

QUEENS LIBRARY
BOARD OF TRUSTEES
THURSDAY, SEPTEMBER 24, 2020
MINUTES

A meeting of the Board of Trustees was held virtually, via WebEx, on Thursday, September 24, 2020. The meeting was called to order at 6:19 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	
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	
James M. Haddad, Esq.	Board Member	Present	
Pauline Healey	Board Member	Present	
Richard Hogan	Board Member	Excused	
Andrew P. Jackson	Board Member	Excused	
Carl S. Koerner, Esq.	Board Member	Present	
Michael E. Rodriguez, Esq.	Board Member	Present	
George , Esq.	Board Member	Present	
Edward Sadowsky, Esq.	Board Member	Excused	
Terri Thomson	Board Member	Present	
Eve Cho Guillergan, Esq.	Rep - Speaker	Present	
Elizabeth Guzman, Esq.	Rep - Public Advocate	Present	
Jimmy Yan, Esq.	Rep - Comptroller	Present	
Dennis M. Walcott	President & CEO	Present	

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Nick Buron	Chief Librarian & Sr. VP	Present	
Justin Deabler Esq	General Counsel & Sr. VP	Present	
Sung Mo Kim	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	
Vishnu Dawah	Controller, Finance	Present	
William Funk	Director of Procurement	Present	
William Goldband	VP, Information, Technology & Development	Present	
Sara Hausner-Levine	Deputy General Counsel	Present	
John Katimaris	VP, Capital Projects	Present	
Amy Mugavaro	Executive Director, QPLF	Present	
Chauncie Brooks	Sr. Manager Infrastructure and Support	Present	
Laniece Ince	Executive Assistant to President & CEO	Present	
Danielle Walsh	Community Library Manager, South Jamaica	Present	

II. APPROVAL OF BOT MINUTES

A. Board of Trustees Meeting - June 25, 2020

1. Approval of Minutes of the Board - June 25, 2020 (ID # 2311)

Recommended Motion for Consideration:

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

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

III. AGENDA

A. Action Item(s)

1. Approval of the Audit Committee Report (ID # 2334)

Recommended Motion for Consideration by the Board of Trustees:

I move that the report item(s) of the committee meeting be accepted and the action item(s) be approved as presented.

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

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

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.

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RESULT: WITHDRAWN [Unanimous]
MOVER: Judy E. Bergtraum, Esq.
SECONDER: Earl G. Simons, Ed. D.
AYES: Mihaltses, Simons, Ed. D., Shapiro, Ed. D., LCSW, Bergtraum, Esq., Gutierrez, Gorton, Haddad, Esq., Healey, Koerner, Esq., Rodriguez, Esq., Russo, Esq, Thomson
EXCUSED: Robert Santos, Esq., Richard Hogan, Andrew P. Jackson, Edward Sadowsky, Esq.

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

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: WITHDRAWN [Unanimous]
MOVER: Judy E. Bergtraum, Esq.
SECONDER: Robert Santos, Esq.
AYES: Mihaltses, Santos, Esq., Simons, Ed. D, Shapiro, Ed. D., LCSW, Bergtraum, Esq., Gutierrez, Gorton, Haddad, Esq., Healey, Koerner, Esq., Rodriguez, Esq., Russo, Esq., Thomson
EXCUSED: Richard Hogan, Andrew P. Jackson, Edward Sadowsky, Esq.

4. Furniture and Shelving Dealer Services - Contract Authorization (ID # 2337)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to execute contracts with Library Interiors, Inc., Office Resources, Inc., Waldner’s Business Environments and W.B. Mason Co., Inc. for furniture and shelving dealer services for a three-year term with two one- year options to renew at the Library’s sole discretion at the rates and fess proposed herein.

