

QUEENS LIBRARY
BOARD OF TRUSTEES
THURSDAY, JUNE 25, 2020
MINUTES

A meeting of the Board of Trustees was held virtually via WebEx, on Thursday, June 25, 2020. The meeting was called to order at 5:38 PM by Chair of the Board, Haeda Mihaltses.

I. Roll Call

Attendee Name	Title	Status	Arrived
Haeda Mihaltses	Chair of the Board	Present	
Robert Santos, Esq.	Vice Chair of the Board	Excused	
Earl G. Simons, Ed. D.	Secretary	Present	
Lydon Sleeper O'Connell	Treasurer	Excused	
Eli Shapiro, Ed. D. LCSW	Assistant Treasurer	Present	
Judy E. Bergtraum, Esq.	Board Member	Present	
Julissa Gutierrez	Board Member	Excused	
Matthew M. Gorton	Board Member	Present	
James M. Haddad, Esq.	Board Member	Excused	
Pauline Healey	Board Member	Present	
Richard Hogan	Board Member	Present	6:15 PM
Andrew P. Jackson	Board Member	Present	
Deborah King	Board Member	Present	
Carl S. Koerner, Esq.	Board Member	Present	5:44 PM
Michael E. Rodriguez, Esq.	Board Member	Present	
George Russo, Esq.	Board Member	Excused	
Edward Sadowsky, Esq.	Board Member	Excused	
Terri Thomson	Board Member	Present	
Eve Cho Guillergan, Esq.	Rep - Speaker	Present	

Michael Twomey, Esq.	Rep - Public Advocate	Present	
Kapil Longani, Esq.	Rep - Mayor's Office	Present	
Allan Swisher, Esq.	Rep - Borough President	Present	
Jimmy Yan, Esq.	Rep - Comptroller	Present	
Dennis M. Walcott	President & CEO	Present	
Nick Buron	Chief Librarian & Sr. VP.	Present	
Justin Deabler, Esq.	General Counsel & Sr. VP.	Present	
Sung Mo Kim, Esq.	Chief Operating Officer & Sr. VP.	Present	
Gitte Peng	Chief of Staff & Sr. VP.	Present	
Michael Tragale	Chief Financial Officer & Sr. VP.	Present	
Jonathan Chung	Director of Government Affairs	Present	
Justin Carroll, Esq.	Associate General Counsel	Present	
Vishnu Dawah	Controller, Finance	Present	
William Funk	Director of Procurement	Present	
William Goldband	VP, Information, Technology & Development	Present	
Sara Hausner-Levine, Esq.	Deputy General Counsel	Present	
John Katimaris	VP, Capital Projects	Present	
Jacqueline Martinez	Director, Human Resources	Present	
Amy Mugavaro	Executive Director, QPLF	Present	
Sharon Myrie	VP, Programs and Services Department	Present	
Chauncie Brooks	Sr. Manager Infrastructure and Support	Present	
Danielle Walsh	Community Library Manager, South Jamaica	Present	
LaNiece M. Ince	Executive Assistant to President & CEO	Present	

II. Approval of BOT Minutes

1. Approval of Board Minutes - May 21, 2020 (ID # 2267)

Recommended Motion for Consideration:

I move that the Minutes of the Board of Trustees meeting be approved as submitted.

RESULT:	ADOPTED [Unanimous]
MOVER:	Haeda Mihaltses
SECONDER:	Andrew P. Jackson
AYES:	Mihaltses, Simons, Ed. D, Shapiro, Ed. D., LCSW, Bergtraum, Esq., Gorton, Healey, Jackson, King, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Santos, Esq., O'Connell, Gutierrez, Haddad, Esq., Hogan, Russo, Esq, Sadowsky, Esq.

III. Agenda

A. Action Item(s)

1. Approval of Bills for the Month of May 2020 (ID # 2299)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the May 2020 bills in the aggregate sum of \$3,460,304.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Haeda Mihaltses
AYES:	Mihaltses, Simons, Ed. D, Shapiro, Ed. D., LCSW, Bergtraum, Esq., Gorton, Healey, Jackson, King, Rodriguez, Esq., Thomson
EXCUSED:	Santos, Esq., O'Connell, Gutierrez, Haddad, Esq., Hogan, Koerner, Esq., Russo, Esq., Sadowsky, Esq.

