

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
January 19, 2017

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, January 19, 2017, at the Central Library pursuant to due notice to trustees. The following members were present:

Frank Housh, Chair
Alan Bedenko, Vice Chair
Katie Burd, Secretary
Michael Amodeo
Sheldon M. Berlow
Kathleen Berens Bucki
Frank Gist
Phyllis A. Horton
Theodore K. Johnson
Joel C. Moore
Elaine M. Panty
Teresa Vincent
Wayne D. Wisbaum

Chair Frank Housh called the meeting to order at 4:02 p.m. in the Joseph B. Rounds Conference Room. A quorum was present. Chair Housh welcomed Buffalo & Erie County Public Library's newest trustee Joel C. Moore. Mr. Moore shared a little about himself.

Trustees Vincent and Wisbaum arrived at 4:03 p.m. and 4:04 p.m. respectively.

Agenda Item B - Approval/Changes to the Agenda. The agenda was approved as mailed.

Agenda Item C - Minutes of the Meeting of December 15, 2016. The Minutes were approved unanimously, as mailed, upon motion by Mr. Amodeo and a second by Mr. Johnson.

Agenda Item D - Report of the Nominating Committee.

Agenda Item D.1 – Election of Officers and Executive Committee. Committee Chair Vincent reported the Nominating Committee met on January 4th and presented the following slate of officers and Executive Committee members for 2017:

Chair – Frank Housh
Vice Chair – Alan Bedenko
Secretary – Katie Burd
Treasurer – Rhonda Ricks, Ph.D.

In addition, it was proposed that Trustees Michael Amodeo, Sheldon Berlow and Kathleen Berens Bucki serve on the Executive Committee. There were no nominations from the floor. Mr. Amodeo moved to close nominations. Mr. Johnson made a second. Approval was unanimous. Mr. Johnson moved to approve the slate as presented. Ms. Vincent made a second. Approval was unanimous.

Trustee Burd arrived at approximately 4:06 p.m., prior to the voting on the slate of officers.

Chair Housh thanked Trustees Vincent and Bucki for serving as 2016 officers and welcomed new officers Bedenko and Burd. Trustee Vincent announced that although not present at the meeting, Dr. Ricks had agreed to serve.

Agenda Item E – Meeting Schedule for 2017. The 2017 meeting schedule was included in the board packet mailing for information. Mr. Housh pointed out 3 meetings are scheduled outside Central.

Agenda Item F – Report of the Chair. Mr. Housh reminded trustees to turn in their committee selection form by February 2nd to the Director's Office. Committee assignments will be reported in February.

He also reminded trustees to turn in their 2017 Conflict of Interest Statements if they had not done so already.

Mr. Housh asked trustees to let the Director's Office know if they wished to make any changes to their contracting member library System liaison assignments. Mr. Moore offered to be a System liaison. Mr. Housh reminded trustees, as a System liaison they are asked to attend one contracting member library board meeting during the year. He acknowledged attendance has been inconsistent, but feels this is still a good idea.

In response to a question by Mr. Gist, Director Jakubowski conveyed that new System trustees are sent a welcome letter and packet containing a plethora of informational items; they are also provided an orientation. Director Jakubowski has been speaking with ACT about developing an annual orientation program for new contracting

member trustees as NYS minimum standards for libraries are likely to make trustee training mandated. Mr. Housh provided a brief explanation of contracting member libraries versus Buffalo Branch libraries for new trustee Moore's benefit.

Mr. Housh attended the groundbreaking ceremony at the West Seneca Public Library earlier that day, but remarked this will be discussed later in the meeting.

Agenda Item F.1 - Letter Regarding E. Delavan Branch Library. Director Jakubowski informed trustees the Library was copied on a response letter from NYS Assembly-woman Crystal Peoples-Stokes to a member of the public who had reached out to her with regard to renaming the E. Delavan Branch Library; this letter was discussed during the Executive Committee meeting. Director Jakubowski noted because the Library does not own any of the buildings, there is a question as to who has the responsibility of renaming the buildings and what the process is. Currently the Library does not have a naming/renaming policy. The Executive Committee asked that she put something together with regard to the process. Both the City and County have been contacted inquiring what their policies are. Discussion will then be held with trustees for input. Discussion ensued regarding the naming of the Frank E. Merriweather, Jr. Branch Library.

Agenda Item F.2 - Executive Session. At approximately 4:20 p.m., on motion by Mr. Johnson with a second by Mr. Amodeo, the Board went into executive session for discussion of a personnel matter. Director Jakubowski and Assistant Deputy Director - Human Resources Jeannine Doyle were asked to remain.

At approximately 4:50 p.m., on motion by Mr. Amodeo with a second by Mr. Johnson, the Board concluded executive session to act on a personnel matter discussed during executive session.

Chair Housh entertained a motion to invoke Chapters THIRTEENTH and FOURTEENTH of the contract between the B&ECPL and the Lackawanna Public Library for a library operational audit. Ms. Vincent moved, Ms. Panty seconded, and approval was unanimous (assigned Resolution 2017-2).

Agenda Item G - Committee Reports.