Scope A. Furniture	Library Interiors	ORI	W.B Mason	Waldners
Scope A. Furniture Installation Fee - Maximum Percentage Mark-up of Product to be Installed (Subject to Prevailing Wage)	40%	20%	24%	35%
Scope A. Furniture Non- Government Contract Purchases - Minimum Percentage Discount from Manufacturer Suggested Retail Price	0%	45%	38%	50%

Library Interiors

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Scope A. Furniture Maximum Hourly Rates - Professional Services			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	Principal Designer / Prj Manager	Space Planning FFE Consulting & Planning	\$165.00
2	Associate Designer / Prj Manager	Space Planning FFE Consulting & Planning	\$135.00
3	Interiors Specialist	FFE Selection / Style Consultant	\$105.00
4	CAD Associate	Floorplan & Specifications	\$ 57.00
5	Admin	Document Preparations / Accounting	\$49.00

ORI - No Professional Services

Waldners			
Scope A. Furniture Maximum Hourly Rates - Professional Services			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	Account Manager	Manage Account Activity	\$155.00
2	Administrator	Order Processing	\$135.00
3	Design	Furniture Specification	\$135.00
4	Project Manager	Manage Delivery & Installation	\$130.00
5	Field Project Manager	Onsite Supervision	\$125.00

W.B Mason			
Scope A. Furniture Maximum Hourly Rates - Professional Services			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	WB Mason Project Manger	Manages project from order placement through final punch list items	\$0
2	WB Mason Design	Person who will space plan and specify furniture required areas.	\$0

Library Interiors			
Scope A. Furniture Maximum Hourly Rates- Installation, Labor and Moving Services (Subject to Prevailing Wage)			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	Installer	Installer/Furniture	\$145.00

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2	Laborer	Receiver/Handler	\$131.00
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ORI			
Scope A. Furniture Maximum Hourly Rates- Installation, Labor and Moving Services (Subject to Prevailing Wage)			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	Carpenter ST		\$145.00
2	Teamster ST		\$75.00
3	Truck & Driver ST		\$135.00
4	Refinisher ST		\$100.00
5	Carpenter OT		\$195.00
6	Teamster OT		\$90.00
7	Truck & Driver OT		\$172.50
8	Refinisher OT		\$150.00
9	Carpenter DT		\$210.00
10	Teamster DT		\$110.00
11	Truck & Driver DT		\$210.00
12	Refinisher DT		\$200.00

Waldners			
Scope A. Furniture Maximum Hourly Rates- Installation, Labor and Moving Services (Subject to Prevailing Wage)			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	Foreperson	Field Management and Supervision	\$190.00
2	Carpenter	Furniture Assembly	\$175.00
3	Carpenter Apprentice	Furniture Assembly	\$165.00
4	Mover	Furniture handling	\$90.00
5	Laborer	Misc. Packing and Debris	\$88.00

W.B Mason			
Scope A. Furniture Maximum Hourly Rates- Installation, Labor and Moving Services (Subject to Prevailing Wage)			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates

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1	Atlas Furniture Installation Project Manager	Worker who supervises and directs other workers on installation site.	\$70.50
2	Atlas Furniture Installation Installer	Person who fixes equipment or places furniture in position ready for use	\$70.59
3	Atlas Furniture Installation Helper	Person learning a trade from a skilled employer on site	\$52.90
4	Atlas Furniture Installation Driver/Mover	Drives a delivery vehicle that holds the product being moved or shipped to designated site	\$52.90
5	Elite Furniture Installation Foreman	Supervises and directs other workers on installation site.	\$167.00
6	Elite Furniture Installation Journeyman	Person who fixes equipment or places furniture in position ready for use	\$164.70
7	Elite Furniture Installation Apprentice	Person learning a trade from a skilled employer on site	\$129.40
8	Elite Furniture Installation Driver/Mover	Drives a delivery vehicle that holds the product being moved or shipped to designated site	\$70.50

Scope B. Shelving	Library Interiors	ORI	W.B Mason	Waldners
Scope B. Shelving Installation Fee - Maximum Percentage Mark-up of Product to be Installed (Subject to Prevailing Wage)	40%	0%	34%	35%
Scope B. Shelving Non- Government Contract Purchases - Minimum Percentage Discount from Manufacturer Suggested Retail Price	0%	N/A	41%	50%

