TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees Finance and Audit Committee
Tuesday, April 28, 2015 at 8:00 a.m.
Commonwealth Salon, Central Library
700 Boylston Street, Boston, MA

AGENDA *(Revised 4/27/2015)*

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2015 APR 28 A 9:16
BOSTON, MA

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 March 5, 2015 (Attachment 2)

III. Review of Contracts for Recommendation to Trustees at May 14, 2015 Annual Meeting
Ellen Donaghey, Chief Financial Officer
Edward Maheigan, Manager of Budget and Procurement

A. Contract or Contracts for Various Goods or Services relating to the Critical Repair Capital Budget for FY16

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 Capital Budget for the period July 1, 2015 through June 30, 2016 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, 2015 through June 30, 2016."

C. Contract for Providing Inspection, Testing, Servicing, and Full Preventative Maintenance of Elevator Equipment in Various Library Buildings for the Period of Thirty-Six (36) Months

VOTED: "that the Trustees Finance and Audit Committee recommend to the Trustees of the Public Library of the City of Boston that a contract publicly advertised in accordance with the provisions of G.L.c.149, Section 44A - 44I, be entered into with United Elevator Co., Inc., 195 Libbey Industrial Parkway #3, Weymouth, MA 02189, the lowest eligible, and responsible bidder, for Inspection, Testing, Servicing, and Full Preventive Maintenance of Elevator Equipment in Various Library Buildings for a multi–year (three [3] year) period beginning July 1, 2015 through June 30, 2016, and on July 1, 2016, and on July 1, 2017, at a total cost for the three (3) year period not to exceed one hundred ninety four thousand, twenty one dollars and four cents ($194,021.64). The cost for the first Fiscal Year (2016) is not exceed sixty four thousand, six hundred seventy three dollars and eighty cents ($64,673.88), and for each of the next two fiscal years (Fiscal Years 2017 and 2018) not to exceed sixty four thousand, six hundred seventy three and eighty eight cents ($64,673.88) and sixty four thousand, six hundred three dollars and eighty eight cents ($64,673.88), respectively."

D. Contract for Carpet Replacement for the 3rd Floor Johnson Building, Boston Public Library, 700 Boylston Street, Boston, MA 02116

VOTED: "that the Trustees Finance and Audit Committee recommend to the Trustees of the Public Library of the City of Boston that there be entered into with Capital Carpet & Flooring Specialists, Inc., 12 Walnut Hill Park, Woburn, MA 01801, the lowest eligible, responsible and responsive bidder in the public bidding, advertised under G.L. C. 30B, a contract for Carpet Replacement for the 3rd Floor Johnson Building, Boston Public Library, 700 Boylston Street, Boston, MA 02116 at a total cost not exceed one hundred thirty one thousand, two hundred sixty seven and zero cents ($131,267.00)."

E. Contract for Providing Window Installation and Repairs in Various Library Buildings for the Period of Thirty-Six (36) Months

VOTED: "that the Trustees Finance and Audit Committee recommend to the Trustees of the Public Library of the City of Boston that a contract publicly advertised in accordance with the provisions of G.L, c. 149, Section 44A-44I be entered into with Glass & Mirror, Inc., 190 Broadway, Somerville, MA 02145, the lowest eligible, responsive and responsible bidder for Window Installation and Repairs in Various Library Buildings for a multi-year (three (3) year) period beginning July 1, 2015 through June 30, 2016, on July 1, 2016, and on July 1, 2017, at a

total cost for the three (3) years not to exceed forty two thousand, three hundred seventy six dollars and sixty-five cents ($42,376.65). The cost for each Fiscal Year (2016, 2017, and 2018) not to exceed fourteen thousand, one hundred twenty five dollars and fifty cents ($14,125.55), respectfully."

