

MINUTES  
REGULAR MEETING OF THE  
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
FEBRUARY 21, 2008

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, February 21, 2008, in the Central Library pursuant to due notice to trustees. The following members were present:

W. Lawrence Buck, Chair  
Rebecca L. Pordum, Vice Chair  
Frank Gist, Secretary  
Sheldon M. Berlow, Treasurer  
Richard L. Berger  
Jack Connors  
Phyllis A. Horton  
Annette A. Juncewicz  
Elaine M. Panty  
Mario J. Rossetti  
Judith K. Summer  
Sharon A. Thomas  
Wayne D. Wisbaum

Excused: Susan Maggiore, resigned upon completion of term  
Hormoz Mansouri, out of town

Chair W. Lawrence Buck called the meeting to order at 4:02 p.m. in the Joseph B. Rounds Conference Room.

Agenda Item B – Approval/Changes to the Agenda. Mr. Buck announced that a brief executive session would be held at the conclusion of New Business.

Agenda Item C – Minutes of the Meeting of January 24, 2008. Ms. Horton moved for approval. She was seconded by Ms. Panty, and approval was unanimous.

Agenda Item D – Report of the Chair.

Agenda Item D.1 – Committee Appointments. Committee appointment lists were distributed to trustees at the beginning of the meeting. Mr. Buck is willing to accommodate any changes, and he asked trustees to advise him in this regard. Ms. Thomas

moved for approval of appointments as presented. She was seconded by Ms. Horton, whereupon committee appointments were unanimously approved.

The Chair reminded trustees that Bridget Quinn-Carey will begin her directorship at the B&ECPL on March 3<sup>rd</sup>. Trustees will host a reception for Ms. Quinn-Carey after the March 20<sup>th</sup> Board meeting to allow trustees, media and staff to become better acquainted. Within the next few months, the Board will host a larger reception that will include county legislators and other dignitaries.

Mr. Buck noted that Sharon Thomas was featured in a local television story reporting milestones achieved by African-American members of the community as part of Black History Week activities. He also noted that Trustee Mansouri's wife will receive a community award in March.

Trustees were reminded that the annual campaign is still in progress. Mr. Buck encouraged all trustees to make a contribution so the Library will be able to show 100 percent participation from its Board.

Trustee Wisbaum arrived at approximately 4:05 p.m.

#### Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Ms. Pordum said the Committee met on February 14<sup>th</sup> with Trustees Berger, Horton, Panty, Pordum, Summer and Thomas present, as were Deputy Directors Mary Jean Jakubowski and Kenneth Stone. Committee appointments were discussed. The agenda for the full Board meeting was reviewed. Mr. Stone briefed trustees on Resolutions 2008-4, 2008-5, 2008-6 and 2008-7. He also explained new Erie County Fiscal Stability Authority grant procedures.

Mr. Stone and Mrs. Jakubowski briefly discussed County Executive Collins' recent initiatives pertaining to regular part-time employees and telephone etiquette. Mrs. Jakubowski reported Director Quinn-Carey, CFO Stone, COO Jakubowski and HR Officer Doreen Woods will meet with County Executive Collins on March 7<sup>th</sup> to discuss initiative details, consistency in application and B&ECPL's role in County government.

The Frank E. Merriweather, Jr. Branch Library will begin Thursday hours on February 28<sup>th</sup>. The East Clinton, East Delavan, Niagara and North Park branches expect to be open 40 hours per week by March 15<sup>th</sup>, contingent upon hiring of additional staff.

At 4:45 p.m., Mrs. Pordum called for a motion to enter executive session. This was moved by Ms. Horton and seconded by Ms. Thomas. Executive session ended at 5:10 p.m. No action was taken. On motion by Ms. Horton, seconded by Mr. Berger, the Executive Committee adjourned at 5:12 p.m.

Trustee Juncewicz arrived at approximately 4:08 p.m.

At mention of the Merriweather Library, Mr. Buck asked Mr. Stone to report on the recent graffiti incident at that library. Mr. Stone explained the graffiti occurred due to the funeral of a gang member taking place at a church across the street. Other buildings in the area were also victimized. Television channels 7 and 4 carried stories about the incident. The community was outraged by this act of vandalism to a neighborhood jewel. Mr. Stone assured everyone the brick exterior would be thoroughly cleaned as soon as temperatures rise above freezing.

