

# DRAFT - Subject to Board Approval

**QUEENS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**WEDNESDAY, SEPTEMBER 13, 2023**  
**MINUTES**

A meeting of the Board of Trustees was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Wednesday, September 13, 2023. The meeting was called to order at 6:30 PM by Chair of the Board, Earl G. Simons Ed. D.

## I. ROLL CALL

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Earl G. Simons, Ed. D	Chair of the Board	Present	
Eli Shapiro, Ed. D LCSW	Vice Chair of the Board	Remote	
Matthew M. Gorton	Secretary	Excused	
Pauline Healy	Treasurer	Present	
Terri Thomson	Assistant Treasurer	Present	
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	Present	
Jamie Lee	Board Member	Present	
Selina Lee, Ph. D.	Board Member	Present	
Michelle Miao, PH. D.	Board Member	Present	
Guillermo Patino	Board Member	Present	
George Russo, Esq.	Board Member	Present	
Robert Santos, Esq.	Board Member	Excused	
Lydon Sleeper O'Connell	Board Member	Excused	
Jose Bayona	Rep - Mayor	Present	6:37 PM

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	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.	Remote	
Gitte Peng	Chief of Staff & Sr. VP.	Present	
Stephen G. Mack	Chief Financial Officer & Sr. VP.	Present	
Susan Latham	Executive Director, QPL Foundation	Present	
William Funk	VP, Procurement	Present	
William Goldband	VP, Information, Technology & Development	Present	
John Katimaris	VP, Capital Projects	Present	
Jacqueline Martinez	VP, Human Resources	Present	
Sharon Myrie	VP, Programs & Services	Present	
Justin Carroll, Esq.	Associate General Counsel	Remote	
Vishnu Dawah	Controller, Finance	Present	
Sara Hausner-Levine, Esq.	Deputy General Counsel	Present	
Chauncie Brooks	Sr. Manager, Infrastructure & Support	Present	
LaNiece M. Ince	Executive Assistant to President & CEO	Present	
Danielle Walsh	Instructional Systems Designer and Strategist	Remote	

In Elizabeth Guzman, Esq. absence, Matthew Carlin, Deputy General Counsel, attended tonight's meeting and will continue to serve on the board on behalf of the Office of the Public Advocate until further notice.

**II. APPROVAL OF BOT MINUTES**

**1. Approval of Minutes of the Board - June 13, 2023 (ID # 2944)**

**Recommended Motion for Consideration:**

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

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

**III. COMMITTEE REPORTS**

**A. Audit Committee - September 13, 2023**

**1. Approval of Audit Committee Report - September 13, 2023 (ID # 2945)**

**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.*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Terri Thomson
<b>SECONDER:</b>	Andrew P. Jackson
<b>AYES:</b>	Simons, Ed. D, Shapiro, Ed. D., LCSW, Healy, Thomson, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Koerner, Esq., Lee, Lee, Ph. D, Miao, PH. D., Patino, Russo Esq
<b>EXCUSED:</b>	Matthew M. Gorton, Julissa Gutierrez, Robert Santos, Esq., Lydon Sleeper O'Connell

**B. Labor Relations Committee - September 13, 2023**

**1. Approval of Labor Relations Committee Report - September 13, 2023 (ID # 2946)**

**Recommended Motion for Consideration for the Board of Trustees:**

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

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	George Russo Esq
<b>SECONDER:</b>	Andrew P. Jackson
<b>AYES:</b>	Simons Ed. D, Shapiro, Ed. D., LCSW, Healy, Thomson, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Koerner, Esq., Lee, Lee, Ph. D, Miao, PH. D., Patino, Russo, Esq.
<b>EXCUSED:</b>	Matthew M. Gorton, Julissa Gutierrez, Robert Santos, Esq., Lydon Sleeper O'Connell

**IV. AGENDA**

**A. Action Item(s)**

**1. Approval of Bills for the Month of August 2023 (ID # 2943)**

**Recommended Motion for Consideration by the Board of Trustees:**

*I move that the Board of Trustees approve the August 2023 bills in the aggregate sum of \$4,861,961.*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Andrew P. Jackson
<b>SECONDER:</b>	Guillermo Patino
<b>AYES:</b>	Simons, Ed. D, Shapiro, Ed. D., LCSW, Healy, Thomson, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Koerner, Esq., Lee, Lee, Ph. D, Miao, PH. D., Patino, Russo, Esq.
<b>EXCUSED:</b>	Matthew M. Gorton, Julissa Gutierrez, Robert Santos, Esq., Lydon Sleeper O'Connell

**2. Approval of Bills for the Month of July 2023 (ID # 2940)**

**Recommended Motion for Consideration by the Board of Trustees:**

*I move that the Board of Trustees approve the July 2023 bills in the aggregate sum of \$10,328,556.*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Andrew P. Jackson
<b>SECONDER:</b>	Guillermo Patino
<b>AYES:</b>	Simons, Ed. D, Shapiro, Ed. D., LCSW, Healy, Thomson, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Koerner, Esq., Lee, Lee, Ph. D, Miao, PH. D., Patino, Russo, Esq.
<b>EXCUSED:</b>	Matthew M. Gorton, Julissa Gutierrez, Robert Santos, Esq., Lydon Sleeper O'Connell

**3. Approval of Bills for the Month of June 2023 (ID # 2935)**

**Recommended Motion for Consideration by the Board of Trustees:**

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*I move that the Board of Trustees approve the June 2023 bills in the aggregate sum of \$8,081,301.*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Andrew P. Jackson
<b>SECONDER:</b>	Guillermo Patino
<b>AYES:</b>	Simons, Ed. D, Shapiro, Ed. D., LCSW, Healy, Thomson, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Koerner, Esq., Lee, Lee, Ph. D, Miao, PH. D., Patino, Russo, Esq.
<b>EXCUSED:</b>	Matthew M. Gorton, Julissa Gutierrez, Robert Santos, Esq., Lydon Sleeper O'Connell

