

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
January 17, 2013

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, January 17, 2013, in the Central Library pursuant to due notice to trustees. The following members were present:

Jack Connors, Chair
Theodore K. Johnson, Vice Chair
Elaine M. Panty, Secretary
Frank Gist, Treasurer
Amy Alvarez-Perez
Sheldon M. Berlow
Phyllis A. Horton
John G. Schmidt, Jr.
Sharon A. Thomas
Wayne D. Wisbaum

Chair Jack Connors called the meeting to order at 4:03 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

Agenda Item B - Approval/Changes to the Agenda. There were no changes to the proposed agenda.

Agenda Item C - Minutes of the Meeting of December 20, 2012. Minutes were approved unanimously, as mailed, upon motion by Ms. Panty and a second by Mr. Schmidt.

Agenda Item D - Report of the Nominating Committee.

Agenda Item D.1 - Election of Officers and Executive Committee. Chair Johnson reported the Nominating Committee, composed of himself, Trustees Alvarez Perez, Horton, Panty, and Thomas (who was excused), met on January 4, 2013. The following slate of officers was presented for 2013:

Chair - Jack Connors
Vice Chair - Theodore K. Johnson
Secretary - Elaine M. Panty
Treasurer - Frank Gist

In addition to the Chair and Vice Chair, the Nominating Committee proposed the following trustees to serve on the Executive Committee: Anne M. Leary, Elaine M. Panty and John G. Schmidt, Jr. Having served as a past Chair, Ms. Thomas shall be an ex officio member of the Executive Committee. Mr. Connors interjected that after speaking with Ms. Leary recently, she recommended Amy Alvarez Perez be nominated to the Executive Committee in her place so she can concentrate on Development; this was agreeable to Trustee Alvarez Perez. On motion by Ms. Thomas, seconded by Mr. Gist, the slate was approved as amended.

Mr. Connors thanked everyone for their confidence in him and fellow officers for 2013.

A warm welcome was given to Nelson Starr, Jr. Admin. Consultant to the County Executive, who was in attendance.

Agenda Item E – Meeting Schedule for 2013. The 2013 meeting schedule was included in the board packet.

Agenda Item F – Report of the Chair. Mr. Connors reminded trustees the Elected Officials Reception is scheduled for February 21, 2013 following the Board meeting.

They plan to speak with consultant Libby Post regarding revisiting the Library's marketing and advocacy plan concerning the Library District. He pointed out, the Board does not want all the efforts made to this point to go to the wayside.

Trustee Panty shared while meeting with Mayor Byron Brown, she reiterated Library funding keeps getting cut and when funding is restored, it is never restored to what is asked; she remarked, "if we do not correct the situation and obtain stable funding, the System we have now, we will not know".

Mr. Connors reported on a conversation he had with a Hamburg Public Library board member regarding their expansion project. Their board is looking to move forward; they are awaiting approval by the State of their construction grant. Discussions will continue.

Trustees were encouraged to attend the January 19th ACT meeting.

On February 28th, the Library will be presenting at the Association of Erie County Governments meeting regarding the Library District; the time and location will be shared with trustees when known.

Trustee Wisbaum arrived at approximately 4:14 p.m.

Agenda Item G – Committee Reports.

Agenda Item G.1 – Executive Committee. Mr. Connors reported the Executive Committee convened on January 10, 2013 at the Central Library. The following report was presented:

Present: Executive Committee members Elaine Panty and John Schmidt, Jr. as well as Jack Connors via conference call. Director Mary Jean Jakubowski, CFO Kenneth Stone, COO Carol Batt and ADD – Human Resources Jeannine Doyle were also in attendance.

Mr. Connors called the meeting to order at 4:05 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Mr. Connors reviewed the agenda for the January 17th Board of Trustees meeting.

Ms. Panty noted the Nominating Committee, lead by Trustee Ted Johnson, would be putting forth a slate for Board Officers including a recommendation for Executive Committee.

Resolutions being put forth were reviewed by Mr. Stone, Ms. Batt and Mrs. Jakubowski. Mr. Stone and Ms. Batt reviewed the RFP and evaluation process used in the Insurance Procurement Services RFP Award. Discussion ensued. NYS Family Literacy, Adult Literacy Grant and NYS Conservation & Preservation Research Materials Discretionary Aid Program intent were also discussed.

Mr. Stone reviewed the potential impact of the Governor's proposed minimum wage increase. He explained it is not known at this time if a COLA is included in the proposal. Initial impact would be upwards of \$300k. A COLA would bring additional costs. Mr. Stone indicated he is staying abreast of the situation and will keep the Board informed.