2. Acceptance of Financial Reports for the Period Ending May 2020 (ID # 2300)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept the Budget Reports for Board-approved operating funds and Balance Sheets for all funds as of May 31, 2020.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Haeda Mihaltses
AYES:	Mihaltses, Simons, Ed. D, Shapiro, Ed. D., LCSW, Bergtraum, Esq., Gorton, Healey, Jackson, King, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Santos, Esq., O'Connell, Gutierrez, Haddad, Esq., Hogan, Russo, Esq., Sadowsky, Esq.

3. Property Casualty Insurance - June 2020 (ID # 2284)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees award the Property and Casualty Insurance Program provided above to Arthur J. Gallagher & Co., effective July 1, 2020 through June 30, 2021.

RESULT:	ADOPTED [Unanimous]
MOVER:	Michael E. Rodriguez, Esq.
SECONDER:	Andrew P. Jackson
AYES:	Mihaltses, Simons, Ed. D, Shapiro, Ed. D., LCSW, Bergtraum, Esq., Gorton, Healey, Hogan, Jackson, King, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Santos, Esq., O'Connell, Gutierrez, Haddad, Esq., Russo, Esq., Sadowsky, Esq.

4. FY'21 State General Fund Budget (ID # 2298)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the adoption of the FY'21 State General Fund Budget as detailed in the Fiscal Year 2021 State General Fund Budget document dated June 25, 2020, and adopt the budget amounts as indicated in the Fiscal Year 2021 State General Fund Budget document.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Matthew M. Gorton
AYES:	Mihaltses, Simons, Ed. D, Shapiro, Ed. D., LCSW, Bergtraum, Esq., Gorton, Healey, Hogan, Jackson, King, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Santos, Esq., O'Connell, Gutierrez, Haddad, Esq., Russo, Esq., Sadowsky, Esq.

5. FY'21 Workers' Compensation Fund Budget (ID # 2297)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the adoption of the FY'21 Workers' Compensation Fund Budget as detailed in the Fiscal Year 2021 Workers' Compensation Fund Budget document dated June 25, 2020.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Matthew M. Gorton
AYES:	Mihaltses, Simons, Ed. D, Shapiro, Ed. D., LCSW, Bergtraum, Esq., Gorton, Healey, Hogan, Jackson, King, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Santos, Esq., O'Connell, Gutierrez, Haddad, Esq., Russo, Esq., Sadowsky, Esq.

6. FY'21 Board Designated Budget (ID # 2295)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the adoption of the FY'21 Board-Designated Fund Budget as detailed in the Fiscal Year 2021 Board-Designated Fund Budget document dated June 25, 2020.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Matthew M. Gorton
AYES:	Mihaltses, Simons, Ed. D, Shapiro, Ed. D., LCSW, Bergtraum, Esq., Gorton, Healey, Hogan, Jackson, King, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Santos, Esq., O'Connell, Gutierrez, Haddad, Esq., Russo, Esq., Sadowsky, Esq.

7. FY'21 Federal General Fund Budget (ID # 2296)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the adoption of the FY'21 Federal General Fund Budget as detailed in the Fiscal Year 2021 Federal General Fund Budget document dated June 25, 2020.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Matthew M. Gorton
AYES:	Mihaltses, Simons, Ed. D, Shapiro, Ed. D., LCSW, Bergtraum, Esq., Gorton, Healey, Hogan, Jackson, King, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Santos, Esq., O'Connell, Gutierrez, Haddad, Esq., Russo, Esq., Sadowsky, Esq.

8. FY'21 City General Fund Budget (ID # 2294)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the adoption of the FY'21 City General Fund Budget as detailed in the Fiscal Year 2021 City General Fund Budget document dated June 25, 2020, and adopt the budget amounts as indicated in the Fiscal Year 2021 City General Fund Budget document.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Matthew M. Gorton
AYES:	Mihaltses, Simons, Ed. D, Shapiro, Ed. D., LCSW, Bergtraum, Esq., Gorton, Healey, Hogan, Jackson, King, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Santos, Esq., O'Connell, Gutierrez, Haddad, Esq., Russo, Esq., Sadowsky, Esq.

