

**QUEENS LIBRARY  
BOARD OF TRUSTEES  
THURSDAY, FEBRUARY 27, 2020**

Central Library  
89-11 Merrick Boulevard, Jamaica, NY 11432

**AGENDA**

**7:30 PM BOARD OF TRUSTEES REGULAR MEETING**

**I. Roll Call**

**II. Approval of BOT Minutes**

**A. Board of Trustees Meeting - January 23, 2020**

1. Approval of Minutes of the Board - January 23, 2020 (ID # 2201)

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

**IV. Committee Reports**

**A. Labor Relations Committee - February 27, 2020**

1. Approval of the Labor Relations Committee Report (ID # 2205)

**2. Buildings & Grounds Committee - February 27, 2020**

1. Approval of the Buildings & Grounds Committee Report (ID # 2203)

**B. Finance & Investments Committee - February 27, 2020**

1. Approval of the Finance & Investments Committee Report (ID # 2202)

**C. Audit Committee - February 27, 2020**

1. Approval of the Audit Committee Report (ID # 2204)

**V. President's Report**

1. Key Performance Indicators Report - January 2020 (ID # 2230)

**VI. Other Business**

1. Comprise Technologies, Inc. - Contract Authorization (ID # 2214)
2. W. B. Mason Co. Inc. – Contract Authorization (ID # 2211)
3. Committee Assignments (ID # 2210)
4. Proposed FY 2021 Holiday Schedule (ID # 2209)
5. Amendment to By-Laws (ID # 2228)
6. Personnel Report - January 2020 (ID # 2207)
7. 2148 : Personnel Report - December 2019 (ID # 2148)
8. Motion to Go into Executive Session (ID # 2215)
9. Motion to Return to Public Session (ID # 2216)

**VII. Adjournment**

1. Motion to Adjourn (ID # 2206)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2201

*AGENDA:* Approval of Minutes of the Board - January 23, 2020

---

**Recommended Motion for Consideration:**

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

Attachments:

BOT Minutes - January 23, 2020 (PDF)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2205

*AGENDA:* Approval of the Labor Relations Committee Report

---

### **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.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2203

*AGENDA:* Approval of the Buildings & Grounds Committee Report

---

### **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.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2202

*AGENDA:* Approval of the Finance & Investments Committee Report

---

### **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.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2204

*AGENDA:* Approval of the Audit Committee Report

---

### **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.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2230

*AGENDA:* Key Performance Indicators Report - January 2020

---

### Attachments:

Key Performance Indicators Report - January 2020 (PDF)



# President's Report: January 2020

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Anverne	17,526	-7.49%	7,199	10.09%	481	-27.56%	2,612	18.62%	
Astoria	7,615	-0.20%	6,799	3.03%	1,147	12.23%	2,070	143.82%	
Auburndale	11,272	-7.95%	5,691	-0.32%	789	-6.18%	2,438	54.79%	
Baisley Park	3,710	-10.65%	4,725	-19.33%	1,160	-38.72%	1,925	-24.05%	1,2
Bayside	20,539	-10.99%	12,600	-1.52%	1,554	19.81%	3,873	7.34%	
Bay Terrace	6,826	-4.89%	5,846	-1.40%	867	64.52%	2,385	187.70%	
Bellerose	8,672	-8.21%	7,877	-1.06%	576	23.34%	1,407	-28.07%	2
Briarwood	10,339	-5.68%	10,506	7.53%	2,366	7.64%	2,469	-14.74%	
Broadway	14,050	-10.66%	20,078	-2.77%	5,371	-13.17%	5,893	-11.86%	
Broad Channel	4,593	-8.16%	1,582	3.20%	42	-4.55%	416	511.76%	
Cambria Heights	4,388	-14.10%	11,088	-13.71%	3,536	-24.48%	900	-45.36%	
Corona	10,189	-20.71%	16,691	-12.82%	2,673	-36.58%	244	-94.06%	
Court Square	5,082	-28.98%	7,099	-17.64%	1,128	8.25%	815	-37.55%	
Douglasston	8,535	-2.80%	8,149	3.95%	1,434	27.92%	5,799	20.49%	
East Elmhurst	3,762	12440.00%	5,810	∞	1,106	∞	1,439	∞	2
East Flushing	6,604	-19.48%	5,812	-4.47%	1,026	14.38%	1,464	15.64%	
Elmhurst	34,775	-17.57%	36,296	-12.23%	2,050	15.23%	5,016	-60.37%	
Far Rockaway	3,902	-12.33%	5,918	-16.22%	342	-16.38%	1,340	31.50%	2
Forest Hills	25,433	-12.49%	23,211	-4.76%	2,501	-16.86%	15,551	7.01%	
Fresh Meadows	32,944	-8.15%	15,741	-5.37%	1,509	-6.74%	5,141	-25.94%	
Glen Oaks	20,545	-6.63%	12,968	-5.12%	4,682	-8.77%	9,747	-15.72%	
Glendale	3,970	8.50%	7,178	17.48%	491	68.15%	370	-29.12%	
Hillcrest	11,280	-10.96%	8,116	-0.50%	394	-6.19%	1,468	-6.62%	
Hollis	5,442	-5.03%	7,596	10.92%	732	71.03%	1,944	25.58%	
Howard Beach	6,619	-20.20%	6,381	-8.21%	395	-40.96%	3,015	-14.20%	
Hunters Point	31,129	1556350.00%	16,771	∞	5,755	∞	6,761	∞	Opened: 9/24/19
Jackson Heights	23,181	-10.45%	28,648	-1.32%	2,532	-26.18%	4,937	35.41%	
Kew Gardens Hills	22,039	-11.35%	16,455	6.24%	2,288	135.39%	1,886	-4.26%	
Langston Hughes	4,204	-19.73%	10,104	-2.80%	4,203	98.35%	2,284	23.86%	
Laurelton	4,813	-7.78%	7,182	-25.62%	1,634	-34.06%	1,644	-44.50%	
Lefferts	7,151	-13.07%	9,255	-4.98%	470	-11.15%	8,975	69.28%	
Leffrak City	6,535	-6.47%	9,269	-10.92%	764	-17.94%	717	-36.44%	
Long Island City	5,427	-26.90%	10,105	-4.05%	713	-80.61%	1,892	-63.98%	
Maspeth	13,085	-9.68%	10,008	3.97%	961	-4.85%	2,989	19.13%	
McGoldrick	8,707	-18.34%	10,177	7.27%	894	-4.69%	4,768	46.30%	
Middle Village	245	-96.27%	6	-99.85%	0	-100.00%	0	-100.00%	1
Mitchell-Linden	15,089	-3.37%	10,415	-5.81%	1,162	51.11%	4,107	10.67%	
North Forest Park	11,297	-0.93%	7,584	-0.54%	330	-44.26%	927	4.86%	