F. Contract for Jamaica Plain Branch of the Boston Public Library Collection Move & Storage for the period: August 1, 2015 through October 31, 2016

VOTED: "that the Trustees Finance and Audit Committee recommend that the Trustees of the Public Library of the City of Boston enter into a contract with William B. Meyer, Inc., 255 Long Beach Blvd., Stratford, CT 06615, the most responsive, and responsible bidder, in a public Request for Proposal process advertised under G.L. C. 30B, a contract for Jamaica Plain Branch Collection Move & Storage during the period: August 1, 2015 through October 31, 2016, at a total cost not to exceed thirty five thousand, seven hundred fifty two dollars and zero cents ($35,752.00). The Boston Public Library Evaluation Committee performed an evaluation of the proposals presented by two vendors as described in the Request for Proposal (RFP), and through this process determined the proposal presented by William B. Meyer, Inc. represented the sole best value for the Boston Public Library."

G. Fellowes Athenaeum Trust Advisory Committee Trust Fund FY16 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 three thousand dollars and no cents ($93,000) to support the Fellowes Athenaeum Trust Fund Programmatic Plan for FY16 as recommended by the Fellowes Athenaeum Trust Advisory Committee and to be presented at an upcoming meeting."

H. Contract for Auditing and Tax Preparation Services for FY15-FY16

VOTED: "that the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston extend a two (2) year contract with CliftonLarsonAllen, LLP, 111 South Bedford Street, Suite 200, Burlington, MA 01803, to provide auditing and tax preparation services for the period July 1, 2015 through June 30, 2017 for the purpose of conducting the Fiscal Year 2015 and 2016 audit, total cost of auditing services not to exceed twenty seven thousand dollars and no cents ($27,000) on an annual basis and total cost of tax services not to exceed four thousand, seven hundred and fifty dollars and no cents ($4,750) on an annual basis."

I. Contract for Furnishing Guard and Patrol Services for the Period of Thirty-Six (36) Months from the Commencement Date of July 1, 2015

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 APG

Security, 10 Forbes Road, Suite 155, East, Braintree, MA 02184, the most responsive and responsible bidder in a public Request for Proposal process advertised under G.L. C. 30B, a contract for furnishing Guard and Patrol Service for the Boston Public Library for a multi-year (three (3) year) period beginning July 1, 2015 through June 30, 2016, and on July 1, 2016, and on July 1, 2017, at a total cost for the three (3) year period not to exceed two million, three hundred ninety one thousand, four hundred fourteen dollars, and forty eight cents ($2,391,414.48). The cost for the first Fiscal Year (2016) is not to exceed seven hundred ninety seven thousand, one hundred thirty eight dollars and sixteen cents ($797,138.16), and for each of the next two fiscal years (Fiscal Years 2017 and 2018) not to exceed seven hundred ninety seven thousand, one hundred thirty eight dollars and sixteen cents ($797,138.16), and seven hundred ninety seven thousand, one hundred thirty eight dollars and sixteen cents ($797,138.16), respectively. The Boston Public Library Evaluation Committee performed an evaluation of the proposals presented by seven vendors as described in the Request for Proposal (RFP), and through this process determined the proposal presented by APG Security represented the best value proposal for the Boston Public Library."

J. Contract for Boston Public Library Food Service Operator during the period: May 1, 2016 through April 30, 2021

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 The Catered Affair, P.O. Box 432, Hingham MA 02043, the most responsive, and responsible bidder in a public Request for Proposal process advertised under G.L. C. 30B, a contract for a Boston Public Library Food Service Operator during the period: May 1, 2016 through April 30, 2021. The Boston Public Library Evaluation Committee performed an evaluation of the proposals presented by three vendors as described in the Request for Proposal (RFP), and through this process determined the proposal presented by The Catered Affair represented the best value proposal for the Boston Public Library."

IV. Other Business
Ellen Donaghey, Chief Financial Officer

- Pending Disposition of Property:
  City of Boston Archival Center, Norwood Storage Facility, Norwood, MA
- Anticipated Restoration Plan of Pierre Puvis de Chavannes' *Philosophy* (1895/6):
  Panel on south wall of staircase gallery, McKim Building, Central Library

V. 2015-2016 Meeting Schedule
Evelyn Arana-Ortiz, Chairman

- NOTE: Meetings of the Trustees Finance and Audit Committee to be scheduled based on proceedings of Retail Tenant Central Library / Johnson Building, Retail Tenant Advisory Committee.

VI. 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