9. FY'21 Fines & Fees Budget (ID # 2293)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the adoption of the FY'21 Fines & Fees Fund Budget as detailed in the Fiscal Year 2021 Fines & Fees Fund Budget document dated June 25, 2020.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Matthew M. Gorton
AYES:	Mihaltses, Simons, Ed. D, Shapiro, Ed. D., LCSW, Bergtraum, Esq., Gorton, Healey, Hogan, Jackson, King, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Santos, Esq., O'Connell, Gutierrez, Haddad, Esq., Russo, Esq., Sadowsky, Esq.

10. Approval of the Proposed QPL Foundation - FY 2021 Budget (ID # 2292)

Amy Mugavero, Foundation Executive Director, reported that due to the pandemic, the Gala is cancelled. Prior to canceling the Gala, the Foundation raised approximately \$269,000; all donors have agreed to switch their donations to annual funding.

QPLF board chair, Carl Koerner reported that the Foundation is moving towards charity development instead of physical events.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the adoption of the Fiscal Year 2021 Queens Public Library Foundation General Fund Budget, which was previously approved by the Foundation's Board of Directors on June 15, 2020.

RESULT:	ADOPTED [Unanimous]
MOVER:	Carl S. Koerner, Esq.
SECONDER:	Earl G. Simons, Ed. D.
AYES:	Mihaltses, Simons, Ed. D, Shapiro, Ed. D., LCSW, Bergtraum, Esq., Gorton, Healey, Hogan, Jackson, King, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Santos, Esq., O'Connell, Gutierrez, Haddad, Esq., Russo, Esq., Sadowsky, Esq.

11. CMW - Professional Services Contract FY2021 (ID # 2290)

Jonathan Chung, Director of Government Affairs, reported that the contract is to renew for 1-year period. Mr. Chung stated that CMW is adapting to the

pandemic and staying connected and engaged with elected officials.

Haeda Mihaltses asked if the monthly retainer could be reduced to a lower fee and asked that this item be tabled until next month, after the state budget has been approved.

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 CMW 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.

RESULT:	TABLED [Unanimous]
MOVER:	Haeda Mihaltses
SECONDER:	Judy E. Bergtraum, Esq.
AYES:	Mihaltses, Simons, Ed. D, Shapiro, Ed. D., LCSW, Bergtraum, Esq., Gorton, Healey, Hogan, Jackson, King, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Santos, Esq., O'Connell, Gutierrez, Haddad, Esq., Russo, Esq., Sadowsky, Esq.

12. Parkside Group Professional Services Contract – FY2021 (ID # 2291)

Jonathan Chung, Director of Government Affairs, reported that the contract is to renew for 1-year period. The Parkside Group is adapting to the pandemic and staying connected and engaged with elected officials.

Haeda Mihaltses asked if the monthly retainer could be reduced to a lower fee and asked that this item be tabled until next month, after the state budget has been approved.

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.

RESULT:	TABLED [Unanimous]
MOVER:	Haeda Mihaltses
SECONDER:	Judy E. Bergtraum, Esq.
AYES:	Mihaltses, Simons, Ed. D, Shapiro, Ed. D., LCSW, Bergtraum, Esq., Gorton, Healey, Hogan, Jackson, King, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Santos, Esq., O'Connell, Gutierrez, Haddad, Esq., Russo, Esq., Sadowsky, Esq.

13. Online Computer Library Center, Inc. - Annual Subscription (ID # 2286)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to enter into an agreement with OCLC in the amount of \$197,116.62 for the subscription services described above for a one-year period.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Judy E. Bergtraum, Esq.
AYES:	Mihaltses, Simons, Ed. D, Shapiro, Ed. D., LCSW, Bergtraum, Esq., Gorton, Healey, Hogan, Jackson, King, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Santos, Esq., O'Connell, Gutierrez, Haddad, Esq., Russo, Esq., Sadowsky, Esq.

