

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
June 12, 2014

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, June 12, 2014, in the Central Public Library pursuant to due notice to trustees. The following members were present:

Jack Connors, Chair
Wayne D. Wisbaum, Treasurer
Michael Amodeo
Sheldon M. Berlow
Katie Burd
Frank Gist
Sharon M. Kelly
Elaine M. Panty

Chair Jack Connors called the meeting to order at 4:05 p.m. in the Joseph B. Rounds Conference Room. A quorum was present. Trustee Dr. Rhonda Ricks joined the meeting via teleconference call at 4:07 p.m.; per the Bylaws of the Buffalo & Erie County Public Library (B&ECPL) Article II, Section 6, participation via teleconference call does not constitute presence in person at a meeting and, therefore, is not counted for quorum and voting.

Agenda Item B – Approval/Changes to the Agenda. Mr. Connors informed trustees the agenda required an amendment to add Executive Session during Agenda Item E.6. Review Committee Report for the purpose of discussing a personnel matter. In addition, an amendment to Proposed Resolution 2014-14, *Replace B&ECPL Conflict of Interest Policy*, Agenda Item E.4.b., was distributed. The amendment will be explained at that point in the agenda.

Agenda Item C – Minutes of the Meeting of April 17, 2014. On motion by Mr. Wisbaum and a second by Ms. Panty, the April Minutes were approved as mailed.

Agenda Item D – Report of the Chair. Mr. Connors passed around the Grand Island Memorial Library 2013 Annual Report which he had received and found very impressive. He reported meeting briefly with Paul Hogan, Exec. Vice President of the John R. Oishei Foundation, regarding the status of CenterSpace, Inc. possibly occupying a portion of the Central Library 2nd floor west area as Oishei is one of their contributors. Director Mary Jean Jakubowski updated trustees that she has been meeting with Library legal counsel Patrick Martin, Esq. with regard to the potential of having

something like CenterSpace, Inc. occupy the Central Library 2nd floor west area. There are some concerns with regard to what they do in CenterSpace, Inc. and how we can connect it with the Library because of the wording in our deed. The Central Library building is owned by the County of Erie for the sole purposes of the Library under the discretion of the Board of Trustees; so anytime we bring someone in, there needs to be a Library connection. Ms. Jakubowski is working with Mr. Martin on developing how to make that connection, with the secondary part of that being the leasing of the space and the potential real estate implications that would come with that. They will be meeting again next week to further those discussions. In reply to a question by Trustee Berlow, Ms. Jakubowski confirmed that before making any decisions, first the Library will determine what is in its best interests with the B&ECPL Board of Trustees. Discussion ensued.

Chair Connors reminded trustees the July 17, 2014, Board of Trustees meeting will be held at the Grand Island Memorial Library.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Joint Executive and Planning Committees - May 8, 2014, and Executive Committee - June 4, 2014.

The following report of the Joint Executive and Planning Committees meeting of May 8, 2014, was included in the Board packet as an informational item:

Present: Executive Committee Chair Jack Connors, Vice Chair Ted Johnson, Executive Committee members Sheldon Berlow and Elaine Panty. In addition to Planning Committee Chair Johnson, the following Planning Committee members were present: Michael Amodeo, Sheldon Berlow, Frank Gist and Sharon Thomas. Lancaster Library Trustee Sue Jacobs, Elma Library Trustee Dave Engberg, Eden Library Trustee Linda Meyer and West Seneca Library Trustee Bill Josefiak, along with Amherst Library Director Roseanne Butler-Smith and West Seneca Library Director Kathy Goodrich were in attendance. Library Administration in attendance were Library Director Mary Jean Jakubowski, CFO Kenneth Stone, Human Resources Officer Jeannine Doyle, Assistant Deputy Directors Joy Testa Cinquino, Dawn Peters and Doreen Woods.

The Joint Meeting of the Executive Committee and Planning Committee began at 4:09 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum of each Committee was present.

Board Chair Connors nominated Trustee Johnson to lead the (Library Director) Review Committee and named the following trustees to the Committee: Sheldon Berlow, Katie Burd, Frank Housh, Sharon Kelly, Elaine Panty, and

Sharon Thomas. Trustee Panty moved for approval and was seconded by Trustee Johnson. The motion unanimously passed. Trustee Johnson scheduled a meeting of the Review Committee for May 28, 2014 at 4 p.m. in the Joseph B. Rounds Conference Room. He indicated the Review Committee would report at the June 12, 2014 Board meeting.

Chair Connors reminded the Executive Committee the May 15th Board meeting has been remitted and the next Executive Committee meeting is being held on Wednesday, June 4th at 4 p.m. at the Central Library. Trustee Panty noted the Policy Committee is scheduled to meet at 3 p.m. on June 4th.

