

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

JANUARY 19, 2006

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, January 19, 2006, in the Central Library pursuant to due notice to trustees. All trustees were present as follows:

Rebecca L. Pordum, Chair
Phyllis A. Horton, Vice Chair
Frank Gist, Secretary
John B. Long, Treasurer
Richard L. Berger
W. Lawrence Buck
Jack Connors
Annette A. Juncewicz
Susan Maggiore
Hormoz Mansouri
Elaine M. Panty
Judith K. Summer
Sharon A. Thomas
Wayne D. Wisbaum

Robert J. Plache, Trustee Emeritus
George M. Zimmermann, Trustee Emeritus

Chair Rebecca L. Pordum called the meeting to order at 4:03 p.m. in the Joseph B. Rounds Conference Room.

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

Agenda Item C – Minutes of the Meeting of December 15, 2005 . On motion by Mr. Buck, seconded by Ms. Horton, the Minutes were approved as mailed.

Agenda Item D – Report of the Nominating Committee.

Agenda Item D.1 – Election of Officers and Executive Committee. Chair Summer reported the Nominating Committee met, and she submitted to the Board the following slate of officers for 2006:

Chair – Rebecca L. Pordum
Vice Chair – W. Lawrence Buck
Secretary – Frank Gist
Treasurer – Richard L. Berger

In addition, it was proposed that Trustees Phyllis Horton, Elaine Panty and Judith Summer serve on the Executive Committee. Dr. Long moved for approval. Mr. Buck made a second, and approval was unanimous.

On behalf of the Board, Ms. Summer congratulated Trustee Jack Connors, who was honored by the National Conference for Community and Justice (NCCJ) for his work in communications. Mr. Connors thanked trustees for lending their support by attending the NCCJ luncheon earlier in the day.

Agenda Item E – Meeting Schedule for 2006. The meeting schedule was included in the Board packet mailing.

Agenda Item F – Report of the Chair. Chair Pordum thanked Phyllis Horton for serving as Vice Chair and John Long for serving as Treasurer the past few years. Ms. Pordum reported she and the Director met with Buffalo School Superintendent Dr. James Williams. A follow-up meeting is planned to discuss collaborations that will benefit the community and explore better ways to serve the public. The Library and school system are both in financial straits, so it is important to optimize all resources.

Agenda Item G – Committee Reports.

Agenda Item G.1 – Executive Committee. The Executive Committee convened on January 12th at the Central Library. Trustees Pordum, Panty and Summer were present. Proposed agenda items for the full Board meeting were discussed and confirmed.

Ruth Collins joined the meeting at approximately 5 p.m. and presented a fund raising strategy worksheet she had developed. An informal “brainstorming” session followed that covered fund raising topics and assorted other matters. The meeting adjourned at approximately 5:40 p.m.

Agenda Item G.2 – Budget and Finance Committee. Dr. Long stated he had been briefed on all proposed budget matters and called upon Deputy Director Kenneth Stone to present the items for Board approval.

Agenda Item G.2.a – Contract Library Transfers. Mr. Stone stated the resolution involves year-end transfers within the budget of the Hamburg Public Library. Ms. Juncewicz moved for approval, Mr. Berger made the second, and approval was unanimous.

RESOLUTION 2006-1

WHEREAS, a request for budget transfers has been received from the Hamburg Public Library, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approve transfers totaling \$32,065 within the budget of the Hamburg Public Library.

Agenda Item G.2.b – NYSERDA 2006 Reimbursement. This proposal will re-budget a reimbursement from the New York State Energy Research and Development Authority, which is the final installment of this grant. Monies will be transmitted to Erie County , as that agency actually incurred the expense. Ms. Horton moved, Mr. Buck made the second, and approval was unanimous.