Ms. Jakubowski asked Ms. Doyle to briefly review the Affordable Health Care Act and potential impact on the B&ECPL. Ms. Doyle went over the Act identifying potential issues/concerns, explaining a portion of 2013 will need to be selected as the Library's control period, with the Act taking full effect January 1, 2014. Ms. Doyle and Mrs. Jakubowski met with member library directors regarding the same and will meet with member library trustees at their January 19th ACT meeting. Discussion ensued. Ms. Doyle and Mrs. Jakubowski recommended the Library consider the County's stance on this matter and requested a decision be made following input by both member library directors

and trustees. Ms. Jakubowski also recommended whatever the decision, it be set by the end of the first quarter this year so as to give the Library and staff ample notification and time to make sound decisions. Ms. Doyle ended by stating no matter what the decision, it will be difficult and impact employees.

Mrs. Jakubowski informed the Executive Committee the Library has been notified that in the case of O'Brien vs. County of Erie, et al, the summary judgment by Judge Timothy Drury is in favor of the B&ECPL recognizing the System had no role in the direction and control of the maintenance of the grounds and physical plant of the Lackawanna Library and consequently any involvement in the actions of the Lackawanna Public Library's maintenance employee, which arguably led to the injuries sustained by the plaintiff in the case. Ms. Jakubowski indicated the City of Lackawanna, the Lackawanna Public Library and the plaintiff have 30 days in which to appeal this action. She will notify the Board should this occur.

The meeting adjourned at 5:00 p.m. on a motion by Mr. Schmidt, seconded by Ms. Panty.

Mr. Schmidt questioned whether there would be layoffs if the increase in minimum wage goes through. Ms. Jakubowski responded the Library will be able to absorb the increase this year through the use of fund balance; however, this balance will be very stretched. Discussion ensued regarding the impact. Mr. Stone has contacted the Erie County Office of Budget and Ms. Jakubowski will be sending a letter to the County Executive and Deputy County Executive regarding the impact. Ms. Jakubowski and Mr. Connors also will be meeting with County Executive Mark Poloncarz in February.

In response to a question by Mr. Johnson, Ms. Jakubowski discussed the Affordable Health Care Act and its affect on the Library's part-time workers with shared positions across what the Library considers independent employer lines. She noted this will be discussed with CML trustees at the upcoming ACT meeting asking for their thoughts. Decisions need to be made as to what is in the best interest of the institution as well as the potentially impacted employees. Clarifications and interpretations of this law are changing literally day by day. Human Resource Assistant Deputy Director Jeannine Doyle is on top of this and working together with the County.

Agenda Item G.2 - Budget and Finance Committee.

Agenda Item G.2.a - Monthly Financial Report. The monthly financial report for the period ending November 30, 2012, was included in the board packet.

Agenda Item H - Report of the Director. The Director reported a Return on Investment calculator will soon be on the Library's website . The current 2012 Return on

Investment figure is being worked on. She noted the Library's per capita expenditures in Erie County runs around \$28.6 per capita; we are close to the lowest in NYS if not the nation; second from the lowest in library systems of our size throughout the nation. Comparably, in Rochester, they are over \$46.00 per capita. This is a demonstration of just how stretched our dollars are.

Together with Deputy Directors Batt and Stone, she met with the West Seneca Public Library who is looking to expand or possibly build a new library on the same complex. The current library is only about 8,000 square feet. She reminded trustees that for these projects, libraries are responsible to look to other efficiencies to save funds which can be put back into their operating costs and not ask for additional operating funds.

She reported over 100 young children, local, State and Federal dignitaries including Brian Higgins, Crystal People Stokes, Betty Jean Grant, and various storytellers and entertainers were in attendance for the Library's 35th Martin Luther King Jr. celebration earlier that day. She offered kudos to the staff.

She and Mr. Stone have been working with echo Art who is scheduled to have an exhibit at the Central Library in September 2013. This will be a fundraising event. She encouraged all to attend and spread the word; further details will be shared on this wonderful event.

Consultant Libby Post will be at the January 19th ACT meeting and will be working with trustees on next steps in meeting with public officials concerning the Library District.

She reminded trustees NYLA's Education Day in Albany is Tuesday, March 5th and asked trustees to let her know soon if they wished to attend.

Assistant Deputy Director Joy Testa Cinquino was called upon to report on the Year-End Appeal. She reported the Year-End Appeal brought in \$78,746 with 1,243 donors; of that, 515 are new donors. Last year, 313 donations were made online accounting for \$26,000 of the total donations. Bucks for Books hit \$41,532 in donations from 657 donors. The full year brought in \$258,000 in donations which included the Black & White event, Bucks for Books, Year-end Appeal, bequests and the Judy Summer Auction. Director Jakubowski reminded trustees this money goes for programming and materials for all libraries.

The following was submitted by the Director and transmitted to Board members prior to the meeting:

B&ECPL Monthly Report December 2012

December is always an exciting time throughout the Buffalo & Erie County Public Library (B&ECPL) System with year-end activities in full swing.