Agenda Item E.2 – Budget and Finance Committee. Mr. Berger asked Mr. Stone to brief the Board on action items.

Agenda Item E.2.a – Approve WebFeat Contract Amendment. Mr. Stone reminded trustees that WebFeat software allows patrons to search multiple online databases with one query. The original product has become outdated and the B&ECPL has worked with the company to improve some features. This will give the Library an opportunity to further evaluate new WebFeat concepts before the contract expires at the end of the year. Since the additional work is outside the scope of the original contract, Board approval is required. Ms. Juncewicz moved, Ms. Horton seconded, and approval was unanimous.

#### RESOLUTION 2008-4

WHEREAS, in August 2002, the Buffalo & Erie County Public Library adopted Resolution 2002-53 authorizing a multi-year contract with WebFeat, Inc. to provide an online patron interface to enable patrons to simultaneously search various multiple databases, thereby providing more information in an efficient manner, and

WHEREAS, the Library's multiple paid databases provide content not available to the user on the "free" Internet and provide a convenient user friendly way for patrons to search these databases and maximize the productive use of resources, and

WHEREAS, that interface, named *MultiSearch*, became operational for public use in December 2003, providing improved access for library patrons, and

WHEREAS, since *MultiSearch* became operational, the way consumers use the online environment has changed considerably, and

WHEREAS, recognizing these environmental changes, Library staff worked with WebFeat personnel on design changes that will further simplify the user experience, making use of the interface more akin to modern search engines, and

WHEREAS, these proposed design changes are outside the scope of the original contract, requiring a contract amendment and payment before work can be provided to the Library, and

WHEREAS, Library staff and WebFeat, Inc. negotiated a proposed contract amendment at a one-time development fee of \$10,000 to provide the redesigned interface, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director to execute a contract amendment with WebFeat, Inc. to accomplish the above at a cost not to exceed \$10,000.

Agenda Item E.2.b – Gates Opportunity Online Hardware Grant Phase I Application/ Match. For the first time, Gates Grants are being channeled through New York State, and unlike previous years, this grant requires a local match. Funds are available in the “Designated for Contingencies – for equipment and technology replacement” account for this purpose. Approval would authorize use of designated funds for the local match requirement needed to upgrade computers and hardware at qualifying libraries in the B&ECPL System. Libraries in Buffalo and Lackawanna were upgraded from previous grants. Ms. Horton moved, Ms. Panty seconded, and approval was unanimous.

#### RESOLUTION 2008-5

WHEREAS, since 1998, the Bill and Melinda Gates Foundation has provided the B&ECPL with nearly \$1 million in multiple grants to support the Library’s efforts to offer comprehensive public access computing to the communities in greatest need, and

WHEREAS, the most recent grant, in 2006, allowed the Library to replace all outdated public access computers within the Buffalo Branch Libraries, the Lackawanna Public Library and all but 14 computers in the Central Library, and

WHEREAS, the Library has the opportunity to apply for additional Gates Foundation funds being administered by New York State’s Education Department, State Library, Division of Library Development, and

WHEREAS, libraries eligible for this two year, two-phase program are located in the communities of Amherst, Angola, Cheektowaga, Collins, City of Tonawanda, Town of Tonawanda and West Seneca, and

WHEREAS, forms and instructions were released in early February, with a due date for Phase 1 applications of April 1, 2008, and

WHEREAS, the first step needed to allow the Library to apply for the Phase 1 grant is to ensure that matching funds are committed for each individual library’s local share match requirement, and

WHEREAS, to take advantage of economies of scale and minimize support costs, the B&ECPL centralizes and standardizes technology purchases for all B&ECPL libraries and maintains funding for equipment replacement within the B&ECPL's "Designated for Contingencies - for equipment and technology replacement " balance sheet account, and

WHEREAS, drawing upon this account to meet the \$29,900 Phase 1 local match is an appropriate use of these funds, now therefore be it

RESOLVED, that the Board of Trustees authorizes the use and budgeting of \$29,900 from the Library Fund's "Designated for Contingencies - for equipment and technology replacement " balance sheet account to provide the Library local share for this project, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees authorizes the Library Director or her designee to undertake the application process and coordinate responses from participating libraries, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees authorizes the Library Director or her designee to execute memorandums of agreement with each eligible contracting library committing them to the match amounts listed in Exhibit 1.

