

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
November 16, 2017

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, November 16, 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  
Rhonda Ricks, Treasurer  
Michael Amodeo  
Sheldon M. Berlow  
Kathleen Berens Bucki  
Frank Gist  
Phyllis A. Horton  
Theodore K. Johnson  
Sharon M. Kelly  
Joel C. Moore  
Elaine M. Panty  
Teresa Vincent  
Wayne D. Wisbaum

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

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

Agenda Item C – Minutes of the Meeting of October 19, 2017. On motion by Ms. Burd, seconded by Ms. Panty, the Minutes were approved as submitted.

Agenda Item D – Report of the Chair. Chair Housh shared the Library has been notified Kimberly Johnson, daughter of Trustee Emeritus Sharon Thomas, is awaiting confirmation by the Erie County Legislature to serve as our newest trustee. Once confirmed, Ms. Johnson will be filling the term of Phyllis Horton who has been serving as a holdover trustee since her term expired in 2009.

Chair Housh reported on the Erie County Legislature Budget Hearing he attended with Trustees Berlow and Panty, System Director Mary Jean Jakubowski, as well as several Library staff members. He emphasized the importance of advocacy and asked each trustee to contact their County Legislator requesting they support County Executive Mark Poloncarz's proposed 2018 Budget, which includes an increase of \$478,000 for the B&ECPL.

Trustee Wisbaum arrived at 4:10 p.m.

Mr. Berlow conveyed the importance of trustee attendance at future Budget Hearings.

Trustee Moore arrived at 4:11 p.m.

Together with Director Jakubowski and Library staff, Chair Housh attended the New York Library Association (NYLA) Conference in Saratoga Springs, New York.

The October 27<sup>th</sup> Chairman's Book Club discussing Richard Florida's book *The New Urban Crisis: How Our Cities are Increasing Inequality, Deepening Segregation and Failing the Middle Class – And What We Can Do About It* went very well with 3 wonderful panelists. Trustee Gist added that he did read the book, but was unable to attend the discussion. In March, Dr. Karen King will be the guest facilitator for the next Chairman's Book Club during Women's History Month, reviewing Rebecca Solnit's book *Men Explain Things To Me*.

Agenda Item E - Committee Reports.

Agenda Item E.1 – Executive Committee. The proposed November 8<sup>th</sup> Executive Committee Meeting Report was at each trustee's place. Vice Chair Bedenko summarized the meeting and commented discussions regarding Fables Café will take place at a future Board meeting. He reminded trustees, at the request of Trustee Johnson, draft Committee Reports will be provided to trustees either in the Board packet or at the time of Board meetings so trustees can read the reports prior to approving they be entered into the Minutes. Trustee Bedenko moved the written report of the November 8<sup>th</sup> Executive Committee be entered into the Minutes. Mr. Johnson made a second, and this was approved unanimously.

Present: Executive Committee Vice Chair Alan Bedenko; Committee members Michael Amodeo, Sheldon Berlow, and Kathleen Berens Bucki; Ex officio Committee member Ted Johnson. Also present were Trustee Elaine Panty, Chief Financial Officer (CFO) Kenneth Stone and Assistant Deputy Director – Human Resources Officer Jeannine Doyle.

Chair Frank Housh attended the meeting via conference call; this did not conform with the Bylaws of the B&ECPL Article II, Section 6, thus he was not counted for quorum or voting. Director Mary Jean Jakubowski also attended the meeting via conference call.

The meeting of the Executive Committee, run by Vice Chair Bedenko, began at 4:36 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

The Committee reviewed the proposed agenda for the November 16<sup>th</sup> Board of Trustees meeting. CFO Stone reviewed the financials and noted the Library continues to run within budget.

Director Jakubowski briefed the Committee regarding the meetings of the Building Oversight and Buffalo Library Services Committees, including the request for support of the renaming of the East Delavan Branch Library. Discussion ensued.

Ms. Doyle reviewed proposed Resolution 2017-44 Amend Managerial/Confidential Employees Wage/Benefits Package and Amend Deputy Directors/Library Director Benefits Package – the only proposed resolution. No changes were noted.

The Executive Committee approved the proposed agenda on a motion by Trustee Amodeo, second by Trustee Bucki.

There being no further business, the Executive Committee meeting adjourned at 5:12 p.m. on a motion by Trustee Bucki, second by Trustee Amodeo.

#### Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Monthly Financial Report. The monthly financial report for the period September 30, 2017 month-end was included in the Board packet. Deputy Director CFO Kenneth Stone reported the B&ECPL continues to operate within budget. Retiree medical expense came in a bit lower year-to-date compared to last year. He shared the Library is looking to do a \$5,000 transfer from utility savings to buy additional LED lighting; the Library will get a rebate on this, have about a 3 year payback, and it will offer improved lighting.

Agenda Item E.3 – Building Oversight Committee. The following written report of the October 19<sup>th</sup> Building Oversight Committee was approved under Unfinished Business.

Present: Chair Frank Gist; Committee members Katie Burd, Sheldon Berlow, and Rhonda Ricks. Also present was Library Director Mary Jean Jakubowski.

The meeting of the Building Oversight Committee began at 5:00 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Chair Gist asked Library Director Jakubowski to introduce guests and presenters of the proposal being brought forth to the Committee.

Director Jakubowski introduced and read brief biographies of Dr. Karen King, Executive Director, Erie County Commission on the Status of Women; Kelly Hayes McAlonie, FAIA, LEED AP, Director of Capital Planning, University at Buffalo; and Bonnie Lawrence, Deputy Commissioner, Erie County Department of Environment and Planning.

Dr. King and Ms. Hayes McAlonie presented a Power Point on their proposal to have the Central Library be the initial site of *Monumental Women of Western New York*; a proposal whereby the first monument recognizing women of local connection and national significance would be, if approved by the Buffalo & Erie County Public Library Board of Trustees, housed on the Central Library's front ramp. The proposed site was selected because of the Central Library's integral location in relation to multiple historical happenings within close proximity. The initial monument is intended to recognize Louise Blanchard Bethune, the first professional woman Architect in the United States, the first woman to be admitted to the American Institute of Architects (AIA), the first Woman Fellow of the AIA and the architect of the Hotel Lafayette. Further selections of women to be recognized and site locations would be done by a steering committee comprising women from throughout Western New York. Community input would be an integral part of the selection process. A period of questions and answers was held.

Following the presentation, the Committee discussed several aspects of the proposal. On a motion by Trustee Burd, second by Trustee Ricks, the Committee voted (Trustees Burd, Gist and Ricks) in favor of moving the proposal to the full Board for review and presentation. Trustee Berlow abstained.

Director Jakubowski indicated she would arrange, per the Committee's direction, for Dr. King, Ms. Hayes McAlonie and Ms. Lawrence to appear before the full Board at their November 16<sup>th</sup> meeting.

The meeting adjourned at 5:40 p.m. on a motion by Trustee Burd, second by Trustee Ricks.

Agenda Item E.3.a – *Monumental Women of Western New York* Presentation. Director Jakubowski explained at the October 19<sup>th</sup> Building Oversight Committee meeting Dr. Karen King, Executive Director of the Erie County Commission on the Status of Women, Kelly Hayes McAlonie, FAIA, LEED AP, Director of Capital Planning, University at Buffalo, and Bonnie Lawrence, Deputy Commissioner, Erie County Department of Environment and Planning made a Power Point presentation, proposing the Central Library be the initial site of *Monumental Women of Western New York* ; a proposal whereby the first monument recognizing women of local connection and national significance would be housed on the Central Library’s front ramp. At that meeting, the Committee voted in favor of moving the proposal to the full Board for review and presentation.

