

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
FEBRUARY 15, 2007

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, February 15, 2007, in the Central Library pursuant to due notice to trustees. The following members were present:

W. Lawrence Buck, Chair

Frank Gist, Secretary

Richard L. Berger

Jack Connors

Phyllis A. Horton

Annette A. Juncewicz

Susan Maggiore

Elaine M. Panty

Judith K. Summer

Wayne D. Wisbaum

Excused: Sheldon M. Berlow, conflict

Hormoz Mansouri

Rebecca L. Pordum, out of town

Mario J. Rossetti, out of town

Sharon A. Thomas, conflict

Chair W. Lawrence Buck called the meeting to order at 4:05 p.m. in the Joseph B. Rounds Conference Room. The Chair proceeded with informational items with the expectation of meeting a quorum within a few minutes.

Agenda Item B Agenda/Changes to the Agenda. There were no changes to the agenda.

Agenda Item D Report of the Chair. Mr. Buck reported he met with Sylvia Lloyd, Director of Library Services for the Buffalo Public Schools, on February 13 th . Trustee Rebecca Pordum, Director Michael Mahaney and Deputy Director Mary Jean Jakubowski were in attendance. Mr. Buck felt the meeting was very productive. Various ways of working together and helping each organization further its mission were discussed. Further meetings are anticipated.

Mr. Buck reminded trustees the dedication of the William A. Miles Center for African and African-American Studies at the Merriweather Library is set for 4:30 p.m. on February 24 th . He also reported the Director's State of the Library Address, which was delivered to staff on February 7 th , is now posted on the Library's website.

The Chair noted that committee assignments for 2007 were included in the Board packet. He requested that all committee chairs hold meetings within the next month to develop plans and goals for the coming year.

Trustee Frank Gist arrived at approximately 4:08 p.m., whereupon a quorum was present.

Agenda Item C Minutes of the Meeting of January 25, 2007. Minutes were moved by Phyllis Horton, seconded by Jack Connors and approved unanimously.

Agenda Item E Committee Reports.

Agenda Item E.1 Executive Committee. The Executive Committee convened at 4 p.m. on February 1 st at the Central Library. Committee members Buck, Horton, Panty and Berger were present. Also present were Trustee Berlow, Trustee Emeritus Zimmermann, the Director, the Chief Operating Officer, the Chief Financial Officer and the Development Director. Proposed agenda items for the February 15 th Board meeting were discussed, and each item was confirmed.

CFO Kenneth Stone introduced two action items that required Executive Committee approval in order to meet filing deadlines that preceded the February Board meeting. The full Board had been advised in advance that such action might be required. Ms. Horton made a motion, seconded by Mr. Berger, to adopt Resolution 2007-3. Following some discussion, the Executive Committee unanimously adopted the resolution.

RESOLUTION 2007-3

WHEREAS, the Buffalo & Erie County Public Library utilizes a complex wide area network (WAN) to provide patron access to the Internet at the Central Library and each of the thirty-six (36) city branch and contracting libraries, and

WHEREAS, these services are eligible for E-rate program discounts, which currently pay 59% of the cost of the Library's WAN service, and

WHEREAS, pursuant to E-rate program requirements, on December 14, 2006 the Library posted an online *FCC Form 470 Description of Services Requested and Certification* and issued a Request for Proposals (RFP), and

WHEREAS, a total of seven (7) vendors submitted proposals in response to the RFP , and

WHEREAS, the Library's RFP review committee determined that the total three-year costs for the service as proposed by AT&T were lower than the other proposals, and

WHEREAS, the committee's review of vendor qualifications, technical and service proposals found the AT&T proposal as highly qualified, now therefore be it

RESOLVED, that the Executive Committee of the Board of Trustees of the Buffalo and Erie County Public Library designates the services proposed by AT&T as the lowest cost response for the Library's wide area network, and be it further

RESOLVED, that the Library Director and/or his designee(s) is authorized to negotiate and execute the necessary documents to enter into a three-year agreement with AT&T pursuant to the terms and conditions of the RFP, and be it further

RESOLVED, that if an agreement with AT&T is not successfully negotiated and executed by Monday, February 5, 2006, the Library Director and/or his designee(s) is authorized at his/her discretion to negotiate and execute the necessary documents to enter into a three-year agreement with the next lowest responsive proposer, Level (3) Communications, and be it further

RESOLVED, that the Library Director and/or his designee(s) is authorized to file all necessary E-rate forms and certifications on or before the respective E-rate filing deadlines throughout the term of this agreement, and be it finally

RESOLVED, that since all proposals featured costs higher than the Library is presently paying, the Library Director is authorized to implement the necessary budget transfers to accommodate the increased net cost to the Library for the balance of 2007, which is estimated to range between \$3,900 and \$9,500.

