

QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, JUNE 23, 2022
MINUTES

A meeting of the Board of Trustees was held virtually via Zoom on Thursday, June 23, 2022. The meeting was called to order at 6:32 PM by Vice Chair of the Board, Earl G. Simons Ed. D. on behalf of board chair, Michael E. Rodriguez, Esq. who was excused from this meeting.

I. Call to Order

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

Allan Swisher, Esq.	Rep - Borough President	Present	
Jimmy Van Bramer	Rep - NYC 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	
Susan Latham	Executive Director, QPL Foundation	Present	
Thomas Ching	VP, Facilities & Environmental Services	Present	
Jonathan Chung	VP, Government Affairs	Present	
Elizabeth De Bourbon	VP, Communications	Present	
William Funk	VP, Procurement	Present	
William Goldband	VP, Information, Technology & Development	Present	
Sharon Myrie	VP, Programs & Services	Present	
Larry Vedilago	VP, Risk Management	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	

II. APPROVAL OF MINUTES

1. Approval of Minutes of the Board - April 7, 2022 (ID # 2671)

Recommended Motion for Consideration:

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

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

III. COMMITTEE REPORT

1. Approval of the Finance & Investments Committee Report (ID # 2708)

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

IV. AGENDA

A. Action Item(s)

1. Videoconferencing Procedures Pursuant to Open Meetings Law § 103-A - Resolution (ID # 2707)

Recommended Motion for Consideration by the Board of Trustees:

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

RESOLUTION

WHEREAS, Chapter 56 of the Laws of 2022 created a new Section 103-a in the Open Meetings Law (“OML”); under the new Section 103-a, it made permanent until July 1, 2024,

the expanded use of videoconferencing; and

WHEREAS, prior to authorizing the use of videoconferencing, the Board of Trustees was required to hold a public hearing, which was held prior to its board meeting on June 23, 2022;

and

WHEREAS, the Board of Trustees must create written procedures governing the Board’s or its Committees’ use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022; now therefore be it

RESOLVED, that, pursuant to OML, videoconferencing may be used for a meeting at which a minimum number of members are present to fulfill the Board’s, or a Committee’s, quorum requirement in the same physical location or locations where the public can attend; and

RESOLVED, that the Board of Trustees hereby determined that Members of the Board or Committee shall be physically present at any such meeting unless such member is unable to be physically present at one of the designated public meeting locations due to “extraordinary circumstances,” as such term is defined in the procedures attached to this board item; and

RESOLVED, that the Board of Trustees has promulgated written procedures, which may be amended from time to time, further governing the Board’s or a Committee’s use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.

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

2. Disparity Study Consulting Services - Contract Authorization (ID # 2705)

Board Trustee Judy Bergtraum, Esq. asked William Funk, VP of Procurement, if the proposed firm, MGT, is an M/WBE-certified firm and/or subcontracts with other M/WBE-certified firms. Mr. Funk reported that the Library’s Procurement Policy does not require the Library to solicit firms with this requirement. Ms. Bergtraum stated that the board-approved firm should either be M/WBE-certified or have a subcontracted component that includes M/WBE firm(s). Mr. Funk reported that MGT has proposed to subcontract with an M/WBE-certified firm. Mr. Funk also noted that the Library’s Procurement department conducts continuous voluntary outreach to solicit and contract with M/WBE-certified firms.

Board Trustee Terri Thompson stated that the board would be comfortable if the BOT-approved firm planned to use M/WBE-certified subcontractors as part of the scope of work. Mr. Funk reported that it is the expectation, based on MGT's proposal, that the firm is working with at least one M/WBE-certified firm.

Mr. Deabler suggested that this agenda item be tabled until the next board meeting, to gather additional information to present to the Board and address the expressed concerns.

Board Trustee Andrew Jackson moved to table this action item. Trustee Terri Thompson seconded the action. It was passed unanimously.

The time and date of the next scheduled meeting is to be determined.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to contract with MGT of America Consulting, LLC, to provide disparity study consulting services for a one year term for an estimated contract cost of \$299,000.

