

DRAFT - Subject to Board Approval

QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, DECEMBER 14, 2023
MINUTES

A meeting of the Board of Trustees was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, December 14, 2023. The meeting was called to order at 6:30 PM by Chair of the Board, Earl G. Simons Ed. D.

I. ROLL CALL

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	Present	
Matthew M. Gorton	Secretary	Present	6:49 PM
Pauline Healy	Treasurer	Excused	
Terri Thomson	Assistant Treasurer	Present	
Julissa Gutierrez	Board Member	Remote	7:50 PM
James M. Haddad, Esq.	Board Member	Present	
Cloyette Harris-Stoute	Board Member	Present	
Andrew P. Jackson	Board Member	Present	
Peter Kauffmann	Board Member	Excused	
Carl S. Koerner, Esq.	Board Member	Present	
Jamie Lee	Board Member	Excused	
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	Excused	

Jose Bayona	Rep - Mayor	Remote	
Matthew Carlin, Esq.	Rep - Public Advocate	Present	
Eve Cho Guillergan, Esq.	Rep - Speaker	Present	
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.	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	
Felix Perez	VP, Facilities & Environmental Services	Present	
Elizabeth De Bourbon	VP, Communications	Present	
William Funk	VP, Procurement	Present	
William Goldband	VP, Information, Technology & Development	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	Remote	
Chauncie Brooks	Sr. Manager, Infrastructure & Support	Present	
LaNiece M Ince	Executive Assistant to President & CEO	Present	
Dominique Simboli	Executive Assistant to the Chief Operating Officer	Present	
Danielle Walsh	Instructional Systems Designer and Strategist	Remote	
Fatma Ghailan	Director of the Adult Learner Program	Present	
John Katimaris	VP, Capital Projects	Remote	

II. APPROVAL OF BOT MINUTES

1. Approval of Minutes of the Board - September 13, 2023 (ID # 2988)

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

III. COMMITTEE REPORT(S)

A. Executive Committee - October 18, 2023

1. Approval of Executive Committee Report - October 18, 2023 (ID # 2990)

Recommended Motion for Consideration for the Board of Trustees:

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

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

B. Nominating Committee - November 7, 2023

1. Approval of Nominating Committee Report - November 7, 2023 (ID # 2989)

Recommended Motion for Consideration for the Board of Trustees:

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

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

2. Motion to Close Nominations (ID # 3000)

Recommended Motion for Consideration:

I move that the Board of Trustees close the nominations for officers of the Library for calendar year 2024.

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

C. Programming Committee Report - December 14, 2023

1. Approval of Programming Committee Report - December 14, 2023 (ID # 3010)

Recommended Motion for Consideration for the Board of Trustees:

I move that the report item of the Programming Committee meeting be accepted as submitted.

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

IV. AGENDA

A. Action Item(s)

1. Approval of Bills for the Month of September 2023 (ID # 2973)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the September 2023 bills in the aggregate sum of \$4,656,609.

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

2. Approval of Bills for the Month of October 2023 (ID # 2978)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the October 2023 bills in the aggregate sum of \$5,521,630.

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

3. Approval of Bills for the Month of November 2023 (ID # 2981)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the November 2023 bills in the aggregate sum of \$4,214,950.

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

4. Acceptance of Financial Reports for the Period Ending September 2023 (ID # 2975)

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 September 30, 2023.

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

5. Acceptance of Financial Reports for the Period Ending October 2023 (ID # 2976)

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 October 31, 2023.

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

6. Acceptance of Financial Reports for the Period Ending November 2023 (ID # 2979)

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 November 30, 2023.

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

7. Renewal of TD Bank Letter of Credit - Contract Authorization (ID # 3009)

Recommended Motion for Consideration by the Board of Trustees:

I recommend that the Board of Trustees authorize the President & CEO to execute the First Amendment to the Amended and Restated Loan and Security Agreement with TD Bank, extending until October 31, 2024 a line of credit in the amount of ten million dollars, secured

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by the Library’s investment portfolio, on the same terms as the prior agreement.

