

QUEENS PUBLIC LIBRARY
BUILDINGS & GROUNDS COMMITTEE
THURSDAY, JUNE 22, 2023
MINUTES

A meeting of the Buildings & Grounds Committee was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, June 22, 2023. The meeting was called to order at 6:15 PM by Committee Chair, Guillermo Patino.

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Guillermo Patino	Committee Chair	Present	
James M. Haddad Esq.	Board Member	Present	6:50 PM
Andrew P. Jackson	Board Member	Excused	
Jamie Lee	Board Member	Remote	
Selina Lee Ph. D	Board Member	Present	
Michelle Miao Ph. D.	Board Member	Present	
Terri Thomson	Board Member	Present	

II. AGENDA**Action Item(s)****1. Motion to Go into Executive Session (ID # 2914)**

In addition to the attending board of trustee members that do not serve on this Committee, 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 a real estate matter.

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Terri Thomson
SECONDER:	Selina Lee Ph. D
AYES:	Patino, Lee, Lee Ph. D, Miao PH. D., Thomson
EXCUSED:	James M. Haddad Esq., Andrew P. Jackson

2. Motion to Return to Public Session (ID # 2917)**Recommended Motion for Consideration:**

I move that the meeting return to Public Session.

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Selina Lee Ph. D
SECONDER:	Michelle Miao PH. D.
AYES:	Patino, Lee, Lee Ph. D, Miao PH. D., Thomson
EXCUSED:	James M. Haddad Esq., Andrew P. Jackson

3. Action Resulting from Executive Session Discussion (ID # 2934)**Recommended Motion for Consideration by the Buildings & Grounds Committee:**

I move that the Buildings & Grounds Committee recommend that the Board of Trustees approve the adoption of the below Resolution:

RESOLUTION

WHEREAS, the Library has been unable to reopen its LeFrak City branch, located at 98-30 57th Avenue, due its unusability caused by damage from Hurricane Ida and subsequent water damage; and

WHEREAS, the Library has worked with LeFrak entities and now has the opportunity to lease an 8,500 square foot retail space located at 95-15 Horace Harding Expressway, Corona, NY 11368 from LSS Leasing Limited Liability Company, an affiliate of the prior LeFrak City landlord; and

WHEREAS, the term of the proposed lease is fifteen years, with one five-year option to renew; and

WHEREAS, the proposed lease addresses the parties' responsibilities for build-out of the premises, namely that the Library will provide a schematic plan, and that the Landlord will then prepare architectural and engineering plans for filing, and upon approval, shall procure a general contractor; and that the Landlord will pay upfront for build-out costs and make a contribution to those costs; and that, beyond this contribution, the Library will reimburse the remaining amount of the build-out costs to the Landlord in three installments, with the first due 10 business days after receipt of the general contractor bids;

NOW, THEREFORE, BE IT RESOLVED that the Library's President & CEO is hereby authorized and directed to execute a lease agreement, with LSS Leasing Limited Liability Company, for an 8,500 square foot retail space on the ground floor located at 95-15 Horace Harding Expressway, Corona, NY 11368, for a term of fifteen (15) years with one five-year option to renew, with the responsibilities for build-out described herein.

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Terri Thomson
SECONDER:	Selina Lee Ph. D
AYES:	Patino, Lee, Lee Ph. D, Miao PH. D., Thomson
EXCUSED:	James M. Haddad Esq., Andrew P. Jackson

4. Pass-Through Agreement with the City of New York for Project at the Bay Terrace Community Library Contract Authorization (ID # 2903)

Recommended Motion for Consideration by the Buildings and Grounds Committee:

June 22, 2023

I move that the Buildings and Grounds Committee recommend that the Board of Trustees approve the following Resolution authorizing the President and CEO to execute a pass-through contract with the City of New York for the Bay Terrace Community Library project, which Resolution shall be accompanied by a notarized Certificate from the Board's Secretary:

RESOLUTION

WHEREAS, the City of New York, (“City”) proposes to enter into a construction contract (“Contract”) with the Queens Borough Public Library, which provides for building and interior alterations at the Bay Terrace Community Library (“Premises”) in accordance with a scope of work to be attached as Exhibit A to the Contract (“Contract Scope of Work”); and

WHEREAS, the project is expected to cost in excess of \$6,096,196.74 and is being funded by the City and non-City funding sources; and

WHEREAS, pursuant to the Contract, the City will contribute a sum not to exceed \$3,222,127.00 towards the Contract Scope of Work (“City Contribution”); and

WHEREAS, as a condition of the City Contribution, the Contract requires that the Queens Borough Public Library agree to: (a) complete performance of the Contract Scope of Work without cost to the City in excess of the City Contribution; and (b) have available, until completion of the Contract Scope of Work, the sum of at least (10%) of the City Contribution for purposes of payment of any cost overruns incurred in connection with the performance of the Contract Scope of Work;

Now, THEREFORE, be it resolved that:

1. Dennis M. Walcott, as President & CEO of the Queens Borough Public Library, is hereby authorized and directed to execute and deliver the Contract in the name of and on behalf of the Queens Borough Public Library and under the seal of the Queens Borough Public Library where appropriate; and
2. In return for the City Contribution, the Queens Borough Public Library agrees to:
 - a. complete the performance of the Contract Scope of Work without cost to the City in excess of the City Contribution, and
 - b. maintain for purposes of covering cost overruns, which may occur in connection with the project the sum of at least (10%) of the City Contribution.

CORPORATE SECRETARY’S CERTIFICATE

STATE OF NEW YORK)
)
) SS.:
)
COUNTY OF QUEENS)

I, Matthew Gorton, Secretary to the Board of the Queens Borough Public Library, hereby certify that attached to this Certificate is a true and correct copy of the resolution adopted at a meeting of the Board of Trustees of the Queens Borough Public Library duly called and held on the twenty-second day of June, 2023, a quorum present and acting throughout, and that said resolution has not been rescinded or amended and remains in full force and effect on the date of this Certificate.

I have executed this Certificate and attached the seal on behalf of Queens Borough Public Library on the ____ day of _____, 2023.

Corporate Secretary of the Board

Sworn to before me this _____ day of _____, 2023.

NOTARY PUBLIC

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Michelle Miao PH. D.
SECONDER:	Terri Thomson
AYES:	Patino, Lee, Lee Ph. D, Miao PH. D., Thomson
EXCUSED:	James M. Haddad Esq., Andrew P. Jackson

III. ADJOURNMENT

1. Motion to Adjourn (ID # 2904)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

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RESULT:	RECOMMENDED [Unanimous]
MOVER:	Selina Lee Ph. D
SECONDER:	Terri Thomson
AYES:	Patino, Haddad Esq., Lee, Lee Ph. D, Miao PH. D., Thomson
EXCUSED:	Andrew P. Jackson

The meeting was closed at 6:51 PM.

Committee Chair