

**QUEENS LIBRARY**  
**BUILDINGS AND GROUNDS COMMITTEE**  
**THURSDAY, SEPTEMBER 19, 2019**  
**MINUTES**

A meeting of the Buildings and Grounds Committee was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, September 19, 2019. The meeting was called to order at 6:15 PM by Committee Chair, Julissa Gutierrez.

**I. CALL TO ORDER**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Julissa Gutierrez	Committee Chair	Present	
Judy E. Bergtraum, Esq.	Board Member	Excused	
James M. Haddad, Esq.	Board Member	Excused	
Pauline Healey	Board Member	Present	
Andrew P. Jackson	Board Member	Present	
Michael E. Rodriguez, Esq.	Board Member	Excused	
Robert Santos, Esq.	Board Member	Present	
Earl G. Simons, Ed. D.	Board Member	Present	
Terri Thomson	Board Member	Present	

**II. AGENDA****Action Item(s)****1. System-Wide Sewer and Drainage Services Requirements Contract (ID # 2029)**

Lew Finkelman, Chief Operating Officer and Sr. VP, reported that the vendor has worked with numerous government agencies, specifically with the City. The vendor has had some issues in the past; however, it has been working with the library for years without incident. A clause has been added to all Library contracts in order to protect the Library's interest and allow the Library to terminate a contract for convenience.

**Recommended Motion for Consideration by the Buildings and Grounds Committee:**

*I move that the Buildings and Ground Committee recommend to the Board of Trustees that the President and CEO be authorized to execute a contract with A&L Cesspool Services Corp. for system-wide sewer and drainage requirements services for a three-year term with two one-year options to renew at the Library's sole discretion at the rates proposed herein.*

<b>RESULT:</b>	<b>RECOMMENDED [Unanimous]</b>
<b>MOVER:</b>	Andrew P. Jackson
<b>SECONDER:</b>	Robert Santos, Esq.
<b>AYES:</b>	Gutierrez, Healey, Jackson, Santos, Esq., Simons, Ed. D., Thomson
<b>EXCUSED:</b>	Judy E. Bergtraum, Esq., James M. Haddad, Esq., Michael E. Rodriguez, Esq.

**2. System Wide Door Repair and Installation Services Requirements Contracts (ID # 2030)**

Lew Finkelman, Chief Operating Officer and Sr. VP, reported that four bids were submitted for a 3-year term agreement. Architectural Entrance Systems, Inc., the lowest bidder, is a reputable door repair company and Door Automation Corp., the incumbent vendor that presently services the Library, was the second lowest bidder.

**Recommended Motion for Consideration by the Buildings and Grounds Committee:**

*I move that the Buildings and Ground Committee recommend to the Board of Trustees that the President and CEO be authorized to execute contracts with Architectural Entrance Systems, Inc. and Door Automation, Corp. for system-wide door repair and installation requirements services for a three-year term with two one-year options to renew at the Library's sole discretion at the rates proposed herein.*

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<b>RESULT:</b>	<b>RECOMMENDED [Unanimous]</b>
<b>MOVER:</b>	Andrew P. Jackson
<b>SECONDER:</b>	Earl G. Simons, Ed. D.
<b>AYES:</b>	Gutierrez, Healey, Jackson, Santos, Esq., Simons, Ed. D, Thomson
<b>EXCUSED:</b>	Judy E. Bergtraum, Esq., James M. Haddad, Esq., Michael E. Rodriguez, Esq.

### 3. Grant Agreement Consulting Services (ID # 2025)

Lew Finkelman, Chief Operating Officer and Sr. VP, reported that the Library is requesting to extend Ms. Mandell's consulting contract. Ms. Mandel has extensive prior experience; she worked for NYPL and currently provides Queens Public Library with assistance in obtaining reimbursement on pass through contracts with the City and the Department of Design and Construction (DDC). Ms. Mandel's services have been invaluable and the Library would like to extend her contract to handle pending pass-through contracts and reimbursements.

#### **Recommended Motion for Consideration by the Building and Grounds Committee:**

*I move that the Buildings & Grounds Committee recommend to the Board of Trustees that the President and CEO be authorized to execute a contract with Lori Mandell Consulting, LLC for the next fiscal year at an hourly rate of \$150 and in a total amount not to exceed \$65,000.*

<b>RESULT:</b>	<b>RECOMMENDED [Unanimous]</b>
<b>MOVER:</b>	Robert Santos, Esq.
<b>SECONDER:</b>	Andrew P. Jackson
<b>AYES:</b>	Gutierrez, Healey, Jackson, Santos, Esq., Simons, Ed. D., Thomson
<b>EXCUSED:</b>	Judy E. Bergtraum, Esq., James M. Haddad, Esq., Michael E. Rodriguez, Esq.

### 4. Lease Extension - Fresh Meadows Community Library (ID # 2072)

Lew Finkelman, Chief Operating Officer and Sr. VP, reported that this action item is for a 10-year lease extension. The current lease is set to expire at the end of 2020. This will be an extension of the current lease with an initial 7% increase and thereafter, a 4% increase per year over the 10 years. This lease agreement is considerably below market value and an ideal location for the Fresh Meadows Library.

