

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
January 15, 2015

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, January 15, 2015, at the Central Public Library pursuant to due notice to trustees. The following members were present:

Theodore K. Johnson, Chair
Frank Housh, Vice Chair
Kathleen Berens Bucki, Secretary
Rhonda Ricks, Treasurer
Michael Amodeo
Sheldon M. Berlow
Katie Burd
Jack Connors
Teresa Glanowski
Phyllis A. Horton
Sharon M. Kelly
Elaine M. Panty
Sharon A. Thomas
Wayne D. Wisbaum

Chair Jack Connors called the meeting to order at 4:04 p.m. in the Joseph B. Rounds Conference Room. A quorum was present. Trustee Kelly participated in the meeting by means of Skype; this was identified as such in the notice of the meeting to comply with the Bylaws of the B&ECPL Article II, Section 6, allowing her to be counted for quorum and voting.

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 18, 2014. Trustee Burd moved to approve the Minutes as mailed. Trustee Panty seconded, and the Minutes were unanimously approved.

Agenda Item D - Report of the Nominating Committee.

Agenda Item D.1 – Election of Officers and Executive Committee. Elaine Panty, Chair of the Nominating Committee, reported the Committee composed of her, Trustees Amodeo, Berlow, Kelly and Ricks, met on January 7, 2015. The following slate of officers was presented for 2015:

Chair - Theodore K. Johnson
Vice Chair - Frank Housh
Secretary - Kathleen Berens Bucki
Treasurer - Rhonda Ricks, PhD

In addition to the Chair and Vice Chair, the Nominating Committee proposed the following trustees to serve on the Executive Committee: Michael Amodeo, Sheldon Berlow and Sharon Kelly. There were no nominations from the floor. On motion by Mr. Berlow, seconded by Ms. Thomas, the slate of officers and Executive Committee was approved unanimously as presented. Mr. Connors thanked the new officers for agreeing to serve.

Agenda Item E – Meeting Schedule for 2015. Mr. Connors distributed to trustees the results of the poll which revealed the majority of trustees chose to continue with Thursdays at 4 p.m. for 2015 Board meetings. Based on the results of this poll, the meeting schedule for 2015 was distributed.

Agenda Item F – Report of the Chair. Ending his term as Chair, Mr. Connors thanked everyone for their support stating following Sharon Thomas as previous Chair made it easy for him. He reflected on great discussions, with agreements and disagreements, pointing out this is what being on a Board is all about. He is grateful the County Executive followed through on his funding promises so that Library programming can go forward. While disappointed in the outcome of the District, he conveyed timing is everything and Legislative support was not there. He asked that the Board keep it in a drawer as an option should something catastrophic happen on a funding level noting the District is something that can save the System if it came to that.

Mr. Connors announced County Executive Poloncarz is not reappointing him to the Library Board; Mr. Poloncarz has submitted Alan Bedenko's name to the Erie County Legislature's Community Enrichment Committee to replace his position on the Library Board. Upon notice of this, Mr. Connors called Mr. Bedenko and offered to sit down and fill him in on anything he may be interested in learning. Mr. Connors plans to stay involved with the Library Foundation of Buffalo & Erie County; he has been asked by Victor Rice to continue to serve on the Foundation Board. He hopes to get money funneled into the Library for special projects through the Library Foundation.

Agenda Item G – Committee Reports.

Agenda Item G.1 – Executive Committee. Mr. Johnson reported the Executive Committee convened on January 8, 2015 at the Central Library. The following report was presented:

Present: Executive Committee Chair Jack Connors; Committee members Sheldon Berlow, Ted Johnson and Sharon Kelly. Also in attendance were Library Director Mary Jean Jakubowski, Deputy Director – COO Carol Batt and Deputy Director - CFO Kenneth Stone.

The Executive Committee meeting began at 4:03 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Chair Connors began the meeting by sharing the results of the poll, taken electronically and via telephone, regarding future day/time of 2015 System Board meetings. The poll indicates Thursday at 4 p.m. is most conducive for the majority of trustees. Chair Connors will share the results at the next Board meeting. He asked Director Jakubowski to prepare the calendar for 2015 Board meetings on the third Thursday of the month at 4 p.m.

The Committee reviewed the agenda for the January 15, 2015 Board of Trustees meeting including proposed resolutions. There were no changes to the proposed agenda.

At 4:35 p.m. on a motion by Trustee Johnson, second by Trustee Kelly, the Executive Committee went into Executive Session regarding a personnel matter. Director Jakubowski was asked to remain.

Executive Session ended at 4:50 p.m. on a motion by Trustee Kelly, second by Trustee Johnson, with no action taken.

With no further business, the meeting adjourned at 4:52 p.m.

Agenda Item G.2 – Budget and Finance Committee.

