

**MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
JANUARY 24, 2008**

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, January 24, 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
Richard L. Berger
Phyllis A. Horton
Annette A. Juncewicz
Elaine M. Panty
Judith K. Summer
Sharon A. Thomas
Wayne D. Wisbaum

Excused:

Sheldon M. Berlow, out of town
Jack Connors, conflict
Susan Maggiore, resigned upon completion of term
Hormoz Mansouri, conflict
Mario J. Rossetti, out of town

Chair W. Lawrence Buck reconvened the Board in executive session in the Joseph B. Rounds Conference Room at 4:05 p.m.

This meeting was the continuation of a meeting convened on Thursday, January 10, 2008, at 2:05 p.m. for the purpose of conducting interviews with three library director candidates. In attendance on January 10, 2008 were Trustees Berger, Berlow, Buck, Connors, Gist, Horton, Juncewicz, Mansouri, Panty, Pordum, Summer, Thomas and Wisbaum. At 2:06 p.m., Ms. Pordum moved to enter executive session and begin the interviews. She was seconded by Ms. Horton, and all trustees approved unanimously. Trustees Mansouri and Wisbaum left the meeting immediately following the conclusion of interviews at approximately 5:45 p.m. The January 10th executive session recessed at approximately 7:15 p.m., moved by Ms. Horton, seconded by Ms. Thomas, and unanimously approved by trustees in attendance. Mr. Buck announced that no action had been taken in executive session.

Mr. Wisbaum entered the January 24th executive session at approximately 4:09 p.m. At 4:25 p.m., upon motion by Ms. Horton and a second by Ms. Pordum, the Board voted

unanimously to enter public session, at which point members of the public as well as library staff were invited into the boardroom.

Agenda Item A.1 - Appointment of Library Director. Chair Buck called for a motion on Resolution 2008-2. Ms. Summer moved. Ms. Horton seconded. There being no discussion, a vote was taken. The resolution was approved by a vote of nine to one, with Trustee Gist casting the dissenting vote. Mr. Buck welcomed Ms. Bridget Quinn-Carey as the next Director of the Buffalo and Erie County Public Library System. He said he looks forward to working with Ms. Quinn-Carey in the future and thanked her accepting the position.

RESOLUTION 2008-2

WHEREAS, after 34 years of exemplary service, Library Director Michael C. Mahaney retired on January 4, 2008, and

WHEREAS, the Board of Trustees of the Buffalo and Erie County Public Library has exclusive authority to hire a new Director of the Library and set the salary of the Director pursuant to Section 6224 of the New York State Unconsolidated Laws, and

WHEREAS, pursuant to provisions of the Erie County Stability Authority Act as implemented by the Erie County Fiscal Stability Authority (ECFSA), permission to fill the Library Director position was sought from the ECFSA and said permission provided on July 17, 2007, and

WHEREAS, in anticipation of this transition on September 20, 2007, the Board of Trustees of the Buffalo and Erie County Public Library adopted Resolution 2007-39 establishing a recruitment process for a new Library Director, and

WHEREAS, the B&ECPL Human Resources Office was tasked to conduct a nation-wide recruitment effort, and

WHEREAS, the Board's Search Committee was designated to work with staff and trustees to define, refine and initiate the recruitment process, and

WHEREAS, the committee reviewed applications and conducted telephone interviews to narrow a field of 20 candidates to a group of three finalists for in-person interviews, and

WHEREAS, on January 9, 2008 as part of the interview process, a series of stakeholder forums and an evening public forum were conducted to provide an opportunity for System trustees, contracting library trustees, public, and staff to meet, interact with and hear the three candidates respond to questions, and

WHEREAS, the Board of Trustees of the Buffalo and Erie County Public Library met on January 10, 2008 to interview the finalists and conduct deliberations, and

WHEREAS, the Executive Committee recommends that the Board of Trustees of the Buffalo and Erie County Public Library appoint Bridget Quinn-Carey as the next Director of the Buffalo and Erie County Public Library, and