Following a Power Point presentation to the full Board, which included handouts, the women noted they are not seeking financial support from the B&ECPL, they expect to convene a meeting with potential stakeholders to develop this idea further, and subsequently a capital campaign would be launched. The group would like to see the initial monument erected by 2020, if not sooner. Questions by trustees were answered; they thanked trustees for their ideas which will be considered, commenting they want this to be a community driven project with input from the community. Director Jakubowski shared the following additional information with trustees: because the ramp is considered part of the Central Library building, the Board of Trustees has control over it; and, whatever design is chosen, it must be able to be moved or repositioned if and when the Re-Imagine Project begins. Mr. Berlow communicated should the Board approve the proposal, the Board will have the right to engage in what it is. Following discussion, Chair Housh shared he was behind this and cannot think of a more appropriate place than the Library. A resolution will be brought to the next meeting of the B&ECPL Board of Trustees, December 21, 2017.

Trustee Wisbaum exited the meeting following the presentation.

Agenda Item E.4 – Buffalo Library Services Committee. Buffalo Library Services Committee Chair Teresa Vincent asked the proposed written report of the Building Oversight Committee meeting of October 23<sup>rd</sup> (which was included in the Board packet) as corrected be entered into the Minutes; Mr. Johnson made a second and approval was unanimous.

Present: Committee Chair Teresa Vincent; Committee members Sheldon Berlow, Ted Johnson, Joel Moore and Elaine Panty; Buffalo & Erie County Public Library (B&ECPL) staff consisting of Library Director Mary Jean Jakubowski, Assistant Deputy Director Dawn Peters, Buffalo Branches

Manager Linda Rizzo, East Clinton Branch Manager Kate Shea, Dudley Branch Manager Dan Lewandowski, Frank E. Merriweather, Jr. Branch Manager Joshua Mitch and Niagara Branch Manager Jason Barone; representatives from several Veterans' Groups, NYS Senator Tim Kennedy's office and NYS Assemblymember Crystal Peoples-Stokes office; and the public.

The meeting of the Buffalo Library Services Committee began at 6:02 p.m. in the meeting room of the East Clinton Branch Library.

Committee Chair Vincent called the meeting to order. Buffalo Branch Managers provided updates on each of the libraries they represent at the request of Committee Chair Vincent. Noted is the increased number of ESL/ENL classes being held at various locations, as well as increased programming and collaborations. Buffalo Branches Manager Rizzo expressed her thanks on behalf of the Buffalo Branches to NYS Senator Chris Jacobs for the bullet aid he provided to each of the libraries in his district. She also recognized NYS Assemblymember Crystal Peoples-Stokes for her assistance in obtaining SAM funds for the East Delavan Branch construction project.

Committee Chair Vincent spoke to the request of renaming the East Delavan Branch Library in honor of Leroy R. Coles, Jr., which was referred to Committee at the July 2017 B&ECPL Board of Trustees' meeting. She welcomed those in attendance and thanked the Veterans for their service. She reiterated the *B&ECPL's Building Renaming Policy* and the auspices of naming City-owned buildings falling to the City of Buffalo. Director Jakubowski reminded those in attendance of Chapter 286 of the Laws of the City of Buffalo regarding the City's process.

Committee Chair Vincent opened the floor for public comment. Several members of the audience spoke including Veterans Group representatives who requested the East Delavan Branch Library be renamed in honor of Leroy R. Coles, Jr. Following comments/input from community members, the Buffalo Library Services Committee, on a motion by Mr. Johnson, second by Ms. Panty, moved to bring forth a proposed resolution to the full B&ECPL Board of Trustees at their November 16, 2017 meeting which would authorize the Library Director or designee to write a letter to City of Buffalo Common Councilmember Richard Fontana demonstrating the B&ECPL's support of renaming the East Delavan Branch Library in honor of Leroy R. Coles, Jr.

Per the recommendation of the Buffalo Library Services Committee, a proposed resolution authorizing the B&ECPL Library Director to send a letter of support to the Buffalo Common Council regarding the renaming of the East Delavan Branch Library in honor of Leroy R. Coles, Jr. was brought forth to the Board (assigned #2017-45);

Proposed Resolution 2017-45 was distributed to trustees for review. Chair Housh pointed out that how the B&ECPL handles the proposed request for renaming will be precedent setting for future renaming requests. At this point, Trustee Johnson made a motion that the B&ECPL instead send a letter to the Buffalo Common Council that states the B&ECPL has no objection or would not stand in the way of changing the name; he added this idea was also discussed at the November 8<sup>th</sup> Executive Committee meeting. There was not a second motion. Following discussion, Committee Chair Vincent reiterated the Buffalo Library Services Committee voted on recommending a resolution which uses the language to support the request, not language that we have no objection. The Committee has looked at the request and is supportive of it if the City chooses to go forward. Trustee Vincent remarked the B&ECPL is not going to the City and saying we think you need to rename this library, however, the B&ECPL was approached by the community and we support this proposal. Chair Housh called on Debbera Ransom, the Founding Commander of the Jhonetta R. Cole AMVETS Post 24, who was in attendance at the meeting representing Sandra Williams who was unable to attend. Both Ms. Ransom and her post are supportive of this effort and respectfully requested the resolution be considered at this meeting. Following discussion, Mr. Berlow moved to table proposed Resolution 2017-45 and be considered at the December 21, 2017 Board meeting. There being no second, the motion to table was denied. Following additional discussion, Chair Housh called for a vote on proposed Resolution 2017-45 as presented by the Buffalo Library Services Committee. Mr. Amodeo made the motion, Mr. Gist seconded. The resolution passed by a vote of 13 to 1, with Ms. Kelly casting the negative vote. On behalf of the B&ECPL, Director Jakubowski will send a letter to Buffalo Common Council Member Richard Fontana supporting the renaming of the East Delavan Branch Library in honor of Leroy R. Coles, Jr. Ms. Ransom conveyed her appreciation.

#### RESOLUTION 2017-45

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) was copied on a letter dated November 28, 2016 from New York State Assemblymember Crystal Peoples-Stokes to Ms. Sandra Williams supporting her request to rename the East Delavan Branch Library in honor of the late Mr. Leroy R. Coles, Jr., a U.S. Army Veteran and former President and CEO of the Buffalo Urban League for 26 years, and

WHEREAS, since that time, the B&ECPL has received several letters of support from local and state elected officials, and

WHEREAS, pursuant to Chapter 286 of the Laws of the City of Buffalo, the B&ECPL does not have the authority to rename a building owned by the City of Buffalo, and

WHEREAS, a request was received by Ms. Sandra Williams, President and Founder of United Veterans of Buffalo, asking the Board to adopt a resolution

recommending to the City of Buffalo Common Council the renaming of the East Delavan Branch Library in honor of the late Leroy R. Coles, Jr., and

WHEREAS, the matter was referred to the Buffalo Library Services Committee, who met and after listening to presentations by several organizations and members of the public who supported said library renaming, recommends to the full Board of Trustees that a letter of support be sent to the City of Buffalo Common Council to rename the East Delavan Branch Library in honor of the late Leroy R. Coles, Jr., now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director to submit a letter of support to rename the East Delavan Branch Library in honor of the late Leroy R. Coles, Jr. to the City of Buffalo Common Council.

Agenda Item F – Report of the Director. Director Jakubowski shared that over 1,200 letters were delivered to the Erie County Legislature in support of County Executive Mark Poloncarz’s 2018 Proposed Budget increase for the B&ECPL. Incoming letters of support will continue to be delivered.

Carol Batt, B&ECPL Deputy Director – Chief Operating Officer, has announced her November 25, 2017 retirement. Per the Board’s approval, Ms. Batt will be invited back to the December Board meeting to receive a resolution honoring her service to the B&ECPL.