Agenda Item G.2.a – Unanticipated Expenditure Assistance – Amherst Public Library 2014. Deputy Director – CFO Ken Stone explained the Amherst Public Library Board of Trustees has exercised section Twenty Second of their contract to ask for help for assistance to cover unforeseeable circumstances, namely to cover work hours for an employee medical leave and to cover the cost of a retiree payout. Mr. Johnson moved for approval and was seconded by Ms. Panty. Approval of Resolution 2015-1 as presented was unanimous.

RESOLUTION 2015-1

WHEREAS, the contract between the Buffalo & Erie County Public Library (B&ECPL) and contracting libraries, in section TWENTY SECOND, provides a process for requesting assistance in the event of "unforeseeable circumstances" that "result in a material impact on the 'Public Library's' operating budget", and

WHEREAS, the Amherst Public Library Board of Trustees has requested assistance to cover the cost of coverage for a key employee on medical leave and to cover the cost of retiree payouts, and

WHEREAS, B&ECPL staff worked with Amherst Public Library staff to identify the best method to address this situation, including an analysis of projected personnel costs for the balance of the year, and this review resulted in a recommendation to request assistance in the amount of \$11,289, and

WHEREAS, without this assistance the Amherst Public Library Board of Trustees has found that having to leave this function unstaffed and reduce staff hours to address the unanticipated retiree payout expense, as would otherwise have been required to address these costs, would result in inadequate staffing needed to provide committed programming associated with operating the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, sufficient monies are available within the 2014 B&ECPL operating budget salary and benefits accounts to accommodate this request, and

WHEREAS, pursuant to section EIGHTH of the contract, this change may be implemented by resolution and transmitting a revised Exhibit A to reflect same, now therefore be it,

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves a reallocation within the 2014 B&ECPL operating budget to utilize vacancy savings in the salary, wage and fringe accounts to provide up to \$11,289 in salary/wage/fringe benefit funding assistance to the Amherst Public Library, and be it further

RESOLVED, that a copy of this resolution be transmitted to the above contracting library.

Agenda Item G.2.b – Budget Transfers – Implementing Board Approved Labor Settlements. Mr. Stone explained this resolution would take care of the budget transfers required resulting from all previous Board approved labor settlements. He further explained a total of \$137,512 had been set aside for labor settlements and, due to a combination of turnover and a delay in settling one of the agreements, there is \$63,030 remaining in that account; this resolution recommends putting the \$63,030 balance in

the retiree health account. Ms. Thomas moved, Ms. Panty seconded, and approval of Resolution 2015-2 as presented was unanimous.

RESOLUTION 2015-2

WHEREAS, 2014 saw major movement in labor negotiations that resulted in settlements for all bargaining units without contracts and related Board approved resolutions impacting personnel not in bargaining units, and

WHEREAS, a number of these took place after the Library had submitted its 2015 budget request, with the last finalized in late December, and

WHEREAS, the 2015 Proposed and Adopted Budgets contained \$137,512 in a Contractual Salary Reserves line as a set-aside for potential wage & benefit adjustments, including those for The Clerical and Maintenance Union of the B&ECPL – Contracting Libraries, NYSUT/AFT (CMU) members, non-represented and managerial/confidential employees, and

WHEREAS, the budget transfers needed to implement the CMU agreement and all other Board approved resolutions addressing the remaining groups totals a net \$74,482, and

WHEREAS, after the above transfer, staff recommends the \$63,030 remaining balance in the Contractual Salary Reserves be transferred to the Retiree Health account to supplement that budget line, now therefore, be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approves budget adjustments amongst the following accounts:

Library Operating Budget - labor changes:

<u>Account Description</u>	<u>Number</u>	<u>Amount</u>
From:		
Contractual Salary Reserves	#504992	\$74,482
To:		
Full Time - Salaries	#500000	\$51,040
Part Time - Wages	#500010	\$18,862
Regular Part Time - Wages	#500020	\$16,953
Employer FICA	#502010	\$ 5,379
Employer Medicare	#502020	\$ 1,261
Employee Health Insurance	#502030	(\$40,937)
Dental Plan	#502040	\$ 251
Workers Comp	#502050	\$ 260
Unemployment	#502060	\$ 79
Retiree Health	#502090	\$ 6,728
NYS Retirement	#502100	<u>\$14,606</u>
Subtotal To:		\$74,482

Library Operating Budget - Supplement Retiree Health Account:

<u>Account Description</u>	<u>Number</u>	<u>Amount</u>
From:		
Contractual Salary Reserves	#504992	\$63,030
To:		
Retiree Health	#502090	\$63,030, and be it further

RESOLVED, that the Library Director or her designee is authorized to process the necessary paperwork to effectuate the transfers in the SAP system.

