

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees Finance and Audit Committee

Tuesday, April 28, 2015 / 8:00 a.m.

Commonwealth Salon

Central Library, 700 Boylston Street, Boston, MA 02116

DRAFT NOTES OF MEETING

A meeting of the Boston Public Library Trustees Finance and Audit Committee was held on Tuesday, April 28, 2015 at 8:00 a.m. at the 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. Absent from the meeting were Committee members Rep. Byron Rushing, Zamawa Arenas, and John Hailer.

Also present were Boston Public Library Staff: President Amy Ryan, Director of Administration and Technology David Leonard, Chief Financial Officer Ellen Donaghey, Chief of Collections Strategy Laura Irmischer, Budget and Procurement Manager Edward Maheigan, Accounting Supervisor Sean Monahan, and Clerk of the Board Deborah Kirrane. Attending from City of Boston were Corporation Counsel Caroline Driscoll and Management Analyst Edward Pesce.

Ms. Arana-Ortiz, Chair of the Trustees Finance and Audit Committee (“Committee”) presided and called the meeting to order at 8:05 a.m. She announced that a quorum did not exist and, accordingly, no votes would be taken. She stated that agenda items would be reviewed and discussed in preparation for the Trustees Annual Meeting scheduled for May 14, 2015.

Ms. Donaghey presented the Review of Contracts for Recommendation to Trustees at May 14, 2015 Annual Meeting, with the first contract: Contract(s) for Various Goods or Services to the Critical Repair Capital Budget for FY16. She explained that this recommendation allows BPL President or designee to authorize critical repairs that arise throughout the year, each occasion not to exceed \$100,000.

As there were no questions, Ms. Donaghey next presented the second contract: Contract for the Purchase of Books and Certain Other Library Bibliographical Acquisitions Materials. She stated that Laura Irmischer, Chief of Collections Strategy was present to address any questions Ms. Arana-Ortiz may have regarding this recommendation. The contract allows for the purchase of books and related bibliographical acquisitions throughout FY16. There were no questions regarding this contract.

Ms. Donaghey next presented the Contract for Providing Inspection, Testing, Servicing, and Full Preventative Maintenance of Elevator Equipment in Various Library Buildings for the Period of 36 months. The BPL released a bid request and received two bids in response to same. The lowest responsible bidder was selected at a total cost of \$194,000. Mr. Maheigan confirmed that the bidder selected was the same provider as in the previous contract.

The next contract recommendation brought forth by Ms. Donaghey was for Carpet Replacement for Third Floor Johnson Building. The BPL released a bid request that resulted in three responses of similar pricing. Mr. Leonard reported that the selected replacement carpet is blue-

hued and staff is happy with the color selection. Mr. Maheigan commented that the existing carpet is original to the building construction.

Ms. Donaghey explained the next contract to be recommended to the Trustees: Contract for Providing Window Installation and Repair in Various Library Buildings for Period of 36 Months. Mr. Maheigan reported that there was only one responsive vendor to the BPL's request for bids; a different vendor from the last contract whose bid amount is lower than what the BPL is currently paying.

The next recommended contract was for the collection move and storage related to the Jamaica Plain Branch renovations. Mr. Maheigan explained that the chosen vendor, William B. Meyer, Inc., was selected based on a request for proposal. There was one other respondent whose proposal did not provide requested information and was deemed invalid to move forward. The cost of this contract, \$35,000, is budgeted as a capital project.

Ms. Donaghey next presented the Fellowes Athenaeum Trust Fund Expenditure. She stated that this year's allocation of programming funds would be \$93,000. Ms. Arana-Ortiz remarked that the allocation is higher than last year's amount and confirmed that the Fellowes Athenaeum Trust Advisory Committee would be meeting on May 28, 2015. She asked that BPL Finance Department please provide a full balance sheet describing the account and all expenditures for presentation at that meeting.

The next recommended contract: Contract for Auditing and Tax Preparation Services for FY15-16 was described by Ms. Donaghey. She reminded the Committee that in March 2015, the Trustees approved extending the existing contract with CliftonLarsonAllen, LLP. The recommended contract reflects the costs negotiated with CliftonLarsonAllen to provide auditing and tax preparation services.

Ms. Donaghey next stated that the recommended Contract for Furnishing Guard and Patrol Services was being deferred. Mr. Maheigan explained that the BPL released a request for proposals to which bidders submitted proposals to a BPL evaluation committee. The evaluation committee, based on the responses, requested four proposers to come to the BPL to answer questions and clarify their proposals. The process is now ongoing and will need to be concluded before anything may be submitted to the Trustees for approval. Mr. Maheigan named the members of the evaluation committee: David Leonard, Christine Schonhart, James Meade, and Paul Levasseur. He further stated that there were a total of seven responses to the RFP.

Ms. Donaghey stated that she had recused herself from the contract evaluation and selection process, as a former colleague is representing one of the bidders. She assured the Committee that she has had nothing to do with the RFP and evaluation process for this contract. Ms. Arana-Ortiz acknowledged receiving this statement.

