

**QUEENS LIBRARY  
BOARD OF TRUSTEES  
THURSDAY, OCTOBER 24, 2019**

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

**AGENDA**

**6:30 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 # 2086)

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

**IV. Committee Reports**

**A. Buildings & Grounds Committee - October 24, 2019**

1. Approval of the Building & Grounds Committee Report (ID # 2087)

**B. Finance Investments Committee - October 24, 2019**

1. Approval of the Finance & Investments Committee Report (ID # 2088)

**V. President's Report**

1. Key Performance Indicators Report - September 2019 (ID # 2080)

**VI. Other Business**

1. State Aid for Public Library Construction (ID # 2085)
2. Election of New Members to Queens Library Foundation Board of Directors (ID # 2091)
3. Motion to Go into Executive Session (ID # 2089)
4. Motion to Return to Public Session (ID # 2090)

**VII. Adjournment**

1. Motion to Adjourn (ID # 2079)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* October 24, 2019

*ITEM ID #:* 2086

*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.*

#### Attachments:

B & G Committee Minutes - September 19, 2019 (PDF)

Audit Committee Minutes - September 19, 2019 (PDF)

F & I Committee Minutes - September 19, 2019 (PDF)

Executive Committee Minutes - September 19, 2019 (PDF)

Labor Committee Minutes - September 19, 2019 (PDF)

BOT Minutes - September 19, 2019 (PDF)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* October 24, 2019

*ITEM ID #:* 2087

*AGENDA:* Approval of the Building & Grounds 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:* October 24, 2019

*ITEM ID #:* 2088

*AGENDA:* Approval of the Finance & 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:* October 24, 2019

*ITEM ID #:* 2080

*AGENDA:* Key Performance Indicators Report - September 2019

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### Attachments:

Key Performance Indicators Report - September 2019 (PDF)

# President's Report: September 2019

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	17,829	12.45%	7,822	1.22%	970	-26.57%	2,910	94.39%	
Astoria	8,084	21.67%	7,192	26.02%	909	35.87%	1,388	49.89%	
Auburndale	11,646	-7.04%	6,120	-0.71%	1,243	-21.48%	2,179	11.74%	
Baisley Park	2,282	-56.90%	3,956	-41.44%	593	-58.44%	1,329	-52.42%	1,2
Bayside	21,153	-2.58%	12,643	5.37%	710	-62.45%	4,061	21.30%	
Bay Terrace	7,058	1.05%	5,815	-2.58%	511	-19.65%	1,735	65.71%	
Bellerose	8,485	5.35%	8,042	21.28%	749	51.62%	2,523	56.90%	2
Briarwood	9,963	-18.11%	9,902	-3.04%	2,018	-21.54%	3,041	-45.27%	
Broadway	14,091	-4.98%	20,340	3.47%	4,782	-3.88%	7,547	7.75%	
Broad Channel	5,059	2.51%	1,645	-19.80%	17	-80.46%	432	1340.00%	
Cambria Heights	5,123	-7.88%	11,258	-10.86%	4,014	-4.20%	1,053	-2.50%	
Corona	11,439	-19.16%	17,840	-6.11%	2,248	-24.61%	1,387	-75.11%	
Court Square	5,801	-10.66%	7,259	-3.05%	1,019	-6.08%	1,738	-3.92%	
Douglaston	8,160	-4.24%	7,259	7.29%	1,335	423.53%	4,330	395.99%	
East Elmhurst	4,053	9325.58%	6,871	∞	1,281	∞	1,353	∞	2
East Flushing	7,194	-4.05%	6,377	1.77%	1,030	-15.78%	1,418	6.78%	
Elmhurst	40,571	-8.03%	43,192	20.52%	1,599	-2.26%	10,769	8.57%	
Far Rockaway	4,229	-41.77%	6,788	-24.56%	999	17.95%	847	-51.49%	2
Forest Hills	27,395	-0.27%	24,000	0.72%	2,275	-16.97%	16,216	55.15%	
Fresh Meadows	34,339	-8.50%	15,200	-6.46%	1,924	65.15%	6,471	13.17%	
Glen Oaks	20,582	-5.17%	14,631	-4.70%	6,022	-17.34%	9,405	-1.69%	
Glendale	3,682	-3.51%	6,030	3.64%	823	120.64%	549	-30.94%	
Hillcrest	11,156	-10.27%	8,471	4.19%	207	-71.68%	1,291	-42.26%	
Hollis	5,448	-0.71%	7,854	14.07%	890	32.05%	1,646	-6.26%	
Howard Beach	7,875	7.64%	6,804	12.00%	720	-2.83%	4,777	36.72%	
Hunters Point	6,729	672800.00%	11,256	∞	3,634	∞	1,286	∞	Opened: 9/24/19
Jackson Heights	24,030	-7.26%	28,381	-4.08%	3,204	46.84%	6,226	33.09%	
Kew Gardens Hills	21,569	-9.45%	15,432	13.96%	654	59.51%	2,498	60.64%	
Langston Hughes	4,047	-28.45%	10,613	-5.53%	6,971	331.11%	2,597	50.29%	
Laurelton	5,433	7.41%	7,614	12.04%	1,466	368.37%	1,789	41.98%	
Lefferts	7,965	-6.13%	10,608	-1.88%	956	-2.25%	4,504	-25.29%	
Lefrak City	7,146	9.94%	10,772	-3.16%	1,206	25.89%	1,287	68.24%	
Long Island City	6,684	-14.43%	9,217	1.04%	2,001	-43.43%	2,647	-51.94%	
Maspeth	12,587	-7.79%	8,795	-3.69%	994	7.00%	3,245	65.90%	
McGoldrick	10,183	-5.95%	10,479	32.11%	924	-10.29%	3,085	3.32%	
Middle Village	6,196	10.19%	3,848	1.05%	804	130.37%	913	-33.11%	
Mitchell-Linden	15,838	6.51%	11,685	1.83%	1,196	26.43%	3,748	73.44%	
North Forest Park	10,314	-2.37%	7,171	-5.99%	435	19.83%	1,021	13.07%	

