

**QUEENS LIBRARY  
BOARD OF TRUSTEES  
THURSDAY, DECEMBER 20, 2018**

Central Library  
89-11 Merrick Boulevard, Jamaica, NY 11432

**AGENDA**

**6:15 PM BOARD OF TRUSTEES REGULAR MEETING**

**I. Roll Call**

**II. Approval of BOT Minutes**

1. Approval of Minutes of the Board of Trustees Meeting (ID # 1903)

**III. Report of the Chairman of the Board**

**IV. Committee Reports**

**A. Nominations Committee - December 5, 2018**

1. Approval of Nominations Committee Report (ID # 1906)
2. Motion to Close Nominations (ID # 1904)

**B. Finance & Investments Committee - December 20, 2018**

1. Approval of Finance and Investments Committee Report (ID # 1901)

**V. President's Report**

1. Key Performance Indicators Report November 2018 (ID # 1905)

**VI. Other Business**

**VII. Adjournment**

1. Motion to Adjourn (ID # 1902)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 20, 2018

*ITEM ID #:* 1903

*AGENDA:* Approval of Minutes of the Board of Trustees Meeting

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### **Recommended Motion for Consideration:**

*I move that the Minutes of the Board of Trustees and Committee meetings be approved as submitted.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 20, 2018

*ITEM ID #:* 1906

*AGENDA:* Approval of Nominations Committee Report

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### **Recommended Motion for Consideration:**

*I move that the report item(s) of the committee meeting be accepted and the action item(s) be approved as presented.*

Attachments:

Nominating Committee Minutes - December 5, 2018 (PDF)

**QUEENS LIBRARY**  
**NOMINATING COMMITTEE**  
**WEDNESDAY, DECEMBER 5, 2018**  
**MINUTES**

A meeting of the Nominating Committee was held at the Long Island City Library, 37-44 21 Street, Long Island City, NY 11101 on Wednesday, December 5, 2018. The meeting was called to order at 5:18 PM by Committee Chair, Michael E. Rodriguez, Esq.

**I. CALL TO ORDER**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Carl S. Koerner, Esq.	Board Member	Present	
Judy E. Bergtraum, Esq.	Board Member	Excused	
Michael E. Rodriguez, Esq.	Committee Chair	Present	
Julissa Gutierrez	Board Member	Present	
Lydon Sleeper O'Connell	Board Member	Present	
Sung Mo Kim, Esq.	General Counsel & Sr. VP.	Present	

Judy Bergtraum, Esq. joined the meeting via conference call.

**II. AGENDA**

**A. Entertain a Motion to go into Executive Session**

**1. Motion to Go into Executive Session (ID # 1895)**

**Recommended Motion for Consideration:**

*I move that the meeting move into Executive Session to discuss matters leading to the appointment of particular persons for appointment as officers of the corporation.*

<b>RESULT:</b>	<b>RECOMMENDED [Unanimous]</b>
<b>MOVER:</b>	Carl S. Koerner, Esq.
<b>SECONDER:</b>	Lydon Sleeper O'Connell
<b>AYES:</b>	Carl S. Koerner, Esq., Michael E. Rodriguez, Esq., Julissa Gutierrez, Lydon Sleeper O'Connell
<b>EXCUSED:</b>	Judy E. Bergtraum, Esq.

**2. Motion to Return to Public Session (ID # 1896)**

**Recommended Motion for Consideration:**

*I move that the meeting return to Public Session*

<b>RESULT:</b>	<b>RECOMMENDED [Unanimous]</b>
<b>MOVER:</b>	Carl S. Koerner, Esq.
<b>SECONDER:</b>	Lydon Sleeper O'Connell
<b>AYES:</b>	Carl S. Koerner, Esq., Michael E. Rodriguez, Esq., Julissa Gutierrez, Lydon Sleeper O'Connell
<b>EXCUSED:</b>	Judy E. Bergtraum, Esq.