RESOLUTION 2006-2

WHEREAS, the New York State Energy Research and Development Authority (NYSERDA) sponsors Program Opportunity Notices (PONs) for grants to subsidize the cost of energy efficiency improvements, funded by a surcharge on utility bills, and

WHEREAS, in June 2001 the Board adopted Resolution 2001-39 authorizing staff to apply for a New York State Energy Research and Development Authority (NYSERDA) grant for Web-enabled advanced monitoring, and

WHEREAS, such a system allows monitoring electric utility use at the Central Library and 19 of the larger branch and contracting libraries on a daily basis, facilitating more timely review and more thorough analysis of utility usage trends than was previously possible, and

WHEREAS, the Central Library served as one of the first pilot sites, with electric and natural gas monitoring beginning in late November 2001, and the results of which assisted the Library in identifying and achieving over \$100,000 in annual utility savings through the recently completed lighting, heating and ventilation energy efficiency project performed by Siemens, Inc., and

WHEREAS, NYSERDA approved the Library's application and awarded funding totaling \$101,426.76 to support WEAM systems at the Central Library, five Buffalo branches, Amherst libraries, Cheektowaga libraries, Lancaster libraries and Town of Tonawanda libraries, covering 100% of the cost of installing, configuring and using a Web-enabled advance monitoring (WEAM) system for two years, and

WHEREAS, Erie County also applied for a grant under this program for a number of county facilities, including the Rath Building, and the County, through an existing contract with C. J. Brown, Inc., coordinated the project for all entities, advancing project costs in anticipation of the NYSERDA reimbursements, and

WHEREAS, project installation in the remaining 19 branch and contracting libraries was started in fall 2003 and completed in December 2003, and

WHEREAS, the first reimbursement for project design and construction costs was received by each library system in January 2004, with additional reimbursements for annual monitoring costs in 2004, 2005 and the final payment anticipated in early 2006, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library amends the 2006 budget adding revenues and expenditures associated with the Buffalo branches in the System budget and for the contracting libraries in their respective budgets as follows:

Web Enabled Advanced Monitoring Project
 100% Funded by a Grant from the NY State Energy Research and Development Authority
 A Joint Project of B&ECPL, Several Contracting Libraries, and Erie County
 Coordinated with and Administered By Erie County Dept. of Public Works Through C.J. Brown Energy, P.C

| Library System | # of Libraries in Project | Total Grant Award | Prior Year Payments | Balance | Total 2006 Budget Revn. and Exp. (balance of grant) |
|--|---------------------------|-------------------|---------------------|-------------|---|
| BUFFALO LIBRARIES Central, Crane, E. Delawan, Fronczak, Niagara and Northwest | 6 | \$24,375.91 | \$20,312.60 | \$4,063.31 | \$4,063 |
| AMHERST LIBRARIES | 4 | \$24,023.19 | \$20,019.50 | \$4,003.69 | \$4,004 |
| CHEEKTOWAGA LIBRARIES | 4 | \$19,840.44 | \$13,226.96 | \$6,613.48 | \$3,307 |
| LANCASTER LIBRARIES | 2 | \$12,862.44 | \$8,574.96 | \$4,287.48 | \$2,144 |
| TOWN OF TONAWANDA LIBRARIES | 4 | \$20,324.78 | \$13,549.85 | \$6,774.93 | \$3,387 |
| TOTAL LIBRARIES IN PROJECT | 20 | \$101,426.76 | \$75,683.87 | \$25,742.89 | \$16,905 |

and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes transmitting these reimbursements to Erie County , which actually incurred the expenses associated with this project.

Agenda Item G.2.c – Adjust Retirement Billing to Non-CHR Contracting Libraries. Mr. Stone explained this action is necessary because the County is endeavoring to close out 2005 accounts quickly this year in order to comply with the Erie County Fiscal Stability Authority's requirements for timely financial data. Contracting libraries' actual costs, in some cases, may exceed budget estimates in the areas of retirement costs. Adjustments

may also need to be made in the area of employee termination payouts. For libraries participating in the Centralized Human Resources (CHR) program, this requires only an internal transfer. However, for non-CHR libraries, estimates will need final adjustments once actual amounts are known. This resolution sets up a conditional process that allows bills to be sent out to the contracting libraries based on the budgeted amount for the retirement less any termination payouts that were necessitated by fourth quarter reductions in 2005. In the event the overall System retirement budget is exceeded, a provision is included so that each library can reimburse the System proportionally based upon their retirement report for 2005. At this time the Library is under budget for retirement and no problems are anticipated. On motion by Ms. Summer and a second by Mr. Buck, the resolution was approved unanimously.