Library Interiors			
Scope B. Shelving Maximum Hourly Rates - Professional Services			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	Principal Designer / Prj Manager	Space Planning FFE Consulting & Planning	\$165.00
2	Associate Designer / Prj Manager	Space Planning FFE Consulting & Planning	\$135.00

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3	Interiors Specialist	FFE Selection / Style Consultant	\$105.00
4	CAD Associate	Floorplan & Specifications	\$57.00
5	Admin	Document Preparations / Accounting	\$49.00

ORI**Scope B. Shelving Maximum Hourly Rates - Professional Services**

	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	The Lucia Group	Installer/Shelving	\$132.45

Waldners**Scope B. Shelving Maximum Hourly Rates - Professional Services**

	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	Account Manager	Manage Account Activity	\$155.00
2	Administrator	Order Processing	\$135.00
3	Design	Furniture Specification	\$135.00
4	Project Manager	Manage Delivery & Installation	\$130.00
5	Field Project Manager	Onsite Supervision	\$125.00

W.B Mason**Scope B. Shelving Maximum Hourly Rates - Professional Services**

	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	PSI/WB Mason Project Manged	Manages project from order placement through final punch list items	\$65.00
2	PSI/WB Mason Design	Person who will space plan and specify shelving required area	\$0.00

Library Interiors**Scope B. Shelving Maximum Hourly Rates- Installation, Labor and Moving Services (Subject to Prevailing Wage)**

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	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	Installer	Installer/Furniture	\$145.00
2	Laborer	Receiver/Handler	\$131.00

ORI			
Scope B. Shelving Maximum Hourly Rates- Installation, Labor and Moving Services (Subject to Prevailing Wage)			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	The Lucia Group	Installer/Shelving	\$132.45

Waldners			
Scope B. Shelving Maximum Hourly Rates- Installation, Labor and Moving Services (Subject to Prevailing Wage)			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	Foreperson	Field Management and Supervision	\$190.00
2	Carpenter	Furniture Assembly	\$175.00
3	Carpenter Apprentice	Furniture Assembly	\$165.00
4	Mover	Furniture Handling	\$90.00
5	Laborer	Misc. Packing and Debris	\$88.00

W.B Mason			
Scope B. Shelving Maximum Hourly Rates- Installation, Labor and Moving Services (Subject to Prevailing Wage)			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	PSI Furniture Installation Project Manager	A worker who supervises and directs other workers on installation site.	\$70.50
2	PSI Furniture Installation Installer	A person who fixes equipment or places furniture in position ready for use	\$70.59
3	PSI Furniture Installation Helper	Person learning a trade from a skilled employer on site	\$52.90
4	PSI Furniture Installation Driver/Mover	Someone who drives a delivery vehicle that holds the product being moved or shipped to designated site	\$52.90

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5	PSI Furniture Installation Foreman	Worker who supervises and directs other workers on installation site.	\$167.00
6	PSI Furniture Installation Journeyman	Person who fixes equipment or places furniture in position ready for use	\$164.70
7	PSI Furniture Installation Apprentice	Person learning a trade from a skilled employer on site	\$129.40
8	PSI Furniture Installation Driver/Mover	Someone who drives a delivery vehicle that holds the product being moved or shipped to designated site	\$70.50

