

**QUEENS LIBRARY
BOARD OF TRUSTEES
THURSDAY, JUNE 27, 2019**

Central Library
89-11 Merrick Boulevard, Jamaica, NY 11432

AGENDA

7:15 PM BOARD OF TRUSTEES REGULAR MEETING

I. Roll Call

II. Approval of BOT Minutes

1. Approval of Minutes of the Board of Trustees Meeting (ID # 2019)

III. Report of the Chairman of the Board

IV. Committee Reports

A. Labor Relations Committee - June 27, 2019

1. Approval of Labor Relations Committee Report (ID # 2015)

B. Buildings & Grounds Committee - June 27, 2019

1. Approval of the Building & Grounds Committee Report (ID # 2016)

C. Executive Committee - June 27, 2019

1. Approval of the Executive Committee Report (ID # 2017)

D. Finance & Investments Committee - June 27, 2019

1. Approval of Finance and Investments Committee Report (ID # 2018)

V. President's Report

1. Key Performance Indicators Report - May 2019 (ID # 2014)

VI. Other Business

1. Election of New Members to Queens Library Foundation Board of Directors (ID # 2037)
2. Approval of the Queens Library Foundation Fiscal Year 2020 Budget (ID # 2040)
3. Committee Assignments (ID # 2005)

VII. Adjournment

1. Motion to Adjourn (ID # 2013)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 27, 2019

ITEM ID #: 2019

AGENDA: Approval of Minutes of the Board of Trustees Meeting

Recommended Motion for Consideration:

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 27, 2019

ITEM ID #: 2015

AGENDA: Approval of Labor Relations Committee Report

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.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 27, 2019

ITEM ID #: 2016

AGENDA: Approval of the Building & Grounds Committee Report

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.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 27, 2019

ITEM ID #: 2017

AGENDA: Approval of the Executive Committee Report

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.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 27, 2019

ITEM ID #: 2018

AGENDA: Approval of Finance and Investments Committee Report

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.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 27, 2019

ITEM ID #: 2014

AGENDA: Key Performance Indicators Report - May 2019

Attachments:

Key Performance Indicators Report - May 2019 (PDF)