Trustees were reminded a preview tour of the Library’s new exhibit *Buffalo Never Fails: The Queen City and World War I* is being offered following the meeting. Opening ceremonies are Saturday, November 18<sup>th</sup> at 10 a.m., which will include a 21-gun salute.

Finishing her report, Director Jakubowski asked trustees to let her know if they were interested in posters supplied by Just Buffalo Literary Center commemorating a momentous day in Buffalo’s history with Toni Morrison, Nobel Prize winner, speaking at Buffalo’s Kleinhans Music Hall exactly 50 years to the day after Dr. Martin Luther King, Jr. spoke there on “The Future of Integration.”

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

## **B&ECPL Monthly Report October 2017**

**North Park Library Grand Reopening** – The North Park Branch Library hosted a “Grand Reopening” event Friday, October 20<sup>th</sup>. Numerous guests including New York State Senator Chris Jacobs, New York State Assemblymembers Sean Ryan and Robin Schimminger, Erie County Executive Mark Poloncarz, Erie County Legislator

Peter J. Savage, III and City of Buffalo Common Council Members Joel Feroletto and Joseph Golombek, Jr. participated in the ribbon cutting ceremony along with Buffalo & Erie County Public Library (B&ECPL) System Trustees Sheldon Berlow, Phyllis Horton, Ted Johnson and Elaine Panty. The DeJesus Trio jazz band performed throughout the ceremony. Food and refreshments were served. The celebration continued Saturday, October 21<sup>st</sup> with light refreshments and a variety of family programs and crafts taking place throughout the day. A special harp music storytime was performed by harpist Kela Walton.



**Outstanding Community Program Award** - The Central Library received the 2017 Western New York Library Resources Council (WNYLRC) Outstanding Program Award. The award was accepted by Information Services and Outreach Manager **Dan Caufield** at WNYLRC's annual meeting on October 4<sup>th</sup>. The award recognized B&ECPL's Workforce Development program which includes the hosting and participation in job fairs, classes, workshops, and promotion of resources, which aid in employment skills, job attainment, and economic development. To date, several thousand Western New Yorkers have attended and participated in these fairs/ programs.

**Karin Cameron Community Service Award** - The Riverside Branch Library was honored as the recipient of the Riverside Business Association's 2017 Karin Cameron Community Service Award. Branch Manager **Patti Foley** accepted the award on behalf of the B&ECPL staff at the annual awards dinner on October 21<sup>st</sup>. Trustee Elaine Panty,

along with Assistant Deputy Director **Dawn Peters**, Buffalo Branches Manager **Linda Rizzo**, this writer and the staff of the Riverside Branch were in attendance. **Genealogy Lock-In** - The Central Library's Grosvenor Room hosted a *Genealogy Lock-In* event on October 6<sup>th</sup> in partnership with the Western New York Genealogical Society (WNYGS). The *Lock-In* was in support of the Western New York Genealogy Conference, which subsequently took place in Downtown Buffalo on October 7<sup>th</sup>. Twenty-seven conference goers from California, Kansas, Wisconsin, and other faraway places came to the *Lock-In*. Attendees were given after-hours access to the Grosvenor Room, from 6 p.m. - 10 p.m., which included a talk given by Genealogy Specialist **Rhonda Konig** on the Library's genealogy resources, followed by open research in the Grosvenor Room. Librarians **Rhonda Konig** and **Sue Cutrona**, Senior Pages **Miguel Burns** and **Joell Gilley**, and WNYGS volunteers assisted participants the night of the event. An article about the *Lock-In* is available on the Grosvenor Room's blog: <https://grogenealogylocalhistory.wordpress.com/2017/10/18/the-central-library-after-hours-the-grosvenor-room-genealogy-lock-in/>. The conference featured nationally recognized genealogy speakers including D. Joshua Taylor, a host of PBS's *Genealogy Roadshow*. Mr. Taylor visited the day of the *Lock-In* for a brief tour of the Grosvenor Room.

**Indie Author Day** - On Saturday, October 14<sup>th</sup>, the Central Library hosted its 2<sup>nd</sup> Annual *Indie Author Day* as part of a national initiative to connect independent authors and their work with libraries and their community. Fifty authors from across Erie County, representing all literary genres, participated. Resources for writers included discussions by 4 local speakers as well as the ability to watch presentations from national writers, the opportunity to network with other writers, as well as talk about and sell their books to the public.

**Actor Bill Murray @ Central** - Rare Book and Map Librarian **Charles Alaimo** presented a brief tour and presentation in the Mark Twain Room for actor/comedian Bill Murray and his entourage including cellist Jan Vogler, violinist Mira Wang and pianist Vanessa Perez on Wednesday, October 11<sup>th</sup>. The group, in town to perform excerpts from various literary works at Kleinhans Music Hall including the *Adventures of Huckleberry Finn*, was given a tour of the Mark Twain Room and the opportunity to view the full manuscript. The actor gave a brief reading from the text and posed for pictures with Library Director **Mary Jean Jakubowski**, Board President Frank Housh and Assistant Deputy Director of Development and Communications **Joy Testa Cinquino**.

**Chairman's Book Club** - The latest Chairman's Book Club hosted by Board Chair Frank Housh took place on October 27<sup>th</sup> in the Central Library's Ring of Knowledge highlighting urbanist Richard Florida's latest book *The New Urban Crisis: How Our Cities Are Increasing Inequality, Deepening Segregation and Failing the Middle Class - And What We Can Do About It*. Panelists at the event included: Rahwa Ghirmatzion of

PUSH, Buffalo, architect/urbanist Kisha Patterson, and Robert Silverman of the UB School of Architecture and Planning.

***Pushing the Limits @ Merriweather*** - The Frank E. Merriweather, Jr. Branch Library was the recipient of a *Pushing the Limits* grant from the Califa Library Group which provides funds for science-based adult programming focused on local weather challenges and threats in partnership with National Oceanic and Atmospheric Administration (NOAA) scientists. This project was funded by NOAA. This is a 3-part discussion series based on *Being the Change*, by Peter Kalmus, with input from Judith Levan, a NOAA representative. The first session was held October 24<sup>th</sup> revolving around the changing climate - how the climate is changing globally and also locally in the Great Lakes Region; the second session was held October 31<sup>st</sup> dealing with community and climate - how the Buffalo community has been affected by climate change and how the community itself can respond to this change; and the third session will be held November 7<sup>th</sup> dealing with strategies for a resilient community.

**On the Road with the *Library on Wheels*** - The *Library on Wheels* bookmobile participated in the 20<sup>th</sup> Annual WNY Earth Science Day at Penn Dixie Fossil Park and Nature Reserve on October 7<sup>th</sup>. Bookmobile Librarian **Nicole Jesse** along with Hamburg Public Library Director **Brian Hoth** and Children's Services Librarian **Steve Clancy** provided information on library services to attendees, as well as assisted in the assembly of dinosaur gliders for children. The Milestones of Science Earth Science Kit was also on display for interested educators. Senior Pages **Sally Schaffer** and **Alyssa Johnson** assisted. On October 14<sup>th</sup>, Children's Services Librarian **Pamela Bigsby** drove the *Library on Wheels* bookmobile to the Buffalo Botanical Gardens to participate in the *Botanical Gardens Halloween* event. The day was filled with 221 visitors to the bookmobile. On October 22<sup>nd</sup>, the *Library on Wheels* bookmobile participated in the Elmlawn Family Fall Festival at the Elmlawn Cemetery with approximately 723 visitors.

**Diversity Job Fair** - More than 300 jobseekers attended the Central Library's Diversity Job Fair on October 26<sup>th</sup> and had the opportunity to meet with 26 employers.

