

THE QUEENS BOROUGH PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING OF THE EXECUTIVE COMMITTEE
June 9, 2016

A regular meeting of the Executive Committee of the Board of Trustees will be held at 7:00 p.m., Thursday, June 9, 2016, in the Hon. Robert T. Groh Board Room of the Central Library, 89-11 Merrick Boulevard, Jamaica, New York.

PRESIDING: Judy Bergtraum, Esq.
Chair, Executive Committee

Matthew Gorton
Earl G. Simons, Ed.D
Michael Rodriguez, Esq.
Edward Sadowsky, Esq.
Robert Santos, Esq.

Dennis M. Walcott
President and CEO

Lewis Finkelman, Esq.
General Counsel

EXCUSED: Carl Koerner, Esq.

**THE QUEENS BOROUGH PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING OF THE EXECUTIVE COMMITTEE**

THURSDAY, June 9, 2016

Central Library
89-11 Merrick Blvd., 2nd Floor
Jamaica, New York 11432

A G E N D A

7:00 P.M. EXECUTIVE COMMITTEE
Hon. Robert T. Groh Board Room

I. PUBLIC SESSION

Action Item(s)

1. Contract Authorization – Security Guard Contract Extension
2. Contract Authorization – Consulting Services

Report(s)

1. Personnel Report – 4/16/16 – 5/15/16

II. ADJOURNMENT

Motion:

Second:

Time:

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee

DATE OF MEETING: June 9, 2016

DOCUMENT #: 1075

AGENDA: Contract Authorization – Security Guard Contract Extension

Background: The Logistics and Security Department currently utilizes contract security guards to provide security guard services at several locations throughout the Library system. The Library is in the process of hiring an internal staff of 15 security guards and expects them to be in place by the end of this month. At that time, there will still be a need to supplement the internal staff with contract security guards.

Current Status: The contract that the Library currently has with FJC Security Services, Inc. for security guard services is set to expire on June 30, 2016. That contract was awarded through a competitive RFP process. The Library issued a solicitation for a replacement contract (albeit one for a reduced scope of services given the anticipated hiring of the 15 internal security guards) in April 2016. That solicitation is still pending and an addendum will be issued shortly to clarify certain requirements relating to the payment of wages and benefits. In order to complete the pending solicitation and ensure a timely and efficient phase-in of the internal security guard staff as well as a

possible transition to a new vendor, the Library needs to extend the contract with the current security guard service vendor for a period of six months. The vendor has indicated that it will agree to an extension at the same rates for security guards that it received during the last year of the contract with an increase in the rate for alarm responses, which is a much smaller component of the contract and thus will not result in any significant increase in expenditures during the extension. The rates for the extension will be as follows: *Services: Uniform Guard Per Hour-\$15.14; Console Operator Per Hour-\$18.03; and Supervising Guard Per Hour-\$25.75; Alarm Responses: Base for Each Response-\$62.20; and Cost Per Hour to Stand Post-\$25.75.*

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 agree to an extension of the contract with FJC Security Services, Inc., for security guard services for six months, from July 1, 2016 through December 31, 2016 at the rates referenced above.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee
DATE OF MEETING: June 9, 2016
DOCUMENT #: 1076
AGENDA: Contract Authorization – Consulting Services

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, extended until June 30, 2015, and renewed by the Board of Trustees in June 2015 for a one-year term expiring the end of June 2016.

Current Status: ARosa Solutions LLC has provided critical services and deliverables to the Library, particularly during the Library’s period of transition and changes in its leadership team. Most notably, Ms. Rosa continues to assist in ensuring that the Library is prepared for budget advocacy (both for capital and expense) and 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 Director of Government Affairs and the President and CEO recommend entering into a new contract with ARosa Solutions LLC to provide services to the Queens Library; this work will include but not be limited to:

- Assisting with coordination, monitoring and reporting of current capital projects, preparation of capital books for FY18;
- Preparation and drafting of 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; and
- Developing strategies for new points of service and special projects.

Recommended Motion for Consideration by the Executive Committee:

I move that the Executive Committee recommend to the Board of Trustees that the President & 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, 2016 - June 30, 2017.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee
DATE OF MEETING: June 9, 2016
DOCUMENT #: 1077
AGENDA: Personnel Report - 4/16/16 - 5/15/16

Attachments:
Executive Committee Personnel Report Template (XLS)

APPOINTMENTS:			
Employee Name	Job Title	Position Title	Hire Date
Brown, Taja	Junior Library Custodian	Junior Library Custodian	5/15/2016
Chen, Jia-Li	Office Aide 1	Program Assistant, Older Adult Services	5/15/2016
Eom, Sang Jin	Project Manager	Senior Interactive & Print Designer	4/17/2016
Hartley, Fedrecia	Staff Analyst 1	ONA Community Outreach Counselor	5/1/2016
Healy, Elizabeth	Office Aide 1	Customer Service Representative	5/1/2016
Kabita, Mahbooba	Staff Analyst 1	Community Health Educator	5/15/2016
Kennelley, Jamie	Senior Librarian 2	General Librarian	4/17/2016
Lam, Jonathan	Staff Analyst 1	Talent Aquisitions Specialist	4/17/2016
Maza, Gerardo	Office Aide 1	Customer Service Representative	4/17/2016
Morales, Mario	Library Custodian	Library Custodian	5/1/2016
Peng, Gitte	Administrative Staff Analyst	Chief of Staff, SVP	5/15/2016
Reyes, Julio	Computer Programmer Analyst 1	Mobile Application Developer	4/17/2016
Richardson, Marissa	Senior Librarian 1	Young Adult Librarian	5/15/2016
Sorrentino, David	Computer Programmer Analyst 1	Library Applications Specialist	5/15/2016
Steward, Mark	Technical Support Aide 2	Customer Service Specialist	5/15/2016
Wainston, Michael	Senior Librarian 2	General Librarian	4/17/2016
Wilson, Nikitia	Librarian 1	General Librarian	4/17/2016
Employee Count:	17		

