

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
MARCH 20, 2008

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, March 20, 2008, in the Central Library pursuant to due notice to trustees. The following members were present:

W. Lawrence Buck, Chair
Frank Gist, Secretary
Phyllis A. Horton
Annette A. Juncewicz
Hormoz Mansouri
Elaine M. Panty
Judith K. Summer
Wayne D. Wisbaum

Excused:

Sheldon M. Berlow, out of town
Richard L. Berger, out of town
Jack Connors, out of town
Rebecca L. Pordum, out of town
Mario J. Rossetti, conflict
Sharon A. Thomas

Agenda Item D - Report of the Chair. (Item taken out of order as a quorum was not yet in attendance.) Chair W. Lawrence Buck thanked trustees who were able to attend the Annual Trustee Workshop on March 15th. The general consensus was that the meeting was very worthwhile and informative. Selected informational items from this workshop will be distributed to B&ECPL trustees at the April Board meeting.

Mr. Buck welcomed Bridget Quinn-Carey to her first Board meeting as Director. He reported Bridget was interviewed by WBFO Radio on March 5th to help promote the "Gusto at the Gallery" event as well as articulate her plans for the B&ECPL. The Chair believes Bridget is off to a fast start, and he looks forward to good things in the future.

The Chair commended trustees for contributing to the Library's annual campaign. He anticipates full participation by B&ECPL Board members. On topic, Deputy Director Stanton Hudson reported \$30,000 had been received to-date. This campaign has netted more to-date than was grossed all of last year, tempered by the fact the mailing went out to nearly three times as many people this year. Mr. Hudson said the plan going forward is to conduct two campaigns per year, one in early summer that ties in

specifically with children and teen programming as well as the annual appeal, which will begin in November 2008. This is all part of relationship building and will take time to become established. The list of potential donors was derived from the Library's own opt-in informational email list and the list developed from last year's campaign.

Ms. Panty asked for more information on the Bodnar bequest, which was mentioned in Mr. Hudson's written report. Mr. Hudson said the money is unrestricted and the bequest was a pleasant surprise.

Wayne Wisbaum arrived and a quorum was in place, whereupon Chair Buck called the meeting to order at 4:17 p.m. in the Joseph B. Rounds Conference Room.

Agenda Item B – Approval/Changes to the Agenda. Approved as mailed.

Agenda Item C – Minutes of the Meeting of February 21, 2008. Ms. Horton moved, Ms. Panty seconded, and approval was unanimous.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Phyllis Horton reported Trustees Buck, Berger, Horton, Pordum and Panty were present, as was Bridget Quinn-Carey, Mary Jean Jakubowski and Kenneth Stone. The meeting was called to order at 4:10 p.m. Agenda items and proposed resolutions for the upcoming Board meeting were reviewed.

The Executive Committee recommended the meeting scheduled for April 14th with County Executive Chris Collins be held at the Central Library rather than the Rath Building. Mrs. Pordum suggested obsolete PCs being replaced by new Gates grant PCs in various contracting libraries be made available for sale at libraries within those communities. Staff will follow through on these recommendations.

Mrs. Pordum moved to enter into executive session at 4:25 p.m. to discuss matters of personnel. She was seconded by Phyllis Horton; the motion passed unanimously. Mr. Berger moved to exit executive session at 4:55 p.m., seconded by Ms. Horton and approved unanimously.

Mrs. Jakubowski announced that Mrs. Quinn-Carey will give a State of the Library address on April 16th at 10 a.m. and 2 p.m., with a reception to follow each session. She will give an overview of the Library System and her vision for its future. Invitations will be sent to staff, contracting library trustees, elected officials and the media. There was no other business to come before the Committee. Ms. Horton moved to adjourn; seconded by Mr. Berger. The meeting adjourned at 5:10 p.m.

Agenda Item E.2 – Budget and Finance Committee. Mr. Stone reported on the debut of the IncomeTaxi outreach service, operated out of a mobile unit leased by the Library.

Agenda Item E.2.a – Contract Library Transfers. Mr. Stone said the transfers within the Amherst and Cheektowaga Public Libraries are routine and requested Board approval. Upon motion by Ms. Summer and a second by Ms. Horton, approval was unanimous.

RESOLUTION 2008-8

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

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approve transfers totaling \$9,669 within the 2007 budget of the Amherst Public Library and \$690 within the 2007 budget of the Cheektowaga Public Library.

Agenda Item E.2.b – New York State Construction Grant Awards and Budgeting. This resolution would adopt New York State Construction Grant awards and incorporate those funds into the budget for the Central Library and Buffalo Branch libraries. In addition, a number of contracting libraries also received awards. Those grants will be administered directly by the contracting libraries. On motion by Ms. Juncewicz and a second by Ms. Horton, approval was unanimous.

