Stanley Street Neighborhood Association, Uphams Corner, Dorchester, MA. The representatives had requested to address the Trustees regarding their proposal for the Board to consider use of a building at 415 Columbia Road in Dorchester (formerly the Martin Nursing Home) to replace the current Uphams Corner Branch Library facility. The Director first presented a slide program depicting the current site of the branch library and the inadequacy of the site which was not designed to be a library and which the Children's Room is located in a former swimming pool in the basement of the building. Access to that room is via a dark and narrow spiral staircase which the children are sometimes reluctant to enter. The Director said that the current branch library includes about 9,000 sq. ft. and the proposed site has about 12,000 sq. ft. occupying one floor. The representatives then outlined their reasons for the Trustees to consider use of the vacant building saying it is a golden opportunity because the City of Boston has initiated foreclosure procedures on the property and it has excess square footage and includes parking, a yard, trees, and it is located a short distance from the center of town in a quiet area. Further, they stated, additional space in the building could be used for a day care center for children and/or adults. Mr. Consalvo said that he favors places where several different kinds of services are placed together under one roof. On a related issue, Mr. Consalvo requested that the Library undertake a study of its long term capital needs in light of the demographics of the neighborhoods of the city. Mrs. Gaines supported the suggestion of a feasibility study to be conducted to study the library's capital needs. Mr. Taylor commented that the proposal sounds very positive for the Library to consider

Minutes of Meeting
Administrative Agency
March 2 1992
Page Four

this site and said that the Boston Globe may even be interested in the excess space for a day care facility for its employees. Senator Bulger said that the Trustees have what appears to be a very real opportunity to integrate several types of services for the community of Uphams Corner while at the same time getting a new library. The Director reported that the Library every year for the past five years has submitted requests for funds from the Office of Capital Planning to undertake a long range study of its capital needs taking into consideration changing demographics. Following further discussion, on a motion duly made and seconded, it was

"VOTED: to authorize Arthur Curley, Director and Librarian, to review and examine the feasibility of the proposal to acquire the building at 415 Columbia Road, Dorchester, MA as a potential site for a new Uphams Corner Branch Library and report back to the Trustees; and further, requested that the Director explore ways for the Library to undertake a feasibility study of its capital needs for a long term master plan."

There being no other business, the meeting of the Administrative Agency adjourned at 11:45 a.m



TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Monday, May 18, 1992

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 10:13 a.m.

Present at the meeting were Trustees Bulger, Consalvo, Gaines, Snyder, and Taylor. Also present were members of the Library administration, the Boston Public Library Foundation, staff, public and representatives from the Friends' Groups.

The Honorable William M. Bulger presiding.

The President proposed that items number one through four on the order of business relating to enabling votes for the signing of bills, contracts, and authorizing routine operating procedures would be voted on as a block. Then, on a motion duly made and seconded, the following items were voted on as follows:

"VOTED: that any member of the Board of Trustees or, upon delegation by the Board of Trustees, the Director, the Associate Director, designated Assistant Director, or Assistant to the Director be, and hereby is, authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the Library."

"VOTED: that, until the next Annual Meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the Director or Associate Director, or the Secretary of the Trustees be, and hereby is, authorized to sign any and all contracts voted to be made by the Board in the name and behalf of the City of Boston and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payment under contracts so voted."

"VOTED: that we, the Trustees of the Boston Public Library, having appointive authority over the Civil Service personnel at the Library, do appoint the President of this Board, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

Minutes of Annual Meeting
Administrative Agency
Monday, May 18, 1992
Page 2

and
further,

"VOTED: that in the event of the unavailability of the President, the Vice President is hereby authorized to conduct the above-mentioned hearings, this power to be valid only until the expiration or appointment of any member of this Board."

"VOTED: that, until the next Annual Meeting, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Jamie A. McGlone, Secretary, be, and hereby is, authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library below the level of Assistant Director, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation."

and

"VOTED: that until the next Annual Meeting, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director be, and hereby is, authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1992-1993 budget allowance, but in no case exceeding these in the budget estimates for the fiscal year 1992-1993, as shall be approved by the Board of Trustees.

Minutes of Annual Meeting
Administrative Agency
Monday, May 18, 1992
Page 3

There being no other business, the Annual Meeting of the
Administrative Agency adjourned at 10:17 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, May 18, 1992

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 11:05 a.m.

Present at the meeting were Trustees Bulger, Consalvo, Gaines, Snyder, and Taylor. Also present were members of the Library administration; the Boston Public Library Foundation; Ms. Barbara Gottschalk, Director, Office of Budget and Program Evaluation; staff; public and representatives from the Friends' Groups.

The Honorable William M. Bulger presiding.

The first item on the order of business was the approval of minutes. On a motion duly made and seconded, the minutes for the Regular Meeting of March 2, 1992 were approved.

The Director provided background information on the proposed award of contracts noting that in all seven cases the recommendation of award is for the lowest eligible and responsible bidder in the public bidding, as advertised under G.L., C. 30-B. Then, on the recommendation of the Director, on a motion duly made and seconded, it was

"VOTED: that there be entered into with Ameriglass Corporation, 221 Sylvan Street, Malden, Massachusetts 02148, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., C. 30-B, a contract for window installation and repair at the Central Library and certain branch libraries during the period July 1, 1992, through June 30, 1993, at a total cost not to exceed twenty-four thousand dollars and no cents (\$24,000.00).

and

"VOTED: that there be entered into with P. Clancy & Sons, 735 Adams Street, Dorchester, Massachusetts 02122, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., C. 30-B, a contract for the cleaning of windows at the Central Library building and at various other library locations during the period July 1, 1992, through June 30, 1993, at a total cost not to exceed thirteen thousand seven hundred ten dollars and no cents (\$13,710.00)."

and

Minutes of Meeting
Administrative Agency
Monday, May 18, 1992
Page Two

"VOTED: that there be entered into with P. Clancy & Sons, 735 Adams Street, Dorchester, Massachusetts 02122, the lowest eligible, responsive and responsible bidder in the public bidding, advertised under G.L., C. 30-B, a contract for Extermination and Pest Control Services of the Central Library and at certain Branch Libraries during th period July 1, 1992 through June 30, 1993, at a total cost not to exceed two thousand six hundred seventy dollars and no cents (\$2,670.00)."

and

"VOTED: that there be entered into with Colonial Business Equipment and Service Company, Inc., 50 Redfield Street, Boston, Massachusetts 02122, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., C. 30-B, a contract for furnishing typewriter repair services for the Boston Public Library System during the period July 1, 1992, through June 30, 1993, at a total cost not to exceed four thousand two hundred sixty-eight dollars and ninety cents (\$4,268.90)."

and

"VOTED: that there be entered into with Coyne Textile services, 20 Howard Avenue, New Bedford, Massachusetts 02745, the sole eligible and responsible bidder in the public bidding, advertised under G.L., C. 30-B, a contract for furnishing miscellaneous uniforms during the period July 1, 1992, through June 30, 1993, at a total cost not to exceed eight thousand three hundred forty-six dollars and no cents (\$8,346.00)."

and

"VOTED: that there be entered into with Edwards, A Division of General Signal Building Systems Corporation, 195 Farmington Avenue, Farmington, Connecticut 06032, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., C. 30-B, a contract for the inspection, testing, and servicing of fire alarm systems and sprinkler

Minutes of Meeting
Administrative Agency
Monday, May 18, 1992
Page Three

systems beginning July 1, 1992, and continuing for a thirty-six (36) month period ending June 30, 1995, at a total cost for the three (3) year period not to exceed fifty-seven thousand three hundred dollars and no cents (\$57,300.00). The cost for the first fiscal year (1993) is not to exceed nineteen thousand one hundred dollars and no cents (\$19,100.00)."

and

"VOTED: that there be entered into with Water Chemicals, Inc., 155 Sixth Street, Chelsea, Massachusetts 02150, the lowest eligible and responsible bidder in the public bidding, advertised under G.L., C. 30-B, a contract for inspection, testing and treatment of HVAC water systems at the Central Library Building and at other Library locations during the period July 1, 1992, through June 30, 1993, at a total cost not to exceed ten thousand five hundred ninety-seven dollars and no cents (\$10,597.00)."

The President welcomed and introduced Barbara Gottschalk, Director, Office of Budget and Program Evaluation. Ms. Gottschalk provided background information on the status of the City of Boston's FY1993 budget, noting that for the second consecutive year there is an expected decrease in revenues. Therefore, the Mayor's recommended budget appropriation of \$18,500,000 for the Library's FY1993 budget as submitted to the City Council will be the likely budget rather than the "maintenance" level budget of \$19,700,000 as submitted by the Library. Ms. Gottschalk indicated that the Budget Office worked very positively with the Library Director and staff to ensure that the Library's budget meets all state funding standards for state aid. Discussion followed among the Trustees and representatives from the Foundation reinforcing the critical need for the private sector to be assured that it is building upon--not supplanting--solid support from the public sector. Mr. Consalvo responded that Mayor Flynn has expressed his full support for the Library's private funding effort and said that funds raised privately would not be used to replace public funds. Ms. Gottschalk concurred with this and said that overall the Library has been treated well during this budget tightening

Minutes of Meeting
Administrative Agency
Monday, May 18, 1992
Page Four

period. With reference to a chart distributed by Ms. Gottschalk on the city's spending priorities, the President said that the Library should be among the city's highest level of priorities and said that the board would work toward that goal. In response to a concern from Mr. Taylor whether any progress has been made on any wage increases for employees and that he would like to see some movement on this front, Ms. Gottschalk said no, adding that it was subject to collective bargaining negotiations.

There being no further business, the meeting of the Administrative Agency adjourned at 11:30 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Wednesday, September 9, 1992

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 11:30 a.m.

Present at the meeting were Trustees Bulger, Consalvo, Gaines, Snyder, and Taylor. Also present were members of the Library administration; President and Director of the Boston Public Library Foundation; McKim project architects from Shepley, Bulfinch, Richardson, and Abbott, Inc.; staff; public and representatives from the Friends' Groups.

The Honorable William M. Bulger presiding.

The first item on the order of business was the approval of minutes. On a motion duly made and seconded, the minutes for the Annual and Regular Meetings of May 18, 1992 were approved.

The Director provided background information on the proposed award of contracts. In the first contract under consideration related to providing preventive maintenance of HVAC Services throughout the various units of the library system, the Director proposed a 90-day extension of the present contract, pending final resolution by the State Division of Labor and Industry of the applicability of various Chapter 149 provisions. The Director noted that in the remaining two contracts under consideration, in both cases the recommendation of award is for the lowest eligible, responsive, and responsible bidder in the public bidding as advertised under G.L., C. 30-B. Then, on the recommendation of the Director, on a motion duly made and seconded, it was

"VOTED: to extend the contractual agreement with Building Technology Engineers, Inc. (B.T.E) for providing Preventive Maintenance of HVAC Services throughout the various units of the Boston Public Library System for such period as the Director may desire, not in any event to exceed three months beginning July 1, 1992, through September 30, 1992, at a cost per month not to exceed thirty-eight thousand one hundred ninety-two dollars and twenty-five cents (\$38,192.25) or for three months at a total cost of one hundred fourteen thousand five hundred seventy-six dollars and seventy-five cents (\$114,576.75)."

and

"VOTED: that there be entered into with The Dowd Company, Div. International Paper Company, 90 Commerce Way, Woburn, Massachusetts 01888, the lowest eligible, responsive, and responsible bidder in the public bidding, as advertised under G.L., C. 30B, a contract for supplying

Minutes of Meeting
Administrative Agency
September 9, 1992
Page Two

and delivering paper towels, toilet tissue, paper cups, and trash liners, as specified, at a total cost not to exceed eight thousand one hundred ninety-six dollars and sixty cents (\$8,196.60)."

and

"VOTED: that, there be entered into with J. F. Hennessy Co. Div. of Gunther Engineering, Inc., 111 Cypress Street, Brookline, Massachusetts 02146, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., C. 30B, a contract for the examination of Building Levels at one Central Library Building (Johnson) during the period July 1, 1992, through June 30, 1993, at a total cost not to exceed seven thousand nine hundred fifty dollars and no cents (\$7,950.00)."

