

QUEENS LIBRARY
BOARD OF TRUSTEES
THURSDAY, JANUARY 21, 2021
MINUTES

A meeting of the Board of Trustees was held virtually via WebEx on Thursday, January 21, 2021. The meeting was called to order at 6:20 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 Healy	Board Member	Present	
Rev. Richard Hogan	Board Member	Present	
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	Excused	
Elizabeth Guzman, Esq.	Rep - Public Advocate	Present	
Kapil Longani, Esq.	Rep - Mayor's Office	Present	
Allan Swisher, Esq.	Rep - Borough President	Present	

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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	
John Katimaris	VP, Capital Projects	Present	
Larry Vedilago	VP Risk Management	Present	
Chauncie Brooks	Sr. Manager, Infrastructure & Support	Present	
Laniece Ince	Executive Assistant to President & CEO	Present	
Danielle Walsh	Community Library Manager, South Jamaica	Present	

II. APPROVAL OF MINUTES

1. Approval of Minutes of the Board - December 17, 2020 (ID # 2400)

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:	James M. Haddad, Esq.
AYES:	Mihaltses, Simons, Ed. D, Shapiro, Ed. D., LCSW, Bergtraum, Esq., Gutierrez, Gorton, Haddad, Esq., Healey, Hogan, Jackson, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Robert Santos, Esq., George Russo, Esq., Edward Sadowsky, Esq.

III. AGENDA

A. Action Item(s)

1. Election of Officers - 2021 (ID # 2408)

Dennis Walcott, President and CEO, and the board trustees thanked Haeda Mihaltses for her role as board chair. Mr. Walcott welcomed Michael Rodriguez to his new role as the incoming board chair.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept the resolution on election of officers as presented:

RESOLUTION

WHEREAS, at the Board's regularly scheduled meeting held on Thursday, December 17, 2020, the Nominating Committee recommended the following slate of officers of the Library for calendar year 2021:

Chair of the Board:	Michael Rodriguez, Esq.
Vice Chair:	Earl Simons, Ed. D.
Secretary:	Eli Shapiro, Ed. D., LCSW
Treasurer:	Julissa Gutierrez
Assistant Treasurer:	Pauline Healy

WHEREAS, at the December 17, 2020 meeting, the Trustees were asked if they would like to nominate any other officers and no other nominations were offered; and the Board unanimously approved a motion to close nominations for officers of the Library for calendar year 2021.

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NOW THEREFORE, BE IT RESOLVED by the Board of Trustees that, after due deliberation, the following Trustees are elected as the officers of the Library for calendar year 2021 and shall continue in office until their successors shall have been elected and qualified:

Chair of the Board: Michael Rodriguez, Esq.
Vice Chair: Earl Simons, Ed. D.
Secretary: Eli Shapiro, Ed. D., LCSW
Treasurer: Julissa Gutierrez
Assistant Treasurer: Pauline Healy

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

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

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.

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

3. Resolution – President & CEO Salary Increase (ID # 2409)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the following resolution as presented.

RESOLUTION

WHEREAS, the Library’s By-Laws provide, in pertinent part, that the Labor Relations Committee shall annually review and make recommendations to the Board of Trustees regarding the compensation arrangement for the President and CEO; and

WHEREAS, in light of the COVID-19 pandemic, most Committee work has been undertaken by the full Board of Trustees, including the aforementioned annual review of the

compensation arrangement for the President and CEO.

NOW, THEREFORE, BE IT RESOLVED that: (i) after obtaining and considering appropriate data of similar salaries paid to similar executives at comparable organizations; (ii) evaluating the President and CEO's performance in light of the goals and objectives relevant to his compensation, and the Library's performance relative to the Library's mission; and (iii) evaluating the President and CEO's contribution to the Library's purposes and activities, and how his qualifications contribute to his achievement of such goals, the Board of Trustees has determined that Mr. Walcott's salary be increased by 3%, which comports with the increase that other eligible key executive employees have received, effective as of the fourth anniversary date of his employment. However, given that Mr. Walcott has advised the Board of Trustees that he has graciously declined to receive any salary increase for the relevant period of time, his salary shall remain the same.

