

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
March 21, 2013

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, March 21, 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

Chair Jack Connors called the meeting to order at 4:10 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 agenda.

Agenda Item C – Minutes of the Meeting of February 21, 2013. On motion by Ms. Panty, seconded by Ms. Horton, the Minutes were approved as mailed.

Agenda Item D – Report of the Chair. Chair Connors reminded trustees the Annual Trustee Workshop is Saturday, March 23rd at the Central Library; currently 61 are signed up.

County Executive Mark Poloncarz submitted to the Legislature for their confirmation the appointment of five new System trustees – Teresa Glanowski; Michael Amodeo, Esq.; Kathleen Berens-Bucki, MLS; Kathleen Burd; and Rhonda Ricks. Once officially confirmed, an orientation day will be scheduled; current trustees will be invited to attend as well.

Mr. Connors responded to the Cheektowaga Public Library Board of Trustees' correspondence regarding concerns they had about the District Initiative.

Mr. Connors called on Deputy Director Kenneth Stone who gave an update on the Central Library second floor asbestos removal project noting it should be complete in about 8-10 weeks.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Mr. Johnson read the following report of the Executive Committee which met March 14, 2013:

Present: Executive Committee members Jack Connors, Elaine Panty and John Schmidt, Jr.; Director Mary Jean Jakubowski, COO Carol Batt and CFO Kenneth Stone were also present.

Mr. Connors called the meeting to order at 4:15 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

The group reviewed the agenda for the upcoming March 21, 2013 Board of Trustees meeting including proposed resolutions.

Mrs. Jakubowski was asked to research who is currently running WNY Ford Dealers Foundation and investigate interest from other local Foundations in sponsoring or supplying a small vehicle which could be used as a mobile training lab or mobile hotspot for the purposes of providing training at off-site locations.

There was no other business to come before the Executive Committee.

Meeting adjourned at 5:05 pm.

Agenda Item E.2 – Budget and Finance Committee. CFO Kenneth Stone presented budget and finance items.

Agenda Item E.2.a – Erie County 2014-2019 Capital Project Request Guidance. This resolution authorizes the Library Director to prepare, update costs as needed, and submit the 2014-2019 Capital Project Requests as prioritized in Resolution 2013-6 below. Ms. Panty moved and was seconded by Ms. Thomas. Approval was unanimous.

RESOLUTION 2013-6

WHEREAS, the time of year to prepare and submit capital project requests to Erie County for the following five-year period is approaching, and

WHEREAS, requests for County Capital funding focus on the County-owned Central Library building and on system-wide capital needs, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library hereby directs the Library Director to prepare, update costs as needed, and submit 2014-2019 Erie County capital project requests prioritized as follows:

FOR THE 2014 FUNDING YEAR

- Central Library Space Reconfiguration/Infrastructure Renewal/Collaborative Opportunities Phase 1 - Estimated cost \$5.725 million;
- Shipping and maintenance vehicle replacements (2 shipping; 1 maintenance) in 2013 - Estimated cost \$90,000; and
- Library flexible use bookmobile acquisition - 1 in 2014 (\$250,000) and another in 2016 (\$260,000).

FOR THE 2015 - 2019 FUNDING YEARS

- Central Library Space Reconfiguration/Infrastructure Renewal/Collaborative Opportunities - future phases (one project area per year 2015-2019) - Estimated cost \$15.1 million;
- Shipping and maintenance vehicle replacements (2 shipping; 1 maintenance) in 2015 - Estimated cost \$97,000; and
- Additional Library Replacement Project Incentive Funds (1 project in 2015 and 1 project in 2017) - Estimated cost \$5 million (\$2.5 million each), and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library expresses its support for requests that may be submitted by the County Public Works Department to address Central Library mechanical equipment and building needs not covered by the above requests, and be it finally

RESOLVED, that the Library Director or her designee is authorized to transmit the requests to the appropriate County Department pursuant to the County's instructions and timetables and provide a report to the Library Board detailing the requests submitted.

Trustee Schmidt arrived at approximately 4:22 p.m.

Agenda Item E.2.b - Monthly Financial Report. The monthly financial report for the year as of December 31, 2012 month-end close was included in the board packet.

Agenda Item E.2.c - 2013 Budget Adjustments: Allocating 2012 Year-end Balance. Mr. Stone explained this resolution recommends allocating a small portion of the 2012 year-end fund balance, but keeping a large portion in available unassigned fund balance for a potential \$1M gap closure reduction to the Library from the County Executive's updated Four Year Financial Plan. Even if the Library does not receive a \$1M funding cut, because of an increase in health insurance, increase in NYS Retirement expenses and the minimum wage proposal, the Library would face over a four year period a funding gap of \$4M. The Library proposes retaining some of the funds to help bridge that prospect in the next 3-4 years absent additional revenue or other changes.