President's Report: May 2019

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Arverne	19,621	11.72%	7,904	-6.18%	863	-44.29%	3,815	96.24%	
Astoria	8,120	23.87%	6,422	-12.35%	595	-74.63%	840	-0.47%	
Auburndale	11,629	-3.20%	6,046	0.28%	1,392	85.35%	3,171	65.41%	
Baisley Park	186	-96.17%	0	-100.00%	0	-100.00%	0	-100.00%	1
Bayside	22,943	-1.92%	13,480	7.81%	1,510	-1.56%	4,904	22.20%	
Bay Terrace	7,231	-7.69%	6,365	-10.04%	727	19.38%	1,741	79.67%	
Bellerose	8,916	-3.84%	7,873	1.12%	831	33.17%	2,915	15.17%	1,2
Briarwood	9,686	-16.43%	10,138	0.43%	2,365	-15.38%	3,157	-50.44%	
Broadway	14,476	4.42%	19,997	6.84%	5,628	165.72%	7,873	11.85%	
Broad Channel	5,426	-0.75%	1,856	12.48%	87	117.50%	436	754.90%	
Cambria Heights	4,589	0.31%	14,928	-6.04%	4,144	-8.50%	778	-35.11%	
Corona	11,221	-20.32%	18,571	-13.49%	3,518	7.19%	2,210	-58.25%	
Court Square	6,910	3.40%	8,282	-0.42%	1,756	18.73%	2,266	195.05%	
Douglaston	8,564	-4.98%	7,869	2.86%	1,926	527.36%	4,853	497.66%	
East Elmhurst	25	-99.19%	0	-100.00%	0	-100.00%	0	-100.00%	1,2
East Flushing	7,583	-14.93%	6,645	3.78%	1,328	26.72%	1,217	17.36%	
Elmhurst	40,602	-14.69%	40,157	19.24%	2,638	87.76%	15,639	66.59%	
Far Rockaway	3,479	-50.89%	6,651	-40.88%	885	-38.41%	1,118	-66.23%	1
Forest Hills	28,482	-1.24%	24,634	-1.31%	3,175	-13.68%	17,950	28.78%	
Fresh Meadows	33,851	-8.50%	17,623	6.00%	1,748	-3.05%	7,730	25.96%	
Glen Oaks	21,103	-8.85%	16,086	0.42%	8,248	3.57%	11,674	42.63%	
Glendale	3,572	89.70%	5,453	94.75%	547	610.39%	565	606.25%	1,2
Hillcrest	12,597	-0.40%	8,604	-1.41%	743	9.43%	7,010	138.60%	
Hollis	5,593	-7.43%	7,595	1.89%	857	-13.43%	1,602	31.64%	
Howard Beach	7,485	-2.45%	6,647	5.11%	1,064	7.26%	3,555	-23.53%	
Jackson Heights	24,484	-9.35%	29,192	-5.41%	3,482	33.56%	5,212	77.76%	
Kew Gardens Hills	23,475	-16.73%	16,448	-3.01%	1,002	-20.03%	2,367	-32.58%	2
Langston Hughes	5,367	5.40%	11,780	11.22%	3,568	192.70%	2,682	70.83%	
Laurelton	4,500	-17.13%	8,541	5.31%	2,704	37.89%	3,308	27.48%	
Lefferts	7,676	-8.43%	10,337	-5.87%	938	-33.19%	5,612	20.17%	
Lefrak City	6,361	0.08%	10,718	0.55%	1,194	26.48%	1,071	-72.66%	
Long Island City	7,290	1.73%	9,688	-9.73%	2,033	-17.12%	4,882	33.17%	
Maspeth	12,998	-7.26%	9,605	-3.64%	1,712	74.52%	4,090	50.81%	
McGoldrick	10,004	-3.40%	10,440	31.70%	1,339	14.84%	3,818	75.14%	2
Middle Village	6,497	6.77%	3,953	7.33%	690	96.02%	1,070	6.15%	
Mitchell-Linden	15,712	-9.13%	12,257	-5.51%	1,662	9.27%	4,777	70.24%	
North Forest Park	10,679	-1.54%	7,265	-4.16%	1,139	260.44%	966	-22.47%	
North Hills	8,250	-7.11%	7,675	-18.84%	961	-15.70%	1,255	-28.41%	1
Ozone Park	6,772	-14.68%	9,321	-2.35%	708	-50.80%	965	86.65%	