WHEREAS, Ms. Quinn-Carey's demonstrated ability to forge effective relationships with the public, trustees and staff in developing, managing and promoting library services will allow her to ably lead the Buffalo and Erie County Public Library in the 21st century, now therefore be it

RESOLVED, that the Buffalo and Erie County Public Library Board of Trustees, pursuant and subject to the provisions of Section 6224 of the New York State Unconsolidated Laws, authorizes the appointment of Bridget Quinn-Carey as the Director of the Buffalo and Erie County Public Library for a three year appointment at an annual salary of \$107,500, and be it further

RESOLVED, that the compensation package shown in the attached Library Director Compensation Package exhibit includes provisions consistent with Resolution 2006-16 governing managerial confidential benefits, and be it further

RESOLVED, the Library will provide reimbursement for all reasonable costs of moving, including the cost of a professional moving company from Essex, Connecticut to Erie County, New York not to exceed \$5,000 and travel from Essex, Connecticut to Erie County, New York at rates set by B&ECPL travel policy, and be it further

RESOLVED, that the Board and Director will review performance and compensation no later than December of each year.

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

Agenda Item C - Minutes of the Meeting of December 20, 2007. Ms. Horton moved, Ms. Panty seconded, and approval was unanimous.

Agenda Item D - Report of the Nominating Committee.

Agenda Item D.1 - Election of Officers and Executive Committee. Chair Judith Summer offered the following slate of officers and Executive Committee members proposed by the Nominating Committee for 2008:

Chair - W. Lawrence Buck

Vice Chair - Rebecca L. Pordum

Secretary - Frank Gist

Treasurer - Sheldon M. Berlow

Furthermore, trustees proposed for Executive Committee were Richard L. Berger, Phyllis A. Horton and Sharon A. Thomas. Ms. Panty moved for approval and was seconded by Ms. Summer. Approval was unanimous.

Agenda Item E - Meeting Schedule for 2008. A meeting schedule was included in the Board packet. Trustees should advise Chair Buck of any conflicts.

Agenda Item F - Report of the Chair. Mr. Buck drew attention to the Committee Volunteer Form that had been distributed in the packet. He encouraged trustees to submit their requests for committee work as soon as possible.

Mr. Buck made brief mention of former Director Michael C. Mahaney's retirement reception, stating things went very well. Attendance was estimated at 200+ guests.

Agenda Item G - Committee Reports.

Agenda Item G.1 - Executive Committee. The Committee met on January 17, 2008. Trustees Buck, Horton, Panty, Pordum and Summer were present. Mr. Berger was unable to attend. Staff members Mary Jean Jakubowski, Kenneth Stone and Doreen Woods were present for portions of the meeting, which began at 4:00 p.m. The group entered executive session at 4:05 p.m. and concluded the session at 5:05 p.m. The Executive Committee voted unanimously to recommend to the full Board that Ms. Bridget Quinn-Carey be appointed to the position of Library Director. Mrs. Woods was asked to notify all trustees immediately of this recommendation.

Next, the Board agenda for the January 24th meeting was reviewed. Following that, Deputy Director Kenneth Stone introduced Resolution 2008-1, which would award a contract for voice telecommunication services to Broadview Networks. The E-rate program provides a 42% cost savings for telecommunications. Due to E-rate deadlines, Mr. Stone requested Executive Committee approval of this resolution so the contract could be submitted to the Erie County Fiscal Stability Board for approval at its next scheduled meeting, which takes place on January 23rd. The resolution was approved unanimously.

Trustee Summer reported on the Nominating Committee meeting. Calendars for both Executive Committee and Board meetings were reviewed and adjusted. Finally, a discussion was held about the creation of a new Special Committee of the Board called "Community Partnerships." This Committee will aid in the development of partnerships with local agencies, educational institutions and businesses. Mr. Buck interjected that this Committee already has a couple of projects to consider and should begin its work very soon. The Executive Committee adjourned at 5:35 p.m.

Agenda Item G.1.a - Approve Contract for Telecom Services. This resolution was approved by the Executive Committee on January 17, 2008.

