

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
February 21, 2013

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, February 21, 2013, in the Central Library pursuant to due notice to trustees. The following members were present:

Jack Connors, Chair
Theodore K. Johnson, Vice Chair
Elaine M. Panty, Secretary
Frank Gist, Treasurer
Amy Alvarez-Perez
Sheldon M. Berlow
Phyllis A. Horton
Sharon M. Kelly
John G. Schmidt, Jr.
Sharon A. Thomas
Wayne D. Wisbaum

Chair Jack Connors called the meeting to order at 4:07 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

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

Agenda Item C – Minutes of the Meeting of January 17, 2013. Minutes were moved by Ms. Panty, seconded by Ms. Horton and approved unanimously.

Agenda Item D – Report of the Chair. Chair Connors reported Consultant Libby Post of Communication Services performed trustee training this month on the Library District Initiative; work on the timetable is continuing, looking at possible public referendum in November 2014. Updates will continue.

Trustees were reminded the Library's Elected Officials Reception was being held following the meeting.

Together with Director Jakubowski and ACT President Suzanne Jacobs, Mr. Connors plans to meet with County Executive Mark Poloncarz February 22nd to update him on what the Library did in 2012, what it has planned for 2013 and what the outlook is.

Trustee Wisbaum arrived at approximately 4:12 p.m. and Trustee Schmidt at approximately 4:14 p.m.

Agenda Item D.1 – Committee Appointments. Committee appointment lists were distributed to trustees at the beginning of the meeting. Mr. Connors is willing to accommodate any changes, and he asked trustees to advise him in this regard. Mr. Wisbaum moved for approval of appointments as presented. He was seconded by Ms. Thomas, whereupon committee appointments were unanimously approved.

Mr. Connors commented, while committees are not required to meet a certain number of times per year, the Board's goal is for committees to meet at least once in a calendar year; some will need to meet more often due to the needs of the Library. Ms. Thomas, Chair of the Buffalo Library Services Committee, remarked she would like this committee to meet in the spring and fall and will contact members via e-mail to set a date and time for the first meeting. The Buffalo Common Council and Mayor's office will be invited to attend these two meetings.

In response to a question by Mr. Berlow, Mr. Connors communicated the Library does not have an audit committee. Discussion ensued.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Mr. Johnson read the following report of the Executive Committee which met February 14, 2013:

Present: Executive Committee members Jack Connors, Elaine Panty and Ted Johnson; Trustees Sheldon Berlow and Frank Gist; Director Mary Jean Jakubowski; and CFO Kenneth Stone. Libby Post of Communication Services was also in attendance.

Jack Connors called the meeting to order at 4:05 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Mr. Connors reviewed the agenda for the February 21st Board of Trustees meeting. Mr. Stone reviewed proposed Resolution 2013-5 – Central Library Switching Equipment Purchase. Mrs. Jakubowski requested a presentation on the Affordable Care Act by Human Resources Officer Jeannine Doyle be added to the agenda under "New Business." Mrs. Jakubowski explained the need for

guidance from the Board on this matter. Executive Committee agreed the presentation be added.

Mr. Connors reviewed the 2013 Committee Volunteer Appointments. A complete listing will be provided at the February Board of Trustees meeting.

The meeting adjourned at 4:30 p.m. Following the meeting Libby Post, conducted trustee training on "Working with Public Officials."

Agenda Item E.2 - Budget and Finance Committee.

Agenda Item E.2.a - Central Library Switching Equipment Purchase. Deputy Director CFO Kenneth Stone presented this resolution as explained below. Ms. Panty moved, Ms. Horton seconded, and approval of Resolution 2013-5 was unanimous.