President's Report: May 2019

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Peninsula	13,788	-7.42%	13,345	10.58%	1,440	108.09%	2,316	58.30%	
Pommonok	5,715	-11.93%	6,600	-5.84%	1,824	-8.48%	1,588	317.89%	
Poppenhusen	6,565	-9.49%	5,609	25.62%	1,099	30.52%	1,180	-16.19%	
Queensboro Hill	7,658	-8.41%	11,232	-10.62%	1,718	-39.95%	1,216	-8.98%	
Queens Village	5,621	-8.23%	6,919	-4.28%	2,572	-13.11%	1,098	-20.38%	
Rego Park	14,135	-2.37%	15,258	4.29%	965	-0.92%	1,201	-45.41%	
Richmond Hill	8,899	0.53%	9,234	1.38%	6,713	10.89%	4,307	17.55%	
Ridgewood	10,660	-10.31%	21,048	-9.98%	3,008	-39.33%	3,992	15.21%	
Rochdale Village	5,314	0.04%	11,149	2.77%	745	-7.11%	1,962	5.09%	
Rosedale	4,001	-8.19%	5,911	-22.68%	610	-28.82%	3,056	15.76%	1
Seaside	6,146	-17.49%	6,929	25.78%	883	-41.91%	3,695	131.95%	
South Hollis	4,089	-11.93%	9,170	0.61%	1,331	-2.63%	5,312	33.00%	
South Jamaica	2,761	714.45%	5,716	285700.00%	785	163.42%	1,494	X	1,2
South Ozone Park	1,602	-70.23%	586	-89.79%	23	-96.05%	257	-81.05%	1
St. Albans	4,198	-3.52%	6,697	-21.46%	678	-19.57%	992	43.98%	1
Steinway	1,284	-92.18%	0	-100.00%	0	-100.00%	0	-100.00%	1
Sunnyside	15,398	-6.17%	16,213	-8.17%	1,933	20.36%	7,846	65.07%	
Whitestone	10,413	-1.47%	7,597	4.86%	3,044	113.61%	8,420	66.50%	2
Windsor Park	12,901	5.25%	11,517	10.44%	1,760	170.77%	2,738	23.78%	
Woodhaven	9,175	-11.93%	9,550	-9.22%	2,260	-0.96%	2,361	51.64%	
Woodside	9,630	4.53%	12,865	-2.78%	2,395	-16.84%	3,802	0.50%	2
Community Libraries Total	613,911	-9.61%	620,191	-4.66%	105,493	4.22%	207,927	19.51%	
Central Library Adult Learning Center	63	-77.01%	N/A	N/A	350	3.55%	N/A	N/A	4
Elmezzi LIC Adult Learning Center	107	-62.59%	3,267	-42.53%	31	-94.88%	N/A	N/A	
Elmhurst Adult Learning Center	206	-18.90%	N/A	N/A	1,396	-7.61%	N/A	N/A	4
Flushing Adult Learning Center	406	-16.46%	9,649	4.82%	2,565	50.44%	1,433	62.84%	
Jackson Heights Adult Learning Center	97	2.11%	N/A	N/A	1,265	-33.77%	4	-73.33%	4,5
Peninsula Adult Learning Center	59	7.27%	N/A	N/A	2,419	16.02%	N/A	N/A	4
Rochdale Adult Learning Center	84	-20.75%	N/A	N/A	1,181	35.90%	0	N/A	4
Steinway Adult Learning Center	3	0.00%	N/A	N/A	N/A	N/A	N/A	N/A	4,5
Adult Learning Center Total	1,025	-34.25%	12,916	-13.26%	9,207	2.03%	1,437	60.56%	
Central Adult Fiction	5,614	-16.41%							
Central Adult Fiction - Ask at Desk	2,678	-5.57%							
Central Adult Non-Fiction	14,617	-6.15%							
Central Adult Non-Fiction - Ask at Desk	7,495	-5.76%							
Central International Languages	1,278	13.60%							
Central International Languages - Ask at Desk	250	-0.79%							

Attachment: Key Performance Indicators Report - May 2019 (2014 : Key Performance Indicators Report -

President's Report: May 2019

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Central Library Current Collection	2,984	-31.35%							
Central Library Fine Arts/Media Center	24,029	-26.30%							
Central Library Others	7,201	7.21%							
Central Library Hot Picks	3,191	-35.19%							
Central Library Interloan	159	84.88%							
Central Library Job Info Center	169	13.42%							
Central Library Young Adult Room	3,470	-16.41%							
Children's Library Discovery Center	15,072	-16.57%	24,766	-5.15%	3,019	46.55%	3,533	12.77%	
Central Total	85,283	-16.73%	111,885	-5.96%	8,337	-12.08%	29,012	4.77%	3

Flushing	59,507	-15.35%							
Flushing IRC	838	-25.78%							
Flushing Job Info Center (JIC)	22	-48.84%							
Flushing Media Center	23,263	22.90%							
Flushing Total	83,630	-7.48%	137,874	-2.13%	14,926	-1.46%	28,609	9.74%	

