

QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, APRIL 20, 2023
MINUTES

A meeting of the Board of Trustees was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, April 20, 2023. The meeting was called to order at 8:03 PM by Chair of the Board, Earl G. Simons Ed. D.

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Earl G. Simons, Ed. D	Chair of the Board	Present	
Eli Shapiro, Ed. D., LCSW	Vice Chair of the Board	Excused	
Matthew M. Gorton	Secretary	Present	
Pauline Healy	Treasurer	Present	
Terri Thomson	Assistant Treasurer	Remote	
Julissa Gutierrez	Board Member	Excused	
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	Excused	
Jamie Lee	Board Member	Present	
Selina Lee, Ph. D.	Board Member	Present	
Michelle Miao, PH. D.	Board Member	Present	
Guillermo Patino	Board Member	Excused	
George Russo, Esq.	Board Member	Present	
Robert Santos, Esq.	Board Member	Excused	
Lydon Sleeper-O'Connell	Board Member	Present	
Jose Bayona	Rep - Mayor	Present	
Eve Cho Guillergan, Esq.	Rep - Speaker	Remote	

Elizabeth Guzman, Esq.	Rep - Public Advocate	Excused	
Allan Swisher, Esq.	Rep - Borough President	Remote	
Jimmy Van Bramer	Rep - NYC Comptroller	Remote	8:30 PM
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	
Elizabeth De Bourbon	VP, Communications	Present	
William Funk	VP, Procurement	Remote	
William Goldband	VP, Information, Technology & Development	Present	
Justin Carroll, Esq.	Associate General Counsel	Remote	
Vishnu Dawah	Controller, Finance	Present	
Sara Hausner-Levine, Esq.	Deputy General Counsel	Remote	
Chauncie Brooks	Sr. Manager, Infrastructure & Support	Present	
LaNiece M Ince	Executive Assistant to President & CEO	Present	
Danielle Walsh	Instructional Systems Designer and Strategist	Remote	
Dominique Simboli	Executive Assistant to the Chief Operating Officer	Present	

II. APPROVAL OF MINUTES

1. Approval of Minutes of the Board - March 9, 2023 (ID # 2863)

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:	Lydon Sleeper O'Connell
AYES:	Simons, Ed. D, Gorton, Healy, Thomson, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee, Ph. D, Miao, PH. D., Russo, Esq, O'Connell
EXCUSED:	Shapiro, Ed. D., LCSW, Gutierrez, Koerner, Esq., Patino, Santos, Esq.

III. COMMITTEE REPORT(S)

1. Approval of Finance & Investments Committee Report - March 23, 2023 (ID # 2864)

Recommended Motion for Consideration for the Board of Trustees:

I move that the report and action items of the Finance and Investments Committee meeting be accepted and approved as submitted.

RESULT:	ADOPTED [Unanimous]
MOVER:	James M. Haddad, Esq.
SECONDER:	Andrew P. Jackson
AYES:	Simons, Ed. D, Gorton, Healy, Thomson, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee, Ph. D, Miao, PH. D., Russo, Esq, O'Connell
EXCUSED:	Shapiro, Ed. D., LCSW, Gutierrez, Koerner, Esq., Patino, Santos, Esq.

2. Approval of Finance & Investments Committee Report - April 20, 2023 (ID # 2876)

Recommended Motion for Consideration for the Board of Trustees:

I move that the report and action items of the Finance and Investments Committee meeting be accepted and approved as submitted.

RESULT:	ADOPTED [Unanimous]
MOVER:	James M. Haddad, Esq.
SECONDER:	Andrew P. Jackson
AYES:	Simons, Ed. D, Gorton, Healy, Thomson, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee, Ph. D, Miao, PH. D., Russo, Esq, O'Connell
EXCUSED:	Shapiro, Ed. D., LCSW, Gutierrez, Koerner, Esq., Patino, Santos, Esq.

3. Approval of Audit Committee Report - April 20, 2023 (ID # 2877)

Recommended Motion for Consideration for the Board of Trustees:

I move that the report and action items of the Audit Committee meeting be accepted and approved as submitted.