Chair Connors noted a letter has been sent to Ellen Bach, Esq. of Whiteman, Osterman & Hanna, LLP (WOH) requesting all work on the Library District Initiative cease. Director Jakubowski indicated the WOH contract was an hourly based contract. Chair Connors further indicated the contract with Communication Services was based on a retainer fee and while Ms. Post had worked on advocacy and marketing projects, other than the District Initiative, only District work had been scheduled for upcoming months and therefore the contract was terminated. He noted if the Library wishes to engage Communication Services in the future, the Library can renegotiate an hourly based contract.

Discussion was held regarding a resolution pertaining to the latest version of the draft legislation received by Whiteman, Osterman & Hanna, LLP. Trustee Amodeo asked about parliamentary procedure regarding the resolution brought to the Board by Trustee Housh at the April 17th meeting. Trustee Johnson expressed he believed it was withdrawn. Several trustees agreed. Discussion ensued. Director Jakubowski indicated she would review the Minutes from the Board meeting to confirm if the resolution was withdrawn.* Discussion was held regarding if it is necessary to have a resolution brought forth to the Board as a way to memorialize the ceasing of work on the Library District Initiative. Following discussion it was determined, by those present from the Planning and Executive Committees, a formal resolution is not necessary so long as instructions to staff and trustees to cease work on and expenditures for the Library District Initiative are memorialized in the Minutes of the Board meeting. Discussion ensued. It was determined this will be done at the June 12th meeting.

Trustee Johnson expressed he would like to “receive and file” the latest version of the draft legislation, so that if in the future the Board wishes to revisit a district option, the document could be considered a starting point. Discussion ensued. The draft legislation will be reviewed by the Planning Committee at its meeting which follows the Joint Meeting of the Executive and Planning Committees. Trustee Johnson also noted he would like to acknowledge all of the work that has

been put forth in the effort to become a District Library and recognize the contract library trustees, staff and the Board for their involvement. He also noted his belief that while the activities on the District have ceased, he believes work must continue to secure long-term financial stability and a simplified governance structure of the Library.

Chair Connors noted that the System Board and all trustees must be strong advocates going forward and thanked everyone for their willingness to continue advocacy efforts.

At the April 17, 2014 Board of Trustees meeting, it was requested a Working Group be formed to work on stabilized funding concepts and work with the Legislature and County Executive to explore options. Chair Connors charged Trustee Johnson to develop a Working Group of the Planning Committee for this purpose. Mr. Johnson indicated he was aware Trustees Amodeo, Glanowski and Housh were interested in participating. Mr. Amodeo agreed to Chair the Working Group. Trustee Elaine Panty asked to be part of the Group. Trustee Johnson expressed he would like to see contract library trustees participate; Pat Smith, Eden Library Trustee, and Sue Jacobs, Lancaster Library Trustee, volunteered. Director Jakubowski was asked to send a message on behalf of Trustee Amodeo to contract library trustees looking for volunteers to be part of the Working Group. **

Lancaster Library Trustee Sue Jacobs asked the Executive Committee to keep the District Initiative as an open-ended process. Elma Library Trustee Dave Engberg noted the Library should not and cannot get involved politically, however, expects the local (town/village) leaders must be included in the process through communication. Discussion ensued. Chair Connors noted trustees should be continuously communicating the value of libraries and what they do.

A request for a marketing budget was made. With the exception of the services provided by Communication Services, little to no funds have been expended on marketing the Library. Trustee Berlow indicated he agreed the Library should create a marketing budget and then think outside of the box. Various suggestions were made including but not limited to the following: paid advertising, host author series/talks (Lauren Belfer), post advertisements on the Buffalo Bills scoreboard, look to local celebrities to promote the Library (JoAnn Falletta, Gale Golden, Goo Goo Dolls). Director Jakubowski and Assistant Deputy Director Joy Testa Cinquino will work on this task.

The Joint Meeting of the Executive Committee and Planning Committee adjourned at 4:53 p.m.

*Verified - Trustee Housh withdrew his Resolution at 1:12:27.6 minute mark on the CD recording of the April 17, 2014 meeting of the B&ECPL Board of Trustees.

**Message sent to all Contract Library and System Trustees (cc to Contract Library Directors) on behalf of Trustee Amodeo 5/16/2014.

Pursuant to the Bylaws, notification of action by the Executive Committee on May 8, 2014, approving appointment of a (Library Director) Review Committee was mailed to the full Board within three business days.

The Executive Committee convened on June 4, 2014 at the Central Library. Mr. Connors read the following report:

Present: Executive Committee Chair Jack Connors, Vice Chair Ted Johnson, members Sheldon Berlow, Sharon Kelly and Elaine Panty. Also in attendance were Library Director Mary Jean Jakubowski and CFO Kenneth Stone.

