

QUEENS LIBRARY
BOARD OF TRUSTEES
THURSDAY, OCTOBER 27, 2016
MINUTES

A meeting of the Board of Trustees was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432, on Thursday, October 27, 2016 at 7:02 PM.

I. ROLL CALL

Attendee Name	Title	Status	Arrived
Carl S. Koerner Esq.	Chairman of the Board	Present	
Hon. Augustus C. Agate	Trustee	Present	
Martha Baker	Trustee	Excused	
Judy E. Bergtraum, Esq.	Vice Chair of the Board	Present	
Maria Concolino	Trustee	Present	
Lenore R. Gall	Trustee	Present	
Matthew M. Gorton	Trustee	Present	8:21 pm
Julissa Gutierrez	Trustee	Excused	
James Haddad, Esq.	Trustee	Excused	
Jukay Hsu	Trustee	Excused	
Haeda Mihaltses	Trustee	Excused	
John Ottulich	Trustee	Present	
Michael E. Rodriguez, Esq.	Treasurer	Present	
Edward Sadowsky, Esq.	Trustee	Present	
Robert Santos, Esq.	Secretary	Present	
Eli Shapiro Ed.D, LCSW	Trustee	Present	7:22 pm
Earl G. Simons, Ed.D	Assistant Treasurer	Present	
Lydon Sleeper-O'Connell	Trustee	Present	7:20 pm
Angelina Martinez-Rubio Esq.	Ex-Officio Rep - BP	Teleconferenced @	7:45 pm
Jimmy Yan, Esq.	Ex-Officio Rep-Comptroller	Present	
Dennis M. Walcott	President & CEO	Present	
Lewis Finkelman, Esq.	General Counsel	Present	

II. MINUTES

Approval of Minutes

I move that the minutes of the Board of Trustees meeting of September 22, 2016, be approved as submitted.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Judge Augustus Agate
SECONDER:	Robert Santos
AYES:	Carl Koerner, Augustus Agate, Judy Bergtraum, Maria Concolino, Lenore Gall, John Ottulich, Michael Rodriguez, Edward Sadowsky, Robert Santos, Earl Simons
EXCUSED:	Martha Baker, Julissa Gutierrez, James Haddad, Jukay Hsu, Haeda Mihaltses

III. REPORT OF THE CHAIRMAN OF THE BOARD

The Chairman of the Board reported that he attended the Library-wide staff meeting last Friday which was led by our President and CEO. He added that he was unable to stay for the whole event but that it was quite impressive, full of enthusiasm and was a very exciting meeting. Trustee Earl Simons was thanked for making the event space available at York College.

He also reported that last evening he attended the Gala dinner and that it was a great success and thanked Dennis Walcott for being the driving force on getting the Gala organized for this October. He added that Dennis Walcott has accomplished a lot (since becoming the President and CEO of Queens Library) over a six-month period of time.

The Chairman of the Board reviewed proposed calendar of Board of Trustees and Committee meeting dates for the period January 2017 through December 2017.

<u>EXECUTIVE COMMITTEE, BUILDINGS AND GROUNDS and any other committee meetings as needed</u>	<u>BOARD OF TRUSTEES MEETINGS (following Finance & Investment Committee)</u>
Thursday, January 12 , 2017	Thursday, January 26, 2017
Thursday, February 9, 2017	Thursday, February 23, 2017
Thursday, March 9, 2017	Thursday, March 23, 2017
Thursday, April 13, 2017	Thursday, April 27, 2017
Thursday, May 11, 2017	Thursday, May 25, 2017
Thursday, June 15, 2017	Thursday, June 29, 2017
Thursday, July 13, 2017 (if needed)	Thursday, July 27, 2017 (if needed)
Thursday, August 10, 2017 (if needed)	Thursday, August 24, 2017 (if needed)
Thursday, September 7, 2017 (includes Audit Committee)	Thursday, September 7, 2017 (Special Meeting of the Board to accept Audit)
	*Wednesday, September 20, 2017
Thursday, October 12, 2017	Thursday, October 26, 2017
Thursday, November 9, 2017	*Tuesday, November 21, 2017
Thursday, December 7, 2017	Thursday, December 21, 2017

I move that the above calendar of Board of Trustees and Committee meeting dates for 2017 be approved as presented.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Judge Augustus Agate
SECONDER:	Robert Santos
AYES:	Carl Koerner, Augustus Agate, Judy Bergtraum, Maria Concolino, Lenore Gall, John Ottulich, Michael Rodriguez, Edward Sadowsky, Robert Santos, Earl Simons
EXCUSED:	Martha Baker, Julissa Gutierrez, James Haddad, Jukay Hsu, Haeda Mihaltses

