

**QUEENS LIBRARY**  
**BOARD OF TRUSTEES**  
**THURSDAY, JUNE 28, 2018**  
**MINUTES**

A meeting of the Board of Trustees was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, June 28, 2018. The meeting was called to order at 7:29 PM by Chair of the Board, Judy E. Bergtraum Esq.

**I. Roll Call**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Carl S. Koerner, Esq.	Board Member	Present	
Earl G. Simons, Ed. D	Board Member	Present	
Maria Concolino	Board Member	Present	
Julissa Gutierrez	Board Member	Present	
James M. Haddad, Esq.	Board Member	Present	
Haeda Mihaltses	Board Member	Excused	
John Ottulich	Board Member	Present	
Edward Sadowsky, Esq.	Board Member	Present	
Matthew M. Gorton	Board Member	Excused	
Andrew P. Jackson	Board Member	Present	
George Russo, Esq.	Board Member	Present	
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	Present	
Robert Santos, Esq.	Treasurer	Excused	
Lydon Sleeper O'Connell	Assistant Treasurer	Excused	
Allan Swisher, Esq.	Ex-Officio Rep - BP	Present	
Antwaun Gavin, Esq.	Ex-Officio Rep - Public Advocate	Present	
Dennis M. Walcott	President & CEO	Present	
Sung Mo Kim, Esq.	General Counsel & Sr. VP	Present	

Gitte Peng	Chief of Staff & Sr. VP.	Present	
Michael Tragale	Chief Financial Officer	Present	
Lewis Finkelman, Esq.	Chief Operating Officer & Sr. VP.	Present	
Sara Hausner-Levine, Esq.	Deputy General Counsel	Present	
Justin Carroll, Esq.	Associate General Counsel	Present	
William Goldband	VP, Information, Technology & Development	Present	
John Katimaris	VP, Capital Projects	Present	
Amy Mugavaro	Director, QLF	Present	
Alex Rosa	Consultant, Government & Community Affairs	Present	
Udai Tambar	Ex-Officio Rep - Mayor	Excused	
Ibrahim Khan	Ex-Officio Rep - Public Advocate	Excused	
Eve Cho Cho Guillergan, Esq.	Ex-Officio Rep - Speaker	Excused	
Jimmy Yan	Ex-Officio Rep - Comptroller	Excused	

**II. Approval of BOT Minutes**

**A. Board of Trustees Meeting - May 24, 2018**

**1. Approval of Minutes of the Board of Trustees Meeting (ID # 1796)**

Minutes were approved with the amended roll call to reflect Eve Cho Guillergan, Esq. and Ibrahim Khan as excused from attending the May 24 board meeting.

**Recommended Motion for Consideration:**

*I move that the Minutes of the Board of Trustees meeting of May 24, 2018 be approved as submitted.*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Earl G. Simons, Ed. D
<b>SECONDER:</b>	Andrew P. Jackson
<b>AYES:</b>	Koerner, Esq., Simons, Ed. D, Concolino, Gutierrez, Haddad, Esq., Ottulich, Sadowsky, Esq., Jackson, Russo, Esq, Bergtraum, Esq., Rodriguez, Esq., Shapiro, Ed. D, LCSW
<b>EXCUSED:</b>	Haeda Mihaltses, Matthew M. Gorton, Robert Santos, Esq., Lydon Sleeper O'Connell

**III. Report of the Chair of the Board**

Judy Bergtraum, Esq., BOT Chair announced that as of June 25, Hon. Augustus Agate resigned from the board. Ms. Bergtraum thanked Judge Agate for his services to board and wished him good luck in his future endeavors. Ms. Bergtraum also reported that trustee George Russo would be replacing Judge Agate as the Labor Relations Committee Chair. Mr. Russo was appointed to the Labor Relations Committee at the April 26, 2018 board meeting.

Carl Koerner moved to appoint George Russo as the Labor Relations Committee Chair. Michael Rodriguez second the motion. The motion passed unanimously.