***Lights on After School*** - More than 200 children, caregivers and parents enjoyed an activities immersion at the Central Library on October 26<sup>th</sup> for *Lights on After School*. Children's Services Librarians **Mary Ann Budny** and **John Gaff** along with Library Technology Clerk **Sarah Barry** and Senior Page **Dominique Morrow** supported the *Lights on After School* event. Visitors to the Kids Space had the opportunity to make stenciled cards; while in front of the Launch Pad, John helped kids launch stomp rockets, with an estimated 300 rockets being launched by the active group.

***College is Affordable!*** - Information Services and Outreach Librarian **Renée Masters** represented the B&ECPL at *College is Affordable!* on October 26<sup>th</sup> at the Frank E.

Merriweather, Jr. Branch Library. The informational evening, sponsored by the B&ECPL, included presentations by the University at Buffalo (UB) Financial Aid Office and the B&ECPL. Representatives from UB’s Graduate School of Education and the Library’s Human Resources Department were also present. The event provided attendees with information about career exploration, college choices, scholarships, grants and other options for funding a college education. The event will be repeated and expanded to include Say Yes Buffalo as well as other educational groups on Tuesday, November 14<sup>th</sup> from 5:30 to 7:30 p.m. at the Merriweather Branch.

**NIOGA Trustees Tour - Dawn Peters** provided a tour of the Central Library for members of the NIOGA Library System Board of Trustees on October 23<sup>rd</sup>. Launch Pad Manager **Jordan Smith** gave a tour of the Launch Pad where trustees received an overview of MakerSpace equipment and the various services offered to the public.

**Monthly Programming Statistics - October 2017**

**1. Public Services**

**In Library Group Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	262	1883	6010	41958
Children (age 6-12)	151	1687	2791	32179
Teens	30	482	196	5773
Intergenerational	199	1488	6376	43487
Adults (excludes Technology)	273	2279	4265	31927
<b>TOTAL In Library Programs</b>	<b>915</b>	<b>7819</b>	<b>19638</b>	<b>155324</b>

**In Library One-on-One Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	95	0	95
Children (age 6-12)	87	708	87	708
Teens	131	524	131	524
Intergenerational	0	0	0	0
Adults (excludes Technology)	166	1563	167	1568
<b>TOTAL In Library Programs</b>	<b>384</b>	<b>2890</b>	<b>385</b>	<b>2895</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	7	45	66	277
System or Library-owned Cyber Train	12	117	82	798
One on One	118	1068	131	1146
<b>TOTAL Adult Technology</b>	<b>137</b>	<b>1230</b>	<b>279</b>	<b>2221</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	10	71	213	1477
Children (age 6-12)	6	77	732	8059
Teens	5	17	94	370
Intergenerational	11	95	2578	15899
Adults (excludes Technology)	10	106	433	3710
<b>TOTAL Outreach (out of Library)</b>	<b>42</b>	<b>366</b>	<b>4050</b>	<b>29515</b>

**Highlights:**

- October 2<sup>nd</sup> – **Dan Caufield** presented an overview on marketing and business resources at the Collaborative Masten Resource Center. The workshop was part of an 11-week series of programs presented by Pathstone Enterprise to help potential entrepreneurs write a business plan.
- October 5<sup>th</sup> – Information Services and Outreach Librarians **Sara Fuller** and **Susan Kriegbaum-Hanks** attended the Service Fair hosted by Villa Maria College. Sara and Susan spoke with approximately 40 students about the various resources available at the Library. Several music majors were particularly interested in the Library’s recording studio.
- October 5<sup>th</sup> – Information Services and Outreach Librarian **Sandra Courtney** presented Business Resources available from the B&ECPL to the Minority Women & Business Enterprises at Erie County Medical Center. Thirty participants learned about our eServices including eBooks, databases, music, library cards, MakerSpace initiatives, and technology instructional programs.
- October 7<sup>th</sup> – Information Services and Outreach Librarian **Maria Lowe** hosted the Teen Advisory Group (TAG). The group searched the library catalog for

their recommended books, pulled the titles, and created a display for *Teen Read Week*.

- October 11<sup>th</sup> – **Renée Masters** planned and hosted *Wellness Wednesday* at the Central Library. This month the Erie County Department of Health, Healthy Neighborhoods Program and the Asthma Coalition of Erie County provided visitors with important information about lead hazards, asthma triggers and pest control. Several appointments were made for free home evaluations.
- October 12<sup>th</sup> – **Sandra Courtney** presented *Business Library Resources for Entrepreneurs* to 15 participants of the Small Business Administration University class on patents. Participants were informed of our patent services provided by Information Services and Outreach Librarian **Andrew Maines**.
- October 14<sup>th</sup> – **Charles Alaimo** gave a tour and presentation of genealogical items available in the Grosvenor and Rare Book Rooms to the Katharine Pratt Horton - local chapter of the Daughters of the American Revolution. Approximately 20 members were given tours of the Mark Twain Room and the *Building Buffalo: Buildings from Books, Books from Buildings* exhibit, as well as the Grosvenor Room's genealogy resources and special collections.
- October 14<sup>th</sup> – **Sandra Courtney** presented *Reference USA Consumer Life Styles* for the SCORE's (Service Corps of Retired Executives) Simple Steps Business Workshop series at Medaille College. Twenty-five participants were in attendance.
- Two programs were presented this month in collaboration with Just Buffalo Literary Center's The Civil WRITES Project (leading up to author Toni Morrison's November 9<sup>th</sup> appearance at Babel). On October 18<sup>th</sup>, local author/historian Eva Doyle presented a lunchtime talk on abolitionist leader William Wells Brown, formerly a fugitive slave who lived in Buffalo.
- October 18<sup>th</sup> – **Renée Masters** planned and facilitated the exhibition of artwork created by artists from the Autism Services, Inc. ArtS Work program. ArtS Work has been exhibiting at the Central Library since 2013 and appreciates the exposure it provides for these talented artists. The exhibit will be on display through January 17<sup>th</sup>. <http://www.buffalolib.org/content/now-display/fables-caf%C3%A9-display/current>
- October 21<sup>st</sup> – Children's Services Manager **Kathryn Galvin** and Children's Services Librarians **Pamela Bigsby** and **Jennifer Lelinski** hosted the *L is for Library Baby Shower*. The shower was open to expecting parents and caregivers as well as those with children under the age of 1. Library staff presented

information about the importance of early exposure to books in a fun, informal atmosphere, followed by a group reading of *Moo, Baa, LaLaLa* and a live instruction of favorite lap bounces, with parents following along. Every attendee was given one of the new parent bags. In the second half of the shower, community partners made brief presentations about the services they provide. Partnering organizations were Care Connection, Help Me Grow WNY, Buffalo Babylab, Child Care Resource Network, Read to Succeed Buffalo, Erie County Health Department, Early Childhood Direction Center and Durham’s Central City Baby Café.

- October 21<sup>st</sup> – **Sandra Courtney** presented *Reference USA Consumer Life Styles* to 22 students of the New York State Entrepreneurial Assistance Program. Participants were able to learn how to identify target markets and potential customers based on hobbies and interests.
- October 25<sup>th</sup> – TechKnow Lab Manager **Kara Stock** and Graphic Display Artists **Dawn Stanton** and **Darlene Pennachi** hosted a *Printmaking* program in the Launch Pad where 41 attendees of all ages learned simple printmaking, stamping and letterpress with a spooky theme.
- October 30<sup>th</sup> – Rare Book Curator **Amy Pickard** and **Charles Alaimo** presented numerous manuscript items to Professor Lisa Berglund, English Department Professor, and her Buffalo State College Textual Editing students. Students were presented with manuscripts and original editions of 19<sup>th</sup> Century works for possible use in an upcoming class project.

