

QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, JANUARY 18, 2024
MINUTES

A meeting of the Board of Trustees was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, January 18, 2024. The meeting was called to order at 6:09 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 | Excused | |
| Pauline Healy | Treasurer | Excused | |
| Terri Thomson | Assistant Treasurer | Present | |
| Julissa Gutierrez | Board Member | Excused | |
| James M. Haddad Esq. | Board Member | Remote | |
| Cloyette Harris-Stoute | Board Member | Present | 6:11 PM |
| Andrew P. Jackson | Board Member | Present | |
| Peter Kauffmann | Board Member | Present | |
| Carl S. Koerner Esq. | Board Member | Excused | |
| Jamie Lee | Board Member | Present | |
| Selina Lee Ph. D | Board Member | Present | |
| Michelle Miao Ph. D. | Board Member | Present | |
| Guillermo Patino | Board Member | Present | 6:17 PM |
| George Russo Esq | Board Member | Present | |
| Lydon Sleeper O'Connell | Board Member | Present | |
| Jose Bayona | Rep - Mayor | Present | 6:18 PM |

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| Matthew Carlin Esq. | Rep - Public Advocate | Present | 6:36 PM |
| Eve Cho Guillergan Esq | Rep - Speaker | Excused | |
| Allan Swisher Esq | Rep - Borough President | Remote | |
| Jimmy Van Bramer | Rep - NYC Comptroller | Present | 6:10 PM |
| 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. | Excused | |
| Stephen G. Mack | Chief Financial Officer & Sr. VP | Present | |
| Susan Latham | Executive Director, QPL Foundation | Present | |
| William Goldband | VP, Information, Technology & Development | Present | |
| Larry Vedilago | VP, Risk Management | 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 | |
| Dominique Simboli | Executive Assistant to the Chief Operating Officer | Present | |
| Danielle Walsh | Instructional Systems Designer and Strategist | Present | |
| Monique Hamilton | Executive Assistant to President & CEO | Present | |

II. Approval of BOT Minutes

1. Approval of Minutes of the Board - December 14, 2023 (ID # 3035)

Recommended Motion for Consideration:

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

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

III. Committee Reports

A. Finance & Investments Committee - January 9, 2024

1. Approval of Finance and Investments Committee Report - January 9, 2024 (ID # 3034)

Recommended Motion for Consideration for the Board of Trustees:

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

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

IV. Agenda

A. Action Item(s)

1. Approval of Bills for the Month of December 2023 (ID # 3019)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the December 2023 bills in the aggregate sum of

\$8,170,865.

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

2. Acceptance of Financial Reports for the Period Ending December 2023 (ID # 3018)

Stephen Mack, Chief Financial Officer, reported that the Library is roughly 50% expended of the budget for city funds and 28% expended for state funds due to payroll, which is approximately 75% of the Library's expenses.

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 December 31, 2023.

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

3. FY'24 City Fund Budget Modifications (ID # 3021)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees modify the Fiscal Year 2024 City Fund Budget as indicated in the attachment.

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

4. FY'24 Non-City Fund Budget Modifications (ID # 3022)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees modify the Fiscal Year 2023 Non-City Fund Budgets as indicated in the attachment.

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

5. Election of Officers, Calendar Year 2024 (ID # 3024)

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

6. FY 2025 Holiday Schedule (ID # 3033)

Recommended Motion for Consideration:

I move that the Board of Trustees approve the fiscal year 2025 holiday schedule as presented.

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

7. Approval of Amended Collection Development Policy (ID # 3028)

Nick Buron, Chief Librarian and SVP, provided background on the Library's policy and procedures regarding collection development. He reported that the proposed policy revision before the Board reflects, among other things, an updated Library mission statement; sourcing criteria; updates to the American Library Association's Bill of Rights; and an updated customer materials reconsideration form.

Recommended Motion for Consideration by the Board of Trustees:

January 18, 2024

I move that the Board of Trustees adopt the amended Collection Development Policy, as set forth in the attachments.

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

8. Amendment to Gift Acceptance Policy (ID # 3026)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees adopt the amended Gift Acceptance Policy, as set forth in the attachments.

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

9. Amendment to QLF Bylaws (ID # 3027)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the amended Bylaws of the Queens Public Library Foundation, as set forth in the attachments.

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

B. Report Item(s)

1. FY'24 Bi-Annual Credit Card Usage Summary (ID # 3023)

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| RESULT: | PRESENTED |
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2. Property/Casualty Insurance Program Update (ID # 3031)

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| RESULT: | PRESENTED |
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3. Workers' Compensation Self-Insurance Program Update (ID # 3030)

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| RESULT: PRESENTED |
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4. Payroll for the Month of December 2023 (ID # 3020)

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| RESULT: PRESENTED |
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5. Purchases Over \$50K - December 2023 (ID # 3029)

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| RESULT: PRESENTED |
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6. Personnel Report - December 2023 (ID # 3032)

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| RESULT: PRESENTED |
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V. Report of the Chairman of the Board

Board Chair Earl Simons thanked everyone for rounding out the year in compliance by completing the trustee training webinar and submitting their current conflict of interest disclosure forms.

VI. President's Report

President and CEO Dennis M. Walcott shared that Fred Gitner, Assistant Director of New Initiatives & Partnership Liaison, was awarded the I Love My Librarian award. Mr. Gitner has been with Queens Public Library for 25 years and runs the New Americans Program.

Sung Mo Kim, Chief Operating Officer and SVP, reported that the Far Rockaway repairs are coming to a close, pending accessibility renovations. Updates regarding hiring and the Broadway and Bay Terrace renovation projects were also provided. The Flushing library currently has five project with the NYC Department of Design and Construction, relating to the branch's elevator, boiler, roof, fire alarm, and generator. The Steinway library reopened in December 2023 after renovations. Mr. Kim also discussed projects funded by the New York State Education Department (NYSED) concerning the Central Library's Children's Library Discover Center and cooling tower.

Board Chair Earl Simons inquired about the reopening of the cafe and cafeteria at Central Library. Mr. Kim reports that the Library is currently evaluating vendors for the cafe and refreshed the Board on the previously discussed regulatory issues regarding the gas line in the cafeteria.

1. Key Performance Indicators- December 2023 (ID # 3025)

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| RESULT: PRESENTED |
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VII. Adjournment

1. Motion to Adjourn (ID # 3014)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

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

The meeting was closed at 7:42 PM.

Secretary