IV. COMMITTEE REPORTS

A. BUILDINGS AND GROUNDS COMMITTEE – October 27, 2016

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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Judge Augustus Agate
SECONDER:	Robert Santos
AYES:	Carl Koerner, Augustus Agate, Judy Bergtraum, Maria Concolino, Lenore Gall, John Ottulich, Michael Rodriguez, Edward Sadowsky, Robert Santos, Earl Simons
EXCUSED:	Martha Baker, Julissa Gutierrez, James Haddad, Jukay Hsu, Haeda Mihaltses

B. FINANCE & INVESTMENT COMMITTEE – October 27, 2016

I move that the report item of the committee meeting be accepted and the action items be approved as presented.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Judge Augustus Agate
SECONDER:	Robert Santos
AYES:	Carl Koerner, Augustus Agate, Judy Bergtraum, Maria Concolino, Lenore Gall, John Ottulich, Michael Rodriguez, Edward Sadowsky, Robert Santos, Earl Simons
EXCUSED:	Martha Baker, Julissa Gutierrez, James Haddad, Jukay Hsu, Haeda Mihaltses

V. PRESIDENT'S REPORT

The President & CEO began his report by thanking the Board Chairman and Members, and the Foundation Board, for their support of the Gala. He continued that Carl Koerner's remarks were on point as were those of Vincent Arcuri, the Chair of the Foundation, who both set the tone for this event.

The President welcomed the new Chief Financial Officer, Johanna Richman. He gave an overview of her background as Senior Vice President and CFO for the ASPCA, managing a budget of \$235 million. Johanna started at Queens Library on October 17th and has jumped in with both feet and we are grateful for her being here. The President also expressed his thanks to Vishnu Dawah, Comptroller, for filling in during the transition period of hiring a new CFO.

The President discussed that part of the all-staff meeting last week was to lay the ground work for issuing a new strategic plan. We will share the information to date with the Board at the November meeting. A survey went to all staff this past Monday and we have received over 500 surveys back. This will be a comprehensive strategic plan based on input from both internal and external stakeholders.

There are a number of capital projects going on – Kew Gardens Hills, Elmhurst, which is slated to open on December 19, and Hunters Point Project, which is slated to open in the summer/fall of 2017.

The President and his team met with Queens Museum staff to develop a plan to have a library at Queens Museum. He also met with the NY Hall of Science CEO to discuss developing a partnership with the Library, which will be discussed at the next Board meeting in November.

In addition to meeting with the City Council and the Borough President for library funding, we are currently meeting with State Legislators, Assembly Members and Senators. Capital books are prepared to show the libraries within their districts, with quick facts, current capital projects and any capital needs. These meetings have been productive and the State Legislators have been responsive to assisting with funding.

The President asked Ellen Young and Sherrie Hampton-Jones to provide an overview of the Gala.

Ellen Young thanked all of the Board Members for their generosity, it was an extraordinary event with extraordinary people – everyone had a hand in the Gala – our marketing, legal, and purchasing departments. There were also weekly meetings with Mr. Walcott and the Foundation to prepare for the Gala. Ellen added that it is a pleasure working with a CEO who is very interested in making sure the Gala was a success and she extended a thank you to him. Ellen introduced Sherrie Hampton-Jones and stated all the touches of class were Sherrie's doing – it was just stupendous. Ellen reported that the gross income from the Gala was \$331,166 which exceeds the gross income from any past Galas. We netted \$246,157, which is the most net income in Gala history. We had 317 tickets purchased and 67 ads. The iPads on the tables were terrific, the music and performances by Dayramir Gonzalez, and Alton Fitzgerald White, star of the Lion King, surpassed what's been done at other Galas. Ellen asked for feedback from the Board. Some of the comments were no problems getting into the event; food was good; 97 percent of those attending had not been to the venue; and no long wait to get your car at the end of the event. Ellen asked if an early start time of 5:30 pm would be better than starting at 6:00pm but comments were that 6:00 pm works best to accommodate people coming from work.

The President showed the unique award given to Gala Honoree, Mayor David Dinkins, which our internal team worked to conceptualize. Mayor Dinkins thanked us for the award.

The President commented that we appreciate all the support from so many and thanked the internal team for making it real – we did it all in-house and it worked out marvelously. The President thanked Ellen Young and Sherrie Hampton-Jones for their persistence.

