

QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, SEPTEMBER 8, 2022
MINUTES

A meeting of the Board of Trustees was held virtually via Zoom on Thursday, September 8, 2022. The meeting was called to order at 6:52 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	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	Excused	
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	Present	
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	

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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	
Jonathan Chung	VP, Government Affairs	Present	7:01 PM
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	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	
Yeneika Puran	Manager, Job & Business Academy	Present	

II. APPROVAL OF MINUTES

1. Approval of Minutes of the Board - June 23, 2022 (ID # 2720)

Recommended Motion for Consideration:

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

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

III. COMMITTEE REPORTS

A. Approval of the Audit Committee Report(s)

1. Approval of the Audit Committee Report (ID # 2732)

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:	Terri Thomson
SECONDER:	Lydon Sleeper O'Connell
AYES:	Rodriguez, Esq., Simon, Ed. D, Shapiro, Ed. D., LCSW, Healy, Bergtraum, Esq., Gorton, Harris-Stoute, Jackson, Kauffmann, Koerner, Esq., Patino, Russo, Esq., Santos, Esq., O'Connell, Thomson
EXCUSED:	Julissa Gutierrez, James M. Haddad, Esq., Haeda Mihaltses

2. Approval of the Audit Committee Report (ID # 2748)

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.

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

B. Approval of the Labor Relations Committee Report - September 8, 2022

1. Approval of the Labor Relations Committee Report (ID # 2733)

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

C. Approval of Buildings & Grounds Committee Report - September 7, 2022 (ID #2731)

During the report of the Buildings and Grounds committee, Justin Deabler, General Counsel and Sr. VP, asked board trustee, Matthew Gorton to be recused from the Hunters Point Library discussion with the full board.

Mr. Deabler reported on the environmental monitoring at Hunters Point Library, which is being jointly paid for by the Library, Queens West Development Corporation, and Avalon Bay. He reported that the environmental monitoring work will officially commence on Monday, September 19, involving 1-2 weeks of drilling several new groundwater monitoring wells, as well as redeveloping existing wells that were damaged during the construction of Hunters Point Library. Industrial drums will be stored behind a screened and locked fence, adjacent to the Library, until disposal.

He also reported that there will be quarterly water sampling of the wells. The Library will work on communications to notify elected officials and constituents of the environmental monitoring project. Board trustee Terri Thomson inquired if there would be odor associated with the project. Mr. Rodriguez also inquired about noise abatement. Mr. Deabler reported that the Library is awaiting a response from the consultant working on this project. Once received, he will reach out to the board with a response.

Recommended Motion for Consideration by the Board of Trustees:

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

D. Approval of the Executive Committee Report - August 11, 2022

1. Approval of the Executive Committee Report (ID # 2754)

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

IV. AGENDA

A. Action Item(s)

1. Selection of Nominating Committee for Election of Officers 2023 (ID # 2744)

Recommended Motion for Consideration by the Board of Trustees:

I move to accept the Chair of the Board's appointment and the Board's election of the following trustees to the Nominating Committee:

Chair of the Board appointed:

- [1] **Cloyette Harris-Stoute**
- [2] **Peter Kaufmann**

Board elected:

- [3] **Lydon Sleeper-O'Connell**
- [4] **Guillermo Patino**
- [5] **Judy Bergtraum, Esq.**

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

2. Print Media Delivery Services - Contract Authorization (ID # 2738)

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 A.M. Newspaper Delivery Services INC., D/B/A Mitchell's for a term of three years with an option to extend for two one-year periods at the proposed per delivery fee plus the cover price for the print media, as described above.

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

3. Urban Archive, Inc. to Provide Services for Queens Monuments Project Contract Authorization (ID # 2737)

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 Urban Archive, Inc. to design and develop a comprehensive online platform for the Queens Memory Monuments Project, for a term not to exceed a year, and a cost not to exceed \$75,000.

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

4. Childcare Specialist Training Program - Contract Authorization (ID # 2753)

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

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International Development Institute, Inc. to provide a childcare specialist training program for a term to conclude on June 30, 2023 at a cost of \$62,500.

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

5. Approval of Bills for the Month of July 2022 (ID # 2714)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the July 2022 bills in the aggregate sum of \$10,652,418.

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

6. Approval of Bills for the Month of June 2022 (ID # 2712)

Recommended Motion for Consideration by the Finance & Investments Committee::

I move that the Finance & Investments Committee recommend that the Board of Trustees approve the June 2022 bills in the aggregate sum of \$9,130,810.

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

7. Acceptance of Financial Reports for the Period Ending July 2022 (ID # 2715)

Recommended Motion for Consideration by the Board of Trustees:

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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, 2022.

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

8. Acceptance of Financial Reports for the Period Ending June 2022 (ID # 2711)

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, 2022.

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

B. Report Item(s)

1. Payroll for the Month of July 2022 (ID # 2667)

RESULT:	PRESENTED
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2. Payroll for the Month of June 2022 (ID # 2710)

RESULT:	PRESENTED
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3. Personnel Report - August 2022 (ID # 2727)

RESULT:	PRESENTED
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4. Personnel Report - July 2022 (ID # 2726)

RESULT:	PRESENTED
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5. Personnel Report - June 2022 (ID # 2725)

RESULT: PRESENTED

V. REPORT OF THE CHAIR

On behalf of the board, Michael Rodriguez, Board Chair, thanked Michael Tragale, Chief Finance Officer & Sr. VP, for his service to Queens Public Library. Mr. Tragale last day with the Library is Friday, December 2, 2022.