This resolution would allocate \$225,000 of available 2012 ending fund balance to increase the Library's Committed for Grant Local Share Match account and increase the use of fund balance revenue line and expenditures by \$220,509 as detailed in Exhibit 1. Ms. Panty moved, Mr. Gist made a second, and approval was unanimous of Resolution 2013-7.

RESOLUTION 2013-7

WHEREAS, at its regular meeting of December 17, 2012, the Board of Trustees of the Buffalo and Erie County Public Library adopted Resolution 2012-44 adopting the Library's 2013 budget, and

WHEREAS, subsequent to adopting the 2013 budget a number of 2012 projects and activities not completed or implemented in 2012 are desired to be completed or implemented in 2013, and

WHEREAS, it is desirable to utilize a portion of available unassigned ending fund balance to augment the Library's "Committed for Grant Local Share Match" balance sheet account, and

WHEREAS, sufficient 2012 unassigned ending fund balance is available to meet these objectives, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library allocate \$225,000 of available 2012 ending fund balance to increase the Library's Committed for Grant Local Share Match balance sheet account, and be it finally

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library amend the 2013 Operating Budget, increasing the use of fund balance revenue line and expenditures by \$220,509 as detailed in Exhibit 1.

Resolution 2013-7 Exhibit 1: Appropriation of Unassigned Fund Balance

Recommended Use of Available Unassigned Funds

Unassigned Balance Remaining After Recommended Commitments:	\$2,731,424
Reappropriate portion of 2012 remaining library materials budget	(\$65,509)
Replace small pickup used for maintenance & snow plowing activities	(\$30,000)
Replace one shipping vehicle (vehicle presently has over 175,000 miles)	(\$35,000)
Library Information System Improvements - Authority Control	(\$80,000)
Buildings & grounds equipment (lawnmowers, snow-throwers, etc.)	(\$10,000)
Total Recommended Use of One-time Funds	(\$220,509)
Remaining Available Unassigned Balance	\$2,510,915

Mr. Connors added, together with Ms. Jakubowski and Mr. Stone, he met with Hamburg Public Library Trustees regarding their building expansion project for which they will be using matching grant funds.

Agenda Item F – Report of the Director. In addition to the ACT Annual Trustee Workshop on March 23rd, Director Jakubowski encouraged trustees to attend the 2013 Trustee Institute Annual Conference on May 3rd and 4th at the Millennium Hotel Buffalo presented by LTA (Library Trustees Association of New York State). Handouts were distributed to each trustee. Ms. Jakubowski will be a speaker. The basis of this conference is district options for libraries.

In addition, she reminded trustees a Planning Committee meeting would be taking place following the Board meeting where Ellen Bach of Whiteman, Osterman & Hanna LLP will be speaking.

Eleven Library representatives went to Albany on March 5th for Legislative Education Day where they met with elected officials or staff members to discuss the needs of the B&ECPL and support of restoration of State funding. Ms. Jakubowski thanked System Trustee Elaine Panty, Lancaster Public Library Trustee Suzanne Jacobs and Town of Aurora Public Library Trustee Deborah Carr-Hoagland for attending.

Trustees received a *Save the Date* flyer inviting them to the next Library fundraising event “After Hours @ The Library” Happy Hour Fundraiser on Wednesday, May 8th from 5:30 to 8 p.m. on the Downtown Central Library ramp. The cost is \$10 for library

card holders and \$15 for all others. She thanked Trustee Wayne Wisbaum for sponsoring this event.

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

B&ECPL Monthly Report February 2013

The Library System held its 2013 Legislative Reception on Thursday, February 21, 2013. Invitees included all elected officials from the City of Buffalo, Erie County Legislature, New York State Assembly and Senate and US Congress. Attendees were given a presentation by Library Director **Mary Jean Jakubowski** and System Board Chair Jack Connors focusing on the State of the Library System and were provided with take home folders on the Library District Initiative. A tour of the Central Library including the Rare Book Room was given to interested parties.

Attendees included:

David Franczyk - Buffalo Common Council ; Joseph Golombek, Jr. - Buffalo Common Council; Dr. Ellen E. Grant - Deputy Mayor, City of Buffalo; Michael Kearns, New York State Assembly; Ron Deschenes for Senator Mark Grisanti; Sean McCormick for Congressman Chris Collins; Stefan Mychajliw - Erie County Comptroller; Nelson Starr for Erie County Executive Mark Poloncarz; and Chris Jacobs - Erie County Clerk.

