

**THE QUEENS BOROUGH PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**THURSDAY, FEBRUARY 25, 2016**  
**MINUTES**

A meeting of the Board of Trustees was held in the Hon. Robert T. Groh Board Room of the Central Library, 89-11 Merrick Boulevard, Jamaica, New York, Thursday, February 25, 2016 at 7:00 p.m.

**PRESIDING:** Carl Koerner, Esq., Chairman of the Board

**PRESENT:** Adrienne Adams  
Hon. Augustus Agate  
Martha Baker  
Judy E. Bergtraum, Esq., Vice Chair  
Maria Concolino  
Lenore R. Gall, Ed.D  
Matthew Gorton (*arrived at 7:25 p.m.*)  
Julissa Gutierrez  
James Haddad, Esq.  
Jukay Hsu  
Haeda Mihaltses  
John Ottulich  
Michael E. Rodriguez, Esq., Treasurer  
Edward Sadowsky, Esq.  
Robert Santos, Esq.  
Eli Shapiro, Ed.D, LCSW  
Earl G. Simons, Ed.D, Assistant Treasurer  
Gabriel Taussig, Esq.  
  
Mayor, Hon. Bill de Blasio, Ex-officio  
    Represented by: Lydon Sleeper-O'Connell (*arrived at 7:06 p.m.*)  
  
Public Advocate, Hon. Letitia James, Ex-officio  
    Represented by: Larry Schimmel  
  
Comptroller, Hon. Scott M. Stringer, Ex-officio  
    Represented by: Jimmy Yan (*arrived at 8:05 p.m.*)  
  
Speaker, Hon. Melissa Mark-Viverito, Ex-officio  
    Represented by: Eve Cho Guillergan, Esq.  
  
Borough President, Hon. Melinda Katz, Ex-officio  
    Represented by: Elisa Velazquez, Esq. and Angelina Martinez-Rubio  
  
Bridget Quinn-Carey  
    Interim President and Chief Executive Officer  
  
Lewis Finkelman, Esq.  
    General Counsel

**II. MINUTES: BOARD OF TRUSTEES MEETING – January 28, 2016**

It was moved by Judge Agate that the minutes of the Board of Trustees meeting of January 28, 2016 be approved as submitted. The motion was seconded by Mr. Taussig.

The Chairman of the Board introduced Angelina Martinez-Rubio, the newly appointed Board representative for the Queens Borough President and thanked Elisa Velazquez for her service on the board.

**III. SEARCH COMMITTEE REPORT**

Ms. Bergtraum, Chair of the Search Committee which is comprised of Trustees Bergtraum, Gall, Mihaltses, Rodriguez, Sadowsky, Santos and Simons, reported on the number of candidates who applied for the position of President and CEO through the search consultant, SpencerStuart, and outlined the areas from which the candidates came and provided a breakdown of the number of candidates from each area (librarianships, government, higher education, subject matter (foundation leaders) and non-profits).

**AT 7:07 P.M., IT WAS MOVED BY MR. SADOWSKY THAT THE MEETING MOVE INTO EXECUTIVE SESSION TO DISCUSS THE CANDIDATES RECOMMENDED BY THE SEARCH COMMITTEE. THE MOTION WAS SECONDED BY JUDGE AGATE. THE MOTION PASSED UNANIMOUSLY.**

All staff were asked to leave the meeting. At 8:45 p.m. General Counsel was asked to join the meeting.

**AT 9:45 P.M., A MOTION WAS MADE TO MOVE OUT OF EXECUTIVE SESSION. THE MOTION WAS SECONDED AND PASSED UNANIMOUSLY.**

**IV. REPORT OF THE CHAIRMAN OF THE BOARD:**

The Chairman of the Board presented his report:

The Chairman of the Board reported that a new software solution for board documents will be implemented in April/May. The Library will provide Trustees with a library tablet device, if requested, or a Trustee may use his or her own personal device. Bridget will send out a communication.

The Chairman of the Board reported that the current system for providing car service to trustees to board meetings and outside meetings is very staff time intensive and expensive. Trustees will receive a memo on this outlining the options which are very simple – sign up for the Library’s corporate Uber account; or arrange for car service individually and submit a receipt for reimbursement.

**V. COMMITTEE REPORTS**

***AT THE BOARD MEETING, MR. SADOWSKY MOVED THAT THE REPORTS OF THE COMMITTEES HELD EARLIER THIS EVENING (BUILDINGS AND GROUNDS, EXECUTIVE, FINANCE & INVESTMENTS AND LABOR RELATIONS), BE APPROVED AS PRESENTED. THE MOTION WAS SECONDED BY MR. HADDAD. THE MOTION PASSED WITH TRUSTEE OTTULICH OPPOSING.***

**IV. INTERIM PRESIDENT'S REPORT**

**1. Interim President's Report**

The Interim President presented her report which included Key Accomplishments from September 2014 to the present (see attached).

**2. External Meetings and Outreach Activities – January 22, 2016 – February 19, 2016**

The Interim President presented the attached External Meetings and Outreach Activities from January 22, 2016 – February 19, 2016.

**3. Key Performance Indicators – January 2016**

The Interim President presented the attached reports of key performance indicator statistics for January 2016.

The Interim President announced that Kelvin Watson is the recipient of ALA's first Ernest diMattia Jr. Award for Innovation and Service to Community and the Profession. The award will be presented at ALA's Annual Conference in Orlando.

**IT WAS MOVED BY JUDGE AGATE THAT THE MEETING BE ADJOURNED. THE MOTION WAS SECONDED BY MR. SANTOS. THE MOTION PASSED UNANIMOUSLY.**

There being no further business, the meeting adjourned at 10:12 p.m.

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Robert Santos, Esq.  
Secretary

*Enclosures (4)*

- 1) (a) *Key Accomplishments – September 2014-Present*  
(b) *Report of the Interim President and CEO*
- 2) *External Meetings and Outreach Activities – January 22, 2016 – February 19, 2016*
- 3) *Key Performance Indicators – January 2016*
- 4) *Buildings and Grounds Committee Report – February 25, 2016*
- 5) *Executive Committee Report – February 25, 2016*
- 6) *Finance & Investment Committee Report – February 25, 2016*
- 7) *Labor Relations Committee Report – February 25, 2016*

## **KEY ACCOMPLISHMENTS SEPTEMBER, 2014 - PRESENT**

Queens Library has consistently served the community with outstanding library resources. In the past 18 months, significant improvements and enhancements in governance, employee relations, public services and programs have been introduced, despite a challenging environment and reduced executive team. Significant accomplishments during this time of Interim Executive Leadership include expansion of public service hours to six days a week, a transformed organizational culture and high staff morale, improved fundraising from public and private sources and a focus on performance and outcomes. Queens Library has received renewed expressions of confidence from public and private funders and key stakeholders at local, state and federal levels. This has been accomplished in an environment of sudden and rapid changes in leadership and management.

Key Accomplishments:

### ***PUBLIC SERVICE METRICS***

- Service hours increased 8.6% in FY 15, to six days a week borough wide.
- Circulation is trending upward thanks to revitalized collections and increased hours. At 13.6 million in FY 15, circulation is projected to increase to 16 million by the end of FY 16 and 16.5 million in FY 17.
- Queens Library now has 7,500 public computing access points for customers.
- **Program attendance is trending to increase 11% between FY14 and FY16, and is projected to grow another 11% to 1 million attendees by FY 17.**
- We have recommended revised public service metrics to the Mayor’s Office to better reflect the impact of our services and programs. In the 21<sup>st</sup> century, libraries’ performance should be measured by more than the number of books they lend.
- We have put new procedures in place to objectively evaluate many of our highly visible programs, such as STACKS (after school enrichment), Kick-off to Kindergarten, library-based pre-kindergarten and adult literacy/ESOL with an eye toward establishing return-on-investment measures and dashboards for all library programs.

### ***CAPACITY BUILDING***

- Queens Library’s strategic plan being updated to reflect updated goals for the 2016 playbook. Staff and external stakeholders engaged with priorities for Powerful People, Powerful Programs, Powerful Partners and Powerful Places. Planning for the next 3-year strategy cycle (2017-2020) will begin in FY16.
- Relationships with elected officials on the City, State and local levels have been greatly improved. Elected officials are regularly informed about library matters and how it will impact their constituencies. Operating and capital investments have increased at City and State levels.

- New legislative counsels to represent the library on the City and State level were retained.
- The Revson Foundation has granted Queens Library \$171,000 over the past two years to strengthen support from grassroots advocacy.
- Relationships with the collective bargaining units that represent library staff have been significantly improved. Several forward-facing initiatives that benefit staff and customers have been implemented and introduced in the past 18 months. See Powerful People for details.
- Software to streamline preparation of Board packets and documents is in the process of implementation. This will streamline agenda and report preparation, review and dissemination between staff, Board committees and all Trustees. Impact: more accurate documents distributed more effectively and efficiently.
- **Automated time and leave recording for all employees is moving forward and will be implemented at the start of FY17 to replace the current paper-based process. Impact: many thousands of labor-hours saved each year, formerly spent manually checking, verifying, manually doing arithmetic and approving monthly time sheets for 1,700 staff members.**
- ‘Floating collections’ have been implemented, which saves time and shipping resources and gets materials into the hands of customers much more quickly. When an item is borrowed from one library and returned to a different one, it is not transported “home,” but re-lent in situ. Library materials circulate more quickly, are spending less time in transit, and are being borrowed more often.
- The collection of e-books and e-content, in high demand by customers, is being increased. Many more non-English language titles are being added.
- Purchasing of non-English library collections has been streamlined by re-locating the function to the Collection Development Department, rather than through the New Americans Program. Language selection committees continue to assist with this process to ensure robust and well-curated collections.
- The procedures for sending books that are no longer needed for the library’s collections have been simplified. The new procedure requires less hands-on involvement from library staff and maximizes the revenue Queens Library nets from the resale of de-accessioned materials.
- A branding audit and update has been completed to insure that our marketing and fundraising efforts are maximized. Brand standards have been identified and shared with staff throughout the organization.
- The library’s Volunteer Services program has been upgraded to be more professional and more productive. Volunteers extend the work of the library’s regular staff and are the backbone of the Adult Learning Program. Volunteer intake is now available online. More training is available for staff who work with volunteers, and with the volunteers themselves. A greater effort is made to match skills with needs.