# President's Report: January 2020

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
North Hills	7,626	-11.87%	7,957	9.99%	1,211	50.81%	1,660	-10.99%	2
Ozone Park	6,330	-12.33%	8,902	1.88%	658	765.79%	768	-25.94%	
Peninsula	11,166	-22.39%	12,999	11.93%	713	31.55%	1,994	24.00%	
Pomonok	6,177	-9.14%	6,439	3.96%	2,232	79.57%	1,356	22.94%	
Poppenhusen	6,086	-7.72%	6,010	8.48%	1,202	96.13%	3,839	248.05%	
Queensboro Hill	6,202	-22.81%	9,715	-6.39%	944	-55.13%	1,291	0.47%	
Queens Village	5,436	-16.57%	6,141	-12.03%	1,324	-22.07%	560	18.64%	
Rego Park	12,599	-15.95%	13,375	-6.29%	492	-28.80%	0	-100.00%	1
Richmond Hill	8,885	-2.69%	8,787	8.03%	2,622	-54.82%	3,361	-20.84%	
Ridgewood	10,834	-6.29%	22,874	-1.02%	3,358	8.74%	5,397	41.02%	
Rochdale Village	4,763	-2.32%	10,246	2.05%	437	66.08%	2,067	14.20%	
Rosedale	3,654	-23.25%	5,709	-14.52%	662	0.91%	1,653	-46.66%	2
Seaside	5,411	-22.93%	7,879	18.46%	721	8.10%	1,589	41.24%	
South Hollis	3,540	-26.63%	9,195	4.49%	3,542	520.32%	2,134	-48.19%	
South Jamaica	2,416	-27.14%	6,558	19.11%	288	-65.34%	525	-14.22%	2
South Ozone Park	4,275	-19.51%	4,896	-10.53%	150	21.95%	1,931	26.71%	1.2
St. Albans	3,882	-21.31%	7,680	13.26%	656	47.42%	715	22.22%	2
Steinway	373	-85.83%	0	0.00%	0	0.00%	0	0.00%	1.2
Sunnyside	14,877	-7.20%	17,179	-6.18%	1,917	-5.84%	4,917	7.64%	
Whitestone	9,190	-14.22%	6,669	-8.43%	310	-81.06%	6,262	17.29%	
Windsor Park	11,250	-17.54%	9,406	-6.10%	1,854	109.97%	3,070	10.99%	
Woodhaven	8,397	-26.55%	9,421	12.61%	1,491	-20.82%	2,674	29.24%	
Woodside	9,603	-7.59%	12,204	-0.47%	3,231	59.40%	4,136	6.38%	
<b>Community Libraries Total</b>	<b>604,486</b>	<b>-7.96%</b>	<b>617,177</b>	<b>0.43%</b>	<b>90,073</b>	<b>2.55%</b>	<b>173,527</b>	<b>0.15%</b>	

Central Library Adult Learning Center	18	-74.29%	N/A	N/A	15	-94.09%	N/A	N/A	3
Elmezzzi LIC Adult Learning Center	51	-57.85%	3,678	-5.21%	700	#DIV/0!	N/A	N/A	
Elmhurst Adult Learning Center	146	-27.72%	N/A	N/A	468	-51.85%	N/A	N/A	3
Flushing Adult Learning Center	372	-13.69%	7,436	15.92%	1,893	58.68%	808	-19.84%	
Jackson Heights Adult Learning Center	78	-13.33%	N/A	N/A	956	-9.30%	0	-100.00%	3
Peninsula Adult Learning Center	23	-54.00%	N/A	N/A	3,180	-32.17%	N/A	N/A	3
Rochdale Adult Learning Center	88	-28.46%	N/A	N/A	1,079	35.55%	N/A	N/A	3
<b>Adult Learning Center Total</b>	<b>776</b>	<b>-28.61%</b>	<b>11,114</b>	<b>7.96%</b>	<b>8,291</b>	<b>-7.44%</b>	<b>808</b>	<b>-26.28%</b>	

Central Adult Fiction	5,796	-3.22%
Central Adult Fiction - Ask at Desk	3,008	13.25%
Central Adult Non-Fiction	14,934	1.64%
Central Adult Non-Fiction - Ask at Desk	7,433	-4.78%

# President's Report: January 2020

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Central International Languages	1,177	-10.83%							
Central International Languages - Ask at Desk	255	-0.39%							
Central Library Current Collection	2,635	3.86%							
Central Library Fine Arts/Media Center	21,008	-22.29%							
Central Library Others	5,982	71.95%							
Central Library Hot Picks	3,595	1.87%							
Central Library Interloan	183	112.79%							
Central Library Job Info Center	53	-72.11%							
Central Library Young Adult Room	3,457	-10.04%							
Children's Library Discovery Center	16,138	-7.26%	16,511	-10.77%	3,120	82.99%	5,944	69.54%	
<b>Central Total</b>	<b>85,654</b>	<b>-5.69%</b>	<b>99,837</b>	<b>-1.82%</b>	<b>12,170</b>	<b>85.52%</b>	<b>36,536</b>	<b>30.95%</b>	

Flushing	56,602	-8.48%							
Flushing IRC	29	-96.56%							
Flushing Job Info Center (JIC)	14	-39.13%							
Flushing Media Center	22,086	0.26%							
<b>Flushing Total</b>	<b>78,731</b>	<b>-7.09%</b>	<b>135,173</b>	<b>5.01%</b>	<b>12,067</b>	<b>4.57%</b>	<b>28,519</b>	<b>-3.45%</b>	

E-book and E-Magazines	59,719	-1.10%							
Virtual Music and Movies	55,668	-2.55%							
Virtual Library Total	115,387	-1.81%							
Langston Hughes Black Heritage	419	-20.19%							
Queens Village Mail-A-Book	3,595	-16.30%							
Mobile Library	1,481	-31.47%							
Correctional Outreach	800	6.52%							
Other Total	166	69.39%							