E-book and E-Magazines	63,321	28.82%							
Virtual Music and Movies	57,918	37.91%							
Virtual Library Total	121,239	33.01%							
Langston Hughes Black Heritage	545	1.30%							
Queens Village Mail-A-Book	4,307	-3.21%							
Mobile Library	2,228	133.05%							
Correctional Outreach	574	-13.94%							
Miscellaneous Other	2,340	137.32%							
Miscellaneous Total	70,514	27.91%							

	1,022	-13.39%	570	X
	408	-20.93%	N/A	X
	426	-34.46%	190	X

System Total	912,306	-6.02%	888,757	-4.89%	138,712	1.39%	265,548	16.60%	
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Website Visits	460,619	-20.96%							
Wireless use	44,938	24.99%							
Computer Sessions	227,209	-3.77%							

Notes:

- 1 - Library closed for renovation or extended emergency during a portion of the current fiscal year.
- 2 - Library closed for renovation or extended emergency during a portion of last fiscal year.
- 3 - Central Library partially closed during renovation in last fiscal year.
- 4 - ALCs are not in separate area - accurate gate count not possible
- 5 - Steinway ALC moved to Jackson Heights ALC

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 27, 2019

ITEM ID #: 2037

AGENDA: Election of New Members to Queens Library Foundation Board of Directors

Background:

The Queens Library Foundation (the “Foundation”) Board of Directors elect new directors, subject to the approval of the Queens Borough Public Library’s Board of Trustees. In particular, pursuant to Article III§1 of the Foundation’s bylaws, “The Board of Directors shall consist of Members, as elected by the Board of Directors, and as approved by a majority of the Board of Trustees of the Queens Library.”

Current Status:

The Foundation Board of Directors has elected Judith E. Bergtraum, Esq. and Robert D. Santos, Esq. to the Class of 2022. Their election was approved by the Foundation Board of Directors at its meeting held on June 19, 2019.

Their biographies are attached.

Pursuant to the Foundation’s bylaws, as described above, the election of Ms. Bergtraum and Mr. Santos is subject to the approval of the Library Board of Trustees.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Library Board of Trustees approve the election of Judith Bergtraum, Esq. and Robert Santos, Esq. to the Class of 2022 of the Queens Library Foundation Board of Directors.

Attachments:

Judy Bergtraum - Bio (PDF)

Robert Santos - Bio (PDF)

Judith E. Bergtraum, Esq.

Judith Bergtraum has served as CUNY's Vice Chancellor of Facilities Planning, Construction and Management since 2014. In her current capacity, she oversees a five-year capital construction budget of over \$3 billion and manages CUNY's \$97 million real estate portfolio across the University system's 25 schools throughout the five boroughs. Ms. Bergtraum is responsible for the design, programming, and construction of campus and central office facilities and coordination of the University's state of good repair program. She oversees the capital budget request process, financial management, and procurement operation required for administration of capital projects. She also continuously consults with college presidents, the Board of Trustees, DASNY, and city and state agencies for the advancement of CUNY's capital program.

Previously, she served as First Deputy Commissioner at the New York City Department of Transportation and, before that, as Deputy Commissioner, Performance and Management Accountability. As First Deputy, Ms. Bergtraum managed 4,500 staffers and a \$450 million expense and \$1.5 billion capital budget. During her tenure at DOT she was a juror on the City Lights Competition.

She held three management posts with the city's Department of Citywide Administrative Services: Deputy Commissioner, Division of Municipal Supply Services; First Assistant Commissioner, Division of Municipal Supply Services; and Assistant Commissioner, Strategic Planning. In the Mayor's Office of Operations, she was Assistant Director, Project Management and Productivity; and Assistant Director, Citywide Services.

Ms. Bergtraum was also deeply involved with the city's public education system, starting as an elementary and special education teacher, before moving into administrative posts in special education with the former Board of Education. She was also an elected member of Community School Board 25 in Queens and president of Community Education Council District 25. She has served on the Mayor's Panel for Education Policy. She is a member of the Society for College and University Planning, as well as the Queens Borough Public Library board. She is also a member of the Board of the University Prep Charter High School in the Bronx.

