

QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, DECEMBER 15, 2022
MINUTES

A meeting of the Board of Trustees was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, December 15, 2022. The meeting was called to order at 7:32 PM by Vice Chair of the Board, Earl G. Simons, Ed. D.

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	Excused	
Julissa Gutierrez	Treasurer	Remote	
Pauline Healy	Assistant Treasurer	Present	
Judy E. Bergtraum, Esq.	Board Member	Remote	
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	Excused	
Guillermo Patino	Board Member	Present	
George Russo, Esq.	Board Member	Present	
Robert Santos, Esq.	Board Member	Excused	
Lydon Sleeper O'Connell	Board Member	Present	
Terri Thomson	Board Member	Present	
Eve Cho Guillergan, Esq.	Rep - Speaker	Present	
Elizabeth Guzman, Esq.	Rep - Public Advocate	Excused	

December 15, 2022

Allan Swisher, Esq.	Rep - Borough President	Remote	
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	
Stephen G. Mack	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	
Chauncie Brooks	Sr. Manager, Infrastructure & Support	Present	
Justin Carroll, Esq.	Associate General Counsel	Remote	
Vishnu Dawah	Controller, Finance	Present	
Sara Hausner-Levine, Esq.	Deputy General Counsel	Remote	
LaNiece M Ince	Executive Assistant to President & CEO	Present	
Danielle Walsh	Instructional Systems Designer and Strategist	Remote	
Natalie Milbrodt	Coordinator of Metadata Services	Present	
Philip Jacobs	Senior Consultant, UPD Consulting, LLC	Remote	
Elaine Farber Budish	Director, UPD Consulting, LLC	Remote	

II. APPROVAL OF MINUTES

1. Approval of Minutes of the Special Board of Trustees Meeting - October 19, 2022 (ID # 2794)

Recommended Motion for Consideration:

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

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

2. Approval of Minutes of the Board - September 15, 2022 (ID # 2775)

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, Gutierrez, Healy, Bergtraum, Esq., Gorton, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Koerner, Esq., Patino, Russo, Esq, O'Connell, Thomson
EXCUSED:	Michael E. Rodriguez, Esq., Eli Shapiro, Ed. D., LCSW, Haeda Mihaltses, Robert Santos, Esq.

III. COMMITTEE REPORTS

A. Approval of Buildings & Grounds Committee Report - December 15, 2022

1. Approval of the Buildings & Grounds Committee Report (ID # 2813)

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.

December 15, 2022

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

B. Approval of Programming Committee Report - December 15, 2022

1. Approval of the Programming Committee Report (ID # 2783)

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:	Lydon Sleeper O'Connell
SECONDER:	Matthew M. Gorton
AYES:	Simons, Ed. D, Gutierrez, Healy, Bergtraum, Esq., Gorton, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Koerner Esq., Patino, Russo Esq, O'Connell, Thomson
EXCUSED:	Michael E. Rodriguez, Esq., Eli Shapiro, Ed. D., LCSW, Haeda Mihaltses, Robert Santos, Esq.

C. Approval of Nominating Committee Report - November 16, 2022

1. Approval of the Nominating Committee Report (ID # 2793)

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

2. Motion to Close Nominations (ID # 2795)

Recommended Motion for Consideration:

I move that the Board of Trustees close the nominations for officers of the Library for calendar year 2023.

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

IV. AGENDA

A. Action Item(s)

Dennis M. Walcott, President and CEO, formally introduced the new Chief Financial Officer and Sr. VP, Stephen G. Mack, to the board. Mr. Walcott gave the board a brief summary of Mr. Mack's prior experience and credentials. Mr. Walcott and the trustees congratulated and welcomed Mr. Mack to the Queens Public Library.

1. Approval of Bills for the Month of November 2022 (ID # 2787)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the November 2022 bills in the aggregate sum of \$4,674,086.

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

2. Approval of Bills for the Month of October 2022 (ID # 2767)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the October 2022 bills in the aggregate sum of \$4,258,692.

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

3. Approval of Bills for the Month of August 2022 (ID # 2756)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the August 2022 bills in the aggregate sum of \$5,065,503.

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

4. Approval of Bills for the Month of September 2022 (ID # 2761)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the September 2022 bills in the aggregate sum of \$5,167,045.

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

5. Acceptance of Financial Reports for the Period Ending November 2022 (ID # 2789)

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 November 30, 2022.

December 15, 2022

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

6. Acceptance of Financial Reports for the Period Ending October 2022 (ID # 2769)

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, 2022.