Trustees in attendance: System Board Chair Jack Connors; System Trustees: Dr. Amy Alvarez Perez, Sheldon Berlow, Frank Gist, Phyllis Horton, Ted Johnson, Sharon Kelly, Elaine Panty and Wayne Wisbaum. Lancaster Public Library Trustee Suzanne Jacobs and West Seneca Public Library Trustee Jennifer Dobe were also present.

Administration and staff are feverishly working on the State Report, which is now due at the end of April. The report which will be brought to the Board for approval is required annually. Currently, 24 reports (23 State and 1 PLDS) are submitted.

Work continues on the Library District Initiative. Trustee training *Working with Elected Officials* took place in February, as did staff training.

Administration is reviewing year-end statistics to determine new and ongoing trends in library patron needs. Early review indicates a fluctuation in types of reading materials being sought and a rise in programming demand. Further review is forthcoming.

Monthly Programming Statistics – February 2013

1. Public Services**February 2013****In Library Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	228	327	4255	6108
3.3 Children (age 6-12)	104	165	1716	2510
4.4 Teens	26	37	177	270
Intergenerational	31	53	825	1263
5.3 Adults (excludes Technology)	124	212	2449	3632
TOTAL In Library Programs	513	794	9422	13783

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	36	60	217	292
System or Library-owned Cyber Train	37	66	301	696
TOTAL Adult Technology	73	126	518	988

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	8	16	438	754
Children (age 6-12)	2	2	75	75
Teens	0	0	0	0
Intergenerational	0	0	0	0
Adults (excludes Technology)	21	34	439	1216
TOTAL Outreach (out of Library)	31	52	952	2045

Highlights:

- *NEW Program Series:* February 1st, 15th and 22nd - Information Services and Outreach Librarian **Beth Lewitzky** initiated and ran a 4-part series for young adults entitled "History of African American Concert Dance" with Steve Porter, a former Buffalo State instructor and dance historian. The series reviewed history and current trends in African American concert dance. Similar program series are under consideration.
- *NEW Program Series:* The first Science Saturday with Librarian **Kasey Mack** took place on February 2nd and was very successful! Fifteen children explored "matter". They discussed the scientific method and made hypotheses.

- *Celebrating Black History Month:* The Frank E. Merriweather, Jr. Branch Library (MRW) hosted a plethora of activities in celebration of Black History Month:
 - February 6th, “We Are Women Warriors” sponsored a Spoken Word Festival.
 - February 7th, Group Ministries, Inc. Community Wellness Project held a mini-concert in honor of National Black HIV/AIDS Awareness Day.
 - The 23rd year celebration of “Along This Way: Storytelling in the African Tradition” was held on February 9th featuring storytellers Karima Amin and Sharon Holley; vocalist Joyce Carolyn and percussionist Eddie Sowande Nicholson were also featured.
 - The 36th Annual Carter G. Woodson Essay Contest program was held on February 16th with the theme “A Salute to African American Poets and Writers”.
 - February 17th, the Annual African American Read-In was held at the MRW Library. This is a national event sponsored by the Black Caucus of the National Council of Teachers of English. Local organizers are Kenneth and Sharon Holley in cooperation with “Tradition Keepers: Black Storytellers of WNY”.

- Mayor Byron Brown held a “Code Green” public meeting at MRW in the auditorium on February 13th which was very well attended. The Buffalo Green Code is a historic, economic and community development initiative by Mayor Brown which will revamp the City’s 60-year-old zoning code.

2. Collection Development

Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	157,949	585	985
3.1 Juvenile Fiction	358,331	3,253	7,755
4.1 Young Adult Fiction	69,679	569	1,612
5.1 Adult non-Fiction	1,384,043	2,729	5,410
6.1 Adult Fiction	555,889	2,891	8,104

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	65,634	222	525
4.2 Young Adult audiobooks only	2,570	2	2
6.2 Adult	365,505	3,633	7,620

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	*15,680	487	24,325	-13.1%
Music (Freegal)	Unlimited SONY Library		4,744	-9%
e-Audiobooks	6,173	66	5,272	-10.9%
e-Videos	370	0	204	-17.1%

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

Highlights:

- Collection Development staff responded to 613 patron purchase suggestions and 155 staff suggestions in February.
- Circulation of eBooks, although strong, dipped this month as expected. With eReaders, a popular holiday gift, came an increase in eBook downloads in January.

