

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

## Meeting of the Trustees Finance and Audit Committee

Tuesday, November 12, 2019 at 8:00 a.m.

Central Library in Copley Square, Kirstein Business Library-Exchange

700 Boylston Street, Boston, MA 02116

### AGENDA

#### I. Welcome

*Evelyn Arana-Ortiz, Chair*

#### II. Review and Approval of Meeting Minutes from October 1, 2019

*Evelyn Arana-Ortiz, Chair*

#### III. Review and Approval of Contracts

*Evelyn Arana-Ortiz, Committee Chair*

##### A. Approval of Retrospective Conversion Vendor Contract

*Ellen Donaghey, Chief Financial Officer*

*Tom Blake, Manager of Content Discovery*

**VOTED: “that, the Trustees Finance and Audit Committee of the Boston Public Library approve The Donahue Group, Incorporated of 41 Mechanic Street, Windsor Connecticut 06095 for the second phase of the Retrospective Conversion pilot program contract in the amount of eighty four thousand nine hundred ninety nine dollars and eighty six cents (\$84,999.86) to create and upload MARC records for Boston Public Library books not presently represented in the Library’s online catalog.”**

##### B. Arrowstreet Inc Vendor Contract

*Ellen Donaghey, Chief Financial Officer*

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve Arrowstreet Inc of 10 Post Office Square, Boston Massachusetts 02109, an architecture and design company, for a contract in the amount of forty thousand dollars (\$40,000) to provide design services for items to be sold at the Boston Public Library gift store.”**

##### C. Contract for EDTech Strategies, LLC

*Ellen Donaghey, Chief Financial Officer*

*Kurt Mansperger, Chief Technology Officer*

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve a contract with EdTech Strategies, LLC of 4805 147th Street, Urbandale, Iowa 50323, in the amount of forty thousand dollars (\$40,000) to assist with the development of the eRate Funding Year 2020 submission.”**

##### D. Contract for Snow Plowing Services

*Ellen Donaghey, Chief Financial Officer*

*Eamon Shelton, Director of Operations*

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve a contract with Anzalone Construction, PO Box 2622,**



**Woburn, Massachusetts 01888, in the amount of forty thousand dollars (\$40,000) to plow certain Boston Public Library Properties.”**

- E. Pilot Program with the Cooperative Education program at Northeastern University  
*Ellen Donaghey, Chief Financial Officer*  
*Lisa Pollack Chief of Communications*

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve a pilot program with the Cooperative Education program at Northeastern University, 360 Huntington Avenue, Boston, MA in the amount of fifteen thousand dollars (\$15,000). The purpose of this pilot program will be to provide career experience to a Northeastern student for six months, and to offer Library departments the opportunity to undertake small projects for which they would not otherwise have the capacity.”**

- F. Vote for open contract to respond to book cleaning/mold remediation  
*Laura Irmscher, Chief of Collections*

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston authorize a contract with BELFOR Property Restoration at 138 Bartlett Street, Marlborough, MA 01752, not to exceed one hundred thousand dollars (\$100,000) to respond as needed to clean certain items in the Research Collection, authorization to end with award to vendor selected through an open bid process.”**

**IV. Review of Asset Allocation Impact Related Investments**

*Sebastian Grzejka, NEPC*

**V. New Business**

**VI. Public Comment**

**VII. Adjournment**

Next meeting is scheduled for Thursday, January 16, 2020 at Central Library, 8:00 a.m.

*\*Meeting is subject to change*

**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, Linda Dorcena Forry,  
Priscilla Douglas, John Hailer, Jeff Hawkins, Rep. Chynah Tyler

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](http://www.bpl.org)