2012 annual statistical reports indicate a 1.2% increase in circulation, a 1.8% increase in computer sessions and a stabilized visitor count of 3.657 million. These statistics clearly demonstrate our libraries continue as vital community institutions.

2013 timeline development for the District Initiative is under way and will be reported at the January meeting of the B&ECPL Board of Trustees. Training for ACT members and staff is also being created to meet timeline requirements.

Beginning in January 2013, a quarterly report on the status of B&ECPL Organizational Competencies and Initiatives will be included in the Library Director's Report to the Board of Trustees. This information will also be made available on the Trustee web site.

Below are the December 2012 System highlights:

Monthly Programming Statistics – December 2012

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	119	2408	2044	48830
3.3 Children (age 6-12)	89	1371	1993	33344
4.4 Teens	13	418	74	5513
Intergenerational	48	532	2337	25673
5.3 Adults (excludes Technology)	69	1075	1177	18201
TOTAL In Library Programs	338	5804	7625	131561

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	25	503	81	3009
System or Library-owned Cyber Train	17	329	197	3237
TOTAL Adult Technology	42	832	278	6246

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	18	265	383	6991
Children (age 6-12)	0	81	0	12764
Teens	0	5	0	264
Intergenerational	0	6	0	784
Adults (excludes Technology)	13	168	196	7025
TOTAL Outreach (out of Library)	31	525	579	27828

Summer Reading Programs:

	Number Registered		Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	4848	0	432	0	11065
3.4 Children (age 6-12)	0	9850	0	501	0	16829
Teens	0	1814	0	231	0	3686
TOTAL Summer Reading Programs	0	16512	0	1164	0	31580

Highlights:

- The Technology Training Team excels in 2012! A total of 429 public classes were conducted for 3,983 attendees. The attendance figure represents a 65% increase over 2011. The department’s YouTube Channel <http://bit.ly/vglZ04> which includes a variety of informational and entertaining technology-related videos experienced 14,901 views in 2012. Kudos to the entire team led by Librarian **Kara Stock**.
- On December 14th, Information Services & Outreach Librarians **Dan Caufield**, **Bruce Weymouth** and **Andrew Maines** helped coordinate and participated in the *Small Business Resource Day* at the Central Library. Over 120 individuals spent the afternoon meeting mentors from various agencies (SBA, SBDC, SCORE, Canisius Women’s Business Center, etc.) and reviewing the resources available to start and run a small business.
- Beginning December 15th, librarians from the Children’s Programming Team are staffing Kid’s Space at the downtown Central Library.
- The Frank E. Merriweather, Jr. Branch Library (MRW) was filled with special events this month. On December 15th, drumming abounded within the MRW Library; first with a community drum circle sponsored by Daughters of Creative Sound (25 participants) and later in the day an audience of 80 experienced the drumming performance of Healing Hands. Mrs. Eva Doyle held her 32nd “Eye

on History” lecture series at MRW on December 16th with the topic *How to Find Your Family Roots*, using her personal research as examples. On December 19th, We Are Women Warriors and BlackPearlie76 co-sponsored the 9th Annual Tree of Life Ceremony at the MRW Library. More than 100 red bows were affixed to a tree allowing local family members to commemorate the lives of their loved ones cut short by homicide (*Buffalo News* article December 20, 2012). On December 29th, the MRW Branch hosted the community celebration of the fourth night of Kwanzaa, which emphasizes “Ujamaa”, the Swahili word for Cooperative Economics. There were performances from Bro. Taharka Odinga-Poet, and Papi Martin & The Love Supreme Orchestra. The Black Chamber of Commerce held a panel discussion on “We Shape Our Future: The Role of Black Businesses in our Communities”.

2. Collection Development

Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	158,651	513	5,388
3.1 Juvenile Fiction	356,335	4,397	32,280
4.1 Young Adult Fiction	70,039	1,278	11,712
5.1 Adult non-Fiction	1,385,673	2,652	28,722
6.1 Adult Fiction	555,742	3,521	50,912

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	66,129	743	5,462
4.2 Young Adult audiobooks only	2,591	29	165
6.2 Adult	362,548	5,721	44,861

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	* 14,924	447	22,852	+8.8%
Music (Freegal)	Unlimited SONY Library		5,294	+2.3%
e-Audiobooks	6,058	127	4,827	-0.9%
e-Videos	370	0	163	+73.4%

*eBook “collection size include 150 free promotional MaxAccess titles for 1 year

Highlights:

- 2012 circulation closed out at 8,250,880 which is a 1.2% increase over 2011. eBook downloads increased by 94%, topping out at 256,585.
- More than 35,000 new titles were added to B&ECPL library shelves in 2012. This figure represents a 35% increase over the number of new titles available in 2011.
- The Library’s Subject Guides received 733 unique visitors from 8 countries in December. The Science and Cultural Heritage categories ranked among the most popular, with continued interest in the Health, Movie, and Genealogy guides.
- On December 20th, the Rare Book Room received a much-anticipated inheritance of J. J. Lankes letters from the J.B. Lankes Estate. Many of the letters are from fellow artist and friend William J. Schwanekamp, and others from Charles Burchfield, Helen Keller, Claire Luce Booth, etc.
- The Rare Book Room received 7 original cartoons by Buffalo’s own award-winning political cartoonist Bruce Shanks.
- On December 28th, an agreement was reached with WNED allowing documentary use of scanned/reproduced images in an upcoming PBS (2014) production about Frederick Law Olmsted and the Park System. Funds received will be used for conservation of Rare Book Room materials.
- Collection Development staff responded to 448 patron purchase suggestions and 122 staff suggestions in December.

3. Technology

Social Media Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr.
to Date				
Facebook Fans/Likes	3,628	+ 46	1.3%	28.6%
Twitter Followers	3,268	+ 109	3.5%	48.5%
Flickr Views	50,160	+ 619	1.2%	36.9%
Pinterest Followers	327	+ 20	6.5%	N/A*

*N/A Pinterest created February 2012

A popular December Facebook post included:



Buffalo & Erie County Public Library - Central Library
December 27, 2012

Facebook friends, what was your favorite read this past year?

Like · Comment · Share

5 people like this.

View all 44 comments

 **Kaitlin Scirri** The Help! Soo good!!
December 27, 2012 at 9:41pm via mobile · Like

 **Janice Zagora-Larson** Unbroken and the latest LBJ installment by Robert Caro
December 27, 2012 at 10:01pm · Like

 **Chris Rodgers** I also read all the Game of Thrones books: long but incredibly well written.
December 27, 2012 at 10:23pm · Like

 **Bob Caico** The boxing articles in the Buffalo Evening Post archives
December 27, 2012 at 10:41pm via mobile · Like

 **Kelly Summe Conover** The Marriage Plot by Jeffrey Eugenides.
December 27, 2012 at 10:43pm via mobile · Like

1,467 people saw this post

A few December Twitter highlights:



VOC of WNY @VOCofWNY 7 Dec
@buffalolibrary Thanks for the follow! We've definitely used your Request A #Librarian service before...and will again!



Mark Poloncarz @markpoloncarz 11 Dec
I will be at the @buffalolibrary today at noon as part of its speakers series. I will be talking about economic development and the arts.



Kevin Purdy @kevinpurdy 19 Dec
Every time I end up at the @buffalolibrary, I am dumbstruck at how enthusiastically they want to help me research the most obscure topics.



Kevin Purdy @kevinpurdy 19 Dec
(That is, @buffalolibrary gave white-glove service on rare self-published book, Courier Express on microfilm, and out-of-circ tomes)



david etkin @DavidAETkin 22 Dec
Really? This many good pic books in one library trip should be illegal! Thanks, @buffalolibrary pic.twitter.com/lld6ybvY

In December, 37 new photos were posted to *Flickr*. Our photostream can be viewed here: <http://bit.ly/xDPs4>.

We currently have 30 Boards and 1,451 Pins on *Pinterest*. The page can be viewed at: <http://pinterest.com/buffalolib>.

Highlights:

- Visits to the Library's web sites reached almost 6 million in 2012. Both the Library's web site www.buffaloib.org and the e-Library Catalog <http://elibrary.buffalolib.org/> experienced heavier usage. The web site had 4,386,062 visits and the catalog 1,575,673 for a grand total of 5,961,735. This represents a 5.9% increase over 2011.
- VuFind, an open-source alternative to the e-Library online catalog, made its staff debut in December. This ADA compliant catalog features a simple interface, faceted search capabilities, and relevancy-ranked results. IT Manager **Stephen Hovey** and Technical Services & Technology Support Manager **Maureen McLaughlin** configured and customized the interface. Currently in beta testing, the public rollout is anticipated for the first quarter of 2013.
- IT Staff members **Mike Grabek** and **Michael Jason** deployed 10 new children's public PCs at the Frank E. Merriweather, Jr. Library. The old CPU's were replaced with a mini-tower that takes up less space and features Windows 7 with a faster processing speed. In addition, a new look as well as a new suite of software, games and approved web sites display on the desktop.
- New self-help technology video: *Using the Freegal App* (<http://bit.ly/VsKKWw>) developed by Technology Trainer **Andy Aquino** demonstrates how to download and use the Freegal App on a Google Nexus 7. Instructions also apply to iPads, iPhones, Android phones, and other Android tablets. Technology Trainer **Chelsey Lonberger** developed a new video: *Saving on a Flash Drive* (<http://bit.ly/RrlN2A>). The online tutorial demonstrates how to save files, photos, and videos to a flash drive.
- New staff PC's have been received and are being deployed in Central Library departments and community libraries throughout Erie County. The computers, purchased with Board-approved "Obsolete Hardware Replacement" funds will update many aging models and provide greater staff efficiency. The older models are updating other PC's or being recycled, if appropriate.
- RFID (radio frequency identification) developments: A total of 24 libraries are now fully up and running using RFID technologies. The Marilla Free Library is

using RFID for circulation at staff stations, with self-checkout to be installed early in January 2013. Collection conversion is under way at the North Collins and Clarence Public Libraries. Conversion will begin early in 2013 at the Boston Free and Collins Public Libraries.