### ***LIBRARY FUNDING***

- **City operating funding in FY 16 increased by \$12.3 million.**
- Capital funding from New York City totaled \$35.17 in FY '16 vs. \$21 million total funding in FY '14. Borough President Katz allocated \$14 million, the most the Borough President's office has allocated in a single year.
- Operating aide from New York State increased by 4% in FY 16. Queens Library sent four busloads of library advocates – the largest local delegation – to Albany to speak with their elected representatives directly, in support of library funding.
- Capital funding from New York State in FY 16 increased to \$2.335 million.
- In FY 16, Queens Library received \$300,000 through the NYC participatory budget process for capital improvements to libraries. We will participate in several districts in FY '17.
- **Processing of NY State Assembly grants of approximately \$3 million were held up for 18 months pending resolution of questions regarding Queens Library's governance and financial controls. After working arduously with the Assembly Ways and Means staff, legislators and DASNY, the money was released for payment to the library in Jan. 2016.**
- The Board of Directors of the Queens Library Foundation has been re-vitalized, with new members from the Queens business community.
- Grant funds secured for the first half of FY16 exceed the total amount secured in FY15. In addition, a new grant for \$500,000 is anticipated in Q3, FY16.
- Individual giving in FY 15 to the Queens Library Foundation increased 42% over FY 14.
- Major gifts to the Queens Library Foundation increased from \$46,000 in FY 14 to \$172,000 in FY 15. It is projected to increase to \$200,000 in FY 16.
- The Queens Library Foundation participated in Giving Week, a national philanthropic event, for the first time in FY 15. It goes a long way toward bringing Queens Library's needs to the attention of grassroots donors.

### ***POWERFUL PEOPLE***

- The library's leadership team was restructured, including changes in key leadership positions in human resources, general counsel, IT, capital and facilities management, and government and community affairs.
- Recruited and hired more than 100 new staff in FY 16 to provide six-day service.
- Instituted robust new-hire orientation and training, so all new staff are qualified to provide first-rate customer service in a busy and diverse environment.
- **Ended contracted cleaning at libraries and hired in-house, union-represented staff. This required a large-scale re-vamp of all staffing and cleaning procedures in all locations.**

- **In cooperation with Local 1321 and DC37, established NYC’s first library donated sick-leave bank, to benefit staff who are faced with long-term medical issues.**
- In cooperation with Local 1321 and DC37, anticipate making positive changes, for both the Library and employees, regarding the process of accruing and using leave time and for recruiting additional security guards.
- At the request of staff, more professional training was made available, including training that will enable them to be more successful in their current positions and to progress along their chosen career paths. Some of the training, i.e. in soft skills such as dealing with difficult customer service issues, is made available online through Lynda.com.
- The Adult Learning Center staff attended 40 hours of training to become certified by the U.S. Department of Justice’s Bureau of Immigration Appeals. The certification equips them to better refer new immigrants to services and legal assistance.
- **Through a federal grant from the Institute of Museum and Library Services, 400 public-service staff are being trained in improved services to immigrants. Queens Library developed a curriculum that will be used by other libraries and cultural organizations across the United States.**

### ***POWERFUL PROGRAMS***

- **The U.S.’s first library-based pre-kindergartens opened in Woodhaven** and Ravenswood Community Libraries. They are providing quality early childhood education in a literacy-rich environment. The effort is consonant with Mayor di Blasio and Gov. Cuomo’s goals of providing free universal pre-kindergarten. The Woodhaven program is performing in the top 10% of all UPK’s city-wide.
- Adult Learning Services and ESOL has been expanded to more locations and times, including on Saturdays. Queens Library became the test site for the new online TASC test (High school equivalency diploma, formerly the GED). Following the successful pilot, it was expanded to additional Queens Library sites. Additionally, Queens Library is the open NYC site for the National External Diploma Program, a portfolio-based high school completion alternative. In 2015, 140 adults prepared and received diplomas through Queens Library’s Adult Learner Programs, triple the 2014 number. Graduates are feted at a full-scale commencement.
- **Queens Library hired its first Hip Hop Coordinator, Ralph McDaniels, to create partnerships and programs that will celebrate and preserves Queens’s music history, as well as create programs that engage customers. Relationships with high-profile personalities in the music industry are drawing record crowds to libraries in Queens.**
- After-school enrichment programs have been upgraded. **The new STACKS program is active in 18 libraries. Every location has waiting lists.** It is a curriculum-based program designed to support the common core curriculum. Children are registered in the program and educational outcomes are being measured.

- **Queens Virtual Library** is emerging as a preferred model for integrating digital materials into library services and platforms ([virtuallibrary.queenslibrary.org](http://virtuallibrary.queenslibrary.org)). In Jan. 2016, the ReadersFirst initiative **praised QL’s effort, noting that it “provides users with as close to a one-stop experience as we’ve seen.”**
- Kick-off to Kindergarten programs in 8 libraries use an evidenced-based approach to teaching children, along with their caregivers, school-readiness skills. After only eight sessions, **85% of the children aged 3-5 years, 65% of whom spoke a language other than English at home, made measurable educational gains.** Additionally, parents gained skill in helping their children become better learners.
- 5 libraries were designated as Family Places centers, with educational materials for parents and children to use together to create better readers.
- Under the aegis of the Job and Business Academy, a “Jamaica Feasts” restaurant incubator program in partnership with NYEDC will train aspiring food service entrepreneurs, while simultaneously developing the community’s economic activity.
- Lending of Google tablets has been expanded to all libraries, as of spring 2016. The program, and the Discovery and Delivery interface that was developed to manage it, **won the 2014 New York Library Association – Public Libraries Section “Best Practices” Award.**
- Queens Library has been lending 2,000 mobile internet hot spots. The devices level the playing field by providing free digital access. We have identified different models that will enable us to continue to provide the hot spots to targeted populations after grant funding expires.
- Queens Library was the convener annual STEAM Symposia, to bring together educational partners who provide science, technology, engineering, art and math programs.
- Queens Library’s mobile app connects library users to digital materials, and acts as a virtual, machine-readable library card.
- Grants from the National Endowment for the Humanities and the Institute of Museum and Library Services are augmenting oral history collection and preservation projects across Queens. In addition to the historic value, library customers are intensely interested in telling their stories.
- Marquee program series, such as the Culture Connection, are providing high profile conversation and entertainment at Queens Library. In the past 18 months we have hosted Broadway previews, panel discussions with experts who have national reputations. The goal is make Queens Library a citywide cultural destination.
- The “Where in Queens” mobile app was conceived and developed by the Job and Business Academy. It connects users with emergency services, such as food pantries, shelters, medical and legal aid. It indexes public, private and faith-based resources and geolocates the user to the closest provider. **It won the American Library Association/Gale Cengage Learning Award for Excellence in Reference and Adult Services.**



- **Digitalarchives.queenslibrary.org website launched with more than 110,000 digitized** photographs, manuscripts, archival items of historic interest, available to researchers from anywhere.
- The Job and Business Academy is helping library customers move towards better careers. The library offers free OSHA 10- and 30-hour Construction Safety Courses, which certifies the graduates to work on construction sites. Other programs train home health aides and security guards, getting them ready to work. We held numerous workshops and online resources to learn computer coding and to help applicants gain certification in Microsoft Office, many other job and business-related skills.
- Community health and wellness: A partnership with Planned Parenthood trained staff to sensitively and competently refer customers with questions about reproductive health to qualified providers. The Rockaways Summer of Health brought nutrition and exercise programs to hundreds of participants.
- The Summer Meals program has expanded. In 2015, 40,000 young people were served free, healthy lunches at library locations.
- MakerCamp at Long Island City Community Library drew more than 400 children for science and technology programs in the summer of 2015. A summer STEM program in Flushing, led by the Friends of the Library, gave children a fun, educational summer.
- A new Georgian language collection was started at the Forest Hills community library with donated materials.

### ***POWERFUL PLACES***

- Queens Library is now part of New York City’s 10-year capital plan and funded with \$100 million over 10 years. It will assist in planning and maintaining our facilities in a state of good repair.
- Queens Library at Peninsula, severely damaged during Superstorm Sandy, was rebuilt and re-opened to public service. A great deal of red tape connected to funding reimbursements had to be resolved to move the project forward.
- Overnight cleaning was introduced to ensure our facilities are clean and ready for business at opening.
- New libraries are moving forward in Hunters Point and Far Rockaway.
- The new Queens Library at Elmhurst is nearing completion and will open for service this year.
- New roofs were installed at Baisley Park, Hollis, Lefferts and Rochdale Village Community Libraries.
- New HVAC equipment was installed at Rosedale and a new boiler in Howard Beach Community Library.
- Renovations were completed in Bellerose and the Children’s room of the Broadway Community Library.

