

**QUEENS LIBRARY  
BOARD OF TRUSTEES  
THURSDAY, DECEMBER 19, 2019**

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

**AGENDA**

**12:00 AM BOARD OF TRUSTEES REGULAR MEETING**

**I. Roll Call**

**II. Approval of BOT Minutes**

1. Approval of Minutes of the Board of Trustees Meeting (ID # 2122)

**III. Report of the Chair of the Board**

**IV. Committee Reports**

**A. Nominations Committee - December 5, 2019**

1. Approval of the Nominating Committee Report (ID # 2125)
2. Motion to Close Nominations (ID # 2135)

**B. Executive Committee - December 5, 2019**

1. Approval of the Executive Committee Report (ID # 2134)

**C. Buildings & Grounds Committee - December 19, 2019**

1. Approval of the Buildings & Grounds Committee Report (ID # 2124)

**D. Finance & Investments Committee - December 19, 2019**

1. Approval of the Finance & Investments Committee Report (ID # 2123)

**V. President's Report**

1. Key Performance Indicators Report - November 2019 (ID # 2127)

**VI. Other Business**

1. Parkside Group Professional Services Contact - FY'20 (ID # 2133)
2. Connelly McLaughlin & Woloz - Professional Services Contract FY2020 (ID # 2132)
3. Calendar of Meeting Dates January 2020 through December 2020 (ID # 2108)
4. Motion to Go into Executive Session (ID # 2137)
5. Motion to Return to Public Session (ID # 2138)

**VII. Adjournment**

1. Motion to Adjourn (ID # 2126)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 19, 2019

*ITEM ID #:* 2122

*AGENDA:* Approval of Minutes of the Board of Trustees Meeting

---

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

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

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 19, 2019

*ITEM ID #:* 2125

*AGENDA:* Approval of the Nominating 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:* December 19, 2019

*ITEM ID #:* 2135

*AGENDA:* Motion to Close Nominations

---

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

*I move that the Board of Trustees close the nominations for officers of the Library for calendar year 2020.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 19, 2019

*ITEM ID #:* 2134

*AGENDA:* Approval of the Executive 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:* December 19, 2019

*ITEM ID #:* 2124

*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:* December 19, 2019

*ITEM ID #:* 2123

*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:* December 19, 2019

*ITEM ID #:* 2127

*AGENDA:* Key Performance Indicators Report - November 2019

---

### Attachments:

Key Performance Report - November 2019 (PDF)