Furniture and Shelving Manufacturers

Library Interiors			
	Furniture/ Shelving Manufacturer (* Shelving)	Indicate Yes or No If your firm is able to sell manufacturer's products.	Is your firm able to sell manufacturer's product off a government contract? If yes indicate which government contract.
1	Agati	Yes	No
2	Alias	Yes	No
3	Arper	Yes	NYS OGS
4	Arcadia	Yes	No
5	Artek	Yes	No
6	Best-Rite	Yes	No
7	Bretford/Herman Miller	Yes	No
8	Coalesse	Yes	NYS OGS
9	Davis Furniture Industries	Yes	No
10	Debourgh	Yes	No
11	Dzine Elements	Yes	No
12	EcoTots	Yes	No
13	Egan Visual Inc	Yes	No
14	Global Furniture Group	Yes	NYS OGS
15	Gordon International	Yes	No
16	Herman Miller	Yes	NYS OGS
17	Hightower	Yes	No
18	Hon	Yes	NYS OGS
19	Humanscale	Yes	NYS OGS
20	ICF	Yes	No

Board of Trustees Minutes

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21	Jack Cartwright	Yes	No
22	Keilhauer	Yes	NYS OGS
23	KI	Yes	NYS OGS
24	Knoll	Yes	NYS OGS
25	Magnuson	Yes	No
26	Metro	Yes	No
27	Muuto	Yes	No
28	Naughtone	Yes	No
29	Nevins	Yes	No
30	Office Specialty	Yes	NYS OGS
31	Palmieri	Yes	NYS OGS
32	Peerless	Yes	No
33	Quinze & Milan	Yes	No
34	Republic Storage	Yes	No
35	Sandusky	Yes	No
36	Studio TK	Yes	No
37	Stylex	Yes	NYS OGS
38	Surfaceworks	Yes	No
39	TMC Furniture	Yes	No
40	Vitra	Yes	No
41	Worden	Yes	NYS OGS
42	* Montel	Yes	No
43	3Branch	Yes	NYS OGS
44	Leland/Fresh Coast	Yes	NYS OGS
45	LII Millwork	Yes	NYS OGS
46	Tennsro/Estey	Yes	NYS OGS
47	Gressco	Yes	NYS OGS
48	Creative Arts	Yes	NYS OGS
49	Main Branch	Yes	NYS OGS
50	Auemuir	Yes	No
51	Arconas	Yes	NYS OGS
52	JSI/Community	Yes	NYS OGS
53	Sironi/Exemplis	Yes	NYS OGS
54	Tenjam	Yes	No
55	ERG International	Yes	NYS OGS
56	Liat	Yes	NYS OGS

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57	Media Technologies	Yes	No
58	Claridge	Yes	NYS OGS
59	Spec	Yes	NYS OGS
60	Jasper Chair	Yes	No
61	Steelcase	Yes	NYS OGS
62	Aurora Storage	Yes	NYS OGS

ORI			
	Furniture/ Shelving Manufacturer (* Shelving)	Indicate Yes or No If your firm is able to sell manufacturer's products.	Is your firm able to sell manufacturer's product off a government contract? If yes indicate which government contract.
1	Agati	Yes	NYS OGS
2	Alias	Yes	
3	Arper	Yes	
4	Arcadia	Yes	NYS OGS
5	Artek	Yes	
6	Best-Rite	Yes	
7	Bretford/Herman Miller	Yes	
8	Coalesse	Yes	
9	Davis Furniture Industries	Yes	
10	Debourgh	Yes	
11	Dzine Elements	Yes	
12	EcoTots	Yes	
13	Egan Visual Inc	Yes	
14	Global Furniture Group	Yes	NYS OGS
15	Gordon International	Yes	
16	Herman Miller	No	
17	Hightower	Yes	
18	Hon	Yes	NYS OGS
19	Humanscale	Yes	NYS OGS
20	ICF	Yes	
21	Jack Cartwright	Yes	
22	Keilhauer	Yes	NYS OGS
23	KI	Yes	NYS OGS
24	Knoll	Yes	NYS OGS
25	Magnuson	Yes	

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26	Metro	No	
27	Muuto	Yes	NYS OGS
28	Naughtone	Yes	
29	Nevins	Yes	
30	Office Specialty	Yes	
31	Palmieri	Yes	NYS OGS
32	Peerless	Yes	
33	Quinze & Milan	Yes	
34	Republic Storage	Yes	
35	Sandusky	Yes	
36	Studio TK	Yes	
37	Stylex	Yes	NYS OGS
38	Surfaceworks	Yes	
39	TMC Furniture	Yes	
40	Vitra	Yes	
41	Worden	Yes	
42	* Montel	Yes	NYS OGS