- Expansions to the Court Square Library and the Rochdale Village Adult Learning Center are complete and serving the public.
- Minor renovations were completed in Ridgewood and Rosedale Community Libraries.
- 24/7 Self check-in kiosks were installed at Auburndale, Howard Beach, South Ozone Park, Steinway, Whitestone Community Libraries
- The new Teen Space at Cambria Heights on the lower level of Cambria Heights Community Library was built and opened. **It won the 2014 Queens Chamber of Commerce Awards – Best Building Award.** More important it is an award winner with the community’s teens – especially the recording studio!
- The Central Library annex closed. All staff and services moved into the Central Library building.
- Two new mobile libraries were delivered and are serving the community with outreach services and serving as a library location when a library is closed for renovation or maintenance.
- Our retired mobile library is parked at Hunters Point long-term; book salons begun to serve adult population in this neighborhood even before the new library opens Children’s programs are being held in Gantry Park in the summer. We are exploring indoor children’s program in donated space in a local restaurant.
- The temporary trailers that housed library programs and services post-Superstorm Sandy were removed from Peninsula and Arverne. Funding has been secured to build an expansion at the Arverne Library.

### ***POWERFUL PARTNERS***

- **Queens Library has partnered with the Mayor’s Office to enroll residents in IDNYC** in our libraries, and to make IDNYC also function as a library card. The program has been enormously popular. 11% of all enrollments citywide came from Central Library or Flushing Library. Queens Library houses two long-term locations plus pop-ups in Jackson Heights, Far Rockaway, Lefferts, Maspeth, Briarwood, and Bayside. Additional pop-up sites are under discussion.
- A more collaborative process has been established to keep community stakeholders informed and engaged re: capital projects. e.g., “visioning” sessions have been held with Douglaston/Little Neck, Richmond Hill community and Hollis communities.
- American Corners available in all libraries, in partnership with the USCIS and Mayor’s Office of Immigrant Affairs. They give customers resources on applying for citizenship.
- **New Friends of the Library Chapters have been formed in Corona, Court Square, Arverne and Briarwood.** Friends are instrumental in advocacy, grassroots fundraising and volunteering.
- A partnership with the Asia Society is bringing highly influential speakers and programs to Queens Library locations.

Attachment 1a –Report of the Interim President – Key Accomplishments September 2014 - Present

- A community partners outreach event was held at the Central Library. More than 100 program partners and potential program partners from other community government and non-government agencies attended to explore possibilities with the library and each other.
- Through a partnership with Greater Jamaica Development Corp., a large mobile book cart has been serving customers outdoors in Rufus King Park in downtown Jamaica in the nice weather. Also through GJDC, the area outside Central Library was beautified with flowers and plantings. They do so much to make the library a welcoming place.
- Queens Library is a leader of the City First Reader’s Initiative. That citywide consortium of early childhood educators has been effective in boosting visibility for emerging literacy within the City Council.
- **In partnership with DA Richard Brown, a Youth Court** program was developed at the Teen Library in Far Rockaway to engage young people and possibly interest them in career possibilities.
- The People’s Republic of China donated books, programs and exhibits to the library to promote cultural understanding. We hosted Zhang Qiyue, Consul General, People's Republic of China in New York to the opening reception of the exhibit.
- Queens Library has a partnership with the NYC Department of Small Business Services to assist immigrant entrepreneurs in succession planning.
- A partnership has been announced with Department of Education, Brooklyn Public Library and NY Public Library to put more books in homeless family shelters.
- Queens Library partner with the NYC Department of Youth and Childhood Development to provide youth literacy and high school preparation programs.

**GOVERNANCE**

- Library released comprehensive financial records to City Comptroller for audit.
- Engaged a new auditing firm to perform the annual external audit
- Implemented a new internal audit program that will improve the Library's operations, effectiveness, risk management, control and governance processes. New internal and external auditors were hired.
- New internal policies and procedures implemented to strengthen fiscal accountability.
- **Revised Business Expense Policy and Professional Development/Institutional Advancement Policy, Credit Card Use Policy, Conference Attendance Policy**
- Implemented new Budget Policy
- Revised the Conflict of Interest Policy for all employees, including Senior Officers and Trustees in accordance with the Nonprofit Revitalization Act requirements
- Implemented Whistleblower Policy
- 5 years of 990’s and annual reports are available on the website.

Attachment 1a –Report of the Interim President – Key Accomplishments September 2014 - Present

- In compliance with newly enacted State Legislation which outlines a series of reforms specific to Queens Library, the Library has:
  - Implemented FOIL process
  - Held its first Budget Hearing implementing a new transparent public budget process
  - Revised its By-Laws
  
- Increased Board of Trustees engagement and communication from staff
  - **Weekly communication from CEO**
  - **Monthly calendar of events (tours, volunteer awards, programs, recognition events, ribbon cuttings)**
  - **Presentations from department heads at Board meetings**
  
- Capital projects
  - Board reviewed comprehensive report of all currently funded projects and status update
  - Board approved 10-Year Capital plan and priorities
  
- Financial Management
  - Finance training for board members to assist with their financial oversight responsibilities.

## *Powerful People*



### Library Day in Albany 2015

**Book Vending/Breezy Point:** Working on putting a library material vending machine, similar to a Redbox, in Breezy Point. This has been funded by CM Ulrich since before Sandy. Following Sandy, we had difficulty finding a suitable location – has to be secure, welcome visitors 24/7, be accessible. We have located a suitable site next to the Breezy Point Activity Center. The vendor will make a site visit next week to discuss logistics.

**Virtual Library:** Kelvin Watson, our CITO, is working with the National Information Standards Organization (NISO) to recommend API standards for integrating digital materials. API is the interface that allows various kinds of software to talk to each other. It is a critical component in making our award-winning Discovery and Delivery interface work smoothly and is the bedrock of our Virtual Library. Queens' leadership in this area will ultimately help libraries around the world adopt a model for delivering digital materials that is workable, sustainable and puts the readers' needs at the heart of the conversation. NISO is the non-profit association accredited by the American National Standards Institute, that identifies, develops, maintains, and publishes technical standards to manage information in the digital environment.

## *Powerful Partners*



If it's not already on your calendar: First Lady Chirlane McCray will be at the Flushing Library on Mar. 8 to launch her book "Talk to Your Baby" in Korean. The time is 2:30. It will be followed by Public Advocate Tish James' Lunar New Year event at 6 pm. That same day – just in the Flushing Library -- in addition to a full schedule of customer programs, such as STACKS and technology workshops – the NY State Department of Tax and Finance will be doing income tax counselling for low income residents. The NY Energy Star Program is using a table to do customer outreach. The Chinese Community Center of Flushing is distributing information about social services.

The same scenario is playing out in every one of our libraries in every community, every day that we are open. Our partners rely on us to help them reach out into the community because of the traffic we generate, because of the trust the community has in the library and because of the environment we foster. More than 10% of the IDNYC enrollments for the whole city came from either Central Library or Flushing Library. Any City agency who wants to talk to the Asian community, wants to come to Flushing Library. Any City agency that wants to talk to the Hispanic community, wants to come to Jackson Heights or Corona libraries. We are a critical and valuable community partner in helping the Mayor, the government and so many other program realize their objectives. There is no other place in the community that fulfills this function except libraries.

## *Powerful Programs*



**Valentine's Day Appreciation Ball**  
*South Hollis*

**Job and Business Academy:** JBA Job Counselor Nancy Cafferty was the subject of a profile in last week's Wall St Journal. Nancy has a steady following of doctors from Pakistan who are seeking residencies in the U.S. She helps them polish their interview skills, and coaches them on how to overcome cultural differences. The article mentions that the Job and Business Academy helped more than 24,000 people last year. Metrics from our job certification programs, such as those that provide OSHA training and certify home health aides and security guards, indicated that 60% of the graduates reported getting new or better jobs. It makes a real impact!

**South Hollis:** Queens Library at South Hollis has experienced a remarkable turnaround over the past couple of years, thanks to a very dedicated and caring staff. Among their most powerful tools are PROGRAMS. The staff creates a lot of positive structure by engaging the children and teens. They stayed open late on the Friday before Valentine's Day for a Valentine's Day Appreciation Ball. Each child was allowed to invite one special adult – parent, grandparent, sibling or special friend to show how much they are appreciated. They all dressed in their best, enjoyed hors d'oeuvres and snacks, and had a beautiful, memorable evening

## *Powerful Places*



### **Book Vending Machine in Breezy Point**

*A participatory budget project*

**Book Vending/Breezy Point:** Working on putting a library material vending machine, similar to a Redbox, in Breezy Point. This has been funded by CM Ulrich since before Sandy. Following Sandy, we had difficulty finding a suitable location – has to be secure, welcome visitors 24/7, be accessible. We have located a suitable site next to the Breezy Point Activity Center. The vendor will make a site visit next week to discuss logistics.

**Virtual Library:** Kelvin Watson, our CITO, is working with the National Information Standards Organization (NISO) to recommend API standards for integrating digital materials. API is the interface that allows various kinds of software to talk to each other. It is a critical component in making our award-winning Discovery and Delivery interface work smoothly and is the bedrock of our Virtual Library. Queens' leadership in this area will ultimately help libraries around the world adopt a model for delivering digital materials that is workable, sustainable and puts the readers' needs at the heart of the conversation. NISO is the non-profit association accredited by the American National Standards Institute, that identifies, develops, maintains, and publishes technical standards to manage information in the digital environment.



