

**QUEENS LIBRARY  
EXECUTIVE COMMITTEE  
THURSDAY, SEPTEMBER 20, 2018**

Central Library  
89-11 Merrick Blvd., Jamaica, NY 11432

**AGENDA**

**6:30 PM EXECUTIVE COMMITTEE REGULAR MEETING**

**I. CALL TO ORDER**

**II. AGENDA**

**A. Action Item(s)**

1. Contract Authorization: Next Generation Integrated Library System (ILS) Consulting Services (ID # 1821)

**B. Report Item(s)**

1. Personnel Report - June 2018 (ID # 1786)
2. Personnel Report - July 2018 (ID # 1808)
3. Personnel Report - August 2018 (ID # 1820)

**III. Adjournment**

1. Motion to Adjourn (ID # 1813)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Executive Committee

*DATE OF MEETING:* September 20, 2018

*ITEM ID #:* 1821

*AGENDA:* Contract Authorization: Next Generation Integrated Library System (ILS) Consulting Services

### **Background:**

The Library's current integrated library system was implemented ten years ago and the Library now requires a new system to maintain its standing as an advanced and innovative library system and to keep up with modern technology and efficiencies. To assist the Library in ascertaining the current marketplace and the Library's specific needs, the Library issued a Request for Information for a new Integrated Library System ("ILS") and received responses from three (3) firms. In addition, the Library entered into an initial contract in the amount of \$29,142 with Rob McGee of Wilmington, North Carolina, for consulting services in conducting a needs assessment with respect to procuring a new ILS. This needs assessment consisted of working with Library staff members to review the Library's existing ILS system, identify the current needs of the Library and attend meetings that Library staff had with ILS firms that responded to the Library's Request for Information.

Rob McGee holds master's degrees from the University of North Carolina in Library Science and the University of Glasgow in Computing Science. He has worked at the forefront of library automation throughout his career, beginning with the development of three successive nationally-funded state-of-the art integrated library systems at the University of Chicago Library. Mr. McGee worked at the University of Chicago Library's Development Office, as Deputy Systems Development Librarian, with Charles Payne, a renowned leader in library automation development. In this position, he was involved in library automation proposals, system requirements, system designs, technical plans and library automation planning processes.

Since 1980, Rob McGee has been providing library automation consulting services to leading libraries and institutions, including the Library of Congress, national libraries of Australia, New Zealand and South Africa, and public library systems such as New York, Brooklyn, Queens, Miami-Dade County, Cincinnati, Cleveland, Dallas, Dayton, DC Fort Worth, Los Angeles, Hong Kong and Shanghai.

When the Library conducted its last procurement of an ILS in 2005, it utilized the services of Mr. McGee throughout the selection process and implementation of the system. In his capacity as a consultant to the Library during this period, he performed extremely well.

In performing his recent contract for the Library's needs assessment, Rob McGee has enhanced the Library's understanding of the marketplace, played a critical role in vendor presentations and provided well-founded recommendations of the Library's needs.

**Current Status:**

Rob McGee has extensive knowledge of ILS's and has provided critical services and deliverables to the Library as it relates to the ILS needs assessment. Continuing to work with Library staff, Rob McGee will assist the Library in completing the next phases of the ILS project, which includes the development of a Request for Proposals ("RFP") and evaluation of the technical and cost proposals submitted in response to the RFP.

Rob McGee's rates for professional services is \$225 an hour, inclusive of travel and other expenses, and his rate for an eight hour or more day of services is \$1,800, inclusive of travel and other expenses. The cost for Rob McGee's services to perform all tasks under this contract is estimated to be \$85,000.

Having Rob McGee with his vast experience and qualifications to assist the Library in its procurement of a new ILS is paramount to the success of the overall ILS project. The Library anticipates having its new ILS by 2021 and that the new system will be utilized for at least the next ten years.

**Recommended Motion for Consideration by the Executive Committee:**

*I move that the Executive Committee recommend to the Board of Trustees that the President and CEO be authorized to execute a contract with Rob McGee to perform the above services at the rates described above and in the amount of \$85,000.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Executive Committee

*DATE OF MEETING:* September 20, 2018

*ITEM ID #:* 1786

*AGENDA:* Personnel Report - June 2018

---

### ***PERSONNEL REPORT - 5/16/18 - 6/15/18***

*The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of May 16, 2018 to June 15, 2018:*

- *Appointments*
- *Promotions*
- *Transfers*
- *Leaves Without Pay*
- *Returns from Leave*
- *Separations: Terminations/Resignations*

Attachments:

Personnel Report - June 2018 (XLS)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Executive Committee

*DATE OF MEETING:* September 20, 2018

*ITEM ID #:* 1808

*AGENDA:* Personnel Report - July 2018

---

### ***PERSONNEL REPORT - 6/16/18 - 7/15/18***

*The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of June 16, 2018 to July 15, 2018:*

- *Appointments*
- *Promotions*
- *Transfers*
- *Leaves Without Pay*
- *Returns from Leave*
- *Separations: Terminations/Resignations*

#### Attachments:

Accela Bd Report -Jun 16 2018 to Jul 15 2018 (XLS)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Executive Committee

*DATE OF MEETING:* September 20, 2018

*ITEM ID #:* 1820

*AGENDA:* Personnel Report - August 2018

---

### ***PERSONNEL REPORT - 7/16/18 - 8/15/18***

*The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of July 16, 2018 to August 15, 2018:*

- *Appointments*
- *Promotions*
- *Transfers*
- *Leaves Without Pay*
- *Returns from Leave*
- *Separations: Terminations/Resignations*

Attachments:

Personnel Report - August 2018 (XLS)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Executive Committee

*DATE OF MEETING:* September 20, 2018

*ITEM ID #:* 1813

*AGENDA:* Motion to Adjourn

---

**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*