3. Technology

Library 2.0 Activity:

	Number of Connections Current Month	Monthly Change	% Change Previous Month	Yr.
to Date				
Facebook Fans/Likes	3,966	+ 200	5.3%	9.3%
Twitter Followers	3,593	+ 152	4.4%	9.9%
Flickr Views	52,101	+ 798	1.6%	3.9%
Pinterest Followers	425	+ 45	11.8%	30.0%

Social Media:

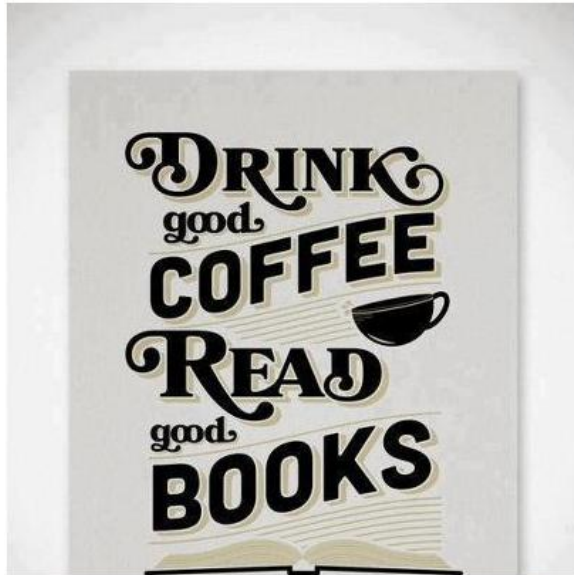
February Facebook Record: The Buffalo & Erie County Public Library – Central Library Facebook page gained an impressive number of new fans (200) in February, spurred by several popular posts, including these 2: the first was viewed by 4,879 people...

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 **Buffalo & Erie County Public Library - Central Library**
February 25

Good Morning & Happy Monday,

Sharing this from the Improbables Librairies, Improbables Bibliothèques Facebook page.




Like · Comment · Share

49

Carol Szot Batt, Kathy Goodrich and 62 others like this.

4,789 people saw this post

and with more than 40 comments, the second is an excellent example of the site's ability to become a place for people to share and discuss...


 **Buffalo & Erie County Public Library - Central Library**
February 24


Hello,
Anyone reading anything they want to share?

Unlike · Comment · Share

Buffalo & Erie County Public Library - Central Library and 5 others like this.

View 42 more comments

 **Mary Martin** Wonder by R J Palacio
February 24 at 6:59pm via mobile · Like · 3

 **Shreen Beshures** The Passage and The Twelve by Justin Cronin.
February 24 at 7:05pm · Like · 1

 **Laura Wood** The Name of the Star by Maureen Johnson. ✕
February 24 at 7:05pm · Like · 1

 **Ethan Hagen** Peter Heller's "The Dog Stars"...so good.
February 24 at 7:05pm via mobile · Like · 1

2,441 people saw this post

A few February Twitter highlights:



NHS of South Buffalo @NHSsouthbuffalo Feb 8
Curling up w a good book/movie from @buffalolibrary & warm blankets great, but if you're under that blanket cuz you're cold, call 823.3630



david etkin @DavidAetkin Feb 20
Teaching my daughter to use the #nerdies12 winner list to search for Nook books on the @buffalolibrary site. Yup--it starts @ home



Lawrence Congdon @LC_Sun Feb 22
Top 15 fiction ebooks @buffalolibrary are bodice-rippers. Next 5 are Agatha Christie. And my mother claims she doesn't have a Kindle...? o_o

“All time” photo views on *Flickr* reached 52,101; an increase of 798. Our photostream can be viewed here: <http://bit.ly/xDPsx4>.

At the end of February, there were 30 Boards and 1,646 Pins on **Pinterest**. The BECPL page can be viewed at <http://bit.ly/yYiDgY>.

Highlights:

- **NEW:** Technology Trainer **Jonathan Shiffner** developed a handout, *Borrowing eBooks and Audiobooks: the OverDrive App for the Nook Tablet, Nook Color and Nook HD* (<http://bit.ly/W7ZS2T>). The resource describes how to locate, download, and authorize the OverDrive Media Console app required to access eBooks and Audiobooks from the Library for a Nook Tablet, Nook Color or Nook HD Tablet. The handout also details how to find, check out, and download eBooks from the Library to a device.
- RFID (Radio Frequency Identification) developments: A total of 25 libraries are fully up and running using RFID technologies. The Clarence Public Library went live with staff stations on February 26, 2013. Gate and self-check installation is scheduled for March 19th. Collection conversion is under way at the North Collins, Newstead, and Boston Libraries. Conversion will begin in the next few months at Collins and Grand Island.
- **NEW:** The Library now has a “Library Calculator” on the public website where people can determine the value of library services by plugging in their use. To date, more than 550 people have used the calculator. The link is: <http://www.buffalolib.org/calculator/valuecalc.php>.