RESOLUTION 2006-3

WHEREAS, Erie County's financial crisis resulted in the County failing to provide the \$5 million allocation for library materials contained in its 2005 adopted capital budget to the Library, and

WHEREAS, by August, the Library had no funds left for library materials purchases for the remainder of 2005, and

WHEREAS, in order to continue providing very limited access to new library materials as well as renew subscriptions to periodicals and online databases for the balance of 2005, the Board of Trustees of the Buffalo & Erie County Public Library on August 4, 2005 adopted Resolution 2005-33 authorizing the Library Director or his designee to implement budget reductions of 20% of 2005 System-wide estimated operating costs, transferring the proceeds from these reductions into the B&ECPL operating SAP accounts in the amounts of \$1 million to the library materials account and the balance of \$328,842 to the System fringe benefits account to offset increased termination and unemployment insurance costs that may result from these measures, and

WHEREAS, the \$328,842 set aside to address termination payout and unemployment insurance expense costs was placed in a System-wide account as individual amounts by location could not be determined until reduction plans were developed and implemented, and

WHEREAS, contracting libraries not participating in the Centralized Human Resources (CHR) program pay this expense directly to the affected employee through their own payrolls and would require reimbursement from the System account to cover this expense, and

WHEREAS, additionally, rates for State retirement charges vary significantly based upon the date each employee qualified to join the retirement system, varying from a high of 14.6% of wages for the oldest "Tier 1" to 12.6% for "Tier 2" and 9.8% for "Tiers 3 and 4," and

WHEREAS, as the mix of employees at each tier can vary considerably from one location to another and from one year to another, a System-wide average is used in developing annual budget estimates, which can result in significant swings to individual contracting libraries causing some to exceed budget even when the overall System amount billed is within budget, and

WHEREAS, billing information recently received confirms the impact will exceed several libraries' available budget balances as the lump sum revenue was placed in the System budget pending receipt of detailed billings needed to determine impacted contracting libraries' cost share, and

WHEREAS, current estimates show retirement charges System-wide will be below budget; however, final 2005 closing activities are still underway and billing detail yet to be provided, so the final amount is not yet certain, and

WHEREAS, in the unlikely event that the overall System 2005 retirement budget is exceeded, an equitable mechanism to allocate any overage among all libraries must be incorporated in any solution to the above problems, and

WHEREAS, addressing this situation promptly is necessary so the affected contracting libraries may close their books for 2005, now therefore be it

RESOLVED that the Board of Trustees of the Buffalo and Erie County Public Library approves capping the retirement amount billed to non-CHR contracting libraries to the amount budgeted for each contracting library less documented 2005 termination payouts made by said library in 2005, and be it further

RESOLVED, that in the unlikely event that the overall System 2005 retirement budget is exceeded, the amount exceeded will be spread to each library in proportion to each library's qualified retirement eligible salaries and wages reported to the total System-eligible retirement salaries and wages reported and used to calculate the 2005 System retirement billing.

Mr. Stone thanked Dr. Long for his dedication and passion for his local library and for the Library System. The last year has been very difficult, and he appreciated Dr. Long's time, effort and good grace in dealing with the situation.

Trustee Thomas arrived at approximately 4:15 p.m.

Agenda Item H – Report of the Director. Michael Mahaney congratulated Jack Connors on his NCCJ award. He reported an A.C.T. meeting would be held at the Lackawanna Public Library on January 21 st . On the agenda will be the annual Trustee Workshop, to be held on March 18 th . He invited trustees to the annual State of the Library Address, which will be given on February 8 th at 10 a.m. and 2 p.m. in the auditorium.

The Director had a meeting with Wayne Wisbaum and Catherine Schweitzer, of the Library Foundation, to discuss unpaid invoices for the Merriweather Library project, which are to be reimbursed by the Margaret L. Wendt Foundation through a grant that was awarded in 2002. Mr. Mahaney informed trustees the Merriweather Library is still on track for a grand opening in February.