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

4. FY 2022 Holiday Schedule (ID # 2407)

Recommended Motion for Consideration:

I move that the Board of Trustees approve the fiscal year 2022 holiday schedule as presented.

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

5. Approval of Bills for the Month of December 2020 (ID # 2414)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the December 2020 bills in the aggregate sum of \$5,382,107.

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

6. Acceptance of Financial Reports for the Period Ending December 2020 (ID # 2411)

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 December 31, 2020.

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

B. Report Item(s)

1. Payroll for the Month of December 2020 (ID # 2410)

RESULT:	PRESENTED
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2. FY'21 Bi-Annual Credit Card Usage Summary (ID # 2434)

RESULT:	PRESENTED
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3. Property/Casualty Insurance Program (ID # 2406)

RESULT:	PRESENTED
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4. QPL Workers' Compensation Self-Insurance Program Update (ID # 2405)

RESULT:	PRESENTED
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5. Purchases Over \$5K - December 2020 (ID # 2403)

RESULT:	PRESENTED
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6. Personnel Report - December 2020 (ID # 2402)

RESULT: PRESENTED

IV. REPORT OF THE CHAIR OF THE BOARD

Board Chair Michael Rodriguez thanked the board for the honor of election as incoming board chair. As his first order of business, he thanked Ms. Mihaltzes for her role as board chair. Secondly, he asked if the board can use the Zoom platform to conduct any future board meetings. Several board trustees have expressed issues with using WebEx. William Goldband, VP, of Information, Technology & Development (ITD) reported that the Library has prepaid for the use of the WebEx platform until July 2021. Mr. Goldband will review the current plan and the use of Zoom before the WebEx subscription expires. ITD will reach out to trustees to assistance, resolve any issues, and update the board regarding the use of Zoom subscription.

V. PRESIDENT'S REPORT

Dennis M. Walcott, President and CEO, asked that Sung Mo Kim, Esq, Chief Operating Officer and Sr. VP, to report on the status of the library. Mr. Kim reported that since December 2020 there have been several positive COVID-19-related cases with staff working both on-site and remotely. Mr. Kim reported that the Risk Management Department has been very diligent in ensuring staff are following strict protocols and procedures. Since the increase in cases, there have been several protocols implemented to combat an increase in infections. The protocols includes closing the affected branch locations, detailed cleaning of the closed locations, use and balancing of teams and alternating staff to service locations, as well as mandated COVID-19 testing prior to returning to work.

Nick Buron, Chief Librarian and Sr. VP, reported that, to date, there has been no staff-to-staff COVID-19 transmissions. He also reported that Community Library Services (CLS) is looking into increasing the staffing levels and hours of operations at various locations for customers to pick up library materials.

Board trustee James Haddad, Esq. asked that, in addition to board trustees receiving notification when the Library closes due to COVID-19 related cases, that they also receive notifications when the Library reopens to the public. Mr. Haddad also inquired about the protocols to reopen Library locations. Mr. Kim reported the NY State Education Department (NYSED) mandated that the Library have a plan of action. Once the Library is notified that an employee that has worked on-site has been infected, the location will close for a 24-hour period, ensuring no staff has access to that location. After this period, custodial staff will thoroughly clean the location, and will reopen after a 72-hour period with the alternating team. The team that worked with the infected staff member will be required to produce COVID-19 negative test results prior to returning to work. All infected staff are mandated to a 14-day quarantine period prior to returning to work. He also reported that the Union and staff have been very appreciative and receptive about the communication and transparency of the Library's implemented safety policies and procedures.

Mr. Walcott also reported to the board that when the COVID-19 vaccine becomes available, staff would be allowed to use 4-hours of compensated time to get vaccinated.

He also reported that this year, the Library is celebrating its 125-year anniversary. A virtual gala will be held honoring Queens Public Library. The board will receive an update once the gala details have been finalized.

RESULT: PRESENTED

VI. ADJOURNMENT

1. Motion to Adjourn (ID # 2404)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

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

The meeting was closed at 7:34 PM.

Secretary