

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

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	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

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Eve Cho Guillergan, Esq.	Rep - Speaker	Remote	
Matthew Carlin, 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	

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.

RESULT:	ADOPTED [Unanimous]
MOVER:	Pauline Healy
SECONDER:	Andrew P. Jackson
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

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.

RESULT:	ADOPTED [Unanimous]
MOVER:	Terri Thomson
SECONDER:	Andrew P. Jackson
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

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.

RESULT:	ADOPTED [Unanimous]
MOVER:	George Russo, Esq.
SECONDER:	Andrew P. Jackson
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

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.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Guillermo Patino
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

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.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Guillermo Patino
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

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.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Guillermo Patino
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

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 August 31, 2023.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	James M. Haddad, Esq.
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

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.

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RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	James M. Haddad, Esq.
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

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.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	James M. Haddad, Esq.
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

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

Stephen Mack, Chief Financial Officer and Sr. VP, reported that the Library was notified that there will be a \$6.7 million or 5% cut in the Library's budget this November, with additional budget cuts ("PEGs," or "program to eliminate the gap") to come in 2024.

President and CEO Dennis M. Walcott reported that these budget cuts will impact city agencies across the board. The Library has been meeting with City Hall and the Office of Management and Budget (OMB) to discuss the pending budget cuts, though staff layoffs are not currently a part of any of these discussions. The Library has also had several internal discussions to plan for these budget cuts. The board will receive an update on the Library's plans by Friday, September 15. Mr. Walcott reported that the Library is scheduled to meet with the Office of Management and Budget again on Friday, October 6.

Mr. Walcott also reported that the Library is looking into ways in which the Library can further assist the City. The Library has met with the Department of Education (NYC DOE) to discuss how to be of assistance with public school students, and with the Department of Health and Mental Hygiene

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(DOHMH) to discuss how the Library can assist with implementing a health library.

Mr. Walcott also reported that the Human Resources Administration (HRA)-- which provides NYCID services at Central Library, near the circulation desk-- will assign two additional employees to assist with NYCID. The additional assigned staff will assist the Library with security and controlling the crowds due to the large influx of immigrants and asylum-seekers looking for assistance from NYCID and the Library.

Mr. Walcott stated that although facing major budget cuts, the Library still wants to continue reinforcing its dedication and mission of serving the community. Board Trustee Terri Thompson commended Mr. Walcott and the Library for the hard work and dedication to the community and its stakeholders.

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
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, Koerne,r 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.

RESULT:	ADOPTED [Unanimous]
MOVER:	George Russo, Esq.
SECONDER:	Pauline Healy
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

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

Nick Buron, Chief Librarian and Sr. VP, reported that during the ceiling repair project, the Children’s Library Discovery Center (CLDC) will cordon off the affected area as a safety precaution for customers and staff.

Board Trustee Andrew Jackson reported that the skylight at Langston Hughes Library is leaking once again. Mr. Jackson stated that the skylight was repaired sometime last year, but the constant leaks can cause damage to the walls and carpeting. John Katimaris, VP of Capital Projects, stated that he was not aware of the leakage at Langston Hughes but will add this to his department’s current list of renovation projects and investigate the issue.

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.

RESULT:	ADOPTED [Unanimous]
MOVER:	Cloyette Harris-Stoute
SECONDER:	James M. Haddad, Esq.
AYES:	Simons, Ed. D, Shapiro, Ed. D., LCSW, Healy, Thomson, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Koerne,r Esq., Lee, Lee, Ph. D, Miao, PH D., Patino, Russo, Esq
EXCUSED:	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.

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RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Michelle Miao, PH. D.
AYES:	Simons, Ed. D, Healy, Thomson, Haddad, Esq., Harris-Stoute, Jackson, Kauffmann, Koerner, Esq., Lee, Lee, Ph. D, Miao, PH. D., Patino, Russo, Esq
EXCUSED:	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 Barrett Inc. for a term of three years with an option to extend for two one-year periods at the rates proposed herein.