Mr. Mahaney said the Library System must plan for the future. There are nine new County legislators who must be educated about what the library does, how it operates and its importance to the community. A legislative orientation packet is being prepared to assist in this undertaking. A new Strategic Plan and a Five-Year Plan for New York State must be prepared in 2006. The B&ECPL needs to accomplish its mission of service to the community in 2006 and into the future. The Merriweather Library will be the first new branch in the City of Buffalo in 20 years. The Director expressed his hope that it will not take another 20 years before a new branch is opened again in Buffalo . The B&ECPL must develop a System that provides what the community needs and deserves, and he intends to work with trustees to create a plan that meets future needs.

Mr. Wisbaum agreed with Mr. Mahaney that the meeting regarding Merriweather was productive. He went on to say the Merriweather Library project is an extremely exciting project, and he encouraged trustees to attend the grand opening. It is a wonderful achievement for the community, the City of Buffalo and this Library System.

Ms. Pordum replied that School Superintendent Williams mentioned the new Merriweather Library and expressed a wish that surrounding schools in that area will be able to work with the library facility.

The following was submitted by the Director and transmitted to Board members prior to the meeting. (Goals and Objectives for 2005 were also transmitted in the packet.)

Excitement Builds as Merriweather Library Nears Completion: On December 22 nd , B&ECPL Trustees **Rebecca Pordum, Phyllis Horton, Elaine Panty, Judith Summer, W. Lawrence Buck, Frank Gist** and **John B. Long** joined public officials, library friends and staff under a sun-bathed multi-colored dome for a preview of the new **Frank E. Merriweather, Jr.** Library. Outgoing Mayor **Anthony Masiello** presided, welcoming admiring guests and taking time during his remarks to pledge the Library \$1,000 for the purchase of new books. Buffalo Common Council Member **Antoine M. Thompson** and B&ECPL Chair Pordum added their thanks and compliments for the dramatic new structure at the intersection of Jefferson and Utica on Buffalo 's East Side . Many members of the Merriweather family were present to share the moment, including **Frank E. Merriweather, III** , who addressed the crowd briefly. Progress continues with hopes high that the new facility will open to the public with a ribbon cutting and celebration in February.

King Tribute Christens New Ring of Knowledge: On January 12 th , the Director welcomed approximately 50 guests, participants and staff to the 28 th annual Tribute to **Dr. Martin Luther King, Jr.** , conducted at the Central Library's recently redesigned

and renovated “Ring of Knowledge” performance and exhibition space. The program began with a Power Point presentation, “I Have a Dream,” on the Ring's new projection system. Children's Department Librarian **Gwen Collier** created this moving collage of images accompanied by the words of Dr. King's most famous speech. Also on the program, sharing remarks and readings, were **Celeste Lawson** (Arts Council), consumer advocate **Miguel Santos**, **Gwen Neal** (Southern Christian Leadership Council), **Sharon Amos** (UB's Educational Opportunity Center), **Brenda McDuffie** (Buffalo Urban League) and **Frank Mesiah** (Buffalo Branch, NAACP). **Joyce Carolyn** and **Anthony Wilson** provided musical accompaniment. Extension Services Administrator **Sharon Y. Holley** delivered closing remarks. Thanks go to the Extension Services staff who planned and presented the program, especially Librarian **Sandra Williams-Bush** who coordinated the event and served as mistress of ceremonies.