Agenda Item G.1 - Executive Committee. Ms. Vincent made a motion to have the written report of the January 12, 2017 Executive Committee meeting entered into the Minutes. Ms. Berens Bucki made a second, this was unanimously approved. Ms. Vincent provided a summary of the meeting.

Present: Chair Frank Housh, Vice Chair Teresa Vincent, and Committee members Michael Amodeo, Sheldon Berlow and Elaine Panty. Trustee

Frank Gist was also present as were Library Director Mary Jean Jakubowski and Chief Financial Officer Kenneth Stone.

The meeting of the Executive Committee began at 4:31 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Chair Housh reviewed the proposed agenda for the January 19, 2017 Buffalo & Erie County Public Library Board of Trustees meeting.

Director Jakubowski explained the Library received a copy of a letter from New York State Assemblywoman Crystal Peoples-Stokes' office that was sent to a local community member who had requested the E. Delavan Branch Library be named in honor of Leroy R. Coles, Jr. – a U.S. Army Veteran and former Chief Executive Officer of the Buffalo Urban League. Discussion ensued. The E. Delavan Branch Library building is owned by the City of Buffalo. Director Jakubowski noted she has reached out to the City of Buffalo requesting information on the City's policy regarding naming rights on city-owned property. In addition, she has reached out to the County for informational purposes. Once this information is received, she will, at the request of the Board, begin to develop a naming rights policy, to which she and the Board can refer should naming rights proposals/questions occur. Discussion ensued.

Chair Housh briefly discussed the results of the Planning Committee meeting held earlier on this date.

Chief Financial Officer Stone reviewed the monthly financials and request from the Amherst Public Library for financial assistance resulting from unanticipated circumstances.

The Executive Committee adjourned at 4:50 p.m.

Agenda Item G.2 – Budget and Finance Committee. Deputy Director – CFO Kenneth Stone requested the written report of the January 11, 2017 Budget and Finance Committee meeting be entered into the Minutes; Mr. Johnson moved, Mr. Amodeo made a second, and approval was unanimous.

Present: Chair Dr. Rhonda Ricks via telephone. Library Director Mary Jean Jakubowski and Chief Financial Officer (CFO) Kenneth Stone were also present.

The Budget & Finance Committee meeting began at 4:15 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

CFO Stone reviewed the proposed resolution being brought forth to the Board at their January 19, 2017 meeting to aid the Amherst Public Library with unanticipated expenses in 2016.

CFO Stone referenced the monthly financials indicating the Library has been running within budget.

A brief discussion was held regarding potential 2016 year-end fund balance reappropriations. Library Director Jakubowski and CFO Stone indicated they will bring a proposal to the Board for discussion in the next couple of months.

The meeting adjourned at 4:30 p.m.

Agenda Item G.2.a – Unanticipated Expenditure Assistance 2016 – Amherst Public Library. Mr. Stone reminded trustees that this is a 2016 year-end closing issue and explained Resolution 2017-1 as presented. Ms. Panty moved, Ms. Burd made the second, and approval was unanimous.

RESOLUTION 2017-1

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 an unanticipated medical leave and contractually required payouts associated with a long-term employee’s retirement, 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 not to exceed \$13,000, and

WHEREAS, without this assistance the Amherst Public Library Board of Trustees has found that having to 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 2016 B&ECPL operating budget 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 2016 B&ECPL operating budget to utilize savings in salary and wage and/or utility accounts to provide up to \$13,000 in salary/wage/fringe benefit funding assistance to the Amherst Public Library, and be it further

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

Agenda Item G.2.b – Monthly Financial Report. The monthly financial report for the month ending November 30, 2016 was included in the board packet as an informational item. Mr. Stone noted the Library is operating within budget.

Mr. Berlow reported he contacted NYS Senator Tim Kennedy earlier that day regarding the release that Governor Andrew Cuomo’s proposed 2017-2018 budget did not continue the \$4.0 million increase for libraries enacted by the Legislature last year. He conveyed that Senator Kennedy was very responsive and agreed to do something on the library’s behalf and fight for this to be put back in the budget. Mr. Berlow recommended trustees continue advocacy efforts. Chair Housh agreed with this and encouraged e-mails, calls, and to join him in going to Albany for NYLA Advocacy Day March 1st. Trustee Panty will also be attending.

Agenda Item G.3 – Development and Advocacy Committee. Development and Advocacy Committee Chair Wisbaum summarized the written report of the meeting of January 12, 2017. Mr. Housh moved to enter the written report in the Minutes; Mr. Amodeo made a second, and approval was unanimous. Mr. Wisbaum announced a joint meeting between the Development and Advocacy Committee and the Library Foundation will be planned in the next couple weeks and all trustees are invited to attend. Mr. Housh provided a brief history of the B&ECPL and Library Foundation of Buffalo & Erie County for new trustee Moore.

Present: Committee Chair Wayne Wisbaum, Committee members Sheldon Berlow and Elaine Panty, Library System Director Mary Jean Jakubowski, and Assistant Deputy Director Joy Testa Cinquino.

Library Director Mary Jean Jakubowski began the Development and Advocacy Committee meeting briefly explaining the history of the Library Foundation of Buffalo & Erie County (Foundation). She further explained the Foundation is a separate 501c3, chaired by Jack Connors with some Buffalo & Erie County

Public Library (B&ECPL) Board crossover. Currently the relationship between the Foundation and the B&ECPL is good.