## 2. Collection Development

### Collection Development - October 2017

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	4,895	39,624	360	3,261	544,737
Young Adult Print	1,028	7,100	133	1,059	73,095
Adult Print	4,702	48,398	791	7,630	1,862,480
Media	5,289	52,502	539	6,144	542,198
Other*	3,286	31,238	3	201	186,703
Subtotal	19,200	178,862	1,826	18,295	3,209,213

\*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	770	7,670	543	5,432	52,389*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	112	1,016	83	834	9,915
e-Videos	0	1	0	1	100 +Moving Image Archive Library**
Subtotal	882	8,687	626	6,267	62,404

\*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	20,082	187,549	2,452	24,562	3,271,617

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	562	4.3%	560	66.7%
Staff Initiated	79	7.6%	79	67.1%

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

**Highlights:**

- Grosvenor Room Librarian **Sue Cutrona** created a finding aid for the recently acquired collection of Erie County Poorhouse Records, 1861-1952. The finding aid provides genealogist and local history researchers with historic information and further resources on the institution. These unique records are accessible online through our digital collections.  
<http://digital.buffalolib.org/collections/show/5>
- In October, 1,595 unique visitors, the most numerous to date in 2017, from 23 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzi>). In addition to the United States, countries this month included Bangladesh, Canada, Colombia, France, Germany, Honduras, India, Jamaica, Kenya, Mexico, Myanmar (Burma), the Netherlands, Pakistan, the Philippines, Poland, Russia,

Saudi Arabia, Senegal, South Africa, South Korea, Turkey, the United Kingdom, and Zambia.

### 3. Technology

#### Technology - October 2017

Social Networking:

	Monthly Staff Activity <sup>1</sup>	YTD Staff Activity	Monthly Public Activity <sup>2</sup>	YTD Public Activity	Monthly New Followers	Total Followers <sup>3</sup>
<a href="#">Facebook</a>	108	1,244	7,501	45,354	55	7,674
<a href="#">Flickr</a>	338	1,087	18,036	113,279	-	54
<a href="#">Instagram</a>	31	304	1,134	10,204	22	1,303
<a href="#">Pinterest</a>	94	673	598	6,014	4	1,502
<a href="#">Tumblr</a>	5	45	2	45	3	194
<a href="#">Twitter</a>	71	1,161	806	8,532	35	9,746
<a href="#">YouTube</a>	-	12	532	6,963	-	141
<b>Total</b>	<b>647</b>	<b>4,526</b>	<b>28,609</b>	<b>190,391</b>	<b>119</b>	<b>20,614</b>

<sup>1</sup>Number of posts, pins, tweets, videos, etc., created by staff

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

<sup>3</sup>Total number of followers at end of month

#### Highlights:

- Platform Migration Success** - The Library's SirsiDynix Symphony Integrated Library System (ILS) was successfully migrated to a server with an upgraded Linux operating system on October 4<sup>th</sup>. The migration work resulted in 4 hours of downtime beginning at 2:30 a.m. The early start ensured that only a minimal number of remote users were impacted and that libraries were able to open with full functionality. The final step in the process is scheduled for November 16<sup>th</sup>, when the migrated ILS will be copied over to a server to be used for testing purposes.
- By the end of October, Information Technology staff completed a project to upgrade the public computers at all libraries. The project, which began more than a year ago, provides users with the latest version of the Microsoft Windows operating system, as well as an updated suite of Microsoft Office productivity software. The process of upgrading staff computers to Windows 10 is ongoing.

#### 4. Funding/Fundraising

##### **Funding:**

**2018 Proposed Budget Released** – On Monday, October 16, 2017, Erie County Executive Mark Poloncarz released his 2018 Proposed Budget.

The Library appreciates and thanks Erie County Executive Mark Poloncarz for recommending a county funding increase of \$478,872 (2.0%) to libraries in his 2018 Proposed Budget through funds generated by growth in the equalized full value property tax base. As the tax base is estimated to have grown by almost 6%, the Library Tax Rate per \$1,000 will decline modestly. The additional funding will help offset increased contractually obligated costs while sustaining Library operations and services, including expanded open hours implemented in 2017. We sincerely hope that the full Legislature will approve the County Executive's proposal and appreciate their past support.

County funding of \$24,422,489, combined with funding from New York State of \$2,228,411 in operating aid, use of \$498,684 in Library fund balance, and \$848,280 in other Library revenue, brings the Library's 2018 proposed operating budget to \$27,997,864; a modest 1.6% increase over the 2017 Adopted Budget. In addition to the operating budget, \$684,670 in state aid is included in the Library Grants Budget.

Erie County's 2018 Proposed Capital Budget will support improvements to the county-owned downtown Central Library. Specifically, \$400,000 for continued rehabilitation of the 50+ year old building's mechanical, electrical and plumbing systems and \$650,000 to complete Central Library auditorium rehabilitation and asbestos abatement.

We believe the County Executive's budget is a vote of confidence for the work the B&ECPL is doing on behalf of the community. The Library is committed to providing access to quality resources and information in a variety of formats and technologies to meet its mission: Connecting our diverse community with library resources that enrich, enlighten and entertain.

The next event in the budget review process will be the Library's budget hearing before the Erie County Legislature's Finance & Management/Budget Committee tentatively scheduled for 12:00 p.m., Tuesday, November 14, 2017, in the Legislative Chambers, 92 Franklin Street, 4<sup>th</sup> floor, Buffalo, NY. A public hearing/comment opportunity on the overall County Budget will be scheduled for later in November, also in the Legislative Chambers.

Information on the proposed budget may be found on the B&ECPL's public website at <http://www.buffalolib.org/content/library-system/budget-information> and on Erie County's website at <http://www2.erie.gov/budget/>.

**Fundraising:**

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1 - October 31, 2017	\$120,265.36

*Highlights:*

- The Library mailed approximately 1,200 ask letters for the *Bucks for Books* campaign in October. To date, over \$16,000 has been raised to purchase new library reading materials.
- The Library received word that the Margaret L. Wendt Foundation approved a \$5,000 grant to support the WWI exhibition.

**5. Facilities**

*Highlights:*

- East Delavan Branch Library's ADA Improvements and Rehabilitation Project took a major step this month with pre-construction abatement beginning on October 16<sup>th</sup>. The library had to temporarily close for this work, with a reopening scheduled for November 6<sup>th</sup>. Construction work is expected to begin shortly thereafter, focusing on interior work on the lower level during the winter months, with construction of the elevator shaft and new entrance getting under way in the spring as weather permits.

This project will significantly improve accessibility by constructing an ADA elevator to the basement level community meeting space and replacing the existing public restrooms with ADA accessible single use facilities. The elevator will be constructed adjacent to the east side of the building, creating a new, welcoming entrance while minimizing loss of interior space. The main circulation/public service area will be reconstructed to ADA standards and positioned to serve the new public entrance. The basement meeting space would be rehabilitated as part of the project. Security system improvements will also be installed. Work is expected to be completed in 2018.

Funding for the \$1,485,150 project consists of \$819,133 from the City of Buffalo; \$221,441 from a 2017 New York State Public Library Construction Grant; \$195,576 in Library grant match funds; and \$250,000 from a State and

Municipal Facilities (SAM) Grant sponsored by Assemblymember  
Crystal D. Peoples-Stokes.

