

**QUEENS LIBRARY**  
**BOARD OF TRUSTEES**  
**THURSDAY, DECEMBER 17, 2020**  
**MINUTES**

A meeting of the Board of Trustees was held virtually, via WebEx, on Thursday, December 17, 2020. The meeting was called to order at 5:37 PM by Chair of the Board, Haeda Mihaltses.

**I. ROLL CALL**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Haeda Mihaltses	Chair of the Board	Present	
Robert Santos, Esq.	Vice Chair of the Board	Excused	
Earl G. Simons, Ed. D.	Secretary	Present	6:30 PM
Eli Shapiro, Ed. D., LCSW	Assistant Treasurer	Excused	
Judy E. Bergtraum, Esq.	Board Member	Present	
Julissa Gutierrez	Board Member	Present	
Matthew M. Gorton	Board Member	Present	
James M. Haddad, Esq.	Board Member	Present	
Pauline Healy	Board Member	Present	
Rev. Richard Hogan	Board Member	Present	5:57 PM
Andrew P. Jackson	Board Member	Present	
Carl S. Koerner, Esq.	Board Member	Present	
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	6:01 PM
Elizabeth Guzman, Esq.	Rep - Public Advocate	Present	5:43 PM

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Kapil Longani, Esq.	Rep - Mayor's Office	Present	
Allan Swisher, Esq.	Rep - Borough President	Present	5:43 PM
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	
Chauncie Brooks	Sr. Manager, Infrastructure & Support	Present	
Laniece Ince	Executive Assistant to President and CEO	Present	
Danielle Walsh	Community Library Manager, South Jamaica	Present	

**II. APPROVAL OF MINUTES**

**1. Approval of Minutes of the Board - November 19, 2020 (ID # 2383)**

**Recommended Motion for Consideration:**

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

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	James M. Haddad, Esq.
<b>SECONDER:</b>	Andrew P. Jackson
<b>AYES:</b>	Mihaltses, Simons, Ed. D, Bergtraum, Esq., Gutierrez, Gorton, Haddad, Esq., Healey, Jackson, Koerner, Esq., Rodriguez, Esq., Thomson
<b>EXCUSED:</b>	Santos, Esq., Shapiro, Ed. D., LCSW, Hogan, Russo, Esq., Sadowsky, Esq.

**III. COMMITTEE REPORT**

**1. Approval of Nominations Committee Report (ID # 2384)**

**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.*

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

**2. Motion to Close Nominations (ID # 2385)**

**Recommended Motion for Consideration:**

*I move that the Board of Trustees close the nominations for officers of the Library for calendar year 2021.*

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

**IV. AGENDA**

**A. Action Items**

**1. Calendar of Meeting Dates January 2021 through December 2021 (ID #2391)**

Board Chair Haeda Mihaltses reported that the by-laws requires the board to conduct six meetings. In order to streamline this process, she asked that this item be tabled and discussed prior to approval the proposed calendar dates.

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

*I move that the calendar of Board of Trustees and Committee meeting dates for 2021 be approved as presented.*

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

**2. Approval of Bills for the Month of November 2020 (ID # 2395)**

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

*I move that the Board of Trustees approve the November 2020 bills in the aggregate sum of \$3,312,649.*

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

**3. Acceptance of Financial Reports for the Period Ending November 2020 (ID # 2396)**

Michael Tragale, Chief Financial Officer and Sr. VP reported that the NYC Office of Management and Budget (OMB) advised that the Library would be included in the January Savings Plans, which is also known as Programs to Eliminate the Gaps (PEG). This plan includes budget cuts for FY'21 and FY'22 of approximately \$1.22 million and \$2.96 million, respectively. Mr. Tragale reported that the Library is prepared for both City and State budget cuts and is confident that the Library is able to cover cuts to funding. OMB will announced the PEG in January 2021.

Mr. Tragale also reported that the Library paid the NYS Retirement Pension balance in advance of the December due date and as a result, the Library saved \$83,000.

