

QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, JANUARY 19, 2023
MINUTES

A meeting of the Board of Trustees was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, January 19, 2023. The meeting was called to order at 6:07 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	Remote	
James M. Haddad, Esq.	Board Member	Remote	
Cloyette Harris-Stoute	Board Member	Present	6:20 PM
Andrew P. Jackson	Board Member	Present	
Peter Kauffmann	Board Member	Excused	
Carl S. Koerner, Esq.	Board Member	Present	
Haeda Mihaltses	Board Member	Excused	
Guillermo Patino	Board Member	Present	
George Russo, Esq.	Board Member	Present	6:12 PM
Robert Santos, Esq.	Board Member	Excused	
Lydon Sleeper O'Connell	Board Member	Excused	
Terri Thomson	Board Member	Present	
Eve Cho Guillergan, Esq.	Rep - Speaker	Present	

Elizabeth Guzman, Esq.	Rep - Public Advocate	Remote	
Allan Swisher, Esq.	Rep - Borough President	Present	6:23 PM
Jimmy Van Bramer	Rep - NYC Comptroller	Remote	
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	Remote	
William Funk	VP, Procurement	Present	
William Goldband	VP, Information, Technology & Development	Present	
Larry Vedilago	VP, Risk Management	Present	
Chauncie Brooks	Sr. Manager, Infrastructure & Support	Present	
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	

II. APPROVAL OF MINUTES

1. Approval of Minutes of the Board - December 15, 2022 (ID # 2819)

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

III. AGENDA

A. Action Report(s)

1. Election of Officers – 2023 (ID # 2814)

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 15, 2022, the Nominating Committee recommended the following slate of officers of the Library for calendar year 2023:

- Chair of the Board: Earl Simons, Ed. D.
- Vice Chair: Eli Shapiro, Ed. D., LCSW
- Secretary: Matthew Gorton
- Treasurer: Pauline Healy
- Assistant Treasurer: Terri Thomson

WHEREAS, at the December 15, 2022 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 2023.

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

2023 and shall continue in office until their successors shall have been elected and qualified:

Chair of the Board: Earl Simons, Ed. D.
Vice Chair: Eli Shapiro, Ed. D., LCSW
Secretary: Matthew Gorton
Treasurer: Pauline Healy
Assistant Treasurer: Terri Thomson

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

2. FY 2024 Holiday Schedule (ID # 2830)

Recommended Motion for Consideration:

I move that the Board of Trustees approve the fiscal year 2024 holiday schedule as presented.

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

3. Library Smart Cards - Contract Authorization (ID # 2824)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to execute contracts with Smart Source, LLC and Soundcraft Inc, DBA Securakey for a three-year term with two one-year options to renew at the Library's sole discretion to provide as-required smart cards and related services, at the pricing set forth above.

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

4. Approval of Bills for the Month of December 2022 (ID # 2815)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the December 2022 bills in the aggregate sum of \$6,980,862.

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

5. Acceptance of Financial Reports for the Period Ending December 2022 (ID # 2817)

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, 2022.

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, Haddad, Esq., Harris-Stoute, Jackson, Koerner, Esq., Patino, Russo, Esq, Thomson
EXCUSED:	Peter Kauffmann, Haeda Mihaltses, Robert Santos, Esq., Lydon Sleeper O'Connell

B. Report Item(s)

1. Payroll for the Month of December 2022 (ID # 2816)

RESULT:	PRESENTED
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2. Purchases Over \$50K - December 2022 (ID # 2827)

RESULT:	PRESENTED
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3. Personnel Report - December 2022 (ID # 2822)

RESULT:	PRESENTED
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4. Property/Casualty Insurance Program Status (ID # 2826)

Larry Vedilago, VP of Risk Management, gave the board a brief overview of the Program.

RESULT:	PRESENTED
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5. QPL Workers' Compensation Self-Insurance Program Update (ID # 2825)

Larry Vedilago, VP of Risk Management, gave the board a brief overview of the Program. Board trustee Andrew Jackson inquired about the internal Workers' Compensation Administrator's fee. Mr. Vedilago responded that this fee covers a 6-year period (2017 - 2023) which covers the Administrator's salary and benefits. Mr. Vedilago stated that this is one of the few positions that is not funded by the City.

RESULT:	PRESENTED
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6. FY'23 Bi-Annual Credit Card Usage Summary (ID # 2818)

Stephen Mack, Chief Financial Officer and Sr. VP, to give the board a brief report on this item.

RESULT:	PRESENTED
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IV. REPORT OF THE CHAIR OF THE BOARD

Newly-elected Board Chair Earl Simons thanked the trustees for their continued service and support for the Library and extended his gratitude to the Library staff and their continued service. He also announced to the Board that there would be a planned board retreat, with details to be provided once they are finalized.