The Chairman of the Board commented that for those Board members who were around when people were leaving the Foundation Board; this Gala was a coming out party for us. It did everything it needed to do. He added that Merryl Tisch commented that she loves libraries and that is what we want to hear. The President commented that she gave \$25,000.

The President thanked Trustee Simons for making York College available as the venue for Library's All Staff meeting – it was the perfect venue. He added that he had great pride watching the Library trucks roll into the parking lot of York College for the All Staff meeting.

The President also mentioned that he met with Trustee Bergtraum and the Chancellor of CUNY for a breakfast meeting to discuss potential future partnerships.

Report Items provided:

1. The President and CEO provided his report on External Meetings and Outreach Activities from September 16, 2016 – October 21, 2016
2. The President and CEO provided his report on Key Performance Indicators for July 2016 through September 30, 2016
3. Personnel Report for the period of August 16, 2016 to September 15, 2016

VI. OTHER BUSINESS

Mr. Finkelman presented the following agenda items below for Board approval.

1. Contract Authorization – SAP Consulting Services

I move that the Board of Trustees approve that the President and CEO be authorized to enter into contracts with Blue Marble Consulting Inc. and the Sage Group at the hourly rates indicated above for SAP consulting services on an as-needed basis for a term of three years for a not-to-exceed amount of \$675,000 per contract with an option to renew each contract for two additional one-year periods with a not to exceed amount of \$225,000 per year.

HOURLY RATES

	Blue Marble Consulting Inc.	Blue Marble Consulting Inc.	Sage Group	Sage Group
Consultant Title	On-Site Hourly Rate Inclusive of Travel & Expenses	Remote Hourly Rate Inclusive of Expenses (All Remote Hourly resources must perform services within the USA)	On-Site Hourly Rate Inclusive of Travel & Expenses	Remote Hourly Rate Inclusive of Expenses (All Remote Hourly resources must perform services within the USA)
Project Lead	\$165.00	\$125.00	\$145.00	\$135.00
SAP Financial Accounting & Control	\$140.00	\$100.00	\$130.00	\$115.00
SAP Grants Management	\$165.00	\$125.00	\$135.00	\$120.00
SAP Materials Management	\$140.00	\$100.00	\$130.00	\$115.00
SAP Supplier Relationship Management SAP SRM (Contract Lifecycle Management)	\$165.00	\$125.00	\$140.00	\$125.00
SAP Funds Management	\$165.00	\$125.00	\$135.00	\$120.00
SAP Accounts Payable / Accounts Receivable	\$140.00	\$100.00	\$130.00	\$115.00
SAP Personnel Management / Organizational Management / Benefits	\$165.00	\$125.00	\$130.00	\$115.00
SAP U.S. Payroll / Tax Reporter	\$165.00	\$125.00	\$130.00	\$115.00
SAP Compensation Management	\$165.00	\$125.00	\$130.00	\$115.00
SAP Successfactor	\$165.00	\$125.00	\$140.00	\$125.00
SAP Basis / Security	\$140.00	\$100.00	\$130.00	\$115.00
SAP GRC Consultant	\$140.00	\$100.00	\$135.00	\$120.00
SAP Technical (ABAP/NetWeaver)	\$140.00	\$100.00	\$125.00	\$110.00
SAP BPC (Budgeting)	\$165.00	\$125.00	\$140.00	\$125.00
SAP Front End Developer (BI) / Enterprise Portals	\$165.00	\$125.00	\$130.00	\$115.00
SAP Business Information Warehouse	\$165.00	\$125.00	\$130.00	\$115.00
SAP NetWeaver (Java) Developer	\$165.00	\$125.00	\$125.00	\$110.00
Business Analyst	\$115.00	\$75.00	\$125.00	\$110.00

RESULT: ADOPTED [UNANIMOUS]
MOVER: Judge Augustus Agate
SECONDER: Lydon Sleeper-O’Connell
AYES: Carl Koerner, Augustus Agate, Judy Bergtraum, Maria Concolino, Lenore Gall, John Ottulich, Michael Rodriguez, Edward Sadowsky, Robert Santos, Eli Shapiro, Earl Simons, Lydon Sleeper-O’Connell
EXCUSED: Martha Baker, Julissa Gutierrez, James Haddad, Jukay Hsu, Haeda Mihaltses