**Exhibit 1**  
**Gates Library Grant Initiative;**  
**Opportunity Online Hardware Grant Program; Eligible Libraries**  
**Buffalo and Erie County Public Library**

Library	# Computers Phase 1	Res 2008-5 BECPL Provided Match	Grant Amount (Value- Match)	Combined Phase 1 Value
AMHERST MAIN LIBRARY AT AUDUBON	5	\$3,250	\$9,750	\$13,000
EGGERTSVILLE-SNYDER LIBRARY	4	\$2,600	\$7,800	\$10,400
WILLIAMSVILLE LIBRARY	3	\$1,950	\$5,850	\$7,800
ANGOLA PUBLIC LIBRARY	5	\$3,250	\$9,750	\$13,000
ANNA M. REINSTEIN MEMORIAL LIBRARY	4	\$2,600	\$7,800	\$10,400
JULIA BOYER REINSTEIN LIBRARY	5	\$3,250	\$9,750	\$13,000
CITY OF TONAWANDA PUBLIC LIBRARY	3	\$1,950	\$5,850	\$7,800
TOWN OF COLLINS PUBLIC LIBRARY	2	\$1,300	\$3,900	\$5,200
KENILWORTH BRANCH LIBRARY	7	\$4,550	\$13,650	\$18,200
TOWN OF TONAWANDA PUBLIC LIBRARY - KENMORE	4	\$2,600	\$7,800	\$10,400
WEST SENECA PUBLIC LIBRARY	4	\$2,600	\$7,800	\$10,400
<b>Totals</b>	<b>46</b>	<b>\$29,900</b>	<b>\$89,700</b>	<b>\$119,600</b>

Agenda Item E.2.c – Authorize Utility Bill Audits. Periodically, Erie County contracts for services to audit utility bills and rates. The Library has participated in these audits in the past. The fee is a percentage of any overcharges. If there are no overages, there is no fee. Ms. Panty moved, Ms. Summer seconded, and approval was unanimous.

#### RESOLUTION 2008-6

WHEREAS, in November 2007, Erie County entered into an agreement with Troy & Banks Utility and Telecommunications Consultants to perform utility bill review services for County-owned facilities, and

WHEREAS, these services are provided on a contingent fee basis, with all payment for services rendered taken from moneys recovered due to utility company overcharges, and

WHEREAS, those fees range from 24% to 25% of monetary refunds realized depending on the type of utility audit work performed, and

WHEREAS, if no refund or credit is obtained, no fee would be payable, and

WHEREAS, since the Buffalo & Erie County Public Library centralizes purchase of utility services utilizing the Erie County pool for electric and natural gas and competitive procurement for telecommunications services, these audit services can be performed efficiently with no impact on operating library units, and

WHEREAS, the Library desires to participate in this program utilizing Erie County's contract terms and conditions, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees authorizes the Library to participate in this program utilizing Erie County's contract terms and conditions, and be it further

RESOLVED, that the Library Director or her designee is authorized to execute any necessary documents needed to implement this service.

Agenda Item E.2.d – Obsolete Hardware Replacement. Mr. Stone explained this resolution would authorize replacement of obsolete hardware that is not eligible for Gates Grant funding. The Library will utilize State contract rates to replace remaining outdated computers and servers. The recommended expenditure of \$235,441 would come from the "Designated for Contingencies – for equipment and technology replacement" account. Ms. Juncewicz motioned, Ms. Thomas seconded, and approval was unanimous.

RESOLUTION 2008-7

WHEREAS, as of February 2008 there remain 256 public access computers that are obsolete but not eligible for funding by the pending Gates Opportunity Online Hardware Grant, and

WHEREAS, the computers to be replaced were purchased between 1997 and 2001 and are at the end of their technological and economic life, and

WHEREAS, up to 37 of the file servers presently in use are of similar vintage and in need of replacement, and

WHEREAS, using New York State Contract "Aggregate Buy" pricing, the Library can replace the public access computers a unit cost of \$638, which totals to \$163,328, and

WHEREAS, using New York State Contract pricing, the Library can replace the servers at a unit cost of \$1,949, which totals to \$72,113, and

WHEREAS, the Library has planned for equipment replacements and built up a designated fund balance over a period of years to accommodate this expense, and

WHEREAS, these funds are maintained in the Library Fund's balance sheet as a "Designated for Contingencies - for equipment and technology replacement" account and now total just over \$1 million, now therefore be it

RESOLVED, that the Buffalo and Erie County Public Library Board of Trustees authorizes the use and budgeting of \$235,441 from the Library Fund's "Designated for Contingencies - for equipment and technology replacement" balance sheet account to provide the Library local share for this project, and be it further

RESOLVED, that the Board further authorizes the Library Director or her designee to submit the proposed purchase for Erie County Fiscal Stability Authority review and, subsequent to ECFSA approval, execute the necessary purchase documents.