4. Funding/Fundraising

Funding:

On Sunday, March 3rd, the Library successfully submitted e-Rate funding requests for the July 1, 2013 – June 30, 2014 funding cycle well in advance of the March 14th deadline. The e-Rate program is overseen by the Federal Communications Commission and provides discounts to schools and libraries for eligible products and services, including telecommunications and Internet Access. Funding is provided on a sliding scale based upon poverty levels as determined by National Free and Reduced Lunch Program participation in the school district where each library is located (higher NSLP - National School Lunch Program - participation results in higher funding levels).

Services receiving funding support include the Library’s fiber optic wide area network, which is used to connect all 37 library locations to the Library’s information systems and the Internet; 300mb of Internet Access bandwidth with potential to increase to 400mb if demand warrants; and basic voice telecommunications services for library locations. Total costs for these services for this funding cycle is \$545,836, with e-Rate discounts of \$323,088 requested, lowering the net cost to the Library to \$222,748, resulting in a 59.2% discount on these services.

Since its inception in 1998, including the funding approved for the current year and funding requested for the next cycle, the Library will have received over 3.5 million in e-Rate support.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual - includes any donations received since January 1, 2013 - including: bequests, Bucks for Books, online donations, general donations, Grosvenor Room donations, and a donation received this year from the Black and White event held in November	January 1 – March 10, 2013	\$26,933.98
Crane Book Sale	Ongoing	\$483.78
Crane Donation Box		\$52.00
North Park Book Sale	Ongoing	\$155.45
North Park Donation Box		\$52.30

Highlights:

- *HOLD the DATE:* On Wednesday, May 8th, downtown Central Library will host a fundraiser “Jazzin’ It Up @ the Library”. The cocktail reception will be held from 5:30 – 8 p.m. (time may change). Tickets will be in the \$15 range and will include live music. Food and beverages will be handled by Fables /The Mansion.
- The Young Professionals volunteer group has agreed to plan a 2013 “What is Black and White and Read All Over” fundraiser in the fall. The event will be similar to last years with a (unconfirmed) \$75 per person ticket price.
- A grant request for \$6,215 was submitted to the Erie Canal Harbor Development Corp. for a Canalside Visitor Experience 2013 program involving weekly children’s reading programs during the summer months.

5. Facilities

On or after March 18, 2013, a capital project to abate asbestos in the vacated second floor space (former BST space) will begin. Notice of this project is being posted outside of Central Library entrances. The project will remove asbestos-containing material sprayed on beams and the ceiling of this area.

The project is expected to take approximately two months from start to finish; the work is not expected to impact normal Library operations and the Library will remain open.

In an effort to expedite completion of the project, the contractor will have 2 shifts working per day. Mark Cerrone, Inc. is the New York State certified contractor who won the bid from Erie County to perform the work. Watts Engineers, under a separate contract through the Erie County Department of Public Works (DPW), will perform air monitoring throughout the project. County DPW will also be involved and is responsible for overall project direction.

Following federal and state regulations for this type of work, the area will be sealed off. All abatement operations will take place in this sealed environment. As a further protective measure, “negative air pressure” will be maintained using “hogs” to pull and filter air in the work area before exhausting the air to the outside (far away from points of entry).

6. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	88	155	0	0

7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Live TV Interview with Mary Jean Jakubowski	Winter Reading and the Library in general	Healthy Zone, 2/26/13 on WGRZ TV 2
Taped interview - radio Mary Jean Jakubowski	Library delegation going to Albany	WBFO radio taped on 3/1/13 aired on 3/4/13
TV taped segment from the Grosvenor Room and teen area of Central Library	Local adopted woman searches for her family history	Taped on 2/27/13 for Gannett TV station in Syracuse
Taped TV interview (in Albany) with Mary Jean Jakubowski - hosted by Assemblyman Michael Kearns	Library activities and funding	Taped on 3/5/13 to air in March on cable TV
Media Release	This Week @ Central	Sent 2/19/13 and 2/25/13 Sent to all media, portions were used in <i>Buffalo News</i> <i>Gusto</i> during the month of February, <i>Artvoice</i>
Media Release	Libraries Closed on President's Day	Sent on 2/15/13, info ran in the <i>Buffalo News</i>
Media Release - Cameras Invited	Women's History Month Media Event	Sent to all media inviting them to the 3/1/13 event. Covered by Channel 2 and WBFO radio
Amy Pickard, Interviewed by Michelle Kearns of <i>Buffalo News</i>	Paper Valentines	2/12/13
A.B.L.E.Y Advisor	ECL programs	2/ 1, 8, 15, 22/2013
East Clinton Shopper	ECL Programs	2/1/13
<i>Buffalo News</i>	MRW Black History Month Events article by Diedre Williams	2/2/13
Buffalo Challenger	MRW Black History Month Events	2/6/2013

Highlights:

- On February 22nd, *Buffalo News* reporter Anne Neville and a photographer visited the Mark Twain and Grosvenor Rooms to interview author Tom Reigstad about his newly-released book *Scribblin' for a Livin': Mark Twain's Pivotal Period in Buffalo*.