2. Amended By-Laws

I move that the Board of Trustees approve the amendment of the By-Laws to delete the following phrase in Article II, Section 7: “...may determine to reduce the number of meetings, including both regular and annual, of the Board in a particular year to no less than four quarterly meetings, and....” and to adopt the substitute language specified in Article V, Section 7 of said By-Laws.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Judge Augustus Agate
SECONDER: Robert Santos
AYES: Carl Koerner, Augustus Agate, Judy Bergtraum, Maria Concolino, Lenore Gall, John Ottulich, Michael Rodriguez, Edward Sadowsky, Robert Santos, Eli Shapiro, Earl Simons, Lydon Sleeper-O’Connell
EXCUSED: Martha Baker, Julissa Gutierrez, James Haddad, Jukay Hsu, Haeda Mihaltses

3. State Aid for Public Library Construction

I move that the Board of Trustees read and adopt the assurances that accompany the State construction grant applications in the amount of \$1,642,752.00, as well as approve the signing of the Assurances by the Chairman of the Board of Trustees, for the renovation of the Baisley Park and Bay Terrace Community Libraries.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Judge Augustus Agate
SECONDER: Robert Santos
AYES: Carl Koerner, Augustus Agate, Judy Bergtraum, Maria Concolino, Lenore Gall, John Ottulich, Michael Rodriguez, Edward Sadowsky, Robert Santos, Eli Shapiro, Earl Simons, Lydon Sleeper-O’Connell
EXCUSED: Martha Baker, Julissa Gutierrez, James Haddad, Jukay Hsu, Haeda Mihaltses

VII. EXECUTIVE SESSION

At 7:45 pm, a motion was made to move into Executive Session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Judge Augustus Agate
SECONDER:	Robert Santos
AYES:	Carl Koerner, Augustus Agate, Judy Bergtraum, Maria Concolino, Lenore Gall, John Ottulich, Michael Rodriguez, Edward Sadowsky, Robert Santos, Eli Shapiro, Earl Simons, Lydon Sleeper-O’Connell
EXCUSED:	Martha Baker, Julissa Gutierrez, James Haddad, Jukay Hsu, Haeda Mihaltses

At 9:20 pm, a motion was made to move out of Executive Session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Judge Augustus Agate
SECONDER:	Robert Santos
AYES:	Carl Koerner, Augustus Agate, Judy Bergtraum, Maria Concolino, Lenore Gall, Matthew Gorton, John Ottulich, Michael Rodriguez, Edward Sadowsky, Robert Santos, Eli Shapiro, Earl Simons, Lydon Sleeper-O’Connell
EXCUSED:	Martha Baker, Julissa Gutierrez, James Haddad, Jukay Hsu, Haeda Mihaltses

VIII. ADJOURNMENT

At 9:21 pm, a motion was made to adjourn.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Judge Augustus Agate
SECONDER:	Robert Santos
AYES:	Carl Koerner, Augustus Agate, Judy Bergtraum, Maria Concolino, Lenore Gall, Matthew Gorton, John Ottulich, Michael Rodriguez, Edward Sadowsky, Robert Santos, Eli Shapiro, Earl Simons, Lydon Sleeper-O’Connell
EXCUSED:	Martha Baker, Julissa Gutierrez, James Haddad, Jukay Hsu, Haeda Mihaltses

Robert Santos, Esq., Secretary

QUEENS LIBRARY
BUILDINGS AND GROUNDS COMMITTEE
THURSDAY, OCTOBER 27, 2016
MINUTES

A meeting of the Buildings and Grounds Committee was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432, Thursday, October 27, 2016.

The meeting was called to order at 6:14 P.M. by Mr. Ottulich, Chairman of the Buildings and Grounds Committee.

I. ROLL CALL

Attendee Name	Title	Status	Arrived
John Ottulich	Committee Chair	Present	
Judy E. Bergtraum	Vice Chair of the Board/Committee Member	Present	
Carl S. Koerner Esq.	Chairman of the Board/Committee member	Present	
Robert Santos	Trustee/Committee member	Present	
Julissa Gutierrez	Trustee/Committee member	Excused	
James Haddad	Trustee/Committee member	Excused	
Dennis M. Walcott	President & CEO	Present	
Lewis Finkelman Esq.	General Counsel	Present	
Dennis Verriello	VP Capital and Facilities Mgmt	Present	
Guests:			
Hon. Augustus Agate	Trustee	Present	
Maria Concolino	Trustee	Present	
Lenore Gall	Trustee	Present	
Michael Rodriguez	Trustee	Present	
Edward Sadowsky	Trustee	Present	
Earl G. Simon, Ed.D.	Trustee	Present	

II. Action Items

AT 6:15 P.M. IT WAS MOVED THAT THE MEETING MOVE INTO EXECUTIVE SESSION.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Carl Koerner
SECONDER: Robert Santos
AYES: John Ottulich, Judy Bergtraum, Carl Koerner, Robert Santos
EXCUSED: Julissa Gutierrez, James Haddad

AT 6:24 P.M. IT WAS MOVED THAT THE MEETING MOVE OUT OF EXECUTIVE SESSION.