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**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 November 30, 2020.*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Terri Thomson
<b>SECONDER:</b>	Michael E. Rodriguez, Esq.
<b>AYES:</b>	Mihaltses, Simons, Ed. D, Bergtraum, Esq., Gutierrez, Gorton, Haddad, Esq., Healey, Hogan, Jackson, Koerner, Esq., Rodriguez, Esq., Thomson
<b>EXCUSED:</b>	Robert Santos, Esq., Eli Shapiro, Ed. D., LCSW, George Russo, Esq., Edward Sadowsky, Esq.

**B. Report Items****1. Payroll for the Month of November 2020 (ID # 2394)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**2. Investment Performance Reports (ID # 2392)**

The Finance and Investment Committee has typically met with investment managers in the late winter/early spring (*e.g.*, March). This year, that timing coincided with the first wave of the COVID-19 pandemic and the Library's temporary closure of physical operations. In lieu of this typical annual meeting, the investment managers provided the Library their customary investment performance reports for calendar year 2019, as well as detailed talking points providing the substance of what they would have stated at their in-person presentations. The Library's plan is to resume investment manager meetings with the Committee in spring 2021. Should trustees have questions about the calendar year 2019 results or written presentation, the Library's Chief Financial Officer Michael Tragale can direct those questions to the investment managers, or trustees can inquire of the managers directly at their presentations in spring 2021.

<b>RESULT:</b>	<b>PRESENTED</b>
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**3. Personnel Report - November 2020 (ID # 2386)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**4. Purchases Over \$5K - November 2020 (ID # 2393)**

<b>RESULT:</b>	<b>PRESENTED</b>
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## **V. REPORT OF THE CHAIR OF THE BOARD**

Board Chair Haeda Mihaltses thanked the staff for their continued service to support and provide services to Queens. Mr. Walcott thanked Ms. Mihaltses for her service and leadership as board chair during the pandemic, and her support for the Library.

## **VI. PRESIDENT'S REPORT**

Dennis M. Walcott, President and CEO, reported that since September 2020, the Library has made the following additional COVID-19 related emergency purchases:

- 800 desktop wellness screens - \$181,348;
- 150 self-standing wellness screens - \$95,850;

The Library has also contracted additional security services to provide at the 35 open library locations. Mr. Walcott also reported that approximately 26,000 customers have been tested by Health & Hospital Corporation (HHC) at the Kew Gardens Hills, Windsor Park, Lefferts, and Ozone Park locations. The Library has played an exceptional role in assisting the City with administering COVID-19 testing.

Mr. Walcott asked Sung Mo Kim, Chief Operating Officer and Sr. VP, to report on the status of the libraries. Mr. Kim reported that the NYC Department of Citywide Administrative Services (DCAS) has contracted to use the Library as Learning Labs. These labs will be located at the South Hollis, McGoldrick, and South Jamaica locations and funded through non-profit organizations, Black Spectrum Theatre, YWCA, and New York Edge, respectively.

Board Trustee Judy Bergtraum asked if the Library is considered an essential service by City and State and if we are required to stay open and/or provide services that are servicing children. Mr. Kim responded that with respect to any City and/or State COVID-19 shutdown, the Library is not considered an essential service. However, the Learning Labs, UPK Programs, and NYC Health & Hospital sites will remain open based on the guidelines provided by the City and/or State. Mr. Walcott stated that if the City shuts down, the Library would resume back to fully remote virtual programs and services.

Nick Buron, Chief Librarian and Sr. VP, reported that although most people have computers, printing services are not as available for our customers. The Library now offers remote printing services for customers at the 35 open locations. Mr. Buron reported that customers are able to upload up to 20 pages to a third-party vendor and choose their pickup location. Staff will then print the documents and inform customers within two days that their documents are ready for pickup. Customers are pleased with the library offering this service. He also reported although circulation is down 70%, approximately 6,000 downloads are completed daily, 32,000 books and other materials are provided for to-go services. The Library continues to provide programs and services that positively affect the Queens community.