Ms. Bergtraum has a bachelor's degree from the State University of New York, a master's in special education from Boston University, and a JD degree from Brooklyn Law School.

Robert D. Santos, Esq.

Robert Santos is the former Vice President for Campus Planning and Facilities Management at City College of New York, overseeing all phases of facilities planning and capital projects on the CCNY campus and having managerial responsibility for Physical Plant Services and Environmental Health and Safety.

Mr. Santos has had a long, wide-ranging career in higher education, cultural institutions, municipal government and construction. He was the Vice President and Chief Operations Officer of The New York Public Library and also worked as Chief Administrative Officer at Adelphi University in Garden City, NY. Prior to that, Mr. Santos was an Assistant Vice President with Lehrer McGovern Bovis, Inc., where he served as a project executive on assignments worth almost a quarter billion dollars for several New York City municipal agencies. Mr. Santos has held several positions in New York City government, including service as an Assistant Commissioner of the Department of Housing Preservation and Development, Executive Director of the Flushing Meadows – Corona Park Development Corporation, and Deputy Commissioner for Operations at the Department of Parks and Recreation.

Mr. Santos is also a highly decorated veteran of the Vietnam War, serving as a platoon leader with the 101st Airborne in South Vietnam and earning numerous medals, including a Purple Heart, two Silver Stars, two Bronze Stars for valor, and an Army Commendation Medal with "V" device. Mr. Santos is very active in the veteran community and his personal experiences have been incorporated into a number of books, including *Everything We Had* by Al Santoli. As the co-chairman for the Memorial Committee of the New York Vietnam Veterans Memorial Commission, Mr. Santos managed the site selection process, the design competition and the construction of the New York Vietnam Veterans Memorial at 55 Water Street, organized and directed a team of editors in the production of the anthology *Dear America: Letters Home from Vietnam* (published May 1985), and negotiated the contract rights with HBO for a documentary based on the book (released in 1988). He established a public trust to maintain a public memorial in perpetuity with the Municipal Art Society of New York with revenues generated by the sale of the book and the film. Mr. Santos currently sits on the Board of Directors of the Friends of the Vietnam Veterans Plaza.

Mr. Santos serves on several boards, including those of the Queens Borough Public Library, the Build NYC Resource Corporation, and the New York City Industrial Development Agency.

A resident of Sunnyside Gardens, Queens, Mr. Santos holds a B.A. from SUNY Old Westbury and a J.D. from University of Michigan Law School.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 27, 2019

ITEM ID #: 2040

AGENDA: Approval of the Queens Library Foundation Fiscal Year 2020 Budget

Background:

The Queens Library Foundation (Foundation) operating costs are generally paid from the Foundation's General Fund Budget for Other Than Personal Services costs.

Revenues include interest income on all Foundation cash balances.

The operating budget approved by the Foundation Board of Directors must also be approved by the Library Board of Trustees, in accordance with the Foundation bylaws.

Current Status:

All individual contributions, foundation and corporate grants, endowments and revenue generated by fundraising events will be recorded by the Foundation. Government grant revenue will be recorded by the Library.

The attached document provides a detailed review of the FY2020 QLF General Fund Budget. Estimated revenues total \$1,762,743. Proposed appropriations equal \$1,762,743.

Recommended Motion for Consideration:

I move that the Board of Trustees approve the adoption of the FY2020 General Fund Budget as detailed in the Fiscal Year 2020 Queens Library Foundation General Fund Budget document dated June 19, 2019.