RESOLUTION 2013-5

WHEREAS, a portion of the Central Library's network switching equipment is at or beyond normal end of life and needs to be replaced with new equipment that will be technologically up to date and able to handle the increasing data transfer requirements to move data to and from the Internet and our patron(s) public access computers and Wi-Fi equipped personal computers being used in the Central Library, and

WHEREAS, coincident with the 2012-13 e-Rate funding cycle, the Library, through the Erie County Purchasing Department, solicited bids from qualified vendors for the replacement equipment, receiving a lowest qualified bid of \$105,908, and

WHEREAS, the Library then submitted a request to the Universal Services Administration Company (USAC) that administers the Federal e-Rate program to cover 90% of the purchase of this equipment, and

WHEREAS, on February 5th, 2013 that request was approved by the Universal Services Administration Company in the requested amount of \$95,317, and

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

WHEREAS, these funds are maintained on the Library Fund's balance sheet as a "Committed fund balance - for equipment and technology replacement" which now has an available balance of \$985,695, now therefore be it

RESOLVED, that the Buffalo and Erie County Public Library Board of Trustees authorizes the use and budgeting of \$10,591 from the Library Fund's "Committed fund

balance – for equipment and technology replacement “to undertake these replacements, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to approve temporary transfers within the budget impacting objects of expenditure in excess of \$5,000 for the purposes of accommodating the delay between payment of telecommunications-related expenses and receipt of e-Rate discount reimbursements for those expenses, with said transfers being reversed upon receipt of the e-Rate reimbursement.

Agenda Item F – Report of the Director. Director Jakubowski’s written Monthly Report reflected a great deal of statistical information from 2012; she expressed it was a successful year and many of the Library’s statistics in 2012 did rise. Completion of 2012 Organization Competencies was very successful and soon there will be online access to view status information and reports on these. She thanked the Administrative Team for working hard on the Organizational Competencies.

Trustees were encouraged to attend the Association of Contracting Library Boards of Trustees (ACT) Annual Trustee Workshop on Saturday, March 23rd at the Central Library from 8:30 a.m. to 1 p.m. The flyer with full information will be sent out by March 1st.

As trustees were notified, the Association of Erie County Governments postponed the Library’s presentation for their February meeting; this has been rescheduled for April 25th. The Library’s presentation will be on the Special Legislative District Public Library initiative, being done by Ms. Jakubowski, Mr. Stone and Mr. Connors. Reminders will be sent out.

Work on the New York State Annual Report is under way with statistical information being gathered. This will be brought to the Board.

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

B&ECPL Monthly Report January 2013

2012 was a tremendous year for the Buffalo and Erie County Public Library (B&ECPL) and we have much to be proud of. Key accomplishments include:

- Circulation up by 1.2%
- Computer sessions up by 1.8%
- Website visits closing in on 6 million annually

- Programming attendance has surpassed 159,000
- 832 Technology programs conducted
- 129,000 items added to collections: 35,409 new titles
- Library catalog is now fully ADA compliant
- B&ECPL Central Library New York State – Division of Library Development 2012-2016 Plan of Service submitted/approved
- B&ECPL System New York State – Division of Library Development 2012-2016 Plan of Service submitted/approved
- Budget advocacy returned \$300,000 in restored funding from Erie County
- 2012 Library ROI (return on investment) \$6.56
- Fundraising surpasses \$258,000
- A new logo for the B&ECPL was introduced
- Library District Initiative moves forward – 20+ meetings, 15+ training sessions with Contracting Library Trustees, Association of Contracting Library Boards of Trustees (ACT), System Trustees, Administration and staff

Monthly Programming Statistics – January 2013

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	99	99	1853	1853
3.3 Children (age 6-12)	61	61	794	794
4.4 Teens	11	11	93	93
Intergenerational	22	22	438	438
5.3 Adults (excludes Technology)	88	88	1183	1183
TOTAL In Library Programs	281	281	4361	4361

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	24	24	75	75
System or Library-owned Cyber Train	29	29	395	395
TOTAL Adult Technology	53	53	470	470