# President's Report: September 2019

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
North Hills	7,997	-6.96%	8,249	7.96%	1,115	55.94%	1,909	21.28%	2
Ozone Park	7,725	2.75%	10,152	12.07%	1,327	120.43%	950	-29.10%	
Peninsula	11,509	-18.73%	11,498	0.45%	563	-24.02%	2,147	16.81%	
Pomonok	6,099	-9.48%	6,891	14.77%	2,094	9.52%	810	-37.69%	
Poppenhusen	6,581	7.78%	6,704	28.01%	699	51.30%	2,873	289.82%	
Queensboro Hill	7,372	2.83%	10,560	3.76%	2,736	43.32%	1,502	117.37%	
Queens Village	5,427	-17.61%	6,246	-8.71%	1,419	-26.78%	414	-73.99%	
Rego Park	11,419	-19.32%	10,195	-26.80%	414	-53.64%	0	-100.00%	1
Richmond Hill	9,058	4.57%	9,101	16.00%	6,196	34.55%	2,762	-24.45%	
Ridgewood	11,241	-9.32%	22,827	-3.98%	3,425	-18.68%	5,248	66.87%	
Rochdale Village	5,264	0.90%	9,857	5.80%	562	15.40%	2,325	25.07%	
Rosedale	4,168	-7.67%	6,045	-7.03%	616	-2.84%	3,222	4.14%	2
Seaside	5,555	-23.43%	6,624	26.00%	884	15.71%	1,170	-20.35%	
South Hollis	4,055	-23.23%	8,828	-3.89%	3,075	251.83%	3,022	-13.48%	
South Jamaica	3,223	368.46%	5,882	81.77%	622	561.70%	775	35.02%	2
South Ozone Park	1,725	-65.26%	3,074	-47.01%	93	-54.63%	1,258	-25.21%	1,2
St. Albans	4,378	13.48%	6,628	19.92%	504	362.39%	1,064	124.00%	2
Steinway	761	-95.12%	0	-100.00%	0	-100.00%	0	-100.00%	1,2
Sunnyside	14,806	-6.94%	17,270	4.91%	1,333	22.63%	5,356	41.96%	
Whitestone	10,620	3.99%	7,619	2.57%	2,248	39.02%	7,153	44.86%	
Windsor Park	12,238	-2.46%	10,010	-2.87%	984	11.06%	2,449	16.40%	
Woodhaven	9,362	-8.43%	9,706	6.20%	1,612	-9.99%	2,488	132.74%	
Woodside	9,846	4.26%	12,576	-3.11%	1,821	-40.49%	3,923	17.91%	
<b>Community Libraries Total</b>	<b>611,847</b>	<b>-6.58%</b>	<b>625,724</b>	<b>2.39%</b>	<b>97,675</b>	<b>13.30%</b>	<b>178,061</b>	<b>10.20%</b>	

