

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees Finance and Audit Committee  
Thursday, March 5, 2015 at 8:00 a.m.  
McKim Ante Room, Central Library  
700 Boylston Street, Boston, MA

AGENDA

- I. Welcome  
*Evelyn Arana-Ortiz, Chairman*
- II. Review and Approval of Minutes  
*Evelyn Arana-Ortiz, Chairman*
  - A. Minutes of September 11, 2014 meeting (Attachment 1)
  - B. Minutes of October 16, 2014 meeting (Attachment 2)
- III. Distribution of Notes of Meetings
  - A. Notes of November 12, 2014 meeting (Attachment 3)
  - B. Notes of January 8, 2015 meeting (Attachment 4)
- IV. Review of Draft Management Letter for FY2014 for Recommendation to Trustees (Attachment 5)  
*Matthew S. Hunt, CPA and Principal, CliftonLarsonAllen, LLP*

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**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, 2014, from CliftonLarsonAllen, LLP, Certified Public Accountants.**

- V. Vote to Recommend Designation of Exterior Surplus Space at North End Branch Library

**VOTED: that, the Trustees Finance and Audit Committee recommend that the Trustees of the Public Library of the City of Boston vote to declare certain exterior areas in the North End Branch Library as listed below, as surplus pursuant to M.G.L. c. 30B, sec. 16A, said exterior areas are not needed for any municipal purpose and shall be used by a potential retail or food service provider, the Boston Public Library shall issue a Request for Proposals for such retail or food service provider through which a successful bidder shall enter into a lease for the designated exterior surplus space.**

<u>Area</u>	<u>Square Footage</u>
Side property	Approx. 600 square feet

VI. Review of Current Requests for Proposals for March 17, 2015 Trustee Meeting  
*Ellen Donaghey, Chief Financial Officer*  
*Edward Maheigan, Manager of Budget and Procurement*

- A. Elevator Maintenance Contract
- B. Window Installation and Repairs
- C. Guard and Patrol Services

VII. Commonwealth of Massachusetts Procurement Law: Notice of Contract Limit Increase  
*Ellen Donaghey, Chief Financial Officer*

**VOTED: that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston vote to require Trustee approval only for those competitive and sealed bids which meet or exceed thirty five thousand dollars (\$35,000.)**

VIII. Vote to Recommend Extending Existing Contract for Annual Independent Auditing Services with CliftonLarsonAllen, LLP, for a period of two years, to June 30, 2016.

**VOTED: that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston vote to extend the contract for Annual Independent Auditing Services with CliftonLarsonAllen, LLP, for a period of two years, to June 30, 2016.**

IX. 2015 Meeting Schedule  
*Evelyn Arana-Ortiz, Chairman*

- Thursday, April 30, 2015, 8:00 a.m., Commonwealth Salon, Central Library
- *NOTE:* Additional meetings will be scheduled based on proceedings of Retail Tenant Central Library / Johnson Building, Retail Tenant Advisory Committee.

X. Adjournment  
*Evelyn Arana-Ortiz, Chairman*

**Trustees of the Public Library of the City of Boston**

Jeffrey B. Rudman, Chairman; Evelyn Arana-Ortiz, Vice Chair, Zamawa Arenas,  
Laura DeBonis, Carol Fulp, John Hailer, Paul A. La Camera, Dennis Lehane, Byron Rushing

President, Amy E. Ryan  
Clerk of the Board, Deborah A. Kirrane

This is an open meeting; the public is welcome to attend  
For information: [www.bpl.org](http://www.bpl.org)