

# DRAFT - Subject to Board Approval

**QUEENS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**THURSDAY, APRIL 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, April 18, 2024. The meeting was called to order at 6:36 PM by Vice Chair of the Board Eli Shapiro Ed. D LCSW.

## I. CALL TO ORDER

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Earl G. Simons Ed. D	Chair of the Board	Excused	
Eli Shapiro Ed. D LCSW	Vice Chair of the Board	Present	
Matthew M. Gorton	Secretary	Present	6:36 PM
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	Excused	
Andrew P. Jackson	Board Member	Present	
Peter Kauffmann	Board Member	Excused	
Carl S. Koerner Esq.	Board Member	Present	
Jamie Lee	Board Member	Present	
Selina Lee Ph. D	Board Member	Excused	
Michelle Miao PH. D.	Board Member	Present	
Guillermo Patino	Board Member	Present	
George Russo Esq	Board Member	Excused	
Lydon Sleeper O'Connell	Board Member	Excused	
Jose Bayona	Rep - Mayor	Present	
Matthew Carlin Esq.	Rep - Public Advocate	Present	

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Board of Trustees Minutes

April 18, 2024

Eve Cho Guillergan Esq	Rep - Speaker	Present	
Allan Swisher Esq	Rep - Borough President	Remote	
Jimmy Van Bramer	Rep - NYC Comptroller	Excused	
Dennis M. Walcott	President & CEO	Present	
Nick Buron	Chief Librarian & Sr. VP	Remote	
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	
William Funk	VP, Procurement	Present	
William Goldband	VP, Information, Technology & Development	Present	
Justin Carroll Esq	Associate General Counsel	Remote	
Sara Hausner-Levine Esq.	Deputy General Counsel	Remote	
Chauncie Brooks	Sr. Manager, Infrastructure & Support	Present	
Monique Hamilton	Executive Assistant to President & CEO	Present	
Danielle Walsh	Instructional Systems Designer and Strategist	Remote	
Paul Hammerschmidt	BDO	Remote	
Ashley Xu	BDO	Remote	

## II. APPROVAL OF MINUTES

### 1. Approval of Board Minutes - March 7, 2024 (ID # 3081)

#### **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>	Andrew P. Jackson
<b>SECONDER:</b>	Terri Thomson
<b>AYES:</b>	Shapiro Ed. D LCSW, Gorton, Healy, Thomson, Haddad Esq., Jackson, Koerner Esq., Lee, Miao PH. D., Patino
<b>EXCUSED:</b>	Simons Ed. D, Gutierrez, Harris-Stoute, Kauffmann, Lee Ph. D, Russo Esq, O'Connell

## III. COMMITTEE REPORTS (in lieu of Audit Committee Report)

Vice Chair Eli Shapiro noted that the Audit Committee did not convene prior to this meeting, and invited BDO to present on the Library's Form 990 to the full board.

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

*I move that the Board of Trustees authorize the Library to file the Form 990 for Fiscal Year 2023 as presented.*

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

## IV. AGENDA

### A. Action Item(s)

#### 1. Approval of Bills for the Month of February 2024 (ID # 3061)

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

*I move that the Board of Trustees approve the February 2024 bills in the aggregate sum of \$4,681,207.*

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

## 2. Approval of Bills for the Month of March 2024 (ID # 3064)

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

*I move that the Board of Trustees approve the March 2024 bills in the aggregate sum of \$7,290,183.*

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

## 3. Acceptance of Financial Reports for the Period Ending February 2024 (ID # 3060)

### 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 February 29, 2024.*

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

## 4. Acceptance of Financial Reports for the Period Ending March 2024 (ID # 3065)

### 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 March 31, 2024.*

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

**5. Annual Report for Library Systems and Annual Report for Public & Association Libraries 2023 (ID # 3075)**

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

*I move that the Board of Trustees accept the Queens Borough Public Library's Annual Report for Library Systems and Annual Report for Public and Association Libraries.*

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

**6. Contract Extension Authorization – Prestige Plumbing & Heating, Inc. (ID # 3078)**

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

*I move that the Board of Trustees authorize the President and CEO to execute a six-month contract extension with Prestige Plumbing & Heating, Inc., until November 2, 2024, at the same rates and fees as per the current contract.*

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

**B. Report Item(s)**

**1. Payroll for the Month of February 2024 (ID # 3062)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**2. Payroll for the Month of March 2024 (ID # 3063)**

April 18, 2024

**RESULT: PRESENTED**

**3. Purchases Over \$50K - February 2024 (ID # 3067)**

**RESULT: PRESENTED**

**4. Purchases Over \$50K - March 2024 (ID # 3070)**

**RESULT: PRESENTED**

**5. Personnel Report - March (ID # 3068)**

**RESULT: PRESENTED**

**V. REPORT OF THE CHAIR OF THE BOARD**

**VI. PRESIDENT'S REPORT**

**1. Key Performance Indicators - February 2024 (ID # 3066)**

**RESULT: PRESENTED**

**2. Key Performance Indicators - March 2024 (ID # 3076)**

**RESULT: PRESENTED**

**VII. ADJOURNMENT**

**1. Motion to Adjourn (ID # 3069)**

**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*

**RESULT: ADOPTED [Unanimous]**

**MOVER:** Andrew P. Jackson

**SECONDER:** Carl S. Koerner Esq.

**AYES:** Shapiro Ed. D LCSW, Gorton, Healy, Thomson, Haddad Esq., Jackson, Koerner Esq., Lee, Miao PH. D., Patino

**EXCUSED:** Simons Ed. D, Gutierrez, Harris-Stoute, Kauffmann, Lee Ph. D, Russo Esq, O'Connell

The meeting was closed at 8:18 PM.

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**Secretary**