

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

## Meeting of the Trustees Finance and Audit Committee

Tuesday, January 16, 2018 at 8:00 a.m.  
Central Library in Copley Square, Kirstein Business Center-Exchange  
700 Boylston Street, Boston, MA 02116

### AGENDA

#### I. Welcome

*Evelyn Arana-Ortiz, Chair*

#### II. Review and approval of meeting minutes from November 10, 2017 and December 14, 2017

*Evelyn Arana-Ortiz, Chair*

#### III. Discussion and Review of Contracts

*Ellen Donaghey, Chief Financial Officer*

- A. Vote to Recommend Contract for Leasing of two hybrid sedans, one pickup truck, one passenger van and three cargo vans for the period of 24 months.

**VOTED: “that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston vote to approve a contract with Acme Leasing LLC, 440 Washington Street, North Haven, CT 06473, the lowest eligible, responsible and responsive bidder in the public bidding, advertised under G.L.C 30B, a contract for the leasing of two (2) 4-Door Hybrid Sedans, One (1) Pick-up Truck with Lift Gate, One (1) Passenger Van, & Three (3) Cargo Vans as Specified, for a Multi-Year (two [2] year) period beginning April 1, 2018 through March 31, 2020, at a total cost for the two year period not to exceed one hundred ten thousand, four hundred ninety six dollars and zero cents (\$110,496.00).”**

- B. Vote to Approve Award of Contract for E-Rate Services for the period January 17, 2018 through October 31, 2018

**VOTED: “that, the Trustees Finance and Audit Committee Approve a Contract with EdTech Strategies, LLC, 4805 147<sup>th</sup> Street, Urbandale, Iowa, in the amount of \$37,200 to assist with the development of the Funding Year 2018 submission.”**

- C. Contract to Approve temporary hiring of part-time contract employees to assist in the Special Collections Inventory

**VOTED: “that, the Trustees Finance and Audit Committee authorize the temporary hiring of part-time interns to assist in the Special Collections inventory, not to exceed \$15,000 per individual per fiscal year and to hire a maximum of four supervisor/interns to assist in the Special Collections inventory, not to exceed to \$25,000 per individual/per fiscal year. Said Assistants will have be currently enrolled or recently graduated from an accredited library and information science program.”**

D. Contract with Hope Coolidge to provide oversight of the financial management of the Boston Public Library Foundation

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston authorize a \$45,000 with Hope Coolidge to provide oversight of the financial management of the Boston Public Library Foundation.”**

IV. **Review of Request for Proposal for Audit Firm**

V. **New Business**

VI. **Public Comment**

VII. **Adjournment**

Next Committee Meeting:

Tuesday, March 13, 2018 at 8:00 a.m. Central Library, Orientation Room

*\*Meeting is subject to change*

**Trustees of the Public Library of the City of Boston**

Robert Gallery, Chair; Evelyn Arana-Ortiz, Vice Chair

Zamawa Arenas, Ben Bradlee, Jr., Cheryl Cronin,

Priscilla Douglas, John Hailer, Paul A. La Camera, Representative Byron Rushing

President, David Leonard

Clerk of the Board, Pamela Carver

This is an open meeting; the public is welcome to attend

For information: [www.bpl.org](http://www.bpl.org)