Agenda Item G.2.c - Monthly Financial Report. The monthly financial report for the period ending November 30, 2014 was presented for information. Mr. Stone drew trustees attention to page 2 which showed as of November 30, 2014 the Library is at 122% of budget in the retiree medical account with one more month to go; this is why he requested the balance of the savings in the last resolution be put into the retiree health account. Overall fringe benefits are barely under budget. The fringe benefit account will probably end near budget, but over a bit due to retiree health; we have had significant turnover savings, particularly in the part-time ranks that help to offset it. He pointed out what he called a "bright spot," noting utilities which were scary at the beginning of the year have more than settled down; as of the end of November for Natural Gas the Library is at 93.8% of budget. Overall, he feels the Library will end the year close to budget.

Trustee Panty thanked Mr. Stone for his work on the budget year-round.

Agenda Item H – Report of the Director. Director Jakubowski provided the following reminders to trustees:

- Committee Volunteer forms are due by January 31, 2015.
- ACT meeting will take place January 24, 2015 at the Aurora Town Library where CFO Stone will speak regarding contract library budgets, goals and responsibilities of their Board of Trustees.
- ACT annual trustee workshop will take place March 21, 2015 at the Central Library. The main focus will be technologies in libraries, with hands-on demonstrations. Reservation information is forthcoming.
- NYLA Advocacy Day in Albany will take place February 25, 2015. Trustees are encouraged to attend.
- Best Sellers fundraising event is January 16, 2015.
- YAWNY is hosting their holiday party following the Board meeting at 5:30 p.m. and trustees were invited to stop in.

Trustee Wisbaum arrived at approximately 4:18 p.m.

Ms. Jakubowski distributed to trustees an article by Theodora Dellas from the *traffic east* magazine regarding the Library's rare book treasures.

Director Jakubowski was pleased to announce the B&ECPL has been selected nationally amongst 70 libraries that made application to OCLC to participate in a program "Health Happens in Libraries" which will provide health information through our libraries, something we already do but this will take on a whole new level with a series of local partnerships. Trustees will be kept apprised going forward.

On January 21, 2015 the Library will hold a Job Fair. She reminded trustees 2 Job Fairs were held in 2014; each with over 500 attendees and 30 – 35 businesses participating. She asked trustees to pass the word around.

On a sad note, Ms. Jakubowski shared Trustee Frank Gist's father passed away; wake and service information was available for trustees.

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

B&ECPL Monthly Report December 2014

Supporting the Buffalo Public Schools

The Library officially launched its extended partnership with the Buffalo Public Schools on December 8th by opening access to the Buffalo Public Schools Student Desktop via library computers. This exciting venture allows children to go to any of B&ECPL's 37 locations and with their library card gain access to their classroom desktop. A press conference took place at the Frank E. Merriweather, Jr. Branch Library where Interim Superintendent Donald A. Ogilvie along with this writer addressed the media. Students of various ages demonstrated the use of the portal.

Providing Immediate Access

The Public Affairs Office of the Social Security Administration (SSA) – New York Region requested that the New York State Library ask libraries and library systems to share access and information regarding *Social Security Express* – a desktop shortcut that provides immediate access to a suite of secure Quick Service or Full Services on the SSA website. The site provides support to library financial literacy training and programming. The desktop shortcut has been placed on all B&ECPL public access computers.

Rare Materials Highlighted

A photojournalistic article about the Rare Book Room (RBR) appeared in the latest *Traffic East* magazine. Stunning photos of Shakespeare's First Folio, the Federalist Papers, Vesalius' *De Humani Corporis Fabrica*, Audubon's *Birds of America*, and *Hypnerotomachia Poliphili* are featured by local photojournalist Mark Dellas. A complementary article by Theodora Dellas is included in the magazine.

Monthly Programming Statistics - December 2014

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	80	1950	1329	41819
Children (age 6-12)	129	2002	2610	37847
Teens	91	1334	415	6975
Intergenerational	69	898	2135	37861
Adults (excludes Technology)	704	3289	1731	25819
TOTAL In Library Programs	1073	9473	8220	150321

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	16	149	56	695
System or Library-owned Cyber Train	13	302	83	2174
One on One	39	645	53	811
TOTAL Adult Technology	68	1096	192	3680

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	5	66	188	1560
Children (age 6-12)	1	68	25	3421
Teens	2	18	50	1051
Intergenerational	1	47	350	12110
Adults (excludes Technology)	5	117	75	4578
TOTAL Outreach (out of Library)	14	316	688	22720

Highlights:

- The TechKnow Lab enjoyed another successful year! In 2014, Team members conducted 348 public classes for 2,422 attendees. The first full year of *Book a Technology Trainer* sessions resulted in a total of 449 public appointments. In addition, 17 classes were conducted for 64 staff members, along with 24 staff-focused *Book a Technology Trainer* sessions.
- TechKnow Lab Team members continue to publish new Library Tour videos. Technology Trainer **Jordan Smith** completed a library tour video highlighting the Newstead Library (<http://bit.ly/1zi91WZ>) as well as a video centered on author Lauren Belfer’s appreciation for B&ECPL Libraries when she was growing up in the seventies, *Lauren Belfer Loves the B&ECPL* (<http://bit.ly/1ww2eDV>). Footage for this promotional video was taken from Belfer’s reading at the City of Tonawanda Public Library on October 11th.
- On December 13th at the Dudley Library, local author Mary Herbst presented a book talk about her novel *Have Mercy*, which chronicles her years at Mt. Mercy Academy in the 1960’s.
- Multilingual Night was offered at the Niagara Branch Library on Monday, December 15th and at the Riverside Branch Library on Thursday, December 18th. Multilingual Night offered non-native English speaking students and their families an opportunity to learn about the library, sign up for library cards and resolve previous library issues. Student translators from I-Prep were on hand to

provide translation. Language groups represented by the translators were Arabic, Burmese, Karen, Somali, Nepali, Spanish, HaKha Chin, French, Kirundi, Swahili, Tigrinya and Bengali.

- On December 17th and 18th, Tapestry Charter School 7th and 8th graders visited and toured the downtown Central Library. Information Services & Outreach Librarian **Danielle Burning** provided a presentation about graphic novels. The group was presented selected Milestones of Science works in the Rare Book Display Room by Curator **Amy Pickard**. The purpose of the visit was to prepare the students, who will be writing their own graphic novel about a selected scientist.
- On December 17th, the Frank E. Merriweather, Jr. Library played host to *A Community/Police Dialogue for Peace, Unity, Fairness and Justice*, sponsored by We are Woman Warriors. In attendance were pastors, block club leaders, anti-violence groups and representatives from city and county law enforcement.
- On December 18th, Information Services and Outreach Manager **Dan Caufield** and Technology Lab Manager **Kara Stock**, along with Librarian **Jordan Smith** spoke with and demonstrated selected technological equipment to the B&ECPL Board of Trustees. The group presented an overview of the future downtown Central Library MakerSpace - "the Launch Pad," which is expected to open in early 2015. Examples of 3D printing, augmented reality books, interactive video, Google glass, etc. were available for viewing and testing. Future programming was also discussed.
- The Frank E. Merriweather, Jr. Library community celebrated the fourth and fifth nights of Kwanzaa December 29th and 30th. Dr. Karenga, the founder of Kwanzaa, was the keynote speaker on the 30th.

2. Collection Development

Collection Development - December 2014

Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	146,712	1,154	5,473
3.1 Juvenile Fiction	367,764	4,382	38,221
4.1 Young Adult Fiction	69,107	856	8,816
5.1 Adult non-Fiction	1,353,935	1,963	25,121
6.1 Adult Fiction	527,254	2,385	43,034

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	66,412	1236	11,116
4.2 Young Adult audiobooks only	2,459	20	193
6.2 Adult	408,944	5,703	59,858

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	*34,366	391	30,133	-2.5%
Music (Freegal)	Unlimited SONY Library		8,327	+35.9%
e-Audiobooks	7,589	202	8,575	+5.3%
e-Videos	370+ Moving Image Archive Library**	0	154	+6.2%

*e-Book collection size includes 5,208 EBL titles

**Access to Moving Image Archive (<http://bit.ly/1eMd454>) via mobile website, beginning Nov. 2013

Highlights:

- Collection Development staff responded to 378 patron purchase suggestions and 116 staff suggestions in December.
- The Library’s Online Subject Guides received 2,196 page views in December. The most popular guides visited by users included Job and Career Resources, the Health Insurance Marketplace, and Law.

3. Technology

Technology - December 2014

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr. to Date
Facebook Fans/Likes	5,473	+ 30	0.6%	15.7%
Twitter Followers	6,879	+ 139	2.1%	36.6%
Flickr Views	282,379	+ 15,322	5.7%	124.7%
Pinterest Followers	971	+ 13	1.4%	23.5%

December Social Networking Highlights:

The holiday month kept social networking users engaged with the B&ECPL.

Facebook: The Buffalo & Erie County Public Library – Central Library Facebook page has 5,473 fans, up from 5,443 in November, an increase of 30 fans. Central’s Facebook page can be viewed at: <http://on.fb.me/ZseqZ8>.

Twitter: The Library’s Twitter page now has 6,879 followers. The @buffalolibrary feed can be viewed at: <http://bit.ly/10bPpyO>.

Flickr: “All time” photo views totaled 282,379. The Library’s photostream can be viewed at: <http://bit.ly/xDPsx4>.