There being no further business, the meeting of the Administrative Agency adjourned at 11:40 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Codman Square Branch Library
Monday, November 30, 1992

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 6:00 p.m.

Present at the meeting were Trustees Bulger, Consalvo, Gaines, Snyder and Taylor. Also present were members of the Library administration, staff, public and representatives from the Codman Square Branch Library Friends' Group.

The Honorable William M. Bulger presiding.

The first item on the order of business was the approval of minutes. On a motion duly made and seconded, the minutes for the Regular Meeting of September 9, 1992 were approved.

Next the Director provided background information on the proposed confirmation of action taken for award of contract for preventive maintenance of the HVAC systems throughout the Library system. The Director noted that the low bidder, Building Technology Engineers, Inc., the current contract provider, was disqualified because its bid bond was legally deficient as to form. Therefore, the Director said that Johnson Controls World Services, Inc. is the lowest eligible, responsive and responsible bidder in the public bidding. Then, on the recommendation of the Director, on a motion duly made and seconded, it was

"VOTED: that, there be entered into with Johnson Controls World Services, Inc. a subsidiary of Johnson Controls, Inc., 7315 North Atlantic Avenue, Cape Canaveral, Florida 32920, the lowest responsible and eligible bidder for the publicly advertised contract for Preventive Maintenance of the HVAC Systems, throughout the Public Library System of the City of Boston, for the period commencing October 19, 1992, and ending June 30, 1995, at total cost not to exceed one million two hundred seventy-nine thousand three hundred thirty-seven dollars and fifty cents (\$1,279,337.50). Due to the delay in commencing this contract service, caused by the transition from the old contractor to the new contractor, there is a resulting reduction of \$19,159.50 from the bid amount. The new contract will amount to \$1,279,337.50, for the period beginning October 19, 1992, through June 30, 1995. The cost for the first fiscal year (1993), a total of 37 weeks, is not to exceed three hundred twenty-five thousand seven hundred

eleven dollars and fifty cents (\$325,711.50). The total cost for fiscal years 1994 and 1995 is not to exceed four hundred seventy-six thousand eight hundred thirteen dollars and no cents (\$476,813.00) for each fiscal year."

The Director provided background information on the award of contracts for supplying periodicals and serials, offset paper, and envelopes. Then, on a motion duly made and seconded, and on the recommendation of the Director, it was

VOTED: that, without public advertising, there be entered into with The Faxon Company, Inc., 15 Southwest Park, Westwood, Massachusetts, a contract for (1) supplying periodicals and serials for the calendar year 1993 and (2) servicing the subscriptions for the individual items throughout the year as specified in the specifications, and subject to the terms, agreements and conditions set forth in said contract, at a total cost not to exceed two hundred seventy nine thousand two hundred fifty eight dollars and seventy cents (\$279,258.70)."

and

"VOTED: that, there be entered into with Hobart McIntosh Paper Company, 28 York Avenue, Randolph, Massachusetts 02368, the lowest eligible, responsive, and responsible bidder in the public bidding, as advertised under G.L. c. 30B, a contract for supplying and delivering offset paper, as specified, at a total cost not to exceed twenty-four thousand seven hundred eighty-seven dollars and forty-three cents (\$24,787.43)."

and

"VOTED: that, there be entered into with Massachusetts Envelope Company, 30 Cobble Hill Road, Somerville, Massachusetts 02143, the sole eligible and responsible bidder in the public bidding, a contract for supplying and delivering envelopes, as specified, at a total cost not to exceed two thousand six hundred seventy-two dollars and one cent (\$2,672.01)."

There being no further business, the meeting of the Administrative Agency adjourned at 6:08 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, March 29, 1993

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 11:10 a.m.

Present at the meeting were Trustees Bulger, Consalvo, Gaines, and Snyder. Also present were members of the Library administration; President of the Boston Public Library Foundation; Chief Counsel for Public Facilities; Staff; Public and Representatives from the Friend's Groups.

The Honorable William M. Bulger presiding.

The first item on the order of business was the award of contracts. Mr. Consalvo said that since the FY94 municipal operating budget has not been approved yet he is opposed to voting on any non-personnel contracts before the budget is approved. Mr. Consalvo added that by awarding these contracts we are establishing priorities before a final decision about the budget is set. The Board President said that while this was a valid point it was important to address the ongoing needs of the library and especially the maintenance needs of the Library buildings to maintain and present a good image. Mrs. Gaines discussed the importance of keeping the buildings clean and graffitti-free. The Associate Director noted that if the Trustees do not move the contracts forward before July 1st then the contracts will not be honored by City of Boston Corporation Counsel. Following further discussion among the Trustees, on a motion duly made and seconded, with Mr. Consalvo voting opposed, it was

"VOTED: that, there be entered into with P. Clancy & Sons, 101 Dorchester Street, Squantum, Massachusetts 02171, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L.,c. 30-B, a contract for the cleaning of windows at the Central Library building and at various other library locations during the period July 1, 1993, through June 30, 1994, at a total cost not to exceed eleven thousand seven hundred seventy-five dollars and no cents (\$11,775.00)."

and

"VOTED: that, there be entered into with Coyne Textile Services, 20 Howard Avenue, New Bedford, Massachusetts 02745, the sole eligible and responsible bidder in the public bidding, advertised under G.L.c. 30-B, a contract for furnishing miscellaneous uniforms during the period July 1, 1993, through June 30, 1994, at a total cost not to exceed eight thousand three hundred forty-six dollars and no cents (\$8,346.00)."

and

Minutes of Meeting
Administrative Agency
Page Two

"VOTED: that, there be entered into with J.F. Hennessy Co. Division of Gunther Engineering, Inc., 111 Cypress Street, Brookline, Massachusetts 02146, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G. L, c. 30-B, a contract for the examination of building levels at one Central Library Building (McKim) during the period July 1, 1993, through June 30, 1994, at a total cost not to exceed three thousand four hundred ninety-five dollars and no cents (\$3,495.00)."

and

"VOTED: that, there be entered into with L.E. Muran Company, 45 Dunham Road, Billerica, Massachusetts 01821, the sole eligible and responsible bidder in the public bidding, as advertised under G. L. c. 30-B, a contract for supplying and delivering office supplies, as specified, at a total cost not to exceed nine thousand one hundred seventy-seven dollars and ninety-seven cents (\$9,177.97)."

and

"VOTED: that, there be entered into with Water Chemicals, Inc., 155 Sixth Street, Chelsea, Massachusetts 02150, the sole eligible and responsible bidder in the public bidding, advertised under G. L. c. 30-B, a contract for the inspection, testing, and treatment of HVAC water, glycol, and steam systems during the period July 1, 1993, through June 30, 1994, at a total cost not to exceed ten thousand nine hundred two dollars and no cents (\$10,902.00)."

Next, Karen Shafts, President of the Professional Staff Association, and Diane Fay, President of the AFSCME Union, addressed the Trustees regarding the lack of any progress on a new collective bargaining contract which expired in June 1990. Ms. Shafts asked the Trustees to contact Mayor Flynn to express this concern and asked the Trustees for their support to find a resolution of the contracts. Ms. Fay asked the Trustees to support their creativity in seeking to settle the contracts. The President thanked them for attending the meeting.

Minutes of Meeting
Administrative Agency
Page Three

The Director updated the members of the Board on the status of the FY94 Budget. The Director said that while we are in the early stages of budget development the administration has developed planning documents for options for service reductions should the "target" amount of \$18,000,000, as established by the City Budget Office, be implemented. The Director said that this appropriation would leave a shortfall of \$1,400,000 from the Library's FY94 estimated maintenance level operating needs. Given that the State provides nearly one-third of the budget, the Director said that our ability to make precise estimates of specific reductions is limited by uncertainty of FY94 State funding. In addition, the Massachusetts Board of Library Commissioners has proposed significant increases on the funding categories which affect the Boston Public Library but some tightening of the local maintenance requirement seems certain. Meanwhile, the Director said, the Library over the last four years has made minor cuts in hours of service and direct library services, but there are now fewer cuts to be made elsewhere other than in the public service program.

Then, on the recommendation of the Director, on a motion duly made and seconded, it was voted to go into Executive Session for budget and collective bargaining purposes.

There being no further business, the meeting of the Administrative Agency adjourned at 11:25 a.m. to enter into Executive Session.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Monday, May 3, 1993

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 10:14 a.m.

Present at the meeting were Trustees Bulger, Gaines, Snyder, Taylor and Whouley. Also present were members of the Library administration; McKim Project architects from Shepley, Bulfinch, Richardson, and Abbott, Inc.; staff, public and representatives from the Friends' Groups.

President Berthé M. Gaines presiding.

The President proposed that items number one through four on the order of business relating to enabling votes for the signing of bills, contracts, and authorizing routine operating procedures would be voted on as a block. Then, on a motion duly made and seconded, the following items were voted on as follows:

"VOTED: that any member of the Board of Trustees or, upon delegation by the Board of Trustees, the Director, the Associate Director, designated Assistant Director, or Assistant to the Director be, and hereby is, authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the Library."

"VOTED: that, until the next Annual Meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the Director or Associate Director, or the Secretary of the Trustees be, and hereby is, authorized to sign any and all contracts voted to be made by the Board in the name and on behalf of the City of Boston and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payment under contracts so voted."

"VOTED: that we, the Trustees of the Boston Public Library, having appointive authority over the Civil Service personnel at the Library, do appoint the President of this Board, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

and
further,

"VOTED: that in the event of the unavailability of the President, the Vice President is hereby authorized to conduct the above-mentioned hearings, this power to be valid only until the expiration or appointment of any member of this Board."

Minutes of Annual Meeting
Administrative Agency
May 3, 1993
Page Two

"VOTED: that, until the next Annual Meeting, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Jamie A. McGlone, Secretary, be, and hereby is, authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library below the level of Assistant Director, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation."

and

"VOTED: that until the next Annual Meeting, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1993-1994 budget allowance, but in no case exceeding these in the budget estimates for the fiscal year 1993-1994, as shall be approved by the Board of Trustees.

There being no further business, the Annual Meeting of the Administrative Agency adjourned at 10:17 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, May 3, 1993

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 10:50 a.m.

Present at the meeting were Trustees Bulger, Gaines, Snyder, Taylor and Whouley. Also present were members of the Library administration; McKim project architects from Shepley, Bulfinch, Richardson, and Abbott, Inc.; staff, public and representatives from the Friends' Groups.

President Berthé M. Gaines presiding.

The first item in the order of business was the approval of minutes for the Regular Meeting of March 29, 1993. On a motion duly made and seconded, the Minutes for the Regular Meeting of March 29, 1993 were approved.

