

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

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

All members were present at the meeting including Committee Chair Evelyn Arana and Committee members: John Hailer, Jeff Hawkins, Senator Mike Rush, and President David Leonard.

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

Ms. Arana presided and 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 November 13, 2025. The minutes were approved, with a correction to the date posted online.

Jon Eshel, Chief of Operations, presented the proposed contract for an Owners Project Manager (OPM) to support the Bridge to McKim initiative.

The project is supported by a \$5 million anonymous donor gift to advance work associated with the McKim Building Master Plan. The funding will support preparatory work necessary to update the master plan and position the library to undertake future renovation of the historic McKim Building.

Mr. Eshel outlined the strategic components of the project, including planning work focused on improving how the library serves the public. The project will involve collaboration across departments, including the archival and collections teams, and will integrate technical studies and planning work through 2027 to assist with project scoping. Work on the library’s fundraising strategy will occur in parallel.

The proposed three-year contract would engage a team including four consultants to perform the following key tasks:

- Manage McKim Building documentation, including creation of a 3D building model, updated floor plans, and elevations.
- Oversee collections storage management, including assessment of off-site storage needs.
- Conduct systems analyses, including energy modeling and window condition assessments.
- Support technical and planning studies necessary to inform the update of the McKim Master Plan.

Emily Tokarczyk noted that this work represents pre-design planning that must be completed prior to the update of the McKim Master Plan and the engagement of a larger design team.

Mr. Eshel explained that the selection process included proposals from five firms, with two finalists interviewed before the final recommendation.

The contract is structured as a bucket-of-hours engagement, with clearly defined scope elements organized into seven components to allow for careful budgeting and oversight. Chair Arana asked about internal controls for managing hours and ensuring the scope remains within budget. Mr. Eshel confirmed that the scope of work is detailed and will guide contract management.

Discussion also addressed project oversight. While a formal steering committee has not yet been created, Mr. Eshel noted that a core internal group currently meets bi-weekly, and a steering committee will likely be drawn from that group. President David Leonard added that members of the Planning, Administration, and Management (PAM) group would also participate.

Chair Arana asked whether the project team would report to the relevant internal task groups involved with the McKim project. Mr. Leonard indicated that quarterly updates are anticipated, with ongoing communication in the interim.

Ms. Tokarczyk confirmed that the contract will be funded through the Bridge to McKim grant, with approximately \$2 million allocated for this component of the work.

Chair Arana expressed appreciation to the Boston Public Library Fund and the anonymous donor for their generous support, noting the significant effort required to secure philanthropic gifts of this magnitude.

Chair Arana reminded the Committee that approval authority had been delegated to the Finance & Audit Committee by the full Board due to time-sensitive considerations.

A motion was made by John Hailer and seconded by Sen. Mike Rush.

VOTED: “that, the Finance & Audit Committee of the Public Library of the City of Boston approve a three-year contract with Accenture I & CP, 888 Boylston St., Suite 1300, Boston, MA 02199, in the amount of \$1,895,500 to provide Owners Project Manager services for the Bridge to McKim initiative.”

The motion passed unanimously.

Ms. Arana asked if there were any New Business and Public Comment for which there were none. With no further business, the meeting was adjourned at 8:56 a.m.

Respectfully Submitted,

Pamela R. Carver

Pamela Carver, Clerk of the Board