Agenda Item E.2.e - Monthly Financial Report. Mr. Stone distributed preliminary year-end financials for 2007. Most of the final numbers are in, but a few are still being modified. The targeted amount for a 2007 fund balance will be reached. Mr. Stone anticipates a number of projects will be brought to the Board over the next few months reappropriating a portion of these funds. He pointed out there is an unusually large turnover amount due to roughly 10 percent of the Library staff choosing to retire in 2007. While this generates short-term savings, it also creates long-term expenses for retiree medical costs. Also, all bargaining units are working under expired contracts. Therefore, funds that were budgeted for a potential settlement were not needed.

Ms. Panty asked if all laid off employees had been called back to work yet. She was told the recall lists for Central and city branch positions are now exhausted; however, some contracting libraries still have former employees on call-back lists.

Agenda Item F – Report of the Director. The only additional item Mr. Stone planned to bring to the Board’s attention was the graffiti incident at Merriweather, which was mentioned earlier. Mr. Stone asked Deputy Director Stanton H. Hudson to update trustees on development activities.

Mr. Hudson reported the annual campaign has received approximately \$25,000 to date. The B&ECPL is working with the Museum of Science (MOS) on two grant proposals. One application to the American Honda Corporation is for a component of a larger outreach program and would allow science programs offered by the MOS to become available at all eight city branches. A grant application was also submitted to the National Endowment for the Arts requesting \$20,000 for “The Big Read.” The Library will take the lead role for this event, which will be managed by Assistant Deputy Director Paula Sandy.

Mr. Hudson asked trustees to circle two dates on their calendars. On Friday, March 7<sup>th</sup>, the B&ECPL will have several items from its special collections on display at the “Gusto at the Gallery” event. He went on to describe the activities taking place that evening. Bridget Quinn-Carey will introduce the Library’s collection of selected materials.

The second event is the Annual Trustee Workshop being held at the Central Library on Saturday, March 15<sup>th</sup>, running from 8:30 a.m. through 1 p.m. Following the morning workshop, trustees are invited to a program offered by author Jerome Charyn, who will talk about his new book, *Johnny One-Eye: A Tale of the American Revolution*.

Mr. Berlow commented that based on Mr. Hudson’s monthly report, it appears there are several upcoming programs that require input from his department. He expressed concern that Mr. Hudson may get bogged down handling details for numerous events when he should be concentrating his efforts on developing initiatives and relationships. Once plans are in place for events, Mr. Hudson must be able to delegate many of the operational duties to other staff members, allowing him to work on his main thrust of raising funds and community awareness. Mr. Hudson assured trustees Ms. Sandy is extremely capable and believes Library events will be handled very smoothly under her guidance. Some opportunities for partnering exist now, but there are other areas where the B&ECPL first needs to develop a relationship before opportunities arise. Mr. Hudson said he is aware how essential it is that funds for staff be included whenever initiatives are planned. Mr. Buck stated the Board is aware that, at some point, the Development Office may need to be expanded.

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

**Library Director Appointment:** At the January 24, 2008 meeting of the Board of Trustees, **Bridget Quinn-Carey** was appointed B&ECPL Library Director, effective March 3, 2008. Ms. Quinn-Carey will leave her post as Director of the Essex Library Association in mid-February. She has stated she is eager to “hit the road” and visit each library within the System, as well as meet with local officials regarding the Library’s funding. Staff is enthusiastically awaiting her arrival and looks forward to B&ECPL’s future under her direction.

**City of Tonawanda Public Library Appoints New Director:** The Board of Trustees of the City of Tonawanda Public Library appointed librarian **Beverly Federspiel** as its new Director, following the retirement of Christine Moesch in late December 2007. Ms. Federspiel, former department manager of the Central Library Children’s Room, began her new appointment February 4<sup>th</sup>.