The meeting began at 3:40 p.m. in the Joseph B. Rounds Conference Room of the downtown Central Library. A quorum was present.

Board Chair Connors asked Director Jakubowski and CFO Stone for an update on the Erie County Comptroller's Office Audit. Discussion ensued. The Library is scheduled for its Exit Conference with the Comptroller's Office, Monday, June 9th at 2 p.m. in the Joseph B. Rounds Conference Room. Director Jakubowski noted all System Trustees have been invited to participate.

The Executive Committee reviewed the proposed Agenda for the June 12th meeting of the Board of Trustees. No changes were noted.

Brief discussion was held regarding the process for the Library Director's evaluation for the June 12th meeting.

Brief discussion was held regarding the Planning Committee Report. Vice Chair Johnson indicated the report will be in the Board packets and noted he will not be at the June 12th Board meeting. Chair Connors indicated he would ask another Committee member to summarize the Planning Committee meeting.

The meeting adjourned at 4:30 p.m. on a motion by Vice Chair Johnson, seconded by Trustee Kelly.

Mr. Connors updated trustees he attended the Audit Exit Conference held June 9th where the Library responded to the draft Audit Report in writing and Mr. Stone went over items one by one. The Library's written response to the draft Audit Report was

sent to trustees. It is unknown when the final Audit Report will be released. Discussion ensued.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Authorize Chair to Execute 2014 Contracts with Contracting Libraries. Deputy Director – CFO Kenneth Stone introduced Resolution 2014-11 reminding trustees contract member libraries operate each year with a contract extension until State aid amounts are in and the County budget is finalized. Both are now incorporated in the contracts. New language regarding compliance to a Conflict of Interest Policy and Whistleblower Policy (where required) is included in the contracts. Ms. Panty moved for approval. Mr. Wisbaum made a second. Approval was unanimous.

RESOLUTION 2014-11

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo & Erie County Public Library (B&ECPL) constitute the vast majority of the financial resources supporting the contract with the “Public Library,” and

WHEREAS, Erie County’s 2014 allocation was not known until mid-December, and New York State’s overall allocation was adopted in late March, and

WHEREAS, this made it difficult for the Buffalo & Erie County Public Library and the contracting libraries to develop, consider and approve a contract prior to the beginning of the 2014 fiscal year on January 1, 2014, and

WHEREAS, to meet 2014 operating expenditure needs of the contracting libraries, the B&ECPL Board of Trustees, on December 19, 2013 adopted Resolution 2013-43 implementing the extension provision contained in the 2013 contract until such time as a final 2014 contract is adopted, not to exceed July 31, 2014, whichever was earlier with funding based upon the estimated allocation of the 2014 B&ECPL Board-adopted budget, and

WHEREAS, Erie County’s 2014 budget is now in place and the New York State budget has been adopted, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Chair of the Board of Trustees to execute 2014 contracts continuing the terms and conditions contained in the 2013 contract, utilizing 2014 salary tables and the budget amounts and service levels supported by the 2014 B&ECPL adopted budget as amended, incorporating the estimated change in state aid pursuant to the enacted NY State budget, and adding language requiring compliance with all applicable law, which includes requirements of the New York State Non-Profit Revitalization Act of 2013 regarding adoption and adherence to required Conflict of Interest and Whistleblower Policies.

Agenda Item E.2.b – Monthly Financial Report – Month End March 31, 2014. The monthly financial report for the period ending March 31, 2014, was included in the board packet.

Agenda Item E.2.c. – Monthly Financial Report – Month End April 30, 2014. The monthly financial report for the period ending April 30, 2014, was included in the board packet. Mr. Stone mentioned that for the first time in a number of years the Library is way over budget in utilities, but that did moderate in April and usage data is moderating even further. He thinks this will partially correct to end the year within budget, but will be much closer than it has been in many years.

Agenda Item E.3 – Bylaws Committee. The Bylaws Committee met on April 17, 2014 at the Central Library. The following report of that meeting was included in the board packet as an informational item:

Present: Bylaws Committee Chair Sharon Kelly, Committee members Kathleen Berens Bucki and Frank Housh, along with Library Director Mary Jean Jakubowski.

The Bylaws Committee meeting began at 5:54 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Library Counsel Patrick Martin, Nicole Tzetzko, Esq. and Lauren Fish Esq., all of Jaeckle Fleischmann & Mugel, LLP, joined the meeting to provide an overview of the Non-Profit Revitalization Act of 2013. The Act contains many changes that affect the Buffalo & Erie County Public Library's (B&ECPL's) Bylaws.

Mr. Martin described these as the most significant changes in law affecting library governance in many decades.