Mr. Berger made a motion, seconded by Trustees Horton and Panty, to approve Resolution 2007-5. Following discussion, this resolution was unanimously adopted.

RESOLUTION 2007-5

WHEREAS, the Buffalo & Erie County Public Library provides Internet Access to all libraries through a fiber optic connection to the Central Library, which is distributed along with library circulation/business systems via the Library's Wide Area Network, and

WHEREAS, these services, provided by Fibertech Networks under a multi-year contract awarded in January 2006, are eligible for E-rate program discounts, which currently stands at a discount rate of 59% of the cost of this service and is calculated to pay 58% of the cost in the July 1, 2007 June 30, 2008 funding year, and

WHEREAS, increased patron use combined with more bandwidth intensive available Internet-based information, have required additional bandwidth, causing the Library to increase bandwidth to the 9 Megabit (Mb) level in July 2006 and to the 12 Mb level as of February 2007, and it is reasonable to expect that bandwidth demand will increase further in the future, and

WHEREAS, pursuant to E-rate program requirements, the Library must estimate service/bandwidth needs and file a request for discounts for the July 1, 2007 June 30, 2008 funding year no later than February 7, 2007, and

WHEREAS, Library staff contacted Fibertech and received quotes for additional bandwidth incrementing at 15, 20, 25, 30, 35, 40, and 45 Mb, which are lower in cost per Mb than those quoted in the original contract, and

WHEREAS, Library staff recommends assuming an increase to 15 Mb effective July 1, 2007 and another increase to 20 Mb effective January 1, 2008, which would increase the Library's net cost, after a calculated 58% 2007-2008 E-rate discount rate, by a total of \$664 for the July December 2007 period and a total of \$1,357 for the January June 2008 period, now therefore be it

RESOLVED, that the Executive Committee of the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director and/or his designee(s) to accept the Fibertech quotation, and be it further

RESOLVED, that the Library Director and/or his designee(s) is authorized to file all necessary E-rate forms and certifications on or before the respective E-rate filing deadlines throughout the term of this agreement and assuming bandwidth levels of 15 Mb effective July 1, 2007 and 20 Mb effective January 1, 2008, and be it finally

RESOLVED, that the Library Director is authorized to implement the necessary budget transfers to accommodate the increased net cost to the Library for the balance of 2007.

Pursuant to the Bylaws, Resolutions 2007-3 and 2007-5 were mailed to the full Board within three business days.

The Executive Committee reviewed a proposed job description, recruitment strategy and other issues related to the selection and appointment of a Library Development and CommuniDirector. After lengthy discussion, the

Executive Committee approved revised drafts, including a timeline for implementation. During the discussion, Trustees Pordum and Wisbaum joined the meeting.

At 5:19 p.m., Mr. Buck made a motion to enter executive session to discuss a personnel matter. Ms. Pordum seconded the motion, which was approved unanimously. No action was taken during executive session. At 5:40 p.m., on a motion by Mr. Buck, seconded by Ms. Pordum, the Executive Committee reconvened in public session for the purpose of adjournment.

Agenda Item E.2 Budget & Finance Committee. Richard Berger asked Mr. Stone to present budget and finance items.

Agenda Item E.2.a Contract Library Transfers. This matter involved routine transfers within the 2006 budget of the Amherst Public Library. Mr. Berger moved and Mr. Connors made a second. Approval was unanimous.

RESOLUTION 2007-6

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

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approve transfers totaling \$520 within the budget of the Amherst Public Library.

Mr. Wisbaum arrived at approximately 4:12 p.m.

Agenda Item E.2.b Monthly Financial Report. There was no financial report. Mr. Stone was waiting for final figures for retiree medical expenses from the County, which he expected to receive in 7-10 days. Mr. Berger intends to call a meeting of the Budget & Finance Committee to review year-end reports and recommendations for fund balances. It was suggested that committee could meet the same day as the Executive Committee, on March 8th, after the Executive Committee concludes its business.