	400	-13.79%	582	11.07%
	0	0.00%	N/A	X
	305	73.30%	226	-32.34%

<b>System Total</b>	<b>890,695</b>	<b>-7.03%</b>	<b>867,336</b>	<b>0.24%</b>	<b>124,125</b>	<b>7.10%</b>	<b>239,972</b>	<b>3.29%</b>	
---------------------	----------------	---------------	----------------	--------------	----------------	--------------	----------------	--------------	--

Website Visits	466,249	-7.11%							
Wireless use	47,193	18.19%							
Computer Sessions	220,819	0.02%							

Notes:

- 1 - Library closed for renovation or extended emergency during a portion of the current fiscal year.
- 2 - Library closed for renovation or extended emergency during a portion of last fiscal year.
- 3 - ALCs are not in separate area - accurate gate count not possible

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2214

*AGENDA:* Comprise Technologies, Inc. - Contract Authorization

---

### **Background:**

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees to enter into a contract with Comprise Technologies, Inc. ("Comprise") for Content Keeper, which is a web content management appliance and associated hardware that will integrate with the Library's existing Smart Access Manager ("SAM") system by Comprise. The SAM system allows the Library to manage computer reservations for over 11,000 computers used by customers in the Library cyber centers. It also provides print management services. In May of 2003, the Library Board of Trustees authorized the Library to negotiate and enter into a contract for the SAM system at the not-to-exceed amount of \$180,000 for the initial purchase of software and related implementation services. The Library has continued to retain Comprise to provide maintenance and support to the SAM system. Moreover, the Library has also been licensing Comprise's web content management appliance, Trustwave, which is integrated with the SAM system. Trustwave is now an older generation web content management appliance that is no longer being supported by Comprise and has been effectively replaced by Content Keeper. A web content management appliance is needed because such management is a requirement under the Children's Internet Protection Act ("CIPA"), which requires that K-12 schools and libraries in the United States use internet filters and implement other measures to protect children from harmful online content as a condition for federal funding.

Content Keeper is Comprise's latest web content management appliance; can be integrated with the Library's existing SAM system; and, most notably, is available only from Comprise. Therefore, the only available method for purchasing this web content management appliance is through a sole source purchase.

For the Library's sole source purchase of Comprise Content Keeper, the Board's approval is required pursuant to the Library's Purchasing Policy, which states that "[a] purchase of equipment or furniture may occur without sealed bids if the manufacturer's product is the sole compatible product to serve the desired function in a satisfactory manner, and the product is available from a sole supplier. In these instances, purchase approval shall be granted by the [President and Chief Executive Officer] and the Board of Trustees and the

selection criteria shall be noted with the minutes of the Board of Trustees meeting in which the ‘sole source’ purchase was authorized.”

**Current Status:**

The cost to the Library for Content Keeper over a thirty-month period is \$133,875.50 as detailed below. After the initial thirty-month period the Library anticipates annual increases of software maintenance and hardware renewal service during the life of the Content Keeper system.

<b>Comprise Content Keeper</b>	<b>Software/Maintenance</b>	<b>Hardware/Hardware Renewal Service</b>	<b>Remote Services</b>	<b>Shipping</b>	<b>Total</b>
<b>First Six-Months</b>	\$17,434.50	\$15,868.00	\$2,340.00	\$250.00	\$35,892.50
<b>Following Twelve-Months</b>	\$34,869.00	\$21,628.00	\$2,340.00	\$250.00	\$59,087.00
<b>Next Twelve Months</b>	\$34,869.00	\$4,027.00			\$38,896.00
<b>Thirty-Month Total:</b>					<b>\$133,875.50</b>

As indicated above, Comprise has been a vendor providing services to the Library since 2003 and it has been a responsive vendor. A background check on Comprise did not reveal any adverse findings.

**Recommended Motion for Consideration by the Board of Trustees:**

*I move that the Board of Trustees authorize the President and CEO to enter into an agreement with Comprise Technologies, Inc. at the estimated thirty-month cost of \$133,875.50 for computer content filtering software and related hardware.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2211

*AGENDA:* W. B. Mason Co. Inc. – Contract Authorization

---

### **Background:**

This is an action item seeking approval from the Queens Borough Public Library’s Board of Trustees to enter into a contract with W.B. Mason Co. Inc. (“W.B. Mason”) to provide uniforms. The Board’s approval is required pursuant to the Library’s Purchasing Policy, which states, in pertinent part, that purchases of supplies, furniture, and equipment at a price in excess of \$20,000 for the total order shall be awarded only after soliciting sealed competitive bids.

In recent years, the Library has been procuring uniforms for various departments by soliciting competitive quotations for each transaction. The cumulative spend for uniforms among several transactions last year was approximately \$35,000. Based on this experience, the Library’s present strategy is to solicit and select a vendor that can accommodate all of the Library’s uniform needs.

### **Current Status:**

The Library issued a sealed competitive bid, Invitation to Bid# 0120-2, which was advertised in the New York City Record, BidNet, and New York State Contract Reporter, posted on the Library’s website, and notification of the solicitation was sent to over seventy (70) firms on the Library’s internal bidders’ list, including state and city Minority and Women Owned Business Enterprises (“M/WBE”) and NYS Services Disabled Veteran Owned Business (“SDVOB”).

The bid stated that it would award an initial order of uniforms for one-hundred and seventeen (117) Facility and Maintenance staff, comprised of long- and short-sleeve polo shirts and t-shirts, pull over and zipper hooded sweatshirts, non-hooded sweatshirts, pants, fleece-lined hats, baseball style hats, and coats. All upper garments are to be embroidered with the Library’s logo and department name, and all hats are to be embroidered with the Library’s logo.

For the various uniform items, bidders provided their maximum pricing for each item and, by extension of quantities for the initial order, bidders provided their total bid price. The bid price is

inclusive of delivery, logo, text, uniform item, and packaging items by employee name. The bid provides for the Library to make changes in future uniform purchases. Such changes include colors of the uniforms and changes in embroidery, *e.g.*, logo and department name. In accordance with the bid, bidders' pricing has an annual increase of three ("3") percent for each year of the contract.