RESOLUTION 2008-1

WHEREAS, the Buffalo and Erie County Public Library provides local voice telecommunications services to the System's 37 locations, and WHEREAS, these services

are eligible for E-rate program discounts, which currently pay 58% of the cost of the Library's service, and

WHEREAS, pursuant to E-rate program requirements, on December 12, 2007 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 three (3) vendors submitted proposals in response to the RFP, and

WHEREAS, the Library's RFP review committee determined that the costs for the service as proposed by BROADVIEW NETWORKS were lower than the other proposals, and

WHEREAS, the committee's review of vendor qualifications, technical and service proposals found the BROADVIEW NETWORKS 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 BROADVIEW NETWORKS as the lowest cost response for the telecommunications RFP, and be it further

RESOLVED, that the Library Director and/or her designee(s) is authorized to negotiate and execute the necessary documents to enter into a three-year agreement with BROADVIEW NETWORKS pursuant to the terms and conditions of the RFP that, regardless of starting date, the first term would end June 30, 2011 (coincident with the E-Rate funding year) and the agreement would include up to three one-year renewal options, and be it further

RESOLVED, that the Library Director and/or her 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.

Agenda Item G.2 - Budget and Finance Committee. Richard Berger stated there were no resolutions to consider this month. He asked Mr. Stone to report on monthly financials.

Agenda Item G.2.a - Monthly Financial Report. The monthly report for the period ending November 30, 2007 was presented for information. Mr. Stone updated trustees on the Governor's proposed budget, which was released earlier in the week. Overall, State Library Aid is down one percent, roughly \$800,000 state-wide. Other special funds provided by the Legislature last year are not in the budget for the coming year. The B&ECPL could be looking at a loss of about \$170,000 depending on aid formulas. Mr. Stone projects sufficient savings from 2007 to help mitigate that shortfall if it occurs. However, close attention must be paid to this area of funding for fiscal year 2009.

Agenda Item H - Report of the Director. Interim Director Mary Jean Jakubowski shared a letter the Library received complimenting it on the addition of Fables Cafe to the Central Library. Mrs. Jakubowski informed trustees the annual New York Library Association event known as Library Day in Albany will take place on March 11th. This is a wonderful opportunity for library supporters to speak with members of the Western New York delegation about library issues, including funding. She invited any trustees who might be interested in participating in this activity to contact her. Upon concluding her remarks, Mrs. Jakubowski asked Deputy Director Stanton Hudson to update trustees on the annual mail campaign.

Mr. Hudson reported \$21,257 had been received in only four weeks. This is slightly higher than the total collected during last year's entire 26-week campaign. The 2007 campaign had 419 donors. Thus far in 2008, 454 donors have contributed. A handout with more detailed information was distributed to trustees. In response to a previous suggestion from Sheldon Berlow regarding publicity for the campaign, Mr. Hudson reported that localized press releases are being distributed throughout Erie County thanking residents and detailing what the additional dollars are going to mean in each community. At the end of each press release, a note informs readers the B&ECPL is currently in the midst of an annual donor appeal to raise funds that will assist the Library in continuing to serve the fundamental needs of the community. The statement concludes with a phone number and website address inviting residents to contact the Library for more information about supporting libraries. The press releases are intended to gain additional publicity for this campaign.

Mr. Hudson reminded trustees the annual Trustee Workshop will take place at the Central Library on March 15th. Arrangements have been made to bring noted author Jerome Charyn in for a special program and book signing in the afternoon. Mrs. Jakubowski stated Mr. Charyn has a new book coming out in February about the Revolutionary War entitled, Johnny One Eye. Mr. Buck said Trustee Workshops are always very worthwhile and encouraged trustees to consider attending this year.

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

Library Director Search Update: The Board's Executive Search Committee conducted six telephone interviews for the Director position on December 10th and 11th. Three finalists were identified: Mary Jean Jakubowski, Deputy Director/Chief Operating Officer, B&ECPL; Linda Mielke, Senior Management Consultant, Library Systems and Services, LLC and Bridget Quinn-Carey, Director, Essex Library Association, Essex, CT.