On the next item for action, award of contracts, the Director provided background information and on his recommendation, following discussion among the Trustees, on a motion duly made and seconded, it was

"VOTED: that there be entered into a non-advertised contract, as authorized under G.L. c 30-B, Section 7 (a), referred to as "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 City of Boston, for the purchase of books and certain other library bibliographical acquisition materials, in an amount not to exceed the amount appropriated in the Library Department budget for books and other related bibliographical acquisition materials, during the period July 1, 1993, through June 30, 1994."

and

"VOTED: that, there be entered into with Dedicated Office Equipment & Computer Co., Inc., 1723 Centre Street, West Roxbury, Massachusetts 02132, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.l., c. 30B, a contract for furnishing typewriter repair services for the Boston Public Library System during the period July 1, 1993, through June 30, 1994, at a total cost not to exceed two thousand eight hundred seventy-three dollars and fifteen cents (\$2,873.15)."

and

Minutes of Meeting
Administrative Agency
May 3, 1993
Page Two

VOTED: that, there be entered into with Systems Exterminating Contractors, 208 Washington Street, Dorchester, Massachusetts 02121, the lowest eligible, responsive, and responsible bidder in the public bidding, as advertised under G. L. c. 30-B, a contract for extermination and pest control services at the Central Library and at certain branch libraries during the period July 1, 1993, through June 30, 1994, as specified, at a total cost not to exceed three thousand two hundred sixty dollars (\$3,260.00)."

There being no further business, on a motion duly made and seconded, it was voted to go into Executive Session for collective bargaining purposes.

The meeting of the Administrative Agency adjourned at 10:55 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Thursday, September 30, 1993

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 11:06 a.m.

Present at the meeting were Trustees Bulger, Gaines, Snyder, Taylor and Whouley. Library administration and staff.

Also attending were members of the public and representatives from the Associates, Friend's Groups and the Boston Public Library Foundation.

President Berthé M. Gaines presiding.

The President moved to item number three on the order of business. The Director provided background information on the award of contracts and on his recommendation, following discussion among the Trustees, on a motion duly made and seconded, it was

"VOTED: that, there be entered into with ADT Enterprises, Inc., 4226 Dr. Greaves Road, Grandview, Missouri 64030, the lowest eligible and responsible bidder in the public bidding, as advertised under G. L. c. 30-B, a contract for supplying and delivering bar code labels, as specified, at a total cost not to exceed five thousand six hundred twenty dollars and no cents (5,620.00).

and

"VOTED: that, there be entered into with Ameriglass Corp., 221 Sylvan Street, Malden, Massachusetts 02148, the lowest eligible, responsive, and responsible bidder in the public bidding, re-advertised under G.L., c. 30-B, a contract for window installation and repair at all library buildings during the period July 1, 1993, through June 30, 1994, at a total cost not to exceed eleven thousand three hundred eighty-two dollars and seventy-nine cents (\$11,382.79)."

and

"VOTED: that, there be entered into with Hobart McIntosh Paper Company, 28 York Avenue, Randolph, Massachusetts 02368, the lowest eligible, responsive, and responsible

bidder in the public bidding, as advertised under G. L. c. 30B, a contract for supplying and delivering offset paper, as specified, at a total cost not to exceed twenty-seven thousand one hundred sixty-one dollars and forty-two cents (\$27,161.42)."

and

"VOTED: that, there be entered into with Merchants Rent A Car, Inc., 1278 Hooksett Road, Hooksett, New Hampshire 03106, the sole eligible, responsive, and responsible bidder in the public bidding, re-advertised under G.L., c. 30-B, a contract for the leasing of four (4) panel trucks, four (4) station wagons, and garaging of three (3) motor vehicles, as specified, for a multi-year (two (2) year) period beginning July 1, 1993, through June 30, 1994, and on July 1, 1994, at at a total cost for the two year period not to exceed one hundred forty-five thousand two hundred seventy-two dollars and no cents (\$145,272.00); and the total cost for the first fiscal year (1994), not to exceed seventy-two thousand six hundred thirty-six dollars and no cents (\$72,636.00). The monthly lease rate of four panel trucks is \$691.00 per vehicle; the monthly lease rate for four station wagons is \$691.00 per vehicle. The monthly lease cost for garaging of three (3) motor vehicles is \$175.00 per vehicle per month."

Then, on the recommendation of the Director, on a motion duly made and seconded, it was voted to go into Executive Session for collective bargaining and legal aspects of the McKim project. Upon returning from Executive Session and following discussion among the Trustees, on a motion duly made and seconded, it was

VOTED: to endorse the terms of the Professional Staff Association's agreement and, in keeping with Library policy, that equivalent wage and salary adjustments be applied to exempt staff classifications."

There being no further business, the meeting of the Administrative Agency adjourned at 11:25 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Wednesday, December 15, 1993

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 11:55 a.m.

Present at the meeting were Trustees Gaines, Snyder and Taylor; Library administration and staff.

Also attending were members of the public and representatives from the Associates, Friends' Groups, and Wellington Management Company.

President Berthe M. Gaines presiding.

The first item on the order of business was the award of contracts. The Director provided background on the three contracts, and on a motion duly made and seconded it was

"VOTED: that, there be entered into with the Dowd Company, Div. of International Paper Company, 90 Commerce Way, Woburn, Massachusetts 01888, the lowest eligible, responsive, and responsible bidder in the public bidding, as advertised under G. L. c. 30B, a contract for supplying and delivering paper towels, toilet tissue, and trash liners, as specified, at a total cost not to exceed eight thousand two hundred seventy-two dollars and no cents (\$8,272.00)."

and

"VOTED: that, without public advertising, there be entered into with The Faxon Company, Inc., 15 Southwest Park, Westwood, Massachusetts, a contract for (1) supplying periodicals and serials for the calendar year 1994, and (2) servicing the subscriptions for the individual items throughout the year as specified in the specifications, and subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed two hundred eighty-three thousand seven hundred three dollars and ninety-six cents (\$283,703.96)."

and

"VOTED: that, there be entered into with L. E. Muran Company, 45 Dunham Road, Billerica, Massachusetts 01821, the lowest eligible and responsible bidder in the public bidding, as advertised under G. L. c. 30-B, a contract for supplying and delivering office supplies, as specified under items #1 through #48, at a total cost not to exceed fourteen thousand two hundred eleven dollars and ninety cents (\$14,211.90)."

Next, the Director said that consistent with City-wide collective bargaining contracts, and with the previously approved Professional and Exempt staff agreements, he recommended adoption of the proposed terms with AFSCME. Then, on a motion duly made and seconded, it was

"VOTED: to adopt the terms of the American Federation of State, County, and Municipal Employee's collective bargaining agreement."

The President said that she has been invited to develop ideas and programs on behalf of the Conference Committee for the Second National Conference of African-American Librarians hosted by the Black Caucus of the American Library Association to be held in Milwaukee, WI in August 1994. Next, the President talked about addressing the need to inform children throughout the city of Boston about the location of their neighborhood branch library where they live since many children are bused and may be aware only of the branch located closest to the school they attend. Mrs. Gaines said that this could be achieved through issuing invitations and holding open houses at the branches for children and their parents. Ms. Loke said that the Library could systematically reach each household in the neighborhoods by including general information notices about the branch possibly to be mailed with the monthly utility bills. In addition, notices and invitations could be placed in the local newspapers and announced on radio stations. Mrs. Gaines spoke also of a fundraising idea to ask the authors who speak at the Library to donate autographed copies of their works and the Library could host an auction to benefit the Library.

Next, Mr. John Thomson, Friend of the Library, said that he hopes the Library will receive strong support from Mayor Menino, impressive things are happening in the Library such as computerized catalogs in all the branches; capability to link up with the library collections from home computers; good cooperation between library administration, Trustees, and Foundation; and successfully raising \$6 million from the private sector. Mr. Thomson then discussed the following items he would like to be addressed: hosting fundraising events for people that can afford to donate small amounts of money; need for an aggressive development office within the Library; open all branches on Saturdays and for longer hours; begin a pilot program to circulate videos to the public; clean and fix-up the restrooms in the Johnson building. Ms. Loke said that the library is cataloging and preparing the videos for circulation and Mr. Curley said that the capital program will address the restroom situation.

The President shared the response from Arts/Boston regarding the Trustees' position against placing a structure on Copley Square Park and they agreed to invite the representatives to their next meeting as they requested.

There being no further business, the meeting of the Administrative Agency adjourned at 12:20 p.m.

_____Secretary

Please read, initial below
and return to the Secretary

_____Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, March 28, 1994

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 10:20 a.m.

Present at the meeting were Trustees Bulger, Gaines, Taylor and Whouley; Library administration and staff.

Also attending were members of the public, John Cullinane and Karyn Wilson from the Boston Public Library Foundation, representatives from Arthur D. Little, Inc., representatives from EDS Management Consulting Services, representatives from the architectural firm of Shepley, Bulfinch, Richardson, and Abbott, Inc., and representatives from the Friends' Groups.

President Berthe M. Gaines presiding.

The first item on the order of business was the award of contracts. The Director provided background information on the contracts noting that in each case the recommended contract is the lowest eligible and responsible bidder in the public bidding. Then, on a motion duly made and seconded, it was

"VOTED: that, there be entered into with P. Clancy & Sons, 101 Dorchester Street, Squantum, Massachusetts 02171, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., C. 30B, a contract for the cleaning of windows at the Central Library building and at various other library locations during the period July 1, 1994, through June 30, 1995, at a total cost not to exceed thirteen thousand three hundred dollars and no cents (\$13,300.00).

and

"VOTED: that, there be entered into with Cullinan Engineering Co., Inc., 210 Lincoln Street, Boston, Massachusetts 02111, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., C. 30B, a contract for the examination of building levels at the Central Library building referred to as the Johnson Building, during the period July 1, 1994, through June 30, 1995, at a total cost not to exceed eight thousand two hundred dollars and no cents (\$8,200.00).

and

Minutes of Meeting
Administrative Agency
March 28, 1994

-2-

"VOTED: that, there be entered into with Neponset Chemical & Engineering, Inc., 500 Washington Street, Norwood, Massachusetts 02062, the lowest eligible and responsible bidder in the public bidding, advertised under G.L., C. 30B, a contract for the inspection, testing, and treatment of HVAC water, glycol, and steam systems during the period July 1, 1994, through June 30, 1995, at a total cost not to exceed eight thousand two hundred twenty dollars and no cents (\$8,220.00).

and

"VOTED: that, there be entered into with UMP Corp./United Mirror & Plate Glass, 190 Broadway, Somerville, Massachusetts 02145, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., C. 30B, a contract for window installation and repair at all Library buildings during the period July 1, 1994, through June 30, 1995, at a total cost not to exceed ten thousand eight hundred twenty-four dollars and sixty-one cents (\$10,824.61).

and

"VOTED: that, there be entered into with Coyne Textile Services, 20 Howard Avenue, New Bedford, Massachusetts 02745, the sole eligible and responsible bidder in the public bidding, advertised under G. L. c. 30B, a contract for furnishing miscellaneous uniforms for a multi-year (three [3] year) period Beginning July 1, 1994, through June 30, 1995, and on July 1, 1995, and on July 1, 1996, at a total cost not to exceed twenty-five thousand thirty - eight dollars and no cents (\$25,038.00). The cost for the first fiscal year (1995) is not to exceed eight thousand three hundred forty-six dollars and no cents (\$8,346.00).

There being no further business, the meeting of the Administrative Agency adjourned at 10:25 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, April 25, 1994

A meeting of the Trustees of the Public Library as an Administrative Agency was held at 10:24 a. m.

Present at the meeting were Trustees Bulger, Gaines and Snyder; Library administration and staff.

Also attending were John J. Cullinane, President of the Boston Public Library Foundation, Eleanor Jensen and Jean Sheikh of the City-Wide Friends of the Boston Public Library, and members of the public.

President Berthe M. Gaines presiding.

