

QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, SEPTEMBER 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, September 12, 2024. The meeting was called to order at 6:39 PM by Chair of the Board Earl G. Simons Ed. D.

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
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	Present	
Pauline Healy	Treasurer	Present	
Terri Thomson	Assistant Treasurer	Present	
Julissa Gutierrez	Board Member	Present	
James M. Haddad Esq.	Board Member	Present	
Cloyette Harris-Stoute	Board Member	Present	
Andrew P. Jackson	Board Member	Remote	
Peter Kauffmann	Board Member	Present	
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	6:45 PM
George Russo Esq	Board Member	Present	
Lydon Sleeper O'Connell	Board Member	Present	
Matthew Carlin Esq.	Rep - Public Advocate	Present	
Eve Cho Guillergan Esq	Rep - Speaker	Excused	

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Allan Swisher Esq	Rep - Borough President	Present	
Jimmy Van Bramer	Rep - NYC Comptroller	Present	6:43 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	
William Funk	VP, Procurement	Present	
William Goldband	VP, Information, Technology & Development	Present	
Jacqueline Martinez	VP, Human Resources	Present	
Sharon Myrie	VP, Programs & Services	Present	6:34 PM
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	Remote	
Monique Hamilton	Executive Assistant to the President and Chief Exe	Present	
Johanna Carmona Esq	Board Member	Present	
Alexandria Sumpter-Delves	Board Member	Present	

II. APPROVAL OF BOT MINUTES

1. Approval of Minutes of the Board - June 20, 2024 (ID # 3149)

Recommended Motion for Consideration:

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

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

III. COMMITTEE REPORTS

1. Approval of Audit Committee Report - September 12, 2024 (ID # 3130)

Recommended Motion for Consideration by the Board of Trustees:

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

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

2. Approval of Labor Relations Committee Report - September 12, 2024 (ID # 3131)

Recommended Motion for Consideration by the Board of Trustees:

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

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

IV. AGENDA

A. Action Item(s)

1. Approval of Bills for the Month of June 2024 (ID # 3138)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the June 2024 bills in the aggregate sum of \$5,652,535.

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

2. Approval of Bills for the Month of July 2024 (ID # 3141)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the July 2024 bills in the aggregate sum of \$9,753,240.

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

3. Acceptance of Financial Reports for the Period Ending June 2024 (ID # 3140)

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 June 30, 2024.

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

4. Acceptance of Financial Reports for the Period Ending July 2024 (ID # 3143)

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 July 31, 2024.

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

5. FY'25 City Fund Budget Modifications (ID # 3150)

Recommended Motion for Consideration by the Board of Trustees:

Attached is a summary of the budget modifications that have occurred for the July restoration of our budget. I move that the Board of Trustees modify the Fiscal Year 2025 City Fund Budget as indicated in the attachment.

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

6. FY'25 Non-City Fund Budget Modifications (ID # 3151)

Recommended Motion for Consideration by the Board of Trustees:

Attached is a summary of the budget modifications that have occurred for the July restoration of our budget that the Board has approved on the monthly reports. I move that the Board of

Trustees modify the Fiscal Year 2025 Non-City Fund Budgets as indicated in the attachment.

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

7. State Aid for Public Library Construction (ID # 3125)

Sung Mo Kim, COO and Sr. VP, reported that the Library is eligible to receive capital funds from the New York State Education Department. The selected capital project will be for the Arverne library expansion to the adjacent lot. This will allow the library to expel water in the event of a flood due to its location. Nick Buron, Chief Librarian and Sr. VP, reported that Arverne will not close during this expansion.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees adopt the Assurances that accompany the State Construction Aid grant application in the amount of \$3,909,458, as well as approve the signing of the Assurances by the Chair of the Board of Trustees, for the construction project at the Arverne Community Library.

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

8. Procurement Policy Revision (ID # 3144)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees adopt an updated Procurement Policy, as set forth in the attachment.

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

9. Contract Amendment – Authorization for Strategic Planning Consultant (ID # 3154)

Justin Deabler, General Counsel and Sr. VP, reported that in 2017 the Library engaged in a comprehensive strategic planning process, which included surveys, focus groups, community conversations, strategy sessions, and data collection. In September 2023, the board approved a new contract with Julia Ritchie Consulting to provide strategic planning refresh consulting services in the amount of \$82,500 plus travel and other related expenses estimated to be \$19,000. Gitte Peng, Chief of Staff and Sr. VP, reported on the strategic plan refresh process of data collection, strategy screens, and a design sprint to generate new ideas and directions for the Library. Ms. Peng also noted the need for additional funds for the consultant to complete the thorough strategic refresh process that will culminate in a new plan for the Board's consideration in December.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to amend the Library's contract with Julia Ritchie Consulting for the additional services described at a cost of \$47,000 for a total contract value of \$148,750.

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

10. Contract Authorization - System-Wide Plumbing Requirements Contracts (ID # 3153)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to execute contracts with Prestige Plumbing & Heating Inc., Boris Mechanical, Inc., and Cardoza Plumbing Corp. for a term of two years with an option to extend for three one-year periods at the rates proposed herein.

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

11. Selection of Nominating Committee for Election of Officers 2025 (ID # 3129)

Recommended Motion for Consideration by the Board of Trustees:

I move to accept the Chair of the Board's appointment and the Board's election of the following trustees to the Nominating Committee:

Chair of the Board appointed:

[1] Cloyette Harris-Stoute

[2] Jamie Lee

Board elected:

[3] Lydon Sleeper-O'Connell

[4] Julissa Gutierrez

[5] Michelle Miao, Ph.D

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

12. Motion to Go into Executive Session (ID # 3145)

Board Chair Earl Simons requested that Board go into executive session to discuss a real estate matter and pending litigation. The following library staff were asked to remain for Executive Session.

