

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Special Meeting of the Trustees Finance and Audit Committee Tuesday, December 19, 2023, at 8:30 a.m. Held via Zoom

MINUTES

A meeting of the Boston Public Library Trustees Finance and Audit Committee was held virtually on Tuesday, December 19, 2023, via Zoom at 8:30 a.m.

Members present at the meeting: Committee Chair Evelyn Arana Ortiz and Committee members: Navjeet Bal, John Hailer, David Leonard, and Senator Mike Rush. Jeff Hawkins was absent.

Also, present were Boston Public Library staff including Chief Financial Officer Emily Tokarczyk, Clerk of the Board Pamela Carver, BPL staff, and members of the public.

Ms. Arana Ortiz presiding called the Special Meeting of the Trustees Finance and Audit Committee (“Committee”) to order at 8:30 a.m. She then read the welcoming EDI statement. Roll call was taken and determined there was a quorum. Everyone was reminded that the meeting was being recorded and how to sign up for Public Comment.

The first matter of business was the approval of the meeting minutes from October 31, 2023. With no edits or comments, the meeting minutes were approved.

Ms. Tokarczyk reviewed the Newspaper Digitization contract. It was a three-year contract for two hundred eighty thousand dollars and zero cents (\$280,000) for the second phase of the newspaper digitization project. They received three bids to the RFP and have selected CCS Content Conversion Specialists. The BPL has worked with this vendor in the past. With no further questions, a motion was duly made, seconded, and voted,

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve to award the three-year contract for newspaper digitization to CCS Content Conversion Specialists of GmbH Weidestr.134, 22083 Hamburg, Germany up to but not to exceed Two hundred eighty thousand dollars and zero cents (\$280,000).”

Ms. Tokarczyk then updated the committee on the Multi-Function Printer contract. She explained that none of the vendors could show that they were compatible with our existing Pharos system. Therefore, the RFP would be reissued.

Next, Ms. Arana Ortiz asked for New Business and Public Comment for which there was none.

With no further business, the meeting adjourned at 8:38am.

Respectfully Submitted,

Pamela R. Carver, Clerk of the Board