- The B&ECPL submitted Technology Plan 2013-2016 for review to the NYS Division for Library Development (DLD). The plan is required to support e-Rate funding for the period covering July 1, 2013 – June 30, 2016. It is comprehensive for the System’s Central Library, City branches and all contract libraries. Upon approval by DLD, the new Technology Plan will be made available on the Library’s web site.

4. Funding/Fundraising

Funding:

The Library’s 2013 Budget, adopted by the B&ECPL Board of Trustees on December 20th, is under way. The open hours supported by the \$300,000 County funding restoration are being implemented in January.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual - Includes year-end appeal \$66,222; Bucks for Books \$41,357; Black and White event \$48,770; Judy Summer auction \$3,796; memorials, endowments and other general donations	Year-to-date	\$258,000
Donation Box - MRW	Ongoing	\$41.25
Donation Box - ECL	Ongoing	\$37.00
Crane Book Sale	Ongoing	\$451.75
Niagara Donation Box		\$45.00
North Park Book Sale	Ongoing	\$80.82
North Park Donation Box		\$87.74

Highlights:

- The 2012 year-end appeal has reached \$66,222 in donations with donations being received daily. This weekend, for example, we received a \$1,000 online donation for the year-end appeal.
- The Crane Library received a check for \$100 in a Christmas card from a patron thanking them for their service.

5. Facilities

- In December, the Mark Twain Room’s temperature and humidity levels fluctuated beyond the ranges that the HVAC unit is programmed to maintain. An HVAC technician was called in to repair the unit. Maintenance and RBR staff are aware that the HVAC unit is probably at its life expectancy and will need frequent repairs unless/until it is replaced.
- The Board of Trustees of the Angola Public Library celebrated the opening of the library’s new meeting space, a 1,073 square foot addition which includes an exterior ADA compliant entry and restroom facility. Trustees, lead by President Jack Kuebler, along with Library Manager **Mary Truby** look forward to hosting additional programs and classes that could not be offered in the past due to lack of space. Celebrants included Village Mayor Howard M. “Hub” Frawley and village trustees; Evans Town Supervisor Keith E. Dash and Community Development Director Lori Szewczak; and representatives from Senator Mark Grisanti’s and County Legislator John Mills’ offices. The project is being funded by a combination of Community Development Block Grant, village funds, donations and a NY State Library Construction Grant request. CFO **Ken Stone** who attended, representing the B&ECPL, estimates a NY State Construction Grant award will be announced on or before May 2013 with an anticipated award amount of at least \$118,572.

6. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	33	1013	0	27

*Statistical table is being redesigned to include staff training for all 37 libraries. Complete monthly and year-to-date totals will be provided in a future report.

Highlights:

- Thank you to Library Trustee Ted Johnson and his staff for working with and training Library staff to prepare for the Milestones of Science exhibit. Members of the Rare Book Room (**Meg Cheman, Amy Pickard, Charles Alaimo**), Development Communications staff (**Joy Testa Cinquino, Dawn Stanton, Darlene Pennachi, Anne Conable**) and **Dawn Peters** spent a day with Ted Johnson at his offices, Hadley Exhibits, to learn about exhibit planning, development and execution process. He ran a charrette (brainstorming session) designed to help the Library to effectively plan for upcoming successful exhibits by thinking about the goals, audience, and potential future grants.

- In 2012, the Technology Training Team taught 12 staff classes for 106 attendees.
- Assistant Deputy Director Human Resources/Workforce Development Officer **Doreen Woods** met with Cynn timer Gaasch, Director of Young Audiences of Western New York (YAWNY), about collaborative training efforts between YAWNY and B&ECPL.