Mr. Rodriguez also reported that Dennis M. Walcott, President and CEO, was recently highlighted on the front page of the local newspaper, *The Rockaway Wave*. The article reported on the development of the Far Rockaway Library.

VI. PRESIDENT'S REPORT

Dennis M. Walcott, President and CEO, asked that Nick Buron, Chief Librarian and Sr. VP, report on the status of the Library. Mr. Buron reported that the Library is working on internal staff promotions and several teen initiatives. He reported that the Library is working to implement and promote new teen spaces, such as the new Far Rockaway Teen Center, which will serve as a national model for teen spaces, as well as renovating the Cambria Heights Library, Flushing Library, Central Library, and Long Island City Teen Centers. The Library has acquired \$3 million City funding to invest in these centers for renovations, technology, and provide engaging and teen friendly environments. Mr. Buron thanked Melissa Malanuk, Coordinator of Youth Services, for her role in this effort.

Mr. Walcott thanked Mr. Buron and the community library services staff for their hard work and effort, especially while facing staffing challenges and COVID-related issues.

Mr. Walcott asked that Sung Mo Kim, Chief Operating Officer and Sr. VP, discuss the status of Library's capital projects. Mr. Kim reported that there are currently 48 capital projects with the Department of Design & Construction (DDC), with 38 current actively managed projects and 10 projects in the front-end planning (FEP) stage. He reported that despite the challenges of staffing and recruitment of library staff, the Library is working diligently to continue these projects.

Mr. Walcott asked that Gitte Peng, Chief of Staff and Sr. VP, give the board a brief overview of the teen initiatives. Ms. Peng reported that Mayor Adams and his administration are making significant investments in public libraries to assist with rebuilding an equitable city. The Library has been working diligently to identify ways to create partnerships with various City agencies to address its various needs, specifically its teen initiatives. Ms. Peng reported that the Library has recognized that there are a variety of challenges in engaging teens and is working diligently to implement various programs such as podcast, homework help, mentorship programs, technology, as well as providing teens safe spaces at which to engage with their peers.

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Mr. Walcott asked Sharon Myrie, VP of Programs and Services, to give the board an update on the status of the President's Council for Racial Equity (PCRE) and the Anti-Racism, Diversity, Equity, and Inclusion (ADEI) project. Ms. Myrie reported that the PCRE is working with UPD Consulting, LLC, which will begin working in phases, each of which she briefly described to the board. She reported that the project is currently in the LAUNCH phase, in which UPD Consulting will begin gathering information by collecting data analysis, meeting with key individuals within the Library, and the PCRE subcommittees. At the end of this project, UPD will provide the Library with a playbook and training to the PCRE Steering Committee to continue the work and implement their findings at the Library.

Board trustee Earl Simons reported that on Saturday, September 24 the Library is partnering with the Greater Jamaica Development Corp (GJDC) and other institutions, to participating in the 5.5 Mile Run/Walk. He asked that the trustees participate in the 5.5 Mile Walk/Run.

Mr. Walcott also announced that on Saturday, September 10, the Library will host the upcoming Discovery Day at the Central Library. This will be the first Discovery Day since the Library closed due to the COVID shutdown in March 2020.

Susan Latham, Executive Director of QPL Foundation, and Carl Koerner, Board Trustee and Foundation President, reported that the Foundation has received pro-bono legal assistance from Prosauker to review its corporate governance practices, examine the relationship between the Foundation and the Library, and compliance with the New York Prudent Management of Institutional Funds Act (NYPMIFA).

At the next Foundation Board Meeting, the board will adopt a new investment policy, as well as form a committee of a corporation to oversee the investments of the Foundation. The Library's Finance and Investments committee members will be invited to participate, which will bring the Foundation into compliance with NYPMIFA.

Ms. Latham reported on the status of the Foundation's fundraising efforts. Ms. Latham reported that the Foundation received a \$160,000 grant from the Digital Futures Fund, which will provide digital training to formally incarcerated Queens residents, a \$275,000 grant from the Institute for Museum and Library Services to fund the upcoming hip-hop summit in August 2023, commemorating Hip-Hop's 50th Anniversary. She also reported that the Foundation received a \$55,000 grant from the Amazin' Mets Foundation for hip-hop programming at the teen centers and Langston Hughes Library. The Amazin' Mets Foundation will also provide undetermined funding to the Library for formally incarcerated New Yorkers.

Ms. Latham also reported that the Foundation received a \$140,000 grant from National Grid to implement green spaces at Langston Hughes Library, Elmhurst Library, and Windsor Park Library.

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The Foundation allocated approximately \$100,000 in donor funding to community libraries, the bookmobiles, and the mail-a-book program. Each location received approximately \$2,500 in unrestricted funding to use for programs, collections, and/or activities. This initiative began last year and helps foster how donor funding affects the community libraries.

She also announced that the Foundation is in phase five of the Innovations Grants Competition, which received approximately 27 applications. On September 27, the evaluation committee will select ten projects for funding and will be awarding year two funding for last year's winners.

1. Key Performance Indicators Report - July 2022 (ID # 2728)

RESULT:	PRESENTED
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2. Key Performance Indicators Report - June 2022 (ID # 2722)

RESULT:	PRESENTED
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VII. OTHER BUSINESS

1. Motion to Go into Executive Session (ID # 2723)

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 pending litigation and a personnel matter.

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

2. Motion to Return to Public Session (ID # 2724)

Recommended Motion for Consideration:

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I move that the meeting return to Public Session.

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

VIII. ADJOURNMENT

1. Motion to Adjourn (ID # 2717)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

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

The meeting was closed at 8:21 PM.

Secretary