***AGENDA ITEM: INTERIM PRESIDENT’S EXTERNAL MEETINGS  
AND OUTREACH ACTIVITIES  
January 22, 2016 – February 19, 2016***

- January 26, 2016      Walk-Through of Elmhurst Library with Council Member Dromm
- Library Tours of Glen Oaks & Bellerose Libraries with Council Member Grodenchik
- February 2, 2016      Meeting with Council Member Ferreras-Copeland to provide an update and discuss capital projects
- February 3, 2016      Meeting with Frank McDonald, Robert Rotello and Amandeen Kochar of Baker & Taylor
- On the Spot Luncheon with 13 front line staff at Central Library
- Meeting with Trustee Agate, incoming Chair, Labor Committee to review and discuss issues past and present Committee work and upcoming agenda items
- February 8, 2016      Meeting with Maya Wiley, Special Counsel to the Mayor, and member of her team to discuss enhancing broadband access in creating a library/city partnership to leverage city, state and federal resources
- February 10, 2016      Teleconference with Michael Woloz, Jeff Rodus and Marty McLaughlin, Connelly McLaughlin & Woloz
- Meeting with final candidate for Executive Director position at Langston Hughes Library
- Meeting with candidate for Executive Director position at Langston Hughes Library

- February 11, 2016      State of the City Address – Speaker, NYC Council, Melissa Mark-Viverito at Samuel Gompers Campus, Bronx, NY
- February 12, 2016      Meeting with Council Member Koslowitz to provide update and discuss capital projects
- Meeting with Council Member Koo to provide update and discuss capital projects
- February 17, 2016      Husam Ahmad HAKS event with press and elected officials @ CLDC
- Meeting with Trustee Ottulich, incoming Chair, Buildings and Grounds Committee, to discuss past and present Committee work and upcoming agenda items
- February 18, 2016      Meeting with Council Member Donovan Richards to provide update and discuss capital projects
- February 19, 2016      President’s Forum – York College

**Interim President’s Report – Key Performance Indicators  
Queens Borough Public Library  
July 1, 2015 through January 31, 2016**

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Arverne	140,348	4.28 %	70,842	8.02%	5,975	11.00%	4,178	-6.95%	4
Astoria	50,549	0.00 %	47,801	-17.72%	5,828	5.47%	10,709	-14.00%	
Auburndale	88,965	-7.93 %	42,946	-8.77%	4,802	32.29%	11,120	2.55%	
Baisley Park	32,486	38.79 %	41,792	28.46%	5,386	223.48%	15,843	22.79%	2
Bayside	228,723	-13.66 %	114,042	-2.02%	6,743	14.46%	33,683	42.49%	
Bay Terrace	57,250	-9.14 %	46,527	-3.58%	5,062	-34.52%	14,087	-36.70%	
Bellerose	77,570	24.97 %	56,761	23.12%	3,717	29.47%	20,594	79.69%	2
Briarwood	96,626	-10.59 %	72,451	-2.68%	12,690	11.49%	36,943	468.35%	
Broadway	139,630	-4.71 %	148,068	-6.23%	5,980	-15.03%	17,709	197.78%	
Broad Channel	43,909	-19.98 %	12,113	-8.70%	222	-61.46%	8	X	
Cambria Heights	51,272	-22.39 %	96,117	-12.87%	17,668	14.10%	9,671	9.39%	
Corona	112,746	-16.01 %	126,807	-10.75%	13,739	-27.59%	8,161	-48.58%	
Court Square	45,543	-7.26 %	46,319	1.72%	1,700	-41.38%	10,003	-27.09%	
Douglaston	74,521	6.99 %	56,123	0.12%	3,399	18.18%	9,219	-32.04%	
East Elmhurst	33,027	-5.51 %	47,509	5.98%	4,441	-22.67%	3,435	-33.39%	
East Flushing	61,793	-3.48 %	37,149	1.55%	3,106	49.11%	7,301	5.25%	
Elmhurst	167,200	-13.45 %	79,088	-13.20%	970	37.20%	16,889	6.47%	
Far Rockaway	71,453	-19.94 %	87,717	-20.90%	7,555	0.23%	18,444	19.63%	
Forest Hills	226,942	-12.75 %	176,718	-8.66%	17,586	38.68%	121,875	35.56%	
Fresh Meadows	333,737	-10.54 %	131,157	-5.40%	8,124	0.94%	56,688	26.97%	
Glen Oaks	186,997	-15.74 %	83,797	-10.47%	15,979	21.89%	38,842	53.42%	
Glendale	57,507	6.60 %	35,991	-1.34%	2,953	145.27%	4,388	-24.38%	
Hillcrest	120,767	-7.54 %	66,349	-2.79%	1,864	-19.62%	5,744	-32.60%	
Hollis	50,058	36.54 %	43,103	51.45%	3,262	148.82%	6,109	106.52%	2
Howard Beach	70,616	-17.37 %	45,994	-14.67%	1,538	-33.13%	11,167	5.88%	
Jackson Heights	253,586	-13.23 %	241,144	-4.25%	11,300	-6.65%	64,182	36.19%	

Board Minutes of February 25, 2016  
Attachment 3 – Key Performance Indicators – January 2016

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Kew Gardens Hills	60,294	-9.02 %	58,965	4.01%	461	-53.39%	13,319	-11.91%	
Langston Hughes	49,147	-14.56 %	83,677	-12.44%	8,347	1.32%	5,348	-65.32%	
Laurelton	43,649	-18.43 %	64,103	-17.96%	10,048	28.23%	26,641	-2.44%	
Lefferts	87,060	16.05 %	103,321	21.62%	18,119	94.56%	23,271	-13.31%	2
Lefrak City	53,636	-13.53 %	71,509	-10.01%	7,038	35.35%	8,287	-2.94%	
Long Island City	81,504	-7.54 %	89,080	-9.33%	32,391	35.32%	33,394	103.83%	8
Maspeth	122,261	-3.70 %	77,748	-5.96%	3,745	50.04%	22,148	40.82%	
McGoldrick	92,469	-22.73 %	67,611	-11.57%	10,889	-20.26%	16,429	-3.71%	
Middle Village	37,585	-22.49 %	24,571	-3.80%	3,344	951.57%	3,892	12.71%	
Mitchell-Linden	127,694	-0.58 %	83,014	-3.34%	9,821	-4.85%	25,009	14.44%	
North Forest Park	70,920	-12.45 %	51,408	-2.18%	1,424	79.80%	14,093	15.64%	
North Hills	66,884	-7.85 %	51,894	-8.72%	4,203	-16.61%	17,968	25.38%	
Ozone Park	74,005	-25.21 %	57,627	-14.26%	3,568	-23.91%	9,772	-7.83%	
Peninsula	122,127	264.78 %	66,567	X	1,928	58.55%	1,860	-45.55%	1,4,8
Pomonok	56,322	-8.69 %	46,302	-6.01%	5,121	14.10%	16,061	254.39%	
Poppenhusen	52,046	-9.91 %	41,435	-8.07%	2,590	-2.34%	9,863	-1.82%	
Queensboro Hill	73,921	5.56 %	84,698	13.86%	2,687	-49.93%	6,875	-34.35%	
Queens Village	68,449	-20.22 %	60,813	-6.17%	7,857	-3.87%	10,264	41.32%	
Rego Park	111,022	-6.98 %	108,308	-1.20%	6,443	30.98%	10,699	-6.84%	
Richmond Hill	95,853	-15.69 %	101,918	8.97%	27,791	40.89%	31,875	-12.23%	
Ridgewood	104,423	-16.67 %	157,687	-15.26%	28,466	21.99%	41,665	25.49%	
Rochdale Village	36,886	20.83 %	74,525	52.12%	5,171	134.73%	9,533	147.29%	2,8
Rosedale	38,195	476.88 %	48,108	490.57%	6,136	1536.27%	14,622	1028.24%	2
Seaside	65,087	-35.40 %	54,075	-1.93%	7,826	6.94%	224	-99.10%	4
South Hollis	36,191	-8.27 %	49,171	-8.71%	11,034	317.80%	29,965	41.27%	
South Jamaica	32,442	-22.76 %	74,976	-7.08%	13,626	38.98%	9,630	1.96%	

Board Minutes of February 25, 2016  
Attachment 3 – Key Performance Indicators – January 2016

