

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

## Meeting of the Trustees Finance and Audit Committee

Thursday, May 3, 2018

Central Library in Copley Square, Kirstein Business Library-Exchange at 8:00 a.m.

700 Boylston Street, Boston, MA 02116

### AGENDA

I. **Welcome**

*Evelyn Arana-Ortiz, Chair*

II. **Review and Approval of Meeting Minutes from April 27, 2018**

*Evelyn Arana-Ortiz, Chair*

III. **Discussion of Management Letter for FY2017 for Recommendation to Board of Trustees**

*Ellen Donaghey, Chief Financial Officer*

*Matthew Hunt, CPA CliftonLarsonAllen, LLP*

**VOTED:** “that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston vote to accept the Draft Management Letter for the fiscal year ending June 30, 2017, from CliftonLarsonAllen, LLP, Certified Public Accountants.”

IV. **Review of Proposals and Recommendation of Award of Contract for Guard and Patrol Services**

*Evelyn Arana-Ortiz, Chair*

**VOTED:** “that, the Trustees Finance and Audit Committee recommend that the Trustees of the Public Library of the City of Boston approve a contract for Guard and Patrol Services for Various Library Buildings.” (Firm to be determined after review)

V. **Review of Proposals and Recommendation of Award of Contract for Annual Independent Audit Services**

*Evelyn Arana-Ortiz, Chair*

**VOTED:** “that, the Trustees Finance and Audit Committee recommend that the Trustees of the Public Library of the City of Boston approve a contract for Annual Independent Audit Services.” (Firm to be determined after review)

VI. **Mayor Martin J. Walsh’s FY19 Recommended Operating and Capital Budget Executive Summary**

*Ellen Donaghey, Chief Financial Officer and Eamon Shelton, Director of Operations*

**VOTED:** “that, the Trustees Finance and Audit Committee recommend approval by the Trustees of the Public Library of the City of Boston to accept Mayor Martin J. Walsh’s FY19 Recommended Operating and Capital Budget.”

VII. Discussion and Review of Contracts

*Ellen Donaghey, Chief Financial Officer*

A. Contract or Contracts for Various Goods or Services relating to the Critical Repair Operating Budget for FY19

**VOTED:** “that, the Trustees Finance and Audit Committee recommend approval by the Trustees of the Public Library of the City of Boston to authorize the President, or designee, on behalf of the Trustees of the Public Library of the City of Boston, to enter into a contract or contracts for various goods or services relating to the Boston Public Library Critical Repair Operating Budget for the period July 1, 2018 through June 30, 2019 provided that each contract entered into pursuant to this authorization shall have been estimated to be less than one hundred thousand dollars (\$100,000.00). In no event will the contracts cumulatively exceed three hundred thousand dollars (\$300,000.00).”

B. Contract for the Purchase of Books and Certain Other Library Bibliographical Acquisitions Materials

**VOTED:** “that, the Trustees Finance and Audit Committee recommend approval by the Trustees of the Public Library of the City of Boston that there be entered into a non-advertised contract, as authorized under G.L., c.30-B, Section 7(a), referred to as a “Procurement of Library Books,” between the Trustees of the Public Library of the City of Boston (a Corporation under Chapter 114 of the Acts of 1878), and the vendors listed therein (including any subsidiaries or agents), for the acquisitions of books and for certain other library bibliographical acquisitions materials, in an amount not to exceed the amount appropriated in the Library Department budget for books and other related bibliographical acquisitions materials, during the period July 1, 2018 through June 30, 2019.”

C. Fellowes Athenaeum Trust Advisory Committee Trust Fund FY19 Expenditure

**VOTED:** “that, the Trustees Finance and Audit Committee recommend that the Trustees of the Public Library of the City of Boston approve the expenditure from the Fellowes Athenaeum Trust Fund in an amount not to exceed ninety eight thousand three hundred sixty one dollars and no cents (\$98,361) to support the Fellowes Athenaeum Trust Fund Programmatic Plan for FY19 as recommended by the Fellowes Athenaeum Trust Advisory Committee and to be presented at an upcoming meeting.”

D. Review of delegation of certain contract approvals for recommendation to the Board of Trustees

**VOTED:** “that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston delegate approval of any contract deemed to be of a critical nature by the President of the Library during the period between May 2018 and September 2018 to the Finance and Audit Committee.”

VIII. Delegate Rare Books Contract

**VOTED:** “that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston delegate approval for award of the Secure Move and Storage of Certain Library Collections to the Trustees Finance and Audit Committee.”

IX. Approval to purchase from Mass Higher Educational Consortium Contract

**VOTED:** “that, the Trustees Finance and Audit Committee recommend that the Trustees of the Public Library of the City of Boston accept membership in the Massachusetts Higher Education Consortium (MHEC) which gives access to 54 master purchasing contracts with excellent discount pricing with over 600 vendors in more than 700 contract categories; a yes vote confirms the use of their pre-negotiated contracts to compare prices and procure goods and services for the library without further bidding.”

X. Review of Select Trusts

*Ellen Donaghey, Chief Financial Officer*

A. Review of Certain Trusts with a value of less than \$75,000

B. Review of Charles J. Wilkins Trust, established January 16, 2007

XI. Proposed Meeting Schedule for 2018-2019

*Evelyn Arana-Ortiz, Chair*

- Tues, September 18, 2018, 8:00 a.m.
- Thur, November 8, 2018, 8:00 a.m.
- Tues, January 8, 2019, 8:00 a.m.
- Thur, March 14, 2019, 8:00 a.m.
- Tues, May 7, 2019, 8:00 a.m.

*\*All meetings to be held at Central Library, location/date/time subject to change*

XII. New Business

XIII. **Public Comment**

XIV. **Adjournment**

**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, 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)