Circulation, Computer Use, Fine Revenues Decline in 2005 as Direct Result of Budget Cuts: After a record-breaking 2004, funding cuts from Erie County forced the Library to lay off staff, reduce hours of service at almost every location, close 15 libraries in the fourth quarter and decrease the purchase of new materials to a fraction of what it has been in recent years. All of these factors contributed to an overall decline in activity and output measures in 2005. Circulation of library materials fell from an all-time high of 9,175,635 in 2004 to 7,628,635 in 2005, a decrease of 16.9%. Only 11,470 new titles were added System-wide in 2005, while nearly three times as many titles (33,616) were added in 2004. A significant loss of circulation was inevitable. Lengthy waiting lists for new titles also discouraged use. In recent years, the ratio of requests to new titles was as low as 3 to 1 or 4 to 1, which meant a patron might be able to secure a copy of a new title within a matter of only a few weeks after placing a request. In 2005, however, ratios of 8 or 9 to 1 were not uncommon, forcing many patrons to wait months before reading the latest best seller. Computer sessions declined as a result of fewer open hours among fewer library buildings. As reported throughout the year, with fewer new titles to share with the public, there is a resultant loss of overdue fine revenue. System-wide receipts for December totaled \$81,223.06, which compares to a total of \$90,333.77 for December 2004, or a decrease of 10.09%. For all of 2005, fine revenue, at \$1,141,020.63, decreased by 11.89% (\$154,031.37) from the \$1,295,052.00 collected during 2004. Results varied by location. The Central Library actually saw an increase of \$13,273.52 (6.82%) despite reduced hours of service in the Business, Science and Technology Department as well as the Children's Department and Grosvenor Room. Most likely, the new request fee is a factor in this increase. Since the implementation of the fee on October 1 st, the Central Library experienced increases of 10.79% in October, 29.92% in November and 21.39% in December. The appeal of the renovated Popular Materials Department and Fables Café surely added to the positive effect. Buffalo Branch results decreased \$50,592.20 (25.79%) vs. 2004, strongly influenced by the closing of 7 libraries in the fourth quarter. Contracting library results decreased \$116,712.16 (12.91%) vs. 2004. Recently approved fees for request/holds, implemented on October 1 st, along with the Board-approved mid-year operating budget reductions to re-direct \$1 million from operations to purchase new library materials mitigated the decline, which had exceeded 13% for the three quarters of 2005.

B&ECPL Development Efforts Begin: Although it was not officially established until January 1, 2006 , the B&ECPL Development Office conducted its inaugural fundraiser to benefit children's programs two weeks earlier, on December 20, 2005 . **Dan Johnson** , owner of Choco-Logo, downtown Buffalo 's only chocolate factory and retail store, hosted a chocolate and wine tasting along with a factory tour that netted \$2,300 for the Library from ticket sales and donations. *Chocolate Passion* sold out in 10 days with most reservations placed as a result of the website announcement. Trustees, staff, retirees and lots of library (and chocolate) fans who attended agreed that it was well worth the \$10 admission. Subsequently, Mr. Johnson presented Development Director **Ruth A. Collins** with a check for an additional \$200 (10% of the chocolate sales the evening of the event).

Pursuant to the provisions of Resolution 2005-51 endorsing the implementation of a B&ECPL Development Office, a professional services contract has been executed with Mrs. Collins. Resolution 2005-51 further provides that the Library Director “is authorized to implement transfers within the existing 2005 and subsequent 2006 budget necessary to accomplish said realignment, which shall be reported to the Board of Trustees at the next regular meeting following said transfer.” Accordingly, the following budget transfer is being processed:

From:

Salaries and Wages: \$36,295

Fringe Benefits: \$11,705

Subtotal: \$48,000

To:

Professional Service Contracts/Fees \$48,000

Mrs. Collins has begun work on various projects planned for the next six months, including:

- Website sales and donor options

- New logo / library-related merchandise
 - Volunteer recruitment
 - New York Library Association (NYLA) Legislative Day
 - Trustee workshop (ACT)
 - National Library Week Gala
 - Compilation /update of donor lists for post-National Library Week mailing
 - Harlem Book Fair-Buffalo with B&ECPL as Lead Co-sponsor

For future reference and consideration, Mrs. Collins continues to collect information from U.S. libraries that have both a development office and a foundation. She has received many ideas, contacts, articles, and sources of information through e-mail, inter-office mail, U.S. mail and phone calls. As she and Library Associate **Lenora Macy** sift through this wealth of creative strategies, they wish to express their appreciation for the

words of encouragement that have accompanied these communications. Mrs. Collins encourages everyone to keep the ideas coming!

Harlem Book Fair to Return in 2006: Librarian **Meg Cheman** and Community Relations Officer **Ami Patrick** have met with organizer **Jennifer Parker** of the Black Capital Network to start preparing for Buffalo 's second annual Harlem Book Fair in July. Last year's successful event brought more than 5,000 booklovers downtown and through Central's doors for one summer day filled with author talks, panel discussions and book signings. Development Administrator **Ruth Collins** has met with Parker to discuss fundraising opportunities associated with the event.

