

**QUEENS LIBRARY  
EXECUTIVE COMMITTEE  
THURSDAY, MAY 24, 2018**

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

**AGENDA**

**6:40 PM EXECUTIVE COMMITTEE REGULAR MEETING**

**I. Call to Order**

**II. ACTION ITEMS**

1. Collection Access Policy - Update (ID # 1756)
2. Public Use of the Library Computer Workstations - Update (ID # 1757)
3. Contract Authorization: Consulting Services ARosa Solutions, LLC (ID # 1755)

**4. REPORT ITEMS**

1. Personnel Report February 2018 (ID # 1758)
2. Personnel Report March 2018 (ID # 1700)
3. Personnel Report April 2018 (ID # 1725)

**III. ADJOURNMENT**

1. Motion to Adjourn (ID # 1745)

## Queens Library Board/Committee Item

**BOARD/COMMITTEE:** Executive Committee

**DATE OF MEETING:** May 24, 2018

**ITEM ID #:** 1756

**AGENDA:** Collection Access Policy - Update

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**Background:** The Library's Collection Access Policy outlines the procedure on how a customer can join the Library.  
This policy was last updated in February 2012.

**Current Status:**

The proposed revised Collection Access Policy (attached) includes updates to address needed changes. Most notably:

- Adds IDNYC as an acceptable form of documentation to verify one's identity.
- Incorporates the standing practice of allowing a parent/guardian to restrict his or her young adult child's video borrowing privileges to only children's videos.
- Permits a parent/guardian to apply for a library card for his or her minor child without the child being present.
- Requests for Organizational cards are addressed to the Chief Librarian instead of the Chief Operating Officer.

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

*I move that the Executive Committee recommend to the Board of Trustees the adoption of a revised Collection Access Policy as follows:*

Attachments:

PP Sec D #2A Collection Access Policy 05072018 (DOC)

POLICY & PROCEDURE MANUAL	SECTION D, #2A Page 1 of 5
COLLECTION ACCESS POLICY	ISSUED: <del>FEBRUARY 2012</del> <u>May 2018</u> <del>LIBRARY SERVICES</del> <u>Public Library Services</u> Approving Authority: Board of Trustees

## POLICY

- I. **Open Access** to the Queens Borough Public Library's collection of materials, print resources, and electronic resources, such as research databases, is provided to anyone who visits a Queens' Library in person.
- II. **Lending ~~Services~~ Services.** The ability to borrow and return circulating library materials, is provided to anyone, at any age, who registers with the Queens Library to open an account (i.e., obtains a library card), subject to ~~and meets~~ the requirements below:
  1. **Unrestricted Borrowing Privileges.** Any person who is at least 12 years of age, or in the 7<sup>th</sup> grade ~~and up~~, may open an account to borrow circulating library materials by:
    - i. Fully and accurately completing the Library's account registration form, including the applicant's name, current resident address, date of birth, ~~personal identification number (PIN)~~, and signature, and creating a personal identification number (PIN).
    - ii. Providing documentation ~~for library staff~~ to verify the applicant's name identity, address, and signature on the registration form as follows:
      1. Show authorized Library staff an valid, unexpired New York State or City issued Photo Identification Card (e.g., driver's license, learner's permit, non-driver's identification, IDNYC), or,
      2. Show authorized Library staff two (2) unexpired, valid, identifications with one identification document with a photo of the applicant verifying the applicant's name and signature ~~with photo~~, and another identification document verifying the applicant's current resident address.
        - a. A P.O. Box may be accepted for the mailing address on the registration form if the resident address on the registration form is verified.
      3. Young adults (at least age 12 and/or in the 7<sup>th</sup> grade ~~and up~~) must provide proof of age or grade level in order to apply for unrestricted borrowing privileges.
        - a. A parent/guardian may request to restrict ~~their~~his or her young adult child's video borrowing privileges to only children's videos ~~only~~by

POLICY & PROCEDURE MANUAL	SECTION D, #2A Page 2 of 5
COLLECTION ACCESS POLICY	ISSUED: <del>FEBRUARY 2012</del> <u>May 2018</u> <del>LIBRARY SERVICES</del> <u>Public Library</u> <u>Services</u> Approving Authority: Board of Trustees

writing to the Chief Librarian.; Young adults havewith unrestricted borrowing privileges for to print library materials, by writing the Chief Librarian.