In 2016, the Foundation contacted the John R. Oishei Foundation to discuss the possibility of funding a “capacity building” grant. The Oishei Foundation responded with a recommendation to review the current structure of the Foundation, its goals and mission, and to better understand how that fits into its current fundraising strategies. Discussion ensued.

Committee Chair Wisbaum explained that it is standard procedure, wise, and prudent for the highly respected Oishei Foundation to suggest a thorough review of current practices and have their questions answered prior to committing to any grant funding.

The Development and Advocacy Committee recommends the B&ECPL Board of Trustees work with the Foundation in an effort to move forward with defining the fundraising role, trustee governance, shared responsibilities, and overall relationship structure between the Foundation and the B&ECPL.

Next steps: The Foundation is scheduled to meet on Tuesday, January 17th, at which time, Committee Chair Wisbaum, also a Trustee of the Foundation, will recommend a joint meeting of the Foundation and representatives of the B&ECPL Board of Trustees, ie. B&ECPL Board of Trustees Development and Advocacy Committee.

The meeting was adjourned on a motion by Trustee Panty, with a second by Trustee Berlow, at 5:50 p.m.

Agenda Item G.4 - Planning Committee. Planning Committee Chair Michael Amodeo reported the Committee met January 12, 2017 to discuss a proposal by *Buffalo Business First* publisher Jack Connors to place a Western New York Business Hall of Fame in a defined space at the Central Library. The Committee had many questions including who would maintain this, provide start up money, etc. Discussion included possibly not having a large defined space for this, but perhaps a virtual interactive display of some sort. The Committee has invited Mr. Connors to attend the February 9th Planning Committee meeting to further discuss this. The Committee will report back.

Agenda Item H - Report of the Director. Director Jakubowski shared with trustees the Library is very grateful to have recently received a donation of \$10,000 from William S. Hein & Co., Inc., a long time partner of the Library. These funds are being put towards the special collections and Rare Book Room for the conservation and preservation of materials.

Trustees were updated there has been identification of what is believed to be a significant level of theft of library materials (DVD's and graphic novels) throughout the County. The Amherst Public Library identified the situation, which also involves other libraries. Together with Ken Stone, Director Jakubowski is working with the Erie County Sheriff's Department and the Orchard Park and Amherst Police. She will keep trustees apprised. She noted the B&ECPL, as well as the Amherst and Orchard Park Public Libraries, are willing to prosecute.

Earlier that day, together with CFO Stone and staff, the Director met with individuals who will be working on the Central Library auditorium renovation project; the vestibule portion which includes asbestos abatement and some restructuring. The project should get under way mid-February and will take approximately 180 days. The auditorium will be closed for public/staff use during that time and all proper notifications will be given with regard to asbestos abatement. Mr. Stone provided additional detail, noting HVAC will be replaced and there is a subsequent Phase 2 in the 2017 capital budget approved by the County to begin work on the sound system, lighting, and those types of things. Funding for the project is coming from both Erie County and NYS Library Construction funds.

Mr. Bill Josefiak will report under Agenda Item J on the wonderful groundbreaking ceremony at the West Seneca Public Library Director Jakubowski attended together with Chair Housh, Carol Batt, Ken Stone, and Joy Testa Cinquino.

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

B&ECPL Monthly Report December 2016

2017 Erie County Budget Adopted – On December 6th, the Erie County Legislature unanimously adopted a 2017 County Budget with amendments. None of the amendments changed County Executive Mark Poloncarz's 2017 budget for the Library.

The 2017 Operating and Grants Budget, which the Board adopted on December 15, 2016, sustains library operations and services at current levels. Further, it incorporates the impacts of contractually obligated costs related to current labor agreements and benefits as well as those approved for unrepresented and managerial/confidential employees via Board Resolutions 2016-39 and 2016-40 approved this past September. The labor agreements (for all but 2 bargaining units which have not yet reached agreements for 2017) provide for modest wage adjustments as well as employee contributions towards the cost of health care and provisions

limiting the employer share of both active and retiree health care costs over the longer term.

The Library's overall operating budget, including State Aid and library revenue, increases 1.1% from 2016's \$27,261,091 to \$27,550,344 in 2017. Including grants, the combined total increases 1.1% from 2016's \$27,917,085 to \$28,234,794 in 2017.

While not part of the Library's operating budget, the County's Capital Budget provides \$925,000 to support improvements to the county-owned downtown Central Library; specifically, \$325,000 for continued rehabilitation of the 50+ year old building's mechanical, electrical and plumbing systems and \$600,000 to undertake the second phase of the Central Library Auditorium Rehabilitation and Asbestos Abatement.

We are grateful to have received this modest increase in funding. Thank you to Erie County Executive Mark Poloncarz and the Erie County Legislature.