The first item on the order of business was the approval of minutes for the Regular Meeting of March 28, 1994. On a motion duly made and seconded, the minutes of March 28, 1994 were approved.

Next, the Director provided background information on the proposed award of contracts, and on his recommendation, on a motion duly made and seconded, it was

"VOTED: that, there be entered into with SMS Systems Maintenance Services, One Heritage Building, Berlin, Massachusetts 01503, the lowest eligible, responsive, and responsible bidder in the public bidding, a contract for rental and maintenance of data display terminals for a multi-year (two (2) year) period beginning July 1, 1994, through June 30, 1995, and on July 1, 1995, at a total cost not to exceed fifteen thousand six hundred eighty-one dollars and sixty cents (\$15,681.60)."

and

"VOTED: that, there be entered into with South Shore Elevator Co., Inc., 83 East Water Street, Rockland, Massachusetts 02370, the lowest eligible, responsive and responsible bidder in the public bidding, advertised under G.L. c. 149, a contract for Inspection, Testing, Servicing and Full Preventive Maintenance of Elevator Equipment in Various Library Buildings for a multi-three (3) year period, beginning July 1, 1994, and continuing for a thirty-six (36) month period, ending June 30, 1997, at a total cost for the three (3) year period not to exceed eighty one thousand five hundred four dollars and no cents (\$81,504.00). The cost for the first fiscal year (1995) is not to exceed twenty seven thousand one hundred sixty eight dollars and no cents (\$27,168.00)."

Minutes of Meeting
Administrative Agency
April 25, 1994

-2-

and

"VOTED: that, there be entered into a non-advertised contract, as authorized under G.L., c. 30-B, Section 7 a, referred to as "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 City of Boston, for the purchase of books and certain other library bibliographical acquisition materials, in an amount not to exceed the amount appropriated in the Library Department budget for books and other related bibliographical acquisition materials, during the period July 1, 1994, through June 30, 1995."

and

"VOTED: that, there be entered into with Wells Fargo Guard Services, 278 Mystic Avenue, Medford, Massachusetts 02155, the lowest eligible, responsive and responsible bidder in the public bidding, advertised under G. L., c. 30-B, a contract for furnishing guard and patrol service for the Boston Public Library for a multi-year (three (3) year) period beginning July 1, 1994 through June 30, 1995, and on July 1, 1995, and on July 1, 1996, at a total cost for the three year period not to exceed eight hundred five thousand nine hundred forty dollars and eighty-two cents (\$805,940.82). The cost for the first fiscal year (1995) is not to exceed two hundred sixty-eight thousand six hundred forty-six dollars and ninety-four cents (\$268,646.94)."

There being no further business, the meeting of the Administrative Agency adjourned at 10:28 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Monday, May 23, 1994

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 10:15 a.m.

Present at the meeting were Trustees Bulger, Gaines, Snyder, Taylor and Whouley. Also present were members of the Library administration; McKim project architects from Shepley, Bulfinch, Richardson, and Abbott, Inc.; staff, public and representatives from the Friends' Groups.

President Berthé M. Gaines presiding.

The President proposed that items number one through four on the order of business relating to enabling votes for the signing of bills, contracts, and authorizing routine operating procedures would be voted on as a block. Then, on a motion duly made and seconded, the following items were voted on as follows:

- "VOTED: that any member of the Board of Trustees or, upon delegation by the Board of Trustees, the Director, the Associate Director, designated Assistant Director, or Assistant to the Director be, and hereby is, authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the Library."
- "VOTED: that, until the next Annual Meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the Director or Associate Director, or the Secretary of the Trustees be, and hereby is, authorized to sign any and all contracts voted to be made by the Board in the name and on behalf of the City of Boston and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payment under contracts so voted."
- "VOTED: that we, the Trustees of the Boston Public Library, having appointive authority over the Civil Service personnel at the Library, do appoint the President of this Board, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

Minutes of Annual Meeting
Administrative Agency
May 23, 1994

-2-

and
further,

"VOTED: that in the event of the unavailability of the President, the Vice President is hereby authorized to conduct the above-mentioned hearings, this power to be valid only until the expiration or appointment of any member of this Board."

"VOTED: that, until the next Annual Meeting, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Jamie A. McGlone, Secretary, be, and hereby is, authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library below the level of Assistant Director, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation."

and

"VOTED: that until the next Annual Meeting, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1994-1995 budget allowance, but in no case exceeding these in the budget estimates for the fiscal year 1994-1995, as shall be approved by the Board of Trustees.

President Gaines thanked the Director, administration, staff and members of the Board of Trustees for their support throughout the year. Mrs. Gaines paid tribute to those members of the staff for the substantial work accomplished beyond their regular duties including preparing reports for the Mayor's transition team; Arthur D. Little and EDS strategic plans; participation in the customer satisfaction survey; McKim restoration project, and the Eastern Region's participation in Library Day at Fenway Park. Further, Mrs. Gaines said that the staff developed an increased cooperation between the Boston Public Schools and the Library through shared resources, databases, and computer facilities; hosted a reception for John Kenneth Galbraith; worked on

Minutes of Annual Meeting
Administrative Agency
May 23, 1994

-3-

the agreement between the Trustees and the Boston Public Library Foundation; assisted with the second annual BPL Gaia; helped with the annual student writing awards ceremony held in the Courtyard and participated in the Channel 5 literacy public service campaign. Mrs. Gaines thanked the members of the public who regularly attend the meetings and the staff of the Library for all their efforts especially during the difficult winter weather incurred this year.

There being no further business, the Annual Meeting of the Administrative Agency adjourned at 10:25 a.m.

_____ Secretary

Please read, initial below
and return to the Secretary

_____ Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, September 26, 1994

A meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 11:37 a.m.

Present at the meeting were Trustees Bulger, Gaines, Snyder, Taylor and Whouley; Library administration and staff.

Also attending were Kevin C. Phelan and Karyn Wilson, President and Executive Director of the Boston Public Library Foundation; McKim project architects from Shepley, Bulfinch, Richardson, and Abbott, Inc.; Douglas Shand-Tucci, architectural historian and consultant to the Trustees on the McKim restoration project; public and representatives from the Friends Groups.

President Berthe M. Gaines presiding.

The first item on the order of business was the award of contracts. The Associate Director provided background information on the proposed award of contracts, and on his recommendation, on a motion duly made and seconded, it was

"VOTED: that, there be entered into with Dictronics, Inc., 110 Gould Sreet, Needham, Massachusetts 02192, the lowest eligible, responsive, and responsible bidder in the public bidding, as advertised under G. L. c. 30-B, a contract for supplying and delivering electric typewriters, as specified, at a total cost not to exceed five thousand seven hundred seventy-five dollars and no cents (\$5,775.00)."

and

"VOTED: that, there be entered into with Eclipse Communications, Inc., 11 Industrial Way, Salem, New Hampshire 03079, the first low eligible and responsible bidder in the public bidding, advertised under G. L. c. 30-B, a contract for supplying and delivering data processing miscellaneous supplies as specified under Groups A, D, E, and F at a total cost not to exceed six thousand one hundred sixteen dollars and twenty-four cents (\$6,116.24)."

and
further,

Minutes of Meeting
Administrative Agency
September 26, 1994

-2-

"VOTED: that, there be entered into with Sterling Business Forms, 249 Spring Street, Medford, Massachusetts 02185, the second low eligible and responsible bidder in the public bidding, advertised under G. L. c. 30-B, a contract for supplying and delivering data processing miscellaneous supplies as specified under Group C at a total cost not to exceed two thousand six hundred seventy-five dollars and no cents (\$2,675.00)."

and

"VOTED: that, there be entered into with HB Communications, Inc., 15 Corporate Drive, North Haven, Connecticut 06473, the sole eligible and responsible bidder in the public bidding, as advertised under G. L. c. 30-B, a contract for supplying and delivering 16mm motion picture projectors, as specified, at a total cost not to exceed ten thousand two hundred ninety dollars and no cents (\$10,290.00)."

In other Business, the President said that the Trustees lawyer has written to Mr. Frank DePasquale's lawyer who addressed the Board at the last meeting of the Trustees requesting permission to use the lot adjacent to the North End Branch Library as a waiting area for his restaurant. Mrs. Gaines reported that the tax records at Boston City Hall do not list Mr. DePasquale as the owner of the restaurant, therefore a letter will be sent to him stating that the Trustees cannot accommodate his request. Next, Mrs. Gaines said that she would like to schedule a meeting to review the Strategic Planning Study for the Boston Public Library undertaken by Arthur D. Little, Inc. with the Trustees, Director, administrators and staff for Monday, October 3, 1994 at 9:00 a.m. Mrs. Gaines reported that the Library's Annual Reports for FY84, 85, 89, and 90 are ready for printing, FY86, 87, 88, and 92 have been published, and FY91 and 93 are in progress. Mrs. Gaines reminded the Trustees that the 11th Annual Trustees Reception and Recognition Ceremony for Library Staff will be held on Friday, September 30, 1994 at 5:30 p.m. at which time 13 staff members will be recognized for 25 years of service.

There being no further business, the meeting of the Administrative Agency adjourned at 11:45 a.m.

_____Secretary

Please read, initial below
and return to the Secretary

_____Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, October 24, 1994

A meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 11:15 a.m.

Present at the meeting were Trustees Bulger, Gaines, Snyder, Taylor and Whouley; Library administration and staff.

Also attending were William Barry, McKim project architect from Shelpley, Bulfinch, Richardson, and Abbott, Inc.; members of the public and representatives from the Friends' Groups.

President Berthé M. Gaines presiding.

The first item on the order of business was the approval of minutes for the Regular Meeting of September 26, 1994. On a motion duly made and seconded, the minutes of September 26, 1994 were approved.

Next, Mr. Curley provided background information of the proposed award of contracts, and on his recommendation, on a motion duly made and seconded, it was

"VOTED: that, there be entered into with Air Engineering, Inc., 970 Fellsway, Medford, Massachusetts 02115, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under M.G.L., c. 30B, a contract for supplying and delivering carbon filled panels for CF-4 activated carbon filters, during the period December 1, 1994, through June 30, 1995, at a total cost not to exceed twenty seven thousand twenty three dollars and twenty eight cents (\$27,023.28)."

and

"VOTED: that, there be entered into with Resource Net International, 613 Main Street, Wilmington, Massachusetts 01887, the lowest eligible, responsive, and responsible bidder in the public bidding, as advertised under G. L. c. 30B, a contract for supplying and delivering paper towels, toilet tissue, cups, and trash liners, as specified, at a total cost not to exceed sixteen thousand three hundred sixty-six dollars and ten cents (\$16,366.10)."

There being no further business, on a motion duly made and seconded, it was voted to go into Executive Session for personnel discussions. The meeting of the Administrative Agency adjourned at 11:23 a.m.

Secretary
Please read, initial below and
return to the Secretary

Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, November 28, 1994

A meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 10:09 a.m.

Present at the meeting were Trustees Gaines, Snyder and Taylor; Library administration and staff.

Also attending were William Barry, McKim project architect from Shepley, Bulfinch, Richardson, and Abbott, Inc.; Keith Fiels, Director Massachusetts Board of Library Commissioners; Ruth Kowal, Regional Administrator, Eastern Massachusetts Regional Library System; Karyn Wilson, Executive Director, the Boston Public Library Foundation; members of the public and representatives from the Friend's Groups.

President Berthe M. Gaines presiding.

Mrs. Gaines said that the Mayor of Boston will be expanding the Library Board of Trustees from five to nine members but in the meantime the present Board of Trustees has to carry on as usual with the business at hand.