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

RESULT:	ADOPTED [Unanimous]
MOVER:	Terri Thomson
SECONDER:	Peter Kauffmann
AYES:	Simons Ed. D, Healy, Thomson, Haddad Esq., Harris-Stoute, Jackson, Kauffmann, Koerner Esq., Lee, Lee Ph. D, Miao PH. D., Patino, Russo Esq
EXCUSED:	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

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

B. Report Item(s)

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

RESULT:	PRESENTED
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2. Payroll for the Month of July 2023 (ID # 2939)

RESULT:	PRESENTED
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3. Payroll for the Month of June 2023 (ID # 2936)

RESULT:	PRESENTED
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4. Purchases Over \$50K - August 2023 (ID # 2956)

RESULT:	PRESENTED
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5. Purchases Over \$50K - July 2023 (ID # 2955)

RESULT:	PRESENTED
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6. Purchases Over \$50K - June 2023 (ID # 2954)

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

Board Chair Earl Simons asked that all trustees continue to be engaged with the Library and their respective board committees.

VI. PRESIDENT'S REPORT

President and CEO Dennis M. Walcott asked John Katimaris, VP, Capital Projects, to report on the status of the Library's capital projects. Mr. Katimaris reported that

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there are 85 outstanding capital projects, from design to construction, that the Capital Projects Management (CPM) team is currently monitoring and managing. With a small team working at full capacity, CPM is currently working to rearrange projects into multiple categories to monitor efficiency and completion.

Mr. Walcott reported that October is Banned Book Month. The Library, along with New York Public Library and Brooklyn Public Library, have been in discussion with City Hall about concerns around banned books on both a local and national level. He asked Nick Buron, Chief Librarian and Sr. VP., and Sharon Myrie, VP of Programs and Services, to report on Library programming during Banned Book Month. The Library will continue to have traditional displays of Library materials in each location. Ms. Myrie stated that the Library is brainstorming creative and innovative ways to work with the other library systems and public schools to display banned library books, promote panel discussions with authors whose books have been banned, and engage customers to provide suggestions on promoting and displaying banned books.

Board Trustee Andrew Jackson proposed that the trustees engage in read-aloud of banned book events. He stated that there will be a read-a-loud banned book event in April 2024 during National Library Month, which could be archived in the Queens Memory Project. Mr. Jackson also proposed that the Tri-Li systems be utilized as banned book sanctuaries. He stated that this has already been done in Hoboken, New Jersey, and Chicago. Mr. Walcott stated that Tri-Li and City Hall have begun conversations regarding a city-wide plan on this initiative.

Ms. Myrie also reported that the Library Teen Centers located at the Long Island City, Cambria Heights, Far Rockaway, Flushing, and Central Libraries are reopening. The teens are excited, especially the teens that frequent the locations, to hear about reopening of the teen centers.

Mr. Buron reported to the board that circulation has increased. This increase may be attributed to the Library's consistent assistance and distribution of information to customers on a variety of quality-of-life issues. Mr. Buron also reported that Central Library, along with 13 other library locations, are engaging with asylum seekers with unknown dialects, which are contributing to language and communication barriers. The Library staff are using Google Translate to assist these patrons, and are eager to learn the new dialects that are not found in Google Translate, to assist customers. Mr. Buron estimated approximately 100 asylum seekers visit Central Library per day, with over 500 asylum seekers per week. The Library assist the asylum seekers and other patrons with English to Speakers of Other Languages (ESOL) and Job and Business Academy (JBA) services, as well as computer access. Although computer usage is currently low, it is steadily increasing.

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

RESULT: PRESENTED

2. Key Performance Indicators Report - June 2023 (ID # 2947)

RESULT: PRESENTED

VII. ADJOURNMENT

1. Motion to Adjourn (ID # 2949)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

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

The meeting was closed at 8:32 PM.

Secretary