RESOLUTION 2008-9

WHEREAS, on September 20, 2007 the Board of Trustees adopted resolutions 2007-35, 2007-36 and 2007-37 requesting New York State \$14 million Library Construction Grant Program funding to help address capital needs at the East Delavan, Niagara and Central Libraries, and

WHEREAS, on October 18, 2007 the Board of Trustees adopted resolution 2007-43, 2007-44, and 2007-45 requesting New York State \$800,000 Library Construction Grant Program funding to help address capital needs at the Central, Merriweather and Crane Libraries, and

WHEREAS, the Buffalo & Erie County Public Library Board of Trustees strongly supports these projects, which are consistent with the goals outlined in Expanding Horizons: Directions for Superior Public Library Service in Erie County and the System Five-Year Plan of Service, and

WHEREAS, the Library has received notice that \$488,347 in New York State Public Library Construction Grant funding has been awarded for these projects, and

WHEREAS, the next step to implement these projects is to budget the grant proceeds and B&ECPL's local share contribution consistent with the above resolutions, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees amends the Library Grants Budget to establish these State Public Library Construction Grant projects, budgeting grant proceeds and B&ECPL's local share contribution pursuant to the above resolutions as shown in the attached Exhibit 1, and be it further

RESOLVED, that the Library Director or her designee is authorized to submit this Grant for review as may be required by the Erie County Fiscal Stability Authority.

**Resolution 2008-9 Exhibit 1
NYS \$14 Million AND \$800,000 Public Library Construction Grant Programs 2007-2008**

Description	Local Funds		NYS Const Grant	Total	Grant Pgm
	Buffalo City/Alt Fnd.	B&ECPL			
Buffalo Branch Library Projects					
East Delavan Rehabilitation, Security & Energy Saving Improvements.	\$49,805	\$19,555	\$69,360	\$138,720	\$14 M
Niagara Rehabilitation, ADA Lift/Restrooms, Security & Energy Saving Improvements.	\$213,768	\$21,813	\$235,579	\$471,160	\$14 M
Crane - Add two single door ADA automated door openers	\$0	\$2,968	\$2,967	\$5,935	\$800k
Merriweather - Add two single door ADA automated door openers and provide power and control wiring for Auditorium Projection Screen	\$0	\$3,848	\$3,847	\$7,695	\$800k
Total Buffalo Branches Libraries	\$263,573	\$48,184	\$311,753	\$623,510	
Central Library Interior/Exterior Renovation/Reconfiguration, Dual Fuel Energy & Archival Preservation					
Exterior Sidewalk Replacement	\$0	\$91,267	\$91,267	\$182,534	\$14 M
Reconstruct and rehabilitate four ADA accessible public restrooms on first and second floors (mens and womens on each floor)	\$0	\$63,923	\$63,922	\$127,845	\$14 M
Reconfigure space to create Teen Room	\$0	\$13,495	\$13,493	\$26,988	\$800k
Reconfigure lobby space to meeting/presentation & office space	\$0	\$22,333	\$7,912	\$30,245	\$800k
Total Central Library	\$0	\$191,018	\$176,594	\$367,612	
Combined Buffalo Branches & Central Library	\$263,573	\$239,202	\$488,347	\$991,122	

B&ECPL Local Funds Sources - Buffalo Branch & Central Library Projects

B&ECPL Private Funds Including Branch Encore Accounts Budget as Other Income Revenue Line in Grant Budget.	\$102,719	Central, Crane Projects.
Reduce B&ECPL Designated for Grant Local Share Match Fund Balance Account and Budget as "Use of Fund Balance Revenue" to Grant Project (includes advance for City/Alt. share)	\$263,573	Central, East Delavan, Merriweather, and Niagara Projects
Total B&ECPL Local Funding to be budgeted into B&ECPL SAP Grant Projects:	\$263,573	\$239,202

Agenda Item E.2.c – Approve Gates Grant Application and Authorize Budgeting. Mr. Stone said this resolution is a follow-up to 2008-5, approved in February, which committed to providing matching funds. It authorizes submitting the grant application to Albany before the April 1st due date. Ms. Panty moved, Ms. Summer seconded, and Resolution 2008-10 was approved unanimously. Mr. Gist asked how much grant money the Gates Foundation has provided to the B&ECPL to date. Mr. Stone replied over \$1 million has been received. Trustees commented how beneficial these grants have been. Library computers are always in use and the facility seems very busy.

