

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees Finance and Audit Committee
Tuesday, January 14, 2025 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, January 14, 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 (joined a few minutes late), Jeff Hawkins, David Leonard, and Senator Mike Rush (left at 9:20 a.m.)

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 8:30 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 November 12, 2024. With no edits or comments, the meeting minutes were approved.

Ms. Emily Tokarczyk, Chief Financial Officer, presented the contracts. She noted that they would be deferring the approval for the fleet of BPL vehicles until the next full board.

The Committee discussed and approved an extension for Marcum’s auditor contract. The amount of the contract will be presented at the next committee meeting.

The first contract was for the Loading Dock Confined Space Concrete Repair. It was reviewed and no questions were asked.

VOTED: “that, the Trustees Finance and Audit Committee approves the contract with Berglund Construction Company, 8410 S. South Chicago Avenue, Chicago, IL 60617 in the amount, not to exceed eighty thousand dollars and zero cents (\$80,000.00) to repair, patch and replace concrete soffit in confined space of the loading dock as specified with the BPL.”

They discussed the purchase of a Dual Camera Book Capture System.

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approves the purchase of the Digital Transitions BC100 dual camera book capture system from The Digital Transitions, Inc. of 35 West 35TH Street 10th Floor, New York, NY 10001 in the amount of One Hundred Seventy-Nine Thousand, Fifteen Dollars and Thirty-Seven Cents (\$179,015.37).”

Cohesity Service Renewals

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approves the 3-year contract renewal for Cohesity services with Presidio Networked Solutions LLC at 10 Sixth Road, Woburn, MA 01801 for on-site file storage and backup platform in

the amount of Sixty-One Thousand Six Hundred Seventy Dollars and Eighty-Eight Cents (\$61,670.88).”

The contract with GrubStreet was reviewed. They are a repeat vendor we have worked with over the last several years.

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approves a contract with GrubStreet of 50 Liberty Drive, Boston, MA 02210. The amount is not to exceed One Hundred Thousand dollars and Zero Cents (\$100,000) to provide youth and adult writing programs systemwide.”

The purchase of Security Equipment (cameras and key card readers) was discussed and no questions were asked.

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approves the purchase of security equipment (cameras, NVR, and key card readers) from Electronic Security Control Systems, Inc., 7-A Railroad Avenue, Bedford, MA 01730 in the amount One Hundred Forty-Three Thousand Two Hundred Twenty-Nine Dollars and Eighty-Two Cents (\$143,229.82).”

A motion was duly made (and seconded) to approve all the items above as a slate, and the committee voted to approve them unanimously.

Next, the Committee discussed the Microsoft 365 renewal contract. Ms. Arana Ortiz made a motion that was duly made, seconded and voted to approve to recommend to the full board for approval.

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Board of Trustees approve the Microsoft 365 Contract Renewal in the amount of Two Hundred Sixty-Eight Nine Hundred Twenty-Six Dollars and Twenty Cents (\$268,926.20).”

Next, Sebastian Grzejka of NEPC gave a performance update of the trustees’ funds. Performance for the year-to-date (YTD) was strong, with a notable large-cap exposure driven by allocation to the S&P 500.

A recommendation was made to replace the UBS emerging markets allocation. The UBS fund has seen a decline of nearly half due to concentrated stock selection and the recent retirement of the lead portfolio manager. The team is in the process of adjusting the fund’s strategy, including bolstering their team in Asia.

Impax, which focuses on investments in renewable energy and water, was reviewed. They will not hold legacy or drive investments that were mentioned with other funds.

The committee reviewed the profiles of five emerging markets managers:

1. Acadian Emerging Markets Equity
2. RBC Emerging Markets Equity
3. William Blair Emerging Markets Growth
4. Schroders Global Emerging Markets Core
5. Fidelity Select Emerging Markets Equity

Mr. Grzejka provided a review of each manager's profile, noting key differences in strategies and risk profiles. After some discussion, the committee agreed to interview three managers: Acadian, RBC, and William Blair. These managers were the best fit for the current risk exposure and portfolio goals. Interviews will be scheduled in coordination with the Clerk and NEPC.

The committee discussed the potential risks and how different managers would affect the portfolio. They agreed that a more aggressive approach might result in some fluctuation but could yield potential long-term benefits.

Emily Tokarczyk provided an initial overview of the FY26 City Operating Budget, which was submitted on January 13th. The proposed budget reflects a 1.7% decrease in the maintenance budget, but a 1.6% increase in utility expenditures.

- FY25 Appropriated Budget: \$49,834,817
- FY26 Submitted Budget: \$49,008,100
- A total of 14 capital projects were documented and submitted. These will be reviewed with the Office of Budget and Management (OBM) for further details.

A total of 14 capital projects were documented and submitted. These will be reviewed with the Office of Budget and Management (OBM) for further details. Ms. Tokarczyk will revisit the budget when they have a more finalized budget that has been reviewed and revised at a future meeting.

Ms. Arana Ortiz asked for New Business and Public Comment for which there were none. With no further business, the meeting was adjourned at 9:52 a.m.

Respectfully Submitted,

Pamela R. Carver, Clerk of the Board