

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
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	
Johanna Carmona Esq	Board Member	Present	6:46 PM
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 O'Connell O'Connell	Board Member	Present	
Alexandria Sumpter-Delves	Board Member	Remote	
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)

Susan Latham, Executive Director of Queens Public Library Foundation reported that Ashley Hitchings has been elected on to the QPLF, Board of Directors on December 11, 2024. She is an Analyst at Warburg Pincus and specializes in educational technology.

Trustee Juslissa Gutierrez inquired if Ms. Hitchings is a Queens resident. Ms. Latham reported that Ms. Hitchings intends to move from the East Village to Long Island City.

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)

Dennis Walcott and Julia Ritchie, of Julia Ritchie Consulting, LLC presented the Strategic Plan 2025-2030. The plan examined QPL's vision, mission, values and outlined a five-year strategic framework with the following eight strategic priorities:

1. Improve and expand programs and services for immigrants
2. Evolve and expand programs and services for teens
3. Enhance and expand programs and services for older adults
4. Promote climate literacy
5. Rethink and redesign our spaces
6. Improve systems and streamline processes
7. Strengthen talent management and development
8. Increase data utilization across the organization.

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

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

RESULT: PRESENTED

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

RESULT: PRESENTED

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

RESULT: PRESENTED

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

RESULT: PRESENTED

V. REPORT OF THE CHAIR OF THE BOARD

Board Chair Earl Simons reminded the Trustees to submit their conflict of interest forms and to complete their two-hour trustee training by the end of the month.

Mr. Simons thanked everyone and expressed that it has been a pleasure for him to serve as the Board Chair, and wished everyone a nice holiday and happy new year.

VI. PRESIDENT'S REPORT

President and CEO Dennis M. Walcott reported that the Library has been in ongoing discussions with the city regarding libraries as possible candidates for co-located housing. He noted that the Mayor has formed a new commission on the subject, which may be announced at the Mayor's State of the City Address.

Trustee Terri Thomson asked how many branch buildings the Library owns. Sung Mo Kim, Chief Operating Officer and SVP, reported that we own one and lease seven or eight, with the balance being City-owned.

Ex-officio Representative Jimmy Van Bramer asked if there is an idea of how many libraries would be used as co-locations. Mr. Walcott answered possibly two or three.

Trustee Eli Shapiro asked how many housing units could fit in an average library. Mr. Kim responded that it depends on zoning and the funding mechanism for the location. Mr. Walcott reported the reopening of the cafe at Central, run by a new vendor, Sabor, which has locations at the Brooklyn Navy Yard and in College Point. A hard opening is planned for soon.

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