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

3. Diversity, Equity and Inclusion Consulting Services (DEI) Contract Authorization (ID # 2704)

Sharon Myrie, VP of Programs and Services, reported that UPD, LLC has conducted work in approximately 30 states. UPD, LLC has a thorough understanding of diversity, equity, and inclusion (DEI) issues within the public and private sectors. While they are not a New York-based firm, UPD, LLC has deep experience with the subject matter and will subcontract components of the project to Queens-based firms.

Recommended Motion for Consideration by the Board of Trustees:

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I move that the Board of Trustees authorize the President and CEO to enter into a contract with Urban Policy Development, LLC./ DBA UPD Consulting to provide diversity, equity and inclusion consulting services for a one year term for an estimated contract cost of \$175,295.

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

4. Approval of the Proposed QPL Foundation - FY'23 Budget (ID # 2700)

Michael Tragale, Chief Financial Officer & Sr. VP, and Susan Latham, Executive Director of QPL Foundation reported that the Foundation has reduced the number of consultants and renegotiated several of its software and database contracts.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the adoption of the Fiscal Year 2023 Queens Public Library Foundation General Fund Budget, which was previously approved by the Foundation's Board of Directors on June 14, 2022.

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

5. Sole Source Contract with Comprise Technologies, Inc. Contract Authorization for Computer Content Filtering Software, Related Hardware & Computer Reservation System (ID # 2702)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to enter into an agreement with Comprise Technologies, Inc. for a term of five years at an estimated cost of \$384,645 for computer content filtering software, and associated hardware and Smart Access Manager.

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

6. Sole Source Contract with Online Computer Library Center, Inc. Contract Authorization for an Annual Subscription for Metadata Services (ID # 2703)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to enter into an agreement with OCLC in the amount of \$209,101.32 for the subscription services described above for a one-year period.

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

B. Report Item(s)

1. Purchases Over \$50K - May 2022 (ID # 2701)

RESULT:	PRESENTED
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2. Purchases Over \$50K - April 2022 (ID # 2706)

RESULT:	PRESENTED
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3. Personnel Report - May 2022 (ID # 2676)

RESULT:	PRESENTED
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4. Personnel Report - April 2022 (ID # 2672)

RESULT:	PRESENTED
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V. REPORT OF THE CHAIR

Acting Chair, Earl Simons, Ed.D, acknowledged that the Library is an extraordinary asset and thanked the Library staff, leadership team, and Trustees for their hard work and role within the community, and within the city and state, especially during the pandemic.

VI. PRESIDENT'S REPORT

Dennis M. Walcott, President and CEO, asked that Sung Mo Kim, Chief Operating Officer and Sr. VP, discuss the status of current Library capital projects.

Mr. Kim reported that the Flushing Library is now open to the public. The elevator project is now underway and a temporary HVAC solution is in place, pending full replacement of the defunct system. The Library is working on a long-term solution to replace the HVAC system. With a progressive timeline, the Library expects the long-term replacement of the HVAC will take approximately two years to complete.

He also reported that sound reduction barriers have also been installed to reduce the noise from the temporary HVAC solution while the ongoing renovations are underway.

Mr. Kim also reported on the status of the Far Rockaway Library. He stated that the Department of Design and Construction (DDC) targeted the construction phase to be completed by the end of June 2022. However, administrative tasks and the data cabling installation must be completed, to set up servers, before reopening to the public.

Mr. Walcott asked that Nick Buron, Chief Librarian and Sr. VP, report on the status of the Library. Mr. Buron reported that the circulation of printed material and customer attendance has increased and by September, he expects circulation and attendance to increase tremendously. As the Library goes into a new fiscal year, virtual programs will continue to be provided to customers. He also reported that there will be new initiatives and programs added to provide more in-person programs and services.

Mr. Buron reported that he will attend the American Library Association (ALA) Conference. This will be a great opportunity to recruit librarians to work at the Library. The Library's Human Resources department will also attend the ALA Conference to assist in recruiting efforts. Mr. Kim reported that, to date, there are approximately 83 librarian vacancies.

