

QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, APRIL 7, 2022
MINUTES

A meeting of the Board of Trustees was held virtually via Zoom on Thursday, April 7, 2022. The meeting was called to order at 6:17 PM by Chair of the Board, Michael E. Rodriguez Esq.

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Michael E. Rodriguez, Esq.	Chair of the Board	Present	
Earl G. Simons, Ed. D.	Vice Chair of the Board	Present	
Eli Shapiro, Ed. D, LCSW	Secretary	Present	
Julissa Gutierrez	Treasurer	Present	
Pauline Healy	Assistant Treasurer	Present	
Judy E. Bergtraum, Esq.	Board Member	Present	
Matthew M. Gorton	Board Member	Present	
James M. Haddad, Esq.	Board Member	Excused	
Cloyette Harris-Stoute	Board Member	Present	
Andrew P. Jackson	Board Member	Present	6:37 PM
Peter Kauffmann	Board Member	Excused	
Carl S. Koerner, Esq.	Board Member	Present	
Haeda Mihaltses	Board Member	Present	
Guillermo Patino	Board Member	Present	
George Russo, Esq.	Board Member	Excused	
Robert Santos, Esq.	Board Member	Excused	
Lydon Sleeper O'Connell	Board Member	Present	6:41 PM
Terri Thomson	Board Member	Present	

April 7, 2022

Eve Cho Guillergan, Esq.	Rep - Speaker	Present	
Elizabeth Guzman, Esq.	Rep - Public Advocate	Excused	
Allan Swisher, Esq.	Rep - Borough President	Present	
Dennis M. Walcott	President & CEO	Present	
Jimmy Van Bramer	Rep - NYC Comptroller	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	
Susan Latham	Executive Director, QPL Foundation	Present	
Thomas Ching	VP, Facilities & Environmental Services	Present	
Jonathan Chung	VP, Government Affairs	Present	
William Funk	VP, Procurement	Present	
William Goldband	VP, Information, Technology & Development	Present	
John Katimaris	VP, Capital Projects	Present	
Jacqueline Martinez	VP, Human Resources	Present	
Sharon Myrie	VP, Programs & Services	Present	
Chauncie Brooks	Sr. Manager, Infrastructure & Support	Present	
Justin Carroll, Esq.	Associate General Counsel	Present	
Vishnu Dawah	Controller, Finance	Present	
Sara Hausner-Levine, Esq.	Deputy General Counsel	Present	
LaNiece M Ince	Executive Assistant to President & CEO	Present	
Danielle Walsh	Instructional Systems Designer and Strategist	Present	
Franny Kent	Director of Programming, Programs & Services	Present	

II. APPROVAL OF MINUTES

1. Approval of Minutes of the Board - March 10, 2022 (ID # 2648)

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:	Terri Thomson
AYES:	Rodriguez, Esq., Simons, Ed. D, Shapiro, Ed. D, LCSW, Gutierrez, Healy, Bergtraum, Esq., Gorton, Harris-Stoute, Koerner, Esq., Mihaltses, Patino, Thomson
EXCUSED:	Haddad, Esq., Jackson, Kauffmann, Russo, Esq., Santos, Esq., O'Connell

III. COMMITTEE REPORT(S)

1. Approval of the Audit Committee Report (ID # 2660)

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:	Judy E. Bergtraum, Esq.
SECONDER:	Cloyette Harris-Stoute
AYES:	Rodriguez, Esq., Simons, Ed. D, Shapiro, Ed. D, LCSW, Gutierrez, Healy, Bergtraum, Esq., Gorton, Harris-Stoute, Koerner, Esq., Mihaltses, Patino, Thomson
EXCUSED:	Haddad, Esq., Jackson, Kauffmann, Russo, Esq., Santos, Esq., O'Connell

IV. AGENDA

A. Action Item(s)

1. Approval of Bills for the Month of February 2022 (ID # 2636)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the February 2022 bills in the aggregate sum of \$3,673,563.