RESULT:	ADOPTED [Unanimous]
MOVER:	Peter Kauffmann
SECONDER:	Lydon Sleeper O'Connell
AYES:	Simons, Ed. D, Gorton, Healy, Thomson, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee, Ph. D, Miao, PH. D., Russo, Esq, O'Connell
EXCUSED:	Shapiro, Ed. D., LCSW, Gutierrez, Koerner, Esq., Patino, Santos, Esq.

4. Approval of Programming Committee Report - April 20, 2023 (ID # 2878)

Recommended Motion for Consideration for the Board of Trustees:

I move that the report and action items of the Programming Committee meeting be accepted and approved as submitted.

RESULT:	ADOPTED [Unanimous]
MOVER:	Earl G. Simons, Ed. D
SECONDER:	Andrew P. Jackson
AYES:	Simons, Ed. D, Gorton, Healy, Thomson, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee, Ph. D, Miao, PH. D., Russo, Esq, O'Connell
EXCUSED:	Shapiro, Ed. D., LCSW, Gutierrez, Koerner, Esq., Patino, Santos, Esq.

IV. AGENDA

A. Action Item(s)

1. Annual Report for Library Systems and Annual Report for Public & Association Libraries (ID # 2891)

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:	Andrew P. Jackson
SECONDER:	Lydon Sleeper O'Connell
AYES:	Simons, Ed. D, Gorton, Healy, Thomson, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee, Ph. D, Miao, PH. D., Russo, Esq, O'Connell
EXCUSED:	Shapiro, Ed. D., LCSW, Gutierrez, Koerner, Esq., Patino, Santos, Esq.

2. Contract Authorization: Operating Agreement with the Queens Library Foundation, Inc. (ID # 2868)

Recommended Motion for Consideration by the Board of Trustees:

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

RESOLUTION

WHEREAS, the Library was incorporated in 1907 and is among the most highly admired and heavily utilized library systems in the United States; and

WHEREAS, the Foundation was incorporated in 1988 with its sole purpose being to “aid, assist, enhance, benefit, promote, support and encourage the Queens Public Library”; and

WHEREAS, both the Library and Foundation pursue the shared goal of strengthening the Library and advancing its public mission, and both believe that formalizing the relationship between the Library and the Foundation will enhance the Foundation’s ability to achieve its objectives, ultimately contributing to the Library’s greater success; and

WHEREAS, the Library and Foundation seek to satisfy the recommendation of their auditor to document their operating relationship; now therefore be it:

RESOLVED, that the Board of Directors shall authorize its President to execute an Operating Agreement with the Queens Borough Public Library, as set forth in the attached.

- Attachments (2): *Agreement between the Queens Borough Public Library and the Queens Library Foundation, Inc. (CLEAN) (PDF)*
- Agreement between the Queens Borough Public Library and the Queens Library Foundation, Inc. (REDLINE) (PDF)*

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

3. Committee Assignments (ID # 2890)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the committee assignments for the duration of calendar year 2023 as presented.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Peter Kauffmann
AYES:	Simons, Ed. D, Gorton, Healy, Thomson, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee, Ph. D, Miao, PH. D., Russo, Esq, O’Connell
EXCUSED:	Shapiro, Ed. D., LCSW, Gutierrez, Koerner, Esq., Patino, Santos, Esq.

4. SAP Consulting Services - Contract Authorization (ID # 2887)

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 Sage Group Technologies Inc. and MorganFranklin Consulting, LLC for SAP consulting services for a three-year term with two one- year options to renew at the Library's sole discretion, at the rates proposed herein.

