

**QUEENS LIBRARY**  
**BOARD OF TRUSTEES**  
**THURSDAY, FEBRUARY 21, 2019**  
**MINUTES**

A meeting of the Board of Trustees was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, February 21, 2019. The meeting was called to order at 6:57 PM by Chair of the Board, Haeda Mihaltses.

**I. Roll Call**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Haeda Mihaltses	Chair of the Board	Present	
Robert Santos, Esq.	Vice Chair of the Board	Present	
Earl G. Simons, Ed. D.	Secretary	Excused	
Lydon Sleeper O'Connell	Treasurer	Present	
Eli Shapiro, Ed. D., LCSW.	Assistant Treasurer	Excused	
Judy E. Bergtraum, Esq.	Board Member	Excused	
Matthew M. Gorton	Board Member	Present	
Julissa Gutierrez	Board Member	Excused	
James M. Haddad, Esq.	Board Member	Excused	
Pauline Healey	Board Member	Present	
Andrew P. Jackson	Board Member	Present	
Carl S. Koerner, Esq.	Board Member	Present	
Michael E. Rodriguez, Esq.	Board Member	Present	
George Russo, Esq.	Board Member	Present	
Edward Sadowsky, Esq.	Board Member	Present	
Udai Tambar	Rep - Mayor's Office	Excused	
Allan Swisher, Esq.	Rep - Borough President	Excused	
Jimmy Yan	Rep - Comptroller	Excused	
Antwaun Gavins, Esq.	Rep - Public Advocate	Excused	

Eve Cho Guillergan, Esq.	Rep - Speaker	Present	
Nick Buron	Chief Librarian & Sr. VP.	Present	
Dennis M. Walcott	President & CEO	Present	
Justin Carroll, Esq.	Associate General Counsel	Present	
Sung Mo Kim, Esq.	General Counsel & Sr. VP.	Present	
Lewis Finkelman, Esq.	Chief Operating Officer & Sr. VP.	Present	
Vishnu Dawah	Controller	Present	
Gitte Peng	Chief of Staff & Sr. VP.	Present	
Amy Mugavaro	Executive Director, QLF	Present	
Jonathan Chung	Director of Government Affairs	Present	
James Phelan	Director of Investigation & Security Department	Present	
Sara Hausner-Levine, Esq.	Deputy General Counsel	Present	

**II. Approval of BOT Minutes**

**1. Approval of Minutes of the Board of Trustees Meeting (ID # 1934)**

**Recommended Motion for Consideration:**

*I move that the Minutes of the Board of Trustees and Committee meetings be approved as submitted.*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Andrew P. Jackson
<b>SECONDER:</b>	Michael E. Rodriguez, Esq.
<b>AYES:</b>	Mihaltses, Santos, Esq., O'Connell, Gorton, Healey, Jackson, Koerner, Esq., Rodriguez, Esq., Russo, Esq., Sadowsky, Esq.
<b>EXCUSED:</b>	Simons, Ed. D., Shapiro, Ed. D., LCSW., Bergtraum, Esq., Gutierrez, Haddad, Esq.

**III. Report of the Chairman of the Board**

**IV. Committee Reports**

**A. Buildings and Grounds Committee Meeting - February 21, 2019**

Due to lack of quorum, the Buildings and Grounds Meeting was postponed to March 2019.

**B. Finance & Investments Committee - February 21, 2019**

**1. Approval of Finance and Investments Committee Report (ID # 1931)**

**Recommended Motion for Consideration:**

*I move that the report item(s) of the committee meeting be accepted and the action item(s) be approved as presented.*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Matthew M. Gorton
<b>SECONDER:</b>	George Russo, Esq.
<b>AYES:</b>	Mihaltses, Santos, Esq., O'Connell, Gorton, Healey, Jackson, Koerner, Esq., Rodriguez, Esq., Russo, Esq., Sadowsky, Esq.
<b>EXCUSED:</b>	Simons, Ed. D., Shapiro, Ed. D., LCSW., Bergtraum, Esq., Gutierrez, Haddad, Esq.

**V. President's Report**

Dennis M. Walcott asked that Lew Finkelman, Chief Operating Officer and Sr. VP, give the Board an update on the status of capital funding and pending capital projects.

Mr. Finkelman reported that the Library had met with the Office of Management and Budget (OMB) to discuss new needs and shortfalls on numerous projects. The Library

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requested approximately \$42 million from OMB in additional capital funding for FY'2019 and we just learned that we will not get any additional capital funding for this fiscal year.

In FY'18, the Library received an additional \$30 million to allocate to capital projects. The Capital Projects Management (CPM) team is working on revising the scopes of work for renovation projects that have not received the additional funding to address shortfalls.

Mr. Finkelman reported that the construction at Hunters Point Library is currently on target. Outfitting Hunters Point Library is going as planned. Furniture has been delivered, and the shelving is being installed. The safety enhancement work will begin in March 2019.

The Glendale Library renovation project has been delayed due to redesigning the stairway, which is estimated to cost an additional \$500,000. This project is scheduled for completion in December 2019. The lease for the temporary library space at Atlas Park will be extended to December 2019.

The East Elmhurst Library renovation project is expected to be completed by the Department of Design and Construction (DDC) at the end of February 2019.

He also reported that the Far Rockaway Library construction project is underway and on schedule for completion.

It was reported that the Library met with the Union on Friday, February 15, 2019, to discuss staffing issues and hours of service.

Mr. Walcott asked that Nick Buron, Chief Librarian and Sr. VP, give the board a status report.

Mr. Buron reported that circulation has increased, with virtual library circulation at #1. However, there is still a demand for print, such as children and foreign language materials.