**B. Action Item**

**1. Selection of Officers for 2019 (ID # 1894)**

**Recommended Motion for Consideration by the Nominating Committee:**

*I move that the Nominating Committee recommend to the Board of Trustees the following slate of Officers for 2019:*

*Chairman of the Board – Haeda Mihaltses*

*Vice Chairman – Robert Santos*

Attachment: Nominating Committee Minutes - December 5, 2018 (1906 : Approval of the Nominations Committee Report)

## Nominating Committee Minutes

December 5, 2018

*Secretary – Earl Simons**Treasurer – Lydon Sleeper O’Connell**Assistant Treasurer – Eli Shapiro*

<b>RESULT:</b>	<b>RECOMMENDED [Unanimous]</b>
<b>MOVER:</b>	Julissa Gutierrez
<b>SECONDER:</b>	Lydon Sleeper O’Connell
<b>AYES:</b>	Carl S. Koerner, Esq., Michael E. Rodriguez, Esq., Julissa Gutierrez, Lydon Sleeper O’Connell
<b>EXCUSED:</b>	Judy E. Bergtraum, Esq.

**III. ADJOURNMENT****1. Motion to Adjourn (ID # 1897)****Recommended Motion for Consideration:***I move that the meeting be adjourned.*

<b>RESULT:</b>	<b>RECOMMENDED [Unanimous]</b>
<b>MOVER:</b>	Carl S. Koerner, Esq.
<b>SECONDER:</b>	Julissa Gutierrez
<b>AYES:</b>	Carl S. Koerner, Esq., Michael E. Rodriguez, Esq., Julissa Gutierrez, Lydon Sleeper O’Connell
<b>EXCUSED:</b>	Judy E. Bergtraum, Esq.

The meeting was closed at 5:31 PM.

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Committee Chair

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 20, 2018

*ITEM ID #:* 1904

*AGENDA:* Motion to Close Nominations

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### **Recommended Motion for Consideration:**

*I move that the Board of Trustees close the nominations for officers of the Library for calendar year 2019.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 20, 2018

*ITEM ID #:* 1901

*AGENDA:* Approval of Finance and Investments Committee Report

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### **Recommended Motion for Consideration:**

*I move that the report item(s) of the committee meeting be accepted and the action item(s) be approved as presented.*



## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 20, 2018

*ITEM ID #:* 1905

*AGENDA:* Key Performance Indicators Report November 2018

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### Attachments:

Key Performance Indicators Report - November 2018 (PDF)

President's Report: November 2018									
Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Arverne	20,758	22.24%	7,257	-12.23%	849	23.04%	2,252	3.21%	
Astoria	7,760	12.46%	6,625	-12.54%	1,178	-28.39%	1,026	23.91%	
Auburndale	12,322	-8.12%	5,933	4.49%	1,216	34.96%	1,969	-31.32%	
Baisley Park	4,982	-0.04%	5,737	-17.86%	2,116	75.31%	2,336	-9.14%	
Bayside	23,211	-15.56%	12,626	-1.33%	2,024	49.81%	1,963	-49.55%	
Bay Terrace	7,395	-7.45%	5,967	-10.62%	957	125.71%	1,232	40.96%	
Bellerose	9,040	-10.57%	7,215	-7.35%	377	-50.39%	2,244	-47.96%	1,2
Briarwood	10,473	-9.39%	10,965	8.70%	2,842	29.83%	3,946	-18.13%	
Broadway	15,150	-2.55%	18,860	1.76%	5,309	161.14%	6,141	-14.02%	
Broad Channel	4,825	-7.01%	1,401	-6.72%	41	24.24%	10	-64.29%	
Cambria Heights	5,330	-14.71%	12,435	-7.44%	5,137	65.55%	539	-25.86%	
Corona	12,335	-17.95%	17,435	-7.92%	2,501	-25.41%	4,391	-3.45%	
Court Square	6,823	4.55%	7,962	-4.60%	967	-20.15%	1,638	111.90%	
Douglaston	8,460	-13.74%	6,659	-6.88%	434	-1.14%	1,968	89.96%	
East Elmhurst	30	-99.20%	0	X	0	X	0	X	1,2
East Flushing	8,564	-7.41%	6,179	-1.80%	1,338	38.08%	1,291	5.39%	
Elmhurst	40,132	-23.57%	34,939	-14.83%	1,696	-38.88%	13,682	51.80%	
Far Rockaway	1,548	-77.72%	3,132	-70.31%	312	-59.53%	607	-68.09%	1
Forest Hills	29,296	0.61%	24,808	3.36%	3,081	-10.02%	13,511	-27.08%	
Fresh Meadows	35,928	-5.44%	16,038	1.11%	1,580	50.62%	4,658	-17.01%	
Glen Oaks	21,947	-4.60%	13,217	2.94%	5,464	136.95%	8,947	35.31%	
Glendale	3,932	-44.55%	5,506	19.59%	416	2.46%	510	-52.78%	1,2
Hillcrest	12,104	1.46%	7,676	-4.04%	599	-5.37%	2,802	95.81%	
Hollis	5,496	-16.83%	6,473	-3.24%	601	-9.76%	1,445	22.35%	
Howard Beach	7,418	-9.35%	5,783	-1.65%	522	201.73%	2,721	-23.16%	
Jackson Heights	25,584	-11.03%	27,560	-6.65%	3,833	119.03%	3,604	-15.20%	
Kew Gardens Hills	22,598	-28.33%	14,452	-9.71%	787	-31.39%	1,993	-34.29%	2
Langston Hughes	5,448	-3.20%	11,244	5.61%	1,964	110.05%	1,608	8.65%	
Laurelton	4,815	-18.82%	7,604	-11.75%	817	-52.77%	1,742	-10.80%	
Lefferts	8,085	-15.28%	10,823	-6.48%	834	-2.68%	5,010	2.62%	
Lefrak City	6,639	-13.34%	12,373	2.94%	1,996	70.74%	1,390	-60.60%	
Long Island City	7,564	-10.39%	9,950	-13.73%	3,358	0.54%	7,040	32.53%	
Maspeth	14,036	-10.10%	9,189	-10.64%	1,155	-6.70%	1,863	-31.53%	
McGoldrick	10,553	7.97%	9,546	21.03%	1,350	10.57%	3,700	49.37%	2
Middle Village	5,873	-2.70%	3,523	-7.53%	407	-38.24%	1,118	10.91%	
Mitchell-Linden	14,480	-17.78%	10,770	-9.49%	969	-22.60%	2,997	-14.95%	
North Forest Park	11,029	-5.25%	7,603	-3.45%	171	-65.10%	737	-65.70%	
North Hills	5,659	-33.09%	4,662	-36.61%	353	-29.54%	1,274	45.60%	
Ozone Park	7,563	-11.20%	8,834	-8.98%	554	36.79%	830	-19.18%	
Peninsula	12,954	-18.18%	11,321	-2.38%	802	-23.18%	1,566	48.44%	
Pomonok	6,576	-0.56%	6,163	-1.69%	619	-61.48%	791	2.46%	