Lancaster Library Appoints New Director: Human Resources Officer Doreen Woods assisted the Town of Lancaster in its search for a library director to fill the position vacated by William Sutton, who retired after 34 years in November 2007. After interviews on December 13th, James Stelzle, former Business Science and Technology librarian, was selected to assume director duties on January 7th.

Contract Negotiations Continue: Contract negotiations between the Library and the Librarians Association continued on Friday, December 14th.

eCommerce debuts January 10th: Under the direction of Chief Information Officer Shirley Whelan and Coordinated System Services Administrator Carol Batt, the convenience of patron-initiated online library fine and fee payments using a credit card is now available on the Library's home page, "My Account" page and Web2 catalog. MasterCard, Visa and Discover credit cards are accepted. The "soft" introduction of this new feature was done with little fanfare to allow staff, including Network Support and the Business Office, to resolve any issues and idiosyncrasies that might arise. The first day proved successful with \$47.50 in fines and fees paid by a library patron, who was then able to renew materials. Chief Financial Officer Ken Stone, Interim Director/Chief Operating Officer Mary Jean Jakubowski, Public Relations and Communications Officer Paula Sandy, Web Page Master David Wojtasik and System Engineer Toni Naumovski also played significant roles to ensure a smooth opening.

Computer Reservation and Printing Module Implementation Continues: The buzz continues around Envisionware, which is now installed at eight (8) locations: Dudley, Crane, Central, West Seneca, Aurora, Merriweather, Kenmore and East Delavan libraries. Patrons remain enthusiastic in this self-service product, appreciating continued rollout, as many patrons use multiple libraries. Staff is enjoying the opportunity to return to library business that was often delayed or forgone by the time-consuming process of logging patrons on and off of public access computers. More libraries are expected to receive Envisionware in the near future.

Annual Appeal Plans Finalized: Under the direction of Chief Development and Communications Officer Stanton H. Hudson, copy and design for the Annual Fund Appeal, as well as distribution lists, were finalized. Network Support coordinated various aspects of production and mailings with the mailing house. Mr. Hudson will report on the status of the Appeal during the January 24, 2008 Board Meeting.

2008 Materials Budgets Established: Coordinated System Services Administrator Carol Batt and Interim Director/Chief Operating Officer Mary Jean Jakubowski established materials allocations for all B&ECPL locations. The 2008 materials budget is \$3,759,180.

Used Computer Sales: Local residents flocked to the East Delavan Branch Library on December 15th and to the Niagara Branch Library on December 22nd to purchase obsolete B&ECPL computers. Ninety-seven computers were sold, with sales grossing over \$6,000. Following the completion of the sales, several computers were donated to charitable organizations.

Celebrations of the Season: The winter Jazz Composers series continued at the Frank E. Merriweather, Jr. Library on December 1st, 8th and 15th. Explore & More...a children's museum conducted several "Make a Graham Cracker House" programs throughout the Buffalo Branches. More than 150 children and adults attended. Spoken Word, a poetry reading session, was held at the Frank E. Merriweather, Jr. Library December 9th. Poet Rose Salley hosted the event, at which several local poets showcased their work. Nickel City Reptiles crawled and slithered to the Niagara Branch Library December 26th. An early New Year's Eve Celebration took place in the Children's Room on December 27th. The participants, 19 children and 14 adults, enthusiastically rang in the New Year - a little ahead of schedule. The Frank E. Merriweather, Jr. Branch hosted a Kwanzaa celebration December 28th.

Computers Reallocated to the Erie County Correctional Facility: Working with Captain Bienko from the Erie County Correctional Facility, Institutional Services Librarian Monica Mooney received approval for the B&ECPL to deliver and set up six "new" computers in the Law Library of the E.C.C.F. The residents, who use computers to develop correspondence, legal briefs, etc., expressed many thanks to staff as the facility has been without working computers for several months. Dave Kozlowski of Network Support provided technical assistance.