- iii. Accounts expire five years from the date of registration.
2. Restricted Borrowing Privileges for Juvenile Accounts.
- i. Juvenile applicants are applicants younger than age 12 or below the 7<sup>th</sup> grade.
  - ii. Account registration shall include:
    - 1. Proof of identification, as listed above for Unrestricted Borrowing Privileges, is required to verify the identity of the parent/guardian for Juvenile applicants.
    - 2. Juvenile applicants must be accompanied by a parent or guardian who lives at the same address to open an account or provide proof of the child's identity, such as a birth certificate, etc. ~~Parents or guardians may apply for a child's account only if the child is present.~~
    - 3. The parent/guardian must sign the child's registration application before an account is established; the child is not required to sign the application.
    - 4. Proof that the adult is the parent/guardian of the child is not required.
    - 5. A parent/guardian ~~shall have~~ has the option to approve unrestricted borrowing privileges for juvenile applicants.
    - ~~6. A parent/guardian may restrict their minor child's borrowing privileges to children's videos only, with unrestricted borrowing privileges for print library materials, by writing the President and Chief Executive Officer.~~
  - iii. The parent/guardian assumes full responsibility for his or her minors, including the fines and fees incurred by the minor.
  - iv. A Juvenile account ~~expires-transfers to an Adult account~~ when the child reaches age 12, ~~or in July of the calendar year the child enters the seventh grade,~~ since the child is then eligible for unrestricted borrowing privileges.
  - v. For school class visits; or Hlibrary staff visits to a school, ~~the parent identification~~

POLICY & PROCEDURE MANUAL	SECTION D, #2A Page 3 of 5
COLLECTION ACCESS POLICY	ISSUED: <del>FEBRUARY 2012</del> <u>May 2018</u> <del>LIBRARY SERVICES</del> <u>Public Library Services</u> Approving Authority: Board of Trustees

~~verifications are waived and~~ the teacher's roll of student names and addresses ~~is~~ may substitute the parents' identification verification.

1. If the parent/guardian signature requirements ~~are~~ is met on the registration form, ~~and~~ the library records ~~show~~ indicate that the student has ~~never not~~ previously created ~~had~~ an account ~~before~~, a Juvenile account may be created (card issued) at the time of the class visit.
3. Free or Fee.
- i. Opening a Queens Library account for Lending Services is free to any person living, working, attending school, or owning property in New York State.
    1. Non-New York State residents who work, attend school, or own property in New York State must provide appropriate documentation, such as an employee or business identification card, student identification card, property tax bill, or deed.
  - ii. A free account may be opened to businesses, institutions and organizations in ~~New New~~ York State. A representative must complete ~~and send~~ an application and ~~present, in person,~~ a letter of authorization signed by an administrative officer on business/organization letterhead addressed to the Chief ~~Operating Officer~~ Librarian.
    1. Such accounts expire one year from the date of registration.  
~~Accounts opened for all organizations expire in one year.~~
  - iii. All other applicants are required to pay a fee to open an account for Lending Services as ~~specified~~ defined in the Queens Library's Fines and Fees Schedule Policy.
    1. Such accounts expire one year from the date of registration.
4. Account Limitations.
- i. New Customers: New account holders will be limited to borrowing a maximum of five (5) items.
  - ii. Thirty (30) days after a new customer account is created, ~~the~~ account holders will be permitted to borrow up to fifty (50) items at any given time, including ~~no more than~~ up to ten (10) DVDs, if the new account holder has no overdue items or

POLICY & PROCEDURE MANUAL	SECTION D, #2A Page 4 of 5
COLLECTION ACCESS POLICY	ISSUED: <del>FEBRUARY 2012</del> <u>May 2018</u> <del>LIBRARY SERVICES</del> <u>Public Library</u> <u>Services</u> Approving Authority: Board of Trustees

unpaid lost (billed) items on his/her~~their~~ account.

