

**QUEENS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**THURSDAY, MARCH 7, 2024**  
**MINUTES**

A meeting of the Board of Trustees was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, March 7, 2024. The meeting was called to order at 7:47 PM by Chair of the Board Earl G. Simons Ed. D.

**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	Present	
Eli Shapiro Ed. D LCSW	Vice Chair of the Board	Present	
Matthew M. Gorton	Secretary	Present	
Pauline Healy	Treasurer	Present	
Terri Thomson	Assistant Treasurer	Excused	
Julissa Gutierrez	Board Member	Excused	
James M. Haddad Esq.	Board Member	Excused	
Cloyette Harris-Stoute	Board Member	Present	
Andrew P. Jackson	Board Member	Remote	
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	Excused	
Guillermo Patino	Board Member	Excused	
George Russo Esq	Board Member	Present	
Lydon Sleeper- O'Connell	Board Member	Present	
Jose Bayona	Rep - Mayor	Present	
Matthew Carlin Esq.	Rep - Public Advocate	Present	
Eve Cho Guillergan	Rep - Speaker	Excused	

Esq			
Allan Swisher Esq	Rep - Borough President	Remote	
Jimmy Van Bramer	Rep - NYC Comptroller	Remote	
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	Present	
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	Present	
Chauncie Brooks	Sr. Manager, Infrastructure & Support	Present	
Monique Hamilton	Executive Assistant to President & CEO	Present	
Dominique Simboli	Executive Assistant to the Chief Operating Officer	Present	
Danielle Walsh	Instructional Systems Designer and Strategist	Remote	

**II. APPROVAL OF MINUTES**

**1. Approval of Minutes of the Board - January 18, 2024 (ID # 3048)**

**Recommended Motion for Consideration:**

*I move that the Minutes of the Board of Trustees meeting of January 18, 2024 be approved as submitted.*

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

**III. COMMITTEE REPORT(S)**

**1. Approval of Labor Relations Committee Report - March 7, 2024 (ID # 3080)**

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

*I move that the report and action item of the Labor Relations Committee meeting be accepted and approved as submitted.*

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

**IV. AGENDA**

**A. Agenda Action Items**

**1. Approval of Bills for the Month of January 2024 (ID # 3037)**

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

*I move that the Board of Trustees approve the January 2024 bills in the aggregate sum of \$4,684,280.*

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

## 2. Acceptance of Financial Reports for the Period Ending January 2024 (ID # 3038)

Stephen Mack, Chief Financial Officer and Sr. VP, reported no significant change from the December 2023 financial reports. Mr. Mack reported that the Library will be finalizing its Form 990 for fiscal year 2023 and presenting it for approval at the Audit Committee and Board meetings in April. Mr. Mack further reported that the Library is facing a compounded potential budget loss due to increase costs on mandated items (e.g., increased minimum wage), as well as over \$12 million in budget cuts.

### **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 January 31, 2024.*

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

## 3. Committee Assignments (ID # 3050)

Board Chair Earl G. Simons thanked all committee members for serving and reminded trustees that they are welcome to attend all committee meetings.

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

*I move that the Board of Trustees approve the committee assignments for the duration of calendar year 2024 as presented.*

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

#### 4. Trustee Education Policy (ID # 3051)

Justin Deabler, General Counsel and Sr. VP, thanked trustees for participating in the webinar training for 2023 and welcomed suggestions to improve future training. The training will be two hours annually, moving forward.

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

*I move that the Board of Trustees adopt the Trustee Education Policy, as set forth in the attachment*

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

#### 5. Contract Authorization – Landscaping, Gardening and Irrigation System Installations and Maintenance Requirements Contracts (ID # 3052)

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

*I move that the Board of Trustees authorize the President and CEO to execute contracts with HMD Construction Group, LLC, LN Pro Services LLC, and Our Temenos LLC for landscaping, gardening and irrigation system installations and maintenance for a two-year term with three one-year options to renew.*

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

#### 6. Contract Authorization- System-Wide Data Cabling Services Requirements Contracts (ID # 3053)

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

*I move that the Board of Trustees authorize the President and CEO to execute contracts with Interface Cable Assemblies & Services Corp, GM Data Communications Inc., and Creative Cabling Solutions, Inc. for a term of two years with an option to extend for three one-year periods, at the Library's sole discretion, and at the rates proposed herein.*

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

**7. Contract Authorization- System-Wide General Construction Requirements Contracts (ID # 3054)**

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

*I move that the Board of Trustees authorize the President and CEO to execute contracts with Northshore Industries, Inc., Mac Contractor Inc., ZHL Group, Inc., A&J Construction of NY, Inc., Zaman Construction Corp., and Mamais Contracting Corp. for system-wide general construction requirements contracts for a term of two years with an option to extend for three one-year periods at the rates proposed herein.*

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

**8. Contract Authorization – Pre-Employment and Pre-Volunteer Full Background Check Services (ID # 3055)**

**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 TruView BSI, LLC for pre-employment and pre-volunteer background check services for a three-year term with two one-year options to renew at the Library’s sole discretion at the rates proposed herein.*

