

**QUEENS LIBRARY**  
**BOARD OF TRUSTEES**  
**THURSDAY, NOVEMBER 19, 2020**  
**MINUTES**

A meeting of the Board of Trustees was held virtually, via WebEx, on Thursday, November 19, 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	
Eli Shapiro, Ed. D., LCSW	Assistant Treasurer	Present	
Judy E. Bergtraum, Esq.	Board Member	Present	
Julissa Gutierrez	Board Member	Present	
Matthew M. Gorton	Board Member	Present	5:46 PM
James M. Haddad, Esq.	Board Member	Present	
Pauline Healy	Board Member	Present	
Rev. Richard Hogan	Board Member	Excused	
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	Present	
Edward Sadowsky, Esq.	Board Member	Excused	
Terri Thomson	Board Member	Present	5:57 PM
Eve Cho Guillergan, Esq.	Rep - Speaker	Present	
Elizabeth Guzman, Esq.	Rep - Public Advocate	Present	
Kapil Longani, Esq.	Rep - Mayor's Office	Present	

## Board of Trustees Minutes

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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	
Chauncie Brooks	Sr. Manager, Infrastructure & Support	Present	
Laniece Ince	Executive Assistant to President & CEO	Present	
Danielle Walsh	Community Library Manager, South Jamaica	Present	







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Mobile Developer (Android)	\$300.00	\$200.00
Quality assurance analyst	\$250.00	\$150.00
Quality assurance Tester	\$250.00	\$150.00
AVG	\$285.71	\$208.93

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

#### 5. Queens Defenders - Contract Authorization for IMLS Grant (ID # 2374)

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

*I move that the Board of Trustees authorize the President and CEO to enter into a memorandum of understanding with Queens Defenders, our co-grantee for the IMLS grant, which will permit the transfer of an estimated \$176,420 to our co-grantee, to cover the costs of staff, fringe benefits, supplies, and other indirect cost.*

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

#### 6. Approval of Bills for the Month of October 2020 (ID # 2363)

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

*I move that the Board of Trustees approve the October 2020 bills in the aggregate sum of \$2,952,706.*

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

**7. Approval of Bills for the Month of September 2020 (ID # 2365)**

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

*I move that the Board of Trustees approve the September 2020 bills in the aggregate sum of \$3,831,861.*

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

**8. Acceptance of Financial Reports for the Period Ending October 2020 (ID # 2364)**

**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 October 31, 2020.*

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

**9. Acceptance of Financial Reports for the Period Ending September 2020 (ID # 2367)**

**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 September 30, 2020.*

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

### 10. Proposed Amendment to FY 2021 Holiday Schedule (ID # 2372)

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

*I move that the Board of Trustees approve the library system to close on Saturday, December 26, 2020, and Saturday, January 2, 2021.*

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

## B. Report Items

### 1. Personnel Report - October 2020 (ID # 2357)

<b>RESULT:</b>	<b>PRESENTED</b>
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### 2. Payroll for the Month of October 2020 (ID # 2362)

<b>RESULT:</b>	<b>PRESENTED</b>
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### 3. Personnel Report - September 2020 (ID # 2356)

<b>RESULT:</b>	<b>PRESENTED</b>
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### 4. Payroll for the Month of September 2020 (ID # 2366)

<b>RESULT:</b>	<b>PRESENTED</b>
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### 5. Purchases Over \$5K - October 2020 (ID # 2369)

<b>RESULT:</b>	<b>PRESENTED</b>
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### 6. Purchases Over \$5K - September 2020 (ID # 2368)

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



Board chair, Haeda Mihaltses, reported that Justin Deabler, General Counsel and Sr. VP, will mail packets that contain Dennis M. Walcott's performance review to be completed and returned no later than December 17. She also reported that Health + Hospitals Corporation requested to extend its use of the Kew Gardens Hills branch for COVID-19 testing. Ms. Mihaltses asked if the Library has a sufficient amount of PPE materials for staff and customers in the event of a second wave of COVID-19. Sung Mo Kim, Chief Operating Officer and Sr. VP, responded that the Library has adequate amounts of PPE and continues to monitor supplies. Mr. Kim also stated that his biggest concern is the supply chain for PPE materials, which has not been an issue to date, but the Procurement department continues to monitor the situation.

Ms. Mihaltses asked board members to contact the Nominating Committee if interested in a board officer position.

Board Trustee, Eli Shapiro requested that Mr. Walcott's performance evaluation be digitally sent to board members. Mr. Deabler reported that he would look into this and give the board an update.

#### **V. PRESIDENT'S REPORT**

Dennis M. Walcott, President and CEO, reported that the Library staff is monitoring the day-to-day operations and expansion of on-site library services. The Library would not close based upon the Mayor's recommendations around school closings, nor based upon New York Public Library (NYPL) or Brooklyn Public Library (BPL) procedures regarding closures. The Library has adjusted and evaluated opening libraries based upon COVID-19 orange zones.

Nick Buron, Chief Librarian and Sr. VP, reported that the Flushing and Central Library branches opened up to provide to-go services to customers. On Monday, November 30, there will be 37 locations open for to-go service.

Board trustee Judy Bergtraum asked if any libraries have been closed due to COVID-19 zoning micro clusters. Mr. Buron reported that the Kew Gardens Hills and Rego Park locations were located in red and orange zones, respectively. The City requested the Kew Gardens Hills branch as a COVID-19 testing site, and although zoning has changed, is still used in that capacity. Rego Park was in an orange zone, which became a fulfillment site and closed to the public. The Library is trying to adapt to the changes and monitor the State and City procedures.

Mr. Walcott announced that he would serve as co-chair on the incoming Queens Borough President (QBP) transition team with former Borough President Ruth Messinger and Assemblywoman Catalina Cruz. He also reported that Carl Koerner, President of the Queens Library Foundation board, will be sending End of the Year Fundraising Outreach materials for board members to contribute to Queens Library.

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2020 Mr. Buron reported that December 1 marks the 65<sup>th</sup> anniversary of Rosa Parks's refusal to give up her seat. The Library will provide five extensive programs and events to celebrate this anniversary.

William Goldband, VP of Information Technology & Development, reported that ITD has launched a new version of the Library app. Over 15,000 customers have downloaded that app, with over 7,800 customers logging in to the app to date.

Mr. Walcott reported that Executive session will be deferred to the December 17 meeting.

**1. Key Performance Indicators Report - October 2020 (ID # 2359)**

<b>RESULT:</b> <b>PRESENTED</b>
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**2. Key Performance Indicators Report - September 2020 (ID # 2358)**

<b>RESULT:</b> <b>PRESENTED</b>
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**VI. ADJOURNMENT**

**1. Motion to Adjourn (ID # 2353)**

**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*

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

The meeting was closed at 7:03 PM.

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**Secretary**