

**QUEENS LIBRARY
EXECUTIVE COMMITTEE
THURSDAY, JANUARY 24, 2019**

Central Library
89-11 Merrick Blvd., Jamaica, NY 11432

AGENDA

6:00 PM EXECUTIVE COMMITTEE REGULAR MEETING

I. Call to Order

II. Agenda

A. Action Items

1. LFG Inc. Food Services Agreement (ID # 1919)
2. Consulting Services for Library Brand Implementation Strategy Contract Authorization (ID # 1923)

B. Report Items

1. Personnel Report - November 2018 (ID # 1893)
2. Personnel Report - December 2018 (ID # 1907)

III. Adjournment

1. Motion to Adjourn (ID # 1911)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee

DATE OF MEETING: January 24, 2019

ITEM ID #: 1919

AGENDA: LFG Inc. Food Services Agreement

Background:

On March 26, 2014, Queens Borough Public Library (“Library”) and LFG Inc. (“Contractor”) entered into a food services agreement (“Agreement”) with a commencement date of April 1, 2014 and a completion date of March 31, 2019. Pursuant to the Agreement, the Contractor agreed to operate the employee cafeteria located on the second floor of the Central Library located at 89-11 Merrick Boulevard in Jamaica, Queens as of the commencement date of the Agreement and a public café on the first floor of the Central Library as of October 1, 2014. The Agreement explicitly states that the Library will, at its own expense, provide the Contractor with suitable room for cafeteria space completely equipped and ready to operate. The Agreement also provides that the Library shall pay the Contractor an annual subsidy of \$42,000 in equal monthly installments of \$3,500 and that the Contractor will reimburse the Library 5% of any gross revenues received above \$300,000 per annum for each location.

In December 2016, when the Library commenced a complete renovation of the cafeteria the Library and Contractor agreed to a four month extension of the Agreement through July 31, 2019. That extension was based on an estimated time frame of three to four months to complete the cafeteria renovation. That renovation is still ongoing.

Current Status:

Under the circumstances, the Library believes that it would be appropriate, fair and equitable to agree to an additional five-year extension of the Agreement which will provide for a reduced overall minimum amount of gross revenue from all sources of \$400,000 for purposes of the Library’s entitlement to 5% of gross revenues above that amount.

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 enter into a contract extension with LFG Inc. for food services for a period of five years, under the conditions set forth above.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee

DATE OF MEETING: January 24, 2019

ITEM ID #: 1923

AGENDA: Consulting Services for Library Brand Implementation Strategy
Contract Authorization

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 Los Dos Inc., DBA Doublespace ("Doublespace") to provide brand strategy implementation services to the Library which help position the Library to define and fulfill its commitment to the public in today's changing world. 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 and that competitive bidding is not required.

The Library began its work with Doublespace in August 2017 following an extensive Request for Proposals process in order to create a brand strategy and associated visuals to more accurately reflect what the Library is doing today and what it hopes to do in the future. The work has sought to address a fragmented brand that does not adequately reflect the broad range of services, programs, and activities currently provided by the Library, the Library's mission, vision, and goals for the future, or the rich diversity of cultures, ethnicities and backgrounds in the communities the Library serves.

Together with staff throughout the Library, Doublespace undertook immersive strategy and design work to understand the Library and the communities it serves, to define the Library's commitment to the public in alignment with the strategic plan, and to develop a new visual identity. This work involved comprehensive discovery, research, and analysis that included interviews, focus groups, surveys, and demographic reporting and projections. In addition, Doublespace has begun to help plan the implementation of the new brand strategy system-wide. Doublespace has been reliable, creative, thoughtful, and extremely competent in delivering its services.

Current Status:

The Library is seeking to continue its working relationship with Doublespace in order to launch and roll out the new brand identity and organizational evolution meaningfully and effectively. The rollout of the brand implementation is not limited to a new visual identity but is also about fostering among all staff, volunteers, partners and the public shared emotions, values, and understandings about the Library's unique role in the community. Additionally, the brand implementation strategy will foster excellence and innovation in fulfilling both the known and emerging needs of the public.

Doublespace has performed exceptionally for the Library, has provided important services and deliverables, and has a deep understanding of the Library's needs and goals. The Library therefore proposes to enter into a professional services contract with Doublespace for a cost of \$71,135 for the launch stage and \$28,510 for the rollout stage, for a total cost of \$99,645, plus expenses, which require the Library's advanced approval when exceeding \$500 per month. The proposed work is estimated to take approximately one year. This new contract will enable the Library to implement the Library's new brand strategy.

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 execute a contract with Los Dos Inc., DBA Doublespace in the amount of \$99,645, plus expenses, to provide the above services for a term of one year or until completion of the work.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee

DATE OF MEETING: January 24, 2019

ITEM ID #: 1893

AGENDA: Personnel Report - November 2018

PERSONNEL REPORT - 10/16/18 -11/15/18

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of October 16, 2018 to November 15, 2018:

- *Appointments*
- *Promotions*
- *Transfers*
- *Leaves Without Pay*
- *Returns from Leave*
- *Separations: Terminations/Resignations*

Attachments:

Personnel Report - November 2018 (XLS)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee

DATE OF MEETING: January 24, 2019

ITEM ID #: 1907

AGENDA: Personnel Report - December 2018

PERSONNEL REPORT - 11/16/18 -12/15/18

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of November 16, 2018 to December 15, 2018:

- *Appointments*
- *Promotions*
- *Transfers*
- *Leaves Without Pay*
- *Returns from Leave*
- *Separations: Terminations/Resignations*

Attachments:

Personnel Report - December 2018 (XLS)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee

DATE OF MEETING: January 24, 2019

ITEM ID #: 1911

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.