

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. Kirstein Business Center-Exchange, Central Library 700 Boylston Street, Boston, MA 02116

MINUTES

A meeting of the Boston Public Library Trustees Finance and Audit Committee was held on Tuesday, January 16, 2018, at 8:00 a.m., Boston Public Library, Central Library, Kirstein Business Center-Exchange, 700 Boylston Street, Boston, MA 02116.

Present at the meeting included: Committee members Representative Byron Rushing, John Hailer, Zamawa Arenas, and President David Leonard. Finance and Audit Committee Chair Evelyn Arana-Ortiz participated via conference call.

Also present were Boston Public Library staff including Chief Financial Officer Ellen Donaghey, Sean Monahan, Supervisor of Accounting, and Clerk of the Board Pamela Carver as well as members of the public.

Ms. Arana-Ortiz, Chair of the Trustees Finance and Audit Committee (“Committee”) presiding, called the meeting to order at 8:06 a.m.

Ms. Arana-Ortiz joined via conference phone and acknowledged she would facilitate the meeting but was not eligible to vote.

The first matter of business was approving the Meeting Minutes from November 10th and December 14, 2017. With no additional comments or edits made, the Chair called for a motion that was duly made, seconded, and approved the meeting minutes from November 19, 2017 and December 14, 2017.

Ms. Arana-Ortiz stated there were four votes before the committee. The first would be a recommendation to go before the Board of Trustees, and the last three would be for the Committee to approve (as they are under \$100,000).

Ellen Donaghey, Chief Financial Officer, explained the first vote is to recommend a contract for leasing of two hybrid sedans, one pickup truck, one passenger van and three cargo vans for the period of 24 months for the shipping and facilities departments. She explained there were two bids, the first from Acme in Connecticut for just over \$110,000 for two years and the other from Merchant’s Auto in New Hampshire for \$176,000, with whom we currently have a contract with. She noted that Jim Meade, Superintendent of Library Buildings and Facilities is very pleased with the company and the new contract. The Committee discussed the types of vehicles, the safety, and the environmentally friendly options that were selected.

With no further discussion, a motion was duly made, seconded, and

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).”

Ms. Donaghey explained the next three contracts are within purview of this committee to approve. The first contract is for a consultant to assist with the E-Rate bid process. The E-rate program provides a significant amount of funding to the Library from the federal government. It is a complex bid process with very tight deadlines. She explained that in the interest of meeting deadlines and ensuring all criteria is met, the Library wants to engage a consultant with significant expertise in erate process to assist in bid process. The value of this contract would be \$37,000. Rep. Rushing asked for information on the E-rate funding source. Mr. Leonard explained that it is a FCC charge on cell phone bills that is pooled and collected by the Universal Service Administrative Company (USAC.) This is an independent agency that manages this program. This money is then pooled to support schools and libraries’ telecommunication related needs (phone, computers, internet, etc.).

Ms. Donaghey briefly reviewed the other two requests. The first was to approve the temporary hiring of part-time contract employees to assist in the Special Collections inventory and the other is to approve an amendment to the contract with Hope Coolidge, who is currently providing oversight of the financial management of the Boston Public Library Foundation. The members had some discussion and then a motion was duly made, seconded, and approved as a block.

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

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.”

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

Ms. Arana-Ortiz moved onto the next topic which is the review of Request for Proposal (“RFP”) for Audit Firm. She stated the Library has been using CliftonLarsonAllen for several years and that the audit is a large component of the committee’s responsibility. For that reason, she suggested we follow the same process as with the fund managers. In this case staff will review responses and recommend finalists. The committee will interview those finalists.

Ms. Arana-Ortiz asked Ms. Donaghey why the 990 tax documents is not included in the audit contract. Ms. Donaghey explained that the Library's Accounting Department is now preparing the tax documents internally, saving the Library \$5,000.

Ms. Arana-Ortiz added that she reviewed the technology audit and thinks it should be included into part of the scope. She asked if the security audit should be done separately. Mr. Leonard explained he prefers to do the audits separately, to all allow them to go broader into a separate area of expertise. The CPA Audit will allow you to look at the security controls as they relate to financial management.

Ms. Arana-Ortiz suggested that this RFP to be amended to include Mr. Leonard's suggestions. The CPA Audit will include the security review of the financial systems. She also suggested amending the language for the dates for the deliverables of the draft report to allow proper preparation for the September Board meetings.

The Committee discussed and unanimously agreed they felt most comfortable moving forward with bringing this vote before the full Board due to the significance of the contract, regardless of whether the total cost is less than \$100,000.

The Chair moved onto New Business. Mr. Hailer stated that he hoped to contact each Trustee individually in the coming weeks to discuss their thoughts on adding new board members. He hoped to discuss any suggested names, thoughts, and comments.

With no Public Comment, Ms. Arana-Ortiz called to adjourn the meeting. A motion was duly made, seconded and voted to adjourn at 8:33 a.m.

Respectfully submitted,



Pamela R. Carver, Clerk of the Board