# President's Report: November 2019

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
Arverne	17,612	-15.17%	6,678	-7.98%	958	12.84%	2,304	2.31%	
Astoria	7,965	2.64%	6,084	-8.17%	274	-76.74%	1,608	56.73%	
Auburndale	11,338	-7.99%	5,433	-8.43%	926	-23.85%	2,283	15.95%	
Baisley Park	2,862	-42.55%	4,468	-22.12%	1,416	-33.08%	1,832	-21.58%	1,2
Bayside	22,425	-3.39%	13,395	6.09%	2,047	1.14%	3,396	73.00%	
Bay Terrace	7,061	-4.52%	5,697	-4.52%	931	-2.72%	1,975	60.31%	
Bellerose	8,104	-10.35%	7,653	6.07%	755	100.27%	1,678	-25.22%	2
Brianwood	10,176	-2.84%	10,678	-2.62%	2,548	-10.34%	3,246	-17.74%	
Broadway	15,009	-0.93%	19,047	0.99%	4,943	-6.89%	8,581	39.73%	
Broad Channel	4,448	-7.81%	1,528	9.06%	46	12.20%	206	1960.00%	
Cambria Heights	4,529	-15.03%	10,741	-13.62%	5,036	-1.97%	239	-55.66%	
Corona	10,387	-15.79%	14,920	-14.43%	1,617	-35.35%	1,089	-75.20%	
Court Square	4,587	-32.77%	6,671	-16.21%	836	-13.55%	841	-48.66%	
Douglaston	7,848	-7.23%	7,569	13.67%	1,295	198.39%	5,236	166.06%	
East Elmhurst	3,681	12170.00%	6,252	∞	929	∞	757	∞	2
East Flushing	6,960	-18.73%	5,920	-4.19%	1,208	-9.72%	1,447	12.08%	
Elmhurst	38,057	-5.17%	38,772	10.97%	1,667	-1.71%	5,255	-61.59%	
Far Rockaway	4,388	183.46%	6,185	97.48%	516	65.38%	858	41.35%	2
Forest Hills	27,688	-5.49%	24,960	0.61%	2,983	-3.18%	20,352	50.63%	
Fresh Meadows	33,269	-7.40%	15,497	-3.37%	1,343	-15.00%	5,833	25.23%	
Glen Oaks	18,670	-14.93%	12,442	-5.86%	5,309	-2.84%	9,541	6.64%	
Glendale	4,334	10.22%	6,374	15.76%	501	20.43%	437	-14.31%	
Hillcrest	11,046	-8.74%	7,807	1.71%	524	-12.52%	5,578	99.07%	
Hollis	5,100	-7.21%	6,799	5.04%	924	53.74%	1,805	24.91%	
Howard Beach	7,237	-2.44%	6,033	4.32%	992	90.04%	3,374	24.00%	
Hunters Point	29,967	2996600.00%	17,524	∞	5,560	∞	9,705	∞	Opened: 9/24/19
Jackson Heights	23,176	-9.41%	26,894	-2.42%	3,587	-6.42%	6,806	88.85%	
Kew Gardens Hills	20,990	-7.12%	14,699	1.71%	1,360	72.81%	2,449	22.88%	
Langston Hughes	4,118	-24.41%	10,175	-9.51%	5,766	193.58%	2,253	40.11%	
Laurelton	4,949	2.78%	7,036	-7.47%	992	21.42%	1,460	-16.19%	
Lefferts	6,692	-17.23%	10,082	-6.85%	1,096	31.41%	3,897	-22.22%	
Lefrak City	6,899	3.92%	11,099	-10.30%	1,463	-26.70%	1,388	-0.14%	
Long Island City	5,939	-21.48%	8,079	-18.80%	1,249	-62.81%	2,532	-64.03%	
Maspeth	14,056	0.14%	2,540	-72.36%	1,160	0.43%	3,251	74.50%	
McGoldrick	9,490	-10.07%	10,021	4.98%	979	-27.48%	4,158	12.38%	
Middle Village	3,258	-44.53%	1,194	-66.11%	123	-69.78%	248	-77.82%	1
Mitchell-Linden	15,848	9.45%	10,854	0.78%	1,431	47.68%	2,553	-14.81%	
North Forest Park	10,978	-0.46%	7,594	-0.12%	356	108.19%	897	21.71%	

Attachment: Key Performance Report - November 2019 (2127 : Key Performance Indicators Report -

