

QUEENS LIBRARY
EXECUTIVE COMMITTEE
THURSDAY, JANUARY 24, 2019
MINUTES

A meeting of the Executive Committee was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, January 24, 2019. The meeting was called to order at 6:04 PM by Committee Chair, Carl S. Koerner, Esq.

I. Call to Order

Attendee Name	Title	Status	Arrived
Carl S. Koerner, Esq.	Committee Chair	Present	
Judy E. Bergtraum, Esq.	Chair of the Board	Present	
Matthew M. Gorton	Board Member	Excused	
Robert Santos, Esq.	Board Member	Present	
Eli Shapiro Ed. D., LCSW.	Board Member	Excused	
Earl G. Simons, Ed. D.	Board Member	Excused	
Lydon Sleeper O'Connell	Board Member	Excused	
Michael E. Rodriguez, Esq.	Board Member	Present	
Edward Sadowsky, Esq.	Board Member	Present	

II. Agenda

A. Action Items

1. LFG Inc. Food Services Agreement (ID # 1919)

Lew Finkelman, Chief Operating Officer and Sr. VP, gave the Board a brief overview of the LFG, Inc. Food Services Agreement. He reported that this is a request to extend the vendor's contract for an additional 5 years. LFG Food Services is serving the public in the café area located on the 1st floor; however, the vendor's access to providing services in that area was delayed significantly and the vendor has been unable to provide services in the staff cafeteria, which has been closed for the last two years due to renovations. Accordingly, it would be equitable and fair to extend the vendor's agreement for an additional five years.

Mr. Finkelman also reported that before the staff cafeteria can fully open, the fire department must inspect and approve the fire alarm system and piping must be installed from the lower level to the cafeteria in order to provide gas.

Recommended Motion for Consideration by the Executive Committee:

I move that the Executive Committee recommend to the Board of Trustees that the President & CEO be authorized to enter into a contract extension with LFG Inc. for food services for a period of five years, under the conditions set forth above.

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Robert Santos, Esq.
SECONDER:	Michael E. Rodriguez, Esq.
AYES:	Koerner, Esq., Bergtraum, Esq., Santos, Esq., Rodriguez, Esq., Sadowsky, Esq.
EXCUSED:	Matthew M. Gorton, Eli Shapiro, Ed. D., LCSW, Earl G. Simons, Ed. D., Lydon Sleeper O'Connell

2. Consulting Services for Library Brand Implementation Strategy Contract Authorization (ID # 1923)

Gitte Peng, Chief of Staff and Sr. VP, gave the board a brief overview of the Library brand implementation strategy contract. She reported that the team has done comprehensive research and analysis to understand the Library and the communities it serves and to define its work going forward to honor and meet the needs of its diverse customers in alignment with the strategic plan and its commitment to being for everyone. In addition, the team has worked to develop a new visual identity and brand. The next phase of the brand strategy project is implementation.

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Ms. Peng reported that the implementation will include new visual elements but will also focus on delivering exceptional customer experience, with staff, volunteers, and partners engaged in an exciting effort to fulfill the known and emerging needs of the public.

Judy Bergtraum, chair of the board, thanked Mr. Walcott and staff for working on the new brand strategy and focusing on this next important step in the Library's growth.

Recommended Motion for Consideration by the Executive Committee:

I move that the Executive Committee recommend to the Board of Trustees that the President and CEO be authorized to execute a contract with Los Dos Inc., DBA Doublespace in the amount of \$99,645, plus expenses, to provide the above services for a term of one year or until completion of the work.

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Judy E. Bergtraum, Esq.
SECONDER:	Robert Santos, Esq.
AYES:	Koerner, Esq., Bergtraum, Esq., Santos, Esq., Rodriguez, Esq., Sadowsky, Esq.
EXCUSED:	Matthew M. Gorton, Eli Shapiro, Ed. D, LCSW, Earl G. Simons, Ed. D., Lydon Sleeper O'Connell

B. Report Items

1. Personnel Report - November 2018 (ID # 1893)

RESULT:	PRESENTED
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2. Personnel Report - December 2018 (ID # 1907)

RESULT:	PRESENTED
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III. Adjournment

1. Motion to Adjourn (ID # 1911)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

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RESULT:	RECOMMENDED [Unanimous]
MOVER:	Michael E. Rodriguez, Esq.
SECONDER:	Robert Santos, Esq.
AYES:	Koerner, Esq., Bergtraum, Esq., Santos, Esq., Rodriguez, Esq., Sadowsky, Esq.
EXCUSED:	Matthew M. Gorton, Eli Shapiro, Ed. D., LCSW, Earl G. Simons. Ed. D, Lydon Sleeper O'Connell

The meeting was closed at 6:23 PM.

Committee Chair