**B&ECPL Libraries Work to Reinstate Service Hours:** Several B&ECPL libraries have begun to expand hours using the \$1.6 million restoration funds provided by the Erie County Legislature. The following libraries have added or will add additional open hours by February 29<sup>th</sup>: Amherst Public Library – Eggertsville-Snyder Branch and Williamsville Branch; Central Library – Business, Science and Technology Department; Cheektowaga Public Library – Anna B. Reinstein Branch; Ewell Free Library (Alden); Frank E. Merriweather, Jr. Branch Library; Grand Island Memorial Library; Hamburg Public Library – Lake Shore Branch and Hamburg Branch; Lancaster Public Library; Town of Tonawanda Public Library – Kenilworth Branch and Kenmore Branch; and the West Seneca Public Library. It is anticipated the Buffalo City Branch Libraries, including East Clinton, East Delavan, Niagara and North Park, will expand open hours to 40 hours per week effective March 15<sup>th</sup>. Staff positions are being created and Erie County Fiscal Stability Authority approval has been requested. Laid off employees are being canvassed for recall. Additionally, civil service lists are being requested, positions posted, etc.

**Fine Revenue Results for January 2008:** System-wide receipts for 37 libraries in the month totaled \$87,678.80. This compares to a total of \$89,325.51 in 2007, or a decrease of \$1,646.71 and 1.84%. The Central Library collected \$17,339.99 in the month, a decrease of \$1,400.40 and 7.47% from 2007. Buffalo Branches collected \$8,588.54, an increase of \$191.79 and 2.28% over the amount the eight branches collected in that month of 2007. Contracting libraries collected \$59,915.80, a decrease of \$2,272.57 and 3.65% over the amount they collected in that month of 2007. The above decreases were partially offset by E-commerce revenue of \$1,834.47.

Fine revenue in the 2008 adopted budget of \$977,179 (\$540,179 for contracting libraries and \$437,000 for the Central Library and Buffalo Branches) anticipates a 5% decrease from 2007, reflecting the continued impact of e-mail due date reminder notices and allowing an additional renewal period. Both services improve on-time return rates and provide better customer service. The due date reminder feature reduces patron wait times for popular titles, ultimately lowering the quantity of individual popular titles that need to be ordered.

Additionally, the budget anticipates a revenue shift from the 37 physical library outlets to the System account with the introduction of E-commerce. The shift from the Central Library will be slightly greater as the Central Library had previously processed phone credit card charges for other libraries that can now be performed using E-commerce. E-commerce provides a convenient way for patrons to pay Library Fines and Fees online 24/7. Full or partial payments may be made. Patrons may view a list of Library Fines and Fees by accessing their My Account page using their library card number and PIN. E-Commerce functionality was made available on a "soft opening" basis on January 10<sup>th</sup>, and 203 transactions totaling just over \$1,800 were processed in January. In a soft opening, the service was made available on the Library's web site without any publicity in order to ensure processes and procedures are working as expected. Once that process is complete, anticipated before the end of February, the service will be publicized.

**Street Lights Adjacent to Central Library Replaced:** City street lights along Broadway between Ellicott and Washington Streets were recently replaced by National Grid (formerly Niagara Mohawk). National Grid services streetlights in Buffalo. The new lamp post style lights feature energy efficient fixtures.

**E-rate Applications Completed for 2008-2009:** Chief Information Officer **Shirley Whelan**, Chief Financial Officer **Kenneth Stone**, and Business Office Manager **Tracy Palicki** submitted and certified E-rate "471 forms" online for 2008-2009 (prior to the February 7<sup>th</sup> 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, new servers for Buffalo Branches and the City of Lackawanna Public Library and firewalls for branch servers. The E-rate program will fund 59% of system-wide telecommunications and Internet access costs and 90% of the cost of equipment and services specific to the Central Library, Buffalo Branches and Lackawanna Public Library based upon poverty rates within the school districts served by these libraries. If all requests are approved as submitted, the B&ECPL would receive total funding of up to \$187,609.09 in the following categories: \$143,932.72 for telecommunications services (voice and high-speed data); \$23,611.47 for Internet access; \$9,127.55 for maintenance of internal connections; and \$10,937.35 for internal connections (servers and firewalls).

