

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Special Meeting of the Trustees Finance and Audit Committee

Tuesday, January 10, 2023, at 8:30 a.m.

Via [Zoom](#)

AGENDA

RECEIVED

By City Clerk at 3:26 pm, Jan 03, 2023

I. Welcome

Evelyn Arana-Ortiz, Committee Chair

- A. Welcome Remarks
- B. Roll Call
- C. Review and Approval of Meeting Minutes from November 1, 2022

II. Brief Review of Draft FY24 Budget Submission

Ellen Donaghey, Chief Financial Officer

III. Review and Approval of Votes

Ellen Donaghey, Chief Financial Officer

- A. Vote to Approve New Trusted Vendors to the BPL Vendor List

VOTED: “that, the Trustees Finance and Audit Committee approve the addition of:

- 1. Daedalus Inc, 205-3 Arlington Street, Watertown, MA 02472**
- 2. Gianfranco Pocobene Studios, 193 Maple Street, Malden, MA 02148**
- 3. Clark Fine Art Services, 287 Newtonville Avenue, Newton, MA 02460**
- 4. US Art, 66 Pacella Park Drive, Randolph, MA 02368**

To the authorized vendor list recommended by the President and Head of Special Collections to perform conservation and other specialized collection work up to \$50,000 per vendor in any fiscal year with no further procurement process.”

- B. Vote to Approve Newspaper Image Processing Project

Ellen Donaghey, Chief Financial Officer and Eben English, Manager of Digital Services

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston award contract to Apex CoVantage, LLC of 4045 Sheridan Avenue #266, Miami Beach, FL 33140 in the amount up to but not to exceed Ninety-Six Thousand Dollars and Zero Cents (\$96,000). This contract is to provide public access and long-term preservation of digitized newspapers and will be funded with Library for the Commonwealth Funding.”

IV. Recommendation Vote to Board for Increasing Contract Approval Thresholds

Ellen Donaghey, Chief Financial Officer

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Board of Trustees approve an update to the contract limit thresholds requiring a review and vote by the Trustees Finance & Audit Committee and full Board of Trustees, with the new limits set as follows:

- **\$0 to \$50,000 – no votes needed**
- **\$51,000 to \$200,000 - Finance & Audit Committee votes to approve**
- **\$201,000 and up - Finance & Audit Committee reviews and recommends a vote to the full board; Full Board of Trustees votes to approve.**

IV. **New Business**

Evelyn Arana-Ortiz, Committee Chair

V. **Public Comment**

“Please sign up for public comment the first 30 minutes of the meeting to support effective time management. On occasion, additional public comments on matters formally on the agenda may be allowed at the discretion of the Chair, and time allowing. Members of the public are also reminded that comments may alternatively be submitted in writing to the Clerk of the Board for distribution to the Trustees.”

VI. **Adjournment**

Evelyn Arana-Ortiz, Committee Chair

**Next meeting is scheduled on March 14, 2023 at 8:30 a.m. (subject to change)*

Trustees Finance and Audit Committee of the Boston Public Library

Evelyn Arana-Ortiz, Committee Chair
Navjeet Bal, John Hailer, Jeff Hawkins, Sen. Mike Rush,
and President David Leonard

Clerk of the Board, Pamela Carver

This is an open meeting; the public is welcome to attend.

Zoom: <https://boston-public-library.zoom.us/j/86246891292>

Call in: 646 558 8656, or 646 931 3860, or 301 715 8592

Webinar ID: 862 4689 1292

International numbers available: <https://boston-public-library.zoom.us/u/kdOxaY4wmZ>