1. ~~Exceptions~~ to the above item limits and loan periods may be made to accommodate teaching professionals for student assignments and parents who home school their children.
  - iii. Account holders are subject to fines and fees if borrowed items are not returned by their item~~item~~-due dates.
  - iv. Borrowing privileges ~~are~~ will be suspended if outstanding fines/fees owed to the Library are \$15 or more.
  - v. The Library may suspend or revoke a person's account, borrowing privileges, and open access if Library policies are violated.
5. Library Cards.
- i. Library cards are not transferable.
  - ii. Each person is responsible for all items charged against his/her~~their~~ account ~~unless~~ the Library is notified that his/her~~their~~ library card is lost/missing.
  - iii. A fee shall be charged to replace a lost or mutilated library card in accordance with the Library's Fines & Fees Schedule Policy.
    1. There is no charge for replacing ~~cards which~~ cards that have become unusable through normal wear and tear.
  - iv. Crime victims are entitled to a free replacement if they show a copy of the police report to staff that lists the library card as a ~~lost~~ stolen item.
6. Exceptions. The librarian-in-charge may make exceptions to identification requirements in this policy for the homeless, disabled, and for other special cases, to enable them to open a library account.
- i. For instance, for adults not owning acceptable identifications, shelter assignment papers or a letter on shelter letterhead verifying the person's residence may be used. The letter must be dated within 30 days of applying for an account.
  - ii. Adult applicants unable to sign, may make an X and designate someone to

~~normal wear and tear.~~

POLICY & PROCEDURE MANUAL	SECTION D, #2A Page 5 of 5
COLLECTION ACCESS POLICY	ISSUED: <del>FEBRUARY 2012</del> <u>May 2018</u> <del>LIBRARY SERVICES</del> <u>Public Library</u> <u>Services</u> Approving Authority: Board of Trustees

complete the application.

- iii. Customers who are homebound or disabled may register for Mail-a-Book service, ~~upon submission of a doctor's letter of certification.~~

### III. Electronic Information Services.

1. Access to electronic collections and information sources is provided automatically to those people who visit the Queens Library in person and open an account for Lending Services.
2. People who ~~only~~ seek access to only electronic resources ~~may~~ from outside of the Library's facilities can register online and create an Internet Membership Account by meeting the following requirements:
  - i. Provide all required online account information, including a valid name, address, ~~and~~ date of birth, and email address.
  - ~~ii. Provide a valid credit or debit card account in the name of the account holder for charges to their account.~~
  - iii. Pay the required fees as prescribed in the Library's Fines & Fees Schedule Policy.
  - iii. Provide a valid credit or debit card account in the name of the account holder for charges to their account, if applicable.
  - ~~iv.~~ iv. Agree to all requirements defined at the time of online registration.

- IV. **Confidential Information.** All customer information gathered through the account registration process or otherwise is confidential information and shall be disclosed only to the extent necessary for the proper operation of the Library, upon request or consent of the customer, or pursuant to subpoena, court order, or where otherwise required by law. ~~used only for official business purposes of the Queens Library.~~

Revised: ~~July 2009~~ February 2012 Collection Access Policy

## Queens Library Board/Committee Item

**BOARD/COMMITTEE:** Executive Committee

**DATE OF MEETING:** May 24, 2018

**ITEM ID #:** 1757

**AGENDA:** Public Use of the Library Computer Workstations - Update

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**Background:** The Library's Public Use of Library Computer Workstations policy and procedure sets forth how a customer may access Library computer workstations.

This policy was last updated in June 2009.

**Current Status:**

The proposed revised Public Use of Library Computer Workstations (attached) includes updates to address needed changes.

Most notably:

- The name of the policy and procedure has been updated to reflect the inclusion of the Library's Wi-Fi Network.
- Eliminates the reference to computers workstations at Central Library that can be used without a library card.
- Eliminates the \$5 fee for a Daily Computer Membership for non-residents.