Attachment: Key Performance Indicators Report - November 2018 (1905 : Key Performance Indicators

President's Report: November 2018

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Poppenhusen	5,632	-9.74%	5,013	-4.28%	836	131.58%	855	-15.68%	
Queensboro Hill	7,598	3.49%	9,875	-10.96%	2,514	236.55%	1,481	31.18%	
Queens Village	6,495	-12.44%	6,767	-7.91%	2,195	17.69%	1,032	-50.55%	
Rego Park	14,796	1.38%	13,657	-5.07%	915	-21.99%	1,461	-16.42%	
Richmond Hill	8,794	-22.97%	7,921	-22.16%	5,922	11.09%	2,983	-32.86%	
Ridgewood	12,222	-0.52%	26,516	31.44%	4,478	26.35%	3,713	51.67%	
Rochdale Village	4,926	-17.74%	9,574	-5.47%	611	-30.96%	1,687	-38.61%	
Rosedale	4,444	2.99%	5,561	-23.44%	480	25.00%	3,300	12.67%	
Seaside	7,111	-1.85%	7,660	6.32%	988	-21.27%	350	-81.55%	
South Hollis	4,708	-6.36%	8,210	-2.51%	962	79.14%	3,845	-12.01%	
South Jamaica	2,723	-31.34%	5,113	-22.57%	357	20.20%	1,212	48.71%	1,2
South Ozone Park	5,422	-2.50%	5,464	-11.10%	158	-59.59%	1,642	99.51%	
St. Albans	4,403	-15.28%	7,601	-12.86%	444	-23.45%	593	43.58%	1
Steinway	3,774	-78.31%	1,207	-91.95%	0	X	0	X	1
Sunnyside	15,218	-5.23%	16,370	-9.29%	1,655	-21.90%	4,015	-8.67%	
Whitestone	10,388	-6.26%	6,963	-11.32%	1,756	228.22%	4,137	-29.27%	2
Windsor Park	12,733	-3.81%	9,823	3.27%	1,914	18.51%	2,987	16.41%	
Woodhaven	9,982	-6.75%	7,904	-24.57%	2,171	16.53%	2,011	141.42%	
Woodside	9,792	-12.42%	12,625	-8.31%	2,851	-15.58%	2,508	-25.27%	2
<b>Community Libraries Total</b>	<b>635,880</b>	<b>-12.66%</b>	<b>590,269</b>	<b>-8.99%</b>	<b>92,733</b>	<b>14.41%</b>	<b>158,904</b>	<b>-9.90%</b>	