B. Report Item(s)

1. Payroll for the Month of May 2020 (ID # 2301)

RESULT:	PRESENTED
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2. Workers' Compensation Self-Insurance Program (ID # 2287)

RESULT:	PRESENTED
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3. Purchases Over \$5K Report - May 2020 (ID # 2285)

RESULT:	PRESENTED
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4. Personnel Report - June 2020 (ID # 2289)

RESULT:	PRESENTED
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5. Personnel Report - May 2020 (ID # 2288)

RESULT:	PRESENTED
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IV. Report of the Chair of the Board

Board Chair, Haeda Mihaltses, thanked the staff for their continued service. She also thanked Mr. Walcott for organizing and commemorating Juneteenth. The event was successful, and she appreciated the effort to hold this event. Ms. Mihaltses also stated that the budget is going to be difficult to navigate; however the Library will work diligently to continue to provide a high-level quality of service.

V. President's Report

Dennis Walcott, President and CEO, reported that the Juneteenth event was a success. The event was held in the parking lot across from the Central Library. Approximately 100 staff and board members attended, along with several elected officials who presented at this event. He stated that the Library is planning various events pertaining to Black Lives Matter and commemorating Juneteenth.

Mr. Walcott asked that Board trustees Andrew Jackson and Matthew Gorton say a few words regarding their participation in the Juneteenth celebration. Mr. Jackson and Mr. Gorton thanked and appreciated the Library's efforts in holding the event and providing this forum. Mr. Gorton asked that the Library hold a Juneteenth event annually.

Mr. Walcott also reported that the Windsor Park Library has been converted to a COVID-19 testing site. He stated that the site would be serving a need for the community. It will be a testing site until the end of September and is operated by the Health and Hospitals Corporation.

Mr. Walcott asked that Sung Mo Kim, Chief Operating Officer and Sr. VP to report on the early voting and primary day polling sites. Mr. Kim stated that there were 14 locations. On Primary Day, there were no incidents to report. However, prior to Primary Day, there was a little confusion about which locations were polling sites.

Mr. Kim also reported that the QPL reopening plan was sent to all staff, via an All-User email, and to the board. The reopening plan was implemented as a team effort. On March 16, Queens Library closed to staff and customers. A deep cleaning was completed for each library location after the closure. However, the Library has been providing services, programs and events during this time virtually. New York is currently in Phase 2, and the Library is working diligently to reopen and provide physical services, in phases, at various library locations. There will be health and safety measures such as staff trainings, health screenings, providing PPE (including wellness barriers for staff), and prepping and cleaning the libraries to safely opening our locations. Facilities & Environmental Services (FES) staff are currently conducting walk-throughs of library locations in preparation for opening.

Nick Buron, Chief Librarian and Sr. VP, reported that the human resources department has sent surveys to the public service staff regarding the Library reopening and any barriers. Over 300 staff have received notification to report back to work beginning on July 6. Staff reporting to work will be provided with rotating schedules. Public service staff will be providing customers with to-go services.

Gitte Peng, Chief of Staff and Sr. VP, reported that the challenges have been staying connected to our counterparts, customers, and staff. The marketing and the government affairs departments have been working diligently to stay connected to the community and elected officials with programs and services, social media, signage, website, and press to get a unified message and continue to draw attention for the new service model.

Mr. Walcott also reported that the All Staff meeting will be held on Monday, June 29 to address any staff issues and concerns regarding the Library reopening, locations, the survey they received, staff safety, training, as well as providing a platform for staff to voice their concerns regarding the Library reopening. He also thanked Nina Luca-Bolowsky, Occupational Risk Specialist, for her role with the Library opening and addressing staff concerns.

He asked that Amy Mugavero, QLF Executive Director, report on the status of the Foundation. Ms. Mugavero reported that individual giving remains strong. Donors are also excited about the virtual programs provided and the anticipated Library opening.

1. Key Performance Indicators Report - May 2020 (ID # 2270)

RESULT: PRESENTED

VI. Adjournment

1. Motion to Adjourn (ID # 2268)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

RESULT:	ADOPTED [Unanimous]
MOVER:	Michael E. Rodriguez, Esq.
SECONDER:	Pauline Healey
AYES:	Shapiro, Ed. D., LCSW, Bergtraum, Esq., Gorton, Healey, Hogan, Jackson, King, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Mihaltses, Santos, Esq., Simons, Ed. D, O'Connell, Gutierrez, Haddad, Esq., Russo, Esq., Sadowsky, Esq.

The meeting was closed at 7:19 PM.

Secretary