7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Release, Facebook (FB) posting	What Were You Reading in 2012? Popular Books	Buffalo Rising 12/27/12 <i>Buffalo News</i> to run an article
Media Release and subsequent interviews , FB posting	Free Downloads from the Library	WBEN Radio 12/26/12 Tonawanda News
Interview for News program	Lego Club and winter break activities	CW 23 TV morning news feature
Media Release, FB posting	Dates and book titles for the 2013 "Literally Speaking" Book Club	12/19/12
Media Release, FB posting	Winter Spring Computer Classes	12/19/12
Poster e-mail	This Week at Central activities	12/4/12, 1/7/13
Chuck Alaimo and Meg Cheman interviewed by Rich Kellman	War of 1812	Series aired 12/3-12/7/12 on WBFO
A.B.L.E.Y Advisor	ECL programs	12/7,14, 21,28/12
East Clinton Shopper	ECL Programs	12/21/12
Facebook Postings in December	Holiday hours, Crochet Program (2x) Graham Cracker House (2x) Board Game Night, Happy New Year	12/6/12
Buffalo Barn Raisers	Crochet Plus! Program posted	Dec. 2012 monthly calendar
Riverside Review	Preschool Storytime and Glenn Colton Concert	12/4/2012

Riverside Review	Graham Cracker House	12/17/2012
Riverside Review	Ongoing Book Sale	12/24/2012
Riverside Review	Preschool Storytime and Movie Matinee	12/29/2012

Highlights:

- Rich Kellman’s *War of 1812* five part series aired on WBFO’s Morning Edition the week of December 3rd - 7th. Rare Book Librarian **Chuck Alaimo** discussed perceptions and fears of Buffalo residents and soldiers based on the original letters in our collections. Special Collections Manager **Meg Cheman** discussed the contributions of benefactor Seth Grosvenor to help rebuild Buffalo as well as the Grosvenor Library.

8. Partnerships

Highlights:

- East Clinton (ECL) Branch Manager **Susan Carson** met with James Pacer from the Kaisertown Coalition to coordinate using ECL’s Community Room for “Homework Help”. It began this month with 3 to 4 volunteers offering assistance to any student every Monday, Wednesday and Friday from 3:00-4:30 p.m.

9. Governance

- The B&ECPL System Board discussed and confirmed movement toward a Special Legislative District Public Library (SLDPL), extending the timeframe to a potential vote in November, 2014. In 2013 the focus will be placed on education of the SLDPL with political leaders, community groups and Erie County residents, as well as completion of proposed legislation and agreements between the B&ECPL and member libraries.

10. Director Activities

Meetings and Events:

LIST of MEETINGS and EVENTS ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI December 2012

DATE	MEETING / EVENT
December 1, 2012	Program - TEDEX For Women Buffalo
December 4, 2012	Meeting - Erie County Legislature - Special and Budget Adoption
December 5, 2012	Staff Forum: Q&A with the Library Director
December 5, 2012	Meeting - Dawn Peters and Meg Cheman
December 6, 2012	Meeting - Association of Contracting Library Board of Trustees (ACT) at Lancaster
December 6, 2012	Conference Call - Ellen Bach, Whiteman Osterman & Hanna LLP
December 7, 2012	Meeting - Joy Testa Cinquino
December 7, 2012	Meeting - Anne Conable, Library Foundation of Buffalo & Erie County
December 7, 2012	Meeting - Doreen Woods, Human Resources
December 7, 2012	Meeting - Sarah Kolberg: echo Art Fair
December 10, 2012	Partners Lunch - Literacy NY, Young Audiences, Project Flight
December 10, 2012	Meeting - Carol Batt and Kenneth Stone: Directors and Officers Insurance
December 11, 2012	Program - Past Forward Erie County Executive Mark Poloncarz
December 11, 2012	Conference Call - Libby Post - Communication Services, and Joy Testa Cinquino
December 12, 2012	Meeting - Lynn Konovitz, Director Grand Island Memorial Library
December 12, 2012	Meeting - Managers/Directors
December 13, 2012	Meeting - B&ECPL Board of Trustees Policy Committee
December 13, 2012	Meeting - B&ECPL Executive Committee
December 14, 2012	Program - Welcome Small Business Institutions/Leaders
December 17, 2012	Meeting - Carol Batt and Kenneth Stone: Insurance RFP, Overview
December 17, 2012	Meeting - Patrick Martin, Esq.
December 19, 2012	Meeting - Administrative Team
December 19, 2012	Meeting - Frits Abell and Sarah Kolberg: echo Art Fair
December 19, 2012	Meeting - Library Foundation of Buffalo & Erie County

- December 20, 2012 Meeting - UB Annex off-site storage
- December 20, 2012 Meeting - B&ECPL Board of Trustees
- December 26, 2012 Interview - WBEN Morning News: eReader labs
- December 27, 2012 Meeting - Administrative Team
- December 28, 2012 Meeting - Carol Batt
- December 28, 2012 Conference Call - Libby Post and Joy Testa Cinquino

Other:

Contracting Library Activity Reports -January 2013

Collins Public Library – submitted by Karen McClure, Director

Highlights of activities:

- Our holiday cookie decorating party on December 3rd was enjoyed by 16 children and 6 adults.
- A movie event on December 7th had an attendance of 11 adults.
- A preschool visit from the Seneca Nation’s Head Start came on December 14th bringing 15 children with 8 adult supervisors.
- The System received a form submission from library patron Braelynn Murphy on December 14th praising the Collins Library staff.
- The Explore & More Graham Cracker House program had 29 children and 20 adults attend their program on December 17, 2012.
- Quilter’s had 62 adults in attendance for the month of December.
- On January 28th library staff and patrons will be learning to use those holiday eReaders with a visit from the System’s Cyber Train staff.