Pinterest: 971 users are following the Library’s 37 Pinterest Boards that feature 3,782 Pins. The page can be viewed at: <http://pinterest.com/buffalolibrary/>.

Instagram: Newly added to the B&ECPL’s array of social media forums, Instagram, a photosharing mechanism, generated a total of 50 followers. Thirty-two photos were posted in December, including weekly BookFaceFriday posts featuring staff members posing with their favorite books. The page can be viewed at: <http://instagram.com/buffalolibrary>.

Highlights:

- Online website visits reached record numbers in 2014. A total of 6,666,957 ‘hits’ were recorded on the Library’s website and catalog pages reflecting a 12% increase over 2013.
- The B&ECPL placed a purchase order with Bibliotheca for an Automated Materials Handling (AMH) system to be installed at the Audubon Library. Taking full advantage of RFID (Radio Frequency Identification) technology, the system will provide the opportunity for patrons to return materials via an outside drop chute which automatically discharges the items off the cardholder record and then sorts the items into 9 separate preconfigured bins. This exciting technology will also offer the option for a return receipt and will reduce the time-consuming task of materials handling through automated sorting. This system is being funded by a dedicated Erie County Fiscal Stability Authority Grant, authorized by Board Resolution 2013-35, which allowed contract negotiation for RFID services following a complete RFP (Request for Proposal) process.
- RFID: Currently 34 libraries are fully using RFID technologies, while 35 are live with Circulation. Collection conversion continues at the Angola Public Library. Due to Hamburg Public Library construction delays, their gate installation scheduled for January 12th has been moved to February 2, 2015. Gate installation

at the final 2 B&ECPL libraries (Lackawanna and Angola) is currently scheduled for the week of March 2nd.

- TechKnowLab Librarian **Chelsey Lonberger** produced *How to Use a Library Scanner* (<http://bit.ly/1CRq715>), a tutorial that provides step-by-step instructions demonstrating how to scan and save documents using Library scanners. This video is also available for viewing via a desktop icon that will display when a user logs in on a public PC that has a scanner attached.
- The Town of Collins Public Library, Hulbert Library of the Town of Concord, and Lackawanna Public Library have implemented the use of auto-generated Hold pick-up spine wrappers in December. This patron self-service enhancement process has been rolled out to 29 libraries since 2012 and provides increased efficiency by reducing materials handling by staff.

4. Funding/Fundraising

Funding: No report for December.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual 2014 - all campaigns including Year-end, Best Sellers, online, Bucks for Books	January 1 - December 31, 2014	\$307,215.61*
Borrower Services Donation Box	December 1, 2014 - December 31, 2014	\$25.00
Crane Book Sale	December 18, 2014	\$540.50
Merriweather Donation Box	December 29, 2014	\$62.50
North Park Book Sale	December 8, 2014	\$88.40
North Park Donation Box	December 8, 2014	\$11.00

**Estimate – figure not finalized.*

Highlights:

- As of this writing, the 2014 year-end appeal raised \$66,517 from 1,295 donors.
- The following 5 grant requests were submitted in December 2014:
 - Better Buffalo Fund – Main Street Initiative for the Niagara Branch: requested \$26,875
 - Lockheed Martin for Milestones of Science: requested \$10,000

- Deutsche Bank Americas Foundation Letter of Intent for Milestones of Science: requested \$25,000
- WNY Ford Dealers Advertising Fund: requested a Ford Friendship Express Van Donation
- Macy’s District Grant for Milestones of Science: requested \$10,000
- **Maureen Germaine** attended the Arts Service Initiative of WNY Grant Awards Celebration on Monday, December 8th for the DEC grant that the Library was awarded for the 2014 Judy Summer Concert Series.
- Special Collections Manager **Meg Cheman**, Rare Book Curator **Amy Pickard** and Assistant Deputy Director **Dawn Peters** reviewed the submitted proposals for the conservation of volume II of the *Audubon Birds* elephant folio, with the intention of awarding the project and sending out the book in the beginning of 2015. Three of the top national conservation institutes submitted proposals.

5. Facilities

- Work began on the improvements to the main entrance of the Crane Branch Library thanks to a grant from the East Hill Foundation. A concrete slab was laid in preparation for a bench to be installed for a seating area in the water garden. The maintenance room door in the front hall was replaced. A slat wall was installed in the display window. B&ECPL Maintenance staff installed floor tiles in the front entrance.
- A draft RFP and draft lease have been submitted to the Erie County Attorney for review and comment regarding the downtown Central Library’s 2nd Floor West Space. A meeting has been suggested to discuss documents, as the County owns the Central Library building. Supporting information has also been provided.