Library Community Connections: Institutional Services Librarian Monica Mooney met with staff members of the Erie County Home and Infirmary on December 11th to demonstrate various library services available through the Library website and catalog. Popular Materials Librarian Britt White conducted two graphic novel workshops for Nioga Library System staff and the Orleans Niagara BOCES System on December 12th and 13th respectively. Humanities and Social Sciences Librarian Angela Pierpaoli and Children's Room Librarian Kerra Alessi presented B&ECPL electronic resources at the Buffalo School Librarians Conference on December 18th. Grosvenor Room Librarian Pat Monahan gave an overview of local history resources to 19 students at the Squeaky Wheel Media Center on December 27th. Students will use the information to research and produce a video about the East Side of Buffalo.

Central Library Front Entry Ramp Light Timers Adjusted: To save energy, outdoor lighting at the Central Library is activated by mechanical timers, which are adjusted periodically throughout the year because the location of electric service and fixture age make photovoltaic activation impracticable. An astute trustee recently reported that some of the lighting was activating too close to the end of twilight. Maintenance staff adjusted timers the next day. A number of street lights near the Central Library are currently non-functioning. Maintenance staff have surveyed the streets adjacent to and across from the Library and reported same to National Grid. National Grid services streetlights in Buffalo. Buffalo Place staff were also advised of this situation as this impacts its service area.

Archival/Rare Book Secured Environmentally Controlled Storage Project Nearing Completion: This reconstructed tier space will house and preserve the Library's valuable rare and historically significant materials in a climate-controlled secure space. Presently, only the Mark Twain Room has the level of climate control needed to adequately preserve these types of material. The physical space construction is complete. Duct work and security system installation is now underway. Delivery of the specialized climate control equipment is scheduled for March 1st.

Miscellaneous Meetings and Appearances: Humanities and Social Sciences Librarian Charles Alaimo and Institutions Librarian Monica Mooney attended the New York State Library Association Institute Program, "The Accessible Library," at the Henrietta Public Library on December 7th. On December 11th, Business, Science and Technology Manager Nancy Mueller, Humanities and Social Sciences Manager Elaine Barone and Librarians Kara Stock and Kathy Galvin attended an onsite Webinar: "Guide to Roving Reference: Essential Service for Library 2.0." eBranch/ILL Library Associate Ros Damico and Humanities and Social Sciences Senior Library Clerk Helen Piatkowski attended "The Indispensable Assistant" seminar at the Hyatt Regency Hotel on December 12th. Human Resources Officer Doreen Woods arranged an audio conference on Religious Accommodation and the Holiday Season...What is Legally Permissible.

Conducted on December 19th, several staff members in attendance commented on the timeliness and value of the program. Also on the 19th, Buffalo Branches and Community Connections Administrator Ann Kling and Institutions Librarian Monica Mooney attended the Outreach Advisory Board Meeting at the Frank E. Merriweather, Jr. Library. Business, Science and Technology Librarian Daniel Caufield attended the SCORE year end managers' meeting and luncheon, speaking briefly about the Library's resources and the partnership between SCORE and the Library. Chief Development and Communications Officer Stanton H. Hudson, Jr. met with key Buffalo Museum of Science staff to begin discussions of how the Milestones of Science might be integrated into plans by the Museum of Science and other organizations in the community to celebrate the International Year of Astronomy, the 400th anniversary of Galileo's invention of the telescope and Charles Darwin's birth and publishing of Origin of Species anniversaries. Public Relations and Communications Officer, Paula Sandy met with Just Buffalo staff to continue discussing this year's Big Read Kick-Off scheduled for February 1st at the Central Library Ring of Knowledge. Both Ms. Sandy and Mr. Hudson are working with the National Federation for Just Communities to collaborate on the Ring of Knowledge display for the Martin Luther King Day Celebration (January 18th), Black History Month and the Big Read. Central Library Administrator Peggy Skotnicki attended meetings of the WNYLRC Board and Marketing Committee. Coordinated System Services Administrator Carol Batt participated in WNYLRC's Continuing Education Committee and on the Town of Tonawanda Public Library Building Advisory Committee. Buffalo Branches and Community Connections Administrator Ann Kling participated in a meeting of the WNYLRC Regional Automation Committee, which she chairs.