Process Improvement Project Status Report: A significant portion of the Process Improvement Project (PIP) has been completed. Phase I – Data Collection (completed July 2003) included collection and entry of data from more than 1,000 staff in 68 locations among contracting libraries, Buffalo branches, Mobiles, Institutions and Central Library departments. Phase II – Data Analysis (ongoing) has included initial data examination, System-wide progress updates to boards of trustees and library staff, as well as report creation and distribution for each library location. Two additional documents, *Overview Report I – Contracting and Buffalo Branch Libraries* and *Overview Report II – Central Library* summarize general findings gleaned from PIP data. In addition, the staff intranet features a preliminary list of library “best practices,” along with frequently asked questions. Remaining Phase II - Data Analysis efforts will address the streamlining of library processes in key activities, including Public Service (Reference, Check In, Check Out and Booking Control), “Behind the Scenes” (New Materials Selection, Shelving, Processing, Boxes and Bins), General Operations (Correspondence, Reporting, Training Received) and Staff Management (Supervision, Scheduling, Training Conducted).

City of Buffalo Approves 2006 Capital Project Funding For Branch Libraries: Last year, the Library submitted a five-year capital project request totaling more than \$6.5 million, including both the renovation and expansion of those Buffalo branches that have been identified for continued funding support through the Board's planning process. Of this amount, \$572,000 was requested for the 2006 funding year. The City of Buffalo has approved the following projects, totaling \$184,000 for the 2006 capital project year: 1) Crane Branch - \$34,000 to restore exterior surfaces and entry canopy, upgrade electrical service and repave parking lot; 2) East Clinton Branch - \$67,500 to restore exterior surfaces, restore the interior ceiling, add exiting hardware and expand interior hallway and doorway widths and opening force (to satisfy Americans with Disabilities Act requirements) and repave parking lot, and 3) North Park Branch - \$81,500 to restore deteriorating exterior surfaces and sidewalks, replace exterior single-pane windows, restore the basement area (including meeting room) and add insulation/air conditioning ductwork.

B&ECPL Partners for a “Nation of Learners” Community Collaboration Grant : The Library is working with the University at Buffalo (UB) on this competitive grant application administered by the Institute of Museum and Library Services. This program requires collaboration with a public radio station and encourages projects that strengthen

lifelong learning among underserved audiences and communities, adapting innovative applications of technology for education. Librarians **Meg Cheman** and **Beverly Federspiel** are working with Community Relations Officer **Ami Patrick** and UB's **Judy Adams-Volpe** on the programming section of the application for a project involving athletics and reading.

County Embarks on Aggressive 2005 Year-End Closing Schedule: In order to meet deadlines set by the Erie County Fiscal Stability Authority, the County's year-end closing timeline will be significantly compressed. Preliminary results for December 2005 are anticipated by mid-January. To meet this abbreviated deadline, the County must process final entries for retirement charges, workers compensation and unemployment, which represent more than \$2.2 million in the Library's 2005 budget. A firm picture of the Library's year-end position can be determined only when these entries are booked and the details supporting them have been reviewed and verified by the Library. Based on current estimates, the Library's year-end financial position will be tight but sound. The timing and extent of retirement accruals, termination payouts and related one-time charges may result, however, in the use of 2005 contingency funds, which can be replenished from the pool of one-time termination, unemployment and asset disposition expense included in the balanced 2006 budget. CFO **Ken Stone** will have a more complete picture to report by the Board's February meeting.

Skotnicki Assumes Leadership Role of Regional Library Council: On January 1 st , Central Library Administrator **Peggy A. Skotnicki** began her term as President of the Western New York Library Resources Council Board of Trustees. WNYLRC is a not-for-profit consortium of libraries and library systems serving six counties of Western New York . Congratulations and best wishes from all B&ECPL trustees and staff! Ms. Skotnicki also serves as Secretary of the Board of Trustees of the Niagara Falls Public Library.