RESOLUTION 2008-10

WHEREAS, on February 21, 2008 the Board of Trustees of the Buffalo and Erie County Public Library adopted Resolution 2008-5, which authorized the Library Director or her designee to undertake the Gates Opportunity Online Hardware Grant Program Phase 1 application process and coordinate responses from participating libraries, and

WHEREAS, Resolution 2008-5 also provided for: (1) 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 (2) authorizing the Library Director or her designee to execute memoranda of understanding with each eligible contracting library committing to the match amounts needed, and

WHEREAS, the application has been completed and made available for Board Review and executed memoranda of understanding have been received from each eligible contracting library, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approves submitting Gates Opportunity Online Hardware Grant Program Phase 1 application to the Division of Library Development, New York State Library, on or before the April 1, 2008 application deadline, and be it further

RESOLVED, that upon notice of award of the grant, the Buffalo and Erie County Public Library Board of Trustees authorizes amending the Library Grants Budget to establish the Gates Opportunity Online Hardware Grant Program Phase 1 with \$96,979 in anticipated grant proceeds, and amending the operating budget to reflect the use of \$29,900 from the Library Fund's Designated for Contingencies – for equipment and technology replacement " balance sheet account, and be it further

RESOLVED, that should the grant award vary from the above, the change will be returned to the Board for review, and be it further

RESOLVED, that the Library Director or her designee is authorized to submit this grant for review as may be required by the Erie County Fiscal Stability Authority, and be it finally

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director and her designees to administer and disburse grant and match funding to the exclusive benefit of the recipient libraries as shown in Exhibit 1, plus \$6,279 for System administrative expense and \$1,000 for expenses to host the training associated with the grant and as provided for by the grant.

Exhibit 1

Gates Library Grant Initiative; Opportunity Online Hardware Grant Program; Eligible Libraries

Buffalo and Erie County Public Library

Library	Minimum # 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
Totals	46	\$29,900	\$89,700	\$119,600

Agenda Item F – Report of the Director. Bridget Quinn-Carey thanked trustees for entrusting this organization to her and giving her the opportunity to lead the B&ECPL. The past three weeks have been a fantastic experience. The Director feels she has a great team to work with, and said everyone has been welcoming and helpful.

Mrs. Quinn-Carey pointed out two handouts distributed at the meeting. One item was the Director’s “First 100 Days” memo, which is her intended “to do” list. These tasks

will enable her to get a feel for the organization, learn how each library differs from the others in the System and how staff members interact. If there are things that anyone feels Bridget has missed or issues that need to be looked at, let her know.

The second item is the Director's Vision Statement. This is based on B&ECPL planning documents as well as information gleaned from the interview process and during meetings with various staff. This document provides a straightforward baseline of talking points on how the Library intends to reach out to the public to be responsive, community-centered, innovative, collaborative and will seek to enhance and create new relationships. The Vision Statement is a work in progress and will adjust as need be. It is a succinct statement about where leadership plans to take this organization in the next few years.

The Director plans to alter monthly reports in the future so information pertaining to contracting libraries will also be included, a few each month on a rotating basis, to give trustees a better feel for the entire System, not just Central and city branches. In response to preferences of trustees in attendance, Mr. Hudson will continue to issue a separate monthly report.

Ms. Panty inquired about the meeting with County Executive Chris Collins. Mr. Buck said he hopes to discuss the escalator replacement project at that time. Mr. Stone said the overall cost of that project has now been reduced due to New York State construction grant funds. A portion of that will go toward replacing first floor public restrooms. The cost for restroom replacement was originally included in the escalator project due to their proximity to the escalators.

Mr. Gist asked Mrs. Quinn-Carey if she was familiar with the Cohen Report. Although outdated, it nevertheless gives a good feel of the magnitude and variety of libraries that make up the B&ECPL System. The Director stated she read the report when it was first issued. That document was well-known in the library community and has been used in library schools as a teaching aide for its suggestions on consolidation and the approach the Cohens took. She also re-read the report since her arrival in Buffalo. Mr. Wisbaum added it might be helpful to read newspaper articles from that time period as there was a huge amount of controversy involved. Many of the things in that report are still applicable today, and in some cases may be even more germane. He also suggested that the Director meet with County Legislature Chair Lynn Marinelli. Mrs. Quinn-Carey stated she has a meeting scheduled with Ms. Marinelli on April 7th. She also hopes to meet with Mayor Byron Brown in the near future.

