

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON



Meeting of the Trustees Finance and Audit Committee
Monday, March 21, 2016 at 8:00 a.m.¹
Commonwealth Salon
Central Library
700 Boylston Street, Boston, MA

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REVISED AGENDA (March 11, 2016)

- I. Welcome
Evelyn Arana-Ortiz, Chair

- II. Review and Approval of Minutes of November 6, 2015 Meeting (Attachment 1)
Evelyn Arana-Ortiz, Chair

- III. Chief Financial Officer's Report
Ellen Donaghey, Chief Financial Officer
 - A. FY17 Budget Submission

- IV. Proposal Review and Recommendations to Boston Public Library Board of Trustees
Ellen Donaghey, Chief Financial Officer
 - A. Review of Draft Management Letter for FY2015, for Recommendation to Board of Trustees (Attachment 2)
Matthew S. Hunt, CPA and Principal, 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, 2015, from CliftonLarsonAllen, LLP, Certified Public Accountants.

 - B. Review of Sale of Property at 136 Access Road, Norwood, MA, for Recommendation to Board of Trustees

VOTED: that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston authorize the Interim President of the Boston Public Library to accept an offer of \$2,500,000, the appraised property value, from the Town of Norwood, for the Norwood Storage Facility, 136 Access Road, Norwood, MA. Funds to be paid to the City of Boston Treasury.

 - C. Review of Proposal to Hire Metadata Assistants, for Recommendation to Board of Trustees

VOTED: that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston authorize the hiring of Metadata Assistants to work in the Boston Public Library's Digital Lab, for an

¹Meeting Postponed from March 16, 2016

amount not to exceed \$15,000, per assistant, in any fiscal year. Said Assistants will have completed metadata course work and be currently enrolled or recently graduated from an accredited library and information science program.

- D. Review of Authorization to Hire Polygon US Corporation of North Andover, for recommendation to Board of Trustees

VOTED: that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston authorize, when deemed necessary by the Chief of Collections Strategy and the Interim President, the hiring of Polygon US Corporation of North Andover, to clean collection materials for the duration of the Central Library Renovation.

- E. Review of Contract with Dr. Martha R. Mahard, Consultant, for recommendation to Board of Trustees

VOTED: that, the Trustees Finance and Audit Committee recommend the Trustees of the Public Library of the City of Boston authorize a \$50,000 contract with Dr. Martha R., Mahard, to allow the completion of the inventory of the Boston Public Library's Print Collection.

- F. Review of Delegating Contract Approval for Rare Books and Prints Collection, for recommendation to 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 necessary by the Chief of Collections Strategy and the Interim President for the care of the Rare Books and Prints Collection during the time period between the May 2016 and September 2016 Board of Trustee meetings.

- G. Review of Revised Private Event Pricing for Johnson Building Rental Space (Attachment 3)

- V. Discussion and Award of Contracts
Ellen Donaghey, Chief Financial Officer
Jane Sproul, Manager of Budget and Procurement

- A. Contract for Furnishing Book Mosaic Fabrication and Installation Services in Conjunction with the Johnson Improvement Project at the Central Library of the Boston Public Library

VOTED: that, there be entered into with Mystic Scenic Studios, Inc., 293 Lenox Street, Norwood, MA 02062, the most responsive and responsible bidder in a public Request for Proposal process advertised under G.L. c. 30B, a contract for *Book Mosaic Fabrication and Installation Services in Conjunction with the Johnson Improvement Project at the Central Library of the Boston Public Library*, at a total cost not to exceed forty thousand dollars and zero cents (\$40,000.00).

- VI. Review of Current Requests for Proposals for March 22, 2016 Trustee Meeting
Ellen Donaghey, Chief Financial Officer
Jane Sproul, Manager of Budget and Procurement
 - A. Review, Update, and Implement Comprehensive Customer Service Plan
 - B. Content Management System
- VII. New Business
Evelyn Arana-Ortiz, Chair
- VIII. 2016-2017 Meeting Schedule
Evelyn Arana-Ortiz, Chair
- IX. Public Comment
- X. Adjournment
Evelyn Arana-Ortiz, Chairman

Trustees of the Public Library of the City of Boston
Robert Gallery, Chair; Evelyn Arana-Ortiz, Vice Chair
Zamawa Arenas, Cheryl Cronin, Carol Fulp, John Hailer, Paul A. La Camera, Byron Rushing

Interim President, David Leonard
Clerk of the Board, Deborah A. Kirrane

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