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

*I move that the Executive Committee recommend to the Board of Trustees the adoption of a revised Public use of Library Computer Workstations and Wi-Fi Network as follows:*

Attachments:

Section D #32 Public Use of Library Computer Workstation 05072018 (DOC)



POLICY & PROCEDURE MANUAL	SECTION, D, # 32 <u>Page 1 of 2</u>
PUBLIC USE OF LIBRARY COMPUTER WORKSTATIONS <u>AND WI-FI NETWORK</u>	ISSUED: <del>June 2009</del> <u>MAY 2018</u>  <u>Public</u> Library Services  Approving Authority: Board of Trustees

### POLICY

The Queens Borough Public Library provides public access to Library computer workstations and the Library's Wi-Fi network (QBPL WIRELESS). Public use of all such resources requires customer account log on (ie.ge., Queens Library card number and PIN) ~~for all public access workstations,~~ except:

- ~~•~~ Catalog-only workstations designated by the Library to access the Library's ~~online~~ online catalog and subscriptions to full text magazine articles, newspapers, and other designated electronic resources.
- ~~•~~ Job Information Center workstations for job seekers.
- ~~•~~ Adult Learning Center computers where students can use such computers to develop literacy skills.

~~• Some designated workstations at the Central Library are available on a first come first served basis with access to the library catalog, databases and other software.~~

Customers not eligible for a free library card/account may be issued a Daily Computer Membership in accordance with the Registration Procedure Policy ~~pay a fee to open a library account and receive library card in accordance with the Collection Access Policy~~ (Section D: #2BA).

Due to the high demand for computer workstations, the amount of time ~~offor~~ each computer session for each customer shall be time managed. Generally, a customer is limited to one (1) hour of computer use per ~~day which~~ day that may be divided into multiple sessions. ~~No one~~ Customers may ~~not~~ use a customer account ~~library card~~ other than ~~their~~ his or her own customer account.

~~The Library requires a fee to be paid for replacing a lost or damaged library card. All assigned privileges and balances will transfer to the replacement card upon issuance.~~

<b>POLICY &amp; PROCEDURE MANUAL</b>	SECTION, D, # 32 <u>Page 2 of 2</u>
<b>PUBLIC USE OF LIBRARY COMPUTER WORKSTATIONS <u>AND WI-FI NETWORK</u></b>	ISSUED: <del>June 2009</del> <u>MAY 2018</u>  <u>Public</u> Library Services  Approving Authority: Board of Trustees

~~Visitor cards, for computer workstation use only, will be made available for \$5 and are good for one day. Fee based card holders are required to abide by the same rules and time limits as any other customer.~~

Revises: June 2009 Public Use of Library Computer Workstations Policy

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## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Executive Committee

*DATE OF MEETING:* May 24, 2018

*ITEM ID #:* 1755

*AGENDA:* Contract Authorization: Consulting Services ARosa Solutions, LLC

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### **Background:**

In January 2014, the Library entered into a contract with ARosa Solutions, LLC to:

- support government and community relations efforts;
- broaden strategic partnerships;
- develop new strategies for building and expanding community libraries; and
- develop strategies for new points of service and special projects.

This contract was amended in April 2014 and extended until June 30, 2015. Since that time, the Board of Trustees has annually approved the subsequent one-year contract renewals without exception, with the present contract expiring on June 30, 2018.

### **Current Status:**

ARosa Solutions, LLC has provided critical services and deliverables to the Library. Most notably, working with the Chief of Staff and other leadership, Ms. Rosa has been instrumental in the development of the Library's strategic planning process and strategic plan. Ms. Rosa also manages the Library's submission of New York State annual reports. She continues to assist in ensuring that the Library is prepared for budget advocacy (for both capital and expense), has been a key resource to the Director of Government Affairs in tracking and reporting the status of capital budgets, and projects for elected officials.