Mr. Buck stated the Executive Committee has talked to Bridget and given her guidance on various individuals she needs to meet, including all County legislators, Buffalo Common Council members, and State legislators. Bridget already met some State legislators when she attended Library Day in Albany on March 11th. She also intends to

meet with staff and boards of all contracting libraries in April and May. March meetings have focused on meeting Central Library staff and visiting city branch libraries.

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

A Warm Welcome

Thank you to everyone for greeting my arrival with such enthusiasm, energy and congeniality. I already feel like part of the library family, and know we will work very well together.

My first weeks on the job have been filled with meetings, discussions, tours and library visits. On March 3rd I met with the full Administrative Team to discuss my *First 100 Days* plan and *Vision* statement, which outlines a path for becoming familiar with the people and culture of our organization, as well as key community contacts, legislators, media representatives and potential partners and sharing a message of collaboration and innovation. Copies of these documents will be available at the meeting. The culmination of this plan will result in short term goals that can be implemented quickly for maximum effect throughout the System. It will also impact the more detailed and long term *2008 Goals and Objectives*, which will be reviewed and updated quarterly upon completion.

To date I have met individually with most of the Administrative Team members, and twice as a group; visited each department in the Central Library; was introduced to, and had lunch with, the Library Foundation Board; attended the Merriweather Library's celebration of extended hours; was introduced to staff coordinating the *Get Graphic* grant program; toured the East Clinton and Dudley branch libraries; visited the Clarence Library to observe **Carol Batt**'s Envisionware training session; was interviewed by **Joyce Kryszak** of WBFO regarding *Gusto at the Gallery* event at the Albright-Knox Art Gallery; attended *Gusto at the Gallery* event and had the honor of introducing featured works from the Central Library's Special Collections; was introduced to **Kenneth Vetter**, Executive Director of the Erie County Fiscal Stability Authority; traveled to Albany with other Team members to meet with our State representatives regarding restoration of \$5 million to the State budget for library aid; and met with **Michael Mahaney** for a pep talk and review of New York library laws, regulations and procedures.

Upcoming engagements for the rest of March and beginning of April include the Arts Council Awards Luncheon; the Association of Contracting Library Trustees workshop and presentation by author **Jerome Charyn**; the launching of the Income Taxi (details provided in the CFO report); visits to the East Delavan, Riverside, North Park, Niagara and Crane Libraries; and attending events with **Stanton Hudson**, including a program with the regional coordinator for the NPR Story Corps program and meeting with the

Director of the Buffalo Museum of Science. I will be working with Board and staff members to set up appointments with county and state legislators, County Executive **Chris Collins** and other county department heads, the Common Council and Mayor **Byron Brown**. I will also be visiting each of the contracting libraries.

The **State of the Library System** address will be presented on April 16th at 10 a.m. and 2 p.m. in the Central Auditorium. This is intentionally scheduled during National Library Week, and will be an excellent opportunity to meet staff and share our vision for the future. We will invite key constituents and the media to attend the event. More details to follow in the coming weeks.

Report of the Chief Operating Officer

EnvisionWare PC Reservation and Printing Module Implementation Continues:

Twenty-two libraries are now using EnvisionWare, with more being added weekly. The libraries implemented in February include city branches Niagara, Riverside, North Park and East Clinton along with the following contract libraries: Julia Boyer Reinstein, Eggertsville-Snyder, Clearfield, Williamsville, Grand Island, Concord, Lackawanna and Angola.

Library Day in Albany: On Tuesday, March 11, 2008, Library Director **Bridget Quinn-Carey**, Chief Operating Officer **Mary Jean Jakubowski**, Public Relations and Development Officer **Paula Sandy** and Central Library Administrator **Peggy Skotnicki** participated in the New York Library Association's 2008 Library Lobby Day: *Open Doors - Fund New York's Libraries*. Main talking points included restoration of \$5 million to library aid, book aid support and the reduction in percent of matching funds for state construction money. Discussion was well received, and restorations are being proposed by both the Senate and Assembly. Amherst Public Library Director **Roseanne Butler-Smith** also attended.

B&ECPL Celebrates *The Big Read*: The Buffalo and Erie County Public Library hosted 13 events at 10 different library locations to celebrate *The Big Read* in Western New York during the month of February. More than 170 people attended book discussions, dramatic readings and movie screenings in celebration of Harper Lee's classic novel, *To Kill a Mockingbird*. The participating libraries were Central, East Delavan, Eden, Grand Island, Hamburg, Kenmore, Lake Shore, Merriweather, Newstead and West Seneca.

Author Visit: On February 4th, author **Sharon Draper** spoke to a full house at the Frank E. Merriweather, Jr. Library. Ms. Draper discussed her writing style and read passages from several of her books. Sponsored by BOCES and funded by a grant, everyone in attendance expressed their appreciation of the event. Project Flight donated 13 titles by Ms. Draper to Merriweather's young adult collection.