April 7, 2022

RESULT:	ADOPTED [Unanimous]
MOVER:	Pauline Healy
SECONDER:	Julissa Gutierrez
AYES:	Rodriguez, Esq., Simons, Ed. D, Shapiro, Ed. D., LCSW, Gutierrez, Healy, Bergtraum, Esq., Gorton, Harris-Stoute, Koerner, Esq., Mihaltses, Patino, Thomson
EXCUSED:	Haddad, Esq., Jackson, Kauffmann, Russo, Esq., Santos, Esq., O'Connell

2. Acceptance of Financial Reports for the Period Ending February 2022 (ID # 2638)

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 February 28, 2022.

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Pauline Healy
SECONDER:	Terri Thomson
AYES:	Rodriguez, Esq., Simons, Ed. D, Shapiro, Ed. D., LCSW, Gutierrez, Healy, Bergtraum, Esq., Gorton, Harris-Stoute, Koerner, Esq., Mihaltses, Patino, Thomson
EXCUSED:	Haddad, Esq., Jackson, Kauffmann, Russo, Esq., Santos, Esq., O'Connell

3. EC PRISM - Support the Evaluation of the Librarian-Lead Story Time Program Contract Authorization (ID # 2649)

Sharon Myrie, VP of Programs and Services gave the board a brief overview. Ms. Myrie reported that the Robin Hood Foundation introduced EC PRISM to the Library. The Robin Hood Foundation awarded the Library a grant to work with EC Prism to measure and evaluate the Library's early childhood literacy programs and train staff to enhance the Library's story time model.

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 contract with the Institute for Child Success, doing business as the Early Childhood Precision, Innovation, and Shared Measurement, to support the evaluation of the librarian-led story time program for a term not to exceed a year, at an estimated cost of \$75,000.

April 7, 2022

RESULT:	ADOPTED [Unanimous]
MOVER:	Matthew M. Gorton
SECONDER:	Carl S. Koerner, Esq.
AYES:	Rodriguez, Esq., Simons, Ed. D, Shapiro, Ed. D., LCSW, Gutierrez, Healy, Bergtraum, Esq., Gorton, Harris-Stoute, Koerner, Esq., Mihaltses, Patino, Thomson
EXCUSED:	Haddad, Esq., Jackson, Kauffmann, Russo, Esq., Santos, Esq., O'Connell

4. Annual Report for Library Systems and Annual Report for Public & Association Libraries (ID # 2659)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept the Queens Borough Public Library's Annual Report for Library Systems and Annual Report for Public and Association Libraries.

RESULT:	ADOPTED [Unanimous]
MOVER:	Terri Thomson
SECONDER:	Matthew M. Gorton
AYES:	Rodriguez, Esq., Simons, Ed. D, Shapiro, Ed. D., LCSW, Gutierrez, Healy, Bergtraum, Esq., Gorton, Harris-Stoute, Jackson, Koerner, Esq., Mihaltses, Patino, Thomson
EXCUSED:	Haddad, Esq., Kauffmann, Russo, Esq., Santos, Esq., O'Connell

5. Temporary Employment Services - Contract Authorization (ID # 2655)

Sung Mo Kim, Chief Operating Office and Sr. VP reported that since March 2022, the Library has lost more staff through retirement and attrition. This year, staff have separated at an average rate of six employees per week, projecting approximately 120 employees at years end. The Library is requesting board approval to hire a temporary staff agency to assist with staffing needs. The most critical vacancies are for the librarian and custodial positions.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to amend the respective contracts with Access Staffing, LLC; Professionals for Non Profits, Inc. DBA PNP Staffing Group; and Robert Half International, LLC for the purposes of increasing the maximum annual contract amount to \$100,000 for the next two years for their services.

April 7, 2022

RESULT:	ADOPTED [Unanimous]
MOVER:	Pauline Healy
SECONDER:	Andrew P. Jackson
AYES:	Rodriguez, Esq., Simons, Ed. D, Shapiro, Ed. D., LCSW, Gutierrez, Healy, Bergtraum, Esq., Gorton, Harris-Stoute, Jackson, Koerner, Esq., Mihaltses, Patino, O'Connell, Thomson
EXCUSED:	James M. Haddad, Esq., Peter Kauffmann, George Russo, Esq., Robert Santos, Esq.