Agenda Item D.1 Committee Appointments (taken out of order). Mr. Buck mentioned the committee appointment list, which had previously been distributed to trustees. Ms. Summer moved to accept committee appointments. Mr. Wisbaum made a second, and assignments were approved unanimously.

Agenda Item F Report of the Director. Mr. Mahaney informed trustees that effective March 3rd, an expanded schedule of hours for Buffalo branches would begin. More convenient evening and weekend hours have been added. Service is also being expanded in many communities across Erie County.

Ms. Juncewicz arrived at approximately 4:14 p.m.

Library card application forms were distributed to offer trustees a convenient opportunity to update borrower account information or add a Personal Identification Numbers (PIN) to provide electronic access to their accounts.

Continuing with his report, Mr. Mahaney referred to documents distributed to trustees relating to the Development and Communications vacancy. Drafts were developed by staff, then revised and refined by the Executive Committee and other trustees who volunteered to participate in this process. The Board now has the opportunity to offer

final suggestions and directions before the process is initiated. This appointment will require approval from the Erie County Fiscal Stability Authority (ECFSA). The Director shared this information with ECFSA Executive Director Kenneth Vetter earlier in the week. Mr. Mahaney received a call from the ECFSA just before the start of the Board meeting and was advised that approval to fill this position would be forthcoming, so it appears this

process will be able to move forward subject to Board approval. The Director then asked Ruth Collins to take questions from Board members.

Mrs. Collins mentioned the search committee referred to in the timeline. While it may seem like a large group, she feels it is important that the committee represents all constituencies, in particular a contract library director and/or trustee as well as at least one staff member from Central or branches. Every member would not need to be involved in every stage of the process but may be called upon periodically for expertise in certain stages of the search process. The Library has not previously been in the fundbusiness, so including all interested parties in the process may help increase support.

Mr. Connors said the job description is fairly extensive and inquired about the level of staff support that will be available to this individual. Mr. Mahaney said that has not yet been determined. Currently, Community Relations staff assists with this function as needed. There is also one Library Associate working part-time in a development capacity. Under consideration is the possibility of reassigning other professional staff to assist in grant writing, etc. The Board and staff have recognized that in order for a development operation to succeed there has to be some investment and support for it. In response to a query, the Director affirmed that all staff currently assisting with develop efforts are shared with other departments/functions at this time.

Mr. Connors inquired about database software and equipment for the operation. Mrs. Collins replied that a list of desirable equipment has been developed, including a recommendation to acquire *The Raiser's Edge* software. However, while this is what the proposed budget is based on, she recommended waiting until the new development officer is in place before making any purchases.

Referring again to the search committee, Mrs. Collins expressed her desire to have a not-for-profit professional review the job specs. She requested assistance from the Chair and Director to help define that committee so she can proceed and invite participants.

Mr. Gist asked what the anticipated salary level might be. Mrs. Collins said a salary would not be advertised. The application will ask for a salary history. The amount budgeted would allow for a salary in the range of a deputy director of the Library.

Mr. Mahaney said each candidate's potential worth to the organization will be evaluated by the Board to determine a salary. However, based on salary surveys that have been studied, this position could be in the neighborhood of \$75,000 plus benefits, depending upon experience and salary history.

Ms. Panty asked whether this matter has been discussed with the Association of Contracting Library Trustees (ACT). Mrs. Collins said this information has not been shared with ACT. She was waiting for full Board approval before discussing this with outside groups. Mr. Mahaney said he mentioned the plan at an ACT meeting. There was no discussion and no opposition was voiced, although over the past few years there has been a great deal of discussion about development and how to approach it. Mr. Mahaney acknowledged there will be hurdles to clear before everyone is brought on board because people tend to think about their local libraries, not the System. The Director intends to meet with individual library boards whenever he is invited to help keep the lines of communication open, break down barriers and improve understanding.

Ms. Summer suggested the job posting be shared with the Arts Council so the information can be circulated via its website and e-mail list.