The following five firms submitted timely bids:

<b>Firm</b>	<b>M/WBE</b>	<b>Bid Amount</b>
W.B. Mason Co. Inc.		\$19,972.00
Crossbar Athletics LLC		\$21,457.51
Executive Brand, Inc.		\$24,309.40
S&H Uniforms Corporation	NYC WBE	\$29,739.00
Heredia-Gonzalez, Inc. (DBA Top and Bottom Wear)	NYS & NYC M/WBE	\$43,346.29

W.B. Mason submitted the lowest bid and was responsive. The Library thoroughly reviewed W.B. Mason's experience, financial stability, references, background, completed vendor responsibility questionnaire, and the PASSPort database in assessing the vendor's responsibility. This review did not identify any negative findings or raise any integrity issues that would adversely affect an award to W.B. Mason.

W.B. Mason has provided furniture for the Hunters Point Library and they have performed well. A referenced from New York Public Library (NYPL) indicated that W.B. Mason provides office supplies and furniture to NYPL and that W.B. Mason has been a reliable vendor. A reference from Just Salad, a restaurant chain, stated that W.B. Mason provides the firm with uniforms and that they are very satisfied. A reference from Atalian Global Services, a building facility services provider, stated that W.B. Mason provides office supplies and uniforms and that W.B. Mason is responsive, vigilant, and works effectively and efficiently. According to the City's Comptroller's webpage, Checkbook NYC, W.B. Mason has provided the City with over \$48 million in goods and services since 2010.

**Recommended Motion for Consideration by the Board of Trustees:**

*I move that the Board of Trustees authorize the President and CEO to execute a contract with W.B. Mason Co. Inc for uniforms for a three-year term with two one-year options to renew at the Library's sole discretion at the rates proposed herein.*

**W.B Mason Price Summary**

<b>1. Packaging all items per employee</b>	<b>Number of Employees</b>	<b>Extended Price</b>
<b>Packaging all items per employee:</b>	117	\$585.00

<b>2. Facilities</b>		
<b>Item</b>	<b>Quantity</b>	<b>Total Price:</b>
Gray Polo Shirt (Long Sleeves)	79	\$1,175.50
Gray Polo Shirt (Short Sleeves)	127	\$1,406.50
Gray T-Shirts (Short Sleeves)	103	\$675.00
Gray Sweat Shirts (Long Sleeves)	50	\$525.50
Gray Pullover Hoodies	57	\$823.00
Gray Zipper Hoodies	98	\$1,553.50
Black Men's Trouser Pants	134	\$2,841.00
Black Women Pants	5	\$150.00
Black/Charcoal Coats	81	\$5,467.00
Gray Baseball cap	112	\$616.00
Gray Fleece Lined-Wool Skull Cap	112	\$728.00
<b>Facilities Total Costs:</b>		<b>\$15,961.00</b>

<b>3. Maintenance</b>		
<b>Item</b>	<b>Quantity</b>	<b>Total Price:</b>
Cobalt Blue Polo Shirt (Long Sleeves)	16	\$236.00
Cobalt Blue Polo Shirt (Short Sleeves)	22	\$239.00
Cobalt Blue T-Shirts (Short Sleeves)	30	\$203.50
Cobalt Blue Sweat Shirts (Long Sleeves)	13	\$137.00
Cobalt Blue Pullover Hoodies	2	\$32.00
Cobalt Blue Zipper Hoodies	18	\$293.50
Men's Navy Blue Cargo Pants	22	\$474.00
Cobalt Blue/ Black/ Silver Coats	23	\$1,559.00
Cobalt Blue Baseball cap	21	\$115.50



Cobalt Blue Fleece Lined-Wool Skull Cap	21	\$136.50
<b>Maintenance Total Costs:</b>		<b>\$3,426.00</b>

<b>1. Packaging Per Employee Total Price:</b>		\$585.00
<b>2. Facilities Total Costs:</b>		\$15,961.00
<b>3. Maintenance Total Costs:</b>		\$3,426.00
<b>Total Bid Price = 1. Packaging Per Employee Total Price + 2. Facilities Total Costs + 3. Maintenance Total Costs.</b>		<b>\$19,972.00</b>

#### W.B Mason Price Detail

1. Packaging all items per employee:	Maximum Unit Price:	Number of Employees	Extended Price
Packaging all items per employee:	\$5.00	117	\$585.00

2. Facilities				
Item	Size	Maximum Unit Price	Quantity	Extended Price
Gray Polo Shirt (Long Sleeves)				
Gray Size M Polo Shirt(LS)	M	\$14.50	16	\$232.00
Gray Size L Polo Shirt (LS)	L	\$14.50	21	\$304.50
Gray Size XL Polo Shirt (LS)	XL	\$14.50	22	\$319.00
Gray Size 2XL Polo Shirt (LS)	2XL	\$15.50	13	\$201.50
Gray Size 3XL Polo Shirt (LS)	3XL	\$16.50	4	\$66.00
Gray Size 4XL Polo Shirt (LS)	4XL	\$17.50	3	\$52.50
Gray Polo Shirt (Long Sleeves)		<b>Total Quantity:</b>	<b>79</b>	
			<b>Total Price:</b>	<b>\$1,175.50</b>

Item	Size	Maximum Unit	Quantity	Extended Price
------	------	--------------	----------	----------------

		Price		
Gray Polo Shirt (Short Sleeves)				
Gray Size M Polo shirt (SS)	M	\$10.50	20	\$210.00
Gray Size L Polo Shirt (SS)	L	\$10.50	47	\$493.50
Gray Size XL Polo Shirt (SS)	XL	\$10.50	31	\$325.50
Gray Size 2XL Polo Shirt (SS)	2XL	\$12.50	22	\$275.00
Gray Size 3XL Polo Shirt (SS)	3XL	\$14.50	6	\$87.00
Gray Size 4XL Polo Shirts (SS)	4XL	\$15.50	1	\$15.50
Gray Polo Shirt (Short Sleeves)		<b>Total Quantity:</b>	<b>127</b>	
			<b>Total Price:</b>	<b>\$1,406.50</b>