East Delavan Branch Library Hosts *Read to Succeed* Initiatives: On February 7th, the East Delavan Branch Library hosted the *Read to Succeed* Infant to School-age Taskforce meeting. The Taskforce is in the process of planning an April 26th event that will target early literacy in preschool-age children. The Library will participate in the event. In addition, *Read to Succeed's* *Ready, Set, Read* program sessions are planned and are poised to begin. Sessions will be held on Saturdays over the course of seven weeks. During the sessions, parents and providers are taught how to develop and promote literacy skills in children. The program, offered through E.P.I.C., is expected to expand to a regularly scheduled, ongoing initiative. *Read to Succeed* computer classes began on February 28th. The programs consist of training in various areas of literacy including financial, computer, reading, etc.

Crane Branch Library Receives Donation: Elaine Freidhaber from the Elmwood Village Garden Club donated \$75 for garden work at the Crane Branch Library. The donation filled Head Gardener **Tim Tuminno's** annual "wish list." Sincerest thanks to Ms. Freidhaber.

New Materials Being Added to Library Collections: High productivity levels in the Processing Department equal more new materials on library shelves. During the first two months of the year in 2007, 28,390 new items were processed. During that same time frame in 2008, a total of 35,959 items were made ready for circulation throughout the B&ECPL System. This represents a 27% increase in new materials processing. Healthy materials budgets provided libraries with the opportunity to purchase more items that better meet the needs of the reading, listening and viewing public.

Request Figures Increase at the Central Library: Automated requests for materials held at the Central Library took a deep cut when libraries were closed and collections were negatively impacted by materials budget cuts in 2005. Requests plummeted in the final quarter of 2005. Requests remained stagnant in 2006 and 2007, averaging just over 66,000 Central Library collection requests each year, about 50% of earlier years' averages. To date in 2008, the Central Library has experienced a request increase of 12% in January and 20.5% in February.

Programs, Programs, Programs: On February 6th, students in grades 1 through 5 from the Charter School of Applied Technology received a tour and program in the Central Library Children's Room. On February 21st, Nichols School 5th graders toured the Central Library and were assisted in researching medieval life. Students from the Amherst High School Honors program toured the Central Library on February 1st and February 29th. Humanities and Social Sciences Department Librarians **Kathy Galvin** and **Angela Pierpaoli** provided instruction on various literature databases. Librarian **Rob Skomra** arranged the tour. Gaming and discussion groups (Teen Advisory Group) occurred throughout February. A celebration of Punxsutawney Phil was held at the Riverside Branch Library on February 2nd. Library Page **Alicia Paolucci** entertained 18

children and four adults creating pop-up ground hog puppets and playing games while talking about the Ground Hog Day tradition. Popular Materials Librarians **Britt White** and **Andrew Maines** continue to develop, conduct and expand teen programming. In addition to Central's programs, several teen programs, including practice for the upcoming (April 19th) Guitar Hero Tournament, were held throughout city branches. Literally Speaking, the Central Library book discussion group, took part in *The Big Read*, discussing *To Kill a Mockingbird* by Harper Lee on February 19th. Actor and theater instructor **Beth Donohue Templeton** gave an overview and read selected scenes from the play. Discussion was led by Popular Materials Department Manager **Meg Cheman**. Many city branch libraries continue preschool and after school programs. More than 150 children and adults participated. State Senator **Antoine Thompson** held a Black History program at the Frank E. Merriweather, Jr. Library on February 22nd. Frank E. Merriweather, Jr. Branch Manager **Sandra Williams-Bush** conducted database programs for Zeta Phi Beta Sorority as well as for Empire State College students from **Dr. Catherine Collins'** Black History Class. Senior citizens from Metropolitan Church added the Merriweather Branch to their local Black History Month Tour. Ms. Bush provided a tour, highlighting the building's architecture and resources housed in the **William A. Miles** Center for African and African American Studies. Many of the seniors applied for or renewed library cards. Network Support Computer Operator **Sara Taylor** conducted two adult computer training classes at the East Clinton Branch Library and Dudley Branch Manager **Dorinda Hayes** conducted Internet Basics on February 25th. February 1st brought "Super Why" and "Princess P" - characters from the PBS program *Super Why* - to an enthusiastic crowd of preschooler's at the East Delavan Branch Library. Buffalo Branch East Cluster Manager **Claudia Yates** graciously volunteered to be Princess P. (We hear she was quite a character.) The program was held as an introduction to WNET's upcoming Kidfest and was sponsored by Project CARE.