The first item on the order of business was the approval of minutes for the Regular Meeting of October 24, 1994. On a motion duly made and seconded, the minutes of October 24, 1994 were approved.

Next, Mr. Curley provided background information on the proposed award of contract for supplying and delivering office supplies, and on his recommendation, on a motion duly made and seconded, it was

"VOTED: that, there be entered into with L. E. Muran Company, 45 Dunham Road, Billerica, Massachusetts 01821, the lowest eligible and responsible bidder in the public bidding, as advertised under G. L. c. 30-B, a contract for supplying and delivering office supplies as specified under items #1, 2(a), 2(b), 3, 4, 5, 6, 7, 8, 10, 11, 12(a), 12(b), 12(c), 12(d), 12(e), 12(f), 12(g), 13, 14(b), 14(c), 14(d), 14(e), 14(f), 14(g), 14(h), 15(a), 15(b), 16, 17(a), 17(b), 17(c), 18(a), 18(b), 19, 20(a), 20(b), 21(a), 21(b), 22, 23, 24, 25, 26, 27(a), 27(b), 27(c), 27(d), 27(e), 28(a), 28(b), 29, 30, 31, 32(a), 32(b), 33, 34(a), 34(b), 35, 36, 37, 38(a), 38(b), 39(a), 39(b), 40, and 41, at a total cost not to exceed twelve thousand eight hundred twenty-eight dollars and thirty-four cents (\$12,828.34)."

Minutes of Meeting
Administrative Agency
November 28, 1994

-2-

President Gaines asked the Director to award the approved contracts on behalf of the Board of Trustees.

There being no further business, the meeting of the Administrative Agency adjourned at 10:10 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, March 27, 1995

A meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 9:49 a.m.

Present at the meeting were Trustees Bulger, Gaines, Snyder, Taylor and Whouley. Also attending were members of the Boston Public Library Foundation, Library administration, staff, public and representatives from the Friend's Groups.

President Berthé M. Gaines presiding.

The first item on the order of business was the award of contracts. Mrs. Gaines called on Mr. Curley to provide background information on the proposed award of contract for Preventive Maintenance of H.V.A.C. Systems. Mr. Curley reported that there was a small difference between the low bidder and the second lowest bidder and a legal challenge from the latter has been received. Mr. Curley recommended awarding the contract to the lowest bidder pending legal resolution of the challenge which is expected by Friday. Then, on a motion duly made and seconded, it was agreed to award the contract to Building Technology Engineers, Inc., contingent upon satisfactory resolution of the legal challenge, and

"VOTED: that, there be entered into with Building Technology Engineers, Inc., 306 Northern Avenue, Boston, Massachusetts 02205, the lowest eligible, responsive, and responsible bidder for the publicly advertised contract for Preventive Maintenance of H.V.A.C. Systems throughout the Public Library System of the City of Boston, for the Period Commencing July 1, 1995, and ending June 30, 1998 (Project No. 9398, c. 149), at a total cost not to exceed one million three hundred seventy-seven thousand six hundred twelve dollars and no cents (\$1,377,612.00), and the cost for each of the three fiscal years (Fiscal Years 1996, 1997, and 1998) not to exceed four hundred fifty-nine thousand two hundred four dollars and no cents (\$459,204.00)."

Mr. Curley then provided background information on the proposed award of contracts, and on his recommendation, on a motion duly made and seconded, it was

- "VOTED: that, there be entered into with P. Clancy & Sons, 101 Dorchester Street, Squantum, Massachusetts 02171, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., C. 30B, a contract for the cleaning of windows at the Central Library building and at various other library locations during the period July 1, 1995, through June 30, 1996, at a total cost not to exceed twelve thousand five hundred fifty dollars and no cents (\$12,550.00)."
- "VOTED: that, there be entered into with J. F. Hennessy Co. Division of Gunther Engineering, Inc., 320 Washington Street, Brookline, Massachusetts 02146, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., C. 30B, a contract for the examination of building levels at the Central Library building referred to as the McKim Building, during the period July 1, 1995, through June 30, 1996, at a total cost not to exceed three thousand four hundred ninety-five dollars and no cents (\$3,495.00)."
- "VOTED: that, there be entered into with Merchants Rent A Car, Inc., 1278 Hooksett Road, Hooksett, New Hampshire 03106, the sole eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., C. 30B, a contract for the leasing of four (4) panel trucks and four (4) station wagons, as specified, for a multi-year (two (2) year) period beginning July 1, 1995, through June 30, 1996, and on July 1, 1996, at a total cost for the two year period not to exceed one hundred sixty-four thousand three hundred fifty-two dollars and no cents (\$164,352.00); and the total cost for the first fiscal year (Fiscal Year 1996) not to exceed eighty-two thousand one hundred seventy-six dollars and no cents (\$82,176.00). The monthly lease rate of four panel trucks is \$952.00 per vehicle; the monthly lease rate for four station wagons is \$760.00 per vehicle. The monthly lease cost for garaging of three (3) motor vehicles is \$0.00 (no charge) per vehicle per month."

Minutes of Meeting
Administrative Agency
March 27, 1995

-3-

"VOTED: that, the Trustees amend the existing contract for "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 City of Boston, in the amount of \$25,000.00 due to a supplementary budget increase that now reflects a \$2,053,000.00 appropriated Library Department budget for books and other related bibliographical acquisition materials during the period July 1, 1994, through June 30, 1995."

There being no further business, the meeting of the Administrative Agency adjourned at 9:56 a.m.

_____ Secretary

Please read, initial below
and return to the Secretary

_____ Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, April 24, 1995

DRAFT

A meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 10:18 a.m.

Present at the meeting were Trustees Bulger, Gaines, Snyder and Whouley. Also attending were members of the Boston Public Library Foundation, Library administration, staff, public and representatives from the Friend's Groups.

President Berthé M. Gaines presiding.

The first item on the order of business was the approval of minutes for the Regular Meeting of March 27, 1995. On a motion duly made and seconded, the minutes of the Regular Meeting of March 27, 1995 were approved.

Mrs. Gaines called on Mr. Curley to provide background information on the proposed award of contract for window installation and repair at all Library buildings, and on his recommendation, on a motion duly made and seconded, it was

"VOTED: that, there be entered into with United Mirror & Plate Glass, 190 Broadway, Somerville, Massachusetts 02145, the sole eligible, responsive, and responsible bidder in the public bidding, re-advertised under G.L., C. 30B, a contract for window installation and repair at all Library buildings during the period July 1, 1995, through June 30, 1996, at a total cost not to exceed ten thousand nine hundred ten dollars and five cents (\$10,910.05)."

There being no further business, the meeting of the Administrative Agency adjourned at 10:25 a.m.

_____ Secretary

Please read, initial below
and return to Secretary

_____ Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Monday, June 5, 1995

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 10:47 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthe M. Gaines, David McCullough, Pamela Seigle, Arthur F. F. Snyder, William O. Taylor, and Kim-Lan Tran.

Also present at the meeting were members of the Library administration; William Barry, McKim Restoration project architect from Shepley, Bulfinch, Richardson, and Abbott, Inc.; Diddy Cullinane, Vice Chairman, Karyn Wilson, Director, and Blake Jordan, Director of Development of the Boston Public Library Foundation; Kenneth J. Mickiewicz, Attorney with Sherin and Lodgen; Alice Hennessey, Special Assistant to Mayor Menino; staff, public and representatives from the Friends' Groups.

President Berthe M. Gaines presiding.

The President proposed that items number one through four on the order of business relating to enabling votes for the signing of bills, contracts, to hold and conduct Civil Service Personnel hearings, and authorizing routine operating procedures would be voted on as a block. Then, on a motion, duly made and seconded, the following items were voted on as follows:

"VOTED: that any member of the Board of Trustees or, upon delegation by the Board of Trustees, the Director, the Associate Director, designated Assistant Director, or Assistant to the Director be, and hereby is, authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the Library."

"VOTED: that, until the next Annual Meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the Director or Associate Director, or the Secretary of the Trustees be, and hereby is, authorized to sign any and all contracts voted to be made by the Board in the name and on behalf of the City of Boston and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payment under contracts so voted."

"VOTED: that we, the Trustees of the Boston Public Library, having appointive authority over the Civil Service personnel at the Library, do appoint the President of this Board, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

and
further,

"VOTED: that in the event of the unavailability of the President, the Vice President is hereby authorized to conduct the above-mentioned hearings, this power to be valid only until the expiration or appointment of any member of this Board."

"VOTED: that, until the next Annual Meeting, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Jamie A. McGlone, Secretary, be, and hereby is, authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all officers and employees of the Library below the level of Assistant Director, and to fix the remuneration for all such officers and employees subject to the salary and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation."

and

"VOTED: that until the next Annual Meeting, Arthur Curley, Director, or upon his delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign on behalf of the Board in approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1995-1996 budget allowance, but in no case exceeding these in the budget estimates for the fiscal year 1995-1996, as shall be approved by the Board of Trustees."

There being no further business, the annual Meeting of the Administrative Agency adjourned at 10:52 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, June 5, 1995

A Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 11:21 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthe M. Gaines, David McCullough, Pamela Seigle, Arthur F. F. Snyder, William O. Taylor, and Kim-Lan Tran.

Also present at the meeting were members of the Library administration; William Barry, McKim Restoration project architect from Shepley, Bulfinch, Richardson, and Abbott, Inc.; Diddy Cullinane, Vice Chairman, Karyn Wilson, Director, and Blake Jordan, Director of Development of the Boston Public Library Foundation; Kenneth J. Mickiewicz, Attorney with Sherin and Lodgen; Alice Hennessey, Special Assistant to Mayor Menino; staff, public and representatives from the Friends' Groups.

President Berthe M. Gaines presiding.

The first item on the order of business was the approval of minutes for the Regular Meeting of April 24, 1995. On a motion duly made and seconded, the minutes of April 24, 1995 were approved.

Next, the Director provided background information on the proposed award of contracts for servicing fire alarm and sprinkler systems, inspection and treatment of HVAC systems, and for the procurement of Library books. Then, on a motion duly made and seconded, it was

"VOTED: that, there be entered into with American Service Co., Inc., 20 Fort Street, Quincy, Massachusetts 02196, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G. L., C. 30B, a contract for the inspection, testing, and servicing of fire alarm systems and sprinkler systems beginning July 1, 1995, through June 30, 1996, and on July 1, 1996, and on July 1, 1997, at a total cost for the three (3) year period not to exceed fifty-seven thousand two hundred sixty-seven dollars and no cents (\$57,267.00). The cost for the first fiscal year (1996) is not to exceed nine- teen thousand eighty-nine dollars and no cents (\$19,089.00)."

"VOTED: that, there be entered into with Neponset Chemical & Engineering, Inc., 25 East Hoyle Street #275, Norwood, Massachusetts 02062, the lowest eligible and responsible bidder in the public bidding, advertised under G.L. c. 30B, a contract for the inspection, testing, and treatment of HVAC water, Glycol, and steam systems during the period July 1, 1995, through June 30, 1996, at a total cost not to exceed eight thousand nine hundred forty dollars and no cents (\$8,940.00)."

"VOTED: that, there be entered into a non-advertised contract, as authorized under G.L., c 30-B, Section 7 (a), referred to as "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 City of Boston, for the purchase of books and certain other library bibliographical acquisition materials, in an amount not to exceed the amount appropriated in the Library Department budget for books and other related bibliographical acquisition materials, during the period July 1, 1995, through June 30, 1996."