The President and CEO, the Chief of Staff, and the Director of Government Affairs recommend entering into a new contract with ARosa Solutions, LLC to provide services to Queens Library; this work will include but not be limited to:

- assisting with coordinating, monitoring, and reporting current capital projects, and with preparing the capital books for FY19;
- preparing and drafting transfer request letters;
- identifying and leveraging opportunities for collaborative partnerships and potential development prospects;

- continuing to assist the Director of Government Affairs as needed with advocacy and relationship development across the City and the Borough of Queens;
- supporting government and community relations efforts;
- broadening strategic partnerships;
- developing new strategies for building and expanding community libraries;
- developing strategies for new points of service and special projects;
- helping to develop and facilitate implementation of the Library's strategic plan; and
- managing the submission of New York State annual reports

**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 contract with ARosa Solutions, LLC at a fee rate of \$125 per hour, on an as-needed basis, not to exceed 600 hours, for the term of July 1, 2018 - June 30, 2019.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Executive Committee

*DATE OF MEETING:* May 24, 2018

*ITEM ID #:* 1758

*AGENDA:* Personnel Report February 2018

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### ***PERSONNEL REPORT - 1/16/18 -2/15/18***

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

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

#### Attachments:

Accela Bd Report -Jan 16 2018 to Feb 15 2018 (XLS)

<b>APPOINTMENTS:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Hire Date</b>
Amely, Jasmin	Senior Librarian 2	General Librarian	1/27/2018
Aragon, Mariam	Staff Analyst 1	Case Manager	2/4/2018
Hoenig, Leah	Librarian 1	Children's Librarian	2/4/2018
Johnson, Shantel	Staff Analyst 1	Case Management Coordinator	2/4/2018
Lee, Slaven	Principal Librarian 1	Community Library Manager	2/4/2018
OBrien, CynthiaMarie	Staff Analyst 1	Copy Editor	1/21/2018
Ochoa, William	Office Aide 1	Customer Service Representative	1/21/2018
Perez, Angela	Librarian 1	Children's Librarian	1/21/2018
Saphra, Miriam	Librarian 1	Teen Librarian	2/4/2018
Soumakis, Rebekah	Senior Librarian 2	Children's Librarian	2/4/2018
Wong, Jo-Ann	Librarian 1	General Librarian	1/21/2018
<b>Employee Count:</b>	<b>11</b>		

<b>PROMOTIONS:</b>					
<b>Employee Name</b>	<b>Old Job Title</b>	<b>Old Position Title</b>	<b>New Job Title</b>	<b>New Position Title</b>	<b>Promotion Date</b>
Gordon, Adrian	Junior Library Custodian	Junior Library Custodian	Library Custodian	Library Custodian	2/11/2018
Heye, Sayinga	Senior Librarian 2	Assistant Community Library Manager	Senior Librarian 3	Assistant Community Library Manager	1/5/2018
Hickson, Lynn	Junior Library Custodian	Junior Library Custodian	Library Custodian	Library Custodian	2/11/2018
Hodge, Lance	Junior Library Custodian	Junior Library Custodian	Library Custodian	Library Custodian	2/11/2018
Jailall, Rajmattee	Technical Support Aide 2	Marketing Coordinator	Principal Administrative Associate 1	Marketing Coordinator	1/28/2018
Kiladitis, Rosemary	Senior Librarian 2	Children's Librarian	Senior Librarian 2	Assistant Community Library Manager	1/21/2018
McFarlane, Rory	Temporary Assistant Library Custodian	Temporary Assistant Library Custodian	Assistant Library Custodian	Assistant Library Custodian	1/31/2018
Mukherjee, Indira	Senior Librarian 1	Children's Librarian	Senior Librarian 2	Children's Librarian	1/26/2018
Nelson, Christopher	Senior Librarian 2	General Librarian	Senior Librarian 2	Assistant Community Library Manager	1/16/2018
Ness, Nili	Librarian Trainee 4	Correctional Services Librarian Trainee	Librarian 1	Correctional Services Librarian	1/1/2018
Segura, Roberto	Temporary Library Custodian	Temporary Library Custodian	Assistant Library Custodian	Assistant Library Custodian	1/28/2018
<b>Employee Count:</b>	<b>11</b>				

Attachment: Accela Bd Report -Jan 16 2018 to Feb 15 2018 (1758 : Personnel Report - February 2018)

