

QUEENS LIBRARY
BOARD OF TRUSTEES
THURSDAY, FEBRUARY 22, 2018
MINUTES

A meeting of the Board of Trustees was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, February 22, 2018. The meeting was called to order at 7:23 PM by Chair of the Board Judy E. Bergtraum Esq..

I. Roll Call

Attendee Name	Title	Status	Arrived
Carl S. Koerner Esq.	Board Member	Present	
Judy E. Bergtraum Esq.	Chair of the Board	Present	
Robert Santos Esq.	Treasurer	Excused	
Michael E. Rodriguez Esq.	Vice Chair of the Board	Present	
Earl G. Simons Ed. D	Board Member	Present	
Augustus C. Agate	Board Member	Present	
Maria Concolino	Board Member	Present	
Julissa Gutierrez	Board Member	Excused	
James Haddad Esq.	Board Member	Present	
Jukay Hsu	Board Member	Excused	
Haeda Mihaltses	Board Member	Present	8:06 PM
John Ottulich	Board Member	Present	
Edward Sadowsky Esq.	Board Member	Present	
Eli Shapiro Ed. D LCSW	Secretary	Present	
Lydon Sleeper O'Connell	Assistant Treasurer	Present	
Matthew M. Gorton	Board Member	Present	8:08 PM
Andrew P. Jackson	Board Member	Present	
Angelina Martinez-Rubio Esq.	Rep - Ex-Officio Rep - BP	Present	
Ibrahim Khan	Ex-Officio Rep - Public Advocate	Present	
Eve Cho Guillergan Esq	Rep - Speaker	Present	
Dennis M. Walcott	President & CEO	Present	

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Sung Mo Kim	General Counsel & Sr. VP	Present	
Nick Buron	Chief Librarian & Sr. VP	Present	
Lewis Finkelman Esq.	Chief Operating Officer & Sr. VP.	Present	
Michael Tragale	Chief Financial Officer	Present	
Amy Mugavaro	Director, QLF	Present	
John Katimaris	VP, Capital Projects	Present	

II. Approval of BOT Minutes

A. Board of Trustees Meeting - January 25, 2018

Approval of Minutes of the Board of Trustees Meeting (ID # 1676)

Recommended Motion for Consideration:

I move that the Minutes of the Board of Trustees meeting of January 25, 2018 be approved with the amendment to add the Ex-officio members' attendance to the roll call.

RESULT:	ADOPTED [Unanimous]
MOVER:	Augustus C. Agate
SECONDER:	Earl G. Simons Ed. D
AYES:	Koerner Esq., Bergtraum Esq., Rodriguez Esq., Simons Ed. D, Agate, Concolino, Haddad Esq., Ottulich, Sadowsky Esq., Shapiro Ed. D LCSW, O'Connell, Jackson
EXCUSED:	Santos Esq., Gutierrez, Hsu, Mihaltses, Gorton

III. Report of the Chairman of the Board

Judy Bergtrum, Board Chair thanks the board for giving her the opportunity to serve for a second term as board chair.

Andrew Jackson, Board Trustee informed the board that he received his reappointment letter from the Borough President's office to serve another 3-year term on the library board.

IV. Committee Reports

A. Buildings and Grounds Committee - February 22, 2018

1. Approval of Buildings and Grounds Committee Report (ID # 1677)

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.

RESULT:	ADOPTED [Unanimous]
MOVER:	John Ottulich
SECONDER:	Augustus C. Agate
AYES:	Koerner Esq., Bergtraum Esq., Rodriguez Esq., Simons Ed. D, Agate, Concolino, Haddad Esq., Ottulich, Sadowsky Esq., Shapiro Ed. D LCSW, O'Connell, Jackson
EXCUSED:	Santos Esq., Gutierrez, Hsu, Mihaltses, Gorton

B. Finance and Investments Committee - February 22, 2018

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1. Approval of Finance and Investments Committee Report (ID # 1678)

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.

RESULT:	ADOPTED [Unanimous]
MOVER:	Michael E. Rodriguez Esq.
SECONDER:	Augustus C. Agate
AYES:	Koerner Esq., Bergtraum Esq., Rodriguez Esq., Simons Ed. D, Agate, Concolino, Haddad Esq., Ottulich, Sadowsky Esq., Shapiro Ed. D LCSW, O'Connell, Jackson
EXCUSED:	Santos Esq., Gutierrez, Hsu, Mihaltses, Gorton

C. Executive Committee - February 22, 2018

1. Approval of Executive Committee Report (ID # 1679)

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.

RESULT:	ADOPTED [Unanimous]
MOVER:	Carl S. Koerner Esq.
SECONDER:	Augustus C. Agate
AYES:	Koerner Esq., Bergtraum Esq., Rodriguez Esq., Simons Ed. D, Agate, Concolino, Haddad Esq., Ottulich, Sadowsky Esq., Shapiro Ed. D LCSW, O'Connell, Jackson
EXCUSED:	Santos Esq., Gutierrez, Hsu, Mihaltses, Gorton

V. President's Report

Dennis M. Walcott, President and CEO asked Nick Buron, Chief Librarian and Sr. VP to give a brief overview of the Key Performance Indicator's Report to the board. He reported that during January, there had been an anomaly. To date, the gate count decreased by 4% and circulation in materials has increased by 2%. The trends are continuing to grow as customers are visiting the library more frequently and attending more programs and services offered to our customers.

Carl Koerner, Board Trustee inquired about the virtual library totals indicated on the report. Mr. Buron stated that e-materials are a major investment, however, printed materials are circulated more than virtual library materials.

Mr. Walcott asked that an analysis of the winter season and gate count be completed to observe if there is an increase in customers. Mr. Buron stated that there appears to be an increase in the homeless, young adult, and teen population during the winter season.