6. Sole Source Contract with Lyngsoe Systems, Inc. for Automated Materials Handling System and Maintenance Contract Authorization (ID # 2658)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to execute a sole source agreements with Lyngsoe Systems, Inc. for as-needed new equipment and maintenance services, at the rates set forth herein.

New System Supply
Upgrade Component Pricing

main/add on	part number	reader	note	sorting	# of destinations	2017 Pricing	MSRP	Discount	Price
add	15M2000		Sort Mate™	15M2000	2-sort point	\$ 20,215.00	\$ 20,064.00	35%	\$ 13,042.00
add	17M2000		Turn Mate™				\$ 32,723.00	10%	\$ 29,451.00
add	1TOPSCAN	Top Scan barcode	barcode scanner add on for LM1200, LM2100, SI1200				\$ 5,334.00	25%	\$ 4,001.00
add	1E51200R	RFID	Ergo Staff™				\$ 20,805.00	28%	\$ 14,980.00
add	1E51200B	top scan & RFID	Ergo Staff™				\$ 26,360.00	28%	\$ 18,980.00
add	1EF1200		Ergo Feeder add on to Ergo Staff™				\$ 10,000.00	15%	\$ 8,500.00
add	1HOLDPRINTER		Hold Slip Printer				\$ 659.00	15%	\$ 561.00
add	1LC6000-xx00		Conveyor 500, 600, 800, 900, 1000, 1100, 1200, 1500, 1700, 2000mm			\$ 9,500.00	\$ 9,759.00	25%	\$ 7,320.00
add	1LC6000-curve		belted curve conveyor				\$ 14,679.00	10%	\$ 13,212.00
add	1TOPPERLIFT-S		less than 10' elevation				\$ 64,565.00	10%	\$ 58,109.00
add	1TOPPERLIFT-L		Between 10' and 16' elevation				\$ 75,419.00	10%	\$ 67,878.00
add	Flex conveyor		*Pricing varies on length and elevation change				\$ -	10%	\$ -
add	1BONNET		Shade bonnet for LM2100				\$ 1,200.00	25%	\$ 900.00
add	1LOCKRETURN		backup locking book return				\$ 9,067.00	25%	\$ 6,801.00
add	1TOTESHelf		Tote Shelf				\$ 1,081.00	28%	\$ 779.00
add	1ERGOBOX		Ergo Box™				\$ 5,906.00	28%	\$ 4,253.00
add	1TOTESTACKER		Tote Stacker chute				\$ 5,311.00	25%	\$ 3,984.00
add	1ERGO CARTDOCK		Ergo Cart™ Docking station				\$ 5,432.00	25%	\$ 4,074.00
add	1ERGO CART		Ergo Cart™				\$ 4,144.00	25%	\$ 3,108.00
add	1ERGOVOLUME		Ergo Volume™				\$ 5,720.00	25%	\$ 4,290.00
add	1ERGOTROLLEYSM		Ergo Trolley™ small				\$ 1,808.00	35%	\$ 1,176.00
add	1ERGOTROLLEYM		Ergo Trolley™ medium (std)			\$ 1,124.00	\$ 1,847.00	35%	\$ 1,201.00
add	1ERGOTROLLEYMLOCK		Ergo Trolley™ medium -w lock wheel				\$ 2,000.00	35%	\$ 1,300.00
add	1ERGOTROLLEYL		Ergo Trolley™ large				\$ 2,462.00	35%	\$ 1,601.00
add	1TOTELIFT		Tote Lifter				\$ 9,112.00	15%	\$ 7,746.00
add	1ERGOAPPLY		Print and Apply				\$ 55,577.00	15%	\$ 47,241.00
add	CGS		Graphical System Display				\$ 11,018.00	30%	\$ 7,713.00
add	TCS		Tote Check In Server with 3 handheld scanners				\$ 74,118.00	15%	\$ 63,001.00
add	DRAFTDOOR		Draft door				\$ 5,000.00	15%	\$ 4,250.00
service			Library Mate™ removal for upgrade				\$ 500.00	0%	\$ 500.00
service			Sort Mate™ removal for upgrade				\$ 500.00	0%	\$ 500.00
main	1lockerC-20		External/Internal Locker 20 door control				\$ 26,889.00	15%	\$ 22,856.00
add	1lockerA-24		External/Internal Locker 24 door add on				\$ 13,039.00	15%	\$ 11,084.00
main	1Libcabinet		LibCabinet				\$ 35,226.00	15%	\$ 29,943.00
add	1Libshelf4-C		LibShelf 4 shelf control				\$ 22,618.00	15%	\$ 19,226.00
add	1Libshelf4-A		LibShelf 4 shelf add on				\$ 8,189.00	15%	\$ 6,961.00
main/add on	part number	reader	note	sorting	# of destinations	2017 Pricing	MSRP	Discount	Price
main	1LM1200R1SM2000	RFID	wall mount LM1200 with Sort Mate™ and LSC	1 SM2000	3-sort point		\$ 51,603.00	18%	\$ 42,315.00
main	1LM1200RD1SM2000	RFID	desk mount with LM1200 Sort Mate™ and LSC	1 SM2000	3-sort point		\$ 53,975.00	18%	\$ 44,260.00