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

Annual State of the Library Message Expresses Realistic Optimism: On February 7th, hundreds of staff, trustees and friends assembled for the Director's annual State of the Library address, delivered in two separate sessions in the Central Library's Mason O. Damon Auditorium. Recovery and renewal were among the highlights of a presentation that acknowledged significant progress since the red/green budgets at the end of

2004 and the closings, layoffs and service cuts that occurred in 2005. Prospects are brighter in the wake of a \$500,000 increase in B&ECPL's annual funding in 2007 ? the first increase in three years ? and the permanent adoption of the Library Protection Act. In 2006, in the immediate aftermath of the most traumatic year in B&ECPL history, the Library forged ahead and demonstrated its ability to survive and make genuine progress despite overwhelming obstacles. Staff, trustees and community advocates sustained the Library through trying times and have reinforced the value and validity of the public library within our community. There are more challenges ahead, but with the dedication of staff and trustees and the continuing support and endorsement of patrons and public officials, there is promise in the years to come. (A transcript of the State of the Library address is available on the B&ECPL website under About the Library.)

Public Enthusiastic about Downloadable Audio Books: B&ECPL patrons have welcomed new downloadable audio books with open arms and ears. In January, 574 titles were checked out, and in the first five days of February, patrons downanother 119 items. At last month's American Library Association annual Mid-Winter Conference in Seattle, OverDrive (B&ECPL's downloadable digital provider) announced it soon will add downloadable digital games (very popular with young adults) and interactive software to its inventory. Initial discussions with B&ECPL's administrative and implementation teams indicate that the Library might wish to introduce some of these formats later in 2007. Currently, the Library's collection contains more than 425 titles, including a combination of fiction and nonfiction best-sellers, classics and popular authors. The fiction category includes mystery and suspense, young adult and juvenile, classics, romance and science fiction. Nonfiction titles are available in biography, business and careers, religion, spirituality and self-improvement. New selections will be ordered each month and will include titles that appear on school reading lists. To check out materials, patrons browse the collection at www.overdrive.buffalolib.org, select a title and enter a valid library card number to download the digital title. Late fees never accrue with this service. At the end of the seven-day loan period, titles expire automatically and are returned to the library for others to enjoy. If an item is currently checked out, patrons may place a request and will be able to see how many others are waiting for that title. Individuals are notified by e-mail when their audio book is available for download. Selected titles are always available, through unlimited, simultaneous use licenses.

B&ECPL Begins 2007 with Rising Circulation and Computer Activity: In January, the System-wide increase in circulation was a modest 1.6% over January 2006, but computer use soared 21% for the same period. The most dramatic increases occurred in E-branch, where online and telephone renewals are reported, with a 37% rise in circulation transactions and the Buffalo branch libraries where computer use in January 2007 was 70.7% higher than it was in January 2006. A restored materials budget and deployment of more new PCs should contribute to continued healthy activity in months ahead. **Library Remembers Martin Luther King:** On January 17 th , the B&ECPL Department of Extension Services sponsored the 29 th annual Tribute to **Dr. Martin Luther King, Jr.** at the Central Library's Ring of Knowledge. Librarian **Sandra Williams-Bush** served as mistress of ceremonies, and the Director was on hand to welcome guests, speakers and performers. Also on January 17 th , educator, friend and advocate **Eva Doyle** conducted a Martin Luther King program for children at the **Frank E. Merriweather, Jr.** Library. On January 12 th , librarian **Claudia Yates** participated in the annual Martin Luther King, Jr. celebration at School #53, where more than 500 children were in attendance. **Most B&ECPL Locations Now Wireless Hot Spots:** With the exception of only seven libraries, all B&ECPL locations now offer wireless access to the Internet. Only Alden (Ewell Free Library), Concord, Kenilworth, Lancaster, City of Tonawanda, West Seneca and Williamsville remain to be converted. (Equipment is on order for the Lancaster Public Library and will be installed soon.) Network staff is poised to assist the remaining libraries with their conversions when they indicate their ability to proceed.

WAN Contract Awarded: Seven responses were received and carefully analyzed as a result of B&ECPL's Wide Area Network (WAN) Request for Proposal (RFP) process. Participating in B&ECPL's evaluation team were CFO **Ken Stone**, CIO **Shirley Whelan**, Technical Support Services Specialist **Johnny Hsu** and **Julia MacMurray**, Telecommunications Manager for Erie County. After careful consideration, current vendor AT&T was awarded a new three-year contract. The annual increase in cost will be approximately 12%, which (considering that the current contract pricing has been in effect more than five years) is reasonable. The good news is that there will be no technical conversion required.

