

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

**Meeting of the Trustees Finance and Audit Committee
Wednesday, June 13, 2018, 8:00 a.m.
Central Library, Kirstein Business Library-Exchange**

MINUTES

A meeting of the Boston Public Library Trustees Finance and Audit Committee was held on Wednesday, June 13, 2018 at the Central Library in the Kirstein Business Library-Exchange Room.

Present at the meeting: Committee Chair Evelyn Arana-Ortiz and Committee members Representative Byron Rushing, Zamawa Arenas, John Hailer, and President David Leonard.

Also present were Boston Public Library staff including Ellen Donaghey, Chief Financial Officer, Eamon Shelton, Director of Operations, Laura Irmscher, Chief of Collections and Pamela Carver, Clerk of the Board other BPL staff members, and members of the public.

Ms. Arana-Ortiz presiding, called the meeting of the Trustees Finance and Audit Committee (“Committee”) to order at 8:05 a.m.

The first matter of business was approving the Meeting Minutes from May 3, 2018. With no additional comments or edits made, the Chair called for a motion that was duly made, seconded, and approved the meeting minutes from May 3, 2018.

Ms. Arana-Ortiz called on Matthew Hunt, CPA from CliftonLarsonAllen (“CLA”) to review the revised version of the Management Letter. Mr. Hunt stated that they conducted an evaluation of the IT Department general controls relating to business and financials with revisions made after discussions with the Operations team than they initially reported. The Committee felt the draft letter was presented with clear and proactive responses from BPL management.

With no further questions or comments, Ms. Arana-Ortiz made a motion and it was duly seconded, the Committee unanimously:

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, 2017, from CliftonLarsonAllen, LLP, Certified Public Accountants.”

Next, Ms. Arana-Ortiz asked Ms. Laura Irmscher, Chief of Collections to review the request to approve the cleaning of the music cage and stacks. Ms. Irmscher explained the music collection is housed in the stacks of Johnson Building among other rare collections. She noted the dust should be removed prior to packing the collection in order to protect the items. They selected Belfor Property Restoration who came as a recommended vendor by the Massachusetts Board of Library Commissioners. Also, the BPL has worked with this firm in the past. The Committee asked a few questions regarding the funds for this. Ms. Donaghey explained that the requested funds would come from Trust Funds that allow for maintenance of the collections and that the vote would allow them to access these funds.

Ms. Arana-Ortiz made a motion and it was duly seconded, and the Committee unanimously:

VOTED: “that, the Trustees Finance and Audit Committee authorize a contract with Belfor Property Restoration not to exceed \$40,000 for the cleaning of the Music Cage and Stacks at the Boston Public Library.”

Moving onto the next vote on the agenda, Laura Irsmscher, Chief of Collections discussed the contract for the move of the rare books collection. Ms. Irsmscher explained they put out a Request for Proposal (“RFP”) for the packing, transporting and storage of the Rare Books collection. They received three bids provided by: William B. Meyer, Inc., Iron Mountain and Clancy Moving Systems. A procurement committee of seven Boston Public Library staff members, from Collections and Preservation, Project Management, Facilities and Finance, reviewed the vendor services proposals, evaluated and scored each based on an analysis of the criteria outlined in the RFP. The procurement committee traveled 3000 miles over three states to tour the storage facilities. The technical review was done and references were checked which determined Clancy’s bid was rated as Highly Advantageous. Iron Mountain and Meyer were Advantageous. She added that Clancy had extensive experience with special collections of the BPL’s caliber. The Trustees asked a few questions in regards to other libraries they have worked with. Ms. Irsmscher noted they worked with New York Public Library and Princeton University. Clancy’s storage facility is more conducive to long term storage as opposed to temporary storage. She noted that Meyer is used by the BPL frequently for branch renovations but they do not have the experience with collections of this size. Ms. Irsmscher explained they are estimating eighteen months to two years for the overall project.

After several questions, Ms. Ms. Arana-Ortiz explained that the Committee would go into Executive Session. Ms. Arana-Ortiz explained that the State Open Meeting law has an exemption relating to security. Due to the sensitivity of the Library’s special collections, the Trustees would ask questions specifically dealing with the move and storage of these collections in Executive Session. She noted that after this portion of the discussion, the Committee would reconvene in public session to take a formal vote.

The Clerk took a roll call of each member who unanimously voted to enter into Executive Session. The public meeting was adjourned at 8:25 a.m.

After the Executive Session, the Committee reconvened with members of the public invited back at 8:39 a.m. Ms. Arana-Ortiz called for a vote to award the contract to Clancy Moving Systems. A motion was made, duly seconded, and:

VOTED: “that the Trustees Finance and Audit authorize a contract with Clancy Moving Systems, Inc. not to exceed \$1,710,092.36 (One million seven hundred ten thousand ninety two dollars and thirty six cents) for the Secure Collection Packing, Move and Storage of Certain Library Collections.”

With no New Business or Public Comment, the meeting was adjourned at 8:40 a.m.

Respectfully Submitted,

Pamela R. Carver, Clerk of the Board