## 6. Staff Development

### Staff Development - October 2017

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	246	3453	8	64

#### *Highlights:*

- In October, B&ECPL Human Resources presented 3 live training sessions for staff, consisting of 1 session of *Civil Service 101* and 2 sessions of *Conducting Performance Evaluations*. The latter continued a push to make the performance evaluation at the library more effective and efficient, including a roll-out of new evaluation forms.
- B&ECPL's own Erin Weller, HR Administrative Assistant, was invited to the Southern Tier Library System's (STLS) Annual Meeting to present B&ECPL's *A+ Customer Service* program to their library staff and trustees on October 10<sup>th</sup>. Over 30 people attended the training, which was well-received.
- The B&ECPL also collaborated with the Museum of disABILITY History and People, Inc. to offer 2 sessions of *Disability Etiquette*, a training program that provides a basic overview of disability history and current awareness, dispels common myths and misconceptions about different types of disabilities, and gives tips and recommendations for interacting with individuals with disabilities in a variety of settings. In total, 18 staff members took advantage of the trainings.
- A variety of staff technology training sessions were presented by the B&ECPL TechKnow Lab in the month of October. These included 1 session of *Introduction to Windows 10* and 2 sessions of *MakerSpace Coding Activities for Kids*. The latter workshop focused on inexpensive coding activities for kids and how to implement them in libraries throughout the System. Participants received hands-on practice. Eight employees attended the sessions.
- The B&ECPL was well-represented at library conferences in October. One librarian attended the Foundation Center's *Network Days 2017 Conference* from October 4<sup>th</sup> - 6<sup>th</sup> in Chicago. Four librarians attended the *Mid-Atlantic Regional Archives Conference*, which was hosted in Buffalo from October 26<sup>th</sup> - 28<sup>th</sup>. Attendees learned about project management, diversity in archives and libraries,

immigration records, reviving forgotten collections, promotion of cultural heritage, and more.

- Outside the B&ECPL, staff also attended a variety of library programs, workshops, and meetings throughout October. WNYLRC had multiple popular offerings: *Can You Canva? Graphic Design for Librarians*, *Fundamentals of Caring for Paper Collections*, *Making Space: Listening to Library Patrons for Better Space Designs*, *Open Up! Embracing the Open Education Resources Movement*, and *User-Centered Design: Listening to Patrons to Improve Services & Spaces*. In total, 10 librarians attended WNYLRC programs in October. Other workshops and programs in October included the *Correctional Librarians Workshop* at the Pioneer Library System, the *Facilities Management Expo* put on by PPM Business Services, the *Leadership Accelerator Program* at UB, *Legal Issues in Libraries* presented by LIU Post, and *Reference USA Training*.
- Staff also continued to pursue a variety of webinar training opportunities on a wide range of topics in October, including: *Wikipedia + Libraries* (presented by WebJunction); *Bilingual Storytime: Reaching Through the Language Barrier* (presented by OCLC); *Book Clubs: Your Community Connection* (presented by NoveList); *Learning from Both Success and Failure* (presented by Florida Library Webinars); *Fake News and a New Era* (presented by the American Library Association), *Technowledge Virtual Conference* (sponsored by Library Journal), *The Reference Interview* (presented by Idaho Commission for Libraries) and *The History of Homecoming with University Archives* (presented by UB). A total of 25 different webinars were viewed by staff from the Central, Buffalo branch, and contracting libraries.
- October 12<sup>th</sup> - Information Services and Outreach Librarian **Tim Galvin** attended SBA-U: *Understanding the Patent and Trademark Processes* at the Central Library. The presentation was given by the husband and wife team of Ellen and Robert Simpson, trademark and patent attorneys, respectively. Part of the presentation focused on the difference between a trademark, a service mark and a trade name as well as the difference between 3 different types of patents: design, utility and plant patents.

## 7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
TLC TV program filming in the Library	Genealogy	Late 2018
TV Interview with Library Director Mary Jean Jakubowski	Read Aloud	WKBW TV, Channel 7, October 11 <sup>th</sup>

Buffalo Business First Interview with Library Director Mary Jean Jakubowski	How Libraries Have Changed	Buffalo Business First, October 2017
TV Interview with Joy Testa Cinquino	Indie Author Day and Read Aloud 21	WBBZ TV, October 13 <sup>th</sup>
TV Interview with Bookmobile Librarian Nicole Jesse Brown	Bookmobile Services	WKBW TV, Channel 7, October 19 <sup>th</sup>
Media Release	Passport to Reading 2017 Winners	October 25 <sup>th</sup>
Media Release	College is Affordable Program @ the Frank E. Merriweather, Jr. Branch Library	WBLK Radio, October 10 <sup>th</sup>
Media Release and Media Event	North Park Branch Library Grand Reopening Celebration	Event covered by Spectrum News, WGRZ TV, Channel 2 News, WKBW TV, Channel 7 News, October 6 <sup>th</sup>
Media Release	Discussion of Richard Florida's Book - <i>The New Urban Crisis</i> to be Held at the Downtown Central Library	Sent to all local media in early October
Riverside Review	Awards Dinner	October 25 <sup>th</sup>
WBLK Article by Yasmin Young	College is Affordable! Grant and Scholarship Presentations at Merriweather	October 23 <sup>rd</sup>

## 8. Partnerships

### *Highlights:*

- Kathryn Galvin** attended a meeting of Reach Out and Read presented by local Reach Out and Read coordinator Tricia Kirst. Reach Out and Read is a nonprofit organization that gives young children a foundation for success by incorporating books into pediatric care and encouraging families to read aloud together. National Reach Out and Read officers Diane Malcolmson and Laurel Ford were at the event. Ms. Kirst is re-energizing the local Reach Out and Read locations and is receiving support from Help Me Grow WNY. Children's Services will be working with her to foster connections between participating practices and the public libraries near them.

- October 13<sup>th</sup> – **Renée Masters** attended the 3<sup>rd</sup> Annual Spotlight on Population Health (SOPHi) Awards & Expo held at Buffalo RiverWorks. Over 40 exhibitors from a wide variety of human services organizations were on hand. Renée made 2 new contacts for future library health programs and was able to touch base with several longstanding partners. Every year agency representatives are surprised to find the public library can be a willing and effective partner in population health promotion.

## 9. Planning for the Future

### *Highlights:*

- October 11<sup>th</sup> – The “Learning Tree” design by TechKnow Lab Manager **Kara Stock**, Launch Pad Manager **Jordan Smith**, and Graphic Display Artists **Dawn Stanton** and **Darlene Pennachi**, was selected as a winner of the Buffalo Architecture Foundation’s Little Free Library Design Competition. The group was assisted by local architect Robert Rumpl and will be awarded \$300 to produce their design by April 2018. The finished product will be a centerpiece for Buffalo’s Reading Park being developed outside the Central Library.
- October 18<sup>th</sup> – **Renée Masters** met with Kelly Fletcher from the Erie County Department of Health Community Wellness Program to discuss upcoming plans to develop a nutrition education pilot program for the summer of 2018. A networking and informational meeting is planned for November 9<sup>th</sup> at the Central Library to bring together community organizations, urban farmers and other stakeholders in public health involving nutrition education and food accessibility. The event will provide input for the project and an opportunity for networking among the attendees.
- Awesome Buffalo! Grant recipient Jess Widmer will be partnering with the Niagara Branch Library to host a workshop on interactive art, as well as create at least 2 works which will be on display at the Niagara Branch. The workshops and installation/displays are currently scheduled to be held and completed by late 2017 or early 2018.