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
South Ozone Park	50,278	-20.54 %	47,186	-9.89%	3,892	37.43%	14,139	-11.77%	
St. Albans	40,513	-15.84 %	59,554	-8.40%	3,509	3.24%	2,840	15.03%	
Steinway	140,716	-10.20 %	122,055	-5.49%	7,057	-48.34%	16,480	55.15%	
Sunnyside	126,597	3.22 %	131,714	14.47%	11,381	27.09%	29,107	37.37%	2
Whitestone	81,159	-11.39 %	48,862	-10.00%	4,374	7.65%	36,268	63.54%	
Windsor Park	92,098	-7.18 %	66,984	1.19%	4,836	23.02%	15,801	27.53%	
Woodhaven	81,775	-7.90 %	72,737	-0.90%	10,676	4.61%	8,217	-14.66%	
Woodside	86,099	-19.88 %	91,373	-3.73%	14,567	1.81%	20,617	1.32%	
<b>Community Libraries Total</b>	<b>5,433,128</b>	<b>-7.95 %</b>	<b>4,548,001</b>	<b>-1.60%</b>	<b>471,955</b>	<b>15.83%</b>	<b>1,113,168</b>	<b>18.70%</b>	
Central Library Adult Learning	1,675	27.47 %	0	-100.00%	3,487	87.78%	4,238	80.80%	6
Elmezzi LIC Adult Learning	915	-15.98 %	32,589	-7.51%	5,252	X	60	-89.85%	
Elmhurst Adult Learning Center	29	-25.64 %	11,161	-14.18%	4,190	4.18%	1,683	136.04%	
Flushing Adult Learning Center	5,129	6.81 %	41,930	-17.01%	7,946	63.13%	1,652	86.88%	
Peninsula Adult Learning Center	227	609.38 %	0	0.00%	2,732	X	0	-100.00%	
Rochdale Adult Learning Center	720	276.96 %	0	0.00%	4,704	X	44	388.89%	
Steinway Adult Learning Center	1,469	12.74 %	0	0.00%	4,477	49.18%	580	107.89%	
<b>Adult Learning Center Total</b>	<b>10,164</b>	<b>15.90 %</b>	<b>85,680</b>	<b>-32.18%</b>	<b>32,788</b>	<b>138.44%</b>	<b>8,257</b>	<b>63.34%</b>	

*Board Minutes of February 25, 2016  
Attachment 3 – Key Performance Indicators – January 2016*

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Central Adult Fiction	53,504	-9.15 %							
Central Adult Fiction – Ask at Desk	18,470	-13.82 %							
Central Adult Non-Fiction	108,959	-5.48 %							
Central Adult Non-Fiction – Ask at Desk	64,894	-13.45 %							
Central International languages	7,869	3.47 %							
Central International Languages – Ask at Desk	2,271	-29.56 %							
Central Library Current Collection	21,826	6.13 %							
Central Library Fine Arts/Media Center	315,287	-12.62 %							
Central Library Others	33,438	-21.39 %							
Central Library Hot Picks	20,897	25.53 %							

Board Minutes of February 25, 2016  
Attachment 3 – Key Performance Indicators – January 2016

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Central Library Interloan	606	-15.13 %							
Central Library Job Info Center	1,188	-28.17 %							
Central Library Young Adult Room	48,033	-10.43 %							
Children's Library Discovery Center	214,143	-6.52 %	173,805	2.94%	24,447	61.17%	20,970	-38.65%	
<b>Central Total</b>	<b>890,718</b>	<b>-9.35 %</b>	<b>867,923</b>	<b>10.73%</b>	<b>49,271</b>	<b>14.46%</b>	<b>199,024</b>	<b>-18.82%</b>	<b>3</b>
Flushing	750,129	-24.42 %							
Flushing IRC	16,081	-20.01 %							
Flushing Job Info Center (JIC)	529	-56.75 %							
Flushing Media Center	10,404	83.72 %							
<b>Flushing Total</b>	<b>810,529</b>	<b>-23.23 %</b>	<b>942,154</b>	<b>-13.17%</b>	<b>26,539</b>	<b>-18.92%</b>	<b>187,560</b>	<b>29.93%</b>	<b>7</b>
E-book and E-Magazines	302,538	-5.34 %							

Board Minutes of February 25, 2016  
Attachment 3 – Key Performance Indicators – January 2016

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Virtual Music and Movies	244,378	10.27 %							
Virtual Library Total	546,916	1.05 %							5
Langston Hughes Black	3,918	-19.71 %							
Queens Village Mail-A-Book	32,072	-7.32 %			3,096	124.35%			
Miscellaneous Other	2,014	-65.92 %							
Miscellaneous Total	340,543	-6.70 %							
<b>System Total</b>	<b>7,638,486</b>	<b>-10.51 %</b>	<b>6,480,813</b>	<b>-2.82%</b>	<b>582,730</b>	<b>16.37%</b>	<b>1,499,752</b>	<b>12.99%</b>	
Website Visits	4,473,636	0.96%							
Wireless Use	281,409	31.07%							
Computer Sessions	1,745,042	-1.47%							

Notes:

- 1 -- Library closed for renovation during a portion of the current fiscal year.
- 2 -- Library closed for renovation during a portion of last fiscal year.
- 3 -- Central Library partially closed during renovation in current fiscal year.
- 4 -- Closed/Partially closed due to damage from Hurricane Sandy.
- 5 -- Formerly called All E-Content; Streaming e-content metrics started 2/2014
- 6 -- CEL ALC moved from Annex to CEL branch starting Jan 2015 - no accurate gate count possible
- 7 -- Flushing Library partially closed for renovation in current fiscal year.
- 8 -- ALC programs listed under separate ALC location starting in FY16



**THE QUEENS BOROUGH PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MEETING OF THE BUILDINGS AND GROUNDS COMMITTEE**  
**February 25, 2016**

A meeting of the Buildings and Grounds Committee was held on Thursday, February 25, 2016 at 6:00 p.m. in the Hon. Robert T. Groh Board Room, Central Library, 89-11 Merrick Boulevard, Jamaica, New York.

**PRESIDING:** John Ottulich,  
Committee Chair

**PRESENT:** Adrienne Adams (*Arrived at 6:08 p.m.*)  
Judy Bergtraum, Esq.  
Julissa Gutierrez  
James Haddad, Esq.  
Carl Koerner, Esq.  
Robert Santos, Esq.  
Gabriel Taussig, Esq.

Bridget Quinn-Carey  
Interim President and Chief Executive Officer  
Dennis Verriello  
Interim Vice President Capital and Facilities Management

**GUESTS:** Hon. Augustus Agate  
Martha Baker  
Maria Concolino  
Lenore R. Gall, Ed.D  
Haeda Mihaltses (*Arrived at 6:09 p.m.*)  
Michael E. Rodriguez, Esq., Treasurer  
Edward Sadowsky, Esq.  
Eli Shapiro, Ed.D, LCSW

Speaker, Hon. Melissa Mark-Viverito, Ex-officio  
Represented by: Eve Cho Guillergan, Esq. (*Arrived at 6:18 p.m.*)

Borough President, Hon. Melinda Katz, Ex-officio  
Represented by: Elisa Velazquez, Esq. (*Arrived at 6:11 p.m.*)  
Angelina Martinez-Rubio, Esq. (*Arrived at 6:11 p.m.*)

**THE QUEENS BOROUGH PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MEETING OF THE BUILDINGS AND GROUNDS COMMITTEE**

**February 25, 2016**

**Report**

**Report(s)**

**1. Interlocal Agreement to Join The Cooperative Purchasing Network (TCPN)**

The Committee discussed the Cooperative Purchasing Network and benefits it could provide for expanding options for pricing goods and services and for procurement. The Trustees had questions which will be researched and brought back to the Committee at a future meeting.

**2. Maintenance, Repair & Renovation**

Maintenance, repair or renovation purchases awarded between January 1, 2016 and January 31, 2016 in excess of \$5,000 are provided below for informational purposes. Approved procurement procedures were executed in accordance with Board Purchasing Policy, including all items purchased by utilizing Board of Trustee approved Requirements Contracts, Government Requirements Contracts, competitive quotations or in response to emergency conditions as a matter of health and safety.

Broadway	PM Contracting Company LLC to provide construction services pertinent to installing Green Wall and exterior seating as required. - \$7,080.00
Central	Scarponi & Sons Plumbing and Heating LLC to provide sink and grease trap installation services as required. - \$8,500.00
Corona	PM Contracting Company LLC to provide all labor and materials necessary to perform general construction work to repair a curb cut and remove concrete and obtain DOT & DOB approval / signoff, as required. - \$9,500.00

It was moved by Mr. Koerner that the meeting be adjourned. The motion was seconded by Mr. Taussig. The motion passed unanimously.

There being no further business, the meeting adjourned at 6:21 p.m.

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John Ottulich, Chair  
Buildings and Grounds Committee

**THE QUEENS BOROUGH PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MEETING OF THE EXECUTIVE COMMITTEE**

**February 25, 2016**

**REPORT**

A regular meeting of the Executive Committee of the Board of Trustees was held in the Hon. Robert T. Groh Board Room of the Central Library, 89-11 Merrick Boulevard, Jamaica, New York, on Thursday, February 25, 2016 at 6:21 p.m.

**PRESIDING:** Gabriel Taussig, Esq.  
Chair, Executive Committee

**PRESENT:** Judy Bergtraum, Esq.  
Carl Koerner, Esq.  
Michael Rodriguez, Esq.  
Edward Sadowsky, Esq.  
Robert Santos, Esq.  
Earl G. Simons, Ed.D (*Arrived at 6:24 p.m.*)  
  
Bridget Quinn-Carey  
Interim President and Chief Executive Officer

**GUESTS:** Adrienne Adams  
Hon. Augustus Agate  
Martha Baker  
Maria Concolino  
Lenore R. Gall, Ed.D  
Julissa Gutierrez  
James Haddad, Esq.  
Jukay Hsu  
Haeda Mihaltses  
John Ottulich  
Eli Shapiro, Ed.D, LCSW

**ABSENT:** Matthew Gorton  
  
Mayor, Hon. Bill de Blasio, Ex-officio  
Represented by: Lydon Sleeper-O’Connell (*Arrived at 6:23 p.m.*)  
Public Advocate, Hon. Letitia James, Ex-officio  
Represented by: Larry Schimmel, Esq.  
Speaker, Hon. Melissa Mark-Viverito, Ex-officio  
Represented by: Eve Cho Guillergan, Esq.  
Borough President, Hon. Melinda Katz, Ex-officio  
Represented by: Elisa Velazquez, Esq. and  
Angelina Martinez-Rubio, Esq.