6. Staff Development

Staff Development - December 2014

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	153	1777	2	27

Highlights:

- Staff attended the following development opportunities this month: *Making the Making: Developing Makerspaces in Public Libraries, Learn About MakerBot’s*

Evolving 3D Printing Ecosystem of Products and Services, Libraries Mean Business, and Verbal Judo.

- Branch Managers **Patti Foley, Kathryn Galvin, Josh Mitch** and **Mary Muscarella** successfully completed coursework for “Erie County Effective Supervisory Practices.” It was an 11 week, 44 hour class, coordinated by Training Coordinator Patricia Brammer of Erie County Personnel. Topics were presented by a slate of Erie County department heads and external presenters. Congratulations to all!
- Senior Pages at the downtown Central Library and Buffalo Branches continue to complete mandated Customer Service Training provided by HR.

7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Release Interview – WBFO Radio & Mary Jean Jakubowski Interview – Tonawanda News & Mary Jean Jakubowski	Best Reads of 2014	The Buffalo News Week of December 28 Week of December 28
TV News Interviews from Central Library	Two Young Western New York Brothers Inspire Change 'Christmas Party For The Homeless' Event	Channel 2, 4, 7 December 19, 20 & 21
Media Event, Media Release and Interviews with Mary Jean Jakubowski	Buffalo Schools Virtual Desktop Makes Schoolwork Accessible from Computers @ Buffalo & Erie County Public Libraries	Channel 2, 4, 7 WBFO Radio, The Buffalo News December 8, 9
Media Release	Hamburg Public Library TEMPORARILY Closes for Construction	The Buffalo News Hamburg Sun December 9 – 10
Media Release	New Date for the Best Sellers Fundraiser	
<i>traffic east</i> magazine	Treasures of the RBR – article	December 2014
Unsolicited article in <i>The Public</i>	“Mapping History”	December 24

MRW - Buffalo News	Partnership with Library bridges digital divide of Buffalo students	December 8
MRW - Buffalo News	Two events to discuss police-community relations	December 15
MRW - Buffalo News	Daily activities planned for Kwanzaa	December 26
Riverside Review	Graham Cracker Houses; December Library Hours	December 3; December 17

Highlights:

- December 24th - an article titled “Mapping History” was published in *The Public*, a new local paper. The article discussed the RBR “You are Here: Buffalo on the Map” exhibit, and brought in several groups of people specifically to see the highlighted Rare Book Room maps.

8. Partnerships

Highlights:

- On December 15th, Buffalo State Art Conservation Professor Judith Walsh and 2 of her students visited the Rare Book Room to examine and borrow a copy of a book they are studying and soon will conserve.
- Work continues on the study of Maxi Zig Zag by the Buffalo State Art Conservation Department. The study, an assessment of restoration needs of the sculpture, is expected to be completed mid 2015.
- Project Flight - B&ECPL Book Bank staff and volunteers sorted and processed recent donations in preparation for distribution in early 2015, including the 2015 Martin Luther King, Jr. *Readers are Leaders* initiative in which the Library coordinates with Project Flight, Buffalo State College and the Governor’s Office to provide 3 local schools – 1 urban, 1 suburban and 1 rural with 2000+ books. This year’s initiative includes schools agreeing to provide and collect library card applications, class visits to a B&ECPL library and library programmatic visits to the schools.
- Project Flight is working with the Library on an initiative to provide each B&ECPL library with a STEM-related (science, technology, engineering and mathematic) collection of books and materials.

- Dudley Branch Manager **Joshua Mitch** has joined the Buffalo & Erie County Botanical Gardens Education Committee. Collaborations on programming and information exchange have begun.
- **Linda Rizzo**, Buffalo Branches Manager, has developed a collaborative partnership with Riverside High School Teacher Nathaniel Halloran and Student Volunteer Coordination from I-Prep Guidance Counselor Peter Merrick. The Niagara Branch Library will host Multilingual Nights as an effort to make sure students have access to the resources they need for success in school. Student interpreters will be on hand to provide translation.

9. Planning for the Future

- The next meeting of the B&ECPL Board of Trustees Planning Committee Working Group: Planning for Our Future is being planned.