West Seneca Public Library – submitted by Catherine Foertch, Director

The final quarter of 2012 was very busy at West Seneca.

- In addition to well-attended Preschool, Lapsit, and Be-a-Library-Kid programs, October’s special events included “Halloween Magic” with balloon animals; a separate Halloween program with costumes, stories, etc. for 95! attendees; a paranormal program for teens by PRONE and an author visit sponsored by The Friends of the West Seneca Public Library. The program by Michael F. Rizzo, author of *Gangsters and Organized Crime in Buffalo: History, Hits and Headquarters*

drew so much interest that we had to move to the West Seneca Kiwanis Building behind the Library to accommodate the almost 100 eager listeners.

- In November, The Friends sponsored a program for adults by local naturalist, Mark Carra and a “Heart Smart” presentation by students from SUNYAB Medical School. Participants learned about cholesterol, atherosclerosis, and more. Because of school rules, West Seneca Public School teachers use our meeting room to promote and plan class visits to foreign countries.
- December’s “Olivia” program from Central Children’s Team and a visit from Mrs. Claus rounded out the year.
- Former West Seneca Director, Jonnie Moore, continues her Book Club here on the (usually) last Monday of every month.

Agenda Item I – Public Comment. There was no public comment.

Agenda Item J – Unfinished Business. None.

Agenda Item K – New Business.

Agenda Item K.1 – Family Literacy Library Services Grant Program 2013-2016. Ms. Batt introduced this resolution noting it is a new, 3-year grant which will supplement the typical summer reading grant which was approved last month. This grant emphasizes literacy. There will continue to be programs, crafts, etc., but the monies will also be used to partner with groups like Literacy New York. The emphasis will be on bridging the gap children experience when they leave school in June and go back in September. Librarians will be working more with parents, caregivers and things of that nature. This resolution authorizes the Director to apply for the grant and amend the grant budgets for the 3 years with the amount the Library is eligible to receive. Ms. Thomas moved, Ms. Panty seconded, and approval was unanimous.

RESOLUTION 2013-1

WHEREAS, the Buffalo and Erie County Public Library (B&ECPL) System is eligible to apply for a New York State funded Family Literacy Library Services Program grant to help library systems and libraries provide family literacy services to children, their parents and caregivers, and

WHEREAS, the funds will be used to enhance summer reading activities at libraries throughout Erie County hiring performers, purchasing craft supplies, creating program kits, and promoting literacy through summer programs at all B&ECPL libraries, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees approves the Family Literacy Library Services Grant Program 2013-2016 application to obtain \$14,000 in funding for each of three funding cycles, for a total of \$42,000 and authorizes the Library Director to submit that application, and be it further

RESOLVED, that if the grant application is awarded, the B&ECPL Board of Trustees authorizes amending the 2013, 2014 and 2015 Grants Budgets by appropriating grant revenues and expenditures in the amount of \$14,000 (or whatever proportional allocation is available) to support summer reading family literacy initiatives.

Agenda Item K.2 – Adult Literacy Services Grant Program 2013-2016. Ms. Batt reported the emphasis on this grant is workforce development in NYS. Dan Caufield will be the lead on this and it will be used to promote workforce development for the unemployed, underemployed, and those wishing to switch jobs. This resolution authorizes the Director to apply for the grant and amend the grant budgets for the 3 years with the amount the Library is eligible to receive. Ms. Horton moved, Ms. Panty seconded, and approval was unanimous.

RESOLUTION 2013-2

WHEREAS, the Buffalo and Erie County Public Library (B&ECPL) System is eligible to apply for a New York State funded Adult Literacy Library Services Grant Program to help libraries offer services which will improve adult literacy on the job and in the home, and

WHEREAS, the Buffalo and Erie County Public Library System will use these funds to increase awareness of library resources useful to job seekers and local government, nonprofit, and community workforce agencies, and

WHEREAS, the B&ECPL will encourage use of library resources that will directly benefit the unemployed, as well as those individuals seeking a career change or those looking to enhance skills related to an existing job, and

WHEREAS, the grant will help the Library become a community literacy leader and strengthen partnerships with local literacy providers, and

WHEREAS, the Library will partner with local agencies to provide training and present programs designed to help Erie County residents find, keep or change jobs, and

WHEREAS, the grant funds will be used for outside speakers, workshops, publications, promotional materials and project publicity, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees approves the Family Literacy Library Services Grant Program 2013-2016 application to obtain \$14,000 in

funding for each of three funding cycles, for a total of \$42,000 and authorizes the Library Director to submit that application, and be it further

RESOLVED, that if the grant application is awarded, the B&ECPL Board of Trustees authorizes amending the 2013, 2014 and 2015 Grants Budgets by appropriating grant revenues and expenditures in the amount of \$14,000 (or whatever proportional allocation is available) to support summer reading family literacy initiatives.