#### **Recommended Motion for Consideration by the Buildings & Grounds Committee:**

*I move that the Buildings & Grounds Committee recommend to the Board of Trustees that the President & CEO be authorized to execute a lease extension agreement for the Fresh Meadows Community Library located at 193-20 Horace Harding Expressway, Flushing, New York 11365 which includes the terms describe above.*

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<b>RESULT:</b>	<b>RECOMMENDED [Unanimous]</b>
<b>MOVER:</b>	Andrew P. Jackson
<b>SECONDER:</b>	Earl G. Simons, Ed. D.
<b>AYES:</b>	Gutierrez, Healey, Jackson, Santos, Esq., Simons, Ed. D., Thomson
<b>EXCUSED:</b>	Judy E. Bergtraum, Esq., James M. Haddad, Esq., Michael E. Rodriguez, Esq.

### Report(s)

Julissa Gutierrez, committee chair asked Mr. Finkelman to report on the locations that are currently closed for renovations. He reported on the following locations:

**Far Rockaway Library:** The Far Rockaway Library is still closed and a swing space is currently being used. The library was slated to open August 2020, however the date of completion is now pending due to an unforeseen asbestos. The contractor has requested an extension from DDC to resolve this issue and complete the renovation project. The anticipated date of completion is now late November/December 2020.

**Glendale Library:** He reported that the Glendale Library remains closed for construction. It is slated to open in February 2020, but the renovation project may be extended based upon obtaining the required approvals from the fire department. The Library has obtained a swing space in Atlas Park, which has been very popular with the community.

**Rego Park Library:** will be temporarily closed for three weeks for borings and is anticipated to re-open mid-October 2020.

**Steinway Library:** has been closed for approximately one year. The project is proceeding; however, the elevator still needs to be installed. The Library is in conversation with DDC and the community's elected officials regarding the anticipated re-opening of this location.

**Baisley Park:** was closed throughout the summer due to the AC installation, which was delayed. Baisley Park re-opened the beginning of this month.

**Sunnyside Library:** He also reported that as of November 1, the Sunnyside branch will be temporarily closed due renovations to make the entrance accessible. Sunnyside is anticipated to close for approximately 6 weeks to complete this project.

Dennis Walcott, President and CEO, reported to the committee that on Tuesday, September 24, the Hunters Point Library would have its grand opening. He asked Mr. Finkelman to report on the pending projects that need to be completed at this location.

Mr. Finkelman reported that the Library has been working with DDC and the contractors to complete the installation of the CCTV system and card access system prior to the grand opening. He also reported that the City must obtain a temporary certificate of occupancy

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(TCO) from the Department of Buildings (DOB) to open to the public, which the Library anticipates receiving no later than Monday, September 23. However, the rooftop seating area will remain closed until this portion of the building is completed. A security guard will be stationed at the entrance to the rooftop area during the grand opening.

He also noted that Hunters Point is located on a brownfield and the Library will now assume responsibility for environmental monitoring and testing several times per year.

Mr. Walcott reported that the Library has contracted services to maintain the lawn and sprinkler system at Hunters Point. Mr. Walcott asked that Nick Buron, Chief Librarian and Sr. VP to report on the programming and shelving of materials at Hunters Point Library. Mr. Buron reported that for the last 6 weeks, the staff been working diligently to shelve over 45,000 books and other materials in the 6-floor building, as well as, creative ideas to provide customers with programs and ideas and effective customer service.

Mr. Walcott asked that Gitte Peng, Chief of Staff and Sr. VP, give a brief report on the grand opening at Hunters Point Library. Ms. Peng spoke about the hard work of staff from all parts of the organization and discussed the preparations, the expected participants and attendees, and the agenda for the ceremony. Library card sign-up and family-friendly activities are also scheduled for the grand opening event. Ms. Peng also reported that on Saturday, September 28, Hunters Point Library will host a Community Day, where there will be an array of programs and activities for customers to engage with the new library and staff.

The committee thanked the Library and its staff for all teamwork and productiveness in the opening of Hunters Point Library.

Carl Koerner, Esq. trustee inquired about the Central Library cafeteria. Mr. Finkelman reported that in the past, there has been several issues with National Grid and complete repairs to the gas line repairs. The Library was able to complete the gas line repairs, which will be reported to National Grid to have the meter turned on; however, the installation of the new fire alarm system is still incomplete. When this phase has been completed, the new system must be inspected and approved by FDNY. The Library anticipates that the cafeteria will be operative by December 2020.

**5. Purchases Over \$5K Report - May 2019 (ID # 2027)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**6. Purchases Over \$5K Report - June 2019 (ID # 2044)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**7. Purchases Over \$5K Report - July 2019 (ID # 2069)**

Lew Finkelman, Chief Operating Officer and Sr. VP, reported that the front area of the Broadway Library was in need of repair. John Katimaris, VP of Capital Projects, reported that the vendor installed the pavers and repaired the sidewalk make the entrance area more attractive.

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Mr. Finkleman also reported that the air conditioning at the Richmond Hill Library was inoperable and needed to be replaced. In order to prevent the branch from closing over the summer, the Library hired a vendor through an existing requirements contract. The procurement was conducted as an emergency and expense funding was used to replace the AC unit.

<b>RESULT:</b> <b>PRESENTED</b>
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### III. ADJOURNMENT

#### 1. Motion to Adjourn (ID # 2032)

**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*

<b>RESULT:</b>	<b>RECOMMENDED [Unanimous]</b>
<b>MOVER:</b>	Andrew P. Jackson
<b>SECONDER:</b>	Earl G. Simons, Ed. D.
<b>AYES:</b>	Gutierrez, Healey, Jackson, Santos, Esq., Simons, Ed. D., Thomson
<b>EXCUSED:</b>	Judy E. Bergtraum, Esq., James M. Haddad, Esq., Michael E. Rodriguez, Esq.

The meeting was closed at 7:00 PM.

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**Committee Chair**