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	9	9	316	316
Children (age 6-12)	0	0	0	0
Teens	0	0	0	0
Intergenerational	0	0	0	0
Adults (excludes Technology)	13	13	777	777
TOTAL Outreach (out of Library)	22	22	1093	1093

Highlights:

- On January 17th, the Library held its annual *Tribute to Martin Luther King, Jr.* program at the Central Library. Community activist and small business counselor Clifford Bell acted as Master of Ceremony for this program. Featured were the poems/stories of Eva Doyle, Annett Daniels Taylor and Sharon Holley, the music of the Colored Musicians Club and vocal performance of Pastor Angela Stewart; also, keynote speeches by US Congressman Brian Higgins, State Assembly Member Crystal Peoples-Stokes, Erie County Legislator Betty Jean Grant, Buffalo Deputy Mayor Ellen Grant, and WBLK radio personality Jazzy T. The program was well received by the 130 people in attendance.
- Information Services & Outreach Librarian **Rebecca Pieszala** kicked off the Adult Winter Reading Program. As of January, 85 people have signed up for the contest and over 250 reviews have been submitted.
- The Online Kids and Teens Winter Reading Challenge began on January 16th. A Classroom Challenge has been added for children and teens. Teachers are able to register their classroom and track the students’ reading progress. Over 350 students are registered.
- On January 12th, Erika Haygood Gault and Ntare Ali Gault presented a reading of their play “Ain’t She Brave” at the Frank E. Merriweather, Jr. (MRW) Library. Erika was joined by Annette Daniels-Taylor, Zoe Scruggs and Ekeate Bailey for the reading.
- On January 16th, Erie County Legislature Chair Betty Jean Grant hosted a public discussion on a proposal for a new downtown stadium at the MRW Library. The meeting included a presentation by Pat Freeman, sportscaster for WUFO Radio.

2. Collection Development

Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	158,194	400	400
3.1 Juvenile Fiction	357,701	4,502	4,502
4.1 Young Adult Fiction	69,863	1,043	1,043
5.1 Adult non-Fiction	1,384,076	2,681	2,681
6.1 Adult Fiction	556,657	5,213	5,213

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	65,615	303	303
4.2 Young Adult audiobooks only	2,567	0	0
6.2 Adult	363,072	3,987	3,987

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	*15,193	269	28,005	+22.5%
Music (Freegal)	Unlimited SONY Library		5,214	-1.5%
e-Audiobooks	6,107	49	5,914	+22.5%
e-Videos	370	0	246	+50.9%

*e-Book "collection size include 150 free promotional MaxAccess titles for 1 year

Highlights:

- To supplement the efforts of the centralized Collection Development Team, all City branches and contract libraries have been allocated a discretionary materials budget for 2013. These funds will be used to purchase uncataloged paperbacks as well as replacement or supplemental print and media items.
- The Library's Subject Guides received 1,017 unique visitors from 4 countries in January. The Genealogy, Local Authors, and Small Business pages ranked among the most popular guides.

3. Technology

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month to Date	Monthly Change	Previous Month	Yr.
Facebook Fans/Likes	3,766	+ 138	3.8%	3.8%
Twitter Followers	3,441	+ 173	5.3%	5.3%
Flickr Views	51,303	+ 1,143	2.3%	2.3%
Pinterest Followers	380	+ 53	16.2%	16.2%

Social Network Activity:

- The Buffalo & Erie County Public Library – Central Library. There were many great **Facebook** posts in January, but none received more attention than the Blizzard of '77 anniversary post with 46 “Likes,” 152 “Shares,” and 37 “Comments.” In addition, 1,166 people saw this post.
- Our @buffalolibrary **Twitter** page had 3,441 followers, an increase of 203 followers over December 2012.
- In January, 54 new photos were posted to **Flickr** <http://bit.ly/xDPsx4>. “All time” photo views totaled 51,303.
- As of January 31, 2013, we have 380 **Pinterest** <http://bit.ly/yyiDgY> followers, an increase of 60 since December. We currently have 30 Boards and 1,560 Pins.