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

8. Contract Authorization - Window Cleaning Services (ID # 3003)

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 Quality Facility Solutions Corporation for window cleaning services for a three-year term with two one-year options to renew at the Library’s sole discretion, at the attached rates.

Window Cleaning per occurrence (per job)	Square Footage	Flat Rate/per location YR 1	Flat Rate/per location YR2	Flat Rate/per location YR3	Flat Rate/per location YR4	Flat Rate/per location YR5
Flushing – interior & exterior	76,000	\$8,468.86	\$8,892.30	\$9,336.92	\$9,803.76	\$10,293.95
Central / CLDC – interior & exterior	239,750	\$2,288.88	\$2,403.32	\$2,523.49	\$2,649.66	\$2,782.15
Glen Oaks – interior, exterior & aluminum frame	18,000	\$915.55	\$961.33	\$1,009.39	\$1,059.86	\$1,112.86
Elmhurst – interior & exterior	32,000	\$2,174.44	\$2,283.16	\$2,397.32	\$2,517.19	\$2,643.05
Hunters Point - interior & exterior	21,880	\$15,655.00	\$16,437.75	\$17,259.64	\$18,122.62	\$19,028.75
Far Rockaway - interior & exterior	18,000	\$3,800.00	\$3,990.00	\$4,189.50	\$4,398.98	\$4,618.92
Sunnyside – interior & exterior	7,500	\$297.67	\$312.55	\$328.18	\$344.59	\$361.82
Middle Village – interior, exterior & aluminum frame	6,000	\$535.80	\$562.59	\$590.72	\$620.26	\$651.27

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Broadway – exterior & aluminum frame	15,700	\$1,071.61	\$1,125.19	\$1,181.45	\$1,240.52	\$1,302.55
Cambria Heights – interior, exterior & aluminum frame	18,000	\$833.47	\$875.14	\$918.90	\$964.85	\$1,013.09
Langston Hughes – exterior	23,000	\$595.34	\$625.11	\$656.36	\$689.18	\$723.64
Long Island City – exterior	18,000	\$833.47	\$875.14	\$918.90	\$964.85	\$1,013.09
Total Annual Price:		\$37,470.09	\$39,343.59	\$41,310.77	\$43,376.31	\$45,545.13
	5 Year total price		\$207,045.90			

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

9. Calendar of Meetings – 2024 (ID # 3001)

Recommended Motion for Consideration by the Board of Trustees:

I move that the calendar of Board of Trustees and Committee meeting dates for 2024 be approved as presented.

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

10. Election of New Members to Queens Public Library Foundation Board of Directors (ID # 3002)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Library Board of Trustees approve the election Travis Hungreder, Nadeem Kilani, and Steven Schneebaum to the Class of 2024 of the Queens Public Library Foundation Board of Directors.

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

B. Report Item(s)

1. Payroll for the Month of September 2023 (ID # 2974)

RESULT:	PRESENTED
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2. Payroll for the Month of October 2023 (ID # 2977)

RESULT:	PRESENTED
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3. Payroll for the Month of November 2023 (ID # 2980)

RESULT:	PRESENTED
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4. Purchases Over \$50K -September 2023 (ID # 3004)

RESULT:	PRESENTED
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5. Purchases Over \$50K - October 2023 (ID # 3005)

RESULT:	PRESENTED
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6. Purchases Over \$50K - November 2023 (ID # 3006)

RESULT:	PRESENTED
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7. Personnel Report - August 2023 (ID # 2996)

RESULT:	PRESENTED
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8. Personnel Report - September 2023 (ID # 2997)

RESULT:	PRESENTED
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9. Personnel Report - October 2023 (ID # 2998)

RESULT:	PRESENTED
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10. Personnel Report - November 2023 (ID # 2999)

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

VI. PRESIDENT'S REPORT

1. Key Performance Indicators Report - August 2023 (ID # 2991)

RESULT: PRESENTED

2. Key Performance Indicators Report - September 2023 (ID # 2992)

RESULT: PRESENTED

3. Key Performance Indicators Report - October 2023 (ID # 2993)

RESULT: PRESENTED

VII. ADJOURNMENT

1. Motion to Adjourn (ID # 2995)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

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

The meeting was closed at 8:05 PM.

Secretary