Waldners			
	Furniture/ Shelving Manufacturer (* Shelving)	Indicate Yes or No If your firm is able to sell manufacturer's products.	Is your firm able to sell manufacturer's product off a government contract? If yes indicate which government contract.
1	Agati	Yes	NYS Contract
2	Alias	Yes	Not on Contract
3	Arper	Yes	Not on Contract
4	Arcadia	Yes	NYS Contract
5	Artek	Yes	Not on Contract
6	Best-Rite	Yes	Not on Contract
7	Bretford/Herman Miller	Yes	NCPA
8	Coalesse	Yes	NYS Contract
9	Davis Furniture Industries	Yes	Not on Contract
10	Debourgh	Yes	Not on Contract
11	Dzine Elements	Yes	Not on Contract
12	EcoTots	No	Not on Contract
13	Egan Visual Inc	Yes	Not on Contract but they mirrors NYS discounting
14	Global Furniture Group	Yes	NYS Contract

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15	Gordon International	Yes	NYS Contract
16	Herman Miller	No	Capitalized manufacturer
17	Hightower	Yes	Not on Contract
18	Hon	Yes	NYS Contract
19	Humanscale	Yes	NYS Contract
20	ICF	Yes	Not on Contract
21	Jack Cartwright	Yes	Not on Contract
22	Keilhauer	Yes	NYS Contract
23	KI	Yes	NYS Contract
24	Knoll	Yes	Yes but knoll studio only
25	Magnuson	Yes	Not on Contract
26	Metro	Yes	Not on Contract
27	Muuto	Yes	Not on Contract
28	Naughtone	Yes	Not on Contract
29	Nevins	Yes	GSA
30	Office Specialty	Yes	NYS Contract
31	Palmieri	Yes	NYS Contract
32	Peerless	No	
33	Quinze & Milan	Yes	Not on Contract
34	Republic Storage	Yes	Not on Contract
35	Sandusky	Yes	Not on Contract
36	Studio TK	Yes	NYS Contract
37	Stylex	Yes	NYS Contract
38	Surfaceworks	Yes	NCPA
39	TMC Furniture	Yes	NYS Contract
40	Vitra	Yes	Not on Contract
41	Worden	Yes	NYS Contract
42	* Montel	Yes	NYS Contract

W.B Mason			
	Furniture/ Shelving Manufacturer (* Shelving)	Indicate Yes or No If your firm is able to sell manufacturer's products.	Is your firm able to sell manufacturer's product off a government contract? If yes indicate which government contract.
1	Agati	Yes	
2	Alias	Yes	
3	Arper	Yes	
4	Arcadia	Yes	NYS Contract
5	Artek	Yes	

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6	Best-Rite	Yes	NASSAU BOCES
7	Bretford	Yes	
8	Coalesse	No	
9	Davis Furniture Industries	Yes	
10	Debourgh	Yes	
11	Dzine Elements	Yes	
12	EcoTots	Yes	
13	Egan Visual Inc	Yes	
14	Global Furniture Group	Yes	
15	Gordon International	Yes	
16	Herman Miller	No	
17	Hightower	Yes	
18	Hon	Yes	Eastern Suffolk BOCES, NASSAU BOCES, NYS OGS Contract
19	Humanscale	Yes	NYS Contract
20	ICF	Yes	
21	Jack Cartwright	Yes	
22	Keilhauer	Yes	
23	KI	Yes	NASSAU BOCES
24	Knoll	No	
25	Magnuson	Yes	
26	Metro	Yes	
27	Muuto	Yes	
28	Naughtone	Yes	
29	Nevins	Yes	
30	Office Specialty	Yes	
31	Palmieri	Yes	NYS Contract
32	Peerless	Yes	
33	Quinze & Milan	Yes	
34	Republic Storage	Yes	
35	Sandusky	Yes	Eastern Suffolk BOCES, NASSAU BOCES
36	Studio TK	Yes	
37	Stylex	Yes	NASSAU BOCES, NYS Contract
38	Surfaceworks	Yes	NYS Contract
39	TMC Furniture	Yes	
40	Vitra	Yes	
41	Worden	No	
42	* Montel	No	