**Envisionware PC Reservation and Printing Module Implementation Continues:**

Envisionware use has been expanded to nine additional libraries for a total of 14. The newly implemented libraries include Clearfield, East Delavan, Eggertsville-Snyder, Kenilworth, Kenmore, Frank E. Merriweather, Jr., Niagara, Orchard Park and Anna M. Reinstein.

**Materials Acquisition Bid:** On Thursday, February 4<sup>th</sup>, the Erie County Fiscal Stability Authority unanimously approved final awards for the Library's materials vendors. Contract provisions maximize discounts while allowing the B&ECPL flexibility to acquire material in the most timely and cost effective manner. Contract terms will be in effect for two years, with the option to renew for up to two additional (two-year) periods.

**Get Graphic! Gets Moving:** *Get Graphic! Maus* resource kits for the classroom have been distributed and are proving to be very popular with students and teachers alike. As a result, the Library has developed three different loan periods to accommodate as many schools as possible. The kits contain copies of Art Spiegelman's *Maus*, Gerda Klein's *All But My Life*, *Memory of the Camps* (a Frontline video on concentration camps), *Life in a Jar* (a video on Irena Sendler, who helped Jewish children escape from the Warsaw Ghetto), support literature on supplementary book and movie titles, talking points and guidelines on curriculum standards.

**Programs, Programs, Programs:** On Friday, January 18<sup>th</sup>, 32 people attended the *Tribute to Dr. Martin Luther King, Jr.* at the Central Library's Ring of Knowledge. This program marked the 30<sup>th</sup> anniversary of the tribute, coordinated by the Division of Extension Services. Children's Room Librarian **Gwen Collier** created a pre-celebration slide show, "I Have a Dream," followed by the Mistress of Ceremonies, Dudley Branch Manager **Dorinda Hayes**, who introduced guest speakers that included: 7<sup>th</sup> District Legislator **Betty Jean Grant**, B&ECPL retiree **Sharon Holley** of Spin-a-Story Tellers of Western New York, **Da'sawn Robinson** of the Western New York Maritime Charter School and students from the Performing Arts Academy. Shipping Department staff member **Angela Stewart** concluded the program with a musical tribute to Dr. King. Technology Programs were held at the Dudley Branch Library. Branch Manager **Dorinda Hayes** taught E-mail Basics to an active audience of five. Literally Speaking opened its 2008 season with *Bel Canto*, by Ann Patchett. Humanities and Social Sciences Librarian **Kathy Galvin** led the lunchtime discussion. Teen Programs were held at various B&ECPL locations. The Dudley Branch Library hosted Guitar Hero and video gaming throughout the month of January. So popular was this event, the East Clinton Branch Library is now hosting *Rockin' Monday Nights* every Monday evening for teens and young adults. The Riverside Branch Library's *Riverside Gaming Alliance* met to play Mario Kart and Guitar Hero. Students from Buffalo Public School #3 visited the Niagara Branch Library in January, being treated to stories and crafts conducted by branch staff. The Dudley Branch Library received a visit from Children's Room

Librarian **Mary Ann Budny**, who presented *After School Fabulous Fun* for ages 6-12. The program's Snow Magic theme attracted six participants. The Niagara Branch Library hosted the International Institute of Buffalo, which presented *Global Kids*, an educational program about children around the world. Twenty children attended. Also at the Niagara Branch, the Niagara Power Authority (Power Vista/Lewiston) presented a program about electricity for 52 students from Buffalo Public School #3. Erie County Home and Infirmary Library Clerk **Stephen Carson** has the Home's *Walking Club* coming to the Library as part of its daily trek. Members of the club are treated to various videos, including the Club's favorite, *I Love Lucy*. In addition to having residents come to the Library, Mr. Carson is taking library materials to the Home's temporary rehabilitation Unit A. Frank E. Merriweather, Jr. Library Manager **Sandra Williams-Bush** is working with Weight Watchers to develop a collection of health related materials dealing with weight loss and nutrition. Weight Watchers has placed quarter-page advertisements in both the *Challenger* and *Criterion* to recognize the Frank E. Merriweather, Jr. Library's efforts.