B&ECPL Braces for BIG Read: The Library joins Just Buffalo Literary Center to promote and implement "The Big Read," a month-long community exploration of the book *Fahrenheit 451* by **Ray Bradbury** . Through the National Endowment for the Arts, this initiative encourages literary reading by bringing libraries, schools and other community organizations together to read and discuss one book. Librarian **Meg Cheman** and Community Relations Officer **Ami Patrick** represent the Library in planning for this project.

Children's Museum Enlightens and Entertains Library Audiences: Explore and More... a Children's Museum presented one of its most popular seasonal programs, the "Graham Cracker House," at the East Delavan Branch Library on December 12 th and at the North Park Branch on December 13 th . More than 100 children participated in these delicious holiday activities, which enabled children to replicate the gingerbread houses of old.

Volunteer Contributes Extensive Hours: In 2005, former B&ECPL cataloger and now volunteer, **Peter Tifft**, logged more than 500 hours of volunteer service. Mr. Tifft is

working on a barcode conversion project in conjunction with the Library's Cataloging Department. Thank you, Peter, for your continued dedication and valuable contributions!

Miscellaneous Meetings and Appearances: On January 5th, B&ECPL Chair **Rebecca Pordum** and the Director met with Buffalo Public Schools Superintendent **Dr. James Williams** to discuss common concerns and future collaborations. A follow-up meeting is being scheduled. On January 10th, the Director attended the monthly meeting of Erie County's deputies and commissioners. On December 11th, the Director was interviewed by WKBW-TV regarding funding cuts and their impact on service.

Library Closings and Transfers Continue: At the end of 2005, 15 of B&ECPL's 52 libraries had closed as the direct result of severe funding cuts from Erie County. As reported last month, several of those buildings have found new uses or are in the process of being transferred back to the owning municipalities for future disposition. Libraries in West Falls, Blasdell, Tonawanda, Cheektowaga and Buffalo are among those with new identities and new missions that continue to serve their communities. Only a few buildings have yet to find viable re-uses. B&ECPL staff continue to work with municipalities to develop re-use plans and, where appropriate, transfer the balance of unused contents to local governments when their plans sustain some form of appropriate public service to local residents.

B&ECPL Moves Forward after Year-end Layoffs: December was an emotional month for B&ECPL personnel. The final round of layoffs and staff shifts concluded. January brings new challenges to every library and to every member of the staff. Although adjustments are anticipated, the dust must settle before additional moves are made. System Administration continues to monitor staffing patterns and funding allocations with department heads, branch managers and contract library boards and directors.

Agenda Item I – Report of the Foundation Director. Executive Director Anne Leary was absent due to illness. No information was provided. A thank you note from Ms. Leary was shared with trustees.

Agenda Item J – Public Comment. ElizaBeth Berry of the Save Our Libraries Coalition believes libraries were closed without sufficient plans in place to ensure adequate library facilities for all County residents. She feels the Library's core mission should be to educate the public and, therefore, opposes the closing of the Children's and Business/Science Departments on Fridays while the Popular Materials Department remains open. She would like to see the Bookmobile return to serve communities that lost libraries.

John Klukowski, 189 Cazenovia Street, Buffalo, stated his belief that some form of library service will be developed for the former Cazenovia library building. He said numerous library closings are a catastrophe for the System, which used to be one of the greatest assets in this community, and he would like to see services restored in Buffalo. He chastised County Legislators for failing to provide funds for library materials.

Agenda Item K – Unfinished Business. No unfinished business.

Agenda Item L – New Business.

Agenda Item L.1 – Habiterra Agreement Change Order. Kenneth Stone reminded trustees the Board had previously authorized a contract with Habiterra architects for the first phases of the Central Library renovation project. Late last year, the B&ECPL received notice of an award of a State grant to provide funding for climate-controlled, secure archival storage for historical documents and materials. The most expedient way to deal with this additional work is to approve a change order to the previously approved contract for these new architectural services. This is a relative small scale project with a total projected cost of \$80-120,000, with the State grant providing \$40,000 towards that amount. The overall renovation project is well under the funding that is available in the private fund account.