**THE QUEENS BOROUGH PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF THE EXECUTIVE COMMITTEE  
February 25, 2016**

**REPORT**

**I. Action Item(s)**

**1. Contract Authorization – Website Redesign Project Vendor**

It was moved by Mr. Sadowsky that the Executive Committee recommend to the Board of Trustees that the Interim President & CEO be authorized to enter into a contract with Door3 in the amount not to exceed \$239,040 for website redesign services.

The motion was seconded by Ms. Bergtraum and passed unanimously.

**II. Report Item(s)**

**1. Personnel Report – 12/16/15 –1/15/16**

The Interim President reported on the personnel report for the period of December 16, 2015 to January 15, 2016: Appointments, Promotions, Transfers, Leave Without Pay, Return from Leave of Absence, Separations.

**IT WAS MOVED BY MR. SADOWSKY THAT THE MEETING BE ADJOURNED. THE MOTION WAS SECONDED BY MR. KOERNER. THE MOTION PASSED UNANIMOUSLY.**

There being no further business, the meeting adjourned at 6:32 p.m.

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Gabriel Taussig, Esq., Chair  
Executive Committee

<b>APPOINTMENTS:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Hire Date</b>
Abraham, Linda	Supervising Librarian 1	Assistant Community Library Manager	12/27/2015
Akbar, David	Junior Library Custodian	Junior Library Custodian	12/27/2015
Contreras, Jessica	Principal Administrative Associate 1	HR Solution Center Specialist	12/27/2015
Daneshwar, Sheila	Principal Administrative Associate 1	Donor Relations Specialist	1/10/2016
Fekett, Zachary	Office Aide 1	Customer Service Representative	1/10/2016
Lee, Susie	Librarian 1	General Librarian	1/10/2016
Maier, Katrin	Senior Librarian 1	Children Librarian	12/27/2015
McFarlane, Rory	Junior Library Custodian	Junior Library Custodian	12/27/2015
Persaud, Shaneeza	Principal Administrative Associate 1	HR Specialist	12/27/2015
Unni, Asha	Supervising Librarian 1	Central Library Assistant Manager	1/10/2016
<b>Employee Count:</b>	<b>10</b>		

<b>PROMOTIONS:</b>					
<b>Employee Name</b>	<b>Old Job Title</b>	<b>Old Position Title</b>	<b>New Job Title</b>	<b>New Position Title</b>	<b>Promotion Date</b>
Barr, Frank	Junior Library Custodian	Junior Library Custodian	Library Custodian	Library Custodian	1/3/2016
Davis, Michael	Junior Library Custodian	Junior Library Custodian	Library Custodian	Library Custodian	1/3/2016
Islam, Shahnoor	Office Associate 1	Office Associate	Supervising Librarian 1	Metadata Services Supervisor	12/27/2015
Williamson, Jakea	Staff Analyst 1	Employment Counselor	Staff Analyst 1	Assistant Manager	12/27/2015
<b>Employee Count:</b>	<b>4</b>				

<b>TRANSFERS:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Effective Date</b>
Adeobe, Kwame	Library Custodian	Library Custodian	12/13/2015
Benton, Sandra	Library Custodian	Library Custodian	1/14/2016
Brewster-Lee, Kathy	Technical Support Aide 2	Help Desk Representative	12/20/2015
Dann, Leslie	Supervising Librarian 2	Community Library Manager	12/14/2015
Hussein, Shaimaa	Librarian 1	General Librarian	11/30/2015
Melgar, Carlos	Junior Library Custodian	Junior Library Custodian	1/10/2016
<b>Employee Count:</b>	<b>6</b>		

<b>LEAVE WITHOUT PAY:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Last Day Worked</b>
Alman, Nicole	Senior Librarian 1	Children Librarian	12/11/2015
Messina, Danny	Junior Library Custodian	Junior Library Custodian	8/18/2015
Persaud, Navita	Staff Analyst 1	Lead Pre-K Teacher	12/16/2015
<b>Employee Count:</b>	<b>3</b>		

<b>RETURN FROM LEAVE OF ABSENCE:</b>		
<b>Employee Name</b>	<b>Job Title</b>	<b>Change Date</b>
Alman, Nicole	Senior Librarian 1	12/29/2015
Basu, Gopa	Office Aide 3	12/16/2015
Francois, Myrtha Marie	Office Aide 3	12/28/2015
Jenkins-Moore, Zeena	Technical Support Aide 2	1/11/2016
Makar, Amal	Office Aide 3	12/23/2015
<b>Employee Count:</b>	<b>5</b>	

<b>SEPARATIONS:</b>				
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Date of Hire</b>	<b>Years</b>
Abraham, Linda	Supervising Librarian 1	Assistant Community Library Manager	12/27/2015	0.04
Chester, Malissa	Staff Analyst 1	Universal Pre-K Assistant Teacher	8/27/2015	0.25
Cullen, Lewis	Junior Library Custodian	Junior Library Custodian	5/22/1999	16.60
Holdampf, Mary	Senior Librarian 2	General Librarian	10/23/2005	10.23
Santizo, Gustavo	Junior Library Custodian	Junior Library Custodian	11/9/1985	30.15
Tactuk, Leticia	Technical Support Aide 2	Customer Service Specialist	10/30/2005	10.17
<b>Employee Count:</b>	<b>6</b>			

**THE QUEENS BOROUGH PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MEETING OF THE FINANCE & INVESTMENT COMMITTEE**  
**February 25, 2016**  
**REPORT**

A meeting of the Finance & Investment Committee of the Board of Trustees was held at 6:45 p.m. on Thursday, February 25, 2016, in the Hon. Robert T. Groh Board Room of the Central Library, 89-11 Merrick Boulevard, Jamaica, New York 11432.

- PRESIDED:** Michael Rodriguez Esq. Committee Chair
- PRESENT:** James Haddad, Esq.  
Carl Koerner, Esq.  
Robert Santos, Esq.  
Earl Simons, Ed.D
- Bridget Quinn-Carey  
Interim President and Chief Executive Officer
- Tracy Yogman  
Chief Financial Officer
- ABSENT:** Matthew Gorton
- GUESTS:** Adrienne Adams  
Hon. Augustus Agate  
Martha Baker  
Judy E. Bergtraum, Esq., Vice Chair of the Board  
Maria Concolino  
Lenore R. Gall, Ed.D  
Julissa Gutierrez  
Jukay Hsu  
Haeda Mihaltses  
John Ottulich  
Edward Sadowsky, Esq.  
Eli Shapiro, Ed.D, LCSW  
Gabriel Taussig, Esq.
- Public Advocate, Hon. Letitia James, Ex-officio  
Represented by: Larry Schimmel, Esq.  
Speaker, Hon. Melissa Mark-Viverito, Ex-officio  
Represented by: Eve Cho Guillergan, Esq.  
Borough President, Hon. Melinda Katz, Ex-officio  
Represented by: Elisa Velazquez, Esq. and  
Angelina Martinez-Rubio, Esq.



**THE QUEENS BOROUGH PUBLIC LIBRARY**  
**Board of Trustees**  
**THE MEETING OF THE FINANCE & INVESTMENT COMMITTEE**  
**February 25, 2016**

**REPORT**

**Action Item(s)**

**1. Approval of Bills for the Month of January 2016**

It was moved by Mr. Rodriguez that the Finance & Investment Committee recommend to the Board of Trustees the approval of the January 2016 bills in the aggregate sum of \$3,518,962. The motion was seconded by Mr. Santos. The motion passed unanimously.

**2. Acceptance of Financial Reports for the Period Ending January 31, 2016**

It was moved by Mr. Rodriguez that that the Finance & Investment Committee recommend to the Board of Trustees that the Budget Reports for Board approved operating funds and Balance Sheets for all funds as of January 31, 2016 be accepted. The motion was seconded by Mr. Simons. The motion passed unanimously.

**3. FY'16 City Fund Budget Modifications**

It was moved by Mr. Rodriguez that the Finance & Investment Committee recommend to the Board of Trustees that the Fiscal Year 2016 City Fund Budget be modified as follows:

<b><u>Estimated Revenues</u></b>		
Appropriations from the City of N.Y.	+	\$ 183,328
Total Estimated Revenues	+	\$ 183,328
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<b><u>Appropriations</u></b>		
Personal Services	+	\$133,328
Adult Literacy	+	50,000
Total Appropriations	+	\$183,328
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The motion was seconded by Mr. Koerner. The motion passed unanimously.

**Report(s)**

**1. Payrolls for the Month of January 2016**

The Chief Financial Officer reports the payrolls paid during the month of January 2016 in the aggregate sum of \$4,676,108 consisting of \$436 in Fines & Fees Funds, \$4,504,857 in City Funds, \$162,235 in Federal & State Funds, \$3,066 in Board-designated & Private Grants Funds, and \$5,514 in the Workers Compensation Reserve Funds. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

**IT WAS MOVED BY MR. RODRIGUEZ THAT THE MEETING BE ADJOURNED. THE MOTION WAS SECONDED BY MR. SIMONS. THE MOTION PASSED UNANIMOUSLY.**

There being no further business, the meeting was adjourned at 6:55 p.m.