8. Partnerships

Highlights:

- On February 6th, **Meg Cheman** attended a meeting with representatives from UB to discuss next steps in the Shared Collections initiative.
- On February 11th, **Meg Cheman** and **Amy Pickard** along with Mike Basinski, Amy Vilz and Don Elick of UB, met with Dr. Richard Lee to discuss the plan for Dr. Lee's proposed "Explorers and Exploration" seminar course to be offered by UB this fall. The course will provide students with guided access/exposure to UB's and B&ECPL's rare book material throughout the course.
- On February 16th, **Amy Pickard** consulted with University at Buffalo Archivist Amy Vilz about the arrangement and description of the J.J. Lankes letters.
- East Cluster Manager **Nancy Mueller** met with Bonny Ryder from Science Firsthand Learning on February 6th to coordinate the partnership between the Library and Firsthand Learning.
- **Nancy Mueller**, West Cluster Manager **Linda Rizzo** and Assistant Deputy Director for Public Services **Dawn Peters** attended a planning meeting with Holland Speedway sales and marketing representative Mike Lester on February 25th. This meeting was to begin planning a partnership with Holland Speedway for B&ECPL's summer programs.

9. Governance

The Library held 2 "All Staff Meetings" with consultant Libby Post and a Managers/Directors meeting to review the status of, timeline and project plan for the Library District Initiative.

Library Director **Mary Jean Jakubowski** and Chief Financial Officer **Kenneth Stone** attended a meeting of the Rural Library Coalition on February 26th at the Collins Public Library to address concerns and questions posed by trustees of coalition members. Trustees from the Angola Public Library, Boston Free Library, Town of Collins Public Library, Concord Public Library, Eden Library, and the North Collins Public Library

were present. Erie County Legislators John Mills (District 11) and Terry McCracken (District 8) also attended the meeting. Excellent questions were asked and addressed accordingly. Ongoing communication is encouraged and welcomed.

10. Director Activities

Meetings and Events:

**LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
February 2013**

DATE	MEETING / EVENT
February 1, 2013	Western New York Library Resources Council (WNYLRC) Conference Presenter - Resource Sharing
February 4, 2013	Meeting - Legislator Timothy Hogues
February 4, 2013	Meeting - Carol Batt, D&O Renewal Application
February 4, 2013	Meeting - Dr. Mike Bisinski, Curator UB Rarebooks/Poetry
February 4, 2013	Meeting - Joy Testa Cinquino, LDI Timeline
February 5, 2013	Media Appearance - Live TV Winging It on WB23
February 5, 2013	Press Event - GED UB Educational Opportunity Center
February 6, 2013	Staff Forum: Q&A w/Library Director
February 6, 2013	Conference Call - Libby Post, Communication Services
February 6, 2013	Media Interview - Charity Vogel Re: Merriweather Library
February 7, 2013	Meeting - ACT Board
February 7, 2013	Meeting - Patrick Martin, Library Counsel
February 8, 2013	Meeting - Mark Mortenson, Buffalo Museum of Science, and Anne Leary, B&ECPL Trustee
February 10 - 14, 2013	Meetings/Presentations - Libby Post, Communication Services
February 10, 2013	Training - <i>Working with Elected Officials</i> @ Lancaster Public Library
February 11, 2013	Meeting - Geno Principe Re: Fables
February 11, 2013	All Staff Meeting
February 11, 2013	Conference Call: Library Trustees Association Conference
February 12, 2013	All Staff Meeting
February 12, 2013	Meeting - Union Leadership Re: District