Agenda Item K.3 – Conservation/Preservation Discretionary Grant 2013-2014.

Ms. Testa Cinquino presented this resolution explaining the Library will be submitting an application for the restoration and conservation of several historical maps. The Grosvenor Room is in the process of determining how many maps. The materials are being selected for conservation based on their assessed condition and major importance to the Library's historical map collection. Funds can be requested up to \$40,000, but it has not yet been determined how much the Library is asking for as the Library is waiting on quotes. This resolution authorizes the Director to submit the grant, accept the grant if chosen, and amend the grant budget based on how much is received.

Ms. Panty moved, Mr. Schmidt seconded, and approval was unanimous.

RESOLUTION 2013-3

WHEREAS, the Buffalo and Erie County Public Library (B&ECPL) System is eligible to apply for a New York State Discretionary Grant for the Conservation and Preservation of Library Research Materials, authorized under the New York Education Law, section 273.7(d) in 1984, and

WHEREAS, the funds will be used for restoration and conservation of several historical maps from our Rare Collections, selected for conservation based on their assessed condition and major importance to the Library's historical map collection, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees approves the grant application for the New York State Discretionary Grant for the Conservation and Preservation of Library Research Material, to obtain funding for the specified B&ECPL project from July 1, 2013 – June 30, 2014 and authorizes the Library Director to submit that application, and be it further

RESOLVED, that if the grant application is awarded, the B&ECPL Board of Trustees authorizes amending the 2013 and 2014 Grants Budgets by appropriating grant revenues and expenditures in the amount awarded to support the map restoration project.

Agenda Item K.4 – Insurance Procurement Services RFP Award. Ms. Jakubowski explained the Library carries Directors and Officers Insurance for the System Board as

well as the contract member library boards, in addition to other insurances; the Library put out an RFP to procure an insurance broker for such services. After thorough review by Deputy Directors Batt and Stone, Lawley Insurance is being recommended as the insurance broker of record. Mr. Schmidt moved and was seconded by Ms. Horton. Approval was unanimous.

RESOLUTION 2013-4

WHEREAS, the Library periodically assesses opportunities to offset some of its risk exposure through purchase of insurance products, and

WHEREAS, in late 2012, the Library undertook such a review including issuing a Request for Proposals (RFP) seeking qualified insurance procurement firms to assist the Library in mitigating its risk through evaluating and, subject to Library approval, procuring cost-effective insurance products from highly rated insurance providers, and

WHEREAS, four proposals were received, in alphabetical order, from Brown & Brown Insurance; Lawley Insurance; Scott Danahy Naylon Insurance; and The Walsh Group, and

WHEREAS, based upon a review of the proposals and references submitted, including interviews of finalists, staff recommends the Library award Insurance Procurement Services to Lawley Insurance, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library designates Lawley Insurance as broker of record for the Library for an initial term of service of three years with an option to renew upon mutual agreement for up to two additional periods of up to three years, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to execute the necessary documents to effectuate these services and further authorize the Director to approve resulting insurance placements subject to the constraints of the budgeted total for said services.

In response to a question by Trustee Gist as to location selection for traveling board meetings, Ms. Jakubowski explained the Frank E. Merriweather Jr. Library was not chosen as it was booked for the entire 2013 on Thursday Board meeting dates. It was suggested that perhaps one of the Committee meetings could be held there. Ms. Thomas suggested the Buffalo Library Services Committee meet there and advertise that meeting to allow the City branches to learn more about the District Option. Ms. Horton also encouraged anyone appointed by the City to sit on this Committee. 2013 Committee Volunteer forms were included in the board packet and are to be returned by February 1st. Ms. Jakubowski requested once the committees are set, the Planning Committee set a meeting date soon thereafter.

For possible cost savings, Mr. Schmidt inquired if Board members can receive their Board packets via e-mail only. Ms. Panty reminded him that some Board members do not have e-mail. Currently the proposed agenda and links to action items are made available on the Library's website, in addition to hard copies being mailed to trustees. Mr. Connors stated we would look into the Bylaws and if trustees wished not to receive hard copies of the board packet, they should let the Director's Office know. Discussion regarding cost savings of online versus hard copy mailing of the Year-End Appeal ensued and Ms. Testa Cinquino replied is it something to look at and believes the evolution will be less hard copy and more online.

Ms. Panty thanked Library staff for all their hard work throughout the year.

There being no further business, on motion by Ms. Horton with a second by Ms. Panty, the meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Elaine M. Panty
Secretary