Central Library Adult Learning Center	36	-30.77%	N/A	N/A	41	20.59%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	92	-29.23%	3,202	19.39%	0	-100.00%	N/A	N/A	
Elmhurst Adult Learning Center	166	-12.63%	N/A	N/A	471	-28.85%	N/A	N/A	3
Flushing Adult Learning Center	308	-36.23%	6,393	-20.10%	1,267	31.43%	1,046	21.77%	
Jackson Heights Adult Learning Center	109	32.93%	N/A	N/A	753	-15.49%	4	300.00%	3
Peninsula Adult Learning Center	12	-77.36%	N/A	N/A	1,440	-30.47%	N/A	N/A	3
Rochdale Adult Learning Center	101	-9.82%	N/A	N/A	730	34.94%	N/A	N/A	3
<b>Adult Learning Center Total</b>	<b>824</b>	<b>-25.23%</b>	<b>9,595</b>	<b>-10.18%</b>	<b>4,702</b>	<b>-12.05%</b>	<b>1,050</b>	<b>22.09%</b>	

Central Adult Fiction	6,046	-8.55%
Central Adult Fiction - Ask at Desk	2,669	-13.18%
Central Adult Non-Fiction	14,239	-6.37%
Central Adult Non-Fiction - Ask at Desk	7,027	-5.97%



# President's Report: September 2019

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 International Languages	1,355	5.94%							
Central International Languages - Ask at Desk	221	15.10%							
Central Library Current Collection	3,253	-11.17%							
Central Library Fine Arts/Media Center	22,941	-18.52%							
Central Library Others	4,860	39.18%							
Central Library Hot Picks	3,487	-14.49%							
Central Library Interloan	206	57.25%							
Central Library Job Info Center	70	-69.03%							
Central Library Young Adult Room	3,949	-10.74%							
Children's Library Discovery Center	17,261	-17.06%	27,084	-7.09%	9,609	21.94%	5,612	119.56%	
<b>Central Total</b>	<b>87,584</b>	<b>-11.37%</b>	<b>111,645</b>	<b>-3.08%</b>	<b>13,983</b>	<b>7.03%</b>	<b>36,842</b>	<b>66.74%</b>	

Flushing	62,272	-5.02%							
Flushing IRC	776	-18.40%							
Flushing Job Info Center (JIC)	22	-18.52%							
Flushing Media Center	20,446	9.79%							
<b>Flushing Total</b>	<b>83,516</b>	<b>-1.94%</b>	<b>138,815</b>	<b>0.14%</b>	<b>10,336</b>	<b>-17.22%</b>	<b>24,325</b>	<b>-17.38%</b>	

E-book and E-Magazines	57,466	19.83%							
Virtual Music and Movies	56,076	0.93%							
Virtual Library Total	113,542	9.68%							
Langston Hughes Black Heritage	616	-3.45%							
Queens Village Mail-A-Book	4,181	2.35%							
Mobile Library	2,230	229.39%							
Correctional Outreach	859	67.12%							
Other Total	103	63.49%							

653	14.76%	499	X
76	-78.83%	N/A	X
69	-32.35%	248	47.62%

<b>System Total</b>	<b>904,443</b>	<b>-4.70%</b>	<b>889,314</b>	<b>0.79%</b>	<b>128,247</b>	<b>7.69%</b>	<b>240,777</b>	<b>12.52%</b>	
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Website Visits	484,388	-11.68%							
Wireless use	44,917	41.40%							
Computer Sessions	229,104	1.01%							

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 - ALCs are not in separate area - accurate gate count not possible

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* October 24, 2019

*ITEM ID #:* 2085

*AGENDA:* State Aid for Public Library Construction

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### **Background:**

The Library has the opportunity to receive State Construction Aid (SCA) from the New York State Education Department (NYSED) under the Public Library Construction FY 20 Grant Program. Eligible projects include the acquisition, construction and renovation or rehabilitation of a facility. Funds are available for a maximum of fifty percent of the total approved costs of a project. If approved, the Library would receive a maximum of \$2,939,662.00, out of the \$34 million appropriated statewide for 2020 Public Library Construction grants.

