

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees Finance and Audit Committee

Tuesday, May 7, 2019 at 8:00 a.m.

Central Library in Copley Square, Kirstein Business Library-Exchange

700 Boylston Street, Boston, MA 02116

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DRAFT AGENDA

BOSTON, MA

- I. **Welcome**
Evelyn Arana-Ortiz, Chair
- II. **Review and Approval of Meeting Minutes from March 14, 2019**
Evelyn Arana-Ortiz, Chair
- III. **Mayor Martin J. Walsh's FY20 Recommended Operating and Capital Budget Executive Summary**
Ellen Donaghey, Chief Financial Officer and Eamon Shelton, Director of Operations

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 FY20 Recommended Operating and Capital Budget."

- IV. **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 FY20

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, 2019 through June 30, 2020 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, 2019 through June 30, 2020.”

C. Fellowes Athenaeum Trust Advisory Committee Trust Fund FY20 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 six thousand twenty dollars (\$96,020) to support the Fellowes Athenaeum Trust Fund Programmatic Plan for FY20 as recommended by the Fellowes Athenaeum Trust Advisory Committee and to be presented at an upcoming meeting.”

D. Approval of Program Selection Partners

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve a contract not to exceed sixty thousand dollars (\$60,000) of direct and in-kind costs to be entered into with Company One to conduct a 5-week public theatrical production.”

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve a contract not to exceed forty five thousand dollars (\$45,000) of direct costs to be entered into with Grub Street to present their Write Down the Street writing program in multiple branches throughout the City.”

VOTED: “that, the Trustees Finance and Audit Committee approve a contract not to exceed sixteen thousand dollars (\$16,000) of direct costs to be entered into with Grub Street to present their Teen Writers program in multiple branches throughout the City.”

E. Approval of Contract for Cleaning of Collections (details forthcoming)

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 2019 and September 2019 to the Finance and Audit Committee.”

G. Contract for Preventative Maintenance and Repair of HVAC Systems

VOTED: “that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston enter into a contract with EMCOR Services Northeast Inc., 80 Hawes Way, Stoughton, MA 02072, for Preventative Maintenance and Repair of HVAC Systems throughout the Public Library System of the City of Boston for period of thirty-six (36) months, for six million seven hundred thirty six thousand four hundred forty six dollars and forty eight cents. (\$6,736,446.48).”

H. Contract for Inspection, Testing, and Servicing of Fire Alarm and Sprinkler Systems

VOTED: “that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston enter into a contract with American Service Company, 35 Hanna Street, Quincy, MA 02069, for Inspection, Testing, and Servicing of Fire Alarm and Sprinkler Systems at Central Library and certain Branch Libraries of the Public Library System of the City of Boston for period of thirty-six (36) months, for two hundred seventy nine thousand nine hundred sixty dollars and zero cents (\$279,960.00).”

I. Contract for Inspection, Testing, Servicing and Full Preventive Maintenance of Elevator Equipment

VOTED: that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston enter into a contract with United Elevator Co. Inc. 195 Libbey Industrial Parkway #3 Weymouth, MA 02189, for the Inspection, Testing, Servicing and Full Preventive Maintenance of Elevator Equipment in Various Library Buildings for thirty-six (36) months, for four hundred two thousand two hundred twenty eight dollars and no cents (\$402,228.00).

V. **Discuss Proposed Meeting Schedule for 2018-2019**

Evelyn Arana-Ortiz, Chair

- September 2019, 8:00 a.m.
- November 2019, 8:00 a.m.
- January 2020, 8:00 a.m.
- March 2020, 8:00 a.m.
- May 2020, 8:00 a.m.

**All meetings to be held at Central Library, location/date/time subject to change*

VI. **New Business**

VII. **Public Comment**

VIII. **Adjournment**

Trustees of the Public Library of the City of Boston
Robert Gallery, Chair; Evelyn Arana-Ortiz, Vice Chair
Zamawa Arenas, Jabari Asim, Ben Bradlee, Jr., Cheryl Cronin,
Priscilla Douglas, Linda Dorcena Forry, John Hailer

President, David Leonard
Clerk of the Board, Pamela Carver

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