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February 13, 2013	Managers/Directors Meeting
February 13, 2013	Meeting - Steve Bell, Mower and Associates
February 13, 2013	Meeting - Milestones of Science Updates
February 14, 2013	Meeting - Paul Hogan, Oishei Foundation
February 14, 2013	Meeting - Christopher Wielgus
February 14, 2013	Meeting - B&ECPL Executive Committee
February 14, 2013	Trustee Training - Libby Post, Communication Services
February 20, 2013	Meeting - Re: Legislative Reception
February 21, 2013	Meeting - Administrative Team
February 21, 2013	Meeting - Kenneth Stone
February 21, 2013	Meeting - Ted Johnson, B&ECPL Trustee
February 21, 2013	Meeting -B&ECPL Board of Trustees
February 21, 2013	Legislative Reception
February 22, 2013	Meeting - CE Poloncarz & Deputy CE Rich Tobe - Four Year Plan
February 22, 2013	Meeting - 2013 State of the City Address
February 25, 2013	Meeting - NYLA Legislative Day Team
February 25, 2013	Meeting - "Office Space Coalition" - Office Disabled
February 26, 2013	Meeting - Whitney Walker - Oishei Foundation - Mobile Safety Team
February 26, 2013	Media Appearance - Channel 2 Healthy Zone - Janet Snyder, Reading and Health
February 26, 2013	Meeting - West Seneca Library Board of Trustees, Town Officials, Cathy Foertch - West Seneca Public Library Director, and Ken Stone - Re: potential building project
February 26, 2013	Meeting - Rural Library Coalition meeting including Legislators McCracken & Mills
February 27, 2013	Meeting - Amherst Public Library Board of Trustees
February 28, 2013	Meeting - Hamburg Public Library Trustees Beverly Halligan and Maryanne Chiumento, B&ECPL Chair Jack Connors, and Ken Stone - Re: Hamburg Public Library Building Expansion
February 28, 2013	Meeting - Nelson Starr, Jr. Administrative Consultant to CE - Tour of Central Library including RBR

Other:

Newstead Public Library – submitted by Kristine Sutton, Director

Highlights of events and activities at the Newstead Public Library:

- The Newstead Public Library has been a warm spot for many to visit during these colds winter months! Many adult programs were presented in the months of February and March. We are fortunate to be able to offer our Deaf Culture and Beginner Sign Language 8 week class once again. A local teacher of signing teaches these classes. Cyber Train classes were very well attended, especially the Downloads 2 Go. Our Women’s Book Club continues to read great books monthly, with the psychological thriller *Before I go to Sleep* and the fairy-tale-like, quirky book, *The Particular Sadness of Lemon Cake* starting out the new year. Our Reminisce Group was treated to a visit by the Newstead Town Historian, for a look back at Main Street in Akron. The newest monthly program is Peace, Love and Yarn. This group knits and crochets for various community and charity groups. So far, they have worked together to make over 200 squares that were donated to Knit-A-Square and to the Linus Project. They have also made dozens of hats, gloves and scarves that were donated to local Food Pantries in Akron and Clarence Center.
- There were many fun events to keep children busy too. Through the magic of Mr. J and to the amazement of little ones, it snowed inside the library! The wonderful Central Library Program Team hosted a Superhero and Froggy program to the delight of many. Winter Storytime is in full swing for pre-schoolers. Our American Girls Club is back and LEGO builders have their monthly creations on display at the library. We celebrated Dr. Seuss’ birthday by visiting Holy Cross Headstart with stories and Horton puppet give-a-ways for all!
- In celebration of Agriculture Literacy Week (March 18-22), Cornell Cooperative Extension of Erie County is sponsoring a Beekeeping program at the library. Children will enjoy stories read by a local Akron beekeeper and have a taste of honey.
- Folk singer Nan Hoffman will entertain for families this month.
- Coming in March, local author, poet and artist Diane Denton will read from her historical novel, *A House Near Luccoli*, which focuses on the fascinating Italian Baroque composer, Alessandro Stradella.
- The Newstead Public Library is the place to be for residents of the Akron/Newstead community!

City of Tonawanda Public Library – submitted by Glenn Luba, Director

Highlights of events and activities at the City of Tonawanda Library, February and March 2013:

- Fancy Nancy program, 9 patrons
- Lego's Club, 2 sessions, 49 patrons
- PreSchool Storyhour, 5 sessions, 24 patrons
- Computer Training, 3 sessions, 17 patrons
- ToddlerTime, 8 sessions, 92 patrons
- Daycare Visit Storytime, 2 sessions, 24 patrons
- Froggy program, 21 patrons
- Knitting Club, 2 sessions, 19 patrons

Agenda Item G – Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo & Erie County met March 13th and are in a planning mode getting ready for the end of their fiscal year which is March 31st. They are constructing a budget for the new fiscal year. In conjunction with the Development Department, they are discussing some targeted fundraising activities for later this year specifically to help begin the process of raising targeted funds for rare books and special collections which they have identified as a priority. In response to Mr. Berlow's question, Ms. Conable stated the Foundation's balance is about \$2.2M. Returns with the Community Foundation of Greater Buffalo have been strong.

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

Agenda Item I – Unfinished Business. No unfinished business.

Agenda Item J – New Business.

