

QUEENS LIBRARY
BOARD OF TRUSTEES
THURSDAY, DECEMBER 20, 2018
MINUTES

A meeting of the Board of Trustees was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, December 20, 2018. The meeting was called to order at 6:48 PM by Treasurer, Robert Santos, Esq.

I. Roll Call

Attendee Name	Title	Status	Arrived
Carl S. Koerner, Esq.	Board Member	Present	
Earl G. Simons, Ed. D,	Board Member	Present	
Maria Concolino	Board Member	Present	
Julissa Gutierrez	Board Member	Excused	
James M. Haddad, Esq.	Board Member	Present	
Haeda Mihaltses	Board Member	Present	
Edward Sadowsky, Esq.	Board Member	Present	6:52 PM
Matthew M. Gorton	Board Member	Present	7:32 PM
Andrew P. Jackson	Board Member	Present	
George Russo, Esq.	Board Member	Excused	
Judy E. Bergtraum, Esq.	Chair of the Board	Present	
Michael E. Rodriguez, Esq.	Vice Chair of the Board	Present	
Eli Shapiro Ed. D. LCSW	Secretary	Excused	
Robert Santos, Esq.	Treasurer	Present	
Lydon Sleeper O'Connell	Assistant Treasurer	Excused	
Pauline Healey	Board Member	Present	
Allan Swisher, Esq.	Rep - Borough President	Present	
Jimmy Yan, Esq.	Rep - Comptroller	Excused	
Ibrahim Khan, Esq.	Rep - Public Advocate	Excused	
Antwaun Gavins, Esq.	Rep - Public Advocate	Excused	
Eve Cho Guillergan, Esq.	Rep - Speaker	Present	

Dennis M. Walcott	President & CEO	Present	
Lewis Finkelman, Esq.	Chief Operating Officer & Sr. VP.	Present	
Sung Mo Kim, Esq.	General Counsel & Sr. VP.	Present	
Gitte Peng	Chief of Staff & Sr. VP.	Present	
Michael Tragale	Chief Financial Officer & Sr. VP.	Present	
Nick Buron	Chief Librarian & Sr. VP.	Present	
Justin Carroll, Esq.	Associate General Counsel	Present	
Jonathan Chung	Director of Government Affairs	Present	

II. Approval of BOT Minutes

1. Approval of Minutes of the Board of Trustees Meeting (ID # 1903)

Recommended Motion for Consideration:

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

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Haeda Mihaltses
AYES:	Koerner, Esq., Simons, Ed. D., Concolino, Haddad, Esq., Mihaltses, Jackson, Bergtraum, Esq., Rodriguez, Esq., Santos, Esq., Healey
EXCUSED:	Gutierrez, Sadowsky, Esq., Gorton, Russo, Esq., Shapiro, Ed. D. LCSW, O'Connell

III. Report of the Chairman of the Board

Board Chair, Judy Bertraum, Esq. announced the appointment of a new trustee, Pauline Healy, and welcomed her to the board.

Ms. Bergtraum announced the resignation of Maria Concolino. Ms. Concolino will continue to support the Library with continuing to be active in the Library Friend's groups.

The chair reminded board members to return their Conflict of Interest (COI) forms to General Counsel as soon as possible.

Ms. Bergtraum also announced that Mr. Walcott is featured in an article in the latest edition of the City and State Magazine. She congratulated Mr. Walcott and a copy of the article was distributed to the board.

IV. Committee Reports

A. Nominations Committee - December 5, 2018

1. Approval of Nominations Committee Report (ID # 1906)

Recommended Motion for Consideration:

I move that the report item(s) of the committee meeting be accepted and the action item(s) be approved as presented.

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RESULT:	ADOPTED [Unanimous]
MOVER:	Michael E. Rodriguez, Esq.
SECONDER:	Maria Concolino
AYES:	Koerner Esq., Simons, Ed. D., Concolino, Haddad, Esq., Mihaltses, Sadowsky Esq., Jackson, Bergtraum, Esq., Rodriguez, Esq., Santos, Esq., Healey
EXCUSED:	Gutierrez, Gorton, Russo, Esq., Shapiro, Ed. D. LCSW, O'Connell

2. Motion to Close Nominations (ID # 1904)

Recommended Motion for Consideration:

I move that the Board of Trustees close the nominations for officers of the Library for calendar year 2019.

RESULT:	ADOPTED [Unanimous]
MOVER:	Michael E. Rodriguez, Esq.
SECONDER:	Carl S. Koerner, Esq.
AYES:	Koerner, Esq., Simons, Ed. D., Concolino, Haddad, Esq., Mihaltses, Sadowsky Esq., Jackson, Bergtraum, Esq., Rodriguez Esq., Santos Esq., Healey
EXCUSED:	Gutierrez, Gorton, Russo, Esq., Shapiro, Ed. D., LCSW, O'Connell

B. Finance & Investments Committee - December 20, 2018

1. Approval of Finance and Investments Committee Report (ID # 1901)

Recommended Motion for Consideration:

I move that the report item(s) of the committee meeting be accepted and the action item(s) be approved as presented.