Library Community Connections/Outreach: Crane Branch Manager **Peter Lisker** spoke to over 200 Canisius High School students on February 20th. He explained various library resources and encouraged students to participate in the Library's guitar raffle - requirement for participation ... read a library book! After much discussion with Correctional Facility administrators, a computer with Internet access has been installed in the Facility's Library Office. As a result, Librarian **Brian Hoth** has been able to streamline the interlibrary loan process for inmate requests - saving both time and money. The Niagara Branch Library was host to more than 190 refugees who attended classes sponsored by Journey's End Refugee Center in February. Institutions Librarian **Monica Mooney** and Library Clerk **Stephen Carson** participated in the "Getting to Know Buffalo" event at the Buffalo Psychiatric Center. The program was sponsored by the Health and Wellness Committee of the Buffalo Psychiatric Center. Monica and Stephen talked to the patients and outpatients about library services, including how to obtain a library card. Grosvenor Room Librarians **Amy Pickard** and **Pat Monahan** conducted a genealogical presentation on March 1st for the Church of Latter Day Saints

in Buffalo. Young Adult Librarian **Britt White** spoke to the University at Buffalo Student Chapter of the American Library Association about graphic novels and teens on February 26th. SCORE conducted an all day workshop at the Central Library on February 27th. Business, Science and Technology Department Manager **Nancy Mueller** provided an overview of business resources. New sessions of F.R.E.E. Time, the Central Library Children's Room family programming series, resumed with programs including *Let the Games Begin* and Dr. Seuss' *Green Eggs and Ham*. This programming series was well attended at both sessions (17 and 35 respectively). After school programs continue to be popular in the city branches. Central Library Children's Room Librarian **Mary Ann Budny** conducted programs at the Niagara Branch, Riverside Branch, Dudley Branch and Frank E. Merriweather, Jr. Branch libraries. Niagara Branch Manager **Kathy Goodrich** is working with **Tina Washington-Abubeker** of Citizens Action Group to involve the Library in various after school programs. In addition to this initiative, Ms. Goodrich presented training to the Buffalo Provider Network: Linking Libraries with Literacy. East Delavan Branch Manager **Jamie Smith** and Central Library Children's Room Librarian **Mary Ann Budny** also participated.

Miscellaneous Meetings and Appearances: Popular Materials Department Manager **Meg Cheman** has been appointed to the SUNY Buffalo Department of Library and Information Studies Committee to establish a Distinguished Alumni Award. The first ever award will be presented during Commencement 2008. Public Relations and Development Officer **Paula Sandy** and Central Library Administrator **Peggy Skotnicki** helped to kick-off the 2008 *Buffalo News* Books for Kids drive. The drive runs from April 1st-April 30th – all B&ECPL libraries will serve as drop-off points for donations of new books. Materials will be distributed to needy children throughout Erie County. The campaign is being coordinated by *Project Flight*. Coordinated System Services Administrator **Carol Batt** participated in the Western New York Library Resources Council Continuing Education Committee.

Noteworthy News: Crane Branch Manager **Peter Lisker** qualified for the National Standard Amateur Ski Race (NASTAR) in Steamboat, Colorado. He is ranked first in his age/gender division in New York State. Congratulations Peter! Budding star and Dudley Branch Library Page **William Nowak** appeared in the *NEXT* section of the *Buffalo News* on February 27th as one of the cast members in Bishop Timon's production of *M*A*S*H*. The Niagara Branch Library was presented with a DVD player. Journey's End Refugee Center donated the player in appreciation of library services provided to their institution. Friends of the Riverside Library donated a new shop vac to the library. Thank you, Friends!

Report of the Chief Financial Officer

Former Library Vehicle to Debut as the Income Taxi at a press conference on Wednesday, March 19th. Daemen College, serving as the lead agency participating in

the United Way sponsored "Economic Self-Sufficiency Coalition of Western NY," has leased a former Library outreach vehicle for an alternative use that fits very well with its former mission. The Coalition has more than 50 organizations working to help low income families and individuals move to a greater level of financial self-sufficiency. The Library Board authorized a \$1 per year lease in Resolution 2006-60.

The Coalition has outfitted the vehicle with computer workstations to be utilized for several purposes with a target audience of low and moderate income families and individuals (incomes less than \$40,000). The uses identified presently include:

- Providing free tax preparation at locations with limited opportunity for community based tax prep sites or unique population needs;
- Conducting financial literacy training using computerized training work stations; target audiences range from adult to children. Local partners would assist in connecting to these populations and program delivery would be in the community at libraries, community centers and workplaces;
- Delivering computer training for populations who do not have easy access to appropriate facilities, such as a computer lab;
- Assisting with reading and math skill training for elementary school age children utilizing computer workstations and volunteer tutors from local colleges at libraries, after school programs and community centers.