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

7. Acceptance of Financial Reports for the Period Ending September 2022 (ID # 2759)

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, 2022.

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

8. Acceptance of Financial Reports for the Period Ending August 2022 (ID # 2758)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept the Budget Reports for Board-approved

December 15, 2022

operating funds and Balance Sheets for all funds as of August 31, 2022.

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

B. Report Item(s)

1. Payroll for the Month of November 2022 (ID # 2788)

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

2. Payroll for the Month of October 2022 (ID # 2768)

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

3. Payroll for the Month of September 2022 (ID # 2760)

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

4. Payroll for the Month of August 2022 (ID # 2757)

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

5. Purchases Over \$50K - October 2022 (ID # 2792)

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

6. Purchases Over \$50K - November 2022 (ID # 2798)

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

7. Purchases Over \$50K - September 2022 (ID # 2791)

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

8. Purchases Over \$50K - August 2022 (ID # 2790)

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

9. Personnel Report - November 2022 (ID # 2796)

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

10. Personnel Report - October 2022 (ID # 2779)

RESULT: PRESENTED

11. Personnel Report - September 2022 (ID # 2780)

RESULT: PRESENTED

V. REPORT OF THE CHAIR

VI. PRESIDENT'S REPORT

1. Key Performance Indicators Report - October 2022 (ID # 2786)

RESULT: PRESENTED

2. Key Performance Indicators Report - September 2022 (ID # 2785)

RESULT: PRESENTED

3. Key Performance Indicators Report - August 2022 (ID # 2784)

RESULT: PRESENTED

VII. OTHER BUSINESS

1. Mobile Library Vehicles - Contract Amendment Authorization (ID # 2806)

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 amendment with Farber Specialty Vehicles, Inc. to increase the total contract price to \$740,907.

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

2. Election of New Members to Queens Public Library Foundation Board of Directors (ID # 2801)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Library Board of Trustees approve the election of Richard David, Hector Herrera, and Michelle Stoddart to the Class of 2023 of the Queens Public Library Foundation Board of Directors.

December 15, 2022

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

3. 2023 BOT Calendar of Meetings (ID # 2800)

Recommended Motion for Consideration by the Board of Trustees:

I move that the calendar of Board of Trustees and Committee meeting dates for 2023 be approved as presented.

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

4. Anti-Racism, Diversity, Equity, & Inclusion (ADEI) Presentation W/ UPD Consulting, LLC (ID # 2797)

Sharon Myrie, VP of Programs and Services, introduced Philip Jacobs, Senior Consultant and Elaine Farber Budish, Director of UPD Consulting, LLC to the board. Mr. Jacobs and Ms. Budish gave the board a presentation and update on the status of the Anti-Racism, Diversity, Equity, and Inclusion (ADEI) project. Ms. Myrie reported that this ADEI initiative was funded through a portion of a grant received by the Robin Hood Foundation to support the work of the President's Council on Racial Equity (PCRE), which was formed in August 2020. This initiative will assist in identifying racial barriers that may have a negative impact on Black employees and customer, and suggest corrective measures for change. Mr. Jacobs and Ms. Budish reported on the findings from the surveys, focus groups and meetings, as well as statistical analysis gathered. Mr. Jacobs gave the board a projected timeline of the project. UPD Consulting is currently in the synthesizing phase of data gathered to date. With PCRE's assistance, the final phase will include developing a Playbook that will include an action plan to implement the prioritized recommendations from the collected data. Vice Chair of Board, Earl Simons, Ed.D, asked Mr. Jacobs for his recommendations on how the board can demonstrate to Black

December 15, 2022

staff and customers that their concerns are being heard. Mr. Jacobs responded that the board's presence, as well as continuing to be actively involved within the Library, is important. He stated that the data collected indicates that many staff are not aware of the Library's board members. He also indicated that staff would like to be acknowledged, valued, and included. He also indicated that communication is important to ensure that Library staff and customers are aware of what is happening within the Library. Dennis M. Walcott, President and CEO, thanked UPD Consulting, LLC, and the PCRE for all the teamwork and progress with this project. Prior to the next motion, trustee Matthew Gorton requested an update in January concerning the QPL-QLF Operating Agreement.

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

5. Motion to Go into Executive Session (ID # 2776)

Recommended Motion for Consideration:

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

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

6. Motion to Return to Public Session (ID # 2781)

Recommended Motion for Consideration:

I move that the meeting return to Public Session.

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

VIII. ADJOURNMENT

1. Motion to Adjourn (ID # 2778)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

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

The meeting was closed at 9:35 PM.

Secretary