V. PRESIDENT'S REPORT

Dennis M. Walcott, President and CEO, thanked Michael Rodriguez, Esq. and the FY'22 slate of officers for their service to the Library and the Board, especially during the pandemic. He also welcomed and thanked Earl Simons, Ed. D. for serving as the new Chair of the Board.

Mr. Walcott reported to the Board that the gate count has increased due to the influx of asylum seekers and the immigrants, who are visiting IDNYC to apply for identification. He also reported that due to staff shortages with Human Resources Administration (HRA), which oversees IDNYC, the Library has been assisting with providing translation services, as needed.

Mr. Walcott reported that since the beginning of the pandemic, the Library's business model has dramatically changed. It has required a lot of flexibility and adjustments, and Library staff have done a marvelous job at adjusting to the new norms.

He also reported to the Board that the Library's food pantry initiative, created in partnership with Food Bank for NYC, has served over 12,000 people since its inception.

Mr. Walcott asked that Nick Buron, Chief Librarian and Sr. VP, report on the status of the Library. Mr. Buron reported that circulation and attendance for in-person programs and events has increased dramatically. He anticipates that this trend will continue to increase on a monthly basis. He also reported that virtual programming has not lost any of its momentum at the same time.

Mr. Buron also reported that the Library is leading the 50th Anniversary of Hip Hop initiative, with over 50 cultural institutions participating nationwide. There will be a variety of programs and events scheduled to commemorate this initiative. Mr. Walcott reported that the Library received a grant from IMLS to fund this initiative.

Board trustee Eli Shapiro informed the board that the Governor's Ball, which presents a variety of hip-hop events, will be held in Flushing Meadows Park this year. He suggested that the Library look into opportunities to collaborate with the vendors to promote the Library and the 50th Anniversary. Mr. Buron responded that the Library provides mobile outreach services to Flushing Meadows Park. He will inquire with the outreach team about providing services at the upcoming event.

Mr. Walcott reported on events at the recent Drag Story Hour at Elmhurst Library. He stated that although there was a drastic contrast between events in front of Elmhurst Library and the program inside the Library, thanks to the Library staff, the program was a success with no incidents to report. He stated that the Library will continue the Drag Story Hour programs at the Elmhurst and Jackson Heights locations. Mr. Walcott stated that these events are not political, and will not be promoted to the public as such.

Board trustee Eli Shapiro asked Mr. Walcott if the anti-drag protesters were from the neighborhood. Mr. Walcott reported that majority of the protesters are not from the neighborhood.

Jimmy Van Bramer, ex-officio for Brad Lander, NYC Comptroller, thanked Mr. Walcott and the staff for the continued support of the Drag Story Hour programs, which highlights the tolerance and the universal value of acceptance of all people.

Mr. Walcott asked that Stephen Mack, Chief Financial Officer and Sr. VP, give the board a brief overview on the financial status of the Library's efforts to meet the City's Program to Eliminate the Gap (PEG).

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 the budget cuts and Program to Eliminate the Gap (PEG) will affect the Library's infrastructure and the status of current and upcoming capital projects.

Mr. Walcott noted that Board trustee Matthew M. Gorton inquired at the December board meeting about recent changes to how the Library and Foundation exercise oversight with respect to their investment funds. In response to this inquiry, Carl Koerner,

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Board trustee and Foundation President, reported that Library and Foundation staff are working with outside pro bono counsel, Proskauer, to ensure that both institutions are in compliance with state law--and specifically that the Library exercises oversight regarding assets it holds, while the Foundation exercises oversight regarding assets it holds.

Susan Latham, Executive Director of the Foundation, also responded that all Foundation investment funds are in the form of endowments that are connected to gift agreements, and have a specified purpose. The Foundation has a gift acceptance policy, which states that both the Library and Foundation boards must approve any naming opportunities and future endowments.

RESULT: PRESENTED

2. Key Performance Indicators Report - November 2022 (ID # 2820)

RESULT: PRESENTED

VI. OTHER BUSINESS

1. Motion to Go into Executive Session (ID # 2828)

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.
- Stephen Mack, Chief Financial Officer and Sr. VP.
- Sung Mo Kim, Esq., Chief Operating Officer and Sr. VP.
- Nick Buron, Chief Librarian and Sr. VP.

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

2. Motion to Return to Public Session (ID # 2829)

Recommended Motion for Consideration:

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I move that the meeting return to Public Session.

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

VII. ADJOURNMENT

1. Motion to Adjourn (ID # 2823)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

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

The meeting was closed at 8:22 PM.

Secretary