Item	Size	Maximum Unit Price	Quantity	Extended Price
Gray-Shirts (Short Sleeves)				
Gray Size M T-Shirt (SS)	M	\$6.00	25	\$150.00
Gray Size L T-Shirt (SS)	L	\$6.00	26	\$156.00
Gray Size XL T-Shirt (SS)	XL	\$6.00	26	\$156.00
Gray Size 2XL T-Shirt (SS)	2XL	\$8.00	16	\$128.00
Gray Size 3XL T-Shirt (SS)	3XL	\$8.50	4	\$34.00
Gray Size 4XL T-Shirt (SS)	4XL	\$8.50	6	\$51.00
Gray T-Shirts (Short Sleeves)		<b>Total Quantity:</b>	<b>103</b>	
			<b>Total Price:</b>	<b>\$675.00</b>

Item	Size	Maximum Unit Price	Quantity	Extended Price
Gray Sweat Shirts (Long Sleeves)				
Gray Size M Sweat Shirt (LS)	M	\$10.00	9	\$90.00
Gray Size L Sweat Shirt (LS)	L	\$10.00	12	\$120.00
Gray Size XL Sweat Shirt	XL	\$10.00	18	\$180.00

(LS)				
Gray Size 2XL Sweat Shirt (LS)	2XL	\$12.00	8	\$96.00
Gray Size 3XL Sweat Shirt (LS)	3XL	\$13.00	2	\$26.00
Gray Size 4XL Sweat Shirt (LS)	4XL	\$13.50	1	\$13.50
Gray Sweat Shirts (Long Sleeves)		<b>Total Quantity:</b>	<b>50</b>	
			<b>Total Price:</b>	<b>\$525.50</b>

Item	Size	Maximum Unit Price	Quantity	Extended Price
Gray Pullover Hoodies				
Gray Size M Pullover Hoodie	M	\$13.50	10	\$135.00
Gray Size L Pullover Hoodie	L	\$13.50	10	\$135.00
Gray Size XL Pullover Hoodie	XL	\$13.50	16	\$216.00
Gray Size 2XL Pullover Hoodie	2XL	\$16.00	19	\$304.00
Gray Size 3XL Pullover Hoodie	3XL	\$16.50	1	\$16.50
Gray Size 4XL Pullover Hoodie	4XL	\$16.50	1	\$16.50
Gray Pullover Hoodies		<b>Total Quantity:</b>	<b>57</b>	
			<b>Total Price:</b>	<b>\$823.00</b>

Item	Size	Maximum Unit Price	Quantity	Extended Price
Gray Zipper Hoodies				
Gray Size M Zipper Hoodie	M	\$15.25	13	\$198.25
Gray Size L Zipper Hoodie	L	\$15.25	26	\$396.50
Gray Size XL Zipper Hoodie	XL	\$15.25	32	\$488.00
Gray Size 2XL Zipper Hoodie	2XL	\$17.25	22	\$379.50
Gray Size 3XL Zipper Hoodie	3XL	\$18.25	3	\$54.75

Gray Size 4XL Zipper Hoodie	4XL	\$18.25	2	\$36.50
Gray Zipper Hoodies		<b>Total Quantity:</b>	<b>98</b>	
			<b>Total Price:</b>	<b>\$1,553.50</b>

Item	Size	Maximum Unit Price	Quantity	Extended Price
<b>Men's Black Trouser Pants</b>				
Black Trouser Size (W)x(L)	30x32	\$21.00	1	\$21.00
Black Trouser Size (W)x(L)	32x30	\$21.00	9	\$189.00
Black Trouser Size (W)x(L)	32x32	\$21.00	15	\$315.00
Black Trouser Size (W)x(L)	32x34	\$21.00	2	\$42.00
Black Trouser Size (W)x(L)	34x30	\$21.00	7	\$147.00
Black Trouser Size (W)x(L)	34x32	\$21.00	7	\$147.00
Black Trouser Size (W)x(L)	34x34	\$21.00	4	\$84.00
Black Trouser Size (W)x(L)	36x30	\$21.00	9	\$189.00
Black Trouser Size (W)x(L)	36x32	\$21.00	12	\$252.00
Black Trouser Size (W)x(L)	36x34	\$21.00	2	\$42.00
Black Trouser Size (W)x(L)	36X36	\$21.00	3	\$63.00
Black Trouser Size (W)x(L)	38x30	\$21.00	10	\$210.00
Black Trouser Size (W)x(L)	38x32	\$21.00	8	\$168.00
Black Trouser Size (W)x(L)	38x34	\$21.00	2	\$42.00
Black Trouser Size (W)x(L)	40x30	\$21.00	6	\$126.00
Black Trouser Size (W)x(L)	40x32	\$21.00	9	\$189.00
Black Trouser Size (W)x(L)	40x34	\$21.00	5	\$105.00
Black Trouser Size (W)x(L)	40X38	\$21.00	3	\$63.00
Black Trouser Size (W)x(L)	42x30	\$21.00	7	\$147.00
Black Trouser Size (W)x(L)	42x32	\$21.00	1	\$21.00
Black Trouser Size (W)x(L)	42x34	\$21.00	0	
Black Trouser Size (W)x(L)	42X36	\$21.00	3	\$63.00
Black Trouser Size (W)x(L)	44x30	\$21.00	0	
Black Trouser Size (W)x(L)	44x32	\$21.00	0	
Black Trouser Size (W)x(L)	44x34	\$21.00	0	
Black Trouser Size (W)x(L)	46x30	\$24.00	3	\$72.00

Black Trouser Size (W)x(L)	46x32	\$24.00	2	\$48.00
Black Trouser Size (W)x(L)	46x34	\$24.00	0	
Black Trouser Size (W)x(L)	48x30	\$24.00	0	
Black Trouser Size (W)x(L)	48x32	\$24.00	2	\$48.00
Black Trouser Size (W)x(L)	48x34	\$24.00	0	
Black Trouser Size (W)x(L)	50x30	\$24.00	0	
Black Trouser Size (W)x(L)	50x34	\$24.00	0	
Black Trouser Size (W)x(L)	50x32	\$24.00	0	
Black Trouser Size (W)x(L)	52X30	\$24.00	0	
Black Trouser Size (W)x(L)	52X32	\$24.00	0	
Black Trouser Size (W)x(L)	52X34	\$24.00	0	
Black Trouser Size (W)x(L)	54X30	\$24.00	0	
Black Trouser Size (W)x(L)	54X32	\$24.00	0	
Black Trouser Size (W)x(L)	54X34	\$24.00	2	\$48.00
Black Trouser Size (W)x(L)	56X30	\$24.00	0	
Black Trouser Size (W)x(L)	56X32	\$24.00	0	
Black Trouser Size (W)x(L)	56X34	\$24.00	0	
Men's Black Trousers Pant		<b>Total Quantity:</b>	<b>134</b>	
			<b>Total Price:</b>	<b>\$2,841.00</b>