**B&ECPL Kicks Off "The Big Read"**: The Buffalo & Erie County Public Library hosted the kickoff press conference for "The Big Read" on Friday, February 1<sup>st</sup>, to begin a month long celebration of Harper Lee's novel, *To Kill a Mockingbird*. **Paula Sandy**, Assistant Deputy Director for Public Relations and Development, coordinated the kickoff at the Central Library in conjunction with the Just Buffalo Literary Center. Interim Director/Chief Operating Officer **Mary Jean Jakubowski** delivered the welcome address on behalf of the Library at this event. Library Display Artist **Dawn Stanton** and Assistant Library Display Artist **Darlene Pennachi** worked in conjunction with the National Federation of Just Communities (NFJC) to design a Social Justice themed Ring of Knowledge display to celebrate Black History Month and to support the kickoff of "The Big Read" in Western New York. The display, which features items on loan from the Federation as well as original graphic depictions, will remain through the end of February.

**Library Community Connections/Outreach**: Business, Science and Technology Librarian **Daniel Caufield** staffed an information table and lectured to over 400 entrepreneurs and small business owners at the 12<sup>th</sup> Annual Straight Talk Conference for entrepreneurs held at the Buffalo Convention Center on January 26<sup>th</sup>. On this same date, also at the Convention Center, Interim Director/Chief Operating Officer **Mary Jean Jakubowski**, Extension Services Administrator **Ann Kling** and Library Associate **Susan Carson** participated in *Creating Assets, Savings & Hope (CASH): a Coalition of Over 60 Organizations*. This initiative, sponsored by the United Way of Buffalo & Erie County, was designed to assist low to moderate income families with tax preparation. Various community groups, vendors, programs, etc., displayed goods and services at this all day event. The Library displayed program, database and service information as well as registering new library users. Chief Information Officer **Shirley Whelan** and Interim Director/Chief Operating Officer **Mary Jean Jakubowski** read to 2<sup>nd</sup> and 3<sup>rd</sup>

graders at the Community Charter Elementary School on Monday, February 4<sup>th</sup>, for *National Read-In Day*. The day focused on books by African American authors. A “career day” component was also included. Buffalo Branch East Side Cluster Manager **Claudia Yates** presented a media production on Dr. Martin Luther King, Jr. at Buffalo City Schools 53 and 19. Business, Science and Technology Librarian **Daniel Caufield** spoke to students enrolled in the Small Business Development Center’s Restaurant Institute Program at Buffalo State College. Niagara Branch Manager **Kathy Goodrich** represented the Library at the *Three Kings Festival* held at D’Youville College. Thirty people registered for library cards, while others obtained information about the library. Along with Ms. Goodrich, Extension Services Administrator **Ann Kling** and Buffalo Branch West Cluster Manager **Patricia Covley** met with representatives of Journey’s End Refugee Services to discuss future joint projects. The Buffalo Genealogical Society of the African Diaspora (BGSAD) conducted a very successful program in the Frank E. Merriweather, Jr. William A. Miles African American Resource Room. A second session was held in the training lab, with Branch Manager **Sandra Williams-Bush** demonstrating various African American databases available at the Library. Literacy Volunteers have been meeting with members of the Extension Services Management Team to discuss Drop-In Centers. The Niagara Branch is scheduled to open its Center on Monday, March 3<sup>rd</sup>, and will operate Monday evenings from 5 p.m. to 7 p.m. The Neighborhood Assistance Corporation of America (NACA) conducted workshops at the Riverside Branch Library on January 5<sup>th</sup> and 26<sup>th</sup>. NACA is a non-profit organization that helps individuals become homeowners. Staff at the North Park Branch Library kicked off a “Love of Reading” Valentine’s Day contest. Patrons who check out five print items at this location will be entered to win a gift basket donated by Bella Mia Chocolate Shop. SCORE continues to provide one-on-one marketing counseling in the Business, Science and Technology Department. Several tours of the Central Library were conducted for groups of students in grades kindergarten through 12. More than 150 students participated from Enterprise Charter School and the Buffalo Academy of Science Charter School.

