

QUEENS LIBRARY
EXECUTIVE COMMITTEE
THURSDAY, MAY 16, 2019
MINUTES

A meeting of the Executive Committee was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, May 16, 2019. The meeting was called to order at 7:36 PM by Committee Chair, Judy E. Bergtraum, Esq.

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Judy E. Bergtraum, Esq.	Committee Chair	Present	
Matthew M. Gorton	Board Member	Present	
James M. Haddad, Esq.	Board Member	Present	
Haeda Mihaltses	Chair of the Board	Present	
Robert Santos, Esq.	Board Member	Present	
Eli Shapiro, Ed. D., LCSW.	Board Member	Present	
Earl G. Simons, Ed. D	Board Member	Present	
Lydon Sleeper O'Connell	Board Member	Present	

II. AGENDA

A. Action Item(s)

1. Cell-Ed, Inc. for Digital Classroom Language and Literacy Instruction (ID # 1995)

Gitte Peng, Chief of Staff, presented a request for approval of a contract the Foundation seeks to enter with Cell-Ed, Inc. for a mobile learning platform to be used in digital language and literacy instruction for a term of one year at a cost of \$69,000. Funding is being provided through a grant from the Elmezzi Foundation to launch a “Digital Classroom” for adult language and literacy instruction. The Cell-Ed licenses will enable the Library’s Adult Learning Centers to support up to 1,500 learners, who will be able to access the Digital Classroom at any time and from any location on their phones, tablets, or computers - an important model for adult learning.

Students will benefit from self-paced and self-directed learning. Staff will be trained to track and report on progress of students. New York State’s Office for New Americans and other organizations have used Cell-Ed’s services effectively.

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 enter into an agreement with Cell-Ed, Inc. at the estimated cost of \$69,000 for digital classroom language and literacy instruction for a one-year period.

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Haeda Mihaltses
SECONDER:	Robert Santos, Esq.
AYES:	Bergtraum, Esq., Gorton, Haddad, Esq., Mihaltses, Santos, Esq., Shapiro, Ed. D., LCSW, Simons, Ed. D, O’Connell

2. Annual Report for Library Systems and Annual Report for Public & Association Libraries (ID # 2004)

Gitte Peng, Chief of Staff, complimented Alex Rosa, Consultant, for her work on the completion of two New York State annual compliance reports, which involved the reporting of data by departments across the organization. The two reports require Board approval prior to submission to the State. Ms. Rosa explained that the reports include data on a broad range of performance

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indicators and are required in order to receive State funding. Last year, the Library received more than \$7 million in State funds through this process. Overall, the reports show that Queens Public Library continues to deliver on its mission. Ms. Rosa discussed some of the key performance indicators.

Mr. Walcott emphasized the importance of collecting data and using data strategically and mentioned the need for a strategic initiatives department that could focus on this work.

Recommended Motion for Consideration by the Executive Committee:

I move that the Executive Committee recommend to the Board of Trustees, acceptance of the Queens Borough Public Library's Annual Report for Library Systems and Annual Report for Public and Association Libraries.

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Judy E. Bergtraum, Esq.
SECONDER:	Lydon Sleeper O'Connell
AYES:	Bergtraum, Esq., Gorton, Haddad, Esq., Mihaltses, Santos, Esq., Shapiro, Ed. D., LCSW, Simons, Ed. D, O'Connell

B. Report Item(s)

1. Personnel Report - April 2019 (ID # 1991)

RESULT:	PRESENTED
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2. Personnel Report - March 2019 (ID # 1958)

RESULT:	PRESENTED
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III. ADJOURNMENT

1. Motion to Adjourn (ID # 1996)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Haeda Mihaltses
SECONDER:	Earl G. Simons, Ed. D.
AYES:	Bergtraum, Esq., Gorton, Haddad, Esq., Mihaltses, Santos, Esq., Shapiro, Ed. D. LCSW, Simons, Ed. D, O'Connell

The meeting was closed at 7:54 PM.

Committee Chair