Attachments:

QLF Board FY2020 Budget (PDF)

FISCAL YEAR

2020

QUEENS LIBRARY FOUNDATION

GENERAL FUND BUDGET

June 19, 2019

Queens Library Foundation FY20 Operating Budget

	2020
Revenues, Gains and Other Support	
Contributions from individuals, corporations, and foundations, including unconditional promises to give	\$ 1,761,743
In-kind contributions from Library	-
Sundry	-
Interest and Dividend Income	1,000
Total Revenues, Gains, and Other Support	1,762,743
Expenses	
Salaries	931,819
Fringe Benefits	368,317
Contractual and Services	239,000
Contractual and Services - Accounting & Banking	32,357
Contractual and Services - Advertising	135,000
Supplies, Equipment and Furniture	3,000
Special Events	3,000
Conferences	10,000
Travel	250
Information Technology	40,000
Grants to QBPL	-
Total Expenses	1,762,743
 Change in Net Assets Before Other Items	 \$ -

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 27, 2019

ITEM ID #: 2005

AGENDA: Committee Assignments

Recommended Motion for Consideration:

I move that the Board of Trustees approve the committee assignments as presented:

Attachments:

Committee Assignments - June 27, 2019 (PDF)

**QUEENS BOROUGH PUBLIC LIBRARY
BOARD OF TRUSTEES - COMMITTEE ASSIGNMENTS (as of June 27, 2019)**

<p align="center"><u>Executive Committee</u> (at least 7 members; 2 selected by BOT)</p> <p>Judy Bergtraum, Esq., Committee Chair <i>[Immediate Past Chair of BOT]</i> Haeda Mihaltses <i>[Current Chair of BOT]</i> Robert Santos, Esq. <i>[Current Officer of BOT]</i> Lydon Sleeper-O’Connell <i>[Current Officer of BOT]</i> Earl G. Simons, Ed.D. <i>[Current Officer of BOT]</i> Eli Shapiro, Ed.D, LCSW <i>[Current Officer of BOT]</i> James Haddad, Esq. <i>[Selected by BOT]</i> Matthew Gorton <i>[Selected by BOT]</i></p> <p>Quorum: 5</p>	<p align="center"><u>Audit Committee</u> (at least 3 members)</p> <p>Carl Koerner, Esq., Committee Chair Judy Bergtraum, Esq. Haeda Mihaltses, Esq. George Russo, Esq. Michael Rodriguez, Esq. Theresa Thomson</p> <p>Quorum: 4</p>	<p align="center"><u>Buildings and Grounds Committee</u> (at least 3 members)</p> <p>Julissa Gutierrez, Committee Chair Judy Bergtraum, Esq. Pauline Healy Andrew Jackson James Haddad, Esq. Robert Santos, Esq. Michael Rodriguez, Esq. Earl G. Simons, Ed.D. Theresa Thomson</p> <p>Quorum: 5</p>
<p align="center"><u>Finance & Investments Committee</u> (at least 3 members)</p> <p>Lydon Sleeper-O’Connell, Committee Chair <i>[Current Treasurer of BOT]</i> Eli Shapiro, Ed.D, LCSW. Matthew Gorton Haeda Mihaltses James Haddad, Esq. Edward Sadowsky Andrew Jackson Earl G. Simons, Ed.D. Deborah King</p> <p>Quorum: 5</p>	<p align="center"><u>Labor Relations Committee</u> (at least 3 members)</p> <p>George Russo, Esq., Committee Chair Judy Bergtraum, Esq. Carl Koerner, Esq. Matthew Gorton Pauline Healy Deborah King</p> <p>Quorum: 4</p>	<p align="center"><u>Nominating Committee</u> (5 members selected in November)</p> <p>, Committee Chair <i>[Selected by Chair]</i> <i>[Selected by Chair]</i> <i>[Selected by BOT]</i> <i>[Selected by BOT]</i> <i>[Selected by BOT]</i></p> <p>Quorum:</p>

Attachment: Committee Assignments - June 27, 2019 (2005 : Committee Assignments)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 27, 2019

ITEM ID #: 2013

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.