10. Director Activities

Meetings and Events:

**LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
December 2014**

DATE	MEETING / EVENT
December 1, 2014	Meeting - Library Foundation of Buffalo & Erie County; Pre-submittal Conference for the Milestones of Science
December 2, 2014	Meeting - Annual Erie County Legislature Budget
December 2, 2014	Meeting - Special Mtg. of B&ECPL Board of Trustees Executive Committee
December 3, 2014	Meeting - Administrative Team
December 3, 2014	Meeting - Staff Forum
December 3, 2014	Meeting - Carol Batt, Jeannine Doyle and Dawn Peters
December 3, 2014	Meeting - Doreen Woods; Bobinski Lecture
December 3, 2014	Meeting - Association of Contracting Library Trustees (ACT) Board
December 4, 2014	Meeting - Joy Testa Cinquino and Maureen Germaine; Milestones of Science Sponsorship
December 4, 2014	Meeting - 2015 Books for Kids Campaign
December 5, 2014	Meeting - Erie County Department of Public Works (DPW); Elevator
December 5, 2014	Meeting - Jeannine Doyle and Dawn Peters

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December 8, 2014	Media Event - Buffalo Public Schools; Computer Desktops at Libraries
December 9, 2014	Meeting - Milestones of Science
December 9, 2014	Conference Call - Division of Library Development (DLD)
December 9, 2014	Conference Call - New York System Library Directors/Public Library System Directors
December 10, 2014	Meeting - Managers/Directors
December 10, 2014	Other - Staff Winter Gathering
December 10, 2014	Meeting - Library Foundation of Buffalo & Erie County Board of Trustees
December 11, 2014	Other - Library Card Sign-Up Month Winner's Luncheon
December 11, 2014	Meeting - B&ECPL Board of Trustees Policy Committee
December 11, 2014	Meeting - B&ECPL Board of Trustees Executive Committee
December 15, 2014	Meeting - Carol Batt and Maureen McLaughlin
December 16, 2014	Meeting - Joy Testa Cinquino and Dawn Peters
December 16, 2014	Meeting - Jeannine Doyle and Dawn Peters
December 17, 2014	Meeting - Carol Batt, Dawn Peters, and Joy Testa Cinquino; ACT Workshop
December 17, 2014	Meeting - Dawn Peters; RFP - Audubon Birds
December 17, 2014	Meeting - George DeTitta, Joy Testa Cinquino and Dawn Peters
December 18, 2014	Conference Call - Read Aloud for Buffalo Public Schools Science Week
December 18, 2014	Meeting - Patrick Martin, Esq.
December 18, 2014	Meeting - B&ECPL Board of Trustees
December 19, 2014	Meeting - Anne Conable, Library Foundation of Buffalo & Erie County
December 19, 2014	Media Event - West Family - Champions of Change
December 20, 2014	Event - Champions of Change, Hearts for the Homeless, West Family
December 23, 2014	Media Event - WBFO - Cheryl Hagen Radio Interview; B&ECPL Best Books of 2014
December 23, 2014	Meeting - Administrative Team
December 29, 2014	Meeting - Joy Testa Cinquino; Special Events Policy
December 30, 2014	Meeting - Ken Stone
December 30, 2014	Meeting - Jeannine Doyle and Dawn Peters
December 30, 2014	Meeting - Ken Stone and Geno Principe; Fables Café

Other:

Elma Public Library – submitted by Karen Korpanty, Director

Highlights of events and activities at the Elma Public Library:

- Librarian **Alison Lawrence** presented “Winter in the Woods”, stories and crafts for children in Grades K – 3, on December 3rd.
- On December 6th, Explore & More Children’s Museum conducted 3 sessions of “Graham Cracker Houses” with children and their families. Santa made a visit to speak with the children.
- The Elma Library Teen Advisory Board and Librarian **Kate Puehn** planned and hosted a “Christmas Creations Get Together” for teens on December 15th. The Friends of the Elma Library awarded prizes to the 2 most creative Christmas crafts completed.
- The once a month Saturday LEGO Club constructed special Christmas displays out of legos at their meeting on December 20th. The morning concluded with a pizza party and visits with Santa sponsored by the Friends of the Elma Library.
- Teen Book Club will meet on January 12th to discuss *The Book Thief* by Markus Zusak.
- The upcoming January 23rd “Family Movie Night” features the continuing saga of a marine mammal.
- The B&ECPL Cyber Train will be in Elma to offer computer workshops about “eBooks and eReaders” on January 26th and “Ipad Basics” on February 18th.
- Special events for children in February include “My Funny Valentine” stories and crafts with **Alison Lawrence** on February 4th, “It’s Elephant & Piggy!” a program provided by the Central Program Team on February 11th and “Create a Mini-book with David Wasik” on February 17th.
- The Friends of the Elma Library will hold a Used Book Sale at the Elma Town Hall on February 9 – 13. Each year residents paying tax bills look forward to browsing for a good book at bargain prices.

Lackawanna Public Library – submitted by Jennifer Johnston, Director

Highlights of events and activities at the Lackawanna Public Library:

- The Lackawanna Public Library has 3 different meeting rooms to accommodate the needs of our community. In December 2014, 228 meetings were held that included tutoring sessions, ESL classes, Girl Scout gatherings, private study sessions and PTA meetings for local schools.
- We coordinated with Legislator Lynne Dixon and reached out to our community and hosted a HEAP session to assist residents with home heating costs. Anthony Miller from the University at Buffalo Educational Opportunity Center also

provided an employment outreach session to share information about free adult education programs and vocational job training.