Sites visited would include libraries so users can transfer skills developed and use the related resources within their local library.

Donation Supports Patron Parking When Visiting the Central Library: Thanks to a donation from a library supporter, the Central Library will soon offer patrons stamps for one hour of free parking per visit at nearby Buffalo Civic Auto Ramp facilities weekdays until 5 p.m. The closest facilities accepting the stamps are the Ellicott-Oak Lot immediately south of the Central Library; the Adam Ramp, one block further south on Ellicott Street; and the Mohawk Ramp, about one block north of the Central Library between Washington and Ellicott Streets. Weekday evening and weekend parking at most parking meters surrounding the Central Library are already free.

B&ECPL's State Library Construction Grant Requests Approved In Full: Grant funding under the \$14 million program totaled \$543,199 for the following projects:

- Boston Free Library:** roof replacement and ADA door opener - \$6,910;
- Buffalo's East Delavan Branch:** rehabilitation, security and energy saving improvements - \$69,360;
- Buffalo's Niagara Branch:** rehabilitation, ADA lift/restrooms, security and energy saving improvements - \$235,579;
- Central Library:** additional exterior sidewalk replacement and replacing public restrooms on the first and second floors - \$155,189;
- Eden Library:** boiler replacement - \$7,304;
- Elma Public Library:** paddle fans and electrical - \$2,847;

Grand Island Memorial Library: replace sidewalks - \$7,035;
Orchard Park Public Library: replace roof and insulation - \$53,750; and
West Seneca Public Library: replace 48-year-old windows - \$5,225.

Grant funding under the \$800,000 program totaled \$37,950 for the following projects:

Buffalo's Crane Branch: two single-door ADA automated door openers - \$2,967;
Buffalo's Merriweather Branch: two single-door ADA automated door openers and electrical for auditorium projection screen - \$3,847;

Central Library: reconfigure space to create a Teen Room and reconfigure second floor lobby space to meeting/presentation and office space - \$21,405;

Lackawanna Public Library: replace 20+-year-old fluorescent lighting with energy efficient fixtures - \$6,981;

Marilla Free Library: reconstruct chimney - \$2,750.

County Executive Collins Submitted List of 2008 Budgeted Capital Projects

Recommended for Bonding to the Erie County Legislature: The County Executive recommended bonding \$50.6 million for *"current projects that I believe need to move forward this year."* The recommendation included the Library's request for \$150,000 to combine with Library grant and private funding to replace the Library's fuel tank, deteriorated sidewalks and space reconfiguration to create mezzanine storage.

The 2008 County Adopted Capital Budget's \$2.2 million for replacing the nearly 45-year-old, five story escalator system with elevators and related asbestos abatement was not included in the \$50.6 million bonding recommendation. The Executive's communication stated that his administration *"is currently exploring and researching other capital projects that may be valuable to pursue. This is a topic that is time consuming and worthy of in-depth discussion. As those discussions progress, the Legislature will be kept abreast of any decisions that are made."*

Fine Revenue Results for February 2008: System-wide receipts for 37 libraries in the month totaled \$88,439.39. This compares to a total of \$85,190.23 in 2007, or an increase of \$3,249.16 and 3.81%. Year-to-date receipts totaled \$176,156.19, up \$1,640.45 and 0.94% over the same period in 2007.

The Central Library collected \$18,573.34 in the month, a decrease of \$640.47 and 3.33% from 2007. Buffalo Branches collected \$9,962.81, an increase of \$1,258.79 and 14.46% over the amount the eight branches collected in that month of 2007. Contracting libraries collected \$56,823.47, a decrease of \$448.93 and 0.78% over the amount they collected in that month of 2007. The above decreases were more than offset by E-commerce revenue of \$3,079.77.

The 2008 adopted budget of \$977,179 (\$540,179 for contracting libraries, \$437,000 for the Central Library and Buffalo Branches) anticipated 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. In addition to providing 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.

The budget anticipated 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 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 can be made. Patrons may view a list of their library fines and fees by accessing the My Account page using their library card number and PIN.

