

**QUEENS PUBLIC LIBRARY
EXECUTIVE COMMITTEE
WEDNESDAY, OCTOBER 18, 2023**

Central Library
89-11 Merrick Blvd., Jamaica, NY 11432

AGENDA

6:00 PM EXECUTIVE COMMITTEE REGULAR MEETING

I. CALL TO ORDER

II. AGENDA

A. Action Item(s)

1. Ravenswood - Authorization for Lease Extension (ID # 2971)
2. Revised Resolution – Pass-Through Agreement with the City of New York for Project at the Bay Terrace Community Library. (ID # 2972)

III. ADJOURNMENT

1. Motion to Adjourn (ID # 2970)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee

DATE OF MEETING: October 18, 2023

ITEM ID #: 2971

AGENDA: Ravenswood - Authorization for Lease Extension

Background:

Since 1951, the Library has leased space from the New York City Housing Authority (“NYCHA”) at 35-32 21st Street, Astoria, New York 11106 (“Ravenswood Space”). In August 2015, the Library entered into a ten (10) year lease (“Lease”) with NYCHA for use of the Ravenswood Space as a Universal Pre-Kindergarten program sponsored by the New York City Department of Education (“UPK Program”). The Lease was originally set to expire on July 31, 2025.

In November 2019, ongoing water penetration and condensation issues at the Ravenswood Space rapidly intensified, and the Library vacated the Ravenswood Space and moved the UPK Program to the Long Island City Community Library. Pursuant to the Lease, the Library’s rent obligation was abated pending NYCHA’s remediation of the water damage and resulting mold conditions. This remediation work was delayed, in part, by the COVID-19 pandemic and lockdown, and was ultimately completed at the end of summer 2023. The Ravenswood Space is now ready for Library use again.

Current Status:

The Library will no longer be operating a UPK Program at the Ravenswood Space, and instead plans to use the space as a free circulating library with educational and enrichment programs that are tailored to community residents. The planned service offerings will include:

- Basic free circulating library services (holding book reserves, returns, library card applications)
- Digital literacy programs
- Workforce development programs and industry certifications (OSHA and Security Guard training)
- On-site case management
- State ID application assistance for justice-involved individuals
- Reentry support for participants in Library programming at Rikers and Queensboro Correctional Facility

NYCHA has offered the Library a ten (10) year extension of the Lease, with a term through July 31, 2035 (“Lease Extension”). The Lease Extension reflects the modification of Library operations, *i.e.*, changing the permitted use of the space from “child care program” to “free circulating library [and] family literacy center.” It also memorializes NYCHA’s agreement to continue the abatement of the Library’s rent obligation under the Lease through August 31, 2023.

Recommended Motion for Consideration by the Executive Committee:

I move that the Executive Committee authorize the President and CEO to execute an amendment to the lease agreement with the New York City Housing Authority for the premises at 35-32 21st Street, Astoria, New York 11106, changing the permitted use of the space from child care program to free circulating library and family literacy center, and extending the term of the lease by ten (10) years, as described above.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee

DATE OF MEETING: October 18, 2023

ITEM ID #: 2972

AGENDA: Revised Resolution – Pass-Through Agreement with the City of New York for Project at the Bay Terrace Community Library.

Background:

At its June 22, 2023 meeting, the Library’s Board of Trustees approved a resolution (“Resolution”) authorizing the Library to enter into a library capital grant agreement (“Agreement”) with the New York City Department of Design and Construction (“DDC”) for partial reimbursement of the costs of renovation of the Bay Terrace Community Library, in the amount of \$3,222,127. Following the meeting, the Secretary of the Board signed and certified the Resolution.

Current Status:

After receiving the certified Resolution, DDC informed the Library that it required the Resolution to include different language. The changes to the Resolution language are non-substantive, and primarily relate to the use of slightly different terminology for the same underlying concepts (*e.g.*, use of “library capital grant agreement” instead of “construction contract,” or “capital grant” instead of “city contribution”). These changes are reflected in full in the attached redlined document.

The Library now seeks the Executive Committee’s authorization for the Secretary to certify the revised Resolution provided by DDC, in order to finalize the Library’s agreement for partial reimbursement of the costs of the Bay Terrace renovation.

Recommended Motion for Consideration by the Executive Committee:

I move that the Executive Committee authorize the Secretary to certify the revised Resolution, authorizing the Library to enter into a library capital grant agreement with the New York City Department of Design and Construction for partial reimbursement of the costs of renovation of the Bay Terrace Community Library, in the amount of \$3,222,127, as set forth in the attached.

Attachments:

Board Resolution (CLEAN) (PDF)

Board Resolution. (REDLINE) (PDF)

RESOLUTION OF THE BOARD OF TRUSTEES OF
THE QUEENS BOROUGH PUBLIC LIBRARY
IN CONNECTION
WITH A LIBRARY CAPITAL GRANT
FROM THE CITY OF NEW YORK

WHEREAS, the Queens Borough Public Library proposes to undertake a project to perform building and interior alterations to create a more pleasant and functional resource for the community at the Bay Terrace Community Library located at 18-36 Bell Blvd, Bay Terrace, NY 11360 in the Borough of Queens (“Project”) at a total estimated cost of \$5,661,485.03 (the “Estimated Cost”); and

WHEREAS, the City of New York (“City”) has committed up to \$3,222,127.00 of the Estimated Cost of the Project in the City’s capital budget toward the Project (“Capital Grant”); and

WHEREAS, the City proposes to enter into a library capital grant agreement (“Grant Agreement”) with the Queens Borough Public Library to effectuate the Capital Grant in accordance with a project overview and scope of work to be attached as Exhibit A thereto; and