<b>TRANSFERS:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Effective Date</b>
Fife, Pauline	Technical Support Aide 2	Customer Service Specialist	1/28/2018
Florencio, Katherine	Technical Support Aide 2	Customer Service Specialist	1/28/2018
Khan, Hasibur	Management Employee Lv 2	Desktop Manager	1/29/2018
Medlock, Avis	Technical Support Aide 2	Customer Service Specialist	1/21/2018
Nenov, Stanimir	Management Employee Lv 2	Customer Service Manager	1/29/2018
Oudah, Sahar	Management Employee Lv 3	Applications Developer	1/29/2018
Soler, Lisa	Technical Support Aide 2	Customer Service Specialist	1/21/2018
Tobin, Frances	Supervising Librarian 2	Community Library Manager	1/28/2018
<b>Employee Count:</b>	<b>8</b>		



<b>LEAVE WITHOUT PAY:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Last Day Paid</b>
Barnaby, Bernadet	Office Associate 2	Customer Service Supervisor	1/16/2018
Day, Tasha	Principal Administrative Associate 1	Administrative Assistant	1/29/2018
Guzman, Carmen	Office Associate 1	Customer Service Supervisor	1/19/2018
Joynes, Brian	Library Custodian	Library Custodian	1/26/2018
Mears, Dezzi	Assistant Library Custodian	Assistant Library Custodian	1/27/2018
<b>Employee Count:</b>	<b>5</b>		

<b>RETURN FROM LEAVE OF ABSENCE:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Change Date</b>
Desravines, Raphy	Technical Support Aide 2	Customer Service Specialist	2/7/2018
Jenkins-Moore, Zeena	Technical Support Aide 2	Customer Service Specialist	2/6/2018
Juste, Daisy	Office Aide 3	Customer Service Representative	2/6/2018
<b>Employee Count:</b>	<b>3</b>		

<b>SEPARATIONS:</b>				
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Date of Hire</b>	<b>Years</b>
Almatore, Nagat	Technical Support Aide 2	Customer Service Specialist	4/3/2016	1.84
Corcoran, Denise	Coordinating Librarian	Director Community Library Services	7/1/2007	10.57
Pringle, Patricia	Office Associate 3	Customer Service Supervisor	9/15/1980	37.27
Terrile, Vikki	Coordinating Librarian	Director of Children's and Youth Programs & Services	2/3/2008	9.96
<b>Employee Count:</b>	<b>4</b>			

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Executive Committee

*DATE OF MEETING:* May 24, 2018

*ITEM ID #:* 1700

*AGENDA:* Personnel Report March 2018

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### ***PERSONNEL REPORT - 2/16/18 -3/15/18***

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

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

#### Attachments:

Accela Bd Report -Feb 16 2018 to Mar 15 2018 (XLS)

<b>APPOINTMENTS:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Hire Date</b>
Caraballo, Dalicy	Staff Analyst 1	Adult Education Volunteer	2/18/2018
Dunkley, Howard	Senior Museum Instructor 1	Lead Instructor	3/4/2018
Fertick, Philip	Staff Analyst 2	Senior Manager, Annual Giving	2/18/2018
Gilea, Virginia	Senior Librarian 2	Assistant Community Library Manager	3/4/2018
Hickson, Brian	Junior Library Custodian	Junior Library Custodian	2/18/2018
Jairam, Suraya	Office Aide 1	Customer Service Representative	2/18/2018
Jaramillo, Jennifer	Senior Museum Instructor 1	Lead Instructor	3/4/2018
Jenkins Jr., Russell	Office Associate 3	Customer Service Supervisor (Floating)	3/4/2018
Kerr, Nina	Staff Analyst 1	Lead Pre-K Teacher	3/4/2018
Perry, Dmitri	Junior Library Custodian	Junior Library Custodian	2/18/2018
Tainton-Platts, Nora	Librarian 1	Teen Librarian	2/18/2018
<b>Employee Count:</b>	<b>11</b>		

