

QUEENS LIBRARY
EXECUTIVE COMMITTEE
TUESDAY, NOVEMBER 20, 2018
MINUTES

A meeting of the Executive Committee was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Tuesday, November 20, 2018. The meeting was called to order at 6:23 PM by Committee Chair, Carl S. Koerner, Esq.

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Carl S. Koerner, Esq.	Committee Chair	Present	
Judy E. Bergtraum, Esq.	Board Member	Present	
Robert Santos, Esq.	Board Member	Excused	
Michael E. Rodriguez, Esq.	Board Member	Present	
Earl G. Simons, Ed. D.	Board Member	Present	
Edward Sadowsky, Esq.	Board Member	Excused	
Eli Shapiro, Ed. D., LCSW.	Board Member	Present	
Lydon Sleeper O'Connell	Board Member	Excused	
Matthew M. Gorton	Board Member	Excused	

II. AGENDA**A. Action Items****1. Pre-Employment & Pre-Volunteer Background Check Services (ID # 1887)**

Jackie Martinez, Director of Human Resources, and William Funk, Director of Procurement Management, gave the committee a brief report on the Pre-Employment & Pre-Volunteer Background Checks Services action item. It was reported that True View was the top scoring firm, which submitted a best and final offer at a lower fee, with additional services included, which is lower than the Library's current vendor. A handout detailing the selected vendor was distributed to the committee for its review.

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 TruView BSI, LLC for pre-employment and pre-volunteer background check services for a three-year term with two one-year options to renew at the Library's sole discretion at the rates proposed herein.

The Queens Library Human Resources Department Requires the Following Back Ground Checks as a Bundled Service:	
Full-time and Part-time Employee Searches	Types of Back Ground Check
1	Social Security Trace - Verifies SS Number And Identity.
2	New York Statewide Criminal History Record Search (CHRS) for the Past 7-10 years.
3	The U.S. Department of Justice National Sex Offender Public Registry (NSOPR) https://www.nsopw.gov/en .
4	National Criminal File History - Checks State And Federal Databases For Current And Previous Misdemeanor And Felony Cases (Pending And Adjudicated).
Price for Bundled Service for a Single Employee (includes a single name plus one alias) Candidate:	\$27.00

The Queens Library Volunteer Division Requires the Following Back Ground Checks as a Bundled Service:	
Volunteer Searches	Types of Back Ground Check
1	Social Security Trace - Verifies SS Number And Identity.

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2	National Criminal File History - Checks State And Federal Databases For Current And Previous Misdemeanor And Felony Cases (Pending And Adjudicated).
3	The U.S. Department of Justice National Sex Offender Public Registry (NSOPR) https://www.nsopw.gov/en
Price for Bundled Service for a Single Volunteer (includes a single name plus one alias) Candidate:	\$13.50

The Queens Library Human Resources Department and the Volunteer Divisions Requires the Following Back Ground Checks On a Per Item Basis:		
Employee and Volunteer Searches (includes a single name plus one alias)	Types of Back Ground Check	Maximum Pricing For Each Search
1	Social Security Trace - Verifies SS Number And Identity.	\$2.00
2	New York Statewide Criminal History Record Search (CHRS) for the Past 7-10 years.	\$14.00
3	National Criminal File History - Checks State And Federal Databases For Current And Previous Misdemeanor And Felony Cases (Pending And Adjudicated).	\$14.00
4	Non-NY Background Checks. (Provide your highest fee.)	\$14.00
5	The U.S. Department of Justice National Sex Offender Public Registry (NSOPR) https://www.nsopw.gov/en .	\$2.00
6	Educational Degree Verification.	\$7.00
7	Unscored Employee Credit Report.	\$9.00
8	Employment Verification & References.	\$10.00
9	Driver's License Check.	\$2.50

<p>RESULT:</p> <p>MOVER:</p> <p>SECONDER:</p> <p>AYES:</p> <p>EXCUSED:</p>	<p>RECOMMENDED [Unanimous]</p> <p>Judy E. Bergtraum, Esq.</p> <p>Michael E. Rodriguez, Esq.</p> <p>Koerner, Esq., Bergtraum, Esq., Rodriguez, Esq., Simons, Ed. D., Shapiro, Ed. D., LCSW.</p> <p>Robert Santos, Esq., Edward Sadowsky, Esq., Lydon Sleeper O'Connell, Matthew M. Gorton</p>
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2. Contract Agreement with the Parkside Group to Provide Consulting Services on State Budget and Legislative Affairs (ID # 1888)

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 the Parkside Group in the amount of \$48,000 for a term of one year to provide consulting services to the Library on State budget and legislative affairs.

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

3. Contract Agreement with Connelly McLaughlin & Woloz to Provide Consulting Services on City Budget & Legislative Affairs (ID # 1889)

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 Connelly McLaughlin & Woloz in the amount of \$60,000 for a term of one year to provide consulting services to the Library on City budget and legislative affairs.

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Earl G. Simons, Ed. D.
SECONDER:	Eli Shapiro Ed. D LCSW
AYES:	Koerner, Esq., Bergtraum, Esq., Rodriguez, Esq., Simons, Ed. D., Shapiro Ed. D., LCSW
EXCUSED:	Robert Santos, Esq., Edward Sadowsky, Esq., Lydon Sleeper O'Connell, Matthew M. Gorton

B. Report Items

1. Personnel Report - September 2018 (ID # 1847)

RESULT:	PRESENTED
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2. Personnel Report - October 2018 (ID # 1866)

RESULT:	PRESENTED
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III. ADJOURNMENT

1. Motion to Adjourn (ID # 1871)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

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RESULT:	RECOMMENDED [Unanimous]
MOVER:	Michael E. Rodriguez Esq.
SECONDER:	Carl S. Koerner Esq.
AYES:	Koerner Esq., Bergtraum, Esq., Rodriguez, Esq., Simons, Ed. D, Shapiro, Ed. D., LCSW.
EXCUSED:	Robert Santos, Esq., Edward Sadowsky, Esq., Lydon Sleeper-O'Connell, Matthew M. Gorton

The meeting was closed at 6:36 PM.

Committee Chair