

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees Finance and Audit Committee

Thursday March 14, 2019 at 8:00 a.m.
Central Library in Copley Square, Kirstein Business Library-Exchange
700 Boylston Street, Boston, MA 02116

AGENDA

- I. **Welcome**
Evelyn Arana-Ortiz, Chair
- II. **Review and Approval of Meeting Minutes from January 8, 2019.**
Evelyn Arana-Ortiz, Chair
- III. **Review of Boston Public Library Draft Management Letter for Fiscal Year Ending June 30, 2018**
Eamon Shelton, Director of Operations
Ellen Donaghey, Chief Financial Officer
Sara Day, CliftonLarsonAllen, Senior Information Security Consultant

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, 2018 from CliftonLarsonAllen, LLP, Certified Public Accountants.”

- IV. **Discussion and Review of Contracts**
Ellen Donaghey, Chief Financial Officer
 - A. Contract for purchase of 4 Bilingual Spanish Early Literacy Stations for the Children’s Room
VOTED: “that the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve to purchase 4 early literacy stations from AWE Learning, 2501 Seaport Drive Suite 410, Chester, PA 19013 at a total cost of twelve thousand two hundred dollars (\$12, 200).”
 - B. Contract with Suffolk University for Boston Mapping Project
VOTED: “that the Trustees Finance and Audit Committee of the City of Boston approve to enter into a thirty five thousand dollars (\$35,000) contract with Suffolk University for the development and operation of a Boston history on-line database, funding provide in the Commonwealth of Massachusetts’ 2019 Budget, General Appropriation, Chapter 154 of the Acts of 2018.”
 - C. Contract for McKim Building Signage
VOTED: “that, the Trustees Finance and Audit Committee approve to enter into a Contract for fifteen thousand dollars (\$15,000) with Metro Sign and Awning, DBA C&D Signs, Inc., 170 Lorum Street, Tewksbury, MA 01876 to complete the signage at Central Library.”

- D. 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 twenty five thousand dollar (\$25,000) contract with Hope Coolidge to provide oversight of the financial management of the Boston Public Library Foundation.”

- E. Contract for small improvement project of the South Boston Branch Courtyard

VOTED: “that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston vote to delegate to the Finance and Audit Committee to award the Invitation for Bids for: Replacing the Terrace in the Courtyard at the South Boston Branch Library of the BPL, a Chapter 149 Project to: Bautista Masonry, Inc., 99 Milton Street, Waltham, MA 02453, being the lowest, eligible, responsive and responsible bidder for the amount of: One hundred twenty nine thousand dollars (\$129,000.00). This is funded as part of the City Capital project for South Boston: CLD24595 with additional donations from the neighborhood.”

V. Request for Delegation of Contracts
Ellen Donaghey, Chief Financial Officer

- A. Contract for flooring replacement for the Lower Mills Branch

VOTED: “that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston delegate to the Finance and Audit to approve and award of the Invitation for Bids for: Lower Mills Flooring replacement which has a budget of: One hundred two thousand dollars (\$102,000.00) as part of the City Capital Project: CLD24594 in order to maintain the construction timeline.”

- B. Emergency Fire Panel replacement contracts
Eamon Shelton, Director of Operations

VOTED: “that the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston delegate authority to the Finance and Audit Committee to approve contracts of up to \$500,000 for the emergency replacement of the Fire Alarm Control Panel and associated equipment in the McKim Building.”

VI. Review of BPL Investment Portfolio
Sebastian Grzejka, Senior Consultant-NEPC
Ellen Donaghey, Chief Financial Officer

VII. New Business

VIII. Public Comment

IX. Adjournment

*Next meeting is scheduled for Tuesday, May 7, 2019 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 Bradley, Jr., Cheryl Cronin,
Priscilla Douglas, Linda Dorcena Forry, John Hailer, 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