He also reported that IT recently completed an analysis of customer usage and found that approximately 70,000 customers are using library computers, which is a major opportunity to target customers and promote programs and services within the Library.

Mr. Buron also reported that last year, Queens Library supplied the most summer meals in New York State and expects to serve more meals this year. The Library has already begun promoting the summer meals program via email. Approximately 30 libraries will be distributing meals this summer.

Mr. Walcott reported to the board that discussions are being raised within the three library systems regarding fines and fees and the belief that the library systems should not charge fines and fees. There are other library systems across the country that are exploring the option of eliminating fines and fees.

Matt Gorton, board trustee, suggested that the Library promote regular amnesty programs

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throughout the year to help collect past due materials from customers.

Mr. Walcott asked that Gitte Peng, Chief of Staff and Sr. VP, report on the Library's brand strategy initiative.

Ms. Peng reported that the work is moving forward and emphasized that it includes not only a new visual identity but more importantly, associated initiatives, such as the Library's new website and a focus on customer experience that honors and serves the diversity of the public.

She reported that part of this work means investing in staff development, and the Library has been collaborating with the City's Department of Education (DOE) to provide Implicit Bias workshops for library staff. More than 220 library employees have attended these workshops, and additional workshops are being planned. The Library aims to reach every staff member across the organization. Mr. Walcott asked that Amy Mugavero, Executive Director of QLF to report on the status of the Queens Library Foundation.

Ms. Mugavero reported that the programs funded by the innovation grants are going well, particularly the Lego Robotics program, which is being held at eight libraries. NYC First led a two-day training for the librarians that will be heading this event. The librarians were very excited and eager to receive the information and begin the program. The first Queens Library Lego Robotics competition will be held in June 2019 for the 78 Children who are participating in the program and next year, the teams will compete in the NYC First annual Lego and Robotics competition.

Ms. Mugavero reported that to date, individual gift giving has increase by 34%, with 1,100 gifts from new donors.

She also reported that institutional giving team is working diligently to prepare proposals to bring new programs to the Library. Ms. Mugavero reported that there is one weather station located on top of the Children's Library Discovery Center (CLDC), with satellite stations located at five other library locations. These weather stations have never been active. A proposal has been sent to NBC Universal for \$100,000 to assist in running the weather stations, as well as, promote education programs based on climate change, at Queens Library.

Mr. Walcott asked that Jonathan Chung, Director of Government Affairs to give a brief report to the board on the Library's advocacy efforts.

Mr. Chung reported that on Wednesday, February 27, approximately 150 Queens Library employees will be traveling to Albany, NY for the annual Library Advocacy Day. Library staff will meet with approximately 25 state legislators to encourage advocacy efforts and rescind budget cuts. He welcomed board members to come to Albany to participate in the advocacy efforts.

He also reported that on March 5, he will be traveling to Albany to participate Census Advocacy Day to advocate at the state capitol for census. Mr. Walcott added that there is a lot of conversation around census and the role that the library plays in that process. On Monday, February 25, Mr. Walcott will be participating in a panel to discuss workforce

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needs and the census.

The Preliminary Budget Hearing will be held on March 11. The presidents of the tri-library systems will testify in front of City Council on the library budget. He also reported that over the next few weeks, Mr. Walcott will be meeting with several City Council members to discuss library advocacy efforts. He welcome the board members to attend the hearing.

Mr. Walcott reported that on February 5, he traveled to Albany with Mr. Chung to meet with approximately 14 state legislators to advocate the funding for Queens Library and were not in connection with tri-li advocacy efforts.

Mr. Finkelman reported that the air conditioning unit at Baisley Park Library is inoperable. The Library submitted a request through the city's emergency procurement process to replace the air conditioning unit. DDC will begin this project on March 15, which is anticipated to be completed by the end of June 2019.

Lastly, Mr. Jackson congratulated the Library for the quality of programs and services planned for Black History Month. He also commended the Library for the Passport program. He has received great reviewed from the community about these programs and asked that the Library continue to offer these programs next year.

#### 1. Key Performance Indicators Report January 2019 (ID # 1935)

<b>RESULT:</b>	<b>PRESENTED</b>
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#### VI. Other Business

##### 1. BOT Committee Assignments 2019 \*UPDATED\* (ID # 1941)

###### Recommended Motion for Consideration:

*I move that the Board of Trustees approve the committee assignments as presented:*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Carl S. Koerner, Esq.
<b>SECONDER:</b>	Robert Santos, Esq.
<b>AYES:</b>	Mihaltses, Santos, Esq., O'Connell, Gorton, Healey, Jackson, Koerner, Esq., Rodriguez, Esq., Russo, Esq., Sadowsky, Esq.
<b>EXCUSED:</b>	Simons, Ed. D., Shapiro Ed. D., LCSW., Bergtraum, Esq., Gutierrez, Haddad, Esq.

#### VII. Adjournment

##### 1. Motion to Adjourn (ID # 1933)

###### Recommended Motion for Consideration:

*I move that the meeting be adjourned.*

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<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Michael E. Rodriguez, Esq.
<b>SECONDER:</b>	Carl S. Koerner, Esq.
<b>AYES:</b>	Mihaltses, Santos, Esq., O'Connell, Gorton, Healey, Jackson, Koerner, Esq., Rodriguez, Esq., Russo, Esq., Sadowsky, Esq.
<b>EXCUSED:</b>	Simons, Ed. D., Shapiro, Ed. D., LCSW., Bergtraum, Esq., Gutierrez, Haddad, Esq.

The meeting was closed at 7:57 PM.

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**Secretary**