Celebrating Our Milestones: 180 Years of Books, History & Community – The *Celebrating Our Milestones Gala* fundraiser, presented by the Library Foundation of Buffalo & Erie County, was held at the Central Library on Friday, December 2nd. The black-tie affair grossed over \$64k. The Foundation has designated \$500 to each of Buffalo & Erie County Public Library's (B&ECPL's) 36 libraries for children's programming and \$1,000 to the Central Library/System for children's programming which includes the Library on Wheels bookmobile. The remainder (approximately \$15k) will support the Central Library's exhibition/preservation/conservation for rare books and special collections. This successful event, with approximately 200 attendees, included both a silent and live auction. Erie County Executive Mark Poloncarz attended and awarded Library System Trustee Wayne Wisbaum with the inaugural Grosvenor Award – a crystal medallion and trophy. David More, descendent of Chauncey Hamlin, was recognized for his grandfather's legacy as a community leader and collector of the Milestones of Science first edition and rare books.

Holiday Meal for the Homeless – For the third consecutive year, the Central Library was the location for the annual *Holiday Meal for the Homeless*. More than 125 meals were provided to attendees. This year's program, sponsored by the local organization Alabaster Box, featured donated food and clothing, free haircuts and manicures, music, and a visit from Buffalo Bills player Sergio Brown. Library Director **Mary Jean Jakubowski** and Assistant Deputy Director **Joy Testa Cinquino** assisted the more than 40 volunteers who made this year's event a huge success.

B&ECPL Receives Award – The B&ECPL received a Certificate of Appreciation for partnering with Service Corps of Retired Executives (SCORE) to help small businesses get off the ground, grow, and achieve their goals through education and mentorship. Librarian **Sandra Courtney** attended the Annual SCORE Awards Luncheon.

Yale University’s Chief Curator of Rare Books Visits the Central Library – Rare Book Curator **Amy Pickard** and this writer provided a tour of the Rare Book Collection and Milestones of Science exhibit to Elisabeth Fairman, Chief Curator of Rare Books and Manuscripts for the Yale Center for British Art and System Trustee Sheldon Berlow. Ms. Fairman was astonished with the work being done at the B&ECPL and was especially impressed by William Smith’s *Delineation of the Strata of England and Wales* map, the 17th century literature on the Shakespeare exhibit, as well as the Library’s holding of Thomas Jefferson’s personal copy with inscriptions of *The Federalist*.

Monthly Programming Statistics - December 2016

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	93	2123	1621	46683
Children (age 6-12)	179	2002	2284	36729
Teens	22	626	180	7981
Intergenerational	126	1477	3334	43025
Adults (excludes Technology)	192	2486	2161	32221
TOTAL In Library Programs	612	8714	9580	166639

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	0	0	0
Children (age 6-12)	56	347	56	342
Teens	36	576	36	600
Intergenerational	0	0	0	0
Adults (excludes Technology)	392	1843	392	1853
TOTAL In Library Programs	484	2766	484	2795

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	2	70	2	277
System or Library-owned Cyber Train	15	178	55	1239
One on One	56	763	77	1073
TOTAL Adult Technology	73	1011	134	2589

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	11	57	257	1529
Children (age 6-12)	5	81	575	5229
Teens	0	10	0	1178
Intergenerational	1	207	280	17367
Adults (excludes Technology)	10	120	273	3976
TOTAL Outreach (out of Library)	27	475	1385	29279

System-wide Milestones of Science Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	7	171	90	3263
Adult Services	4	52	31	1265
Launch Pad/TechKnow Lab	4	81	116	2383
Development/Communications	1	44	18	737
Grosvenor Room	3	25	6	137
TOTAL	19	373	261	7785

Milestones of Science Exhibit:

	Month	YTD	From Opening 10/2015 to present
Visitors - Non-tour related	2978	34162	
Visitors - Tour/Program	216	5252	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	3194	39414	48948

Highlights:

- Children's Services Manager **Kathryn Galvin** and Librarians **Mary Ann Budny** and **Jennifer Lelinski** provided outreach at the Holiday Tree Lighting at Canalside. The "Wishes Ornament" was very popular with the large crowd of families. Over 400 people came to the table, with about 220 children making ornaments. It wasn't unusual for attendees to ask "how much does it cost?" and we were proud to tell them it was free, brought to them by the Buffalo & Erie County Public Library.
- Minority and Women-owned Business Enterprise – Information Services and Outreach Librarian **Sandra Courtney** conducted a class on library resources and business databases for the Minority and Women-owned Business Enterprise certification class at Erie County Medical Center. As a result of the class, patrons signed up for library cards, Book a Librarian sessions, and attended a library workshop on Business Intelligence on December 10th at the Central Library.
- **Kathryn Galvin** conducted Sensory Storytime at the Explore & More Children's Museum's Au-Some evening. Au-Some evenings are a monthly program held during the Museum's normally closed hours to provide children on the autism spectrum and their families a chance to play and visit in a fun and comfortable environment. The Children's Department was invited to participate by Kathy Ralabate Doody, Assistant Professor of Exceptional Education at Buffalo State College, who is one of the driving forces behind Au-Some evenings.
- Celebration and Book Launch – the Frank E. Merriweather, Jr. Branch Library hosted the *Architecture + Advocacy* book launch and party on December 9th celebrating the accomplishments of Merriweather Library Architect Robert Traynham Coles. B&ECPL retired Assistant Deputy Director William A. Miles and Retired Director Diane Bockrath were in attendance along with 55 patrons.
- Children's Services at Kleinhans – Children's Services Librarian **Wanda Collins**, Senior Page **Chelsea O'Donnell**, and Page **Anna Pease** made jingle bell bracelets with families at the Buffalo Philharmonic Orchestra's Jingle Bell Jam. These added to the fun during the performance, as they were allowed to ring their jingle bell bracelets in conjunction with jingle bells that were handed out at the door!

