

DRAFT - Subject to Board Approval

QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, DECEMBER 12, 2024
MINUTES

A meeting of the Board of Trustees was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, December 12, 2024. The meeting was called to order at 6:43 PM by Chair of the Board Earl G. Simons Ed. D.

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Johanna Carmona Esq	Board Member	Present	6:46 PM
Alexandria Sumpter-Delves	Board Member	Remote	
Earl G. Simons Ed. D	Chair of the Board	Present	
Eli Shapiro Ed. D LCSW	Vice Chair of the Board	Present	
Matthew M. Gorton	Secretary	Excused	
Pauline Healy	Treasurer	Present	
Terri Thomson	Assistant Treasurer	Present	
Julissa Gutierrez	Board Member	Present	
James M. Haddad Esq.	Board Member	Remote	
Cloyette Harris-Stoute	Board Member	Present	
Andrew P. Jackson	Board Member	Present	
Peter Kauffmann	Board Member	Excused	
Carl S. Koerner Esq.	Board Member	Present	
Jamie Lee	Board Member	Excused	
Selina Lee Ph. D	Board Member	Present	
Michelle Miao PH. D.	Board Member	Present	
Guillermo Patino	Board Member	Present	
George Russo Esq	Board Member	Excused	
Lydon Sleeper	Board Member	Present	

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Board of Trustees Minutes

December 12, 2024

O'Connell			
Matthew Carlin Esq.	Rep - Public Advocate	Present	
Eve Cho Guillergan Esq	Rep - Speaker	Excused	
Allan Swisher Esq	Rep - Borough President	Present	6:50 PM
Jimmy Van Bramer	Rep - NYC Comptroller	Present	6:29 PM
Dennis M. Walcott	President & CEO	Present	
Nick Buron	Chief Librarian & Sr. VP	Present	
Justin Deabler Esq.	General Counsel & Sr. VP	Present	
Sung Mo Kim Esq	Chief Operating Officer & Sr. VP	Present	
Gitte Peng	Chief of Staff & Sr. VP.	Present	
Stephen G. Mack	Chief Financial Officer & Sr. VP	Present	
Susan Latham	Executive Director, QPL Foundation	Present	
Elizabeth De Bourbon	VP, Communications	Present	
William Goldband	VP, Information, Technology & Development	Present	
Sharon Myrie	VP, Programs & Services	Present	
Sara Hausner-Levine Esq.	Deputy General Counsel	Present	
Chauncie Brooks	Sr. Manager, Infrastructure & Support	Present	
Dominique Simboli	Executive Assistant to the Chief Operating Officer	Present	
Danielle Walsh	Instructional Systems Designer and Strategist	Present	
Monique Hamilton	Executive Assistant to President & CEO	Present	
Sarah Mac Dougall	Associate General Counsel	Present	
Julia Ritchie		Present	
Clara Moreno		Present	

II. APPROVAL OF BOT MINUTES

1. Approval of Minutes of the Board - September 12, 2024 (ID # 3175)

Recommended Motion for Consideration:

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

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Pauline Healy
AYES:	Carmona Esq, Sumpter-Delves, Simons Ed. D, Shapiro Ed. D LCSW, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, O'Connell
EXCUSED:	Matthew M. Gorton, Peter Kauffmann, Jamie Lee, George Russo Esq

III. COMMITTEE REPORT(S)

A. Nominating Committee - November 14, 2024

1. Approval of Nominating Committee Report - November 14, 2024 (ID # 3177)

Recommended Motion for Consideration by the Board of Trustees:

I move that the report of the Nominating Committee meeting be accepted and approved as submitted.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Julissa Gutierrez
AYES:	Carmona Esq, Sumpter-Delves, Simons Ed. D, Shapiro Ed. D LCSW, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, O'Connell
EXCUSED:	Matthew M. Gorton, Peter Kauffmann, Jamie Lee, George Russo Esq

2. Motion to Close Nominations (ID # 3178)

Recommended Motion for Consideration:

I move that the Board of Trustees close the nominations for officers of the Library for calendar year 2025.