Highlights:

- An alternative to the traditional e-Library Catalog is now available for public review in beta format and users (both public and staff) are invited to provide online feedback. Powered by open-source software, the ADA-compliant interface <http://bit.ly/Wbr3I3> sports a simple search box, faceted search capabilities, and relevancy ranked results. It also introduces user tagging and comments, in addition to social media sharing options.
- Technology Trainer Jordan Smith used his film director talents to explore the complex world of the Buffalo & Erie County Public Library Request System in his new documentary: *Behind the Request* <http://bit.ly/U4xVEk>. This film chronicles the journey of a requested book from the Central Library to the Crane Branch and profiles the people who make it all possible.

- New self-help e-mail videos - Technology Trainer **Chelsey Lonberger** developed 2 new videos: *Creating a Gmail Account* <http://bit.ly/UGRX91> and *Sending an Email Attachment Using Gmail* <http://bit.ly/11EJ8Bc>. Restrictions on the number of users who may sign up for a Gmail or Yahoo account from one location are making in-library, hands-on training more challenging. The Central Library Training Team is responding to this by offering more online videos to help patrons create and use e-mail accounts.
- The Grosvenor Room at the Central Library is now home to 4 new Scan Pro 800 microfilm scanners. The equipment works with positive and negative fiche, 16mm and 35mm roll film and aperture cards, and allows for scans to be printed or saved to a flash drive. This new technology replaces dated readers and will provide genealogy and local history enthusiasts with greater quality, improved access and print/save options.
- RFID (Radio Frequency Identification) developments: A total of 25 libraries are now fully up and running using RFID technologies with the implementation of self-checkout at the Marilla Free Library on January 10, 2013. Collection conversion is under way at the North Collins, Clarence, and Boston Libraries. Conversion will begin in the next few months at Collins and Grand Island.

4. Funding/Fundraising

Funding:

- A grant request for \$12,949 was submitted to the New York State Education Department for a Conservation/Preservation program grant.
- The Library was notified it did not make it to the final rounds of the Art Place Grant Application submitted in November with partners - the Community Foundation of Greater Buffalo and the John Oishei Foundation - in the amount of \$500,000. The Library is currently reviewing alternate funding opportunities through community sponsors.
- The Library received notification from the Ford Dealers of Western New York it was not selected as a 2013 recipient of a vehicle through the Ford Van Program.

Fundraising:

The Library now has a "Library Calculator" on the public website where people can determine the value of library services by plugging in their use. The link is:

<http://www.buffalolib.org/calculator/valuecalc.php>.

Campaign Name	Campaign Dates	Raised to Date
Donation Box East Clinton	Ongoing	\$23.00
Crane Book Sale	Ongoing	\$491.50

5. Facilities

Last Thursday, the Erie County Legislature awarded a contract for asbestos abatement of the vacated portion of the Central Library’s 2nd floor. Work to convert the space for future use by the Library and mission related non-profits is anticipated to begin in early October. Cost for the abatement phase, including construction contingency, is estimated at \$844,193. A combination of County, Library and New York State Library Construction Grant funds are supporting this project.

Planning and design work for the Central Library Elevator Project continues, with bid documents anticipated to be released by early summer, for potential construction start in October 2013. Current plans call for replacing the original small elevator across from the escalators with 2 full size Americans with Disabilities Act complaint, energy efficient elevators. Once the elevators are operational, the original 1963 escalators will be removed. Principal source of funding for this project is \$2.3 million in County Bonds authorized pursuant to the 2010 Erie County Capital Budget.

6. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	63	63	0	0

Highlights:

- On January 15th, **Maureen McLaughlin** and **Carol Batt** viewed the South Central Regional Library Council’s Leadership Luncheon webinar *What Library Managers Need to Know About Linked Data*.

