

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

**Meeting of the Trustees Finance and Audit Committee
Tuesday, September 17, 2024, at 8:30 a.m.
Held via Zoom**

MINUTES

A meeting of the Boston Public Library Trustees Finance and Audit Committee was held virtually on Tuesday, September 17, 2024, via Zoom at 8:30 a.m.

All Members were present at the meeting: Committee Chair Evelyn Arana Ortiz and Committee members: Navjeet Bal, John Hailer, Jeff Hawkins, David Leonard, and Senator Mike Rush.

Also, present were Boston Public Library staff including Chief Financial Officer Emily Tokarczyk, Clerk of the Board Pamela Carver, BPL staff, and members of the public.

Ms. Arana Ortiz presiding called the Meeting of the Trustees Finance and Audit Committee ("Committee") to order at 8:32 a.m. She then read the welcoming EDI statement. Roll call was taken and determined there was a quorum. Everyone was reminded that the meeting was being recorded and how to sign up for Public Comment.

The first matter of business was the approval of the meeting minutes from May 14, 2024. With no edits or comments, the meeting minutes were approved.

Ms. Arana Ortiz announced that she was the winner of the "BOOKIES" Golf Tournament for the second consecutive year!

Kyle Connors, Marcum was invited to review the BPL 2024 Draft Financial Statements. Mr. Connors emphasized that the statements only pertain to the trustees' funds, not city funding. Marcum issued a clean audit opinion, meaning the financial statements fairly present the financial position of the BPL.

Emily Tokarczyk provided an explanation of the Manager Fund for book spending, which totals \$1 million. This fund helps cover book purchases, particularly at the end of the fiscal year when book funds are running low and ensures BPL's compliance with State Aid spending requirements.

The Committee asked several questions and raised concerns about intergovernmental funding and suggested the committee consider discussing "sensitivity funding" at a future meeting. They also requested actual vs. budgeted spending could be shared with the Committee.

Mr. Connors concluded by noting they were waiting on a component of the Fund's financial report, which would be voted on later that afternoon, after which the final audit could be completed.

A motion was 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, 2024."

Ms. Tokarczyk discussed the contract for the Field's Corner Branch Project. She explained that the collection would be moved and stored. The contract was with Meyer, a company BPL has worked with previously.

With no questions made, the 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 approve the contract with Meyer, Inc. 225 Long Beach Blvd, Stratford, CT 06615 for the amount not to exceed Fifty-Seven Thousand Seven Hundred Sixteen Dollars and Zero Cents (\$57,716.00) for the move and storage of the Fields Corner Branch renovation.”

Ms. Arana Ortiz asked for New Business. She noted that the time for the next meeting on November 12th, 2024 was changed to 4:00 PM. The change will be reflected on the website.

Ms. Arana Ortiz also noted that the current audit contract is for three years. There may either be an RFP issued or an extension of the current contract with Marcum.

There was no public comment. With no further business, the meeting was adjourned at 9:01 a.m.

Respectfully Submitted,

Pamela R. Carver, Clerk of the Board