In other business, Mrs. Gaines said that she would like to schedule presentations by Library staff department heads at future Trustees' meetings and she would appreciate recommendations by the members of the Board regarding their interests. Mrs. Gaines reported that the Library's remote storage facility located in Norwood now has insurance on the property.

There being no further business, the meeting of the Administrative Agency adjourned at 11:23 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, September 18, 1995

A meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 10:35 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, David McCullough, Pamela Seigle, Arthur F. F. Snyder, William O. Taylor, and Kim-Lan Tran.

Also present at the meeting were members of the Library administration; Alice Hennessey, Special Assistant to Mayor Menino; William Barry, McKim Restoration project architect from Shepley, Bulfinch, Richardson, and Abbott, Inc.; Karyn Wilson, Director, and Blake Jordan, Director of Development of the Boston Public Library Foundation; Kenneth J. Mickiewicz, Attorney with Sherin and Lodgen; staff, public, representatives from the Uphams Corner Neighborhood Associations and various Friends' Groups.

President Berthé M. Gaines presiding.

The first item on the order of business was the approval of minutes for the Annual and Regular Meetings of June 5, 1995. On a motion duly made and seconded, the minutes of June 5, 1995 were approved.

Next, the Director provided background information on the proposed award of contract for preventive maintenance of HVAC systems throughout the Public Library System. Then, on a motion duly made and seconded, it was

"VOTED: that, a contract publicly advertised in accordance with the provisions of G.L. C. 149, Section 44A - 44I, be entered into with Johnson Controls World Services Inc., 7315 North Atlantic Avenue, Cape Canaveral, Florida 32920, the lowest eligible and responsible bidder, for Preventive Maintenance of HVAC Systems throughout the Public Library System of the City of Boston for the period commencing October 1, 1995, and ending June 30, 1998 (Project NO. 9398) at a total cost not to exceed one million three hundred thirty-one thousand nine hundred thirty-five dollars and no cents (\$1,331,935.00), and the cost for the period October 1, 1995, through June 30, 1996 (the last nine months of Fiscal Year 1996) not to exceed three hundred sixty-three thousand two hundred fifty-five dollars and no cents (\$363,255.00) and the cost for each of the next two fiscal years (Fiscal Years 1997 and 1998) not to exceed four hundred eighty-four thousand three hundred forty dollars and no cents (\$484,340.00)."

There being no further business, the meeting of the Administrative Agency adjourned at 10:42 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, October 23, 1995

A meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 11:10 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, David McCullough, Pamela Seigle, Arthur F. F. Snyder, and William O. Taylor.

Also present at the meeting were members of the Library administration; Kevin Phelan, President, Karyn Wilson, Director, and Blake Jordan, Director of Development of the Boston Public Library Foundation; Donna Terry, Corey Griffin, and Almond Goduti of the Boston Company; Douglass Shand-Tucci, Advisor to the Trustees for the McKim Project; William Barry, McKim Restoration project architect from Shepley, Bulfinch, Richardson and Abbott, Inc.; staff, public, and representatives from the Friends' Groups.

President Berthé M. Gaines presiding.

The first item on the order of business was the approval of minutes for the Regular Meeting of September 18, 1995. On a motion duly made and seconded, the minutes for the Regular Meeting of September 18, 1995 were approved.

The next item on the order of business was the award of contract for supplying and delivering offset paper. Mr. Curley provided background information on the proposed award of contract noting that it was the lowest eligible, responsive, and responsible bidder in the public bidding, and on his recommendation, on a motion duly made and seconded, it was

"VOTED: that, there be entered into with Century Robinson Papers, 17 Progress Road Billerica, Massachusetts 01821, the lowest eligible, responsive, and responsible bidder in the public bidding, as advertised under G. L. c. 30B, a contract for supplying and delivering offset paper during the period November 1, 1995, through December 31, 1995, at a total cost not to exceed twenty-seven thousand six hundred six dollars and twenty-eight cents (\$27,606.28)."

Mrs. Gaines updated the members of the Board on the Glendale Street Association's request for a Library to be located at 413 Columbia Road, Dorchester. She received notification from the Public Facilities Department that the Uphams Corner Health Center was selected as the winning bidder to develop the above-referenced property.

Mr. Gunars Rutkovskis, Assistant Director for Resources & Research Library Services, said that it is the dedicated staff of the Library who bring the collections alive to the public and then introduced Ms. Katherine Dibble, Supervisor of the Research Library. Ms. Dibble said this is a wonderful opportunity for the Trustees to become acquainted with the Research Library staff and become knowledgeable of the collections and services. Ms. Dibble introduced Ms. Marilyn McLean, Curator of Science, who provided an overview of the resources and services of the department. Ms. McLean said the Science Reference Department is a Patent and Trademark Depository Library providing patent and trademark services to inventors, students, small businesses and attorneys. The department also provides reference help in person and by telephone in the areas of chemistry, biology, medicine, technology, science projects, automotive repair and military and naval science. In addition, to reference, Science Reference is the online search service center covering all subject areas. Next, Ms. Dibble introduced Ms. Dolores Schueler, Curator of the Kirstein Business Branch, who provided a history of the Branch which was built in 1930 as a gift from Louis Kirstein, Trustee of the Library and businessman. Ms. Schueler said that the branch was the first public business library in the United States built by a private businessman. The primary goal is to provide financial, economic, and business needs to the public in addition to collecting business, investment, and financial related publications and directories.

In other business, Mrs. Gaines thanked Mr. Kevin FitzPatrick, Assistant to the Director for Business and Publishing Services, for the Audit Reports and for a job well done.

There being no further business, the meeting of the Administrative Agency adjourned at 11:35 a.m.

_____Secretary

Please read, initial below
and return to the Secretary

_____Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, November 27, 1995
Shepley, Bulfinch, Richardson
and Abbott, Inc.
40 Broad Street
Boston, MA

A meeting of the Trustees of the Public Library as an Administrative Agency was held in the Board Room at the Architectural Firm of Shepley, Bulfinch, Richardson and Abbott, Inc. 40 Broad Street, Boston, MA at 8:10 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, Pamela Seigle, Arthur F.F. Snyder, William O. Taylor, and Kim-Lan Tran.

Also present at the meeting were members of the Library administration; Alice Hennessey, Special Assistant to Mayor Menino; Karyn Wilson, Director, and Blake Jordan, Director of Development of the Boston Public Library Foundation; Douglass Shand-Tucci, Special Advisor to the Trustees for the McKim Project; William Barry, McKim project architect, and Gerrit Zwart, Managing Principal for McKim project, from Shepley, Bulfinch, Richardson and Abbott, Inc.; staff, public, and representatives from the Friends' Groups.

President Berthé M. Gaines presiding.

The first item on the order of business was the approval of minutes for the Regular Meeting of October 23, 1995. On a motion duly made and seconded, the minutes for the Regular Meeting of October 23, 1995 were approved

The next item on the order of business was the award of contracts for supplying periodicals and serials and data processing miscellaneous supplies. Mr. Curley provided background information on the proposed award of contracts, and on his recommendation, on a motion duly made and seconded, it was

"VOTED: that, without public advertising, there be entered into with the Faxon Company, Inc., 15 Southwest Park, Westwood, Massachusetts, a contract for (1) supplying periodicals and serials for the calendar year 1996, and (2) servicing the subscriptions for the individual items throughout the year as specified in the Specifications, and subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed three hundred thousand dollars and no cents (\$300,000.00)."

"VOTED: that, there be entered into with Media Recovery, Inc., 480 Neponset Street, Canton, Massachusetts 02021, the lowest eligible and responsible bidder in the public bidding, as advertised under G. L. c. 30-B, a contract for supplying and delivering data processing miscellaneous supplies, as specified under items #1 through #10, at a total cost not to exceed nine thousand two hundred twenty dollars and seventy-two cents (\$9,220.72)."

In other business, Mrs. Gaines congratulated Ms. Diane Fay, Special Library Assistant in the Automated Cataloging Unit, on her recent election as President of AFSCME Council 93, and Ms. Gail Fithian, Senior Reference Librarian in Government Documents, on her election as President of the Library's Professional Staff Association. Mrs. Gaines said that she wished to call attention to the Attorney General's ruling requiring a record be made of how certain conclusions and decisions are arrived at by Boards of Trustees and noted that it would be helpful for the Trustees to vocalize their thoughts and opinions when required. Ms. Seigle said that she attended the opening of the exhibition Beyond Category: The Musical Genius of Duke Ellington on Sunday at the Library and the related lecture by legendary musician and retired Berklee faculty member Herb Pomeroy. This traveling exhibition at the Library is cosponsored by the Boston Public Library, in honor of its 100th anniversary, and Berklee College of Music, in honor of its 50th anniversary. Ms. Seigle said the Rabb Lecture Hall was full to capacity and congratulated Ms. Ellen Graf, Special Projects Librarian, and other library staff on an outstanding job in coordinating this celebration.

There being no further business, the meeting of the Administrative Agency adjourned at 8:22 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, January 22, 1996

A meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 9:39 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, and Pamela Seigle.

Also present at the meeting were members of the Library administration; Alice Hennessey, Special Assistant to Mayor Menino; Karyn Wilson, Director, and Blake Jordan, Director of Development of the Boston Public Library Foundation; William Barry, McKim project architect, Shepley, Bulfinch, Richardson and Abbott, Inc., Douglass Shand-Tucci, Special Advisor to the Trustees for the McKim Project; staff, public and representatives from the Friends' Groups.

President Berthé M. Gaines presiding.

The first item on the order of business was the FY1997 Municipal Operating Budget. Mr. Kelly provided an overview of the draft budget document placed in the Trustees' folders representing the work the Library administration has been doing over the past few months in preparation for budget submittal to the Office of Budget and Program Evaluation. Mr. Kelly reviewed the six enclosures of the budget document and provided a detailed analysis of the comparison of FY1996 appropriation and FY1997 budget scenarios. Mr. Kelly said that the permanent staffing level this year has been averaging 507 and the amount appropriated for FY1996 of \$14,024,500 is actually \$288,000 short of covering the full annualized cost of permanent staff. The amount in the FY1997 Maintenance Budget of \$14,812,961 represents the full annualized amount needed. However, the amount in the FY1997 Target Budget of \$14,273,188 represents what is available within the target number and this figure represents a potential shortfall of about \$550,000 in the FY1997 library payroll. Mr. Kelly said that no discussions have been held with Mr. Mike Galvin and budget officials since the Library received the total target planning number of \$21,417,400 last Friday. Mr. Kelly requested authorization from the Board to begin a dialog with budget officials and to submit a total budget request for the Maintenance amount of \$21,959,773. Following discussion among the Trustees, the Board authorized Mr. Kelly to open up discussions with the budget office seeking support of a total FY1997 municipal operating budget of \$21,959,773.

Mrs. Gaines acknowledged receipt of a letter from Ms. N. Jean Sheikh of Boston who expressed concerns regarding the main circulating division of the Library. Mrs. Gaines noted that Ms. Loke, Assistant Director for Community Library Services, responded to Ms. Sheikh and the letter has been placed in the Trustees' folders. Discussion followed on addressing the concerns expressed by Ms.

Sheikh including the difficulty and labor-intensiveness when working with a heavily-used collection of more than 700,000 items with which the public has constant interaction; experimenting with ways of organizing reshelving and shelf verification work to increase the efficiency of this operation; the impact of staff reductions in this department while the Central Library's circulation has increased by more than 20%, signifying tremendous growth in the volume of materials which must be handled by staff; and the continuing efforts to improve collections and services offered to the public.