Annual E-Rate Funding Requests Completed: CFO **Ken Stone** and CIO **Shirley Whelan** spent a number of late nights completing the E-rate funding request process for the funding year July 1, 2007 June 30, 2008. E-rate 471 forms were submitted and certified on-line prior to the February 7 th deadline for the following items:

- Internet access for the entire System
- T-1 or better (high-speed) data lines to all libraries
- Voice telephone service for all libraries
- Wireless phone service
- Cisco equipment maintenance for the Central Library
- E-mail servers for the System

The E-Rate program will fund 58% of System-wide telecommunications and Internet access costs and up to 90% of the cost of the equipment and services specific to the Central Library and Buffalo Branches based upon poverty rates within the school districts served by these libraries. If all requests were approved as submitted, B&ECPL would receive total funding of up to \$162,628.20 in the following categories: \$135,068.62 for telecommunications services (voice and high-speed data); \$16,019.34 for Internet access; \$5,055.26 for maintenance of internal connections; and \$6,484.98 for internal connections (E-mail servers).

Current Web Servers Need Replacement: On January 19 th, the B&ECPL web server failed. Network Support staff needed to re-build equipment and the website itself, using a backup tape. Fortunately, the Sirsi Web2 Catalog, which runs on a separate server, was accessible throughout the downtime. Given the importance of both servers, these should be replaced with new servers that have hot swappable disk drives, which, in the event of failure, could be replaced while the server continues to run. New equipment would also contain a redundant power supply and fan. Use of the new servers would decrease the risk of downtime. Network's **Dennis Lance** has worked to identify necessary equipthat can be stored onsite for immediate response in the event of another failure.

Staff Develops Plans to Optimize B&ECPL Network: As the use of public access computers and staff computing expands, there is a need to increase the bandwidth available for accessing the Internet. CIO **Shirley Whelan** has been working with **Toni Naumovski** and **Johnny Hsu** (both of Network Support) to develop plans, which include upgrading bandwidth from 9 Mb to 12 Mb. In July 2006, bandwidth was increased from 6 Mb to 9 Mb; however, traffic analysis reports indicate that at peak times during the day, approximately 12 p.m. to 5 p.m., all available bandwidth is in use, resulting in unacceptable slowdowns. Other improvements involve replacing the current firewall with a much faster device and utilizing Traffic Shaper software and hardware solutions that allow staff to dynamically control traffic based on fairness algorithms. These algorithms are designed to favor certain applications (e.g., Web browsing, chat and e-mail) over large file downloads and

streaming video. This approach should allow the B&ECPL Network team to maintain a higher level of customer satisfaction.

Aqua Browser Impresses Staff: Recently, library automation vendor TLC, which represents a Netherlands-based company in the United States, conducted a demonstration of its Aqua Browser product for B&ECPL staff. This demonstration indicated impressively how the B&ECPL website can serve its users better. Currently, this product is in use at the Queens Public Library and Onondaga County Public Library (among many others) and can be experienced by visiting their websites.

B&ECPL Participates in Digital Inclusion Task Force: CIO **Shirley Whelan** represented B&ECPL at the first Digital Inclusion Task Force Meeting for the Buffalo Wireless Initiative at the Erie County Industrial Development Agency. The meeting, led by **Tim Wanamaker**, Executive Director, City of Buffalo Office of Strategic Planning, introduced a local initiative being modeled after efforts in Philadelphia. The focus of both projects is to help people who are not online gain access with hardware, software, technical support/information, training and broadband Internet service so they can begin to enjoy the advantages of this technology to improve their educational, employment, health and life opportunities. The City proposes to create a Digital Inclusion Fund, partially supported by selling wireless Internet access to residents who can afford to pay full-price, to help underwrite the costs of assistance for those with limited income. Initially, B&ECPL's role in the project would be in technical support and training activities. Future meetings will follow.

B&ECPL's State Library Construction Grant Requests Advance to Next Level of Review: All B&ECPL requests for State Library Construction funds, totaling \$664,117, have cleared New York State's Division of Library Development and have been forwarded to the Dormitory Authority of the State of New York for final review. Notices of final approval are expected by the end of March.

