

QUEENS LIBRARY
EXECUTIVE COMMITTEE
THURSDAY, SEPTEMBER 19, 2019
MINUTES

A meeting of the Executive Committee was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, September 19, 2019. The meeting was called to order at 7:48 PM by Chair of the Board, Haeda Mihaltses.

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Judy E. Bergtraum, Esq.	Committee Chair	Excused	
Matthew M. Gorton	Board Member	Present	
James M. Haddad, Esq.	Board Member	Excused	
Haeda Mihaltses	Chair of the Board	Present	
Robert Santos, Esq.	Board Member	Present	
Eli Shapiro, Ed. D., LCSW	Board Member	Present	
Earl G. Simons, Ed. D.	Board Member	Present	
Lydon Sleeper O'Connell	Board Member	Excused	

II. AGENDA

A. Action Items

1. **Contract Authorization – Bibliotheca Self Service Checkout Contract (ID # 2023)**

Lew Finkelman, Chief Operating Officer and Sr. VP, gave the committee a brief report on the new self-checkout system. Mr. Finkelman reported that the current self-checkout machines are antiquated and due to this, the Library is having difficulty getting support from the current vendor. The Library issued an RFP to replace the current machines and received five responses, with Bibliotheca as one of the two finalists. Mr. Finkelman also reported that that City would provide the capital funding to purchase the new system.

Mr. Finkelman asked William Goldband, VP, Information & Technology (ITD), to give a brief report on the new self-checkout kiosk. Mr. Goldband reported that the new kiosk is currently located in three branches - Central, Flushing, and Hollis on loan from the vendor for testing. A kiosk will be available, also on loan, at Hunters Point for its grand opening. Customers are satisfied and prefer to use the self-service kiosk rather than check out materials at the customer service desk.

Mr. Goldband also reported that ITD will be responsible for resolving any minor technical issues while the vendor completes any system upgrades as needed. ITD will be assisted by the marketing department when updating the interface for each branch location. Each kiosk will be customized to fit each library location and customers will be able to operate the kiosk in 36 different languages.

These machines are state of the art and not expected to be antiquated for the next 15 years. NY Public Library (NYPL) and Brooklyn Public Library (BPL) have already purchased the new checkout kiosks. The vendor has also received satisfactory reviews from other library systems around the country that are currently using these machines. A kiosk was available in the boardroom for committee members to test.

Recommended Motion for Consideration by the Executive Committee:

I move that the Executive Committee recommend to the Board of Trustees that the President and CEO be authorized to execute a contract with Bibliotheca LLC. for Library Materials Self-Checkout Solution, Installation and Support Services for a five-year term with two five-year options to renew at the Library's sole discretion at the rates proposed herein.

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RESULT:	RECOMMENDED [Unanimous]
MOVER:	Matthew M. Gorton
SECONDER:	Earl G. Simons, Ed. D.
AYES:	Gorton, Mihaltses, Santos, Esq., Shapiro, Ed. D, LCSW, Simons, Ed. D.
EXCUSED:	Judy E. Bergtraum, Esq., James M. Haddad, Esq., Lydon Sleeper O'Connell

2. Online Computer Library Center, Inc. (ID # 2036)

Recommended Motion for Consideration by the Executive Committee:

I move that the Executive Committee recommend to the Board of Trustees that the President and CEO be authorized to enter into an agreement with OCLC in the amount of \$222,251.36 for the subscription services described above for a one-year period.

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Earl G. Simons, Ed. D
SECONDER:	Eli Shapiro, Ed. D., LCSW
AYES:	Gorton, Mihaltses, Santos, Esq., Shapiro, Ed. D., LCSW, Simons, Ed. D.
EXCUSED:	Judy E. Bergtraum, Esq., James M. Haddad, Esq., Lydon Sleeper O'Connell

3. Consulting Services - ARosa Solutions, LLC (ID # 2026)

Recommended Motion for Consideration by the Executive Committee:

I move that the Executive Committee recommend to the Board of Trustees that the President and CEO be authorized to contract with ARosa Solutions, LLC at a fee rate of \$125 per hour, on an as-needed basis, not to exceed 600 hours, for the term of July 1, 2019 - June 30, 2020.

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Robert Santos, Esq.
SECONDER:	Earl G. Simons, Ed. D
AYES:	Gorton, Mihaltses, Santos, Esq., Shapiro, Ed. D., LCSW, Simons, Ed. D.
EXCUSED:	Judy E. Bergtraum, Esq., James M. Haddad, Esq., Lydon Sleeper O'Connell

B. Report Items

1. Personnel Report - May 2019 (ID # 2006)

RESULT:	PRESENTED
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2. Personnel Report - June 2019 (ID # 2041)

RESULT:	PRESENTED
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3. Personnel Report - July 2019 (ID # 2042)

RESULT:	PRESENTED
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4. Personnel Report - August 2019 (ID # 2049)

RESULT: PRESENTED

III. ADJOURNMENT

1. Motion to Adjourn (ID # 2033)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Eli Shapiro, Ed. D., LCSW
SECONDER:	Earl G. Simons, Ed. D.
AYES:	Gorton, Mihaltses, Santos, Esq., Shapiro, Ed. D., LCSW, Simons, Ed. D.
EXCUSED:	Judy E. Bergtraum, Esq., James M. Haddad, Esq., Lydon Sleeper O'Connell

The meeting was closed at 8:06 PM.

Committee Chair