Ms. Sally Beecher, Head of Telephone Reference, began her presentation with a video Channel Five filmed on the ongoing resources and services the department provides. The separate Telephone Reference Department was established in 1991 to try to relieve some of the pressure on the subject departments and opened for business in the Spring of 1992. As expected, the total number of calls answered by the Library significantly increased as shown in a summary of usage comparing 1992 through 1995 of both telephone questions handled and questions asked at the Information Desk in the Johnson Building. Ms. Beecher said she was proud to report that the department was awarded the 1994 Customer Service Award for Excellence by the Boston Management Consortium and the City of Boston. Ms. Beecher then described the high degree of electronic means and sources available to the staff to assist them with ready reference and more extended user's queries. Mrs. Gaines said she is a strong user of the telephone reference department and said it is an excellent resource provided by the Library.

Ms. Mary Frances O'Brien, Coordinator of Social Sciences, described the resources and services of the Social Science Reference Department which is responsible for materials found in the Library of Congress classification C-L. Ms. O'Brien said the subject areas represented in the collection include history, business, investments, education, sociology and genealogy and family history resources. Among its strengths are corporate and financial information sources, career resources, genealogy, African-American history collection, Foundation and education resources. In addition, the department has electronic sources of information available, either in CD-ROM format or online.

In other business, Mrs. Gaines said that she has received letters from two Presidents of library friends' groups expressing their concerns to the Trustees regarding the search for a Library Director. Mrs. Gaines said that she will bring them to the next meeting so they can be recorded into the minutes of the meeting.

There being no further business, the meeting of the Administrative Agency adjourned at 10:48 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, February 26, 1996

A meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 10:33 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, Pamela Seigle, Arthur F.F. Snyder, and William O. Taylor.

Also present at the meeting were members of the Library administration; Ken Mickiewicz, attorney to the Trustees; Karyn Wilson, Director, and Blake Jordan, Director of Development of the Boston Public Library Foundation; William Barry, McKim project architect, Shepley, Bulfinch, Richardson and Abbott, Inc.; Douglass Shand-Tucci, Special Advisor to the Trustees for the McKim project; staff, public and representatives from the Friends' Groups.

President Berthé M. Gaines presiding.

The first item on the order of business was the approval of minutes for the Regular Meeting of January 22, 1996. On a motion duly made and seconded, the minutes for the Regular Meeting of January 22, 1996 were approved.

The next item on the order of business was the FY1997 Municipal Operating Budget. Mr. Curley said that there is little news to report on the Library's request to the Office of Budget and Program Evaluation seeking support of a total FY1997 municipal operating budget of \$21,959,773, which is about \$550,000 higher than the total target planning number of \$21,417,400 received from budget officials. Further, Mr. Curley said that the Budget Office sent a request to provide a full program of service at the Mattapan Branch Library but as of yet did not provide funding for the additional costs. Mr. Curley said that if the total budget is not funded, it will be a very tight year and he added that collective bargaining contracts expire this year and will need to be scheduled and funded. Mr. Curley said that the City Council plans to schedule budget hearings in April. In response to a question from Mr. Deare regarding whether collective bargaining negotiations result in regular increases, Mr. Curley said that the rate of increase varies greatly.

Mrs. Gaines called upon Mr. George Hulme, Supervisor of Shipping & Receiving, to provide an orientation on the services of the department. Mr. Hulme said that there are ten full time employees responsible for providing four general functions: serving as the receiving agent for the library; operate the delivery system for the entire library system including the branch libraries and the Eastern Massachusetts Regional Library system; oversees the mail room operation; and operates the supply/stockroom. Mr. Hulme said that the department handles over 20,000 items a day and more than 270,000 items were mailed last year.

In other business, Mrs. Gaines said that she is still receiving letters from various Friends' Groups concerning the search for a director and she plans to bring them in at the next meeting.

There being no further business, the meeting of the Administrative Agency adjourned at 11:05 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, March 25, 1996

A meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 9:20 a.m.

Present at the meeting were Trustees V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, Arthur F.F. Snyder, and William O. Taylor.

Also present at the meeting were members of the Library administration; Alice Hennessey, Special Assistant to Mayor Menino; Blake Jordan, Director of Development, the Boston Public Library Foundation; Ken Mickiewicz, attorney to the Trustees; William Barry, McKim project architect, Shepley, Bulfinch, Richardson and Abbott, Inc.; Douglass Shand-Tucci, Special Advisor to the Trustees for the McKim project; staff, public and representatives from the Friends' Groups.

President Berthé M. Gaines presiding.

The first item on the order of business was the approval of minutes for the Regular Meeting of February 26, 1996. On a motion duly made and seconded, the minutes for the Regular Meeting of February 26, 1996 were approved.

The next item on the order of business was the approval of contracts. Mr. Curley provided background information on the four proposed contracts noting that in each case the recommendation of award is for the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., c. 30B. In response to a question from Mr. Taylor, Mr. FitzPatrick, Assistant to the Director for Business and Publishing Services, said that glycol is a chemical used in HVAC systems. In response to several inquiries from Ms. DePrisco, Mr. FitzPatrick described the public bidding process for contracts involves the solicitation of bids through advertising in the City Record, the state's Goods and Services Bulletin, local newspapers, and on the Library's public bulletin boards; explained the contract for the examination of building levels at the Central Library building noting that the contract is for the monitoring of building settlement levels, alternately measuring Central Library buildings annually; and the contract for window installation and repair is for emergency window breakage and does not include window insurance since the city of Boston is self insured. Then, on the recommendation of the Director, and on a motion duly made and seconded, it was

“VOTED: that, there be entered into with Casting Cleaning & Maintenance Service Corp., 200 Lancaster Terrace Brookline, Massachusetts 02146, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., c. 30B, a contract for the cleaning of windows at the Central Library building and at various other library locations during the period July 1, 1996, through June 30, 1997, at a total cost not to exceed twelve thousand four hundred dollars and no cents (\$12,400.00).”

“VOTED: that, there be entered into with Cullinan Engineering CO., Inc., 210 Lincoln Street, Boston, Massachusetts 02111, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G. L., c. 30B, a contract for the examination of building levels at the Central Library building referred to as the Johnson Building, during the period July 1, 1996, through June 30, 1997, at a total cost not to exceed nine thousand three hundred dollars and no cents (\$9,300.00).”

“VOTED: that, there be entered into with Neponset Chemical & Engineering, Inc., 25 East Hoyle Street #275, Norwood, Massachusetts 02062, the lowest eligible and responsible bidder in the public bidding, advertised under G. L., c. 30B a contract for the inspection, testing, and treatment of HVAC water, glycol, and steam systems during the period July 1, 1996, through June 30, 1997, at a total cost not to exceed ten thousand eighty dollars and no cents (\$10,080.00).”

“VOTED: that, there be entered into with United Mirror & Plate Glass, 179 Broadway, Somerville, Massachusetts 02145, the lowest eligible, responsive and responsible bidder in the public bidding, advertised under G. L., c. 30B, a contract for window installation and repair at all Library buildings during the period July 1, 1996, through June 30, 1997, at a total cost not to exceed ten thousand eight hundred seventy-one dollars and five cents (\$10,871.05).”

In other business, Mrs. Gaines praised the efforts of the Boston Public Library Foundation to turn a negative situation into a positive one and generate excitement and hope through an anonymous \$100,000 contribution to the Codman Square Branch Library which will be used to develop youth-oriented programs and services at the Branch. Presented by Foundation Honorary Chairman and Library Trustee William O. Taylor on March 13, 1996 in a ceremony at the Branch, the grant was presented to Mayor Thomas M. Menino and Library Trustee V. Paul Deare in response to a shooting attack on the library March 1st which shot out the front windows and glass doors of the library. Ms. Hennessey said it was at the excellent suggestion of Mrs. Gaines that Mayor Menino announced at the ceremony that tough new legislation has been written and filed at the State House to make libraries “drug free zones” and remarked on the outstanding gathering of community leaders and library friends who were present in support of the library.

There being no further business, the meeting of the Administrative Agency adjourned at 9:35 a.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
West Roxbury Branch Library
Monday, May 20, 1996

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Community Room of the West Roxbury Branch Library at 2:36 p.m.

Present at the meeting were Trustees Chiu, Deare, DePrisco, Gaines, Mullaney, Seigle and Taylor.

Also present were members of the Library administration; Alice Hennessey, Special Assistant to Mayor Menino; Cathleen Douglas Stone, Chief of Environmental Services; Karyn Wilson, Director, and Blake Jordan, Director of Development of the Boston Public Library Foundation; William Barry, McKim project architect, Shepley, Bulfinch, Richardson and Abbott, Inc.; Doris Corbo, President, Friends of the West Roxbury Branch Library; staff, public and representatives from the Friends' Groups.

President William O. Taylor presiding.

The President proposed that items number one through four on the order of business relating to enabling votes for the signing of bills, special drafts, and payrolls, contracts approved by the Board, and authorizing routine operating procedures would be voted on as a block. Then, on a motion duly made and seconded, the following items were voted on as follows:

- “VOTED: that, any member of the Board of Trustees or, upon delegation by the Board of Trustees, the Director, the Associate Director designated Assistant Director, or Assistant to the Director be, and hereby is, authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the library.”
- “VOTED: that, until the next Annual Meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the Director or Associate Director, or the Secretary of the Trustees be, and hereby is, authorized to sign any and all contracts voted to be made by the Board in the name and on behalf of the City of Boston and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payment under contracts so voted.”
- “VOTED: that, we, the Trustees of the Boston Public Library, having appointive authority over the Civil Services personnel at the library, do appoint the President of this Board, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

and
further

“VOTED: that, in the unavailability of the President, the Vice President is hereby authorized to conduct the above-mentioned hearing, this power to be valid only until the expiration or appointment of any member of this Board.”

“VOTED: that, until the next Annual Meeting the Director, or upon his/her delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Jamie A. McGlone, Secretary, be, and hereby is, authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all such officers or employees below the level of Assistant Director, and to fix the remuneration for all such officers and employees subject to the salaries and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at their next meeting for confirmation.”

and

“VOTED: that, until the next Annual Meeting the Director, or upon his/her delegation, Liam M. Kelly, Associate Director, or John J. Doherty, Assistant Director, or Kevin T. FitzPatrick, Assistant to the Director, be, and hereby is, authorized to sign on behalf of the Board in the approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1996 - 1997 budget allowance, but in no case exceeding these in the budget estimates for the fiscal year 1996-1997, as shall be approved by the Board of Trustees.

There being no further business, the meeting of the Administrative Agency adjourned at 2:40 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
West Roxbury Branch Library
Monday, May 20, 1996

A meeting of the Trustees of the Public Library as an Administrative Agency was held in the Community Room of the West Roxbury Branch Library at 3:25 p.m.

Present at the meeting were Trustees Chiu, Deare, DePrisco, Gaines, Mullaney, Seigle and Taylor.

Also present were members of the Library administration; Alice Hennessey, Special Assistant to Mayor Menino; Cathleen Douglas Stone, Chief of Environmental Services; Karyn Wilson, Director, and Blake Jordan, Director of Development of the Boston Public Library Foundation; William Barry, McKim project architect, Shepley, Bulfinch, Richardson and Abbott, Inc.; Doris Corbo, President, Friends of the West Roxbury Branch Library; staff, public and representatives from the Friends' Groups.

President William O. Taylor presiding.