<b>PROMOTIONS:</b>					
<b>Employee Name</b>	<b>Old Job Title</b>	<b>Old Position Title</b>	<b>New Job Title</b>	<b>New Position Title</b>	<b>Promotion Date</b>
Coulum, Alana	Librarian 1	General Librarian	Senior Librarian 1	General Librarian	3/5/2018
Dela Cruz, Joselito	Supervising Librarian 1	Assistant Community Library Manager	Supervising Librarian 2	Assistant Community Library Manager	3/3/2018
Desai, Tejas	Supervising Librarian 1	Assistant Community Library Manager	Supervising Librarian 2	Assistant Community Library Manager	3/3/2018
Gorsira, Shane	Junior Library Custodian	Junior Library Custodian	Audio Visual Aide Technician	Audio Visual Aide Technician	2/18/2018
Kierkosz, Lubomira	Supervising Librarian 2	Assistant Community Library Manager	Principal Librarian 1	Community Library Manager	2/25/2018
Maxheimer, Thomas	Supervising Librarian 1	Assistant Community Library Manager	Supervising Librarian 2	Assistant Community Library Manager	3/3/2018
Simpson, Shayla	Staff Analyst 1	YALP Program Coordinator	Staff Analyst 1	Senior Manager, Young Adult Literacy	2/28/2018
Wells, Emily	Senior Librarian 1	Children's Librarian	Senior Librarian 2	Children's Librarian	3/5/2018
<b>Employee Count:</b>	<b>8</b>				

Attachment: Accela Bd Report -Feb 16 2018 to Mar 15 2018 (1700 : Personnel Report - March 2018)

<b>TRANSFERS:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Effective Date</b>
Benton, Sandra	Junior Library Custodian	Junior Library Custodian	3/11/2018
Dann, Leslie	Supervising Librarian 2	General Librarian	1/28/2018
<b>Employee Count:</b>	<b>2</b>		

<b>LEAVE WITHOUT PAY:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Last Day Paid</b>
Jackson, Sharema	Junior Library Custodian	Junior Library Custodian	2/20/2018
Melton, LaTia	Junior Library Custodian	Junior Library Custodian	2/9/2018
<b>Employee Count:</b>	<b>2</b>		



<b>RETURN FROM LEAVE OF ABSENCE:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Change Date</b>
Barnaby, Bernadet	Office Associate 2	Customer Service Supervisor	2/22/2018
Chen, Jia-Li	Office Aide 1	Program Assistant, Older Adult Services	2/26/2018
Day, Tasha	Principal Administrative Associate 1	Administrative Assistant	3/2/2018
Zavaleta, Carlos	Library Custodian	Library Custodian	3/6/2018
<b>Employee Count:</b>	<b>4</b>		

<b>SEPARATIONS:</b>				
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Date of Hire</b>	<b>Years</b>
Dyer, Lynn	Office Aide 3	Customer Service Representative	8/26/2007	10.45
Gomez, Edwin	Motor Vehicle Operator	Motor Vehicle Operator	3/22/2015	2.90
<b>Employee Count:</b>	<b>2</b>			

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Executive Committee

*DATE OF MEETING:* May 24, 2018

*ITEM ID #:* 1725

*AGENDA:* Personnel Report April 2018

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### ***PERSONNEL REPORT - March 16, 2018 - April 15, 2018***

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

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

#### Attachments:

Accela Bd Report -Mar 16 2018 to Apr 15 2018 (XLS)

<b>APPOINTMENTS:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Hire Date</b>
Castillo, Olaiza	Community Assistant	Citizenship Program Assistant	4/15/2018
Hoo, Raymond	Junior Library Custodian	Junior Library Custodian	4/15/2018
Lezama, Theodore	Library Attendant Guard	Uniformed Security Guard	4/1/2018
Lowe, Richard	Senior Investigator	Senior Investigator	3/18/2018
Mercado, J Anthony	Staff Analyst 2	Senior Manager, Institutional Giving	4/1/2018
Palomo, Steve	Library Attendant Guard	Uniformed Security Guard	3/18/2018
Persaud, Kithurah	Office Aide 1	Customer Service Representative	3/18/2018
<b>Employee Count:</b>	<b>7</b>		