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Michael Rodriguez, Chair  
Finance & Investment Committee

*THE QUEENS BOROUGH PUBLIC LIBRARY*

**FINANCIAL STATEMENTS**

**AS OF JANUARY 31, 2016**

**FINANCE & INVESTMENT COMMITTEE MEETING**

**FEBRUARY 25, 2016**

Board Minutes of February 25, 2016  
Attachment 6 – Finance & Investment Committee Report

<b>City General Fund</b>						
<b>Budget Report as of January 31, 2016</b>						
<i>In thousands</i>						
<b>Estimated Revenues</b>	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
City Appropriations	\$ 99,415	\$ 100,206	\$ 74,850	-	\$ 25,356	25%
Interest Income	5	5	12	-	(7)	0%
Rental	21	21	60	-	(39)	0%
Sundry Revenues	-	-	-	-	-	0%
Legal Settlement	-	-	-	-	-	0%
Insurance Proceeds	-	-	5	-	(5)	0%
<b>Total Revenues</b>	<b>\$ 99,441</b>	<b>\$ 100,232</b>	<b>\$ 74,927</b>	<b>\$ -</b>	<b>\$ 25,305</b>	<b>25%</b>
<b>Appropriations</b>						
Personal Services	\$ 60,369	\$ 59,397	\$ 29,924	-	\$ 29,473	50%
Health Insurance	13,747	14,253	6,761	-	7,492	53%
Social Security	4,705	4,701	2,575	-	2,126	45%
Unemployment Insurance	140	140	43	-	97	69%
Employee Welfare Fund	2,582	2,575	1,197	-	1,378	54%
Disability Insurance	273	269	11	-	258	96%
Workers' Compensation	-	-	-	-	-	0%
Training	12	12	-	-	12	100%
General Supplies	1,310	1,386	505	273	608	44%
Maintenance & Custodial Supplies	622	632	184	65	383	61%
Equipment	369	337	103	67	167	50%
Furniture	43	43	21	20	2	5%
Library Materials	3,088	3,838	1,758	199	1,881	49%
Contractual Services	1,705	1,690	573	171	946	56%
Postage	162	162	99	11	52	32%
Telecommunications	476	496	213	13	270	54%
Carfare, Travel & Mileage	38	38	23	-	15	39%
Maintenance & Repairs - Vehicles	137	137	78	-	59	43%
Maintenance & Repairs - Buildings	1,495	1,570	568	549	453	29%
Information Systems Services	1,778	1,778	824	92	862	48%
Rentals - Land/Buildings	1,311	1,311	755	-	556	42%
Heat, Light, and Power	2,939	2,943	2	-	2,941	100%
P & C Insurance Premiums	520	570	511	-	59	10%
Adult Literacy	1,620	1,724	861	14	849	49%
Anti Poverty	-	5	-	-	5	100%
Program Support-Rosedale, FR,Ar	-	25	1	1	23	92%
Programs - Friends of Briarwood	-	5	1	-	4	80%
Technology Upgrades - Astoria	-	5	-	-	5	100%
Early Childhood Literacy	-	175	48	2	125	71%
Job Business Academy	-	10	-	-	10	100%
Program Support- CD 31	-	5	-	-	5	100%
<b>Total Appropriations</b>	<b>\$ 99,441</b>	<b>\$ 100,232</b>	<b>\$ 47,639</b>	<b>\$ 1,477</b>	<b>\$ 51,116</b>	<b>51%</b>

Board Minutes of February 25, 2016  
Attachment 6 – Finance & Investment Committee Report

<b>Fines and Fees Fund</b>						
<b>Budget Report as of January 31, 2016</b>						
<i>In thousands</i>						
	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b><u>Estimated Revenues</u></b>						
Fines on Overdue Items	\$ 1,433	\$ 1,433	\$ 731	-	\$ 702	49%
Lost Library Cards	60	60	30	-	30	50%
Lost & Damaged Items Fees	305	305	159	-	146	48%
Interest Income- Fines/Fees	2	2	-	-	2	100%
<b>Total Revenues</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>	<b>\$ 920</b>	<b>-</b>	<b>\$ 880</b>	<b>49%</b>
<b><u>Appropriations</u></b>						
Personal Services	\$ 11	\$ 11	4	-	\$ 7	64%
Social Security	1	1	1	-	-	0%
Training	249	249	100	30	119	48%
General Supplies	24	24	3	-	21	88%
Equipment	33	33	-	-	33	100%
Library Materials	535	535	343	3	189	35%
Contractual Services	1,072	1,072	359	129	584	54%
Information System Services	60	60	-	-	60	100%
<b>Total Appropriations</b>	<b>\$ 1,985</b>	<b>\$ 1,985</b>	<b>\$ 810</b>	<b>\$ 162</b>	<b>\$ 1,013</b>	<b>51%</b>

Board Minutes of February 25, 2016  
Attachment 6 – Finance & Investment Committee Report

<b>Federal General Fund</b>						
<b>Budget Report as of January 31, 2016</b>						
<i>In thousands</i>						
	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b><u>Estimated Revenues</u></b>						
Federal USDF Program Refunds	\$ 2,787	\$ 2,787	-	-	\$ 2,787	100%
<b>Total Revenues</b>	<b>\$ 2,787</b>	<b>\$ 2,787</b>	<b>-</b>	<b>-</b>	<b>\$ 2,787</b>	<b>100%</b>
<b><u>Appropriations</u></b>						
Telecommunications	\$ 2,787	\$ 2,787	\$ 896	-	\$ 1,891	68%
Information Systems Services	-	-	(33)	33	-	0%
<b>Total Appropriations</b>	<b>\$ 2,787</b>	<b>\$ 2,787</b>	<b>\$ 863</b>	<b>\$ 33</b>	<b>\$ 1,891</b>	<b>68%</b>

Board Minutes of February 25, 2016  
Attachment 6 – Finance & Investment Committee Report

<b>State General Fund</b>						
<b>Budget Report as of January 31, 2016</b>						
<i>In thousands</i>						
<b>Estimated Revenues</b>	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
Basic Grant Revenues	\$ 3,829	\$ 3,829	\$ (68)	-	\$ 3,897	102%
Consolidated Systems Aid	1,509	1,509	-	-	1,509	100%
Legal Settlements	-	-	-	-	-	0%
County Prison Aid				-	-	0%
<b>Total Revenues</b>	<b>\$ 5,338</b>	<b>\$ 5,338</b>	<b>(68)</b>	<b>-</b>	<b>\$ 5,406</b>	<b>101%</b>
<b>Appropriations</b>						
Personal Services	\$ 911	\$ 893	\$ 213	-	\$ 680	76%
Health Insurance	-	-	4	-	(4)	0%
Social Security	74	49	21	-	28	57%
Employee Welfare Fund	-	-	-	-	-	0%
Pension	-	43	43	-	-	0%
Workers' Compensation	-	-	-	-	-	0%
Training	51	51	17	2	32	63%
General Supplies	15	17	3	4	10	59%
Equipment	102	177	75	22	80	45%
Furniture		357	69	73	215	60%
Library Materials	522	522	240	19	263	50%
Contractual Services	2,069	2,124	822	472	830	39%
Carfare, Travel & Mileage	5	5	-	-	5	100%
Maintenance & Repairs - Buildings	777	1,633	254	705	674	41%
Information Systems Services	2,505	2,505	560	351	1,594	64%
<b>Total Appropriations</b>	<b>\$ 7,031</b>	<b>\$ 8,376</b>	<b>\$ 2,321</b>	<b>\$ 1,648</b>	<b>\$ 4,407</b>	<b>53%</b>

Board Minutes of February 25, 2016  
Attachment 6 – Finance & Investment Committee Report

<b>Board-Designated Fund</b>						
<b>Budget Report as of January 31, 2016</b>						
<i>In thousands</i>						
	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b><u>Estimated Revenues</u></b>						
Interest & Dividend Income	\$ 250	\$ 250	\$ 125	-	\$ 125	50%
Library Merchandise Sales	2	2	-	-	2	100%
Gains (Losses) on Investments	300	300	(646)	-	946	0%
<b>Total Revenues</b>	<b>\$ 552</b>	<b>\$ 552</b>	<b>\$ (521)</b>	<b>-</b>	<b>\$ 1,073</b>	<b>194%</b>
<b><u>Appropriations</u></b>						
Training	\$ 10	\$ 10	\$ -	\$ -	\$ 10	100%
General Supplies	61	53	15	-	38	72%
Contractual Services	660	761	301	66	394	52%
Carfare, Travel & Mileage	12	12	6	-	6	50%
Maintenance & Repairs - Vehicles	6	6	-	-	6	100%
P & C Insurance Premiums	3	3	-	-	3	100%
Information Systems Services		7	-	-	7	100%
<b>Total Appropriations</b>	<b>\$ 752</b>	<b>\$ 852</b>	<b>\$ 322</b>	<b>\$ 66</b>	<b>\$ 464</b>	<b>54%</b>



Board Minutes of February 25, 2016  
Attachment 6 – Finance & Investment Committee Report