Mr. Walcott asked that Gitte Peng, Chief of Staff and Sr. VP, and Mr. Buron report on the Smithtown Library incident on Long Island. Mr. Buron reported that new members of the board wanted to make an impact for their library system. The conservative board, comprised of seven members, had a 4-2 vote to remove all LGBTQ+ displays and circulated materials from its children's section. Mr. Walcott sent out a statement representing the Library's stance on the Smithtown Library's actions. He also noted that the Governor and several other library systems have criticized the Smithtown board's decision. The Smithtown board then held an emergency meeting and rescinded its prior vote. Mr. Walcott's statement has been posted to the Library's website and will be sent to the board to view.

Mr. Walcott asked Ms. Peng to give the board an overview on the funding received by the NYC Mayor for the Library's teen initiatives. She reported that in collaboration with NYPL and BPL, the Library worked on an initiative to serve and engage teens, such as the young adult literacy programs, digital labs, social justice programs,

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racial equity issues, teen centers, high school and career readiness programs, and mentorship programs. Board Trustee Andrew Jackson asked if these initiative will include educational programs such as history programs. Sharon Myrie, VP of Programs and Services, reported that the department is currently brainstorming programs and ideas to partner with the NYC Department of Education (DOE).

Mr. Walcott stated that he met with the new DOE Chancellor, to discuss partnership with the Tri-Li systems to provide programs and events within the NYC DOE. Ms. Myrie noted that this summer, the Library will be hosting approximately 50 summer youth employees. Mr. Buron also noted that the Library is one of the largest young adult employers in Queens. Many of the teen staff have become long-term employees.

Mr. Walcott invited the Trustees to attend the upcoming Library Services meeting scheduled for Wednesday, June 29. The Library Services meeting is a great educational experience and opportunity for Trustees to engage with staff.

Susan Latham, Executive Director of QPL Foundation, reported on the status of the Foundation. Ms. Latham reported that the Queens Library Gala, held on June 8, raised \$443,000 and netted \$330,000. She thanked the Board for supporting the Gala. She reported that segments of the Gala were recorded and will be available to view on the QPL website by July 11.

Ms. Latham also reported that, as of June 1, the Foundation has raised \$3,000,060, which is almost double the amount raised last year. The Foundation has also received a \$20,000 grant from Rise and Light Power, which is a new funder, \$145,000 grant from National Grid to allow the library to beautify and green the Langston Hughes, Windsor Park, and Elmhurst library gardens, and \$96,0000 from the Pinkerton Foundation and \$25,000 from the Pittman Foundation to support the Library's innovation funds.

Board Trustee and Foundation President Carl Koerner thanked the Foundation for its exciting initiatives to promote fundraising and engage attendees at the June 8 Gala, while highlighting the Library's programs and events. Mr. Koerner also reported that Proskauer has offered to provide pro-bono legal assistance to the Foundation to review its corporate governance practices and examine the relationship between the Foundation and the Library. He stated that this will be a complex process that will engage both the QPL Board and the Foundation Board of Directors.

1. Key Performance Indicators Report - May 2022 (ID # 2697)

RESULT:	PRESENTED
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2. Key Performance Indicators Report - April 2022 (ID # 2674)

RESULT:	PRESENTED
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3. Key Performance Indicators Report - March 2022 (ID # 2673)

RESULT: PRESENTED

VII. OTHER BUSINESS

1. Motion to Go into Executive Session (ID # 2677)

The following library staff were asked to remain for Executive Session:

- Dennis M. Walcott, President and CEO
- Gitte Peng, Chief of Staff and Sr. VP
- Justin Deabler, Esq., General Counsel and Sr. VP
- Michael Tragale, Chief Financial Officer and Sr. VP
- Sung Mo Kim, Esq., Chief Operating Officer and Sr. VP
- Nick Buron, Chief Librarian and Sr. VP
- Sara Hausner, Esq., Deputy General Counsel
- Justin Carroll, Associate General Counsel

Recommended Motion for Consideration:

I move that the meeting move into Executive Session, to discuss current litigation.

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

2. Motion to Return to Public Session (ID # 2678)

Recommended Motion for Consideration:

I move that the meeting return to Public Session.

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

VIII. ADJOURNMENT

1. Motion to Adjourn (ID # 2675)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

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

The meeting was closed at 8:45 PM.

Secretary