7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Buffalo Business First print edition	Mary Jean Jakubowski named #84 most influential Western New Yorker	Week of February 8, Online edition 2/6
Winging It - Live Interview with Mary Jean Jakubowski	Winter Reading	Tues., February 5

WBEN Radio Interview with Mary Jean Jakubowski	Tax forms in Libraries	Wed., January 30
Media Event and Media Release	IMLS Grant Awarded	Wed., January 30 Covered by Channels 2 and 7 Radio interviews with WBFO and WBEN Covered in Buffalo News on February 9 Covered by the Tonawanda News and Business First
Interview with Mary Jean Jakubowski	Local author Sylvia Coles spouse of Merriweather Library architect, Robert Coles	Will run in the Buffalo News week of February 11
Interview with Amy Pickard, Rare Book Curator	Valentine Collection of letters in the Library	Will run as part of a larger article in the Buffalo News week of February 11
	NY State meeting held at the Clarence Public Library on the new gun law	Covered by all media
Interview with Mary Jean Jakubowski	Most popular books in 2012	Buffalo News, story ran on Sat., January 12
Interview with Mary Jean Jakubowski	Pew Report and interest in eBooks vs. print	January 23, WBFO Radio
Media Release and Event	Tribute to Martin Luther King, Jr. at downtown Central Library on January 17	Covered by Channels 2 and 4, WBFO Radio
Interview with Mary Jean Jakubowski	echo Art Fair coming to Central Library in September 2013	Interview as part of a larger article in the Buffalo News on Tues., January 29
Media Release	Library System 2013 Board of Trustees Officers Announced	Friday, January 25
Erie County Clerk Chris Jacobs Media Event at Downtown Central Library Mary Jean Jakubowski MC	Renew Local: Vehicle registration envelopes available in all Buffalo & Erie County Public Libraries	Tues., January 15 covered by YNN and Channel 4, Metro News

Media Release	Winter Reading Challenge Kick-off	Sent: Tues., January 15
Pennysaver DUD	February Dudley Events	January 24
A.B.L.E.Y Advisor	ECL Programs	January 2, 9
East Clinton Shopper	ECL Programs	
Niagara Facebook Postings in January	Teen Night and Library	
Riverside Review	Preschool Story Time and LEGO Club	January 3
Riverside Review	Preschool Story Time	January 12
Riverside Review	Preschool Story Time, ongoing book sale, and income tax signup	January 7
Riverside Review	Tax service and Movie Matinee	January 26
Riverside Review	Preschool Story time and LEGO Club	January 3

8. Partnerships

Highlights:

- Throughout January, Information Services Librarian **Peter Lisker** visited 7 branch and contract libraries with UB Health Sciences Librarian Ophelia Morey as part of the ongoing MEDLINE/BECPL Joint Health Information Project.
- Science Firsthand started meeting with children ages 6-12 in the area behind the Ring of Knowledge on January 24th. This partnership at the Central Library location (along with other branches) will continue through the school year.
- On January 23rd, Special Collections Manager **Meg Cheman**, Rare Book Librarian **Amy Pickard**, Rare Book and Map Librarian **Charles Alaimo**, Assistant Deputy Director **Dawn Peters**, Director **Mary Jean Jakubowski** and, from the Development Office, Assistant Deputy Director **Joy Testa Cinquino**, **Anne Conable**, **Dawn Stanton**, **Darlene Pennachi** and **Deb Lawrence** participated in a charrette to discuss the Milestones of Science Anniversary Exhibit. Community partners from W.S. Hein & Co., Hadley Design, Crowley Webb, University at Buffalo and others came together to consider the Milestones and the exhibit. Thank you to System Trustee Ted Johnson for training staff to prepare for the brainstorming session. Trustee attendees were Ted Johnson, Anne Leary and Wayne Wisbaum.

