

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

**Meeting of the Trustees Finance and Audit Committee  
Tuesday, June 14, 2016 / 8:00 a.m.  
Commonwealth Salon, Central Library  
700 Boylston Street, Boston, MA 02116**

## MINUTES

A meeting of the Boston Public Library Trustees Finance and Audit Committee was held on Tuesday, June 14, 2016, 8:00 a.m. at Boston Public Library, Central Library, Commonwealth Salon, 700 Boylston Street, Boston, MA 02116.

Present at the meeting were Finance and Audit Committee Chair Evelyn Arana-Ortiz and Committee members Rep. Byron Rushing, Zamawa Arenas, and John Hailer. BPL Interim President and Committee member, David Leonard, was not present.

Also present were Boston Public Library staff including Chief Financial Officer Ellen Donaghey, Superintendent of Library Buildings James Meade, and Clerk of the Board Deborah Kirrane. Attending from City of Boston was Management Analyst Edward Pesce.

Ms. Arana-Ortiz, Chair of the Trustees Finance and Audit Committee (“Committee”) presiding, called the meeting to order at 8:05 a.m. and addressed review and approval of minutes of March 21, 2016 Meeting. Upon motion made and duly seconded, Minutes of Trustees Finance and Audit Committee Meeting of March 21, 2016 were unanimously approved.

At Discussion and Award of Contracts, Ms. Donaghey described the two votes before the Committee: Contract for Preventative Maintenance and Repair of HVAC Systems, and Contract for Inspection, Testing, and Servicing of Fire Alarm and Sprinkler Systems. Each are three-year contracts. The straight-cost bids were distributed in March 2016.

In regard to the HVAC Systems contract, the BPL has selected EMCOR as its recommended vendor from the three acceptable bids received and, in regard to the Fire Alarm and Sprinkler Systems contract, the BPL is recommending American Service Company, from the three acceptable bids received. Each recommended vendor represents the lowest bid.

Upon Committee questioning regarding the HVAC Systems contract, Ms. Donaghey stated responses were received from EMCOR, Ambient Temperature Corp., and Johnson Controls. Ms. Donaghey confirmed EMCOR is the current HVAC vendor and the BPL is satisfied with EMCOR’s performance, finds them reliable, resourceful, and often available for small contract work. The EMCOR bid submitted reflects a less than 5% increase over its current contract.

American Service Co., Aetna Fire Alarm Service Co., and Rustic Fire Protection, Inc., each submitted an acceptable bid in response to the Fire Alarm and Sprinkler System request for bids. American Service Co., the lowest bid, was selected as the recommended vendor.

American Service Co. is the current BPL vendor and Mr. Meade confirmed the BPL is satisfied with its performance. Mr. Meade confirmed the contract is for service to Central Library and all branches, noting that based on coding requirements and/or age of the building, not all branches are outfitted with fire sprinkler systems.

With no further questions, upon motion duly made and seconded, the Committee

**VOTED: “that there be entered into with EMCOR Services Northeast Inc., 80 Hawes Way, Stoughton, MA 02072, a contract for Preventative Maintenance and Repair of HVAC Systems throughout the Public Library System of the City of Boston for period of thirty-six (36) months, not to exceed five million, nine hundred forty five thousand, four hundred sixty six dollars and thirty six cents (\$5,945,466.36);”**

and

**VOTED: “that there be entered into with American Service Company, 35 Hanna Street, Quincy, MA 02069, a contract for Inspection, Testing, and Servicing of Fire Alarm and Sprinkler Systems at Central Library and certain Branch Libraries of the Public Library System of the City of Boston for period of thirty-six (36) months, not to exceed two hundred twenty nine thousand, five hundred dollars and zero cents (\$229,500.00).”**

At New Business, Ms. Donaghey proposed the Committee next meet to address New England Pension Consultants’ money manager recommendations, and Bank of America’s management of the DeFerrari Trust, a trust held separately from the rest of the BPL portfolio. She also asked that the Committee meet in September, approximately one week prior to the September Trustee meeting so the Committee may appropriately review the BPL financial audit before presenting same to the Board of Trustees.

With no further business and no public comment, the meeting adjourned at 8:15 a.m.

Respectfully submitted,

Deborah Kirrane