2. Collection Development

Collection Development - December 2016

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	1,846	46,854	248	3,379	534,436
Young Adult Print	439	9,289	99	1,319	72,811
Adult Print	3,805	56,790	809	9,030	1,863,597
Media	7,070	57,175	703	5,753	519,044
Other*	3,013	40,159	5	307	206,586
Subtotal	16,173	210,267	1,864	19,788	3,196,474

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	1,721	10,508	1,206	7,590	44,784*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	759	1,556	651	1,358	8,900
e-Videos	0	0	0	0	99 +Moving Image Archive Library**
Subtotal	2,480	12,064	1,857	8,948	53,783

*Includes 428 EBL titles

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

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	18,653	222,331	3,721	28,736	3,250,257

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	377	2.1%	367	71.1%
Staff Initiated	100	5.0%	100	81.0%

*Items in system or on-order at time of suggestion

Highlights:

- In December, 618 unique visitors from 11 countries including Canada, Hong Kong, India, Kuwait, Morocco, New Zealand, Rwanda, South Korea, United Kingdom and the United States viewed the Library's Subject Guides. The Job & Career Resources guide was the most popular resource this month, followed by the Holidays and Business & Finance guides.
- Grosvenor Room Senior Pages and Genealogy Specialist **Rhonda Konig** completed an index to the *New Topographical Atlas of Erie Co., New York, from Actual Surveys Especially for This Atlas*, which was published in Philadelphia by Stone & Stewart in 1866. The atlas labels property owner, business, and organization names as well as institutions such as churches, cemeteries, and schools. This was a multi-year project, which produced a 794-page index and covered over 15,000 personal, business, and organization names. The index is a valuable addition to historical and genealogical research because there are no comprehensive city directories for Erie County cities and towns (aside from Buffalo and Tonawanda) prior to 1917. The index is available online for free on the Grosvenor Rooms section of the B&ECPL website:
<http://www.buffalolib.org/content/grosvenor/guides-publications#10>.

3. Technology

Technology - December 2016

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	669,055	7,919,527
Online Catalog	907,585	10,105,677

Social Networking:

	Monthly Staff Activity ¹	YTD Staff Activity	Monthly Public Activity ²	YTD Public Activity	Monthly New Followers	Total Followers ³
Facebook	108	1,239	4,731	38,320	18	6,925
Flickr	0	254	6,363	117,396	0	54
Instagram	32	370	926	9,702	9	997
Pinterest	60	760	486	6,802	10	1,403
Tumblr	1	41	5	79	2	154
Twitter	117	1,630	637	11,891	43	9,267
YouTube	2	12	728	9,643	1	128
Total	320	4,306	13,876	193,833	83	18,928

¹Number of posts, pins, tweets, videos, etc., created by staff

²Number of likes, shares, favorites, repins, clicks, comments, views, retweets, etc., by public

³Total number of followers at end of month

December Social Networking Highlights:

- Social media outreach in 2016 resulted in a gain of more than 2,000 new followers across all platforms. The impact of the B&ECPL’s social networking efforts, however, extended far beyond its subscriber base thanks to the power of “sharing” and “liking”. In December, the Buffalo & Erie County Public Library - Central Library’s Facebook page (<http://on.fb.me/ZseqZ8>) recorded its highest level of engagement to date. Content ranging from holiday program information and photos from the fundraising Gala to reading, listening, and viewing recommendations resonated with a record 4,731 Facebook users!

Highlights:

- In 2016, the following 17 libraries were upgraded to the Windows 10 Anniversary edition operating system and the Microsoft Office 2016 suite of projects: Alden, Angola, Boston, Central, Clearfield, Collins, Dudley, East Aurora, East Clinton, Eden, Eggertsville-Snyder, Lake Shore, Marilla, Newstead, North Collins, Tonawanda City and Williamsville. System completion is targeted for the first half of 2017.

4. Funding/Fundraising

Funding: Reported on in introduction.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
2016 Annual Appeal (includes all fundraising in 2016)	January 1 –December 31, 2016	\$259,190.38

Highlights:

- The Library mailed 100,000 year-end appeal letters to patrons, past donors, and potential new donors in late November. This appeal has grossed over \$96k, to date, to help fund library services.

5. Facilities

Highlights:

- The Central Library now has 3 new courtesy technology (smart phones, tablets, laptops) charging stations; two are wall mounted and located in the non-fiction computer areas and the third is a free standing unit located behind the Ring of Knowledge near Fables Café. All charging stations have 8 adaptors and may be used by any device. Charging is free to patrons.
- The City of Buffalo opened bids for the East Delavan Library elevator/ADA improvement project on December 1st. The base project bids came in at \$1.2 million, which is above the available budget. Library and City DPW staff is assessing options and alternatives to address this situation. This project would significantly improve accessibility by constructing an ADA elevator to the basement level community meeting space and replace the existing public restrooms with ADA accessible facilities. The elevator would be constructed adjacent to the east side of the building to minimize loss of interior space. The exterior entrance to the new elevator and library would be wider and brighter than the current entry from the parking lot. The basement meeting space would be rehabilitated. The Library is working with the City to obtain alternative funds.