RESULT:	ADOPTED [Unanimous]
MOVER:	Robert Santos, Esq.
SECONDER:	Earl G. Simons, Ed. D.
AYES:	Koerner, Esq., Simons, Ed. D., Concolino, Haddad, Esq., Mihaltses, Sadowsky Esq., Jackson, Bergtraum, Esq., Rodriguez, Esq., Santos, Esq., Healey
EXCUSED:	Gutierrez, Gorton, Russo, Esq., Shapiro, Ed. D. LCSW, O'Connell

V. President's Report

Dennis M. Walcott, President and CEO gave the board a brief report on the activities of the day in the Central Library. He stated that a part of the goal this year is to expose the board to the events and activities within Queens Library. He stated that a tour will be arranged for the board to see the collections located on the C1 & C2 levels.

He also reported that an announcement was recently sent to customers regarding the expansion of Wi-Fi services, as well as, changing the policy regarding customer's access to the Library's Wi-Fi. Customers will no longer need a password to access Wi-Fi services.

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Mr. Walcott announced that Deputy Mayor Alicia Glenn is resigning from her position. DM Glenn has been the point person at City Hall for advocating for library funding.

Mr. Walcott also reported that a meeting was held with our lobbyist, to begin advocacy planning and priorities for FY2020 library funding.

He also reported that Lewis Finkelman has been trying to contact Savanna, the new owner of the Citi Corp building which houses the Court Square branch, to discuss the lease agreement expiring in 2020.

Mr. Walcott asked that Lewis Finkelman, Chief Operating Officer and Sr. VP, give a brief report on the Library's capital projects.

He reported that the original contractor for the Hunters Point Library should complete work by mid-January and that a new contractor will be completing the safety enhancements and rooftop seating by the Summer of 2019. The furniture has been ordered, which the Office of Management and Budget (OMB) has funded. To outfit a library, it typically takes approximately 3 months; Hunters Point will be outfitted in approximately 6 months while the safety enhancement work is being performed.

Mr. Finkelman reported that the renovation project for the Steinway Library is being delayed due to excavation work being performed by the adjacent building owner. Excavation work on the library project is slated to begin after January 23, 2019.

The East Elmhurst Library project will be delayed due to inferior concrete flooring, which has resulted in pervasive cracks. The project is now expected to be completed by January 15.

He also reported that the piping/gas line work for the Central Library cafeteria project has been delayed until the Spring. However, the cafeteria is open to employees, but the kitchen area will not be utilized until the gas line issues are resolved. The Central Café is trying to accommodate staff during the delayed opening.

He also reported that the Library met with OMB to discuss capital new needs and that there is an extensive list of shortfalls on projects assigned to the Department of Design and Construction (DDC) which total approximately \$42 million. If not funded, capital funding will need to be reallocated based on necessity.

Mr. Finkelman also reported that the Far Rockaway Library project has begun.

Mr. Walcott also asked Carl Koerner, board trustee and president of the Foundation Board, to give a brief report on the Foundation.

He reported that the foundation board and board of trustees received an email from Mr. Walcott to join him in making a year-end gift to the foundation and to ask their networks and contacts to make a gift.

Mr. Koerner reported that for FY 2019 to date, the mail and email revenue is up 23%; and significantly up in number of gifts, +1,295 gifts, or 150% increase to prior year.

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He also reported that Giving Tuesday, the end of year mail and email campaign that began on November 27, will continue through December 31st. The campaign includes two direct mail campaigns with match challenge (November and December), ten emails starting Giving Tuesday through Year-End, as well as social media posts, pop-up and banner on QL website, two cultivation emails thanking donors/supporters and lastly, a giving campaign display and enveloped distributed to libraries and inserted in Nov/Dec QL Magazine

Thus far, Giving Tuesday resulted in 108 online gifts, which is a 40% increase from prior year and the total revenue received on Giving Tuesday, mail and online, November 27 was \$13K, or 30% over the \$10K goal set.

The funds raised through the Foundation are used to cover library capital projects, innovation projects and operating expenses.

Mr. Koerner also reported that the Foundation will expand staffing in FY2019.

Further reporting will be given at the January board meeting.

Mr. Walcott also reported that the Library celebrated Corona Library 50th year anniversary. The event was hosted by the Corona Friends Group and was a success. The borough president, as well as other elected officials were in attendance.

Gitte Peng, Chief of Staff and Sr. VP., reported on the “It’s Time for Kind” campaign. Ms. Peng reported that the system-wide campaign offered programs that unify the libraries, as well as, staff in acts of kindness.

1. Key Performance Indicators Report November 2018 (ID # 1905)

RESULT: PRESENTED

VI. Other Business

VII. Adjournment

1. Motion to Adjourn (ID # 1902)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

RESULT: ADOPTED [Unanimous]
MOVER: Carl S. Koerner, Esq.
SECONDER: Matthew M. Gorton
AYES: Koerner, Esq., Simons, Ed. D., Concolino, Haddad, Esq., Mihaltses, Sadowsky Esq., Gorton, Jackson, Bergtraum, Esq., Rodriguez, Esq., Santos, Esq., Healey
EXCUSED: Julissa Gutierrez, George Russo, Esq., Eli Shapiro, Ed. D., LCSW, Lydon Sleeper O'Connell

The meeting was closed at 7:39 PM.

Secretary