# President's Report: November 2019

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	7,833	38.42%	7,596	62.93%	1,071	203.40%	1,681	31.95%	2
Ozone Park	7,139	-5.61%	8,534	-3.40%	319	-42.42%	1,083	30.48%	
Peninsula	10,418	-19.56%	10,931	-3.44%	778	-2.99%	1,110	-29.12%	
Pommonok	5,993	-8.87%	5,789	-6.07%	2,143	246.20%	1,231	55.63%	
Poppenhusen	6,095	8.22%	5,650	12.71%	812	-2.87%	2,854	233.80%	
Queensboro Hill	6,774	-10.84%	9,246	-6.37%	1,641	-34.73%	1,278	-13.71%	
Queens Village	4,647	-28.45%	4,397	-35.02%	1,204	-45.15%	333	-67.73%	
Rego Park	12,590	-14.91%	12,658	-7.31%	567	-38.03%	0	-100.00%	1
Richmond Hill	8,710	-0.96%	7,830	-1.15%	5,710	-3.58%	2,283	-23.47%	
Ridgewood	9,885	-19.12%	21,948	-17.23%	3,924	-12.37%	4,916	32.40%	
Rochdale Village	4,593	-6.76%	9,037	-5.61%	440	-27.99%	1,084	-35.74%	
Rosedale	3,868	-12.96%	5,186	-6.74%	649	35.21%	2,465	-25.30%	2
Seaside	5,675	-20.19%	6,835	-10.77%	852	-13.77%	1,358	288.00%	
South Hollis	4,050	-13.98%	8,814	7.36%	3,781	293.04%	2,960	-23.02%	
South Jamaica	2,462	-9.59%	5,952	16.41%	374	4.76%	437	-63.94%	2
South Ozone Park	4,234	-21.91%	4,588	-16.03%	265	67.72%	2,918	77.71%	1,2
St. Albans	4,027	-8.54%	7,703	1.34%	608	36.94%	1,208	103.71%	2
Steinway	599	-84.13%	0	-100.00%	0	0.00%	0	0.00%	1,2
Sunnyside	15,767	3.61%	15,602	-4.69%	1,408	-14.92%	4,304	7.20%	
Whitestone	9,462	-8.91%	6,641	-4.62%	1,778	1.25%	6,822	64.90%	
Windsor Park	11,724	-7.92%	9,540	-2.88%	1,616	-15.57%	2,354	-21.19%	
Woodhaven	9,640	-3.43%	8,693	9.98%	2,315	6.63%	2,181	8.45%	
Woodside	8,327	-14.96%	11,478	-9.09%	2,488	-12.73%	3,462	38.04%	
<b>Community Libraries Total</b>	<b>615,653</b>	<b>-3.18%</b>	<b>590,042</b>	<b>-0.04%</b>	<b>100,389</b>	<b>8.26%</b>	<b>179,670</b>	<b>13.07%</b>	

Central Library Adult Learning Center	40	-37.50%	N/A	N/A	81	-64.32%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	91	-35.92%	2,931	-12.85%	427	#DIV/0!	N/A	N/A	
Elmhurst Adult Learning Center	156	-6.02%	N/A	N/A	982	-11.29%	N/A	N/A	3
Flushing Adult Learning Center	287	-35.79%	7,210	-6.33%	1,924	-9.54%	918	-6.71%	
Jackson Heights Adult Learning Center	80	19.40%	N/A	N/A	772	-47.70%	8	∞	3
Peninsula Adult Learning Center	31	47.62%	N/A	N/A	2,313	17.77%	N/A	N/A	3
Rochdale Adult Learning Center	80	-17.53%	N/A	N/A	1,064	54.43%	N/A	N/A	3
<b>Adult Learning Center Total</b>	<b>765</b>	<b>-23.80%</b>	<b>10,141</b>	<b>-8.31%</b>	<b>7,563</b>	<b>-0.36%</b>	<b>926</b>	<b>-5.89%</b>	

Central Adult Fiction	5,394	-10.34%
Central Adult Fiction - Ask at Desk	2,607	-0.34%
Central Adult Non-Fiction	13,557	-3.80%
Central Adult Non-Fiction - Ask at Desk	6,892	-2.89%

# President's Report: November 2019

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	1,084	-14.04%							
Central International Languages - Ask at Desk	177	-16.90%							
Central Library Current Collection	2,938	-3.16%							
Central Library Fine Arts/Media Center	20,412	-26.84%							
Central Library Others	4,949	26.96%							
Central Library Hot Picks	3,738	0.54%							
Central Library Interloan	211	185.14%							
Central Library Job Info Center	41	-77.22%							
Central Library Young Adult Room	3,226	-11.13%							
Children's Library Discovery Center	16,697	-16.43%	17,486	-12.06%	4,606	-28.92%	5,419	64.21%	
<b>Central Total</b>	<b>81,923</b>	<b>-12.58%</b>	<b>92,918</b>	<b>-4.50%</b>	<b>11,409</b>	<b>-15.30%</b>	<b>31,682</b>	<b>20.77%</b>	