Ms. Bergtraum also reported that she attended Staff Appreciation Day. She gave the board an overview of the event and stated that the event was a complete success.

**IV. Committee Reports**

**A. Buildings & Grounds Committee - June 28, 2018**

**1. Approval of the Building & Grounds Committee Report (ID # 1791)**

**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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<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	John Ottulich
<b>SECONDER:</b>	Maria Concolino
<b>AYES:</b>	Koerner, Esq., Simons, Ed. D, Concolino, Gutierrez, Haddad, Esq., Ottulich, Sadowsky, Esq., Jackson, Russo, Esq, Bergtraum, Esq., Rodriguez, Esq., Shapiro, Ed. D, LCSW
<b>EXCUSED:</b>	Haeda Mihaltses, Matthew M. Gorton, Robert Santos, Esq., Lydon Sleeper O'Connell

**B. Executive Committee - June 28, 2018**

**1. Approval of Executive Committee Report (ID # 1789)**

**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.*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Carl S. Koerner, Esq.
<b>SECONDER:</b>	Maria Concolino
<b>AYES:</b>	Koerner, Esq., Simons, Ed. D, Concolino, Gutierrez, Haddad, Esq., Ottulich, Sadowsky, Esq., Jackson, Russo, Esq, Bergtraum, Esq., Rodriguez, Esq., Shapiro, Ed. D, LCSW
<b>EXCUSED:</b>	Haeda Mihaltses, Matthew M. Gorton, Robert Santos, Esq., Lydon Sleeper O'Connell

**C. Audit Committee - June 28, 2018**

**1. Approval of Audit Committee Report (ID # 1804)**

**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.*

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

**D. Finance and Investments Committee - June 28, 2018**

**1. Approval of Finance and Investments Committee Report (ID # 1762)**

**Recommended Motion for Consideration:**

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

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Michael E. Rodriguez, Esq.
<b>SECONDER:</b>	James M. Haddad, Esq.
<b>AYES:</b>	Koerner, Esq., Simons, Ed. D, Concolino, Gutierrez, Haddad, Esq., Ottulich, Sadowsky, Esq., Jackson, Russo, Esq, Bergtraum, Esq., Rodriguez, Esq., Shapiro, Ed. D LCSW
<b>EXCUSED:</b>	Haeda Mihaltses, Matthew M. Gorton, Robert Santos, Esq., Lydon Sleeper O'Connell

## V. President's Report

Mr. Walcott reported that the Library had a very engaging and successful year. The Library has enacted a gender neutral policy, reopened Kew Garden Hills and Queensboro Hill Library, installed baby changing stations at 33 library agencies, upgraded the lighting, audio, and visual equipment in the Central Library auditorium at minimal cost, replaced furniture, and installed recycling stations throughout the library system. As of June 30, the Library will discontinue the use of plastic bags. Any unused library bags will be returned to Central to be recycled.

Mr. Walcott also reported that the Library has had an extremely successful fundraising year with the government and the foundation.

He reported that the Library has secured funding for the following:

- \$ 75,000 AM Cooke for Baisley Library
- \$ 100,000 AM Pheffer Amato for Howard Beach
- \$ 75,000 AM Aubry for Lefrak City
- \$ 25,000 AM Hevesi for Middle Village
- \$75,000 AM Barnwell for Maspeth, Broadway, Woodside, and Middle Village
- \$ 75,000 AM Espinal for Corona
- \$ \$50 AM Rosenthal for Poppenhusen and Briarwood

Mr. Walcott asked Amy Mugavero, Executive Director, QLF to give the board an update on the Foundation. Ms. Mugavero reported that the foundation board met on June 5 and reported that overall giving to date has increased 85%, with a 46% increase in individual giving and a 36% increase in donors. The foundation is very pleased with the current stats. The Innovation Breakfast invitation has been sent to the board. The breakfast will give the board insight on the grant offered to staff and the grant process.