Attachment: Executive Committee Personnel Report Template (1077 : Personnel Report)

PROMOTIONS:					
Employee Name	Old Job Title	Old Position Title	New Job Title	New Position Title	Promotion Date
Ahmad, Tahira	Librarian 1	Children Librarian	Senior Librarian 1	Children Librarian	4/19/2016
Buron, Nicolas	Chief Librarian	Interim Chief Librarian, SVP	Chief Librarian	Chief Librarian, SVP	5/15/2016
Calero, Robert	Senior Librarian 1	Children Librarian	Senior Librarian 2	Children Librarian	4/19/2016
Dunton, Shameka	Office Aide 1	Customer Service Representative	Office Associate 1	Customer Service Supervisor	5/8/2016
Hodes, Bonnie	Senior Librarian 2	Assistant Community Library Manager	Senior Librarian 3	Assistant Community Library Manager	5/15/2016
Indarjit, Mahendra	Principal Librarian 1	Central Library Manager	Principal Librarian 2	Central Library Manager	4/25/2016
Kendall, Vicky	Office Aide 3	Customer Service Representative	Office Associate 1	Customer Service Supervisor	5/8/2016
Lee, Hyonim	Technical Support Aide 2	Customer Service Specialist	Office Associate 1	Customer Service Supervisor	5/8/2016
Martinez, Jacqueline	Staff Analyst 2	Associate Director of Human Resources	Administrative Staff Analyst	Director of Human Resources	5/9/2016
Pierre-Louis, Tameka	Associate Engineering Technician 2	Capital Programs Coordinator	Staff Analyst 2	Sustainability Initiatives and Facilities & Environmental Services Program Manager	5/2/2016
Smith, Diana	Staff Analyst 2	Assistant Director of Talent Acquisitions	Staff Analyst 2	Assistant Director of Human Resources	5/9/2016
Soraghan, Mary	Senior Librarian 1	Children Librarian	Senior Librarian 2	Children Librarian	4/19/2016
Terrile, Vikki	Coordinating Librarian	Director Community Libraries Services	Coordinating Librarian	Director of Children & Youth Programs & Services	5/1/2016

Attachment: Executive Committee Personnel Report Template (1077 : Personnel Report)

Verriello, Dennis	Supervisor of Mechanical Installations	Interim VP of Capital Project & Facilities Management	Administrative Supervisor of Library Buildings	VP, Capital Projects & Facilities Management	5/9/2016
Watson, Kelvin	Administrative Staff Analyst	Interim Chief Operating Officer, SVP	Administrative Staff Analyst	Chief Operating Officer, SVP	5/15/2016
Zafereo, Julia	Senior Librarian 2	Assistant Community Library Manager	Senior Librarian 3	Assistant Community Library Manager	5/15/2016
Employee Count:	16				

TRANSFERS:			
Employee Name	Job Title	Position Title	Effective Date
Bravo, Rachel	Principal Administrative Associate 1	Coordinator of Operational Library Facility Planning	4/20/2016
Campos, Leslie	Office Aide 1	Customer Service Representative	5/2/2016
Herzberg, Ruth	Principal Librarian	Director of Operational Library Facility Planning	4/20/2016
Thomas, Lakisha	Office Aide 1	Customer Service Representative	5/9/2016
Tjong, Kinawati	Office Aide 1	Customer Service Representative	5/2/2016
Employee Count:	5		

LEAVE WITHOUT PAY:			
Employee Name	Job Title	Position Title	Last Day Paid
Alman, Nicole	Senior Librarian 1	Children Librarian	4/20/2016
Gonzalez, Jason	Junior Library Custodian	Junior Library Custodian	5/3/2016
Holmes, Ramona	Junior Library Custodian	Junior Library Custodian	4/20/2016
Pringle, Patricia	Office Associate 3	Customer Service Supervisor	4/28/2016
Stillwagon, Thomas	Library Maintainer	Library Maintainer	5/11/2016
Thom, Daniel	Senior Librarian 2	General Librarian	4/27/2016
Zavaleta, Carlos	Assistant Library Custodian	Assistant Library Custodian	4/26/2016
Employee Count:	7		

RETURN FROM LEAVE OF ABSENCE:			
Employee Name	Job Title	Position Title	Change Date
Zavaleta, Carlos	Assistant Library Custodian	Assistant Library Custodian	5/9/2016
Employee Count:	1		

SEPARATIONS:				
Employee Name	Job Title	Position Title	Date of Hire	Years
Haugh, Dana	Resign-Another Job	Senior Librarian 1	9/20/2015	0.61
Hicklin, Laurel	Resign-Personal	Principal Librarian 2	8/12/2001	13.79
Zhang, Daxin	Voluntary- Retirement	Office Associate 1	1/30/2000	16.25
Employee Count:	3			