Dr. Mansouri asked for clarification of the project's cost. Mr. Stone said the change order is only for architectural design work. The actual construction awards will be brought back to the Board for review and approval after bids have been received. The additional cost of the Habiterra work should not exceed \$12,000, and total Habiterra design work will still be under budget. This is not an increase in the overall contract, just a different scope than what was envisioned in the original design plans. Ms. Horton moved for approval and was seconded by Ms. Panty; approval was unanimous.

RESOLUTION 2006-4

WHEREAS, beginning in 2002, the Board of Trustees of the Buffalo and Erie County Public Library accepted the *Central Library Space Design Study Report* and endorsed a renovation plan for the Central Library as declared and implemented through Resolutions 2002-46, 2002-51, 2002-69 and 2003-09, and

WHEREAS, the first major part of the overall renovation plan nears completion as the Popular Materials Department, café and main entry area renovation is occupied, with a modest number of project tasks remaining, and

WHEREAS, concurrent with the renovation activity, the Library Board approved Resolution 2005-44 on September 15, 2005 (later revised by the Board's Executive Committee on October 11, 2005) directing staff to apply for a New York State Library Construction Grant to support a project to provide secure, environmentally appropriate storage for the Library's archival collections , and

WHEREAS, that grant has been awarded for the full amount of \$39,755, and the Library's grant budget amended by Resolution 2005-61 to reflect the grant award, and

WHEREAS, matching funds are available within the total \$1 million of Library private funds allocated to library renovation as approved by the Board on February 20, 2003 in Resolution 2003-09, and

WHEREAS, as with all State Library Construction Grants, the State desires to see projects completed quickly, and

WHEREAS, utilizing the “change order” process under the current renovation project may be both a timely and cost-effective option to meet this need, and

WHEREAS, to utilize this process Habiterra would need to be tasked to undertake full design and construction cost estimation,

WHEREAS, the Habiterra contract provides for professional services change orders to address such previously unanticipated needs, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to process a professional change order to the Habiterra contract to undertake full design and construction cost estimation for a project to provide secure, environmentally appropriate storage for the Library's archival collections, subject to the approval of the Commissioner of Public Works, and be it finally

RESOLVED, that upon completing the design, construction cost estimates and soliciting change order proposals from the contractors, the proposed constructin project will be brought back for Library Board review and approval.

The Chair asked trustees to complete Committee Request forms and turn them in. She also reported the Executive Committee met with Ruth Collins to discuss various fund raising ideas that could help generate revenue for the System. The partnership with Choco-Logo raised \$2,500 at the Chocolate Passion event, and this company continues to work with the Library as a corporate sponsor. Ms. Pordum mentioned the new “chocolate library cards,” which were displayed on the table, and said they would be sold in B&ECPL libraries soon. If Board members have fund raising ideas or can suggest potential partners, they were asked to share that information with Ms. Collins.

Mr. Connors asked if Ms. Collins was coordinating her fund raising work with the Library Foundation. Ms. Pordum stated that Ms. Collins has been in contact with Ms. Leary to begin establishing a working relationship between the Development Office and the Library Foundation.

Mr. Connors inquired whether donations made to the Library through the Development Office are kept in a separate account or are commingled in the general fund. Mr. Stone replied any donations to the B&ECPL are deposited in a trust fund that is held with the Erie County Comptroller's Office. It is an interest-bearing fund that is separate and apart from the general fund and is reported on the last page of each monthly financial report.

Mr. Connors expressed concern that whatever amount of funding the Library is able to secure through fund raising efforts may be matched by a decrease in funding from Erie County , resulting in a net zero increase and wasted effort. Mr. Stone said most funds that are raised would be project oriented, or targeted funds, that will not be applicable to day-

to-day operating expenses. For example, private funds are being used as matching grant funds for the archival storage project. Having sufficient private funds enabled the renovation project to move forward because it encouraged the County to commit to the asbestos removal work since the Library already had funds available to proceed with the renovation project.

There being no further business, on motion by Mr. Buck and a second by Ms. Horton, the meeting was adjourned at 4:38 p.m.

Respectfully submitted,

Frank Gist

Secretary