Mr. Maheigan explained that the evaluation committee will complete its review of responses review with the goal of placing the contract before the Trustees at the Annual Meeting in May. He also stated that the RFP did include a request that employee benefits be made part of any response.

The next recommended contract: Contract for Food Service Operator, was presented by Ms. Donaghey. She explained that this was the second time an RFP had been issued for the contract. There were a total of three responses but that only two were eligible to move forward in the evaluation process, The Catered Affair, and Gourmet Caterers. The BPL engaged outside food

service consultant, Cini Little, to assist in evaluating the bids. The evaluation committee consisted of Ms. Donaghey, David Leonard, Jill Epstein, Emily Tokarczyk, and Debbie Kirrane. The evaluation criteria consisted of 30% café and restaurant experience, 40% catering experience, and 30% “other” representing staffing and catering and non-profit pricing plans. The Catered Affair received 12.7 points out of a possible 15 point rating, and was thus judged as highly advantageous. Gourmet Caterers received 9.78 points and was judged to be advantageous.

The Cini Little assisted with review of the financial portion of the RFP responses and it was determined that The Catered Affair represented the better and more realistic pricing and profit pricing plan for the BPL and, thus, the evaluation committee suggesting the recommendation of The Catered Affair to the Trustees.

Ms. Arana-Ortiz asked if the revenue sharing portion of the food service business would change with the issuing of a new contract. Ms. Donaghey explained that the BPL would address this issue as part of contract negotiation. The evaluation committee is recommending the Trustees vote to award the contract to The Catered Affair. The vote gives the BPL the authorization to proceed with negotiating the final contract which is then presented to the Trustees.

Ms. Arana-Ortiz asked whether, due to the lack of a quorum, another meeting of the Finance and Audit Committee should be scheduled prior to the Trustees Annual Meeting. Ms. Donaghey answered that an additional meeting was not necessary. Ms. Ryan added that at the Trustees Annual Meeting, Ms. Arana-Ortiz would, as chair of the Finance and Audit Committee, recommend the Trustees vote to accept the contracts presented.

Ms. Arana-Ortiz then asked that it be placed on record that, as Chair of the Finance and Audit Committee, she recommends that the contracts presented in the present meeting agenda, with the exception of the Guard and Patrol Services contract, be recommended to the Trustees for approval at the Trustees Annual Meeting.

The meeting then moved to ‘Other Business’ and Ms. Donaghey provided an update on the disposition of the Norwood Storage Facility. The BPL is working with the City of Boston Department of Neighborhood Development and Chief Financial Officer regarding this matter. The property is assessed at \$2.5 million and the City of Norwood is willing to purchase the property at the assessed value. However, an abutter to the property is offering to pay \$3 million to purchase the property. The BPL is confident that if the property were to be sold on an open market, the City of Boston would receive more than the \$2.5 million assessed value as a result of the sale. The abutter was described as an electrical supply company. Mr. Maheigan further indicated that his office often receives calls from parties associated with the Norwood Automile, inquiring about the property.

The next item under ‘Other Business’ was presented by Ms. Donaghey. She explained the repairs necessary to properly restore the Chavannes panels in the McKim Building. Currently Gianfranco Pocobene of the Isabella Stewart Gardner Museum is evaluating the effected panel to determine a restoration plan. The BPL believes the cost of repairing the panel will be above \$35,000 which would necessitate Trustee approval. However, the full restoration plan, and its cost, will not be available in time for the Trustees Annual Meeting in May. Given the lack of an opportunity to present this to the Trustees, Caroline Driscoll discussed the requirements necessary to waive standard procurement law. She explained that in emergency situations, where public safety or irreplaceable property may be harmed, standard procurement law may be

waived. She pointed that given the emergency nature of the issue at hand, together with a lack of persons with the expertise necessary to address the restoration, there would be no issue with waiving any procurement law requirements.

Ms. Ryan further described the damage to the panel as a complex combination of preservation and restoration of both the mural and the wall. There is the issue of why the panel began to separate from the wall, combined with the issue of how to repair the wall and the mural.

Ms. Arana-Ortiz suggested that at the Annual Meeting, the Trustees vote to delegate contract approval to the Finance and Audit Committee. The Finance and Audit Committee would then discuss the contract at a future meeting prior to their approval of same.

Ms. Ryan referred Ms. Arana-Ortiz to Gianfranco Pocobene's assessment of the damage and his preliminary analysis. Ms. Arana-Ortiz explained that she would be out of the country from June 19 to July 7, 2015, but that in her absence, a quorum could be assembled to discuss and vote on this contract.

Ms. Arana-Ortiz then opened the meeting up for public comment.

Mr. John Jackson, a member of the SEIU executive board presented to the Committee those benefit items his union would like to see as part of any contract for Guard and Patrol Services

Kathleen Collins, an SEIU organizer, described for the Committee the views of BPL security officers and benefits she, on behalf of SEIU, would like to see in any contract.

With no further business before the Committee, the meeting was adjourned at 8:40 a.m.