

QUEENS LIBRARY
BUILDINGS AND GROUNDS COMMITTEE
THURSDAY, FEBRUARY 22, 2018
MINUTES

A meeting of the Buildings and Grounds Committee was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, February 22, 2018. The meeting was called to order at 6:05 PM by Committee Chair John Ottulich.

I. Call to Order

Attendee Name	Title	Status	Arrived
Judy E. Bergtraum Esq.	Chair of the Board	Present	
Robert Santos Esq.	Board Member	Excused	
Maria Concolino	Board Member	Present	
Julissa Gutierrez	Board Member	Excused	
James Haddad Esq.	Board Member	Excused	
John Ottulich	Committee Chair	Present	
Andrew P. Jackson	Board Member	Present	

II. Agenda Action Items

1. Furniture and Shelving for the Hunters Point Community Library Contract Authorization (ID # 1675)

John Ottulich, Buildings and Ground Committee Chair, asked that Lewis Finkelman, Chief Operating Officer and Sr. VP and John Katimaris, VP of Capital Projects, to give a brief overview of the Hunter's Point project.

This contract authorization covers shelving and furniture, which is not covered by the state requirements contract. The solicitation was issued to separate the bidding for shelving and furniture. Waldners Business Environment is a registered MWBE supplier.

Capital funding has been allocated for the remainder of the furniture to outfit Hunter's Point Library. Outfitting the Hunter's Point project is approximately 5% of the total capital project.

Mr. Ottulich inquired if there were any library renovation projects that may be problematic. Mr. Katimaris reported that Elmhurst and Flushing Library had safety issues with the furniture packages and is ensuring that any safety issues are resolved prior to outfitting and opening the Hunter's Point Library.

Recommended Motion for Consideration by the Buildings and Grounds Committee:

I move that the Buildings and Grounds Committee recommend to the Board of Trustees that the Library's President and CEO be authorized to execute a contract with W.B. Mason Co. Inc. in the amount of \$191,023.94, Office Resources, Inc. in the amount of \$56,466.77 and Waldners Business Environments in the amount of \$121,115.41 to provide, deliver and install furniture and/or shelving to the Hunters Point Community Library, as described above.

RESULT:	RECOMMENDED [Unanimous]
MOVER:	John Ottulich
SECONDER:	Andrew P. Jackson
AYES:	Judy E. Bergtraum Esq., Maria Concolino, John Ottulich, Andrew P. Jackson
EXCUSED:	Robert Santos Esq., Julissa Gutierrez, James Haddad Esq.

III. Agenda Report Items

1. Buildings & Grounds - Purchases Over \$5K Report (ID # 1680)

John Ottulich, Buildings and Ground Committee Chair, asked that John Katimaris give a brief overview of the Purchased Over \$5K Report to the

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board.

Mr. Katimaris reported that the Central Library cafeteria is slated to open by April 2018 and will be a reopening with the Jamaica Feast Program as an entrepreneurial program of the Library. The café will remain open on the main floor of Central. Queens Library is in its fourth cohort for the Jamaica Feast Program, which has been running offsite until the cafeteria renovation project has been completed.

Richmond Hill Library will be a comprehensive renovations project with the installation of new facilities and amenities, such as an additional multipurpose room in the cellar, an elevator, a leading stairway, a YA area, book return, refurbished bathrooms, and additional employee workspace, in addition to the comprehensive renovations, an additional 30% floor space has been added to the library.

Maria Concolino added that the Richmond Hill Library is huge and will be of great use as a main library for the southwestern part of Queens. Richmond Hill Library is vastly utilized by the community and should be considered a principal library for the southwestern community of Queens.

Andrew Jackson inquired about the purchase of the warehouse to store the Library's equipment. Lew Finkelman stated that the warehouse has not been purchased to date. The funding agreement was finalized by the City in the beginning of February and has been submitted for registration to the City's Comptroller's Office and funding is anticipated to be released to the Library within the next 30 days. The Library currently has a short term lease and anticipates to purchase the property by the end of March 2018.

RESULT:	PRESENTED
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IV. Adjournment

1. Motion to Adjourn (ID # 1670)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Maria Concolino
AYES:	Judy E. Bergtraum Esq., Maria Concolino, John Ottulich, Andrew P. Jackson
EXCUSED:	Robert Santos Esq., Julissa Gutierrez, James Haddad Esq.

The meeting was closed at 6:39 PM.

Committee Chair