Rare and Valuable Materials Move Prior to Construction Project: Rare books and other valuable materials are being transferred to a temporary holding center prior to construction of a new, secure, climate-controlled storage area in the Central Library's closed tiers. **Chip Campbell** and his staff from the Maintenance Department have prepared the ground-floor space, formally part of Urban Services/Institutions, to house these items securely. **Robert Alessi**, part-time Rare Book Room Librarian, is supervising the move, and a team of senior pages from the Grosvenor Room, Humanities and Social Sciences and Stacks Departments are assisting. Library Associate **Susan Carson** is co-supervisor of this project.

Library Contributes to a Green Erie County: In January, B&ECPL received a letter of appreciation from the Erie County Soil and Water Conservation District for the Library's help in distributing more than 51,000 trees and shrubs throughout Erie County to support natural resource conservation efforts. B&ECPL's Community Relations Office assisted in the distribution of the 2006 Conservation Tree and Shrub Seeding Program order forms to all of its 37 locations. The Conservation District approached the Library System because it felt that its patrons and supporters would use libraries to research plant species and horticulture topics related to its programs. The Library will offer assistance again in 2007.

Get Inspired@Your Library : The winter/sping 2007 Ring of Knowledge display at the Central Library features a colorful presentation highlighting hobbies and pastimes. The goal of this exhibit is to encourage patrons to utilize the Library's resources to expand their knowledge on a current interest or develop a new one. The center section contains a visual collage representing various hobbies, including quilting, photography,

origami, bird watching, aquaria, model trains and others. The right-hand section showcases a number of hobby-related books that patrons may borrow. In the left-hand section, talented staff from across the Library System have contributed visual examples of their favorite hobbies, including knitting, canning, jewelry making, crafting, collecting, genealogy, archeology, photography and more.

Miscellaneous Meetings, Visits and Appearances: On January 5th and 19th, COO **Mary Jean Jakubowski** and Human Resources Officer **Doreen Woods** met with representatives of the Librarians Association as part of ongoing contract negotiations. On January 17th, librarian **Kathy Goodrich** participated in WebJunction's new look seminar. Ms. Goodrich is B&ECPL's representative for the LSTA Spanish Outreach Grant. Also on January 17th, HR Officer **Doreen Woods** represented B&ECPL at a meeting of the Erie County Diversity Enhancement Committee. On January 23rd, librarians **Rob Skomra** and **Suzanne Colligan** of the Humanities and Social Sciences Department conducted a tour of the Central Library for 40 students and 4 instructors from the International Institute of Buffalo. The students from Yemen, Puerto Rico, Ukraine, China, Vietnam, Laos and Somalia were appreciative and complimentary of the tour. On January 24th, librarian **Dan Caufield** (Business, Science and Technology Department) delivered a presentation on library resources that can assist small business start-up efforts as part of a workshop sponsored by the Service Corps of Retired Executives (SCORE). Mr. Caufield also appeared as a guest lecturer and staffed an information table at SCORE's 11th Annual Straight Talk Conference, which was attended by 400 aspiring entrepreneurs. On January 27th, the Director, COO **Jakubowski** and CFO **Stone** participated in a meeting of the Association of Contracting Library Boards of Trustees (ACT). On January 30th, the Director made a presentation on Culture and Politics and facilitated other activities at a Leadership Institute program conducted by the Western New York Library Resources Council. B&ECPL managers **Dawn Peters** and **Patricia Covley** are fellows in the institute. On February 8th, the Director and COO **Jakubowski** met with the Board of ACT at the Merriweather Library to confirm plans and arrangements for the annual Trustee Workshop to be conducted at Merriweather on March 17th. Also on February 8th, the Director appeared as a guest on the Time-Warner public affairs program, *Crossroads*, discussing increases in County funding, the permanent adoption of the Library Protection Act and the introduction of new downloadable digital media.

Agenda Item G Public Comment. No members of the public were in attendance.

Agenda Item H Unfinished Business. No unfinished business.

Agenda Item I New Business.

Agenda Item I.1 2007 Goals and Objectives. Mr. Mahaney introduced this resolution, which states the goals of the organization. It reflects the Five-Year Plan, the Technology Plan and other service initiatives. Ms. Panty moved to accept and was seconded by Ms. Summer. The Board approved this resolution unanimously.