John Ottulich, Board Trustee, inquired how a physical gate count is completed. Mr. Buron reported that the gate count is monitored by body heat as a customer

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exits the building and updated and reported electronically, on an hourly basis.

Mr. Walcott asked Jonathan Chung, Director of the Government and Community Affairs, to report on Library Advocacy Day, which is scheduled for Wednesday, February 28, 2018 in Albany, NY. He reported that there will be over 150 staff to advocate for library funding and to attend the rally to reverse the governor's budget cuts to library funding. He also reported that Mr. Walcott is scheduled to participate in advocacy efforts and to meet with several public officials to advocate for library funding.

Mr. Walcott reported that he and Nick Buron were invited and recently attended the Knight's Foundation Meeting and Forum in Miami, Florida. This is the second year that Queens Library has been invited to attend the Knight's Foundation meeting. Mr. Walcott reported that attending the event was very beneficial; networking with other organizations and receiving information on a variety of topics based upon the value and trust of the library institution. Mr. Walcott stated that it was discussed that libraries and the military are some of the most trusted institutions.

Mr. Walcott also reported to the board that he and Amy Mugavero, Executive Director of the Library Foundation, and Carl Koerner, met with Carl Gallio, President and CEO of HOK, one of the largest architectural firms in New York, to invite him to be an honoree, which Mr. Gallio accepted, at the upcoming Queens Library Foundation Gala.

Mr. Koerner asked that the trustees assist and contribute to the Gala by cultivating events, not to solicit but to help people to understand the library's mission within the community, as well as, create fundraising opportunities, campaigning, and participating in fundraising events.

Amy Mugavero reported that the Gala date is set for Tuesday, October 23, 2018, at the Queens Museum.

Ms. Mugavero also gave a brief overview of the PowerPoint presentation that was presented at the Library Foundation Board of Directors meeting held earlier that day. She reported that the QLF board meeting focused on the first 6 months of the fiscal year. There was a 79% increase in individual donations, and a 66% increase in gala fundraising. In November and December 2017, there were two mailing campaigns conducted that included an extensive mail and email, as well as, new donor's campaign. The mailing campaign focused on lapsed and lower level donations, while the email campaign kicked off on November 28 through December 31, 2017. It included social media content and posts and also a \$25K matching gift campaign. This was the first year-end campaign with K2D, a consulting firm, which has been very successful and was able to collect very valuable data to assist in future campaigning for the foundation.

Mr. Walcott also reported on a change in practice regarding the use of plastic library bags. Effective, July 1, 2018, the Library will discontinue its use of library bags. Over the next several months the bags will be phased out and funding will be redirected to e-materials, as well as programs and other resources. The Library distributes approximately 1 million bags per year, producing 24 tons of

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environmentally hazardous materials. As a return on investment, the library bags does have value in marketing for Queens Library, however, each bag cost 10.2 cents, which funding can be utilized in other areas of the library. Several options will be researched and explored to replace the plastic library bags.

1. Key Performance Indicators January 2018 (ID # 1681)

RESULT: PRESENTED

VI. Other Business

1. BOT Committee Assignments 2018 (ID # 1668)

Recommended Motion for Consideration:

I move that the Board of Trustees approve the committee assignments as presented:

RESULT: ADOPTED [Unanimous]
MOVER: Andrew P. Jackson
SECONDER: Edward Sadowsky Sadowsky Esq.
AYES: Koerner Esq., Bergtraum Esq., Rodriguez Esq., Simons Ed. D, Agate, Concolino, Haddad Esq., Mihaltses, Ottulich, Sadowsky Esq., Shapiro Ed. D LCSW, O'Connell, Gorton, Jackson
EXCUSED: Robert Santos Esq., Julissa Gutierrez, Jukay Hsu

2. Motion to Go into Executive Session (ID # 1682)

Recommended Motion for Consideration:

I move that the meeting move into Executive Session to discuss legal matters.

RESULT: ADOPTED [Unanimous]
MOVER: Augustus C. Agate
SECONDER: Michael E. Rodriguez Esq.
AYES: Koerner Esq., Bergtraum Esq., Rodriguez Esq., Simons Ed. D, Agate, Concolino, Haddad Esq., Mihaltses, Ottulich, Sadowsky Esq., Shapiro Ed. D LCSW, O'Connell, Gorton, Jackson
EXCUSED: Robert Santos Esq., Julissa Gutierrez, Jukay Hsu

3. Motion to Return to Public Session (ID # 1683)

Recommended Motion for Consideration:

I move that the meeting return to Public Session

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RESULT:	ADOPTED [Unanimous]
MOVER:	Augustus C. Agate
SECONDER:	Maria Concolino
AYES:	Koerner Esq., Bergtraum Esq., Rodriguez Esq., Simons Ed. D, Agate, Concolino, Haddad Esq., Mihaltses, Ottulich, Sadowsky Esq., Shapiro Ed. D LCSW, O'Connell, Gorton, Jackson
EXCUSED:	Robert Santos Esq., Julissa Gutierrez, Jukay Hsu

VII. Adjournment

1. Motion to Adjourn (ID # 1673)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

RESULT:	ADOPTED [Unanimous]
MOVER:	Carl S. Koerner Esq.
SECONDER:	Augustus C. Agate
AYES:	Koerner Esq., Bergtraum Esq., Rodriguez Esq., Simons Ed. D, Agate, Concolino, Haddad Esq., Mihaltses, Ottulich, Sadowsky Esq., Shapiro Ed. D LCSW, O'Connell, Gorton, Jackson
EXCUSED:	Robert Santos Esq., Julissa Gutierrez, Jukay Hsu

The meeting was closed at 8:44 PM.

Secretary