WHEREAS, pursuant to the terms and conditions of the Grant Agreement, the City will provide the Capital Grant toward the Project in the form of reimbursement to the Queens Borough Public Library for Eligible Project Costs as defined in the Grant Agreement and set forth in Exhibit A thereto; and

WHEREAS, the Grant Agreement requires, among other things, that the Queens Borough Public Library agree to (a) complete the Project without cost to the City in excess of the Capital Grant; (b) have available, until Substantial Completion of the Project as defined in the Grant Agreement, the sum of at least ten percent (10%) of the Capital Grant for purposes of payment of any cost overruns incurred in connection with the Project and establish a reserve for this purpose (“Project Reserve”);

NOW, THEREFORE, be it resolved that:

(1) Dennis M. Walcott, President & CEO of the Queens Borough Public Library is authorized and directed to execute and deliver the Grant Agreement with the City 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 Capital Grant, the Queens Borough Public Library agrees to:

- (a) complete the Project without cost to the City in excess of the Capital Grant, and to make available all funds in excess of the Estimated Cost (if any) required to complete the Project; and
- (b) maintain a Project Reserve for the purpose of covering cost overruns which may occur in connection with the Project in the amount of at least ten percent (10%) of the Capital Grant as part of its net liquid unrestricted assets until Substantial Completion, it being understood that the designation of such reserve shall be effective upon the registration of the Grant Agreement by the Comptroller of the City of New York, and that any income earned on such reserve may be used at the Queens Borough Public Library 's discretion.

CORPORATE SECRETARY CERTIFICATE

I, _____, as Secretary of _____, 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 _____, duly called and held on the ___ day of _____, 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 _____ on the ___ day of _____, 2023.

Name
Title

State of New York)
) ss.:
County of _____)

Sworn to me this ___ day of _____, 2023

Notary Public

Attachment: Board Resolution (CLEAN) (2972 : Revised Resolution – Pass-Through Agreement with the City of New York for Project at the Bay

RESOLUTION OF THE BOARD OF TRUSTEES OF
THE QUEENS BOROUGH PUBLIC LIBRARY
IN CONNECTION
WITH A LIBRARY CAPITAL GRANT
FROM THE CITY OF NEW YORK

WHEREAS, the Queens Borough Public Library proposes to undertake a project to perform building and interior alterations to create a more pleasant and functional resource for the community at the Bay Terrace Community Library located at 18-36 Bell Blvd, Bay Terrace, NY 11360 in the Borough of Queens ("Project") at a total estimated cost of \$5,661,485.03 (the "Estimated Cost"); and

WHEREAS, the City of New York, ~~(the "~~ ("City")~~")~~ has committed up to \$3,222,127.00 of the Estimated Cost of the Project in the City's capital budget toward the Project ("Capital Grant"); and

WHEREAS, the City proposes to enter into a ~~construction contract~~ ~~(the "Contract~~ library capital grant agreement ("Grant Agreement") with the Queens Borough Public Library ~~which provides for building and interior alterations at the Bay Terrace Community Library (the "Premises")~~ to effectuate the Capital Grant in accordance with a project overview and scope of work to be attached as Exhibit A ~~to the Contract (the "Contract Scope of Work"), and thereto; and~~

~~WHEREAS, the Project is expected to cost in excess of \$5,661,485.03 and is being funded by the City and non-City funding sources; and~~

WHEREAS, pursuant to the ~~Contract~~ terms and conditions of the Grant Agreement, the City will ~~contribute a sum not to exceed \$3,222,127.00 towards the Contract Scope of Work (the "City Contribution"); and~~

WHEREAS, provide the Capital Grant toward the Project in the form of reimbursement to the Queens Borough Public Library for Eligible Project Costs as ~~a condition of~~ defined in the ~~City Contribution~~ Grant Agreement and set forth in Exhibit A thereto; and

WHEREAS, the ~~Contract~~ Grant Agreement requires, among other things, that the Queens Borough Public Library agree to: (a) complete ~~performance of the Contract Scope of Work~~ Project without cost to the City in excess of the ~~City Contribution, and~~ Capital Grant; (b) have available, until ~~completion~~ Substantial Completion of the ~~Contract Scope of Work~~ Project as defined in the Grant Agreement, the sum of at least ten percent (10%) of the ~~City Contribution~~ Capital Grant for purposes of payment of any cost overruns incurred in connection with the ~~performance of the~~ Project and establish a reserve for this purpose ("Project Reserve"); ~~Contract Scope of Work;~~

~~Now~~

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~~Grant Agreement with the City 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~~Capital Grant, the Queens Borough Public Library agrees to:

 (a)- complete the ~~performance of the Contract Scope of Work Project~~ without cost to the City in excess of the ~~City Contribution~~ Capital Grant, and to make available all funds in excess of the Estimated Cost (if any) required to complete the Project; and

(b) maintain a Project Reserve for ~~purposes~~the purpose of covering cost overruns which may occur in connection with the Project in the ~~sum~~amount of at least ten percent (10%) of the ~~City Contribution~~Capital Grant as part of its net liquid unrestricted assets until Substantial Completion, it being understood that the designation of such reserve shall be effective upon the registration of the Grant Agreement by the Comptroller of the City of New York, and that any income earned on such reserve may be used at the Queens Borough Public Library 's discretion.

CORPORATE SECRETARY CERTIFICATE

I, _____, as Secretary of _____, 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 _____, duly called and held on the ___ day of _____, 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 _____ on the ___ day of _____, 2023.

Name

Title

State of New York _____)
_____) ss.:
County of _____)

Sworn to me this ___ day of _____, 2023

Notary Public

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee

DATE OF MEETING: October 18, 2023

ITEM ID #: 2970

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.