## 10. Director Activities

### Meetings and Events:

**LIST of MEETINGS and EVENTS  
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI  
October 2017**

DATE	MEETING / EVENT
October 9, 2017	Event - Walking Works Awards Ceremony
October 10, 2017	Media Event - Genealogy
October 10, 2017	Media Event - Interview with Liz Lewin, Channel 7, 21-Day Read Aloud 15 Minutes Challenge
October 10, 2017	Meeting - WWI Exhibit Committee
October 10, 2017	Conference Call - Public Library System Directors Organization (PULISDO)
October 10, 2017	Conference Call - PULISDO and New York State Department of Education Division of Library Development
October 11, 2017	Media Event - Buffalo Business First
October 11, 2017	Meeting - Managers/Directors
October 11, 2017	Meeting - Joy Testa Cinquino
October 11, 2017	Meeting - Buffalo & Erie County Public Library (B&ECPL) Board of Trustees Budget & Finance Committee
October 11, 2017	Tour - Mark Twain Room with Actor Bill Murray and entourage
October 12, 2017	Meeting - Dan Caufield
October 12, 2017	Meeting - Buffalo Business First - Tracey Drury
October 12, 2017	Media Event - Channel 4 (Bill Murray)
October 12, 2017	Meeting - Buffalo Broadcasters Association
October 12, 2017	Meeting - Jeannine Doyle, Tracy Palicki, Ken Stone
October 12, 2017	Meeting - B&ECPL Board of Trustees Executive Committee
October 17, 2017	Meeting - Steve Hovey, Maureen McLaughlin
October 17, 2017	Meeting - Administrative Team
October 17, 2017	Meeting - Karen King, PhD, Kelly Hayes McAlonie
October 18, 2017	Seminar - Paid Family Leave
October 18, 2017	Meeting - Carol Batt
October 18, 2017	Meeting - Jeannine Doyle, Ken Stone
October 19, 2017	Meeting - Joy Testa Cinquino
October 19, 2017	Meeting - Jeannine Doyle
October 19, 2017	Meeting - Renee Masters
October 19, 2017	Meeting - B&ECPL Board of Trustees
October 19, 2017	Meeting - B&ECPL Board of Trustees Building Oversight Committee

October 20, 2017 Meeting - Mark Kross, Joy Testa Cinquino  
October 20, 2017 Meeting - John Gottardy, Janessa Givens Daniels  
October 20, 2017 Event - North Park Open House  
October 21, 2017 Event - Riverside Business Association Installation and Awards Dinner  
October 23, 2017 Event - NIOGA Library System Tour  
October 23, 2017 Event - Passport to the Library Winner Award Presentation  
October 23, 2017 Meeting - B&ECPL Board of Trustees Buffalo Library Services Committee  
October 24, 2017 Conference Call - Karen King, PhD, Bonnie Lawrence, Kelly Hayes McAlonie  
October 24, 2017 Visit - Erie County Correctional Facility Library  
October 24, 2017 Conference Call - Frank Housh, Chair, B&ECPL Board of Trustees  
October 24, 2017 Meeting - Steve Hovey, Maureen McLaughlin  
October 24, 2017 Meeting - Ken Stone  
October 25, 2017 Meeting - Jeannine Doyle, Dawn Peters  
October 25, 2017 Meeting - Rotary Club of Buffalo  
October 25, 2017 Meeting - Jeannine Doyle, Judy Fachko, Ken Stone, Tracy Palicki  
October 25, 2017 Meeting - Jeannine Doyle, Ken Stone, Tracy Palicki  
October 26, 2017 Meeting - Administrative Team  
October 26, 2017 Conference Call - Carol Batt  
October 26, 2017 Meeting - Dawn Peters  
October 26, 2017 Event - College is Affordable  
October 27, 2017 Meeting - Jennifer Childs, Kelly Donovan, Maureen McLaughlin, Dawn Peters  
October 27, 2017 Event - Chairman's Book Club  
October 30, 2017 Meeting - Kevin Marmion, HeinOnline  
October 31, 2017 Meeting - Steve Hovey, Maureen McLaughlin  
October 31, 2017 Meeting - Kelly Donovan, Steve Hovey, Maureen McLaughlin, Dawn Peters, Joy Testa Cinquino

**Other:**

**Contracting Member Library Activity Report**

**Cheektowaga Public Library** – submitted by Glenn Luba, Director

Highlights of events and activities at the Anna Reinstein Memorial Library:

- The Anna Reinstein Memorial Library has partnered with the Erie County Department of Social Services to have UB MSW Intern Lyndsay Zastawny available on Wednesdays from 9 a.m. to 5 p.m. to assist patrons with SNAP benefits, HEAP applications, and many other D.S.S. services.
- MLS Intern Melissa Cortese is overseeing the Preschool Storytime on Wednesday evenings.

- The Cheektowaga Y.E.S. group offers a LEGO Club for students in grades K to 5 to get creative. They will also be holding a Thanksgiving Craft workshop for children ages 3 to 5 on November 4<sup>th</sup>.
- Entertainer Mr. J set up a pumpkin patch complete with different farm animals and storytime area. He had 56 family members enjoying an hour of activities and gave each child a pumpkin.
- Sr. Page **Alyssa Murcin** manages an Adult Coloring Club that meets every second Thursday of the month.
- Crochet Corner will be starting November 11<sup>th</sup>. Crocheters of all skill levels are invited to pass off tips and tricks the second Saturday of every month.

Highlights of events and activities at the Julia Boyer Reinstein Library:

- Sr. Page **Linda Wetzler** oversees Knit Night every second and fourth Tuesday evening of the month.
- MLS Intern Melissa Cortese, with assistance from Cheektowaga Y.E.S., runs the LEGO Explorers Club every third Thursday.
- On October 28<sup>th</sup>, eighteen family members enjoyed popcorn and a movie in our community room. The next Family Movie event is on November 20<sup>th</sup>.
- The Adult Coloring Club meets the second Tuesday of the month at 1 p.m.
- The Take Flight program November 4<sup>th</sup> is for students ages 8 to 12. They will learn the science of flight while building their own plane or rocket.
- On November 15<sup>th</sup>, Buffalo Animal Adventurers will bring their African Safari program, complete with live animals, to the library for learning fun.
- Cheektowaga Y.E.S. will be conducting a workshop on November 18<sup>th</sup> for children ages 3 to 5, creating Thanksgiving-themed crafts.
- Librarian **Jen Villa** gave a tour of the library to thirty students from the Saint John's Community Preschool on November 3<sup>rd</sup>. All students received a library card.
- Financial Advisor Peter Hafner conducted an information session titled Being Social Security Savvy for 20 people on November 2<sup>nd</sup>.

Agenda Item G - The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. Bill Josefiak reported ACT met November 4<sup>th</sup>. Their emphasis is to promote better communication amongst trustees. A blog was discussed, but they may do a closed Facebook which is easier to work with and faster. A committee was formed to look into that.

Contract Member Library System Liaison Report - Trustee Bucki reported she attended the November 14, 2017 Amherst Public Library Board of Trustees meeting. Discussion focused on 2018 Clearfield Branch Sunday hours no longer being supported by the Williamsville School District's PTO. For 2018, the Town of Amherst has set aside half the money and she believes Legislator Thomas Loughran was trying to come up with

the other half. Director Jakubowski acknowledged Legislator Loughran approached her asking that the B&ECPL System absorb these costs. Together with CFO Kenneth Stone, they have been looking at fair and equitable ways to do this. She noted, while it is a minimal amount of money, less than \$4,000, there are libraries who have found other ways to pay for Sunday hours. Director Jakubowski has a call out to Amherst Public Library Director Roseanne Butler-Smith to discuss the possibility of moving around funds within their current budget to accommodate Sunday hours at the Clearfield Branch. Chair Housh asked Director Jakubowski to provide updates on this situation at the December Board meeting.

Agenda Item H - Public Comment. There was no other public comment.

Agenda Item I - Unfinished Business.

Building Oversight Committee Chair Frank Gist moved to enter the written report of their meeting of October 19<sup>th</sup> into the Minutes. Ms. Vincent moved, Mr. Johnson made a second and approval was unanimous. The report has been entered under Agenda Item E.3.

Regarding a previous message sent out to trustees regarding New York State Librarian Bernard Margolis requesting trustee input into an online survey regarding NYS Minimum Standards for Public Libraries, Mr. Berlow asked at the November 8<sup>th</sup> Executive Committee meeting that Director Jakubowski bring forth a copy of that survey with recommendations for response. Director Jakubowski passed out recommendations for response, pointing out these are only recommendations. She encouraged trustees to complete the online survey as it will affect the requirements of public libraries in NYS.