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43	9-5 Seating	Yes	NYS Contract
44	Allermuir	Yes	NYS Contract
45	All Steel	Yes	Eastern Suffolk BOCES, NASSAU BOCES, NYS OGS Contract
46	Biblo Model	Yes	
47	Borroughs	Yes	
48	Colecraft	Yes	NYS Contract
49	Community	Yes	NASSAU BOCES
50	Great Openings	Yes	NYS Contract
51	Gunlocke	Yes	NASSAU BOCES, NYS Contract
52	Hale	Yes	Eastern Suffolk BOCES, NASSAU BOCES, NYS OGS Contract
53	Haskell	Yes	NASSAU BOCES, NYS Contract
54	Liat	Yes	NYS Contract
55	Logiflex	Yes	NYS Contract
56	Mien	Yes	
57	Palmer Hamilton	Yes	Eastern Suffolk BOCES, NASSAU BOCES
58	Paragon	Yes	NASSAU BOCES, NYS OGS CONTRACT
59	Platnum Visual	Yes	Eastern Suffolk BOCES, NASSAU BOCES
60	Versteel	Yes	NYS Contract

RESULT: ADOPTED [Unanimous]

MOVER: Judy E. Bergtraum, Esq.

SECONDER: Michael E. Rodriguez, Esq.

AYES: Mihaltses, Simons, Ed. D, Shapiro, Ed. D., LCSW, Bergtraum, Esq.,
Gutierrez, Gorton, Haddad, Esq., Healey, Koerner, Esq., Rodriguez, Esq.,
Russo, Esq., Thomson

EXCUSED: Robert Santos, Esq., Richard Hogan, Andrew P. Jackson, Edward
Sadowsky, Esq.

5. State Aid for Public Library Construction (ID # 2327)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees adopt the assurances that accompany the State construction grant applications in the amount of \$1,210,449, as well as approve the signing of the Assurances by the Chair of the Board of Trustees, for the replacement of roof mounted HVAC equipment, replacement of the roof, and replacement of interior suspending ceilings at the

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Fresh Meadows Community Library.

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

6. Approval of Bills for the Month of August 2020 (ID # 2346).

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the August 2020 bills in the aggregate sum of \$3,214,343.

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

7. Approval of Bills for the Month of July 2020 (ID # 2343).

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the July 2020 bills in the aggregate sum of \$8,828,049.

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

8. Approval of Bills for the Month of June 2020 (ID # 2340).

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the June 2020 bills in the aggregate sum of

\$6,016,326.

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

9. Acceptance of Financial Reports for the Period Ending August 2020 (ID # 2344)

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 August 31, 2020.

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

10. Acceptance of Financial Reports for the Period Ending July 2020 (ID # 2341)

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 July 31, 2020.

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

11. Acceptance of Financial Reports for the Period Ending June 2020 (ID # 2338)

September 24, 2020

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 June 30, 2020.