### **Current Status:**

The Library proposes to apply the grant to the new Far Rockaway community library, more specifically furnishing and installing a cane rail, aluminum composite panels, architectural metal cladding, light well, glass doors and partitions, gypsum wallboard, wood fiber and acoustic ceilings, ceramic tile, electrical service and lighting, a fire alarm, and proprietary book trolley and book sorting equipment. This project was chosen because of compatibility between the schedule of constructing key structural lead-in components and the grant time frame. The use of these grant monies for the Far Rockaway project will also enable the Library to reallocate City capital funding previously encumbered for that project to other critical capital projects.

As part of the grant submission and approval process, the State requires that the Board of Trustees reads and adopts assurances that accompany the grant application as listed in the document,

“ASSURANCES: Public Library Construction Grant Program.” Once read and approved, the assurances must be signed by the Chair of the Board of Trustees.

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

*I move that the Board of Trustees read and adopt the assurances that accompany the State construction grant applications in the amount of \$2,939,662.00 as well as approve the signing of the Assurances by the Chair of the Board of Trustees, for the renovation and installation of fixtures at the Far Rockaway Community Library.*

Attachments:

Assurances (PDF)

**ASSURANCES: Public Library Construction Grant Program**

The applicant hereby gives assurances of the following: (check all boxes that apply)

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
- The project will begin land acquisition, construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding have been met.
- The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.
- In the event the library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10\*\* years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.
- Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) Grant funding is used as match for any component of the State Aid for Library Construction (Education Law 273-a) project described within this project application.

OR

- If State and Municipal Facilities Program (SAM) Grant money is being used to fund construction in this building, that project is totally separate from the one described in this application AND the SAM grant is **not** being used as match funding for this project application.

**AUTHENTICATION OF APPLICATION**

This application completed in the preceding pages and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the \_\_\_\_\_ Library at a legal meeting on \_\_\_\_\_ 2019.

Signature of President, Library Board of Trustees: \_\_\_\_\_

Haeda Mihaltses

Name of President (type or print):

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* October 24, 2019

*ITEM ID #:* 2091

*AGENDA:* Election of New Members to Queens Library Foundation Board of Directors

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### **Background:**

The Queens Library Foundation (the “Foundation”) Board of Directors elect new directors, subject to the approval of the Queens Borough Public Library’s Board of Trustees. In particular, pursuant to Article III§1 of the Foundation’s bylaws, “The Board of Directors shall consist of Members, as elected by the Board of Directors, and as approved by a majority of the Board of Trustees of the Queens Library.”

### **Current Status:**

The Foundation Board of Directors has elected Paula Kirby to the Class of 2020. Their election was approved by the Foundation Board of Directors at its meeting held on October 3, 2019.

Ms. Kirby biography is attached.

Pursuant to the Foundation’s bylaws, as described above, the election of Ms. Kirby is subject to the approval of the Library Board of Trustees.

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

*I move that the Library Board of Trustees approve the election of Paula Kirby to the Class of 2020 of the Queens Library Foundation Board of Directors.*

Attachments:

Paula Kirby (PDF)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* October 24, 2019

*ITEM ID #:* 2089

*AGENDA:* Motion to Go into Executive Session

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**Recommended Motion for Consideration:**

*I move that the meeting move into Executive Session to discuss legal and personnel matter.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* October 24, 2019

*ITEM ID #:* 2090

*AGENDA:* Motion to Return to Public Session

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**Recommended Motion for Consideration:**

*I move that the meeting return to Public Session.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* October 24, 2019

*ITEM ID #:* 2079

*AGENDA:* Motion to Adjourn

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

*I move that the meeting be adjourned.*