- We treated our patrons to some new and fabulous events last month. We were able to book the Wondermakers to provide interactive children's theatre with programming monies from our Library System's various successful fundraisers. We also continued our "Wacky Wednesdays" hosted by our own staff that celebrated holiday traditions from around the world. Our patrons also enjoyed the "It's a Mystery" program provided by the Children's Programming Team. All of our programs continue to be extremely well attended including our Teen and Adult Book Clubs and Toy Time for Toddlers.
- We partnered with the Al-Rasheed Academy of Lackawanna to provide visits on a monthly basis for 2 classes of middle school girls. I provided an orientation to the library and the girls were thrilled to get their library cards, check out materials, and use our resources. Their favorite collections are the Graphic Novels and Supernatural Series.
- We are looking forward to continuing to meet our patron's needs and providing quality services and exciting programming in 2015.

Agenda Item I - The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. No report was provided; Ms. Jakubowski, however, was asked to remind System trustees of upcoming ACT meetings which she did under Report of the Director.

Agenda Item J - Public Comment. Nelson Starr, Jr. Administrative Consultant to the County Executive, apologized for being late to the meeting, and inquired if Mr. Connors mentioned any remarks about the County Executive's nominee to replace Mr. Connors as a System Board trustee. Mr. Connors remarked he had done this earlier in the meeting during the Report of the Chair. Mr. Starr expressed his best wishes for Mr. Connors and thanked him for his fantastic service. On a personal note, he updated trustees he will be leaving the County Executive's Office and returning to his life in the private sector as a musician at the end of January. He expressed it has been a pleasure working with everyone, has learned much in this process, and thanked the Board, Library Administration and staff for their generosity noting he feels they are incredibly kind-hearted, generous, open and very intelligent.

Agenda Item K - Unfinished Business. There was no unfinished business.

Agenda Item L - New Business.

Agenda Item L.1 - Amend 403(b) Plan Document. Mr. Stone explained Resolution 2015-3 as presented below. Trustee Glanowski moved for approval. Ms. Panty seconded, and approval was unanimous.

RESOLUTION 2015-3

WHEREAS, pursuant to the Library's labor contract with the Librarians Association, employees had been eligible to participate in a tax sheltered retirement plan under Section 403(b) of the Internal Revenue Code, and

WHEREAS, the contract further provided that: 1) all respective costs under such a plan are the direct obligation, through payroll deduction, of participating librarians; and 2) the implementation and continuation of such program is contingent upon there being no additional cost, direct or indirect to the Library, over and above that normally attributable to other payroll deductions currently provided to the bargaining unit herein, and

WHEREAS, as of January 1, 2009, new Internal Revenue Service (IRS) regulations implementing major changes affecting the administration of 403(b) tax deferred compensation plans went into effect, and

WHEREAS, to address these changes, the Library researched options and contracted for specialized expert legal consultation regarding 403(b) and 457(b) plan administration, and

WHEREAS, as a result of this review, the Library Board on December 18, 2008 adopted Resolution 2008-60, which directed that all contributions to the 403(b) plan be discontinued effective December 31, 2008 which in effect froze the plan, and

WHEREAS, on December 17, 2009 the Library Board adopted Resolution 2009-54 formally adopting a plan document which continued the frozen status of the plan, and

WHEREAS, even a frozen plan must be periodically reviewed and adjusted to remain in compliance with the law, and

WHEREAS, since the plan was last amended in October 2010 via Resolution 2010-37, IRS guidance has changed in 2 areas: implementing the Supreme Court's decision overturning the Defense of Marriage Act (DOMA); and a technical provision concerning the compensation taken into account for purposes of computing the maximum amount that can be allocated to a participants account(s) for any year, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the attached AMENDMENT TO THE BUFFALO & ERIE COUNTY PUBLIC LIBRARY CODE SECTION 403(B) PLAN, effective immediately, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director to execute the necessary documents and notices to implement this action.

Prior to adjournment, Mr. Connors thanked all Board members and Library staff for working with him throughout his tenure. Ms. Jakubowski thanked Mr. Connors for his dedication to the Library. Newly appointed Chair Johnson presented to Mr. Connors, in appreciation for his service to the Library, a Buffalo statue which included a plaque citing key offices Mr. Connors held during his tenure on the Board. Mr. Connors reiterated his thanks, remarking it was a labor of love and believes the Library is so important to the community. He also thanked Nelson Starr for his kind words which apply to everyone. Mr. Connors received a standing ovation.

There being no further business, on motion by Mr. Johnson and a second by Ms. Panty, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Kathleen Berens Bucki
Secretary