RESULT:	ADOPTED [Unanimous]
MOVER:	Carl S. Koerner Esq.
SECONDER:	Andrew P. Jackson
AYES:	Carmona Esq, Sumpter-Delves, Simons Ed. D, Shapiro Ed. D LCSW, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, O'Connell
EXCUSED:	Matthew M. Gorton, Peter Kauffmann, Jamie Lee, George Russo Esq

B. Finance & Investment Committee - November 7, 2024

1. Approval of F&I Committee Report - November 7, 2024 (ID # 3176)

Recommended Motion for Consideration by the Board of Trustees:

I move that the report of the Finance & Investment Committee meeting be accepted and approved as submitted.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Michelle Miao PH. D.
AYES:	Carmona Esq, Sumpter-Delves, Simons Ed. D, Shapiro Ed. D LCSW, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, O'Connell
EXCUSED:	Matthew M. Gorton, Peter Kauffmann, Jamie Lee, George Russo Esq

C. Programming Committee - December 12, 2024

1. Approval of Programming Committee Report - December 12, 2024 (ID # 3181)

Recommended Motion for Consideration for the Board of Trustees:

I move that the report item of the Programming Committee meeting be accepted as submitted.

RESULT:	ADOPTED [Unanimous]
MOVER:	Terri Thomson
SECONDER:	Julissa Gutierrez
AYES:	Carmona Esq, Sumpter-Delves, Simons Ed. D, Shapiro Ed. D LCSW, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, O'Connell
EXCUSED:	Matthew M. Gorton, Peter Kauffmann, Jamie Lee, George Russo Esq

IV. AGENDA

A. Action Item(s)

1. Approval of Bills for the Month of August 2024 (ID # 3173)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the August 2024 bills in the aggregate sum of

\$4,433,262.

RESULT:	ADOPTED [Unanimous]
MOVER:	Julissa Gutierrez
SECONDER:	Andrew P. Jackson
AYES:	Carmona Esq, Sumpter-Delves, Simons Ed. D, Shapiro Ed. D LCSW, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, O'Connell
EXCUSED:	Matthew M. Gorton, Peter Kauffmann, Jamie Lee, George Russo Esq

2. Approval of Bills for the Month of September 2024 (ID # 3157)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the September 2024 bills in the aggregate sum of \$5,160,233.

RESULT:	ADOPTED [Unanimous]
MOVER:	Julissa Gutierrez
SECONDER:	Andrew P. Jackson
AYES:	Carmona Esq, Sumpter-Delves, Simons Ed. D, Shapiro Ed. D LCSW, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, O'Connell
EXCUSED:	Matthew M. Gorton, Peter Kauffmann, Jamie Lee, George Russo Esq

3. Approval of Bills for the Month of October 2024 (ID # 3158)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the October 2024 bills in the aggregate sum of \$5,192,138.

RESULT:	ADOPTED [Unanimous]
MOVER:	Julissa Gutierrez
SECONDER:	Andrew P. Jackson
AYES:	Carmona Esq, Sumpter-Delves, Simons Ed. D, Shapiro Ed. D LCSW, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, O'Connell
EXCUSED:	Matthew M. Gorton, Peter Kauffmann, Jamie Lee, George Russo Esq

4. Acceptance of Financial Reports for the Period Ending in August 2024 (ID # 3156)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept the Budget Reports for Board-approved operating funds and Balance Sheets for all funds as of August 30, 2024.

RESULT:	ADOPTED [Unanimous]
MOVER:	Pauline Healy
SECONDER:	Cloyette Harris-Stoute
AYES:	Carmona Esq, Sumpter-Delves, Simons Ed. D, Shapiro Ed. D LCSW, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, O'Connell
EXCUSED:	Matthew M. Gorton, Peter Kauffmann, Jamie Lee, George Russo Esq

5. Acceptance of Financial Reports for the Period Ending in September 2024 (ID # 3159)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept the Budget Reports for Board-approved operating funds and Balance Sheets for all funds as of September 30, 2024.

RESULT:	ADOPTED [Unanimous]
MOVER:	Pauline Healy
SECONDER:	Cloyette Harris-Stoute
AYES:	Carmona Esq, Sumpter-Delves, Simons Ed. D, Shapiro Ed. D LCSW, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, O'Connell
EXCUSED:	Matthew M. Gorton, Peter Kauffmann, Jamie Lee, George Russo Esq

6. Acceptance of Financial Reports for the Period Ending in October 2024 (ID # 3160)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept the Budget Reports for Board-approved operating funds and Balance Sheets for all funds as of October 31, 2024.