TruView	
<b>A. The Queens Public Library Human Resources Department Requires the Following Back Ground Checks as a Bundled Service:</b>	
<b>Full-time and Part-time Employee Searches</b>	<b>Types of Back Ground Check</b>
1	Social Security Trace - Verifies SS Number And Identity.
2	New York Statewide Criminal History Record Search (CHRS) for the Past 7-10 years.
3	<a href="https://www.nsopw.gov/en">The U.S. Department of Justice National Sex Offender Public Registry (NSOPR) https://www.nsopw.gov/en</a>
	Maximum Price for Bundled Service for a Single Employee (includes a single name plus one alias) Candidate: \$12.00

<b>B. The Queens Public Library Volunteer Division Requires the Following Back Ground Checks as a Bundled Service:</b>	
<b>Volunteer Searches</b>	<b>Types of Back Ground Check</b>
1	Social Security Trace - Verifies SS Number And Identity.
2	National Criminal File History - Checks State And Federal Databases For Current And Previous Misdemeanor And Felony Cases (Pending And Adjudicated).
3	<a href="https://www.nsopw.gov/en">The U.S. Department of Justice National Sex Offender Public Registry (NSOPR) https://www.nsopw.gov/en</a>
Maximum Price for Bundled Service for a Single Employee (includes a single name plus one alias) Candidate: \$12.00	

<b>C. The Queens Public Library Human Resources Department and the Volunteer Divisions Requires the Following Back Ground Checks On a Per Item Basis:</b>		
<b>Employee and Volunteer Searches (includes a single name plus one alias)</b>	<b>Types of Back Ground Check</b>	<b>Maximum Pricing For Each Search</b>
1	Social Security Trace - Verifies SS Number And Identity.	\$1.50
2	New York Statewide Criminal History Record Search (CHRS) for the Past 7-10 years.	\$12.00
3	National Criminal File History - Checks State And Federal Databases For Current And Previous Misdemeanor And Felony Cases (Pending And Adjudicated).	\$5.00
4	Non-NY Background Checks. (Provide your highest fee.)	\$12.00
5	The U.S. Department of Justice National Sex Offender Public Registry (NSOPR) <a href="https://www.nsopw.gov/en">https://www.nsopw.gov/en</a>	\$2.00
6	Educational Degree Verification.	\$6.00
7	Unscored Employee Credit Report.	\$8.00
8	Employment Verification & References.	\$10.00
9	Driver's License Check.	\$2.50

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

**V. Agenda Report Items****1. Purchases Over 50K- January 2024 (ID # 3056)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**2. Personnel Report- January 2024 (ID # 3057)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**3. Payroll for the Month of January 2024 (ID # 3036)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**VI. REPORT OF THE CHAIR OF THE BOARD**

Board Chair Earl Simons thanked everyone for their work on behalf of the library and the Board.

**VII. PRESIDENT'S REPORT**

President and CEO Dennis M. Walcott reported on a prior email sent regarding the Bay Terrace, Hillcrest, and Broadway branches that are under construction but may not reopen upon completion of the projects due to limited personnel. There has been a decline in staff due to retirement or staff moving on. BPL & NYPL are also facing similar declines.

Nick Buron, Chief Librarian and Sr. VP, reported that hiring has been limited after the November PEG. When a location is closed short-term, due to construction, staff are reassigned to locations that have the greatest need. Some staff take voluntary transfers, leave the system, or retire; the Library then reassesses staffing levels to determine where hiring is needed to reopen. Mr. Walcott reported that Far Rockaway will be able to reopen on its projected scheduled.

Sung Mo Kim reported that there are rules and guidelines regarding temporary transfers. When the Library moves staff to one branch, we essentially leave another vulnerable. Mr. Walcott commended Mr. Buron on effectively scheduling staff for coverage. The Library has been able to continue Saturday service through overtime offerings. Mr. Buron noted a rule in the CBA that staff cannot work two consecutive Saturdays in a row, and expressed his gratitude to staff for working overtime and helping to fill gaps.

Trustee Lydon Sleeper-O'Connell inquired if the Library will be facing a compounding problem in terms of capital projects over the next couple of years. Mr. Walcott reported that even as capital projects move forward, the challenge of staffing will remain and further reported that the Library recently received notice from the Department of Design and Construction (DDC) that OMB has moved several projects out to 2033. The other library systems are facing similar situations.



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Trustee George Russo inquired if we have the ability to determine which libraries remain open. Mr. Buron confirmed that we do, with the caveat that there is a NYSED mandate requiring the Central Library to remain open.

Susan Latham, Executive Director of the QPL Foundation, reported that individual donations are up by 15%. She further reported that March 19 is QPL Day, one of the Foundation's fundraising campaigns. Ms. Latham also mentioned that the Library's gala will take place on June 5 at Sound River Studios.

Mr. Walcott thanked Mr. Jackson for proposing a read-aloud banned book event during National Library Month in April.

**1. Key Performance Indicators- January 2024 (ID # 3058)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**VIII. ADJOURNMENT**

**1. Motion to Adjourn (ID # 3049)**

**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*

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

The meeting was closed at 9:00 PM.

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**Secretary**