

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees Finance and Audit Committee

Tuesday September 18, 2018 at 8:00 a.m.
Central Library in Copley Square, Kirstein Business Library-Exchange
700 Boylston Street, Boston, MA 02116

REVISED AGENDA

- I. **Welcome**
Evelyn Arana-Ortiz, Chair
- II. **Review and Approval of Meeting Minutes from July 30, 2018.**
Evelyn Arana-Ortiz, Chair
- III. **Review of Boston Public Library Draft Financial Statements for Fiscal Year Ending June 30, 2018**
Matthew S. Hunt, CPA and Principal, CliftonLarsonAllen
Ellen Donaghey, Chief Financial Officer

VOTED: “that the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston approve the Boston Public Library’s Draft Financial Statements for the Fiscal Year Ending June 30, 2018.”

- IV. **Discussion and Review of Contracts**
Ellen Donaghey, Chief Financial Officer

- A. Contract for Providing Inspection , Testing, Servicing and Full Preventive Maintenance of Elevator Equipment in Various Library Buildings for the period of Thirty-Five (35) Months

VOTED: “that a contract publicly advertised in accordance with the provisions of G.L.c.149, Section 44A - 44I, be entered into with United Elevator Co. Inc. 195 Libbey Industrial Parkway #3 Weymouth, MA 02189, the sole eligible, and responsible bidder, for Inspection , Testing, Servicing and Full Preventive Maintenance of Elevator Equipment in Various Library Buildings for a multi-year (thirty five [35] month) period beginning August 1, 2018 through June 30, 2019, and on July 1, 2019 and on July 1, 2020, at a total cost for the thirty five (35) month period not to exceed \$ four hundred seventy seven thousand, seven hundred dollars and zero cents (\$477,750.00). The cost for the first Fiscal Year (2019) is not to exceed one hundred fifty thousand, one hundred fifty dollars and zero cents (\$150,150.00), and for each of the next two fiscal years (Fiscal Years 2020 and 2021) not to exceed one hundred sixty three thousand, eight hundred dollars and zero cents (\$163,800.00) and one hundred sixty three thousand, eight hundred dollars and zero cents (\$163,800.00) respectively”.

- B. Contract for Providing Window Installation and Repairs in Various Library Building for the period of Thirty-Six Months

VOTED: “that a contract publicly advertised in accordance with the provisions of G.L.c.149, Section 44A-44I be entered into with Glass & Mirror Inc. 190 Broadway Somerville, MA 02145, the most eligible, responsive and responsible bidder, for Window

Installation and Repairs in Various Library Buildings for a multi-year (thirty five [35] month) period beginning August 1, 2018 through June 30, 2019, and on July 1, 2019 and on July 1, 2020, at a total cost for the thirty five (35) month period not to exceed fifty nine thousand, eight hundred seventy seven dollars and sixty cents (\$59,877.60). The cost for the first Fiscal Year (2019) is not to exceed eighteen thousand, eight hundred eighteen dollars and sixty nine cents (\$18,818.69), and for each of the next two fiscal years (Fiscal Years 2020 and 2021) not to exceed twenty thousand, five hundred twenty nine dollars and forty six cents (\$20,529.46) and twenty thousand, five hundred twenty nine dollars and sixty nine cents (\$20,529.46) respectively”.

C. Contract with Hope Coolidge for the financial management of the Boston Public Library Foundation.

VOTED: “that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston authorize a forty thousand (\$40,000) dollar contract with Hope Coolidge to provide oversight of the financial management of the Boston Public Library Foundation.”

D. Purchase of Furniture for the Map Room Café and Courtyard

VOTED: “that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston delegate approval of the purchase of furniture for the McKim Restaurants to the Finance and Audit Committee”.

V. **Review of Select Trusts**
Ellen Donaghey, Chief Financial Officer

- A. Review of Certain Trusts with a value less than \$75,000
- B. Review of Charles J. Wilkins Trust, established January 16, 2007

VI. **Report of “Gifts, Grants, Donations” to the Boston Public Library, Fiscal Year 2018**
Ellen Donaghey, Chief Financial Officer

VII. **New Business**

- A. Discussion of additional updates on the Rare Books move

VIII. **Public Comment**

IX. **Adjournment**

Next meeting is scheduled for Thursday, November 8th at Central Library, 8:00 a.m.
**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, Jabari Asim, Ben Bradlee, Jr., Cheryl Cronin,
Linda Dorcena Forry, Priscilla Douglas, John Hailer, Rep. 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