

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees Finance and Audit Committee
Tuesday, May 9, 2017 at 8:00 a.m.
Commonwealth Salon, Central Library
700 Boylston Street, Boston, MA

AGENDA

- I. Welcome
Evelyn Arana-Ortiz, Chairman
- II. Review and Approval of Minutes of March 7, 2017 Meeting
Evelyn Arana-Ortiz, Chair
- II. Mayor Martin J. Walsh's FY18 Recommended Operating and Capital Budget Executive Summary
Ellen Donaghey, Chief Financial Officer and Eamon Shelton, Director of Operations

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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 Martin J. Walsh’s FY18 Recommended Operating and Capital Budget.”

- III. Discussion and Review of Contracts
Ellen Donaghey, Chief Financial Officer

- A. Contract or Contracts for Various Goods or Services relating to the Critical Repair Operating Budget for FY18

VOTED: “that, the Trustees Finance and Audit Committee recommend approval by the Trustees of the Public Library of the City of Boston to authorize the President, or designee, on behalf of the Trustees of the Public Library of the City of Boston, to enter into a contract or contracts for various goods or services relating to the Boston Public Library Critical Repair Operating Budget for the period July 1, 2017 through June 30, 2018 provided that each contract entered into pursuant to this authorization shall have been estimated to be less than one hundred thousand dollars (\$100,000.00). In no event will the contracts cumulatively exceed three hundred thousand dollars (\$300,000.00).”

- B. Contract for the Purchase of Books and Certain Other Library Bibliographical Acquisitions Materials

VOTED: “that, the Trustees Finance and Audit Committee recommend approval by the Trustees of the Public Library of the City of Boston that there be entered into a non-advertised contract, as authorized under G.L., c.30-B, Section 7(a), referred to as a “Procurement of Library Books,” between the Trustees of the Public Library of the City of Boston (a Corporation under Chapter 114 of the Acts

of 1878), and the vendors listed therein (including any subsidiaries or agents), for the acquisitions of books and for certain other library bibliographical acquisitions materials, in an amount not to exceed the amount appropriated in the Library Department budget for books and other related bibliographical acquisitions materials, during the period July 1, 2017 through June 30, 2018.”

C. Fellowes Athenaeum Trust Advisory Committee Trust Fund FY18 Expenditure

VOTED: “that, the Trustees Finance and Audit Committee recommend that the Trustees of the Public Library of the City of Boston approve the expenditure from the Fellowes Athenaeum Trust Fund in an amount not to exceed ninety five thousand one hundred dollars and no cents (\$95, 100) to support the Fellowes Athenaeum Trust Fund Programmatic Plan for FY18 as recommended by the Fellowes Athenaeum Trust Advisory Committee and to be presented at an upcoming meeting.”

D. Contract for Conservation work to be performed by Northeast Document Conservation Center, funding provided by the Associates of the Boston Public Library.

VOTED: “that, the Trustees Finance and Audit Committee recommend that the Trustees of the Public Library of the City of Boston approve a contract for conservation work not to exceed \$150,000 be entered into with Northeast Document Conservation Center, funding provided by the Associates of the Boston Public Library.”

E. Contract to authorize the temporary hiring of part-time contract employees in the Content Discovery Department for a one year period, funding provided by the Associates of the Boston Public Library.

VOTED: “that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library authorize the temporary hiring of part-time contract employees in the Content Discovery Department, to include a photographers to provide part-time temporary support in the Content Discovery Department, not to exceed \$32,000 in a one year period per individual; photographer assistants not to exceed \$15,000 in a one year period per individual; metadata assistants not to exceed \$15,000 in a one year period total cost not to exceed the \$110,000, funding provided by the Associates of the Boston Public Library.”

F. Review of delegation of certain contract approvals for recommendation to the Board of Trustees

VOTED: “that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston delegate approval of any contract deemed to be of a critical nature by the President of the Library during the

period between May 2017 and September 2017 to the Finance and Audit Committee.”

G. Accept Transfer of Trust funds held by the Boston Public Library Foundation

VOTED: “that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston approve the transfer of certain restricted endowments held by the Foundation for the benefit of the Boston Public Library.”

H. Approval of Program Selection Partners

VOTED: “that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston approve the selection in ranked order of Program Partners for Fiscal Year FY18, final amounts dependent upon available funds.”

I. Qualified List of Conservators

VOTED: “that, the Trustees Finance and Audit Committee approve the attached list of authorized vendors recommended by the Chief of Collections to perform conservation work up to \$50,000 per vendor in any fiscal year with no further procurement process.”

IV. Discussion of Management Letter for FY2016 for Recommendation to Board of Trustees
Ellen Donaghey, Chief Financial Officer
James Piotrowski, CPA CliftonLarsonAllen, LLP

VOTED: “that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston vote to accept the Draft Management Letter for the fiscal year ending June 30, 2016, from CliftonLarsonAllen, LLP, Certified Public Accountants.”

V. Updates:

A. Proposed Expansion of Services- Newsfeed Café
Ellen Donaghey, Chief Financial Officer
Emily Tokarczyk, Special Events Manager

B. Veolia Steam Contract
Ellen Donaghey, Chief Financial Officer
Jim Meade, Superintendent of Library Buildings

VI. New Business

VII. Public Comment

VIII. 2017-2018 Meeting Schedule

Evelyn Arana-Ortiz, Chair

- **Thursday, September 12, 2017, 8:00 a.m.**
- **Wednesday, November 8, 2017, 8:30 a.m.**
- **Tuesday, January 16, 2018, 8:30 a.m.**
- **Tuesday, March 13, 2018, 8:30 a.m.**
- **Tuesday, May 1, 2018, 8:30 a.m.**

**All meetings will take place in Central Library **

IX. Adjournment

Evelyn Arana-Ortiz, Chair

Trustees Finance and Audit Committee

Evelyn Arana-Ortiz, Chair
Zamawa Arenas, John Hailer, Bryon Rushing,
Members

David Leonard, President
Clerk of the Board, Pamela R. Carver

This is an open meeting; the public is welcome to attend
For information: www.bpl.org