Team Member	MorganFranklin Consulting, LLC		Sage Group Technologies Inc.	
	On-Site Maximum Hourly Rate Inclusive of Travel & Expenses	Remote Maximum Hourly Rate Inclusive of Expenses	On-Site Maximum Hourly Rate Inclusive of Travel & Expenses	Remote Maximum Hourly Rate Inclusive of Expenses
Project Lead	\$205.00	\$160.00	\$150.00	\$135.00
SAP Financial Accounting & Control	\$205.00	\$160.00	\$135.00	\$115.00
SAP Grants Management	\$205.00	\$160.00	\$145.00	\$125.00
SAP Materials Management	\$205.00	\$160.00	\$135.00	\$115.00
SAP Supplier Relationship Management	\$205.00	\$160.00	\$145.00	\$125.00
SAP SRM (Contract Lifecycle Management)	\$205.00	\$160.00	\$145.00	\$125.00
SAP Public Sector Funds Management	\$205.00	\$160.00	\$145.00	\$125.00
SAP Accounts Payable / Accounts Receivable	\$205.00	\$160.00	\$135.00	\$115.00
SAP Personnel Management / Organizational Management / Benefits	\$205.00	\$160.00	\$135.00	\$115.00
SAP U.S. Payroll / Tax Reporter	\$205.00	\$160.00	\$145.00	\$125.00
SAP Compensation Management	\$205.00	\$160.00	\$140.00	\$120.00
SAP Successfactor (e-Recruitment)	\$205.00	\$160.00	\$145.00	\$125.00
SAP Basis / Security	\$195.00	\$150.00	\$140.00	\$120.00
SAP GRC Consultant	\$205.00	\$160.00	\$140.00	\$120.00
SAP Technical (ABAP/NetWeaver)	\$195.00	\$150.00	\$130.00	\$110.00
SAP BPC (Budgeting)	\$205.00	\$160.00	\$145.00	\$125.00

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SAP Front End Developer (BI) / Enterprise Portals	\$205.00	\$160.00	\$140.00	\$120.00
SAP Business Information Warehouse	\$205.00	\$160.00	\$140.00	\$120.00
SAP NetWeaver (Java) Developer	\$205.00	\$160.00	\$135.00	\$115.00
Business Analyst	\$195.00	\$150.00	\$125.00	\$110.00
SAP Archiving (Open Text/IXOS)	\$205.00	\$160.00	\$145.00	\$125.00

RESULT: ADOPTED [Unanimous]

MOVER: James M. Haddad, Esq.

SECONDER: Lydon Sleeper O'Connell

AYES: Simons, Ed. D, Gorton, Healy, Thomson, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee, Ph. D, Miao, PH. D., Russo, Esq, O'Connell

EXCUSED: Shapiro, Ed. D., LCSW, Gutierrez, Koerner, Esq., Patino, Santos, Esq.

B. Report Item(s)

1. Personnel Report - March 2023 (ID # 2865)

RESULT: PRESENTED

2. Purchases Over \$50K - March 2023 (ID # 2871)

RESULT: PRESENTED

3. Purchases Over \$50K - February 2023 (ID # 2870)

RESULT: PRESENTED

V. REPORT OF THE CHAIR OF THE BOARD

Board Chair Earl Simons remind the board to submit any outstanding Conflict of Interest (COI) forms to Justin Deabler, General Counsel & SVP.

Mayor Adam's Representative, Jose Bayona, reported to the Board that the Mayor expressed that although there will be budget cuts, public libraries are priorities for his administration. Mr. Bayona stated that in the next week, the Mayor's office would release more details regarding the city's budget. Mayor Adams expressed that although there will be budget cuts to public libraries, he is confident that the cuts will not be as steep as initially anticipated.

Mr. Simons stated he appreciates the Mayor sending the message to the Board regarding the proposed budget cuts. He also reported that Library services and initiatives are critical, and the proposed cuts will tremendously affect the resources and funding needed to continue them.

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VI. PRESIDENT'S REPORT

Dennis M. Walcott, President and CEO, stated that the Library is sympathetic to the Mayor's administration and its balancing act with respect to advocating for additional funding on the federal and state levels. Mr. Walcott stated that Library advocacy is critical to reducing the proposed cuts. Once the city's budget is adopted, the Library will need to make adjustments to ensure that personnel, as well as programs and services, are minimally impacted.

Sung Mo Kim, Chief Operating Officer and Sr. VP, reported to the Board that Thomas Ching, VP of Facilities and Environmental Services (FES), is resigning from the Library. Mr. Walcott then thanked William Goldband, VP, Information, Technology, and Development (ITD), Chauncie Brooks, Sr. Manager, Infrastructure and Support, and the entire ITD Department for the services they provide to the Library.

1. Key Performance Indicators Report - March 2023 (ID # 2892)

RESULT:	PRESENTED
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2. Key Performance Indicators Report - February 2023 (ID # 2866)

RESULT:	PRESENTED
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VII. ADJOURNMENT**1. Motion to Adjourn (ID # 2867)****Recommended Motion for Consideration:**

I move that the meeting be adjourned.

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

The meeting was closed at 8:54 PM.

Secretary