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

B. Report Item(s)**1. Personnel Report - August 2020 (ID # 2326)**

RESULT:	PRESENTED
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RESULT:	PRESENTED
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2. Personnel Report - July 2020 (ID # 2325)**3. Payroll for the Month of August 2020 (ID # 2345)**

RESULT:	PRESENTED
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RESULT:	PRESENTED
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4. Payroll for the Month of July 2020 (ID # 2342)**5. Payroll for the Month of June 2020 (ID # 2339)**

RESULT:	PRESENTED
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RESULT:	PRESENTED
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6. Purchases Over \$5K Report - August 2020 (ID # 2336)**7. Purchases Over \$5K - June 2020 (ID # 2335)**

RESULT:	PRESENTED
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IV. REPORT OF THE CHAIR OF THE BOARD

Board Chair, Haeda Mihaltses, welcomed and thanked everyone that attended the board meeting. She reported that the board and management team meets weekly to discuss the status of the library. Ms. Mihaltses reported that although there is uncertainty as to what will happen in the upcoming weeks, the Library staff continues to work diligently to provide library services to library customers.

V. PRESIDENT'S REPORT

Dennis M. Walcott, President and CEO, reported that since closing on March 16, Sung Mo Kim, Chief Operating Officer, along with other Library staff regularly met to determine what type of emergency purchases are needed to safely reopen our physical operations to both staff and customers. To date, the Library has made the following major purchases, which cost the Library approximately \$550,000. These purchases were made on an emergency basis, consistent with the Library's Purchasing Policy:

- Over 1,100 desktop wellness screens;
- Nearly 200 self-standing wellness screens;
- Over 9,000 KN95 disposable face masks;
- 20,000 disposable medical masks;
- Nearly 300 hand sanitizer stations with dispensers; and
- 700 gallons of hand sanitizer.

Mr. Walcott also reported that the Annual Reports for Library Systems and the Public and Association Libraries for 2019 were approved by the NYS Education Department (NYSED).

Mr. Walcott reported that although Andrew Jackson could not be attend this meeting, Mr. Jackson emailed the following questions be raised at this meeting:

1. What is the status of repairs and/or modifications at the Queens West Library?

Mr. Walcott reported that due to the pandemic, the majority of Library projects and repairs are temporarily placed on hold. The exceptions are 19 active capital projects that include the Far Rockaway, Sunnyside, Steinway, and Glendale libraries. The Library is awaiting approval from the Department of Design and Construction (DDC) and the Office of Management and Budget (OMB) to proceed with all renovation projects and repairs. The current active projects have been approved and funded by OMB.

2. With the scheduled reopening of additional library sites, is there a target date for the reopening of the balance still closed?

Nick Buron, Chief Librarian and Sr. VP, reported that 15 libraries are currently open to the public as "To-Go" locations. There are approximately 7,000 library items, of which approximately 85% are virtual, circulated daily. Approximately 1,100 of these items are printed materials daily. Mr. Buron also reported that approximately 50 virtual programs are scheduled daily, with approximately 500 customers in attendance. On Monday, September 28, seven additional locations are scheduled to open as "To-Go" locations. The Flushing and Central libraries are currently being used as fulfillment centers, which are not open to the public. By early November 2020, it is anticipated that approximately a total of 35 locations will be open to the public.

1. Key Performance Indicators Report - August 2020 (ID # 2314)

RESULT: PRESENTED

2. Key Performance Indicators Report - July 2020 (ID # 2313)

RESULT: PRESENTED

RESULT: PRESENTED

3. Key Performance Indicators Report - June 2020 (ID # 2312)

VI. OTHER BUSINESS

1. Motion to Go into Executive Session (ID # 2331),

Recommended Motion for Consideration:

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

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

2. Motion to Return to Public Session (ID # 2332),

Recommended Motion for Consideration:

I move that the meeting return to Public Session.

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

3. Action Resulting from Executive Session Discussion: Transfer of Ownership of the Property Adjacent to the Corona Community Library to City of NY (ID # 2333)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the Library's donation to the City of New York of the premises located at 104-11 39 Avenue, Corona, New York 11368 (the property adjacent to

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the Corona Community Library) with a reverter clause in the event the MZO is denied, and that the President & Chief Executive Officer and/or Chief Operating Officer be authorized to execute those documents necessary to effectuate such donation.

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

VII. ADJOURNMENT

1. Motion to Adjourn (ID # 2317)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

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

The meeting was closed at 7:01 PM.

Secretary