

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

## Meeting of the Trustees Finance and Audit Committee Tuesday, May 13, 2025 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, May 13, 2025, via Zoom at 8:30 a.m.

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

Also, present were Chair of the Board, Dr. Ray Liu, Chief Financial Officer Emily Tokarczyk, Clerk of the Board Pamela Carver, BPL staff, and members of the public.

Ms. Arana Ortiz presiding called the Meeting of the Trustees Finance and Audit Committee (“Committee”) to order at 8:34 a.m. She read the welcoming EDI statement. The clerk took roll call and determined there was a quorum. Everyone was reminded that the meeting was being recorded and procedure for how to sign up for Public Comment.

The first matter of business was the approval of the special meeting minutes from April 1, 2025. With no edits or comments, the meeting minutes were approved.

Ms. Arana Ortiz noted that the annual contract votes were deferred to the Annual meeting of the Board of Trustees for approval.

The next agenda item was the review and acceptance of the FY26 Mayor’s Recommended Operating and Capital Budget of which was presented by Emily Tokarczyk.

Chair Arana Ortiz commended the BPL team for their performance during the Ways and Means budget hearing.

Ms. Tokarczyk reviewed the FY26 recommended budgets. The operating budget reflects only City-funded items, excluding Trustee funds. Notable changes include a 1% overall decrease. MBTA passes are now funded centrally, as well as utilities which decreased based on previous trends. Contracted services were reduced by \$471,000 due to the expiration of a one-time investment. The books and materials line was also reduced by \$300,000.

The recommended capital budget included 18 projects and represented a 31% increase from FY25. The increase is due to three new projects and adjustments following final design/study processes.

Evelyn Arana Ortiz made a motion, that was duly made, seconded, and voted,

**VOTED: “that, the Trustees Finance and Audit Committee recommend approval by the Trustees of the Public Library of the City of Boston to accept Mayor Michelle Wu’s FY26 Recommended Operating and Capital Budget.”**

Ms. Emily Tokarczyk presented the draft tax return (IRS 990). She noted that the draft IRS Form 990 Tax Returns were included in the committee’s meeting materials. The BPL is obligated to show them to the committee for informational purposes only but do not require a vote. There were no questions on the forms.

There were three discussion topics on the agenda. First, the Central Library Services, Operations & User Experience Study RFP was presented by Beth Prindle. As the BPL moves toward renovation of the historic McKim building, the library has issued an RFP for consulting work to inform and guide Central Library public services priorities, user experience needs, collection management and storage recommendations, staffing models, and space utilization.

The Leventhal Map & Education Center (“LMEC”) required minimum share expense was presented by Emily Tokarczyk. She noted that the FY25 allocation is \$491K; \$300,000 of which will be transferred from the BPL Fund, with the \$191,000 balance transferred from a separate BPL unrestricted fund. Just wanted to note that there is no change in the obligation; only the funding source from which it is paid out of differs.

Library for the Commonwealth (“LFC”) Salary Allocation Recommendation was presented by Michael Colford and Emily Tokarczyk. The recommendation aims to increase transparency in how LFC funding supports salaries. The LFC allows up to 50% of the \$4.75M LFC allocation can be used for salaries. Any increase above 50% requires MBLC approval. The intention is to align roles more clearly with LFC functions and mitigate potential future salary cuts.

The JVS partnership contract was presented by Michael Colford, Director of Library Services. He explained that they are awarded a \$100,000 grant for ESOL and career counseling services. They selected JVS as the partner to award this grant. They have worked with them in the past with much success. Services are valued at \$50,000 per year over two years.

The committee asked a few questions regarding measuring metrics and outcomes.

Evelyn Arana Ortiz made a motion that was duly made, seconded and voted,

**VOTED: ‘that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve the contract with the Jewish Vocational Service (JVS), 75 Federal Street 3rd Floor, Boston MA 02110 for a 2-year contract of One Hundred Thousand Dollars (\$100,000) not to exceed Fifty Thousand Dollars and Zero Cents (\$50,000) each year for teaching English language learners with employment-focused instruction, career coaching, and job placement assistance classes.’**

Next, Jonathan Eshel, Chief of Operations, was asked to review the contract recommendations for Board Approval.

The MEP contract was with EMCOR Services Northeast, Inc. for systemwide Mechanical, Electrical, and Plumbing maintenance for \$8,917,612.80.

Fire Alarm Contract to American Services Company LLC for maintenance and monitoring of fire alarm systems for \$240,294.00.

The elevator services contract to United Elevator for systemwide elevator service and maintenance for \$621,000.00.

Ms. Arana Ortiz presented all three contract recommendations as a slate for approval to the Board of Trustees. 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 recommend the Trustees approve the contract with EMCOR Services Northeast, Inc, 80**

**Hawes Way, Stoughton, MA 02072 for a three-year contract in the amount of Eight Million Nine Hundred Seventeen Thousand Six Hundred Twelve Dollars and Eighty Cents (\$8,917,612.80 for mechanical, electrical, and plumbing service and maintenance.”**

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Trustees approve the contract with American Services Company LLC, 35 Hanna Street, Quincy, MA 02169 for a three-year contract of Two Hundred Forty Thousand Two Hundred Ninety-Four Dollars and Zero Cents (\$240294.00) for fire alarm service and maintenance.”**

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Trustees approve the contract with United Elevator, 165 Enterprise Drive, Marshfield, MA 02050 for a three-year contract of Six Hundred Twenty-One Thousand Dollars and Zero Cents (\$621,000.00) for elevator service and maintenance.”**

Ms. Arana Ortiz presented the 2025-2026 Finance and Audit Committee schedule. With no conflicts noted, the schedule was approved. She noted the meetings will be held virtually as noted and directed people to the website as it was subject to change.

**2025-2026 Finance and Audit Committee Meeting Schedule**

- **Tuesday, September 16, 2025, 8:30-10:00 a.m. via Zoom**
- **Thursday, November 13, 2025, 8:30-10:00 a.m. via Zoom**
- **Tuesday, January 13, 2026, 8:30-10:00 a.m. via Zoom**
- **Tuesday, March 10, 2026, 8:30-10:00 a.m. via Zoom**
- **Tuesday, May 12, 2026, 8:30-10:00 a.m. via Zoom**

Ms. Arana Ortiz asked for New Business and Public Comment for which there were none. With no further business, the meeting was adjourned at 9:10 a.m.

Respectfully Submitted,

***Pamela R. Carver, Clerk of the Board***