

QUEENS LIBRARY
BUILDINGS AND GROUNDS COMMITTEE
THURSDAY, JUNE 15, 2017
MINUTES

A meeting of the Buildings and Grounds Committee was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, June 15, 2017. The meeting was called to order at 6:32 PM by Committee Chair John Ottulich.

I. Call to Order

Attendee Name	Title	Status	Arrived
Judy E. Bergtraum Esq.	Chair of the Board	Present	
Robert Santos Esq.	Treasurer	Excused	
Maria Concolino	Board Member	Present	
Julissa Gutierrez	Board Member	Present	
James Haddad Esq.	Board Member	Excused	
John Ottulich	Committee Chair	Present	
Andrew P. Jackson	Board Member	Excused	
Dennis M. Walcott	President & CEO	Excused	
Lewis Finkelman Esq.	Chief Operating Officer	Present	
Sung Kim	General Counsel	Present	

II. Agenda Report Items

1. Buildings & Grounds -Purchases Over \$5K Report April 1, 2017 - April 30, 2017 (ID # 1473)

Lewis Finkelman, Chief Operating Officer reported that regarding JFK & M, it is a requirements vendor that provides professional design services that produced the audit studies as part of City funding received from the DCAS Excel Program, which is an energy conservation project. The Library will prepare plans on how to upgrade the agencies based on these studies to make the libraries more energy efficient.

Current Status:

Maintenance, repair or renovation purchases awarded between April 1, 2017 and April 30, 2017 in excess of \$5,000 are provided below for informational purposes. Approved procurement procedures were executed in accordance with the Library's Purchasing Policy, including all items purchased by utilizing Board of Trustee approved Requirements Contracts, Government Requirements Contracts, competitive quotations or in response to emergency conditions.

Rochdale Vlge.	Kelair Inc. provided all labor and materials needed for emergency HVAC repairs.	\$5,373.93
Central	Tecogen, Inc. provided all labor and materials necessary for the replacement of the chiller engine heads.	\$5,940.00
Central + 9 Sites	JFK & M shall perform mechanical, electrical, plumbing and fire protection design services, subject to terms and conditions outlined in the Agreement by and between the Library and JFK&M, for ASHRAE Level 1 Energy Audit Study for the Central, Astoria, Briarwood, Forest Hills, Hollis, Jackson Heights, Ozone Park, Peninsula, Queens Village and Steinway Community Libraries.	\$232,040.00
Baisley Park	Greenman-Pedersen, Inc. provided additional services for redesign of the HVAC and Control Systems.	\$27,746.60
Various Locations	American Lamp Recycling to provide all labor and materials necessary, and as set forth in the Agreement between the parties, to perform recycling at various locations of the following: fluorescent lamps, lighting ballasts (both PCH and non-PCB), batteries, electronics and mercury-containing equipment.	\$12,626.02

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Central	Magic Touch Cleaning & Maintenance, Inc. to provide all labor and materials necessary, and at rates set forth in the requirements contract, to perform cleaning services of all exterior and interior glass.	\$5,800.00
Howard Beach	Varsity Plumbing & Heating Co. provided all labor and materials necessary, at rates set forth in the requirements contract, to remedy corrections on the boiler in order to facilitate DOB sign off.	\$11,763.48
Ozone Park	Varsity Plumbing & Heating Co. provided all labor and materials necessary, at rates set forth in the requirements contract and as part of the larger interior renovation project, to convert the existing restroom into one that is fully compliant with the ADA.	\$7,038.44
Central	JC Broderick & Associates, Inc. provided all labor and materials necessary to perform environmental, consulting and testing services in the Fan Room.	\$8,530.00

RESULT: PRESENTED

2. Buildings & Grounds -Purchases Over \$5K Report May 1, 2017 - May 31, 2017 (ID # 1474)

Maria Concolino, committee member, reported that the Woodhaven Library outdoor gates are locked during the hours of service. She is concerned that this issue is a possible fire hazard. Mr. Finkelman will investigate and report back his findings.

John Ottulich, Committee Chair, requested that Mr. Finkelman report on the Hunters Point site visit with the DDC Commissioner Pena-Mora. Mr. Finkelman reported that a shipment of glass was delivered to the site. However, the glass has not been installed and additional glass shipments will be delivered to Hunters Point at a later date. The purpose of the site visit was to see the progress of the Library and discuss certain safety issues with DDC. DDC is anticipating substantially completing the project by the end of September 2017.

He also reported on the Mayor and City Council's agreement on the capital budget. The Library obtained an additional \$30 million in capital funding with the request to use \$15 million of the funding to fund shortfalls in capital projects identified by the Library and DDC. The Library is currently in the process of planning funding allocations, which will be reported to the Board at a later date.

He also reported that the Library did not receive City funding for 7-day service in each district. However, the Library received additional operational funding for Hunters Point.

Mr. Finkelman also gave an overview of the quarterly Capital Projects Status Report.

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South Hollis Varsity Plumbing & Heating provided all labor and materials necessary, at rates set forth in the requirements contract, to furnish and install new floor drains, ensure that there are no leaks, and clean up and dispose of any construction debris.

\$5,177.10

Lefrak City Safeway Fire and Protection Company provided all labor and materials necessary under an emergency contract to help obtain FDNY approval of the fire alarm system that the Library had previously installed at the leased premises. The Library has, at the direction of DOB, had to implement a fire watch consisting of three (3) security guards until such time as FDNY approval of the fire alarm system is obtained.

\$18,960.00

Mitchell-Linden Certified Glass Corp. provided all labor and materials necessary, at rates set forth in the requirements contract, for tinting various windows in the Library.

\$6,681.69

Flushing Jacob Feinberg Katz & Michaeli Consulting Group, LLC to provide professional services, at rates set forth in the requirements contract, for the generator fuel tank replacement.

\$15,574.10

RESULT: PRESENTED

III. Adjournment**1. Motion to Adjourn (ID # 1471)****Recommended Motion for Consideration:**

I move that the meeting be adjourned.

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RESULT:	RECOMMENDED [Unanimous]
MOVER:	Maria Concolino
SECONDER:	Julissa Gutierrez
AYES:	Judy E. Bergtraum Esq., Maria Concolino, Julissa Gutierrez, John Ottulich
EXCUSED:	Robert Santos Esq., James Haddad Esq., Andrew P. Jackson

The meeting was closed at 7:04 PM.

Committee Chair