Report of the Chief Information Officer

“Corrections” Made to E-rate Applications: In the weekly “Schools and Libraries News Brief” issued immediately after the 2008 deadline, all applicants were advised to check the status of applications with an online tool provided on its web site. **Ken Stone** found that two B&ECPL applications showed as “Complete” and not “Certified in Window,” even though the actual applications displayed the correct status. Mr. Stone contacted the Schools and Libraries Division (SLD) and was advised to certify the application online. However, when he did this for one application, the status changed to “Certified – Out of Window.” While we are concerned about this error since it effects our largest discount request for data lines, we are cautiously optimistic because further documentation from SLD stated these errors will be corrected manually by SLD at a later date.

Envisionware E-Commerce Implementation Successful: In February, 261 payments were made using E-Commerce for a total of \$3,079.77. Given the minimal number of problems and the ability to identify and resolve all issues, **Ken Stone, Tracy Palicki** and **Shirley Whelan** feel the system has proven to be stable and plan to work with **Paula Sandy** to begin advertising the feature and encourage increased usage.

ILLiad Implementation Continues: Staff is now using the “lending” module and is pleased with the results. Plans to begin training on the “borrowing” module are next. Network Support staff has reviewed specifications for the scanner recommended for use with ILLiad. It was decided that answers to technical questions would be investigated by accompanying ILL staff on a follow-up trip to the University at Buffalo scheduled for mid-March. At that time, the team will also look at the fields updated by the scanner software in order to estimate the actual amount of time to be saved with its use in order to justify the high cost of the scanner.

Vocera Voice Communications System Reviewed: Documentation for the Vocera Voice Communications System was reviewed and discussed with **Peggy Skotnicki**, **Mary Jean Jakubowski** and **Johnny Hsu**. The Vocera system enables instant communications with mobile workers and could replace multiple devices, such as walkie-talkies, pagers, voicemail (and shouting), using wireless technology. It was determined that the system had many potential uses at the B&ECPL, but additional information is required regarding technical infrastructure upgrades necessary for the system. In a preliminary discussion with **David Meyerson**, NeTeam Innovations salesperson, he indicated that many additional wireless access points would be needed throughout the building (e.g., stairwells, elevators) to support the robust requirements of the voice communication badges. Mr. Meyerson offered to work with **Chip Campbell** and **Johnny Hsu** to estimate the number and cost for these devices after he receives blueprints of the Central Library.

Ms. Panty was excited to read about the opportunity for patrons to utilize one free hour of parking when they visit the Central Library. Convenient, affordable parking has always been a deterrent to expanding the patron base at the Central Library, and this initiative will be very well received by library patrons. Mr. Stone said signage and coupon books are now being prepared. Currently, there is no charge at most of the areas parking lots on weekends or evenings after 5 p.m. The Library is grateful to an anonymous donor who provided funds for this new amenity.

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 – Deputy Director COO Compensation. Mr. Buck called for a motion to enter executive session. Ms. Horton provided the motion and was seconded by Ms. Summer, at which point the Board voted unanimously to enter executive session at 4:45 p.m. Mrs. Quinn-Carey was asked to remain in the room. Other staff members exited. At 4:54 p.m. Ms. Panty moved to reconvene in public session. Mr. Wisbaum made a second; approval was unanimous. Ms. Horton moved for approval of Resolution 2008-11 and was seconded by Ms. Summer. The resolution received unanimous approval.

RESOLUTION 2008-11

WHEREAS, Buffalo and Erie County Public Library Director Michael C. Mahaney's retirement became effective January 5, 2008, and

WHEREAS, the process to recruit a new B&ECPL Director extended beyond Mr. Mahaney's retirement, and

WHEREAS, Deputy Director – Chief Operating Officer Mary Jean Jakubowski was B&ECPL's highest ranking administrator who met the necessary qualifications to serve as Library Director during this interim, and

WHEREAS, Mrs. Jakubowski's service as Deputy Director – Chief Operating Officer has been exemplary, and

WHEREAS, on December 20, 2007 the Board of Trustees adopted Resolution 2007-58 appointing Mary Jean Jakubowski as Interim Library Director at an annualized salary of \$96,701, effective January 5, 2008 and until such time as the Board of Trustees identified and appointed a permanent Director, and

WHEREAS, Mrs. Jakubowski successfully completed her service as Interim Director on March 2, 2008, and

WHEREAS, the Board of Trustees of the Buffalo and Erie County Public Library has exclusive authority to appoint Deputy Directors of the Library and set the salary of Deputy Directors pursuant to Section 6224 of the New York State Unconsolidated Laws, 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, sets the salary of Chief Operating Officer Mary Jean Jakubowski at \$96,701 effective March 3, 2008.

There being no further business, on a motion by Ms. Summer and a second by Ms. Horton, the meeting adjourned at approximately 4:55 p.m.

Respectfully submitted,

Frank Gist
Secretary