

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

## Meeting of the Trustees Finance and Audit Committee

Tuesday, October 31, 2023, at 8:30 a.m.

Via [Zoom](#)

### AGENDA

#### I. Welcome and Call to Order

*Evelyn Arana-Ortiz, Committee Chair*

- A. Welcome Remarks
- B. Reading of EDI statement
- C. Roll Call
- D. Approval of Meeting Minutes of May 16, 2023 and September 19, 2023.

#### II. Recommend Approval to Full Board

*Emily Tokarczyk, Chief Financial Officer*

##### A. Company One Contract

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Board of Trustees approve the contract with Company One Theatre, 539 Tremont St, Boston, MA 02116 in the amount two hundred fifty thousand dollars and zero cents (\$250,000) over three years for theater productions, programming and community engagement.”**

##### B. Loading Dock Repair Contract

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Board of Trustees approve the award of a fully bid Ch. 149 construction contract to Structural Preservation Systems, LLC, 1755 Highland Avenue – Building B, Cheshire, CT 06410 in the amount of Four hundred twenty-five thousand five hundred dollars and zero cents (\$425,500) to repair the concrete platform of the Central Library loading dock.”**

##### C. Strategic Planning Consultant Contract

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Board of Trustees approve the award of a contract to Gensler, One Beacon Street, Boston, MA 02108 not to exceed two hundred thousand dollars and zero cents (\$200,000) for services as a Strategic Planning Consultant.”**

#### III. Delegation of Approval to Finance and Audit Committee

*Emily Tokarczyk, Chief Financial Officer*

##### A. Multi-Function Printer Contract

**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 Multi-Function Printer (MFP) service and equipment 5-year contract to the Finance and Audit Committee. This contract will be for systemwide printing, scanning and photocopying capabilities for patrons and back of house use, and is a service that must be compatible with our current Pharos “pay-for-print” software. It**

is estimated that the total 5-year contract should not exceed seven hundred fifty thousand dollars and zero cents (\$750,000).”

B. Newspaper Digitization Contract

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Board of Trustees delegate approval to award a five hundred thousand dollars and zero cents (\$500,000) contract for Newspaper Digitization to the Finance and Audit Committee.”**

IV. **Review of Gift/Donor Report**

*Emily Tokarczyk, Chief Financial Officer*

V. **New Business**

*Evelyn Arana-Ortiz, Committee Chair*

VI. **Public Comment**

*Please sign up for public comment within 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 permitting. Members of the public are also reminded that comments may alternatively be submitted in writing to the Clerk of the Board in advance for distribution to the Trustees.*

VII. **Adjournment**

*\*Next meeting is scheduled on January 23, 2024 at 8:30 a.m. (subject to change)*

**Finance and Audit Committee**

Evelyn Arana Ortiz, Committee Chair  
Navjeet Bal, John Hailer, Jeff Hawkins,  
President David Leonard, and Senator Mike Rush

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)

**[Please click here to join the Public Zoom](#)**

**Meeting ID:** 827 3032 1612

**Call In:** 646 558 8656, 301 715 8592, 312 626 6799, or 669 444 9171 US