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Cloyette Harris-Stoute
AYES:	Rodriguez, Esq., Simons, Ed. D, Shapiro, Ed. D., LCSW, Gutierrez, Healy, Bergtraum, Esq., Gorton, Harris-Stoute, Jackson, Koerner, Esq., Mihaltses, Patino, O'Connell, Thomson
EXCUSED:	James M. Haddad, Esq., Peter Kauffmann, George Russo, Esq., Robert Santos Esq.

7. Naming Recognition Policy (ID # 2657)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees adopt the Naming Recognition Policy, as set forth in the attachment.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Terri Thomson
AYES:	Rodriguez, Esq., Simons, Ed. D, Shapiro, Ed. D., LCSW, Gutierrez, Healy, Bergtraum, Esq., Gorton, Harris-Stoute, Jackson, Koerner, Esq., Patino, O'Connell, Thomson
ABSTAIN:	Haeda Mihaltses
EXCUSED:	James M. Haddad, Esq., Peter Kauffmann, George Russo, Esq., Robert Santos Esq.

B. Report Item(s)

1. Purchases Over \$50K - March 2022 (ID # 2656)

RESULT:	PRESENTED
----------------	------------------

2. Payroll for the Month of February 2022 (ID # 2637)

RESULT:	PRESENTED
----------------	------------------

3. Personnel Report - March 2022 (ID # 2652)

RESULT:	PRESENTED
----------------	------------------

V. REPORT OF THE CHAIR

Board chair, Michael Rodriguez reminded board members submit any outstanding Conflict of Interest (COI) forms to Justin Deabler, Esq, General Counsel and Sr. VP as soon as possible.

VI. PRESIDENT'S REPORT

Dennis M. Walcott, President and CEO announced that on Monday, April 25, the Flushing Library will reopen to the public. An email was sent to all board members regarding the Flushing Library reopening.

Mr. Walcott asked that Sung Mo Kim, Chief Operating Office and Nick Buron give the board a brief overview on the status of Library's current capital projects. Mr. Kim reported that the Flushing Library is undergoing multiple capital projects. The major projects include the elevator installation project, which is managed by the Department of Design and Construction (DDC). The area will be secured with a construction wall and customers will be prohibited from accessing this area during hours of service.

Mr. Kim also reported that a temporary chiller system is scheduled for installation during the week of April 18. He indicated that John Katimaris, VP, Capital Projects and his team have been brainstorming a long-term solution to the HVAC system at the Flushing Library. The long-term HVAC system will take approximately two years to install.

DDC will work on these projects after hours when the library is closed to the public.

Mr. Walcott asked that the board contact LaNiece Ince, Executive Assistant to President & CEO, if interested in greeting and welcoming customers at the reopening of the Flushing Library on April 25.

Nick Buron, Chief Librarian and Sr. VP reported that prior to the pandemic, Flushing Library was one of the busiest libraries in the world. On April 25, Flushing Library and Adult Learning Center will reopen to the public with extended hours. He also reported that the Library is currently working on the Sunday schedule to accommodate customer demands.

Mr. Buron also reported that Yang Wang, Flushing Library Director and her team have working diligently to process and shelve a number of accumulated returned materials that the Flushing Library received over the pandemic, along with a variety of new material for the collection, prior to the reopening. In-person programming will be scheduled to begin soon thereafter reopening day.