Flushing	58,851	-3.47%							
Flushing IRC	527	-45.10%							
Flushing Job Info Center (JIC)	31	10.71%							
Flushing Media Center	20,779	6.74%							
<b>Flushing Total</b>	<b>80,188</b>	<b>-1.51%</b>	<b>133,880</b>	<b>8.73%</b>	<b>13,638</b>	<b>-5.84%</b>	<b>26,947</b>	<b>-9.73%</b>	

E-book and E-Magazines	59,574	-1.84%							
Virtual Music and Movies	58,124	14.14%							
Virtual Library Total	117,698	5.45%							
Langston Hughes Black Heritage	503	1.00%							
Queens Village Mail-A-Book	3,691	2.39%							
Mobile Library	1,593	-11.06%							
Correctional Outreach	689	27.12%							
Other Total	140	50.54%							

298	-3.87%	379	X
378	98.95%	N/A	X
158	6.76%	147	-40.00%

<b>System Total</b>	<b>902,154</b>	<b>-2.95%</b>	<b>831,371</b>	<b>0.15%</b>	<b>134,838</b>	<b>4.31%</b>	<b>239,604</b>	<b>10.94%</b>	
---------------------	----------------	---------------	----------------	--------------	----------------	--------------	----------------	---------------	--

Website Visits	417,669	-12.66%							
Wireless use	46,965	42.97%							
Computer Sessions	206,802	0.80%							

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:* December 19, 2019

*ITEM ID #:* 2133

*AGENDA:* Parkside Group Professional Services Contact - FY'20

---

### **Background:**

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees to enter into a professional services contract with the Parkside Group ("Parkside") to provide consulting services to the Library on New York State budget and legislative affairs. The Board's approval is required pursuant to the Library's Purchasing Policy, which states, in pertinent part, that professional services contracts with an annual cost in excess of \$35,000 must be approved by the Library's Board of Trustees.

The Library has historically had outside consultants to provide consulting services on New York State budget and legislative affairs. The Library's engagement with Parkside began in February 2016. Working with the Library's Department of Government and Community Affairs ("GCA") and through targeted advocacy and network building, Parkside helped the Library secure funding for various programs. Parkside also assists with tracking and developing legislation, as well as other budget-related matters.

Highlights from this past fiscal year include:

- Supporting GCA's annual Albany Advocacy Day where we meet with the 25 members of the Queens state Assembly and Senate delegation
- Securing \$440,000 in discretionary operating funding from New York State Senate and Assembly Members for various community libraries

### **Current Status:**

The Library is seeking to enter into a one-year professional services contract with Parkside at the rate of \$4,000 per month for a total cost of \$48,000 for the year. This new contract will ensure that Parkside's work on behalf of the Library will continue without interruption.

### **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 the Parkside Group in the amount of \$48,000 for a term of one year to provide consulting services to the Library on State budget and legislative affairs.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 19, 2019

*ITEM ID #:* 2132

*AGENDA:* Connelly McLaughlin & Woloz - Professional Services Contract  
FY2020

### **Background:**

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees to enter into a professional services contract with Connelly McLaughlin & Woloz ("CMW") to provide consulting services to the Library on New York City budget and legislative affairs. The Board's approval is required pursuant to the Library's Purchasing Policy, which states, in pertinent part, that professional services contracts with an annual cost in excess of \$35,000 must be approved by the Library's Board of Trustees.

The Library has historically had outside consultants to provide consulting services on New York City budget and legislative affairs. The Library's engagement with CMW began in January 2015. Working with the Library's Department of Government and Community Affairs ("GCA"), and through targeted advocacy and network building, CMW helped the Library secure funding for various programs and projects. Additionally, CMW has assisted with other budget, legislative, and advocacy-related matters to advance the Library's interests.