- On January 28th, **Meg Cheman** and **Amy Pickard** attended a planning session for a Discovery Seminar being planned with the University at Buffalo. The seminar will incorporate rare book materials from B&ECPL and UB into a series of classes designed around an exploration theme.
- West Cluster Manager **Linda Rizzo** was installed as a member of the Board of Directors of the Riverside Business Association on January 15th. Librarian **Sue LoPatriello** was installed as secretary of that organization.

9. Governance

On Saturday, January 19th, Library Administrators **Mary Jean Jakubowski**, **Carol Batt**, **Joy Testa Cinquino** and **Jeannine Doyle** along with System Trustees Ted Johnson and Elaine Panty participated in the ACT meeting at the Clearfield Branch Library. Consultant Libby Post made a presentation on the Library District Campaign plan. An updated Q &A and a board census were distributed.

All trustees should plan to attend the *Elected Officials Reception* following the February 21st Board meeting at the Central Library. To date, the following officials have confirmed attendance:

- Buffalo Common Council Member Richard Fontana
- Buffalo Common Council Member David Franczyk
- Buffalo Common Council Member Joseph Golombek, Jr.
- Buffalo Common Council Member David Rivera
- Buffalo Common Council Majority Leader Member Demone Smith
- City of Buffalo Deputy Mayor Ellen Grant
- Erie County Legislator Lynne Dixon (tentative)
- Erie County Legislator Betty Jean Grant (tentative)
- Erie County Legislator Kevin Hardwick
- Erie County Legislator John Mills
- Erie County Legislator Edward Rath, III (tentative)
- NYS Assembly Member Michael Kearns
- NYS Assembly Member Crystal Peoples-Stokes
- NYS Assembly Member Sean Ryan – (will try to attend)
- NYS Senator Mark Grisanti (Ron Deschenes will attend for the Senator)
- NYS Senator Tim Kennedy
- Sean McCormick for Congressman Chris Collins

Trustees planning to attend, please RSVP to **Joy Testa Cinquino** ASAP at 858-7182.

10. Director Activities

Organizational Competencies and Initiatives Status and Summary Update:

#1 Collections – A coordinated weeding schedule has been developed for the Central Library and Buffalo branches (1.1). The centralized collection process (1.2) is being reviewed and a process and timeline (1.3) to create a new collection development plan for the Central Library and Buffalo branches is under construction.

#2 External Partnerships – System-wide partner information has been collected, collated and shared with all B&ECPL libraries (2.1). Semi-annual updates are planned. Criteria for partnership opportunity assessment and the development of generic partnership agreements are in progress.

#3 Finance – A budget overview was conducted for System Trustees and library staff (3.1) along with a presentation to the Association of Contracting Library Boards of Trustees (ACT). The Budget Fast Facts pocket sized resource tool was distributed to System Trustees, Contracting Library Trustees and staff (3.3). The 2013 Budget Fast Fact tool is under development.

#4 Fundraising – The Fundraising Plan (4.1) was adopted by the System Board of Trustees September 20, 2012 via Resolution 2012-34. Development of fundraising materials (4.2) is ongoing.

#5 Governance – The Board of Trustees requested contracting libraries post Library Board Meeting Minutes on the associated page of the B&ECPL website (5.1) at the ACT Workshop in March, 2012. Reminders have been sent via the Development and Communications Office. Goals and Objectives, along with Organizational Competencies, have been presented to trustees and staff (5.2). Public announcements were made. Goals and Objectives and Organizational Competencies and Initiatives can be found on the B&ECPL website www.buffalolib.org. Initial education continued with staff and trustees (5.3). Fifteen sessions were conducted in 2012. Meetings concerning the SLDPL (Special Legislative District Public Library) continue with local, county and state municipal leaders (5.7). The Strategic Plan is in progress (5.5). Initiatives 5.4, 5.8 – 5.11 have been extended. Seven policies have been reviewed (5.6); six have been amended and one has been withdrawn.