Mr. Walcott asked that Sharon Myrie, VP of Programs and Services give a brief overview of the President's Council on Racial Equity (PCRE) and what tasks that Council has been working on. Ms. Myrie reported that the library conducted a town hall meeting to address any issues and concerns around racial equity, abroad and within the organization.

Ms. Myrie reported that PCRE is broken into five subcommittees to address the areas outlined in the PCRE's mission statement:

The mission of the Council is to identify racial barriers in policy, procedure, practice and history that may have a negative impact on Black employees and customers, and to identify solutions to create a more equitable workplace.

The Council will explore, among other things, QPL's recruiting, hiring and promotion practices, culture, learning and growth opportunities, governance, programs and services, collections, outreach and marketing strategies, culminating in a plan for lasting change. The Council will do so with transparency and accountability.

Approximately 60 employees have signed up to become a member of the council, to serve one of the five PCRE committees. Since the inception of the Council, with the exception of the summer months, the committees meet on a monthly basis to report their findings.

The Council has developed several upcoming programs to celebrate Black History Month and Juneteenth, as well as other programs, seminars, workshops, services such as a monthly book club, and events to promote and implement racial equity resources within the organization. Ms. Myrie also reported that the Council has also engaged the human resources department, ensuring that candidates recognize the role of diversity, engagement, and inclusion (DEI) within the organization, as well as the leadership team, to assist within areas that create and promote staffing development. The Council is currently working on a collections audit within five pilot branches. This audit will identify how books are classified, displayed, and the diversity of the Library's collection.

Ms. Myrie also reported that the Library received a \$490,000 power fund grant from the Robin Hood Foundation to assist with promoting the library's initiatives to promote racial equity. The grant will be utilized on the initiatives specifically with the Minority and Women Owned Business Enterprise (MWBE) practices within the Library's areas of procurement and a consultant to provide professional services to assist with the tasks as outlined within the PCRE's mission statement.

Mr. Walcott asked Susan Latham, Executive Director for the Queens Public Library Foundation (QPLF) gave the board an update on the status of the Foundation and grant funding updates. Ms. Latham reported that the Library was rewarded a \$300,000 grant from NY Community Trust to utilize in areas specifically for digital inclusion, which \$150,000 would be used to install extended wi-fi equipment. The remaining portion of the grant will be used to employ digital literacy instructors and train librarians to repair to assist customers with learning how to use hotspots.

She also reported the Foundation received digital inclusion a \$100,000 digital inclusion grant from the Revson Fund. A \$150,000 grant was awarded from the Mellons Foundation (\$150,000) for the Queens Memory Monuments Project, documenting and devising a digitize map of all the monuments with Queens. The Foundation has also been awarded a \$30,000 Key Pairing grant for the Library's hip-hop program.

She also reported that an email was sent to the board about the upcoming Queens Library Gala, which is scheduled for Wednesday, June 8 at The Foundry, located in Long Island City. The honorees Jelani Cobb, Min Jin Lee, R.J. Palacio and Gary Shteyngart will

April 7, 2022

received Queens Public Library Award. To date, the Foundation has raised \$210,000 for the upcoming gala.

Mr. Walcott reported that on April 15, the governor's executive order regarding virtual board meetings is set to expire. To date, that order has not been extended to include the Thursday, June 23 meeting. The board will be notified of any updates the Library receives prior to the June 23 meeting.

1. Key Performance Indicators Report - February 2022 (ID # 2651)

RESULT: PRESENTED

VII. ADJOURNMENT

1. Motion to Adjourn (ID # 2647)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

RESULT:	ADOPTED [Unanimous]
MOVER:	Terri Thomson
SECONDER:	Julissa Gutierrez
AYES:	Rodriguez, Esq., Simons Ed. D, Shapiro, Ed. D., LCSW, Gutierrez, Healy, Bergtraum, Esq., Gorton, Harris-Stoute, Jackson, Koerner, Esq., Patino, Thomson
EXCUSED:	Haddad, Esq., Kauffmann, Mihaltses, Russo, Esq., Santos Esq., O'Connell

The meeting was closed at 7:48 PM.

Secretary