Highlights from this past fiscal year include:

- \$3.9 million from the City Council in operating support
- \$4.5 million increase in operating support from the Administration
- \$52 million in capital funding, including \$11.2 million from Members for projects at community libraries
- Over \$220,000 in discretionary aid from Council Members for community libraries

### **Current Status:**

The Library is seeking to continue its working relationship with CMW and therefore proposes to enter into a one-year professional services contract with CMW at the rate of \$5,000 per month for a total cost of \$60,000 for the year. This new contract will ensure that CMW's work on behalf of the Library will continue without interruption.

**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 Connelly McLaughlin & Woloz in the amount of \$60,000 for a term of one year to provide consulting services to the Library on City budget and legislative affairs.*



## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 19, 2019

*ITEM ID #:* 2108

*AGENDA:* Calendar of Meeting Dates January 2020 through December 2020

---

**Background:**

Dates for Committee and Board of Trustees meetings have been approved through December 2019.

**Current Status:**

The Chair of the Board proposes the following dates for Committee and Board of Trustees meetings for the period of January 2020 through December 2020.

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

*I move that the calendar of Board of Trustees and Committee meeting dates for 2020 be approved as presented in option [Specify Option].*

Attachments:

2020 BOT Calendar of Meetings (Monthly) - Option 1 (PDF)

2020 BOT Calendar of Meetings (Monthly) - Option 2 (PDF)

# QUEENS PUBLIC LIBRARY BOARD OF TRUSTEES

## CALENDAR OF COMMITTEE & BOARD OF TRUSTEES MEETINGS<sup>1</sup>

*January through December 2020  
Option 1:*

Thursday, January 23, 2020	
Thursday, March 19, 2020	
<b>Tuesday, April 14, 2020<sup>2</sup></b>	Thursday, April 30, 2020 <i>(if needed)</i>
Thursday, May 28, 2020 <i>(if needed)</i>	
Thursday, June 25, 2020	
Thursday, September 10, 2020 <sup>3</sup>	Thursday, September 24, 2020
Thursday, November 19, 2020	
Thursday, December 3, 2020 <sup>4</sup>	Thursday, December 17, 2020

<sup>1</sup> Relevant committee meetings will be held on the dates listed and precede full Board meetings.

<sup>2</sup> April 14 – Public Hearing Date – Location: TBD

<sup>3</sup> September 10 – Includes the Audit Committee & the Special Meeting of the Board to accept report of the Audit Committee.

<sup>4</sup> December 3 – Includes the Nominating Committee

# QUEENS PUBLIC LIBRARY BOARD OF TRUSTEES

## CALENDAR OF COMMITTEE & BOARD OF TRUSTEES MEETINGS<sup>1</sup>

*January through December 2020  
Option 2:*

Thursday, January 23, 2020	
Thursday, February 20, 2020 <i>(if needed)</i>	
Thursday, March 19, 2020	
<b>Tuesday, April 14, 2020<sup>2</sup></b>	Thursday, April 30, 2020 <i>(if needed)</i>
Thursday, May 28, 2020 <i>(if needed)</i>	
Thursday, June 25, 2020	
<b>Thursday, September 10, 2020<sup>3</sup></b>	Thursday, September 24, 2020
Thursday, October 22, 2020 <i>(if needed)</i>	
Thursday, November 19, 2020	
<b>Thursday, December 3, 2020<sup>4</sup></b>	Thursday, December 17, 2020

<sup>1</sup> Relevant committee meetings will be held on the dates listed and precede full Board meetings.

<sup>2</sup> April 14 – Public Hearing Date – Location: TBD

<sup>3</sup> September 10 – Includes the Audit Committee & the Special Meeting of the Board to accept report of the Audit Committee.

<sup>4</sup> December 3 – Includes the Nominating Committee

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 19, 2019

*ITEM ID #:* 2137

*AGENDA:* Motion to Go into Executive Session

---

**Recommended Motion for Consideration:**

*I move that the meeting move into Executive Session.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 19, 2019

*ITEM ID #:* 2138

*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:* December 19, 2019

*ITEM ID #:* 2126

*AGENDA:* Motion to Adjourn

---

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

*I move that the meeting be adjourned.*