#6 Marketing and Public Relations – A Comprehensive marketing plan is under development (6.1). The Library can be found on Facebook, YouTube, Flickr, Pinterest and Twitter (6.2).

#7 Measurement and Evaluation – Comprehensive statistical reports are now included in the Library Director's Monthly Report. Templates have been developed for system-

wide input (7.1). Management is reviewing and analyzing data; data will be used to further develop and realign library services. Organizational Competencies and Initiatives will be updated quarterly to the B&ECPL Board of Trustees via the Report of the Library Director (7.2).

8 Operational Efficiencies – Restructuring of the B&ECPL Staff Intranet has been extended to 12/2014 (8.1). Patrons may now self retrieve holds at the Central Library and the Buffalo branches (8.2). Many contracting libraries are also promoting self retrieval of patron holds. New staff scheduling criteria has been put into place at the Central Library and the Buffalo branches (8.4 and 8.5). Criteria includes but is not limited to programming schedules, project deadlines, cross-training, staff development opportunities and time-off requests.

#9 Organizational Structure – Civil Service job descriptions have been reviewed by the Human Resources Office (9.2). Surveys have been conducted and up-to-date job descriptions are under development.

#10 Policies – The B&ECPL’s Circulation Policy has been reviewed, amended and adopted by the Board of Trustees via Resolution 2012–46 (10.1). Procedures are currently under review by the staff Circulation Committee. Access to B&ECPL Policies and Procedures are now easily accessible (one-click) on the Library’s website heading “Policies” at www.buffalolib.org.

#11 Technology – The B&ECPL’s website has been reviewed and redesigned to place focus on current library events and features. This process is ongoing to insure timeliness of content (11.1). The Library’s online catalog is now fully ADA compliant (11.2).

#12 Training and Staff Development – The B&ECPL Staff Development Plan has been developed, submitted and approved by the Library Director. The Plan was designed to provide employees with information, knowledge and skills needed to successfully operate today’s modern library. All levels of staff have been included. Training will be provided in various formats including but not limited to: on-site training, off-site training, electronic delivery, digital delivery, pod-casts, webinars, etc. (12.2.) Customer service training including integrated collection development and merchandizing training is under development (12.3).

Detailed information on each of the Organizational Competencies updated in this report will be available soon – details are forthcoming.

Meetings and Events:

LIST of MEETINGS and EVENTS	
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI	
January 2013	
DATE	MEETING / EVENT
January 3, 2013	Meeting - Affordable Health Care Act
January 7, 2013	Conference Call - Patrick Martin, Library Counsel
January 7, 2013	Meeting - West Seneca Public Library, Potential Expansion Project
January 8, 2013	Meeting - Dawn Peters, Special Collections Huckleberry Finn Manuscript, etc.
January 8, 2013	Meeting - Affordable Health Care Act
January 9, 2013	Managers/Directors Meeting
January 9, 2013	Conference Call - Libby Post, Communication Services
January 10, 2013	Meeting - Administrative Team
January 10, 2013	Conference Call - <i>echo Art</i>
January 10, 2013	Meeting - B&ECPL Executive Committee
January 11, 2013	Meeting - Deputy Director Ken Stone and Lackawanna Public Library Director Jennifer Johnston
January 11, 2013	Conference Call - Regents Advisory Council
January 14, 2013	Meeting - New Trustee Orientation, Sheldon Berlow
January 14, 2013	Meeting - Dr. Richard Lee, Potential Partnership UB Discovery Series
January 15, 2013	Meeting - Western New York Library Resources Council (WNYLRC)
January 16, 2013	Meeting - Suzanne Jacobs, Overview of ACT Presentation
January 17, 2013	Meeting - B&ECPL Board of Trustees
January 18, 2013	Meeting - Diana Chak, Women Elect
January 19, 2013	Meeting - Association of Contracting Library Boards of Trustees (ACT)
January 22, 2013	Meeting - Mary Woronowski, Buffalo Niagara Partnership
January 22, 2013	Conference Call - Public Library System Directors (PULISDO)
January 22, 2013	Conference Call - NYS Education Department - Division of Library Development
January 23, 2013	Meeting - Milestones Charrette
January 23, 2013	Conference Call - Ellen Bach, Esq., Whiteman Osterman & Hanna
January 24, 2013	Meeting - Administrative Team
January 25, 2013	Legislative Luncheon - Buffalo/Niagara Partnership
January 28, 2013	Meeting - Institute of Museum and Library Services (IMLS), Grant Partners
January 28, 2013	Meeting - Dr. Richard Lee, Discovery Series Explorers and Exploration
January 29, 2013	Seminar - Accelerate Upstate NY (Lt. Governor Robert Duffy speaking)

