

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees Finance and Audit Committee

Tuesday, March 8, 2022 at 8:30 a.m.

Via [Zoom](#)

AGENDA

I. Welcome

Evelyn Arana-Ortiz, Committee Chair

- A. Welcome Remarks
- B. Roll Call
- C. Review and Approval of Meeting Minutes from January 11, 2022.

II. Votes for Contracts

Evelyn Arana-Ortiz, Committee Chair

- A. Approval of Contract with Cini-Little
Ellen Donaghey, Chief Financial Officer/Emily Tokarczyk, Director of Special Events

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve a contract not to exceed Thirty Five Thousand Dollars and Zero Cents (\$35,000) to be entered into with Cini-Little, 20251 Century Boulevard, Germantown, MD 20874 to assist in the bid process for Catering and Restaurant Services at the Central Library.”

- B. Approval of Contract with Cityscapes Landscaping
Ellen Donaghey, Chief Financial Officer

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve a contract not to exceed Forty Four Thousand Dollars and Zero Cents (\$44,000) to be entered into with Cityscapes Plant Care, 197 Clarendon Street, Boston, MA 02116 for work in McKim Courtyard and McKim Entrance.”

- C. Approval of Contract with Arrowstreet Inc
Beth Prindle, Head of Special Collections

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve a contract not to exceed Forty Five Thousand Dollars and Zero Cents (\$45,000) to be entered into with Arrowstreet Inc, 10 Post Office Square, Boston, MA 02109 for exhibition design services.”

- D. Review and award wireless network software license and support renewal contract associated with the E-Rate program
Keith Gillette, Chief Technology Officer

VOTED: “that there be entered into with ePlus Technology, Inc located at, 13595 Dulles Technology Drive Herndon, VA 20171 the most responsive and responsible bidder in a public Request for Proposal (RFP) process, advertised under M.G.L. 30B, a contract for: *MBLN Meraki Dashboard License Renewal*, specified for three (3) years at the proposed price, at a total not to exceed Sixty Three Thousand, Three Hundred Two Dollars and Thirty Four Cents (\$63,302.34), contingent upon receipt of E-Rate funding via the Universal Services

Administrative Company. The Boston Public Library Evaluation Committee performed an evaluation of the proposals submitted by the vendors as described in the RFP documents, and through this process determined the proposal presented by ePlus Technology, Inc represented the best value for the Boston Public Library.”

- E. Recommendation to Approve McKim Catering Contract extension
Ellen Donaghey, Chief Financial Officer/Emily Tokarczyk, Director of Special Events

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Board of Trustees extend the Catering and McKim Restaurant Contract with The Catered Affair, 70 Ledgewood Place, Rockland, MA 02370 by a period of twelve months to October 31, 2023.”

- F. Recommendation to delegate approval for KBLIC Glass Enclosure Invitation for bid
Michael Colford, Director of Library Services

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Board of Trustees delegate approval of the contract award for the Kirstein Business Library and Innovation Center glass to the Finance and Audit Committee.”

III. **Review of FY23 Budget**
Ellen Donaghey

IV. **New Business**
Evelyn Arana-Ortiz, Committee Chair

- A. Audit update

V. **Public Comment**

“Please sign up for public comment the first 30 minutes of the meeting to support effective time management. On occasion, additional public comments on matters formally on the agenda may be allowed at the discretion of the Chair, and time allowing. Members of the public are also reminded that comments may alternatively be submitted in writing to the Clerk of the Board for distribution to the Trustees.”

VI. **Adjournment**

**Next meeting is May 10, 2022 at 8:30 a.m.*

Meeting is subject to change

Trustees of the Public Library of the City of Boston

Priscilla H. Douglas, Chair; Evelyn Arana-Ortiz, Vice Chair
Zamawa Arenas, Jabari Asim, Navjeet Bal, Joseph Berman, Ben Bradlee, Jr,
Cheryl Cronin, Linda Dorcena Forry, John Hailer, Jeff Hawkins,
Joyce Linehan, Sen. Mike Rush, Rep. Chynah Tyler, and Christian Westra

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

Zoom: <https://boston-public-library.zoom.us/j/81268063479>

Meeting ID: 812 6806 3479

Call-in: 301 715 8592, 312 626 6799, or 646 558 8656

International numbers available: <https://boston-public-library.zoom.us/u/kjbTjBPg4>