RESULT:	ADOPTED [Unanimous]
MOVER:	Pauline Healy
SECONDER:	Cloyette Harris-Stoute
AYES:	Carmona Esq, Sumpter-Delves, Simons Ed. D, Shapiro Ed. D LCSW, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, O'Connell
EXCUSED:	Matthew M. Gorton, Peter Kauffmann, Jamie Lee, George Russo Esq

7. Contract Authorization – Letter of Credit Agreement with TD Bank (ID # 3161)

Recommended Motion for Consideration by the Board of Trustees:

I recommend that the Board of Trustees authorize the President & CEO to execute the Second Amendment to the Amended and Restated Loan and Security Agreement with TD Bank, extending until October 31, 2025 a line of credit in the amount of ten million dollars, secured by the Library's investment portfolio, on the same terms as the prior agreement.

RESULT:	ADOPTED [Unanimous]
MOVER:	Terri Thomson
SECONDER:	Michelle Miao PH. D.
AYES:	Carmona Esq, Sumpter-Delves, Simons Ed. D, Shapiro Ed. D LCSW, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, O'Connell
EXCUSED:	Matthew M. Gorton, Peter Kauffmann, Jamie Lee, George Russo Esq

8. Election of New Member to Queens Public Library Foundation Board of Directors (ID # 3162)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Library Board of Trustees approve the election of Ashley Hitchings to the Class of 2027 of the Queens Public Library Foundation Board of Directors.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Carl S. Koerner Esq.
AYES:	Carmona Esq, Sumpter-Delves, Simons Ed. D, Shapiro Ed. D LCSW, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, O'Connell
EXCUSED:	Matthew M. Gorton, Peter Kauffmann, Jamie Lee, George Russo Esq

9. Calendar of Meetings - 2025 (ID # 3163)

Recommended Motion for Consideration by the Board of Trustees:

I move that the calendar of Board of Trustees and Committee meeting dates for 2025 be approved as presented.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Michelle Miao PH. D.
AYES:	Carmona Esq, Sumpter-Delves, Simons Ed. D, Shapiro Ed. D LCSW, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, O'Connell
EXCUSED:	Matthew M. Gorton, Peter Kauffmann, Jamie Lee, George Russo Esq

10. Acceptance and Approval of Queens Public Library Strategic Plan 2025-2030 (ID # 3180)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept and approve the Queens Public Library Strategic Plan 2025-2030, as presented herein.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Cloyette Harris-Stoute
AYES:	Carmona Esq, Sumpter-Delves, Simons Ed. D, Shapiro Ed. D LCSW, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, O'Connell
EXCUSED:	Matthew M. Gorton, Peter Kauffmann, Jamie Lee, George Russo Esq

B. Report Item(s)

1. Purchases Over \$50K - September 2024 (ID # 3164)

RESULT:	PRESENTED
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2. Purchases Over \$50K - October 2024 (ID # 3165)

RESULT:	PRESENTED
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3. Purchases Over \$50K - November 2024 (ID # 3166)

RESULT:	PRESENTED
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4. Payroll for the Month of August 2024 (ID # 3167)

RESULT:	PRESENTED
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5. Payroll for the Month of September 2024 (ID # 3168)

RESULT:	PRESENTED
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6. Payroll for the Month of October 2024 (ID # 3169)

RESULT:	PRESENTED
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7. Personnel Report - September 2024 (ID # 3182)

RESULT:	PRESENTED
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8. Personnel Report - October 2024 (ID # 3183)

RESULT:	PRESENTED
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9. Personnel Report - November 2024 (ID # 3184)

RESULT:	PRESENTED
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V. REPORT OF THE CHAIR OF THE BOARD

VI. PRESIDENT'S REPORT

1. Key Performance Indicators - August 2024 (ID # 3170)

RESULT: PRESENTED

2. Key Performance Indicators - September 2024 (ID # 3172)

RESULT: PRESENTED

3. Key Performance Indicators - October 2024 (ID # 3171)

RESULT: PRESENTED

VII. ADJOURNMENT

1. Motion to Adjourn (ID # 3174)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

RESULT:	ADOPTED [Unanimous]
MOVER:	Pauline Healy
SECONDER:	Carl S. Koerner Esq.
AYES:	Carmona Esq, Sumpter-Delves, Simons Ed. D, Shapiro Ed. D LCSW, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, O'Connell
EXCUSED:	Matthew M. Gorton, Peter Kauffmann, Jamie Lee, George Russo Esq

The meeting was closed at 8:33 PM.

Secretary