Management Council and Legal Staff which includes:

- Dennis M. Walcott, President and CEO
- Justin Deabler, Esq., General Counsel and Sr. VP
- Nick Buron, Chief Librarian and Sr. VP

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- Gitte Peng, Chief of Staff and Sr. VP
- Stephen Mack, Chief Financial Officer and Sr. VP
- Sung Mo Kim, Chief Operating Officer and Sr. VP
- Sara Hausner- Levine, Deputy General Counsel

Recommended Motion for Consideration:

I move that the meeting move into Executive Session, to discuss a real estate matter and pending litigation.

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

13. Motion to Return to Public Session

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

14. Action Resulting from Executive Session Discussion

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustee approve the adoption of the below Resolution:

RESOLUTION

WHEREAS, the Library’s previous Court Square branch closed in February 2020; and

WHEREAS, the Library has worked since 2020 to identify a new location for the Court Square Library, and now has the opportunity to lease a

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4,500 square foot retail space covering a portion of the second floor of the building located at 22-44 Jackson Avenue, Long Island City, New York 11101, from G-M Realty, L.P. (“Landlord”); and

WHEREAS, the term of the proposed lease is fifteen (15) years, with an option to renew for an additional term of five (5) years; and

WHEREAS the annual rent for the first year of the proposed lease is \$135,000 (\$30/sf), to increase annually by three percent (3%); and

WHEREAS, the proposed lease addresses the Landlord’s responsibility to provide exclusive elevator use for Library patrons and staff to access the Library premises during the Library’s operating hours;

NOW, THEREFORE, BE IT RESOLVED that the Library’s President & CEO is hereby authorized and directed to execute a lease agreement, with G-M Realty, L.P., for a 4,500 square foot retail space covering a portion of the second floor of the building located at 22-44 Jackson Avenue, Long Island City, New York 11101, for a term of fifteen (15) years, with an option to renew for an additional term of five (5) years, at an annual rent of \$135,000 (\$30/sf), to increase annually by three percent (3%), and with the responsibilities for access described herein.

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

B. Report Item(s)

1. Payroll for the Month of June 2024 (ID # 3139)

RESULT:	PRESENTED
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2. Payroll for the Month of July 2024 (ID # 3142)

RESULT:	PRESENTED
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3. FY'24 Bi-Annual Credit Card Usage Summary (ID # 3146)

RESULT:	PRESENTED
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4. Purchases Over \$50K - June 2024 (ID # 3137)

RESULT:	PRESENTED
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5. Purchases Over \$50K - July 2024 (ID # 3136)

RESULT:	PRESENTED
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6. Purchases Over \$50K - August 2024 (ID # 3152)

RESULT:	PRESENTED
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7. Personnel Report - June 2024 (ID # 3118)

RESULT:	PRESENTED
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8. Personnel Report - July 2024 (ID # 3117)

RESULT:	PRESENTED
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9. Personnel Report - August 2024 (ID # 3119)

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

Board Chair Earl Simons reminded Trustees to submit their conflict of interest disclosure forms as soon as possible. Mr. Simons asked Justin Deabler, General Counsel and Sr. VP, to provide a brief update on the required annual trustee training. Mr. Deabler thanked the Board for 100% Trustee participation last year. He reported that the training will again be via online webinar, with new educational content. The goal is to launch the training in October.

VI. PRESIDENT'S REPORT

President and CEO Dennis M. Walcott reported the Library will be having a Family Fun day event at Roy Wilkins Park this Sunday, with an expected 624 staff and family members in attendance. He welcomed trustees to attend. Mr. Walcott mentioned that Trustee Andrew Jackson has raised the topic of sanctuary libraries, which the Library plans to incorporate into its Banned Book Week programming with the Tri-Li. Mr. Walcott also reported the reopening of Far Rockaway and Broadway branches. One week from Tuesday, Hillcrest and Laurelton libraries will reopen, followed by Bay Terrace. Bay Terrace's update will include a community meeting room with a separate entrance. He also reported that Hollis library will be closed for two year to undergo major internal renovations.

Mr. Walcott Asked Nick Buron, Chief Librarian and Sr. VP, to provide an update. Mr. Buron thanked everyone. He reported that FY'24 was a great year, with 6 million people using our facilities and 1 million people coming to programs. Far Rockway Library is now the 13th busiest library in the system. He reported that Trustee Eli Shapiro is working with the community to help the Library provide what it needs. Mr. Buron stated that our collection development team and Far Rockaway manager Nicole Gordon do a fantastic job seven days a week.

Mr. Walcott asked Sung Mo Kim, Chief Operating Officer and Sr. VP, to provide an update on Broadway. Mr. Kim indicated the downstairs area, previously a storage area is now a cyber center. A classroom and theater room has also been added. Mr. Walcott reported that we will be getting several new mobile libraries. The new vehicles are expected at the end of October or early November. Mr. Walcott also reported on the reopening of the Cafe at Central.

1. Key Performance Indicators - May 2024 (ID # 3128)

RESULT:	PRESENTED
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2. Key Performance Indicators - June 2024 (ID # 3121)

RESULT:	PRESENTED
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3. Key Performance Indicators - July 2024 (ID # 3135)

RESULT:	PRESENTED
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VII. ADJOURNMENT

1. Motion to Adjourn (ID # 3116)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

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

The meeting was closed at 8:57 PM.

Secretary