Central Library Adult Learning Center	64	-65.96%	N/A	N/A	227	-29.50%	N/A	N/A	4
Elmezzi LIC Adult Learning Center	142	-16.96%	3,363	-37.03%	0	-100.00%	N/A	N/A	
Elmhurst Adult Learning Center	166	-48.45%	N/A	N/A	1,107	146.00%	N/A	N/A	4
Flushing Adult Learning Center	447	-12.18%	7,697	-2.01%	2,127	-0.23%	984	-0.71%	
Jackson Heights Adult Learning Center	67	-42.74%	N/A	N/A	1,476	19.42%	0	X	4,5
Peninsula Adult Learning Center	21	-72.00%	N/A	N/A	1,964	12.36%	N/A	N/A	4
Rochdale Adult Learning Center	97	-37.42%	N/A	N/A	689	-15.87%	0	X	4
Steinway Adult Learning Center	4	-42.86%	N/A	N/A	N/A	N/A	N/A	N/A	4,5
<b>Adult Learning Center Total</b>	<b>1,008</b>	<b>-34.72%</b>	<b>11,060</b>	<b>-16.19%</b>	<b>7,590</b>	<b>8.09%</b>	<b>984</b>	<b>-9.31%</b>	

Central Adult Fiction	6,016	-1.36%							
Central Adult Fiction - Ask at Desk	2,616	2.71%							
Central Adult Non-Fiction	14,093	0.18%							
Central Adult Non-Fiction - Ask at Desk	7,097	-7.97%							
Central International Languages	1,261	12.59%							
Central International Languages - Ask at Desk	213	12.11%							
Central Library Current Collection	3,034	-17.31%							
Central Library Fine Arts/Media Center	27,901	-21.29%							
Central Library Others	6,725	8.43%							
Central Library Hot Picks	3,718	-36.38%							

President's Report: November 2018									
Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Central Library Interloan	74	-18.68%							
Central Library Job Info Center	180	55.17%							
Central Library Young Adult Room	3,630	-18.48%							
Children's Library Discovery Center	19,980	-14.75%	19,884	-18.30%	6,480	168.32%	3,300	-20.27%	
<b>Central Total</b>	<b>93,711</b>	<b>-13.44%</b>	<b>97,295</b>	<b>-14.88%</b>	<b>13,470</b>	<b>20.11%</b>	<b>26,233</b>	<b>4.19%</b>	3

Flushing	60,965	-15.82%							
Flushing IRC	960	-22.52%							
Flushing Job Info Center (JIC)	28	-15.15%							
Flushing Media Center	19,467	73.70%							
<b>Flushing Total</b>	<b>81,420</b>	<b>-4.10%</b>	<b>123,128</b>	<b>-4.49%</b>	<b>14,484</b>	<b>22.82%</b>	<b>30,835</b>	<b>6.81%</b>	

E-book and E-Magazines	60,692	21.11%							
Virtual Music and Movies	50,922	48.87%							
Virtual Library Total	111,614	32.37%							
Langston Hughes Black Heritage	498	-25.78%							
Queens Village Mail-A-Book	3,605	-3.79%							
Mobile Library	1,754	157.56%							
Correctional Outreach	542	48.09%							
Miscellaneous Other	1,806	142.09%							
Miscellaneous Total	66,603	20.49%							

	310	19.23%		
	190	-6.86%		
	148	-56.47%	245	X

<b>System Total</b>	<b>929,615</b>	<b>-8.17%</b>	<b>830,090</b>	<b>-9.15%</b>	<b>129,261</b>	<b>14.99%</b>	<b>215,972</b>	<b>-6.27%</b>	
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Website Visits	478,188	-16.45%							
Wireless use	32,849	-16.76%							
Computer Sessions	205,160	-11.83%							

- Notes:
- 1 - Library closed for renovation or extended emergency during a portion of the current fiscal year.
  - 2 - Library closed for renovation or extended emergency during a portion of last fiscal year.
  - 3 - Central Library partially closed during renovation in last fiscal year.
  - 4 - ALCs are not in separate area - accurate gate count not possible
  - 5 - Steinway ALC moved to Jackson Heights ALC

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 20, 2018

*ITEM ID #:* 1902

*AGENDA:* Motion to Adjourn

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### **Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*