Item	Size	Maximum Unit Price	Quantity	Extended Price
Women's Pant sz 10R Black	Size 10R	\$30.00	5	\$150.00
Women Pants Black		<b>Total Quantity:</b>	<b>5</b>	
			<b>Total Price:</b>	<b>\$150.00</b>

Item	Size	Maximum Unit Price	Quantity	Extended Price
Coat sizes	Large	\$67.00	22	\$1,474.00
Coat sizes	X-Large	\$67.00	30	\$2,010.00
Coat sizes	2XL	\$68.00	18	\$1,224.00
Coat sizes	3XL	\$69.00	7	\$483.00
Coat sizes	4XL	\$69.00	4	\$276.00

Black/ Charcoal Coats		<b>Total Quantity:</b>	<b>81</b>	
			<b>Total Price:</b>	<b>\$5,467.00</b>

Item	Size	Maximum Unit Price	Quantity	Extended Price
Grey Baseball Cap		\$5.50	112	\$616.00
Grey Baseball cap		<b>Total Quantity:</b>	<b>112</b>	
			<b>Total Price:</b>	<b>\$616.00</b>

Item	Size	Maximum Unit Price	Quantity	Extended Price
Grey Fleece Lined-Wool Skull Cap		\$6.50	112	\$728.00
Grey Fleece Lined-Wool Skull Cap		<b>Total Quantity:</b>	<b>112</b>	
			<b>Total Price:</b>	<b>\$728.00</b>

3. Maintenance		W.B Mason		
Item	Size	Maximum Unit Price	Quantity	Extended Price
Cobalt Blue Polo Shirt (Long Sleeves)				
Cobalt Blue Size M Polo Shirt(LS)	M	\$14.50	3	\$43.50
Cobalt Blue Size L Polo Shirt (LS)	L	\$14.50	2	\$29.00
Cobalt Blue Size XL Polo Shirt (LS)	XL	\$14.50	7	\$101.50
Cobalt Blue Size 2XL Polo Shirt (LS)	2XL	\$15.50	4	\$62.00
Cobalt Blue Size 3XL Polo Shirt (LS)	3XL	\$16.50	0	
Cobalt Blue Size 4XL Polo Shirt (LS)	4XL	\$17.50	0	
Cobalt Blue Polo Shirt		<b>Total Quantity:</b>	<b>16</b>	

(Long Sleeves)				
			<b>Total Price:</b>	<b>\$236.00</b>

Item	Size	Maximum Unit Price	Quantity	Extended Price
<b>Cobalt Blue Polo Shirt (Short Sleeves)</b>				
<b>Cobalt Blue Size M Polo shirt (SS)</b>	M	\$10.50	3	\$31.50
<b>Cobalt Blue Size L Polo Shirt (SS)</b>	L	\$10.50	5	\$52.50
<b>Cobalt Blue Size XL Polo Shirt (SS)</b>	XL	\$10.50	10	\$105.00
<b>Cobalt Blue Size 2XL Polo Shirt (SS)</b>	2XL	\$12.50	4	\$50.00
<b>Cobalt Blue Size 3XL Polo Shirt (SS)</b>	3XL	\$14.50	0	
<b>Cobalt Blue Size 4XL Polo Shirts (SS)</b>	4XL	\$15.50	0	
<b>Cobalt Blue Polo Shirt (Short Sleeves)</b>		<b>Total Quantity:</b>	<b>22</b>	
			<b>Total Price:</b>	<b>\$239.00</b>

Item	Size	Maximum Unit Price	Quantity	Extended Price
<b>Cobalt Blue T-Shirts (Short Sleeves)</b>				
<b>Cobalt Blue Size M T-Shirt (SS)</b>	M	\$6.00	5	\$30.00
<b>Cobalt Blue Size L T-Shirt (SS)</b>	L	\$6.00	2	\$12.00
<b>Cobalt Blue Size XL T-Shirt (SS)</b>	XL	\$6.00	12	\$72.00
<b>Cobalt Blue Size 2XL T-Shirt (SS)</b>	2XL	\$8.00	8	\$64.00
<b>Cobalt Blue Size 3XL T-Shirt (SS)</b>	3XL	\$8.50	3	\$25.50
<b>Cobalt Blue Size 4XL T-Shirt (SS)</b>	4XL	\$8.50	0	
<b>Cobalt Blue T-Shirts (Short Sleeves)</b>		<b>Total Quantity:</b>	<b>30</b>	

<b>Total Price:</b>	<b>\$203.50</b>
---------------------	-----------------

Item	Size	Maximum Unit Price	Quantity	Extended Price
<b>Cobalt Blue Sweat Shirts (Long Sleeves)</b>				
<b>Cobalt Blue Size M Sweat Shirt (LS)</b>	M	\$10.00	2	\$20.00
<b>Cobalt Blue Size L Sweat Shirt (LS)</b>	L	\$10.00	2	\$20.00
<b>Cobalt Blue Size XL Sweat Shirt (LS)</b>	XL	\$10.00	6	\$60.00
<b>Cobalt Blue Size 2XL Sweat Shirt (LS)</b>	2XL	\$12.00	2	\$24.00
<b>Cobalt Blue Size 3XL Sweat Shirt (LS)</b>	3XL	\$13.00	1	\$13.00
<b>Cobalt Blue Size 4XL Sweat Shirt (LS)</b>	4XL	\$13.50	0	
<b>Cobalt Blue Sweat Shirts (Long Sleeves)</b>		<b>Total Quantity:</b>	<b>13</b>	
			<b>Total Price:</b>	<b>\$137.00</b>