6. Staff Development

Staff Development - December 2016

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	298	2667	6	39

Highlights:

- In December, the B&ECPL's Customer Service Committee launched its online module, *A+ Customer Service Training*. A+ Customer Service was created to act as a guideline for excellent customer service interactions at the B&ECPL. The training goes over the major components of A+ Customer Service (Acknowledge, Assist, Achieve) using interactive scenarios and personal reflection to heighten the learning experience. The training is available to all B&ECPL staff online, and is mandatory for Central and Buffalo branch library employees. So far, 87 staff members have completed the training.
- On December 2nd, 46 Central Library public service staff members attended *Cultural Competency Training*, presented by May Shogan, Director of International Exchanges & Education at the International Institute of Buffalo. The program defined culture and demonstrated cognitive assumptions, outlined the challenges facing immigrants and refugees in Western New York, identified cross-cultural communication challenges, and demonstrated strategies to help overcome cultural and linguistic barriers.
- B&ECPL Human Resources presented 2 sessions of *Addressing Computer Viewing Complaints* in December. The virtually-presented training provides guidance on staff's options for action when patrons view adult content or other potentially offensive material in the library. A total of 16 staff members from across the B&ECPL System attended the December sessions.
- On December 7th, the B&ECPL hosted a screening of the ALA webinar *Liven Up Baby & Toddler Storytimes with Sign Language*. The program, hosted by Kathy MacMillan, explained how signing with children of any hearing ability fosters bonding and stimulates language development. It also taught specific ways to use sign language in storytimes to broaden their appeal and make them more participative. Three members of the Children's Programming Team attended the live screening. The B&ECPL also obtained archival access to the webinar and 6 librarians from across the System have viewed it virtually since the in-person training.

- B&ECPL Human Resources also presented a program for managers and supervisors, *Conducting Performance Evaluations*, on December 15th. This training session conveyed the importance of regular performance evaluations, gave tips and tricks to make the most of performance evaluation meetings, and gave information on where to find correct forms and resources. Eighteen supervisory employees attended the session.
- On December 20th, the B&ECPL hosted Doug Farley, Director of the Museum of DisABILITY History, where he presented a program on *Disability Etiquette*. Twenty-four library employees learned about the history of the treatment of people with disabilities, myths and misconceptions about different types of disabilities, and tips for interacting with individuals with disabilities.
- Outside the B&ECPL, 3 librarians attended WNYLRC’s program *Actionable Marketing Plans/Social Media Marketing* on December 1st. Attendees learned to define their target audiences, understand the underlying “why” of their message, and effectively use social media as a tool to get their message across. The techniques and tricks learned at this session will be used to help promote outreach programming, ILL, databases, and the Library on Wheels.
- Finally, staff continued to pursue a variety of webinar training opportunities on a wide range of topics in December, including: *Engaged Planning: Ask What You Can Do for Your Rural Community* (presented by WebJunction); *Libraries Mean Business* (presented by Gale); *RA Conversation: Young Adult Crossovers* (presented by NoveList); *Start Your 2017 Grant Strategy Off Right* (presented by CharityHowTo); *STEAM with an Emphasis on “A”* (presented by School Library Journal), *Libraries Supporting Social Good: Tools and Tips for Outreach to Nonprofits* (presented by TechSoup); *eReader Detective: Solving the Case for Your Library Patrons* and *Leaving Fort Ref: Reaching Out with Reference* (presented by WebJunction); and *Executive Year-End Update* and *Ahead of the Curve: A Conversation with Marshall Breeding* (presented by SirsiDynix). A total of 20 different webinars were viewed by staff from the Central, Buffalo branch, and contracting libraries.

7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Release & Media Reminder	Library Milestones Gala: Celebrating 180 Years of Books, History & Community	Media attended from: Spree Magazine The Buffalo News Buffalo.com Entercom Radio

Media Release	2016 Most Popular Borrowed Materials from Buffalo & Erie County Public Libraries	Sent on December 29 th
Media Release	Wanted World War I Memorabilia for Upcoming Library Exhibition	Sent on December 28 th Buffalo Rising, January 4, 2017
Merriweather Library - AM Buffalo Filming with patrons and Library Director Mary Jean Jakubowski	Holiday Crafts/Library Awareness	WKBW TV Channel 7, AM Buffalo - filmed December 19 th , Aired December 26 th
Niagara Library - Bee Newspapers	Vacation Craft Club & Mini Maker Madness	
Niagara Library - WNY Family Magazine	Vacation Craft Club & Mini Maker Madness	Online submission
Riverside Review	Graham Cracker Houses, Job Club	December 14 th

8. Partnerships

Highlights:

- The Association for a Buffalo Presidential Center – This writer continues to meet with members of the Association for a Buffalo Presidential Center regarding the Center’s interest in co-location of the Center at the downtown Central Library. Discussions are being held with Buffalo Presidential Center Trustees Maryann Saccomando Freedman, Brad Hunt, and Bren T. Price. Anne Conable, B&ECPL’s Community Engagement Manager, has also been involved in the conversations.
- Children’s Centers in the Courts Advisory Committee – Children’s Service Manager **Kathryn Galvin** has been invited to join the Children’s Centers in the Courts Advisory Committee. Children’s Services currently provides programming information to the Children’s Center and is examining resuming programming at the Center on a recurring basis.
- Born Learning Trail - **Kathryn Galvin** met with Shannon Mack and Samantha Kittinger of the United Way’s Education Department about the Born Learning Trail. The Born Learning Trail is a series of visual prompts, usually in sign format, that get children and their families engaged in bite-sized literacy and learning activities. Kathy expressed interest in having the Kid’s Space at the

Central Library participate and would also like to help the United Way make this opportunity available to other libraries. The Born Learning Trail is designed to be flexible and involves no cost or maintenance to participating libraries.

- *Keepin' it Real* – Assistant Deputy Director of Public Services **Dawn Peters**, Buffalo Branches Manager **Linda Rizzo**, and East Delavan Branch Manager **John Stone** met with *Keepin' it Real* PR President and lifelong cyclist Rebecca Reilly and retired University at Buffalo professor Dr. Lorna Peterson to discuss a partnership between the East Delavan Library and the East Side Bike Club (ESBC). Proposals discussed included weekly information tables for teaching bicycle safety and ESBC's presenting bicycle building and repair workshops.

9. Director Activities

Meetings and Events:

**LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
December 2016**

DATE	MEETING / EVENT
December 1, 2016	Media Event - 201 Ellicott St. Presentation
December 2, 2016	Event - Celebrating Our Milestones: 180 Years of Books, History & Community Gala
December 6, 2016	Conference Call - Jack Connors, Library Foundation of Buffalo & Erie County (Library Foundation)
December 6, 2016	Meeting - Library Foundation
December 7, 2016	Meeting - Staff Forum
December 7, 2016	Meeting - Frank Housh, B&ECPL Board of Trustees Chair
December 7, 2016	Meeting - B&ECPL Board of Trustees Budget & Finance Committee
December 8, 2016	Meeting - Administrative Team
December 8, 2016	Meeting - Joy Testa Cinquino, Maureen Germaine
December 8, 2016	Meeting - Jennifer White, Reddy Bikeshare
December 8, 2016	Meeting - Carol Palumbo, Food Bank, and Anne Conable
December 8, 2016	Meeting - B&ECPL Board of Trustees Executive Committee
December 9, 2016	Conference Call - Valerie Nessel, University at Buffalo
December 10, 2016	Meeting/Presentation - Association of Contracting Library Trustees (ACT)
December 13, 2016	Conference Call - Robert Patterson, Bond, Schoeneck & King
December 13, 2016	Meeting - Project Flight
December 13, 2016	Meeting - Frank Housh, B&ECPL Board of Trustees Chair

Minutes of the Board of Trustees

Page 21

December 13, 2016	Conference Call - Karen Lee Spaulding, The John R. Oishei Foundation
December 13, 2016	Meeting - Customer Service Committee
December 14, 2016	Event - Staff Winter Gathering
December 14, 2016	Meeting - Managers/Directors
December 15, 2016	Meeting - Bren Price, Brad Hunt, Association for a Buffalo Presidential Center
December 15, 2016	Meeting - Aaron Ott, Albright-Knox Art Gallery
December 15, 2016	Meeting - B&ECPL Board of Trustees
December 17, 2016	Event - Meal for the Homeless
December 19, 2016	Meeting - Carol Batt, Maureen McLaughlin
December 19, 2016	Meeting/Tour - Lauren Moore, Director Pioneer Library System
December 19, 2016	Media Event - AM Buffalo Interview, Frank E. Merriweather, Jr. Branch Library
December 22, 2016	Meeting - Administrative Team
December 27, 2016	Conference Call - Leonard Lenihan
December 29, 2016	Meeting - Brian Swartz, City of Buffalo, Brian Kulpa, Clark Patterson Lee Architects
December 29, 2016	Event - New Employee Meet and Greet

Other:

Contracting Member Library Activity Reports

Angola Public Library – submitted by Jennifer Page, Director

Highlights of events and activities at the Angola Public Library:

- Explore & More Children's Museum's Graham Cracker House program was met with great enthusiasm and attendance. Many of our patrons have made this fun program a family tradition.
- Angola's Christmas in the Village celebration had a wonderful turnout. The library had a fun filled day with children creating over 70 Christmas ornaments and 40 letters to Santa. We had over 300 people attend.
- We have installed handicapped openers on our main doors. This wonderful addition has made access to our library easier for many of our patrons and takes us one step closer to full ADA compliance.
- We are looking forward to our winter session of Preschool Storytime which will take place on a new day, following input from our preschoolers' parents. We are hoping this will make it easier for patrons to attend.
- The Evans Art Guild will now be holding their monthly meetings at our library. We are looking forward to the increased collaboration this will bring.