Agenda Item I - Public Comment. Elizabeth Berry, President of Save Our Libraries, welcomed the new Director and wished her well in the ongoing work of continuing to provide quality library services to residents of Erie County.

Agenda Item J - Unfinished Business. No unfinished business.

Agenda Item K - New Business.

Agenda Item K.1 - LSTA Summer Reading Program 2008. Central Library Administrator Peggy Skotnicki introduced this item. The B&ECPL participates in New York State's summer reading program every year. The themes for 2008 are "Catch the Reading Bug" for children and "Metamorphosis" for teens. The Library is eligible to receive \$12,000 for a grant supporting the program, which helps reinforce reading habits in young patrons at libraries throughout the System. This resolution seeks approval of the grant application as well as approval to amend the 2008 grants budget when the grant is awarded. Ms. Summer moved and was seconded by Ms. Horton. Approval was unanimous.

RESOLUTION 2008-3

WHEREAS, more than 29,700 children participated in the Buffalo and Erie County Public Library (B&ECPL) 2007 Summer Reading Program, and

WHEREAS, the B&ECPL is thereby eligible to apply for a mini-grant of \$12,000 to purchase incentives, supplies and materials in support of the Statewide 2008 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 \$12,000 for the 2008 Statewide Summer Reading Program and authorizes the Library Director to submit that application, and be it further

RESOLVED, that if the grant application is awarded in the requested amount, the B&ECPL Board of Trustees authorizes amending the 2008 Grants Budget by appropriating grant revenues and expenditures in the amount of \$12,000 to support the 2008 Summer Reading Program.

There being no further business, on a motion by Ms. Pordum and a second by Ms. Horton, the meeting adjourned at approximately 4:41 p.m.

Respectfully submitted,

Frank Gist
Secretary

Attached:
Library Director Compensation Package

SALARY: \$107,500

Benefits in Addition to standard (FICA, Worker's Compensation, unemployment, etc.):

VACATION:
20 days/ 0 - 14 years
25 days/ 15 - 24 years
30 days/ 25 or more years
(10 days credited immediately upon start of employment)

HOLIDAYS: 12 paid holidays per year (4 of these are floating holidays)

SICK LEAVE: 15 days per year - accumulates on a bi-weekly basis to 215 day bank

HEALTH/DENTAL INSURANCE:

Individual or family coverage after one month of employment
Single health care provider (currently BlueCross/BlueShield) - 3 plan levels
(Plan administrator and Plan components subject to change pursuant to determination of the Erie County Labor Management Healthcare Fund)
Employee pays 15% of monthly premium, plus additional charge for Enhanced Plan

Health Insurance Core plan value:

Family \$11,919 (Current Rate, changes annually)
Single \$4,233 (Current Rate, changes annually)

Dental Plan - GHI Preferred

Family plan premium \$7.22 per mo. (Current Rate, changes annually)
Single plan premium - paid in full

Dental Plan value

Family \$867 (Current Rate, changes annually)
Single \$248 (Current Rate, changes annually)

PERSONAL LEAVE: 4 days per year after one full year of continuous employment

RETIREMENT: Membership in New York State Employees Retirement System - Tier 4

Employee Contribution: 3% (first 10 years, 0% thereafter)

2007 Employer contribution: 8.80% (Current Rate - changes annually)

This is a defined benefit plan; benefit dependent upon highest three year average. Vests in five years.

DEFERRED COMPENSATION

Optional before-tax retirement savings and investment program available through payroll deduction 457/403b eligible (no employer contribution)

OTHER

One-half hour paid lunch

Flex benefit package (no employer contribution)

Retiree health insurance (employee contributes 50% of cost)

Disability insurance*

Fringe benefits as % of salary: 27% - 33% (estimate)

*B&ECPL does not participate in the New York State Disability program. Employees are encouraged to obtain private disability insurance. Disability insurance is available through payroll deduction.