Ms. Seigle introduced Ms. Sheila Scott, Acting Branch Librarian of the West Roxbury Branch Library, stating that Ms. Scott is a very important resource in the community and has been wonderfully helpful to the Friends of the branch library. Ms. Scott welcomed the Trustees and introduced Ms. Catherine Coyne who was recently appointed Branch Librarian and will begin her assignment this Wednesday. Ms. Scott provided a brief history of the largest branch in the system noting that it opened in 1922 and an addition was added in 1989; there are two art galleries, courtyard, and an office for the West Roxbury Historical Society. There is a high demand for reference and reader's advisory, and the staff of eight provides a wide range of programs, services, and workshops including computer training. Ms. Doris Corbo, President, Friends of the West Roxbury Branch Library, spoke about the Friends' involvement with the Branch, especially supporting literacy, fundraising efforts, and the children's art gallery. Ms. Corbo said the Friends take pride in the sponsorship of community programs, book lectures, poetry contests, and many cultural events. Ms. Corbo concluded that they particularly make an effort to reach out to different parts of the population and to other communities throughout the city.

Mrs. Gaines then welcomed Ms. Cathleen Douglas Stone, Chief of Environmental Services, who said she was very pleased to be affiliated both personally and professionally with the Boston Public Library. Ms. Stone said that she will serve as the Mayor's conduit to the library and will focus on strategic planning issues within the context of environmental issues.

There being no further business, the meeting of the Administrative Agency adjourned at 3:40 p.m.

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Monday, May 19, 1997

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 8:37 a.m.

Present at the meeting were Trustees Bulger, Chiu, Deare, DePrisco, Gaines, Mullaney, Seigle and Taylor.

Also present were members of the Library administration; Alice Hennessey, Special Assistant to Mayor Menino; Mr. Andrew Hudak, Deputy Director, Public Facilities Department; Ms. Karyn L. Wilson, Director, and Blake Jordan, Director of Development, the Boston Public Library Foundation; Mr. Kenneth J. Mickiewicz, Attorney to the Trustees; Mr. Barry Silverman, Sculptor; staff, public, and representatives from the Friends' Groups.

President William O. Taylor presiding.

The President proposed that items one through four on the order of business relating to enabling votes for the signing of bills, special drafts, and payrolls, contracts approved by the Board, and authorizing routine operating procedures would be voted on as a block. Then, on a motion duly made and seconded, the following items were voted on as follows:

“VOTED: that, any member of the Board of Trustees or, upon delegation by the Board of Trustees, the President, the Associate Director designated Assistant Director, or Assistant to the Director be, and hereby is, authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the library.”

“VOTED: that, until the next Annual Meeting, the President, or Vice President, or in the inability of either, any member of the Board, and by delegation the President or Associate Director, or the Secretary of the Trustees be, and hereby is, authorized to sign any and all contracts voted to be made by the Board in the name and on behalf of the City of Boston and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payment under contracts so voted.”

“VOTED: that, we, the Trustees of the Boston Public Library, having appointive authority over the Civil Services personnel at the library, do appoint the President of this Board, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary;

and
further

“VOTED: that, in the unavailability of the President, the Vice President is hereby authorized to conduct the above-mentioned hearing, this power to be valid only until the expiration or appointment of any member of this Board.”

“VOTED: that, until the next Annual Meeting Bernard A. Margolis, President, or upon his delegation, Liam M. Kelly, Associate Director, or Jamie A. McGlone, Secretary, be, and hereby is, authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all such officers or employees below the level of Assistant Director, and to fix the remuneration for all such officers and employees subject to the salaries and wage scales as currently established by vote of the Trustees, said appointments and changes in remuneration's to be reported to the Trustees at their next meeting for confirmation.”

and

“VOTED: that, until the next Annual Meeting Bernard A. Margolis, President, or upon his delegation, Liam M. Kelly, Associate Director, and hereby is, authorized to sign on behalf of the Board in the approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1997 - 1998 budget allowance, but in no case exceeding these in the budget estimates for the fiscal year 1997-1998, as shall be approved by the Board of Trustees.

There being no further business, the meeting of the Administrative Agency adjourned at 8:45 a.m.

_____ Secretary

Please read, initial below and
return to the Clerk

_____ Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, May 19, 1997

A Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 9:50 a.m.

Present at the meeting were Trustees Bulger, Chiu, Deare, DePrisco, Gaines, Mullaney, Seigle and Taylor.

Also present were members of the Library administration; Alice Hennessey, Special Assistant to Mayor Menino; Mr. Andrew Hudak, Deputy Director, Public Facilities Department; Ms. Karyn L. Wilson, Director, and Blake Jordan, Director of Development, the Boston Public Library Foundation; Mr. Kenneth J. Mickiewicz, Attorney to the Trustees; Mr. Barry Silverman, Sculptor; staff, public, and representatives from the Friends' Groups.

President William O. Taylor presiding.

The first item on the order of business was the award of contracts. Ms. DePrisco asked that action be deferred until the next Trustees meeting on the proposed contract with Coyne Textile Services, Syracuse, N.Y. for furnishing miscellaneous uniforms for a three year period. Ms. DePrisco said that there is a certain advantage to doing business with companies located in Massachusetts. Mr. FitzPatrick said that the contract was posted and advertised in the public bidding process and this company was the sole eligible and responsible bidder. Ms. DePrisco asked that a process be developed where the initial announcement of any competitive bids go to the Board of Trustees as an informational item prior to the completion of the bidding process and the administration's recommendation of a bid award. Then, on a motion duly made and seconded, it was

“VOTED: that, there be entered into with P. Clancy and Sons, 101 Dorchester Street, Squantum, Massachusetts 02171, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G.L., C. 30B, a contract for Window Cleaning at the Central Library building and at other library locations during the period July 1, 1997, through June 30, 1998, at a total cost not to exceed eleven thousand six hundred dollars and no cents (\$11,600.00).

“VOTED: that, there be entered into with Coyne Textile Services, 140 Cortland Avenue, Syracuse, N.Y., 13202-3499, the sole eligible and responsible bidder in the public bidding, advertised under G. L. c. 30B, a contract for furnishing miscellaneous uniforms for a multi-year (three (3) year) period Beginning July 1, 1997, through June 30, 1998, and on July 1, 1998, and on July 1, 1999, at total cost not to exceed twenty-five thousand thirty-eight dollars and no cents (\$25,038.00). The cost for the

first fiscal year (1998) is not to exceed eight thousand three hundred forty-six dollars and no cents (\$8,346.00).

“VOTED: that, there be entered into with Customer Driven Delivery Systems, Inc., D/B/A Minute Man Transit, Norwood Office Park, 1500 Providence Highway, Suite 30, Norwood, MA 02062, the lowest eligible, responsible and responsible bidder in the public bidding, advertised under G.L., C. 30 B, a contract for providing a delivery system for the Eastern Massachusetts Regional Library System for a multi-year (three (3) year) period beginning July 1, 1997, through June 30, 1998, and on July 1, 1998, and on July 1, 1999, at total cost for the three year period not to exceed three hundred six thousand five hundred thirty eight dollars and ninety two cents (\$306,538.92). The cost for the first fiscal year (1998) is not to exceed one hundred two thousand one hundred seventy nine dollars and sixty four cents (\$102,179.64), and the same amount for each of the next two (2) fiscal years (Fiscal Years 1999 and 2000).

“VOTED: that, a contract publicly advertised in accordance with the provisions of G.L. c. 149, Section 44A-44I, be entered into with Hub Glass Services, Inc., 216 McGrath Highway, Somerville, MA 02143, the lowest eligible and responsible bidder, for Window Installation and Repairs in various Library Buildings, for a multi-three (3) year period, commencing July 1, 1997, and ending June 30, 2000, (Project No. 9825) at a total cost for the three (3) year period not to exceed forty four thousand six hundred ten dollars and seventy five cents (\$44,610.75). The cost for the first Fiscal Year (1998) is not to exceed fourteen thousand eight hundred seventy dollars and twenty five cents (\$14,870.25), and the same amount for each of the next two (2) fiscal years (Fiscal Years 1999 and 2000).

“VOTED: that, there be entered into with Merchants Rent-A-Car, Inc., 1278 Hooksett Road, Hooksett, New Hampshire 03106, the sole eligible, responsive, and responsible bidder in the public bidding, advertised under G.L.,c. 30B, a contract for the leasing of four (4) panel trucks and four (4) station wagons, as specified, for a multi-year (two (2) year) period beginning July 1, 1997, through June 30, 1998, and on July 1, 1998, at a total cost for the two year period not to exceed one hundred seventy two thousand five hundred twelve dollars and no cents (\$172,512.00), and the total cost for the first fiscal year (Fiscal Year 1998) not to exceed eighty six thousand two hundred fifty six dollars and no cents (\$86,256.00). The monthly lease rate of four panel trucks is \$999.00 per vehicle; the monthly lease rate for four station wagons is \$798.00 per vehicle. The monthly lease cost for garaging of three (3) motor vehicles is \$0.00 (no charge) per vehicle per month.”

“VOTED: that, there be entered into with Merchants Rent-A-Car, Inc., 1278 Hooksett Road, Hooksett, New Hampshire 03106, the sole eligible, responsive, and responsible bidder in the public bidding, advertised under G.L.,c. 30B, a contract for leasing and garaging of two (2) station wagons for the Eastern Massachusetts Regional Library System (EMRLS) for a multi-year (two-year) period beginning July 1, 1997, through June 30, 1998, and on July 1, 1998, at a total cost for the two year period not to exceed Thirty Eight Thousand Three Hundred and Four Dollars and No Cents (\$38,304.00); and the total costs for the first fiscal year (Fiscal Year 1998) not to exceed Nineteen Thousand One Hundred Fifty Two Dollars and No Cents (\$19,152.00) The monthly lease is \$798.00 per vehicle; the monthly cost for garaging two vehicles is \$0.00 (no charge) per vehicle per month.

“VOTED: that, there be entered into with Neponset Chemical and Engineering, Inc., 25 East Hoyle Street #275, Norwood, Massachusetts, 02062, the lowest eligible and responsible bidder in the public bidding, advertise under G.L. c. 30B, a contract for the inspection, testing and treatment of HVAC water, glycol and steam systems during the period July 1, 1997, through June 30, 1998, at a total cost not to exceed ten thousand eighty dollars and no cents (\$10,080.00).

“VOTED: that, there be entered into a non-advertised contract, as authorized under G.L..c 30-B, Section 7(a), referred to as “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 certain other library bibliographical acquisition materials, in an amount not to exceed the amount appropriated in the Library Department budget for books and other related bibliographical acquisition materials. during the period July 1, 1997, through June 30, 1998.

“VOTED: that, a contract publicly advertised in accordance with the provisions of G.L. c. 149, Section 44A - 44I, be entered into with South Shore Elevator Co., Inc., 30 Pond Park Road, Hingham, Massachusetts 02043, the lowest eligible, and responsible bidder, for Inspection, Testing, Servicing and Full Preventive Maintenance of Elevator Equipment in Various Library Buildings for a multi-three (3) year period, commencing July 1, 1997, and ending June 30, 2000, (Project No. 97269) at a total cost for the three (3) year period not to exceed One Hundred Four Thousand Six Hundred Forty Dollars and No Cents (\$104,640.00). The cost for the first Fiscal Year (1998) is not to exceed Thirty Four Thousand Eighty Dollars and No Cents (\$34,080.00), and for each of the next two fiscal years (Fiscal years 1999 and 2000) not to exceed Thirty Five Thousand Two Hundred and Eighty Dollars and No Cents (\$35,280.00).

President Margolis reported that a site has been selected for a new Allston Branch Library to be located at 308 North Harvard Street, Allston.

There being no further business, the meeting of the Administrative Agency adjourned at 10:00 a.m., and on a motion duly made and seconded, it was voted to go into Executive Session to discuss collective bargaining and personnel issues.

END

OF

REEL

**PLEASE
REWIND**