**Miscellaneous Meetings and Appearances:** Chief Information Officer **Shirley Whelan** attended the NOVELNY Steering Committee Meeting Wednesday, February 6<sup>th</sup>. Janet Welch led the meeting and discussed the Governor’s Budget and Board of Regents request. Coordinated System Services Administrator **Carol Batt** participated in Borrower Account Review meetings, the WNYLRC Continuing Education Committee and the Town of Tonawanda Public Library Building Advisory Committee. On January 27<sup>th</sup>, Interim Director/Chief Operating Officer **Mary Jean Jakubowski** was interviewed by **Barbara Burns**, WGR-930 Radio, regarding the soon-to-be-released book, *Standing Tall: the Kevin Everett Story*. On January 31<sup>st</sup>, Ms. Jakubowski appeared before the Erie County Legislature’s Community Enrichment Committee to discuss how the Library is moving forward with the \$1.6 million restoration package. Legislators **Betty Jean Grant**, **Timothy Kennedy**, **Michele Iannello**, **Thomas Loughran**, **Lynn Marinelli**, **Michael Ranzenhofer** and **Robert Reynolds** listened enthusiastically as she explained

current and forthcoming changes throughout the System. **Mike Desmond** of WNED Radio interviewed Ms. Jakubowski on February 5<sup>th</sup> on the importance and effect of the restoration funds. Humanities and Social Sciences/Grosvenor Room Manager **Elaine Barone** attended the ALA Midwinter Conference in Philadelphia from January 12<sup>th</sup> through the 14<sup>th</sup>. Ms. Barone has been selected to participate on the joint ALA/SAA (Society of American Archivists) Task Force that will undertake a revision of the 1994 ALA/SAA Joint Statement on Access to Original Research Materials. Business, Science and Technology Manager **Nancy Mueller** attended the Erie County Records Commission meeting on January 31<sup>st</sup>. Central Library Administrator **Peggy Skotnicki** attended the Western New York Library Resources Council Regional Resource Sharing Task Force on February 4<sup>th</sup>. The Crane Branch Library received accolades on WBFO's *Anita West Blues Show* for providing outstanding customer service. City Branch West Side Cluster Manager **Patricia Covley** has been elected to the Riverside Business Association's Board of Directors. Frank E. Merriweather, Jr. Branch Manager **Sandra Williams-Bush** attended a meeting of the Buffalo Public School Library System Council.

**Noteworthy News:** Dudley Branch Library Clerk **Carole Carroll** and Sr. Page **Lettie Marinaro** deserve special recognition for performing the Heimlich maneuver on a colleague who was found to be choking on January 29<sup>th</sup>. The staff member has fully recovered. This true act of heroism and kindness is greatly appreciated. Sincere thanks to Ms. Carroll and Ms. Marinaro for their quick actions.

Agenda Item G - Public Comment. No public comment.

Agenda Item H - Unfinished Business. Mr. Buck offered Wayne Wisbaum an opportunity to update B&ECPL trustees on recent activities of the Library Foundation. Mr. Wisbaum reported the Foundation Board plans to meet with Bridget Quinn-Carey on March 4<sup>th</sup>. The directors also plan to interview an individual who may be hired to handle various Foundation activities on a part-time basis. The intention going forward is to have both organizations work hand-in-hand and complement each other. One proposal being considered is the return of noonday concert programs with a possible start-up in the fall. He is confident outside funding can be secured so neither the Foundation or Library would be responsible for this cost. A major event for the Grosvenor Society is also being considered. This will be discussed with the B&ECPL so that a mutually convenient date is selected. Mr. Wisbaum asked Jack Connors if he had any additional comments.

Mr. Connors elaborated on the duties of the part-time employee. Mr. Berlow inquired about the status of the endowment fund and was told it has increased. Mr. Connors said he did not have a current statement, but expects to have more complete financial information available for directors at the March 4<sup>th</sup> meeting. The budget is still being finalized. Restricted funds in the amount of \$10,000 have been allocated for rare book cataloging. Details of that funding initiative will be forwarded to Mr. Hudson shortly.

Ms. Pordum asked to see a copy of the Foundation budget. Mr. Connors offered to provide that information when the budget is finalized. The annual budget is projected to be approximately \$23,000. He believes the Foundation's goal is to move the operation back to the Central Library at some point so it can work together with the Development Office. The upcoming discussion with Bridget is a first step in moving that process forward. The seven directors on the Library Foundation Board remain unchanged.

Agenda Item I - New Business. No new business.

Sharon Thomas moved to enter executive session to discuss a personnel matter. She was seconded by Ms. Summer. All staff members were excused from the room. The session commenced at 4:40 p.m. and concluded at 4:51. No action was taken. There being no further business, on a motion by Ms. Horton and a second by Ms. Panty, the meeting was adjourned at approximately 4:52 p.m.

Respectfully submitted,

Frank Gist  
Secretary