

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees Finance and Audit Committee Tuesday, September 20, 2022 at 8:30 a.m. Held via Zoom

DRMINUTES

A meeting of the Boston Public Library Trustees Finance and Audit Committee held virtually on Tuesday, September 20, 2022 via Zoom at 8:30 a.m.

Present at the meeting included: Committee Chair Evelyn Arana-Ortiz and Committee members: Navjeet Bal, John Hailer, Jeff Hawkins (who joined at 8:45), and President David Leonard. Senator Mike Rush was absent due to Military obligations in the Navy Reserves.

Also, present were Boston Public Library staff including Chief Financial Officer Ellen Donaghey, Clerk of the Board Pamela Carver, 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 8:33 a.m. The Chair read the welcoming reaffirmation statement of the Trustees. A roll call was taken and determined there was a quorum. Everyone was reminded that the meeting was being recorded and to sign up for Public Comment.

The first matter of business was approval of meeting minutes of August 18, 2022. With no comments or edits, the minutes were approved by roll call vote.

Ms. Arana Ortiz called the order of business and asked Ellen Donaghey, Chief Financial Officer, to review the catering and food service vendor contract. Ellen Donaghey presented along with Emily Tokarczyk, Director of Special Events.

Ellen Donaghey explained by way of background, that this was a bid for the catering contract for the entire complex at the Central Library. It included special events and both restaurant spaces. The library started this contract in the 2000s. The Catered Affair (current vendor) won the second bid in 2007 and started at the BPL in 2009. The Library rebid the contract in 2015 and The Catered Affair was again awarded the contract.

The Library RFP team included Ms. Donaghey, the Director and Deputy Director of Special Events, Emily Tokarczyk and Jill Maneikis, Director of Strategic Partnerships Angela Veizaga, and Chief of Staff Sarah Zaphiris. Additionally, as it has in each previous bid process, the Library contracted with Cini-Little, a food service consultant, to assist with the RFP process and create a thorough grading metrics which included: organizational overview, references, food services, diversity and inclusion programs, insurance inspections, food safety, tastings, event execution, and finally financial projections. There were two vendors that responded to the bid, The Catered Affair (“TCA”) and Gourmet Caterers.

Ms. Donaghey noted that both vendors did very well. They are both established and second-generation family-owned businesses. Both organizations were contracted with some of the most iconic establishments within the Commonwealth, including the Boston Symphony Orchestra, JFK Library, Harvard Art Museum, and the ICA.

Having reviewed and scored both proposals, the review team recommended awarding this contract to TCA.

Questions were asked regarding if responsive bidders were minority or women-owned businesses. Ms. Donaghey explained that while we sent the RFP to numerous vendors, including those recommended by the City, only three vendors responded to the walk through, and ultimately only two companies submitted bids. Both TCA and Gourmet Caterers had a good commitment to Diversity and inclusion principles. Both vendors dedicated significant parts of their proposal to DEI matters. Both firms had strong proposals but ultimately after evaluating and grading the vendors, the RFP committee recommends approving the contract with TCA.

With no further comments or questions, a motion was duly made, seconded, and voted to recommend the selection of TCA to the full board, for a three-year contract beginning November 2023.

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Board of Trustees approve The Catered Affair, ,70 Ledgewood Place, Rockland, MA 02370, for a term of three years beginning November 1, 2023 with ((2) one-year additions.”

Evelyn Arana Ortiz invited Kyle Connors of Marcum to review the audited FY22 audited financial statements. Mr. Connors noted this was the first year with BPL and as the case with any transition, it takes time to understand how a new client conducts their business. He stated that the BPL Accounting team was very helpful during this transition, staying in continuous communication with Marcum, which resulted in a seamless transition.

Mr. Connors explained that they gave the BPL a “clean opinion” which is the highest opinion, reflecting they did not identify any material in the statements that needed corrections.

Overall, the net position decreased \$12.4 million, and explained the changes, which included a decrease in revenue during the pandemic but noted that these funds have now bounced back. He briefly reviewed investments and explained that the market volatility affected the balances.

Mr. Connors explained that the current levels of the Library General Fund were within healthy target of 8-16% of budgeted operating expenditures. He reviewed the new leases added to the government wide financial statements. The BPL is one of the first entities that Marcum has worked with that adopted GASB Statement No. 87 which states, “Leases, enhances the relevance and consistency of the Library’s leasing activities.” There were three leases affected this year.

Ms. Connors noted that there were no material findings and Marcum’s only recommendation was to provide the Board with monthly financial information for use during meetings.

With no further discussion, a motion was duly made, seconded, and voted to approve.

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Board of Trustees approve the Boston Public Library’s Draft Audited Financial Statements for the Fiscal Year ending June 30, 2022.”

Ms. Arana Ortiz asked for New Business. She noted that she will not be able to attend the November meeting. Mr. Hailer agreed to chair the meeting in her absence.

Ms. Arana-Ortiz asked for Public comment for which there was none. With no further discussion, the meeting adjourned at 9:04 a.m.

Respectfully Submitted,

Pamela R. Carver, Clerk of the Board