

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

## Meeting of the Trustees Finance and Audit Committee

Tuesday, May 13, 2025, at 8:30 a.m.

Via [Zoom](#)

### AGENDA

#### I. Committee Chair Report

*Evelyn Arana Ortiz, Chair*

**RECEIVED**

By OFFICE OF THE CITY CLERK at 2:02 pm, May 08, 2025

- A. Acknowledge Reaffirmation Statement
- B. Roll Call of Members
- C. Review and Approval of Meeting Minutes from April 1, 2025
- D. Review/Approval of Annual Contracts deferred to Annual Meeting

#### II. Mayor Michelle Wu's FY26 Recommended Operating and Capital Budget Executive Summary

*Emily Tokarczyk, Chief Financial Officer*

**VOTED: "that, the Trustees Finance and Audit Committee recommend approval by the Trustees of the Public Library of the City of Boston to accept Mayor Michelle Wu's FY26 Recommended Operating and Capital Budget."**

#### III. Presentation of the Draft Tax Returns (IRS Form 990)

*Emily Tokarczyk, Chief Financial Officer*

#### IV. Discussion Topics

- A. Central Library Services, Operations, and User Experience Study RFP  
*Beth Prindle, Chief of Research & Special Collections*
- B. Leventhal Map and Education Center Required Minimum Share Expense  
*Emily Tokarczyk, Chief Financial Officer*
- C. Library for the Commonwealth Salary Allocation Recommendation  
*David Leonard, President*

#### V. Votes for Approval

- A. JVS Partnership  
*Michael Colford, Director of Library Services*

**VOTED: "that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve the contract with the Jewish Vocational Service (JVS), 75 Federal Street 3rd Floor, Boston MA 02110 for a 2-year contract of One Hundred Thousand Dollars (\$100,000) not to exceed Fifty Thousand Dollars and Zero Cents (\$50,000) each year for teaching English language learners with employment-focused instruction, career coaching, and job placement assistance classes."**

#### VI. Recommended Votes for Board Approval

- A. Mechanical, Electrical, and Plumbing Contract  
*Jonathan Eshel, Chief of Operations*

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Trustees approve the contract with EMCOR Services Northeast, Inc, 80 Hawes Way, Stoughton, MA 02072 for a three-year contract in the amount of Eight Million Nine Hundred Seventeen Thousand Six Hundred Twelve Dollars and Eighty Cents (\$8,917,612.80 for mechanical, electrical, and plumbing service and maintenance.”**

**B. Fire Alarm Contract**

*Jonathan Eshel, Chief of Operations*

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Trustees approve the contract with American Services Company LLC, 35 Hanna Street, Quincy, MA 02169 for a three-year contract of Two Hundred Forty Thousand Two Hundred Ninety-Four Dollars and Zero Cents (\$240294.00) for fire alarm service and maintenance.”**

**C. Elevator Contract**

*Jonathan Eshel, Chief of Operations*

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Trustees approve the contract with United Elevator, 165 Enterprise Drive, Marshfield, MA 02050 for a three-year contract of Six Hundred Twenty-One Thousand Dollars and Zero Cents (\$621,000.00) for elevator service and maintenance.”**

**VII. Vote for 2025-2026 Finance & Audit Committee Meeting Schedule**

*\* F&A Committee meetings will be held virtually via Zoom and will be posted to the BPL website (dates, time, and location are subject to change)*

**VOTED: “that, the Trustees Finance and Audit Committee approve the 2025-2026 meeting schedule for the Finance and Audit Committee as presented. All meetings are subject to change.”**

2023-2024 Finance and Audit Committee Meeting Schedule

- Tuesday, September 16, 2025, 8:30-10:00 a.m.
- Thursday, November 13, 2025, 8:30-10:00 a.m.
- Tuesday, January 13, 2026, 8:30-10:00 a.m.
- Tuesday, March 10, 2026, 8:30-10:00 a.m.
- Tuesday, May 12, 2026, 8:30-10:00 a.m.

**VIII. New Business**

**IX. Public Comment**

*Please sign up for public comment the first 30 minutes of the meeting to support effective time management. On occasion, additional public comments on matters formally on the agenda may be allowed at the discretion of the Chair, and time permitting. Members of the public are also reminded that comments may alternatively be submitted in writing to the Clerk of the Board for distribution to the Trustees.*

**X. Adjournment**

*Evelyn Arana Ortiz, Chair*

**Trustees Finance and Audit Committee**

Evelyn Arana Ortiz, Chair  
John Hailer, Jeff Hawkins, Senator Mike Rush, & David Leonard  
Clerk of the Board, Pamela R. Carver

***\*The Finance and Audit Committee Schedule will be posted on the BPL Website  
(Subject to change)***

***This is an open meeting; the public is welcome to attend  
For information: [www.bpl.org](http://www.bpl.org)***

***Zoom: <https://boston-public-library.zoom.us/j/82445439007>  
Call In: 1 646 931 3860, 1 301 715 8592, or 1 646 558  
Webinar ID: 824 4543 9007***