January 30, 2013	Conference Call - New York State Library Association - Jeremy Johannesen
January 31, 2013	Meeting - Ted Johnson, B&ECPL Trustee
January 31, 2013	Public Hearing - Erie County Legislature

Other:

Alden Ewell Free Public Library – submitted by Kris Rogers, Director

Highlights of events and activities at the Alden Library:

- Our library holds Story Time twice each week for 3 to 5 year old children on Mondays at 10:30 a.m. and Tuesday evenings at 6:30 p.m. We have stories, games, and a craft each time. Some of our Story Time “graduates” are avid readers now.
- February’s Theme Table holds love stories both in book form and DVDs. We also have coloring pages and a crossword for the younger patrons.
- On Saturday, March 30th, we will hold our 6th Annual Indoor Egg Hunt at the library. Pre-registration is required as space is limited. Every participant gets to find 6 eggs which are then turned in for prizes. Everyone is a “winner”. We have loads of fun even if the hunt lasts only 10 minutes!

Aurora Town Public Library – submitted by Robert Alessi, Director

Highlights of events and activities at the Aurora Town Public Library:

- Computer classes, especially those on eBooks and eReaders, are soaring in popularity in the new year. In addition to classes on e-mail, free resources online and Twitter, the Cyber Train is now scheduled to conduct 4 eBook and eReader classes during the first 3 months of the year since each one has been booked to capacity within only a couple days of being announced!
- Our winter/spring weekly children’s programming kicked off at the beginning of the month. From February through mid-May we will offer Book Babies, Toddler Times (day and evening sessions) and Preschool Story Times (day and evening sessions), along with our monthly Lego Club.
- The Aurora Town Public Library will once again offer special programming during the annual Town of Aurora Winterfest. This year, Jeff Musial of Nickel City Reptiles will entertain families and patrons of all ages on February 21st.

- Aurora Historical Society Director and Town Historian Robert Lowell Goller will deliver a lecture on April 9th on the early days of East Aurora and the Underground Railroad. This event is generously sponsored by the Friends of the Aurora Town Public Library.
- Work on the replacement of the lower, flat building roof and restoration of our upper, peaked roof and porch roof will resume when the weather permits. The final coatings will be applied in the spring. A 2012 New York State Library Construction Grant was awarded to the Aurora Town Public Library in June 2012 and will cover half of the cost of the roofing project. The balance of the cost of the project will be funded by the Town of Aurora.

Agenda Item G - Public Comment. No public comment.

Agenda Item H - Unfinished Business. There was no unfinished business.

Agenda Item I - New Business.

Agenda Item I.1 - Affordable Care Act Presentation. Mr. Connors called upon Assistant Deputy Director - Human Resources/Labor Relations Officer Jeannine Doyle to do an informational presentation introducing the Affordable Care Act with regard to its possible impact on the Library. Her presentation included background information, concerns, potential strategies and initial recommendations. Trustee discussion ensued. New interpretations of this Act are coming forth; trustees will be updated. Recommendations will be brought to the March Board meeting for consideration.

There being no further business, on motion by Ms. Horton with a second by Ms. Panty, the meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Elaine M. Panty
Secretary