Clarence Public Library – submitted by Monica Mooney, Director

- Congratulations to the winners of the Clarence Crusader Comic Contest! The Clarence Library received many submissions that captured the heart of our local superhero and showed us that a hero resides in each of us. All entries were scored anonymously by the 5 members of the Comics Fest Committee using the criteria outlined in the contest rules. The submissions were divided into 2 age brackets: 6-9 and 10-13. First place winners received a Samsung Galaxy Tab A NOOK and second place winners received a \$50 gift certificate to Monkey See Monkey Do Children's Bookstore. Thank you to everyone who submitted an entry and we hope you continue to create excellent comics! First place winners: Connor D., age 8, Caroline J., age 10; second place winners: Ellen W., age 8, Samuel W., age 11.
- The Clarence Library MakerSpace officially opened during the winter holidays with high attendance. In January we are hosting weekly MakerSpace Open House hours from 4:00 to 5:30 p.m. on January 9th, January 17th, January 24th (right after Lego Club), and January 30th. Kids ages 6 and up are invited to try coding, robotics, circuitry, animation and more. Library staff will be present at the annual Clarence Winter Fest on Sunday, January 29th from noon to 5 p.m. We will be featuring our MakerSpace activities at this event.
- Legislator Edward Rath's office announced his HEAP outreach to help residents with the application process. Assistance will be available from 10 a.m. to 5 p.m. on Thursday, January 19th at the Clarence Public Library.
- The Wolfe Pack (Official Nero Wolfe Fan Club) presents *Classic Mystery* at the Clarence Public Library. *Classic Mystery* is a multimedia series of programs dedicated to video screenings and book discussions. January's selections include *Strong Poison* by Dorothy L. Sayers (BBC adaptation); *The President Vanishes* (1934 film directed by William Wellman, based on the novel by Rex Stout); and *Anatomy of a Murder* (1959 film directed by Otto Preminger, based on the 1956 novel by Robert Traver). Coming in February: *Laura* (1944 film directed by Otto Preminger, starring Gene Tierney and Dana Andrews), and a book discussion of *Prisoner's Base* by Rex Stout. See the Clarence Library's web page for schedule information.
- Puppeteer Celeste Brickman of Peewee Puppets will return to the library with a fun and informational puppet show called *Do One Thing*. This time Celeste will be joined by Professor Higgenstein and a colorful cast of characters in an informative, amusing, interactive and musical presentation that looks at energy sources, how we decide to use them, and how we can develop responsible habits to create and sustain a healthy planet earth. Following the show will be a free puppet-making workshop.
- The Clarence Knitting Club meets the third Tuesday of each month. The group has been organized for those with a love for all things knitting...and crocheters

are welcome too. Bring your knitting projects, exchange ideas, be inspired, and have fun! The next meeting is scheduled for Tuesday, January 17th at 6 p.m.

- Coloring isn't just for kids anymore! It's relaxing, stress-relieving, and a fun activity. The Clarence Library Adult Coloring Group is for adults who are interested in coloring for relaxation, peace of mind, or just to express creativity and meet people who share the same interest. The next meeting is scheduled for Saturday, January 21st at 11 a.m.
- The Clarence Free Tax Service at the Clarence Library will begin February 1st and is scheduled Wednesday through Saturday from 11 a.m. to 3:30 p.m. through April 13th. The program is sponsored by the AARP/IRS. Trained tax aide volunteers will provide free tax preparation and filing.
- The Clarence Library's January displays include Sherlock Holmes' 130th anniversary with a local history angle (Buffalo was the first-ever location for a stage adaptation!). Materials provided by the Grosvenor Room were utilized for this visually appealing and most interesting display. We are also featuring a 2016 "Page to Screen" movies and book display, as well as a *Star Wars* materials display in connection with the release of the new *Star Wars* movie in December.
- On December 30th, **Sue Ruffino** retired after 18 years in the Buffalo & Erie County Public Library System having served as a Senior Library Clerk at the Clarence Public Library since January of 2001. We thank her for her years of service and we will greatly miss her!

Agenda Item I - Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo & Erie County met January 17, 2017; she remarked most of the information was covered in the Development and Advocacy Committee meeting report. She conveyed trustees are interested in getting collaborative discussions under way. Amy Pickard and Meg Cheman provided a presentation for Foundation trustees, sharing some projects the Library is interested in doing in 2017.

Agenda Item J - Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. ACT Treasurer Bill Josefiak reported the groundbreaking ceremony for the West Seneca Public Library and community center, all which is to be under one roof, occurred earlier that day and was well attended. He shared their ambitious timeframe: structure up by June of 2017; with completion in 18 months. He invited trustees to the February 11th ACT Workshop, which is part of ACT's series to improve trustee understanding as to what the library does and trustee responsibilities.

Agenda Item K - Public Comment. None

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

Agenda Item M - New Business. Ms. Horton thanked Library Administration and the Board for flowers received while she was out.

Minutes of the Board of Trustees

Page 24

There being no further business, on motion by Ms. Vincent, a second by Mr. Amodeo, the meeting adjourned at approximately 5:26 p.m.

Respectfully submitted,

Kathleen Burd
Secretary