<b>PROMOTIONS:</b>					
<b>Employee Name</b>	<b>Old Job Title</b>	<b>Old Position Title</b>	<b>New Job Title</b>	<b>New Position Title</b>	<b>Promotion Date</b>
Bolowsky, Antonina	Staff Analyst 1	Occupational Risk Specialist	Staff Analyst 1	Health and Safety Officer	3/26/2018
Emery, Sharla	Supervising Librarian 2	Assistant Community Library Manager	Supervising Librarian 2	Community Library Manager	3/25/2018
Hayes, Jillian	Supervising Librarian 1	Central Library Assistant Manager	Supervising Librarian 2	Central Library Assistant Manager	3/3/2018
Mohamed, Hesham	Supervising Librarian 1	Assistant Community Library Manager	Supervising Librarian 2	Assistant Community Library Manager	4/3/2018
Zarett, Christine	Senior Librarian 1	General Librarian	Senior Librarian 2	General Librarian	3/19/2018
<b>Employee Count:</b>	<b>5</b>				

Attachment: Accela Bd Report -Mar 16 2018 to Apr 15 2018 (1725 : Personnel Report - April 2018)

<b>TRANSFERS:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Effective Date</b>
Colon, Kevin	Technical Support Aide 2	Customer Service Specialist	4/15/2018
Hui, Yin	Office Aide 3	Customer Service Representative	3/19/2018
Massiah, Julian	Junior Library Custodian	Junior Library Custodian	3/11/2018
Payano, Hardiel	Junior Library Custodian	Junior Library Custodian	4/8/2018
Perry, Kevin	Junior Library Custodian	Junior Library Custodian	4/8/2018
Sadallah, Elizabeth Ann	Junior Library Custodian	Junior Library Custodian	4/8/2018
Stalling, Shavonne	Principal Administrative Associate 1	Office Administrator	4/13/2018
Williams, Anthoniel	Junior Library Custodian	Junior Library Custodian	3/11/2018
<b>Employee Count:</b>	<b>8</b>		

<b>LEAVE WITHOUT PAY:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Last Day Paid</b>
Cocopus-Ashcraft, Erlinda	Office Aide 3	Customer Service Representative	3/26/2018
Morell, Brian	Principal Librarian 2	Community Library Manager	2/19/2018
Silva, Blanca	Office Associate 3	Customer Service Supervisor	3/20/2018
Wang, Enyan	Office Associate 2	Customer Service Supervisor	3/14/2018
<b>Employee Count:</b>	<b>4</b>		

<b>RETURN FROM LEAVE OF ABSENCE:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Change Date</b>
Grubman, Deborah	Technical Support Aide 2	Customer Service Specialist	4/11/2018
Jarzynka, Perissa	Office Aide 3	Customer Service Representative	3/22/2018
Joynes, Brian	Library Custodian	Library Custodian	4/11/2018
Morell, Brian	Principal Librarian 2	Community Library Manager	4/3/2018
Wang, Enyan	Office Associate 2	Customer Service Supervisor	4/2/2018
<b>Employee Count:</b>	<b>5</b>		



<b>SEPARATIONS:</b>				
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Date of Hire</b>	<b>Years</b>
Aragon, Mariam	Staff Analyst 1	Case Manager	2/4/2018	0.13
Day, Tasha	Principal Administrative Associate 1	Administrative Assistant	11/27/2016	1.33
Jennings, DeShun	Technical Support Aide 2	Customer Service Specialist	10/21/2007	10.32
Kastner, Eleanore	Office Aide 3	Customer Service Representative	8/7/1993	24.31
Kerr, Nina	Staff Analyst 1	Lead Pre-K Teacher	3/4/2018	0.03
Morris, Mikisha	Staff Analyst 2	Executive Director	3/6/2016	2.07
Rhoden, Ralston	Junior Library Custodian	Junior Library Custodian	3/24/1990	28.01
Wearing, Angela	Principal Administrative Associate 1	Office Administrator	10/15/2013	4.41
<b>Employee Count:</b>	<b>8</b>			

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Executive Committee

*DATE OF MEETING:* May 24, 2018

*ITEM ID #:* 1745

*AGENDA:* Motion to Adjourn

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**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*