**4. Acceptance of Financial Reports for the Period Ending August 2023 (ID # 2941)**

**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 July 31, 2023.*

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

**5. Acceptance of Financial Reports for the Period Ending July 2023 (ID # 2938)**

**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 July 31, 2023.*

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

**6. Acceptance of Financial Reports for the Period Ending June 2023 (ID # 2937)**

**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, 2023.*

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

**7. FY'24 City Fund Budget Modifications (ID # 2952)**

**Recommended Motion for Consideration by the Board of Trustees:**

*Below is a summary of the FY224 PEG restoration. I move that the Board of Trustees modify the Fiscal Year 2024 City Fund Budget as follows:*

**City General Fund**

**Estimated Revenues**

City Appropriations	+	<u>11,270</u>
Total Revenues	+	<u><u>11,270</u></u>

**Appropriations**

Personal Services	+	5,027
Other Fringe Benefits	+	531
Library Materials	+	1,709
Contractual Services	+	1,955

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Maintenance & Repairs - Buildings	+	1,017
Other OTPS	+	<u>1,031</u>
Total Appropriations	+	<u><u>11,270</u></u>

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

**8. State Aid for Public Library Construction (ID # 2960)**

**Recommended Motion for Consideration by the Board of Trustees:**

*I move that the Board of Trustees adopt the Assurances that accompany the State Construction Aid grant applications in the amount of \$3,020,945, as well as approve the signing of the Assurances by the Chair of the Board of Trustees, for the construction projects at the Central Library, a copy of which Assurances are included in this item.*

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

**9. Central Library Cooling Tower Replacement Project - Contract Authorization (ID # 2962)**

**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 Framan Mechanical Inc. in the amount of \$ 2,293,500 for the Central Library cooling Tower Replacement Project.*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	George Russo, Esq.
<b>SECONDER:</b>	Pauline Healy
<b>AYES:</b>	Simons, Ed. D, Shapiro, Ed. D., LCSW, Healy, Thomson, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Koerner, Esq., Lee, Lee, Ph. D, Miao, PH. D., Patino, Russo, Esq.
<b>EXCUSED:</b>	Matthew M. Gorton, Julissa Gutierrez, Robert Santos, Esq., Lydon Sleeper O'Connell

**10. Children's Library Discovery Center Ceiling Repair Project at the Central Library - Contract Authorization (ID # 2959)**

**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 Lanmark Group, Inc.in the amount of \$1,647,000.for the Children's Library Discovery Center ceiling repair project at the Central Library.*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Cloyette Harris-Stoute
<b>SECONDER:</b>	James M. Haddad, Esq.
<b>AYES:</b>	Simons, Ed. D, Shapiro, Ed. D., LCSW, Healy, Thomson, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Koerner, Esq., Lee, Lee, Ph. D, Miao, PH. D., Patino, Russo, Esq.
<b>EXCUSED:</b>	Matthew M. Gorton, Julissa Gutierrez, Robert Santos, Esq., Lydon Sleeper O'Connell

**11. Glass Replacement Services & New Installations - Contract Authorization (ID # 2965)**

**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 Certified Glass Corp. for a term of three years with an option to extend for two one-year periods at the rates proposed herein.*

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

**12. System Wide Roofing Repair Services & New Installations - Contract Authorization (ID # 2961)**

**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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*Barrett Inc. for a term of three years with an option to extend for two one-year periods at the rates proposed herein.*

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

**13. Strategic Refresh Consultant - Contract Authorization (ID # 2953)**

**Recommended Motion for Consideration by the Board of Trustees:**

*I move that the President and CEO be authorized to contract with Julia Ritchie Consulting to provide strategic planning refresh consulting services at the estimated cost of \$82,500 plus travel and other related expenses.*

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

**14. Selection of Nominating Committee for Election of Officers 2024 (ID # 2966)**

**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 Kauffmann

*Board elected:*

[3] James Haddad, Esq.

[4] George Russo, Esq.

[5] Lydon Sleeper-O'Connell

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Terri Thomson
<b>SECONDER:</b>	Carl S. Koerner, Esq.
<b>AYES:</b>	Simons, Ed. D, Healy, Thomson, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Koerner, Esq., Lee, Lee, Ph. D, Miao, PH. D., Patino, Russo, Esq.
<b>EXCUSED:</b>	Shapiro, Ed. D., LCSW, Gorton, Gutierrez, Santos, Esq., O'Connell

**B. Report Item(s)**

**1. Payroll for the Month of August 2023 (ID # 2942)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**2. Payroll for the Month of July 2023 (ID # 2939)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**3. Payroll for the Month of June 2023 (ID # 2936)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**4. Purchases Over \$50K - August 2023 (ID # 2956)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**5. Purchases Over \$50K - July 2023 (ID # 2955)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**6. Purchases Over \$50K - June 2023 (ID # 2954)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**V. REPORT OF THE CHAIR OF THE BOARD**

**VI. PRESIDENT'S REPORT**

**1. Key Performance Indicators Report - July 2023 (ID # 2948)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**2. Key Performance Indicators Report - June 2023 (ID # 2947)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**VII. ADJOURNMENT**

**1. Motion to Adjourn (ID # 2949)**

**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*

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

The meeting was closed at 8:32 PM.

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**Secretary**