<b>Workers Comp Fund</b>						
<b>Budget Report as of January 31, 2016</b>						
<i>In thousands</i>						
<b><u>Estimated Revenues</u></b>	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
Interest Income	\$ 1	\$ 1	\$ 1	\$ -	\$ -	0%
Interfund Transfers	-	-	-	-	-	0%
<b>Total Revenues</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b><u>Appropriations</u></b>						
Personal Services	\$ 72	\$ 72	\$ 41	-	\$ 31	43%
Health Insurance	6	6	4	-	2	33%
Social Security	6	6	3	-	3	50%
Employee Welfare Fund	2	2	1	-	1	50%
Pension	8	14	13	-	1	7%
Workers' Compensation	200	194	74	-	120	62%
Contractual Services	125	125	64	30	31	25%
P & C Insurance Premiums	45	45	46	-	(1)	-2%
<b>Total Appropriations</b>	<b>\$ 464</b>	<b>\$ 464</b>	<b>\$ 246</b>	<b>30</b>	<b>\$ 188</b>	<b>41%</b>

## BALANCE SHEET – FINES & FEES FUND GROUP

At January 31, 2016

### Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 1,882,056
Money Market Accounts	145,921
Repurchase Agreements	-
On Hand	40,409
<b>Accounts Receivable</b>	
Accounts Receivable and Employee Advances	5,095
<b>Grants and Contracts Receivable</b>	
New York City	-
New York State	-
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Others	-
<b>Other Assets</b>	
Interfund Receivables	322,745
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	808,952
<b>TOTAL ASSETS</b>	<b>\$ 3,205,178</b>

### Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	\$ 7,280
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	808,952
Unrestricted – Other	2,388,946
Current Restricted	-
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 3,205,178</b>

## BALANCE SHEET – CITY FUNDS GROUP

At January 31, 2016

### Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 15,625,323
Money Market Accounts	1,006
Repurchase Agreements	-
On Hand	569
<b>Accounts Receivable</b>	
Accounts Receivable and Employee Advances	16,460
<b>Grants and Contracts Receivable</b>	
New York City	11,454,035
New York State	-
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Insurance	-
Prepaid Rent	-
<b>Other Assets</b>	
Interfund Receivables	625,109
Security Deposit	-
Investments	-
Property & Equipment (net of depreciation)	5,573,625
<b>TOTAL ASSETS</b>	<b>\$ 33,296,127</b>

### Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	\$ 229,214
Accrued Payroll & Related Expense	-
Note Payable	744,630
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	11,949,233
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	5,573,625
Unrestricted – Other	22,343,191
Restricted – Other	(7,543,766)
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 33,296,127</b>

## BALANCE SHEET – STATE & FEDERAL FUNDS GROUP

At January 31, 2016

### Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 165,664
Money Market Accounts	-
Repurchase Agreements	-
On Hand	80
<hr/>	
<b>Accounts Receivable</b>	
Accounts Receivable and Employee Advances	14,128
<hr/>	
<b>Grants and Contracts Receivable</b>	
New York City	-
New York State	1,110,344
Federal Government	158,644
<hr/>	
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<hr/>	
<b>Prepaid Expenses</b>	
Prepaid Other	-
<hr/>	
<b>Other Assets</b>	
Interfund Receivables	1,088,068
Certificates of Deposit	-
Investments	6,568,922
Security Deposits	25,667
Property & Equipment (net of depreciation)	27,858,273
<hr/>	
<b>TOTAL ASSETS</b>	<b>\$ 36,989,790</b>

### Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	\$ 103,294
Accrued Payroll & Related Expense	-
Line of Credit Payable	-
Compensated Absences Payable	5,512,627
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
<hr/>	
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	27,858,273
Unrestricted – Other	7,142,516
Restricted – Other	(3,626,920)
<hr/>	
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 36,989,790</b>

## BALANCE SHEET – TRUST & AGENCY FUND

At January 31, 2016

### Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 2,665,593
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
<b>Accounts Receivable</b>	
Accounts Receivable	-
<b>Grants and Contracts Receivable</b>	
New York City	-
New York State	-
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Health Insurance	-
<b>Other Assets</b>	
Interfund Receivables	-
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
<b>TOTAL ASSETS</b>	<b>\$ 2,665,593</b>

### Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	\$ 534,414
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	2,131,179
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	-
Restricted – Other	-
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 2,665,593</b>

## BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND

At January 31, 2016

### Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 3,402,310
Money Market Accounts	-
On Hand	145
<b>Accounts Receivable</b>	
Accounts Receivable	34,812
<b>Grants and Contracts Receivable</b>	
New York City	-
New York State	-
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Other	896
<b>Other Assets</b>	
Interfund Receivables	-
Certificates of Deposit	-
Investments	3,406,719
Property & Equipment (net of depreciation)	1,077,068
Retail Inventory	-
<b>TOTAL ASSETS</b>	<b>\$ 7,921,950</b>

### Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	\$ 50,792
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	393,046
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	1,077,068
Unrestricted – Other	6,126,347
Restricted – Other	274,697
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 7,921,950</b>

## BALANCE SHEET – WORKERS’ COMPENSATION FUND

At January 31, 2016

### Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 1,830,676
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
<b>Accounts Receivable</b>	
Accounts Receivable	-
<b>Grants and Contracts Receivable</b>	
New York City	-
New York State	-
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Health Insurance	-
<b>Other Assets</b>	
Interfund Receivables	-
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
<b>TOTAL ASSETS</b>	<b>\$ 1,830,676</b>

### Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	-
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	\$ 461,720
Deferred Revenue	-
Other Liabilities and Interfund Payables	323
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	1,368,633
Restricted – Other	-
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 1,830,676</b>

**THE QUEENS BOROUGH PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**MEETING OF THE LABOR RELATIONS COMMITTEE**

**February 25, 2016**

A meeting of the Labor Relations Committee of the Board of Trustees was held at 5:01 p.m. on Thursday, February 25, 2016, in the President’s Conference Room of the Central Library, 89-11 Merrick Boulevard, Jamaica, New York.

**PRESIDING:** Hon. Augustus Agate, Committee Chairperson

**PRESENT:** Martha Baker (*arrived at 5:16 p.m.*)  
Maria Concolino  
Lenore Gall, Ed.D  
Julissa Gutierrez (*arrived at 5:16 p.m.*)  
Carl Koerner, Esq.  
Eli Shapiro, Ed.D, LCSW  
  
Bridget Quinn-Carey  
Interim President and Chief Executive Officer  
Lewis Finkelman, Esq.  
General Counsel  
Sung Mo Kim, Esq.  
Associate General Counsel  
Jacqueline Martinez  
Interim Director of Human Resources  
Andrew Wedmore, Esq.  
Labor Counsel & Director of Labor and  
Employee Relations

**GUESTS:** Adrienne Adams  
Judy E. Bergtraum, Esq. (*arrived at 5:57 p.m.*)  
James Haddad, Esq.  
John Ottulich  
Michael E. Rodriguez, Esq. (*arrived at 5:38 p.m.*)  
Edward Sadowsky, Esq.  
Robert Santos, Esq., Secretary  
Gabriel Taussig, Esq.



**THE QUEENS BOROUGH PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MEETING OF THE LABOR RELATIONS COMMITTEE**

**February 25, 2016**

**REPORT**

***IT WAS MOVED BY MS. GALL THAT THE LABOR RELATIONS COMMITTEE MOVE INTO EXECUTIVE SESSION TO DISCUSS UNION NEGOTIATIONS AND PERSONNEL MATTERS. THE MOTION WAS SECONDED BY MRS. CONCOLINO. THE MOTION PASSED UNANIMOUSLY.***

**EXECUTIVE SESSION DISCUSSION**

**1. Side Letter Agreement –Frontloading Annual Leave for Union-Represented Employees**

The Committee reviewed and discussed the side letter agreement regarding frontloading annual leave for union-represented employees.

**2. Side Letter Agreement – Union-Represented Security Guards**

The Committee reviewed and discussed the side letter agreement regarding union represented security guards.

**3. Status of Step III Grievances**

The Committee reviewed and discussed the status of Step III Grievances.

**4. Status of Arbitrations**

The Committee reviewed and discussed the status of Arbitrations.

**5. Status of Administrative and Legal Proceedings**

The Committee reviewed and discussed the Administrative and Legal Proceedings status report.

***IT WAS MOVED BY MRS. CONCOLINO THAT THE MEETING RETURN TO PUBLIC SESSION. THE MOTION WAS SECONDED BY MR. SHAPIRO. THE MOTION PASSED UNANIMOUSLY.***

**1. Side Letter Agreement –Frontloading Annual Leave for Union-Represented Employees**

It was moved by Judge Agate that the Labor Relations Committee, on behalf of the Board of Trustees, authorize the Interim President and CEO to execute and implement the proposed Side Letter Agreement negotiated with Local 1321 and District Council 37, and which provides for the front-loading of all Annual Leave accruals for union-represented employees as of the first day of each fiscal year (July 1st) effective as of July 1, 2016.

The motion was seconded by Mrs. Concolino. The motion passed unanimously.

**2. Side Letter Agreement – Union-Represented Security Guards**

It was moved by Judge Agate that the Labor Relations Committee, on behalf of the Board of Trustees, authorize the Interim President to execute and implement the proposed Side Letter Agreement negotiated with Local 1321 and District Council 37, and which provides for the hiring of up to fifteen (15) union-represented full-time employees to serve as security personnel, while retaining the Library’s management right to utilize contract security guards to support and supplement its security staffing needs.

The motion was seconded by Mr. Shapiro. The motion passed unanimously.

***IT WAS MOVED BY JUDGE AGATE THAT THE MEETING BE ADJOURNED. THE MOTION WAS SECONDED BY MRS. CONCOLINO. THE MOTION PASSED UNANIMOUSLY.***

There being no further business, the meeting adjourned at 5:58 p.m.

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Hon. Augustus Agate, Chair  
Labor Relations Committee