

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees Finance and Audit Committee Tuesday, September 16, 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, September 16, 2025, via Zoom at 8:30 a.m.

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

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

Ms. Arana presiding called the Meeting of the Trustees Finance and Audit Committee (“Committee”) to order at 8:31 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 for administrative purposes and the procedure for how to sign up for Public Comment.

The first matter of business was the approval of the meeting minutes from May 13, 2025. With no edits or comments, the meeting minutes were approved.

Kyle Connors of CBIZ was asked to review the Draft Financial reports. He introduced himself and noted that CBIZ CPA acquired Marcum in November. CBIZ has been engaged for two months following the fiscal year-end to complete the financial statements. The audit opinion was clean, reflecting the strong organization and performance of the finance team.

He reviewed a few highlights which included the City-managed fund increased over the prior year. He noted that post-COVID revenue continues to grow steadily.- The General Fund assigned fund balance is \$4.9 million, allocated to IT and neighborhood outreach initiatives. This represents 41% of total expenditures, which was a healthy position. A review of the fund balance over the past seven years shows consistent growth.

He then reviewed some Internal Controls. Areas reviewed included payroll, cash receipts, financial reporting, reconciliation processes, and IT user access controls. No findings or issues were identified in 2025, and internal controls are functioning effectively.

The committee discussed the finding and asked a few questions. Hailer asked whether inflation adjustments are factored into the City’s financial model. Leonard explained that while several projects are underway, related funds are managed on the City side and not part of this audit. Budgets are being carefully monitored in light of increased labor and material costs. Payroll and salary matters are managed by the City of Boston, under the Compensation and Classification framework. Revenue trends and the Library’s environmentally conscious efforts were also discussed.

Ms. Arana made a motion that was duly made, seconded, and voted to recommend approval of the audited financial statements to the Board, which was approved unanimously.

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Board of Trustees approve the Boston Public Library’s Draft Audited Financial Statements for the Fiscal Year ending June 30, 2025.”

Next, Emily Tokarczyk, Chief Financial officer provided updates on three votes: Metasploit Pro Subscription, Wi-Fi Hotspot lending expansion, and On-Site Storage & Backup Replacement. All were reviewed and approved unanimously after a motion was duly made and seconded.

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve a contract with CDW Government LLC at 230 N Milwaukee, Vernon Hills, IL 60061 for a subscription for Metasploit Pro as a penetration testing solution to be used to assess the security of all IT assets within our organization. In the amount of (not to exceed) Eighty-Two Thousand Three Hundred Eighteen Dollars and Sixteen Cents. (\$82,318.16) .”

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve a 3-year contract with T-Mobile at 99 East River Drive, East Hartford, CT 06108 for 300 Wi-Fi Hotspots in the amount of (not to exceed) at total of One Hundred Sixty-Nine Thousand One Hundred Sixty-Four Dollars and Zero Cents (\$169,164).”

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve a 3-year licensing and support contract with Presidio at 12120 Sunset Hills Road, Suite 202 Reston, VA 20190 to replace end-of-service life Cohesity hardware/software on-site storage and backup solution in the amount of (not to exceed) Sixty-Six thousand Seven Hundred Six dollars and Twenty Three Cents (\$66, 706.23).”

Ms. Arana asked if there was any New Business. Ms. Tokarczyk noted the Boylston Street retail space contract will expire next year. An RFP process is being launched, with a recommendation expected to go to the Board in November. The Bridge to McKim grant will soon include an Owner’s Project Manager (OPM) contract component for review.

Ms. Arana asked for Public Comment for which there were none. With no further business, the meeting was adjourned at 8:57 a.m.

Respectfully Submitted,

Pamela R. Carver, Clerk of the Board