RESULT: ADOPTED [UNANIMOUS]
MOVER: John Ottulich
SECONDER: Robert Santos
AYES: John Ottulich, Judy Bergtraum, Carl Koerner, Robert Santos
EXCUSED: Julissa Gutierrez, James Haddad

1. Sole Source Requirements Contract Authorization – Lyngsoe Systems, Inc. – Self Check-in and Automated Materials Handling System

I move that the Buildings and Grounds Committee recommend to the Board of Trustees that the President and CEO be authorized to enter into a sole source requirements agreement with Lyngsoe Systems, Inc. for the purchase of its self check-in and automated materials handling system equipment and parts at the prices set forth herein for a five year period, with a not to exceed value of \$2,000,000, subject to increases as approved by the Board of Trustees.

RESULT: ADOPTED [UNANIMOUS]
MOVER: John Ottulich
SECONDER: Robert Santos
AYES: John Ottulich, Judy Bergtraum, Carl Koerner, Robert Santos
EXCUSED: Julissa Gutierrez, James Haddad

III. Report Items

1. Maintenance, Repair and Construction Projects Report

PRESENTED

III. ADJOURNMENT

IT WAS MOVED THAT THE MEETING BE ADJOURNED.

<p>RESULT: ADOPTED [UNANIMOUS] MOVER: John Ottulich SECONDER: Robert Santos AYES: John Ottulich, Judy Bergtraum, Carl Koerner, Robert Santos EXCUSED: Julissa Gutierrez, James Haddad</p>
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The meeting was closed at 6:42 P.M.

John Ottulich,
Committee Chair

QUEENS LIBRARY
FINANCE AND INVESTMENT COMMITTEE
THURSDAY, OCTOBER 27, 2016
MINUTES

A meeting of the Finance & Investment Committee was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432, Thursday, October 27, 2016.

I. CALL TO ORDER

The meeting was called to order at 6:09 P.M. by Michael E. Rodriguez, Committee Chair.

Attendee Name	Title	Status	Arrived
Michael E. Rodriguez	Committee Chair	Present	
Carl S. Koerner Esq.	Committee Member	Present	
Robert Santos, Esq.	Committee Member	Present	6:08 PM
Earl G. Simons, Ed.D	Committee Member	Present	
Matthew M. Gorton	Committee Member	Absent	8:21PM
James Haddad, Esq.	Committee Member	Excused	
Dennis M. Walcott	President & CEO	Present	
Johanna Richmond	CFO	Present	
Lewis Finkelman Esq.	General Counsel	Present	
Hon. Augustus C. Agate	Guest - Board Member	Present	
Judy E. Bergtraum, Esq.	Guest - Board Member	Present	
Maria Concolino	Guest - Board Member	Present	
Lenore Gall	Guest – Board Member	Present	
John Ottulich	Guest - Board Member	Present	
Edward Sadowsky	Guest - Board Member	Present	6:08 PM

II. PUBLIC SESSION

Report Item(s)

Payroll for the Month of September 2016

PRESENTED

Action Item(s)

1. Approval of Bills for the September 2016

I move that the Finance & Investment Committee recommend to the Board of Trustees the approval of the September 2016 bills in the aggregate sum of \$6,934,923.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Robert Santos
SECONDER: Earl Simons
AYES: Carl Koerner, Michael Rodriguez, Robert Santos, Earl Simons
ABSENT: Matthew Gorton
EXCUSED: James Haddad

2. Acceptance of Financial Reports for the Period Ending September 2016

I move that the Finance & Investment Committee recommend to the Board of Trustees that the Budget Reports for Board approved operating funds and Balance Sheets for all funds as of September 30, 2016 be accepted.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Robert Santos
SECONDER: Earl Simons
AYES: Carl Koerner, Michael Rodriguez, Robert Santos, Earl Simons
ABSENT: Matthew Gorton
EXCUSED: James Haddad

III. ADJOURNMENT

1. Motion to Adjourn

<p>RESULT: ADOPTED [UNANIMOUS] MOVER: Robert Santos SECONDER: Earl Simons AYES: Carl Koerner, Michael Rodriguez, Robert Santos, Earl Simons ABSENT: Matthew Gorton EXCUSED: James Haddad</p>
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The meeting was closed at 6:14 P.M.

Michael E. Rodriguez,
Committee Chair