Item	Size	Maximum Unit Price	Quantity	Extended Price
<b>Cobalt Blue Pullover Hoodies</b>				
<b>Cobalt Blue Size M Pullover Hoodie</b>	M	\$13.50	0	
<b>Cobalt Blue Size L Pullover Hoodie</b>	L	\$13.50	0	
<b>Cobalt Blue Size XL Pullover Hoodie</b>	XL	\$13.50	0	
<b>Cobalt Blue Size 2XL Pullover Hoodie</b>	2XL	\$16.00	2	\$32.00
<b>Cobalt Blue Size 3XL Pullover Hoodie</b>	3XL	\$16.50	0	
<b>Cobalt Blue Size 4XL Pullover Hoodie</b>	4XL	\$16.50	0	
<b>Cobalt Blue Pullover Hoodies</b>		<b>Total Quantity:</b>	<b>2</b>	
			<b>Total Price:</b>	<b>\$32.00</b>



Item	Size	Maximum Unit Price	Quantity	Extended Price
<b>Cobalt Blue Zipper Hoodies</b>				
<b>Cobalt Blue Size M Zipper Hoodie</b>	M	\$15.25	1	\$15.25
<b>Cobalt Blue Size L Zipper Hoodie</b>	L	\$15.25	3	\$45.75
<b>Cobalt Blue Size XL Zipper Hoodie</b>	XL	\$15.25	5	\$76.25
<b>Cobalt Blue Size 2XL Zipper Hoodie</b>	2XL	\$17.25	8	\$138.00
<b>Cobalt Blue Size 3XL Zipper Hoodie</b>	3XL	\$18.25	1	\$18.25
<b>Cobalt Blue Size 4XL Zipper Hoodie</b>	4XL	\$18.25	0	
<b>Cobalt Blue Zipper Hoodies</b>		<b>Total Quantity:</b>	<b>18</b>	
			<b>Total Price:</b>	<b>\$293.50</b>

Item	Size	Maximum Unit Price	Quantity	Extended Price
<b>Men's Navy Blue Cargo Pants</b>				
<b>Trouser Size (W)x(L)</b>	30x30	\$21.00	3	\$63.00
<b>Trouser Size (W)x(L)</b>	32x34	\$21.00	1	\$21.00
<b>Trouser Size (W)x(L)</b>	36X30	\$21.00	5	\$105.00
<b>Trouser Size (W)x(L)</b>	36X32	\$21.00	2	\$42.00
<b>Trouser Size (W)x(L)</b>	40X30	\$21.00	2	\$42.00
<b>Trouser Size (W)x(L)</b>	44X30	\$21.00	3	\$63.00
<b>Trouser Size (W)x(L)</b>	44X32	\$21.00	2	\$42.00
<b>Trouser Size (W)x(L)</b>	46X30	\$24.00	2	\$48.00
<b>Trouser Size (W)x(L)</b>	48X32	\$24.00	2	\$48.00
<b>Men's Navy Blue Cargo Pants</b>		<b>Total Quantity:</b>	<b>22</b>	
			<b>Total Price:</b>	<b>\$474.00</b>

Item	Size	Maximum Unit Price	Quantity	Extended Price
------	------	--------------------	----------	----------------

<b>Cobalt Blue/ Black/ Silver Coats</b>				
<b>Coat sizes</b>	Medium	\$67.00	3	\$201.00
<b>Coat sizes</b>	Large	\$67.00	2	\$134.00
<b>Coat sizes</b>	X-Large	\$67.00	6	\$402.00
<b>Coat sizes</b>	2XL	\$68.00	6	\$408.00
<b>Coat sizes</b>	3XL	\$69.00	6	\$414.00
<b>Coat sizes</b>	4XL	\$69.00	0	
<b>Cobalt Blue/ Black/ Silver Coats</b>		<b>Total Quantity:</b>	<b>23</b>	
			<b>Total Price:</b>	<b>\$1,559.00</b>

<b>Item</b>	<b>Size</b>	<b>Maximum Unit Price</b>	<b>Quantity</b>	<b>Extended Price</b>
<b>Cobalt Blue Baseball cap</b>		\$5.50	21	\$115.50
<b>Cobalt Blue Baseball cap</b>		<b>Total Quantity:</b>	<b>21</b>	
			<b>Total Price:</b>	<b>\$115.50</b>

<b>Item</b>	<b>Size</b>	<b>Maximum Unit Price</b>	<b>Quantity</b>	<b>Extended Price</b>
<b>Cobalt Blue Fleece Lined-Wool Skull Cap</b>		\$6.50	21	\$136.50
<b>Cobalt Blue Fleece Lined-Wool Skull Cap</b>		<b>Total Quantity:</b>	<b>21</b>	
			<b>Total Price:</b>	<b>\$136.50</b>

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2210

*AGENDA:* Committee Assignments

---

### **Recommended Motion for Consideration:**

*I move that the Board of Trustees approve the committee assignments for the duration of calendar year 2020 as presented:*

Attachments:

BOT Committee Assignments (PDF)

**QUEENS BOROUGH PUBLIC LIBRARY  
BOARD OF TRUSTEES - COMMITTEE ASSIGNMENTS FOR 2020**

<p align="center"><b><u>Executive Committee</u></b> (at least 7 members; 2 selected by BOT)</p> <p><b>Judy Bergtraum, Esq., Committee Chair</b> <i>[Immediate Past Chair of BOT]</i> Haeda Mihaltses <i>[Current Chair of BOT]</i> Robert Santos, Esq. <i>[Current Officer of BOT]</i> Lydon Sleeper-O'Connell <i>[Current Officer of BOT]</i> Earl G. Simons, Ed.D. <i>[Current Officer of BOT]</i> Eli Shapiro, Ed.D, LCSW <i>[Current Officer of BOT]</i> James Haddad, Esq. <i>[Selected by BOT]</i> Matthew Gorton <i>[Selected by BOT]</i></p> <p><b>Quorum: 5</b></p>	<p align="center"><b><u>Audit Committee</u></b> (at least 3 members)</p> <p><b>Carl Koerner, Esq., Committee Chair</b> Judy Bergtraum, Esq. Haeda Mihaltses, Esq. George Russo, Esq. Michael Rodriguez, Esq.</p> <p><b>Quorum: 3</b></p>	<p align="center"><b><u>Buildings and Grounds Committee</u></b> (at least 3 members)</p> <p><b>Pauline Healy, Committee Chair</b> Julissa Gutierrez Judy Bergtraum, Esq. Andrew Jackson James Haddad, Esq. Robert Santos, Esq. Theresa Thomson</p> <p><b>Quorum: 4</b></p>
<p align="center"><b><u>Finance &amp; Investments Committee</u></b> (at least 3 members)</p> <p><b>Lydon Sleeper-O'Connell, Committee Chair</b> <i>[Current Treasurer of BOT]</i> Eli Shapiro, Ed.D, LCSW. Matthew Gorton Haeda Mihaltses Edward Sadowsky Earl G. Simons, Ed.D. Deborah King</p> <p><b>Quorum: 4</b></p>	<p align="center"><b><u>Labor Relations Committee</u></b> (at least 3 members)</p> <p><b>George Russo, Esq., Committee Chair</b> Judy Bergtraum, Esq. Matthew Gorton Pauline Healy Deborah King Reverend Richard Hogan</p> <p><b>Quorum: 4</b></p>	<p align="center"><b><u>Nominating Committee</u></b> (5 members selected in November*)</p> <p>Committee Chair <i>[Selected by Chair]</i>  <i>[Selected by Chair]</i>  <i>[Selected by BOT]</i>  <i>[Selected by BOT]</i>  <i>[Selected by BOT]</i></p> <p><b>Quorum:</b></p>