Gitte Peng, Chief of Staff and Sr. VP, reported that the Foundation's primary focus is end-of-year fundraising at this time. She also reported that the Foundation is currently brainstorming programs and ideas to promote programs such as a hotspot and laptop campaign for the community. This program will be essential, especially for older adults to have access to basic services, such as internet services, remote learning, and staying connected with family and friends during the COVID-19 pandemic.

Sung Mo Kim also reported that the Library will meet with the NYC Office of Management and Budget (OMB) on Friday, December 18 to submit the 10-year capital plan. Mr. Kim asked John Katimaris, VP of Capital Projects give the board a brief report on the upcoming OMB meeting. Mr. Katimaris reported that the Library will submit the 10-Year Library capital plan and capital needs for FY'22 - FY'31. The total cost of the library capital needs is approximately \$435 million, with high priority capital projects totaling \$62 million. Mr. Katimaris reported that the plan is well-structured and concise and hopes that the submitted plan is accepted in order to continue the current active renovation projects with locations such as Far Rockaway, Steinway, Glendale, and Sunnyside. These projects are slated to be completed in FY'21. Mr. Walcott reported that the Library would keep the board updated on the 10-year capital plan.

Mr. Walcott also reported that on Tuesday, December 22, he will be conducting a Facebook Live Interview with NYC Health Commissioner, Dr. Dave A. Chokshi. He will be discussing the COVID-19 vaccines and the concerns of communities of color, and his perspective on global health concerns and issues related to COVID-19.

**1. Key Performance Indicators Report - November 2020 (ID # 2387)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**VII. OTHER BUSINESS**

**1. Motion to Go into Executive Session (ID # 2388)**

**Recommended Motion for Consideration:**

*I move that the meeting move into Executive Session, to discuss personnel matters and pending litigation and proposals concerning real property.*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Haeda Mihaltses
<b>SECONDER:</b>	Michael E. Rodriguez, Esq.
<b>AYES:</b>	Mihaltses, Simons, Ed. D, Bergtraum, Esq., Gutierrez, Gorton, Haddad, Esq., Healey, Hogan, Jackson, Koerner, Esq., Rodriguez, Esq., Thomson
<b>EXCUSED:</b>	Robert Santos, Esq., Eli Shapiro, Ed. D., LCSW, George Russo, Esq., Edward Sadowsky, Esq.

**2. Motion to Return to Public Session (ID # 2389)**

**Recommended Motion for Consideration:**

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*I move that the meeting return to Public Session.*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Judy E. Bergtraum, Esq.
<b>SECONDER:</b>	Carl S. Koerner, Esq.
<b>AYES:</b>	Mihaltses, Simons, Ed. D, Bergtraum, Esq., Gutierrez, Gorton, Haddad, Esq., Healey, Hogan, Jackson, Koerner, Esq., Rodriguez, Esq., Thomson
<b>EXCUSED:</b>	Robert Santos, Esq., Eli Shapiro, Ed. D., LCSW, George Russo, Esq, Edward Sadowsky, Esq.

## VIII. ADJOURNMENT

### 1. Motion to Adjourn (ID # 2390)

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

*I move that the meeting be adjourned.*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Judy E. Bergtraum, Esq.
<b>SECONDER:</b>	Carl S. Koerner, Esq.
<b>AYES:</b>	Mihaltses, Simons, Ed. D, Bergtraum, Esq., Gutierrez, Gorton, Haddad, Esq., Healey, Hogan, Jackson, Koerner, Esq., Rodriguez, Esq., Thomson
<b>EXCUSED:</b>	Robert Santos, Esq., Eli Shapiro, Ed. D., LCSW, George Russo, Esq, Edward Sadowsky, Esq.

The meeting was closed at 7:00 PM.

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Secretary