Agenda Item J - New Business.

Agenda Item J.1 - Amend Managerial/Confidential Employees Wage/Benefits Package and Amend Deputy Directors/Library Director Benefits Package. Proposed Resolution 2017-44 was distributed to trustees. Jeannine Doyle, B&ECPL's Human Resources/Labor Relations Officer, explained the proposed resolution as presented noting the Managerial/Confidential employees are not part of a union and are paid at a flat salary rate with no pay scales. Occasionally, the B&ECPL brings forth changes to their Benefits Packages including wages. The Board had previously voted and approved the 2018 wage increase as listed. This resolution includes wage increases effective in 2019 and 2020 (which are merit based, with a performance evaluation process in place), and modifies health insurance for managerial employees, Deputy Directors and the Library Director as described effective January 1, 2018. Trustees' questions were answered by Ms. Doyle and Director Jakubowski. Resolution 2017-44 as presented was approved unanimously on a motion by Mr. Johnson with a second by Mr. Bedenko.

RESOLUTION 2017-44

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has employees whom are designated as Managerial or Confidential and are therefore excluded from participation in a bargaining unit, and

WHEREAS, all Managerial and Confidential employees are paid at a flat salary rate without eligibility for incremental wage increases, merit based or otherwise, and

WHEREAS, wage increases and benefits for Managerial and Confidential employees, Deputy Directors and the Library Director must be set and approved by the B&ECPL Board of Trustees, and

WHEREAS, the B&ECPL Director has reviewed the current Wage and Benefits Package for Managerial and Confidential employees, Deputy Directors and the Library Director, and proposed recommended revisions, and

WHEREAS, on October 12<sup>th</sup>, the recommended wage increase and changes to the Benefits Package was shared with the Board's Executive Committee and approved for transmittal to the full Board, now therefore be it

RESOLVED, the Board authorizes the Director to grant Managerial and Confidential employees wage increases of up to 2.5% effective January 1, 2018, January 1, 2019 and January 1, 2020 with the advice and recommendation of the direct supervisor; such increase shall be based solely on merit and in coordination with a satisfactory performance evaluation and the approval of the Director, and be it further

RESOLVED, Deputy Directors and the Library Director being subject to separate review and appointment by the B&ECPL Board of Trustees are therefore excluded from this resolution's wage increases, but follow wage increases previously approved in Resolutions 2017-19, 2017-40 and 2014-35, and be it finally

RESOLVED, the Board authorizes the recommended changes to the Benefits Package for Managerial and Confidential employees, Deputy Directors and the Library Director effective January 1, 2018.

## Managerial Confidential Wage/Benefits Chart

\*Wages: Managerial (includes Assistant Deputy Directors) and Confidential Only

\*\*Benefits: Director, Deputy Directors, Managerial (includes Assistant Deputy Directors) and Confidential

**New Language highlighted - Deleted Language struck through**

WAGES*	MANAGERIAL DESIGNATION	CONFIDENTIAL DESIGNATION
	<p>Effective 1/1/2018 up to 2.5% at the discretion of supervisor with approval of Director;</p> <p>Effective 1/1/2019 up to 2.5% at the discretion of supervisor with approval of Director;</p> <p>Effective 1/1/2020 up to 2.5% at the discretion of the supervisor with approval of Director.</p>	<p>Effective 1/1/2018 up to 2.5% at the discretion of supervisor with approval of Director;</p> <p>Effective 1/1/2019 up to 2.5% at the discretion of supervisor with approval of Director;</p> <p>Effective 1/1/2020 up to 2.5% at the discretion of the supervisor with approval of Director.</p>
BENEFITS**	MANAGERIAL DESIGNATION	CONFIDENTIAL DESIGNATION
<b>VACATION</b>	<p>20 days/0 - 14 years/bank max 45 days 25 days/15 - 24 years /bank max 50 days 30 days/25 or more years/bank max 60 days</p> <p>Effective January 1, 2015, employees shall be eligible to sell back up to forty (40) hours of vacation each year. Such employees must have at least eighty (80) hours of vacation leave in their bank in order to be eligible for such sell back. Payment for such sell back shall be made in payroll period 24.</p> <p>Upon termination of employment, employee will be entitled to receive a cash payment equal to accrued vacation time. In no event will such payout exceed the maximum bank days.</p>	<p>10 days/ 0-2 years/bank max 20 days 15 days/3-9 years/ bank max 30 days 20 days/10-15 years/bank max 40 days 25 days/16-24 years/bank max 50 days 30 days/25+ years/bank max 60 days</p> <p>Effective January 1, 2015, employees shall be eligible to sell back up to forty (40) hours of vacation each year. Such employees must have at least eighty (80) hours of vacation leave in their bank in order to be eligible for such sell back. Payment for such sell back shall be made in payroll period 24.</p> <p>Upon termination of employment, employee will be entitled to receive a cash payment equal to accrued vacation time. In no event will such payout exceed the maximum bank days.</p>

<p><b>HOLIDAYS</b></p>	<p>Eight (8) paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving and Christmas.</p> <p>Two (2) floating holidays: Presidents' Day and Good Friday, which may be taken on the day the holiday is observed OR work on the holiday and subsequently "float" that holiday to a day more beneficial to Library operations. All floating holidays must be taken within the calendar year, in eight (8) hour increments.</p>	<p>Eight (8) paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving and Christmas.</p> <p>Two (2) floating holidays: Presidents' Day and Good Friday, which may be taken on the day the holiday is observed OR work on the holiday and subsequently "float" that holiday to a day more beneficial to Library operations. All floating holidays must be taken within the calendar year, in eight (8) hour increments.</p>
<p><b>SICK LEAVE</b></p>	<p>15 days per year - accumulates on a bi-weekly basis to 225 day bank.</p> <p>If retire from library service with 10 years of service, shall be eligible for sick leave bonus deposited in a health reimbursement account as follows:</p> <ul style="list-style-type: none"> <li>• Minimum of 800 hours accumulated sick leave as of date of retirement- \$2000</li> <li>• Minimum of 1200 hours accumulated sick leave as of date of retirement-\$3000</li> <li>• Minimum of 1800 hours accumulated sick leave as of date of retirement- \$5000</li> </ul>	<p>15 days per year - accumulates on a bi-weekly basis to 225 day bank.</p> <p>If retire from library service with 10 years of service, shall be eligible for sick leave bonus deposited in a health reimbursement account as follows:</p> <ul style="list-style-type: none"> <li>• Minimum of 800 hours accumulated sick leave as of date of retirement- \$2000</li> <li>• Minimum of 1200 hours accumulated sick leave as of date of retirement-\$3000</li> <li>• Minimum of 1800 hours accumulated sick leave as of date of retirement- \$5000</li> </ul>
<p><b>HEALTH INSURANCE</b></p>	<p>Individual or family coverage after one month of employment. BlueCross/BlueShield - 3 plan levels (Core, Value and Enhanced).</p>	<p>Individual or family coverage after one month of employment. BlueCross/BlueShield - 3 plan levels (Core, Value and Enhanced).</p> <p>Effective 1/1/15, 95% Employer contribution to Core OR 100% Employer Contribution to Value. Employee pays 5% of Core, plus additional charge if Enhanced Plan is selected.</p>



<b>PERSONAL LEAVE</b>	4 days per year after one full year of continuous employment.	6 days per year after one full year of continuous employment, if hired before 10/1/2014.  4 days per year after one full year of continuous employment if hired on or after 10/1/2014.
<b>LUNCH</b>	One-half hour paid.	One hour paid.

There being no further business, on motion by Ms. Vincent and a second by Ms. Horton, the meeting adjourned at 5:15 p.m.

Respectfully submitted,

Kathleen Burd  
Secretary