Attachment: BOT Committee Assignments (2210 : Committee Assignments)

\*Timing of selection subject to possible by-laws change (first reading of change to occur at February 27, 2020 board meeting).

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2209

*AGENDA:* Proposed FY 2021 Holiday Schedule

---

The following is the present holiday schedule for December 2020.

<b>DAY</b>	<b>DATE</b>	<b>LIBRARY OPEN/CLOSE</b>
Christmas Eve	Thursday, Dec. 24	Open
Christmas Day	Friday, Dec. 25	Closed
New Year's Eve	Thursday, Dec. 31	Open
New Year's Day	Friday, Jan. 1	Closed

Customer activity during these days is typically extremely slow because of the holidays.

The President & CEO recommends that the Board of Trustees approve that the library system close early on December 24, 2020, and December 31, 2020.

**Recommended Motion for Consideration by the Board of Trustees:**

*I move that the Board of Trustees approve the library system close at 1:00 p.m. on December 24, 2020 and on December 31, 2020.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2228

*AGENDA:* Amendment to By-Laws

---

### **Background:**

The Library's By-Laws provide, in pertinent part, that they may be amended at any meeting of the Board of Trustees, subject to the requirement that any proposed amendment shall be read at a meeting and voted upon at a subsequent meeting.

### **Current Status:**

The Library's bylaws state that "[a] Nominating Committee shall be elected in November of each year and shall prepare and submit to the Board of Trustees at least ten days prior to the Board's regular meeting in December the slate of candidates for the officers of the Corporation." To permit flexibility in timing for the election of the Nominating Committee, and to avoid the need for three consecutive meetings in November, December, and January, the Board of Trustees has before it a proposed amendment to the By-Laws that would delete the phrase "...in November of each year..." in Article V, Section 7 and to adopt the substitute language in Article V Section 7 "...no later than November of each year..." as set forth in the attachment hereto. The By-Laws require that these amendments also be voted upon at a subsequent meeting in order to be effective.

### **Recommended Motion for Consideration by the Board of Trustees:**

*I move that the Board of Trustees approve amending the By-Laws to delete the following phrase in Article V, Section 7: "...in November of each year....", and to adopt the substitute language in Article V, Section 7 "...no later than November of each year..." as referenced in the attachment hereto.*

Attachments:

Amendment to By-Laws (For BOT Consideration) (PDF)

Section 6. Buildings and Grounds Committee. The Buildings and Grounds Committee shall recommend policies for the care and maintenance of the Library buildings and grounds and approve such sites for additional Library buildings as may be deemed necessary for the use of the Corporation when presented with the long-term capital plan, in coordination with the Vice President, Capital and Facilities Management. The Buildings and Grounds Committee shall also oversee the construction activities of the Corporation.

Section 7. Nominating Committee. A Nominating Committee shall be elected ~~in~~ no later than November of each year and shall prepare and submit to the Board of Trustees at least ten days prior to the Board's regular meeting in December the slate of candidates for the officers of the Corporation. Any Trustee may offer additional nominees for any office at the Board's regular meeting in December. The Nominating Committee shall consist of five members, two of whom shall be appointed by the Chairperson of the Board and three of whom shall be elected by the Board.

Section 8. Meetings, Notices and Records. Each committee of the Board may provide for the holding of regular meetings, with notice, and may fix the time and place at which such meetings shall be held. Special meetings of each committee shall be held upon call by or at the direction of the committee's chairperson or, if there be no chairperson, by or at the direction of any of its members, at the time and place specified in the respective notices or waivers of notice thereof. Notice of each special meeting of a committee shall be given by first-class mail, telecopy, electronic mail or hand delivery to each member of such committee and all other trustees, at least forty-eight hours before the meeting. Notice of any meeting of a committee need not be given to any member thereof who shall attend the meeting in person without objection or who shall waive notice thereof. Notice of all meetings of committees and subcommittees of the Board shall be given to the public in accordance with the Open Meetings Law, provided that, notwithstanding anything to the contrary in the Open Meetings Law, public notice of the time and place of a meeting of a Board committee or subcommittee scheduled at least two weeks prior thereto shall be given to the public and news media at least one week before such meeting.

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2207

*AGENDA:* Personnel Report - January 2020

---

### ***PERSONNEL REPORT - 12/16/19 - 1/15/20***

*The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of December 16, 2019 to January 15, 2020:*

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

#### Attachments:

Personnel Report - January 2020 (XLS)



## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2148

*AGENDA:* Personnel Report - December 2019

---

### ***PERSONNEL REPORT - 11/16/19 - 12/15/19***

*The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of November 16, 2019 to December 15, 2019:*

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

#### Attachments:

Personnel Report - December 2019 (XLS)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2215

*AGENDA:* Motion to Go into Executive Session

---

**Recommended Motion for Consideration:**

*I move that the meeting move into Executive Session, to discuss pending litigation.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2216

*AGENDA:* Motion to Return to Public Session

---

**Recommended Motion for Consideration:**

*I move that the meeting return to Public Session.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2206

*AGENDA:* Motion to Adjourn

---

**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*