Agenda Item J.1 – Authorization to Execute Contract with Communication Services. Ms. Jakubowski introduced this resolution which authorizes the Director to negotiate and execute a contract with Communications Services – Libby Post who has been working on advocacy and the district option; the current contract expires March 31, 2013. Ms. Panty moved and Ms. Horton made a second. Mr. Schmidt asked if there were financial parameters. Mr. Connors replied they have discussed Ms. Post's scope of work and are looking at maxing out at \$4,000/month with a one year contract with an option to renew on a monthly basis. Following discussion, approval of Resolution 2013-8 was unanimous.

RESOLUTION 2013-8

WHEREAS, the Board previously approved (Resolution 2011-10) a contract with Communication Services for services in relation to planning for a new governance and funding model for the Library System, and

WHEREAS, Communication Services has provided services as agreed upon working with trustees, staff and elected officials, and

WHEREAS, the service provided by Communication Services continues to be relevant and necessary, and

WHEREAS, the Library Administration recommends Communication Services for such work, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Board Chair, or his/her designee, to execute a contract with Communication Services based on the terms of the proposal presented, and be it further

RESOLVED, that the Chief Financial Officer is authorized to make the necessary budget transfers to enable the approved compensation set forth in the proposal.

Agenda Item J.2 – Central Library Café Contract Renewal/ Amendment. This resolution authorizes the Director to negotiate and execute a contract with BrainFood, LLC, also known as Fables Café. This is a renewal based on the original contract with three five year terms; this is the second term though April 11, 2015. Mr. Stone went over background information regarding the agreement as stated in the resolution, adding they feel comfortable with this, have reviewed their financial information and the draft agreement has been vetted by legal counsel Patrick Martin. Trustee Alvarez Perez moved and Trustee Panty seconded. Trustee Alvarez Perez inquired what is 5% of gross sales. Mr. Stone stated between \$14,000 - \$15,000 per year on present operations. Following discussion regarding building limitations and constraints, this resolution was unanimously approved.

RESOLUTION 2013-9

WHEREAS, in July 2004, anticipating the opening of the first phase of the Central Library's renovation in Spring 2005, the Library issued a Request for Proposal (RFP) to solicit a qualified private firm to operate a café, and

WHEREAS, the winning café proposal, by BrainFood, LLC., also known as Fables Café, led to a contract with a term covering five years from the date of first operation (April 15, 2005) with two five-year options to renew, and

WHEREAS, in the intervening years the Library has endured two Erie County funding crises, 2005-2006, where funding was reduced \$7 million (24%) and 2011 where funding was reduced a further \$1 million (5%), and

WHEREAS, those funding reductions in County support for the Library between 2004 and 2011 triggered layoffs, eliminated positions vacated by retirement and other downsizing that reduced the employee population based at the Central Library from approximately 204 full-time and 187 part-time personnel in July 2004 to 112 full-time and 148 part-time personnel in the most recent pay period, and

WHEREAS, the reduced market potential impacted the café service, altering their business model to address significantly reduced expected breakfast/early morning business, and

WHEREAS, recognizing the impact of the first reductions, the Library Board of Trustees in June 2007 adopted Resolution 2007-25, which changed the base rent to the greater of \$1,000 per month or 5% of gross receipts of all sales including catering, effective 04/11/2007, with a cost-of-living escalator to the \$1,000 monthly minimum for future years through the end of the first contract term, 04/11/2010, and

WHEREAS, while negotiations for a contract renewal were in progress in summer 2010, the second Erie County funding reduction, initially proposed at \$4 million, as the 2011 budget, led to a suspension of negotiations, and

WHEREAS, Fables continued to pay 5% of gross receipts and as negotiations resumed, increased rental payments to 6% beginning March 2011, and

WHEREAS, given the impact of the Library's 2011 staffing reductions and changes in local area market conditions, Fables requested the Library consider a reduction in rent from the present 6% of gross receipts amount being paid, and

WHEREAS, after review and discussions with Fables ownership, staff recommends a return to a 5% rate for the remainder of the 2nd renewal period, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to negotiate and execute a contract renewal with Brainfood, LLC (aka. Fables Café) through the end of the second renewal period, April 11, 2015, accepting the payments/rates provided from April 2010 through December 2012 and changing the rental rate effective January 1, 2013 to 5% of gross receipts and providing the opportunity for a third 5 year renewal, subject to mutual agreement.

Prior to adjournment, Director Jakubowski brought attention to the *2012 Successes and Efficiencies* handout before trustees. She gave kudos to staff and administration for doing a phenomenal job in 2012 with the limitations the Library had before it.

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There being no further business, on motion by Ms. Panty with a second by Mr. Schmidt, the meeting adjourned at 4:46 p.m.

Respectfully submitted,

Elaine M. Panty
Secretary