RESOLUTION 2007-7

WHEREAS, the B&ECPL administrative team has compiled Goals and Objectives that reflect the Library's Five-Year Plan of Service, its Technology Plan, ongoing programs, major projects and other issues that demand attention, and WHEREAS, these Goals and Objectives are criteria by which the Library evaluates success in achieving its mission of service to the community, and WHEREAS, the staff has compiled these Goals and Objectives and presented them to the Board of Trustees for information and action, now therefore be it RESOLVED, the Board adopts the attached Goals and Objectives for 2007.

Agenda Item I.2 LSTA Summer Reading Program 2007. Deputy Director Mary Jean Jakubowski said approval will allow the B&ECPL to apply for and receive a Library Services and Technology Act grant to support the 2007 Summer Reading Program, including the Battle of the Books program, which is for children in grades 4-8.

The grant award will be \$11,630. Mr. Connors asked if it would be possible to obtain matching grant funds for this program. Mrs. Collins said a grant application has been made to a local corporation for \$5,000 to apply towards this program, plus an additional \$5,000 from the Development Office. Mrs. Jakubowski stated more than 30,000 children participated in the summer reading program last year. Mrs. Collins said about 250 children participated in the Battle of the Books last year. One of this year's goals is to increase participation of children living in Buffalo. Mr. Connors suggested the Library contact the Workforce Investment Board to try to leverage its funds. This group supports educational initiatives for youth. There being no further discussion, Ms. Horton moved and was seconded by Mr. Berger. Approval was unanimous.

RESOLUTION 2007-8

WHEREAS, more than 30,600 children participated in the Buffalo & Erie County Public Library (B&ECPL) 2006 Summer Reading Program, and

WHEREAS, the B&ECPL is thereby eligible to apply for a mini-grant of \$11,630 to purchase incentives, supplies and materials in support of the Statewide 2007 Summer Reading Program, and

WHEREAS, New York State Division of Library Development staff have recently sent e-mail confirming the grant amount that B&ECPL will receive, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees approves the Library Services and Technology Act (LSTA) application to obtain a mini-grant of \$11,630 for the 2007 Statewide Summer Reading Program and authorizes the Library Director to submit that application, and be it further

RESOLVED, that the B&ECPL Board of Trustees amends the 2007 Grants Budget by appropriating grant revenues and expenditures in the amount of \$11,630 to support the 2007 Summer Reading Program.

Agenda Item I.3 New York State Family Literacy Program Grant. This action would authorize the Library to apply for a grant in the amount of \$50,000 for 2007-2008 and an additional \$50,000 for 2008-2009. Staff is developing a program called *Get Graphic Building Literacy and Community with Graphic Novels*. It will focus on teens, parents and educators to encourage better reading habits in youths. The B&ECPL will be partnering with a variety of local enterprises such as WBFO-FM, the University at Buffalo and the Albright-Knox Art Gallery. Mr. Berger moved, seconded by Ms. Summer, and approval was unanimous.

RESOLUTION 2007-9

WHEREAS, New York State has announced the availability of 2007 Family Literacy Library Service grant funds, and

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) proposes a project that would provide teens and adults with programs using graphic novels as educational tools that integrate language arts, history and social issues, using graphic novels as a bridge to understanding teen interests and culture and to develop writing and illustration skills, and increasing adolescent and family library use, and

WHEREAS, the Library will partner with WBFO-FM, Albright-Knox Art Gallery, University at Buffalo and various other educational and cultural institutions, and

WHEREAS, the goals of this proposal are consistent with the B&ECPL Five-Year plan of service, *Back to Basics and Beyond*, and would result in an increase in literacy and lifelong learning in adolescents and improved service delivery to the community, and

WHEREAS, the proposal meets New York State Library Family Literacy Grant Program requirements, now

therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves the proposed New York State Library Family Literacy grant application for submission to New York State.

Information about downloadable audio books was shared with trustees. Mr. Mahaney said many people are utilizing this service to download popular non-fiction titles. School summer reading list titles are expected to be popular. Ms. Summer was assured that staff is diligently collecting summer reading lists from Erie County schools, and some have already been posted on the website. Mr. Connors offered to post a standing notice in his monthly *First Honors* publication, which goes out to all school districts, asking schools to send in reading lists and provide a contact name.

There being no further discussion or business, on motion by Ms. Horton and a second by Ms. Panty, the meeting was adjourned at 4:36 p.m.

Respectfully submitted,

Frank Gist

Secretary