He also reported that the bike mobile has arrived and will be outfitted with Wi-Fi, a helmet with the Queens Library logo, and a cart to carry library materials.

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Mr. Walcott asked Lew Finkelman, Chief Operating Officer and Sr. VP to give the Board an update on the status of the warehouse and Central Library cafeteria.

The Library is the new owner of a storage warehouse. The Library is currently storing supplies and equipment that had been previously stored at various agencies in the new warehouse to free up space that can be utilized for programs and other events. The Library is requesting City capital funding to outfit the warehouse with security cameras and other equipment. It is expected to be operational by September 2018.

Mr. Finkelman also reported that the cafeteria project has been completed; however, it cannot be opened prior to obtaining approval from National Grid and FDNY. National Grid objected to the current gas piping and pulled the meter. The cafeteria cannot be operated without a gas line being installed. A joint meeting between the Library, plumbing contractor and National Grid was scheduled. It was reported that piping must be installed from the basement to the second floor.

Mr. Walcott asked that William Goldband, Vice President of Information, Technology & Development (ITD) give an update on the status of ITD. Mr. Goldband reported that multifunctional devices have been delivered to 11 agencies and will continue to roll out throughout the summer and early fall. He also reported that ITD has increased the internet capacity. Mr. Goldband also reported that more fiber connection was added to the technology infrastructure. Although more costly, the installation will assist in increasing the technology infrastructure, if needed, in the future.

Lastly, Mr. Walcott gave an update to the board on the Library's commitment to the community. Library staff has participated in community parades such as the Gay Pride Parade and the Lunar New Year parade and the screening of the World Cup, which has been a huge success and has drawn in customers in a constructive way. The Library has also launched a campaign to 45,000 customers through email and direct mail to welcome customer back to the Library. Once the campaign has been completed, the board will receive an update on the campaign.

Trustee Earl Simons applauded the Library on securing funding on a state level.

**1. Key Performance Indicators May 2018 (ID # 1771)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**VI. Other Business**

**1. Queens Library Foundation Budget - FY'19 (ID # 1805)**

Carl Koerner, board trustee gave an update on the QLF Gala. Mr. Koerner reminded the board to give names for the mailing list to send Save a Date cards. Mr. Koerner also requested each board member to send five names of potential guests, as well as, what each board member can personally contribute to the Gala.

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The foundation is working on new and exciting developments within the foundation.

**Recommended Motion for Consideration by the Board of Trustees:**

*I move that the Board of Trustees accept the adoption of the Queens Library Foundation FY'19 General Fund Budget as detailed in the Fiscal Year 2019 General Fund Budget document dated June 5, 2018.*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Earl G. Simons, Ed. D
<b>SECONDER:</b>	Michael E. Rodriguez, Esq.
<b>AYES:</b>	Koerner, Esq., Simons, Ed. D, Concolino, Gutierrez, Haddad, Esq., Ottulich, Sadowsky, Esq., Jackson, Russo, Esq, Bergtraum, Esq., Rodriguez, Esq., Shapiro, Ed. D LCSW
<b>EXCUSED:</b>	Haeda Mihaltses, Matthew M. Gorton, Robert Santos, Esq., Lydon Sleeper O'Connell

**VII. Adjournment**

**1. Motion to Adjourn (ID # 1792)**

**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Carl S. Koerner, Esq.
<b>SECONDER:</b>	Maria Concolino
<b>AYES:</b>	Koerner, Esq., Simons, Ed. D, Concolino, Gutierrez, Haddad, Esq., Ottulich, Sadowsky, Esq., Jackson, Russo, Esq, Bergtraum, Esq., Rodriguez, Esq., Shapiro, Ed. D LCSW
<b>EXCUSED:</b>	Haeda Mihaltses, Matthew M. Gorton, Robert Santos, Esq., Lydon Sleeper O'Connell

The meeting was closed at 8:03 PM.

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**Secretary**