Mr. Martin indicated that while the B&ECPL does not report to the Charities Bureau, many changes to the Bylaws are required to meet the changes in the law. One such change the new law requires is the Bylaws recognize a Conflict of Interest Policy. Governance and accountability are the two most critical factors reflected in the Act. Mr. Martin also noted the need for a Whistleblower Policy.

Ms. Tzetzko and Ms. Fish spoke to their review of the B&ECPL's Bylaws and suggested changes including the need for a new committee – made up of “independent” trustees which will bear the responsibility of compliance in the Bylaws and administer the Conflict of Interest and Whistleblower Policies. Also suggested was to put the Ethics Policy under the new committee. Mr. Martin indicated the current Bylaws Committee become the Governance Committee and assume such responsibility and tasks.

Ms. Tzetzto explained the meaning of “independent trustee” as a trustee who is a member of the Board of Trustees who:

- Has not been an employee of, or does not have a relative that was a key employee of, the corporation or an affiliate of the corporation in the past three years;
- Has not received, or does not have a relative that has received, \$10,000 or more in direct compensation from the corporation or an affiliate in the last three years (other than expense reimbursement or reasonable compensation as a director);
- Is not a current employee of or does not have substantial financial interest in an entity that made or received payments from the corporation or an affiliate of more than \$25,000 or 2% of the corporation’s gross revenue for property or services (whichever is less) in any of the last three years; and
- Does not have a relative who is a current officer of or has a substantial interest in an entity making or receiving payments of a similar amount to the organization in any of the past three years.

Trustee Housh asked the definition of “substantial financial interest.” Ms. Fish responded there is no definition in the law – the determination must be made by the Board. Discussion ensued.

Ms. Tzetzto explained the word “relative” to be defined as: spouse, siblings (whole & half), children (natural or adopted), grandchildren, ancestors, spouses of any of the previously listed, and domestic partners.

Discussion was held pertaining to related party transactions. Both Ms. Tzetzto and Mr. Martin noted the Attorney General’s powers have expanded under the new laws. Disclosure must be done annually. A disclosure form will be developed and issued annually.

The Committee discussed the Conflict of Interest Policy, Whistleblower Policy and Ethics Policy as it will be the “newly” defined Governance Committee that will have responsibility of insuring compliance. The Bylaws Committee made several recommendations and changes to the draft policies as presented. The Committee agreed to recommend the policies for approval with changes as discussed.

Discussion was held regarding the need for a “compliance officer” regarding the Whistleblower Policy. The Committee questioned as to who the compliance officer would likely be – Chair of Governance Committee was discussed. Procedures were discussed and will be included in language. Whistleblower reports must be kept for 5 years. Employees will need to receive a copy of the

Whistleblower Policy - current and new. Ms. Jakubowski indicated all new employees will receive and be required to acknowledge the policy at the time other personnel paperwork is completed. In addition, the policy and procedures will be placed on the staff Intranet for easy access.

The Committee reviewed the requirements in the current Bylaws concerning the process for approving Bylaw amendments.

A resolution including the proposed changes in the Bylaws will be sent to the Board of Trustees for approval with the June agenda.

Agenda Item E.3.a – Amend B&ECPL Bylaws. Bylaws Committee Chair Sharon Kelly explained to comply with the NYS Non-Profit Revitalization Act of 2013, the current B&ECPL Bylaws need to be amended by July 1, 2014. Per B&ECPL Bylaws, notice of a meeting to conduct amending the Bylaws and identifying proposed changes was given. Together with a summary document of required changes from Jaeckle, Fleischmann & Mugel, LLP, a red lined version of the proposed amended Bylaws showing changes and a clean version were sent to trustees. Ms. Kelly went over these changes one by one, the highlights being:

- Conflict of Interest language was removed as the Library will be adopting a separate Conflict of Interest Policy, expanding on it so that it complies with specific provisions required in the new law;
- Order of Business was modified;
- A provision was added that beginning January 1, 2015, any employee of the B&ECPL cannot be Chairman or hold any other title with similar responsibilities;
- Requirement of Independent Trustees to have the oversight of the Conflict of Interest Policy and Whistleblower Policy; these amendments would take the current Bylaws Committee and rename it the Governance Committee and add these responsibilities; and
- Definition of an Independent Trustee.

Ms. Panty moved and was seconded by Mr. Gist, whereupon approval of Resolution 2014-12 was unanimous.

RESOLUTION 2014-12

WHEREAS, the Bylaws Committee of the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees at its April 17, 2014 meeting completed its review and revision of the current Bylaws of the Buffalo & Erie County Public Library, and

WHEREAS, Library Counsel Patrick Martin along with Nicole Tzetzto, Esq. and Lauren Fish, Esq; all of Jaeckle Fleischmann & Mugel, LLP, joined that meeting to provide an overview of the Non-Profit Revitalization Act of 2013 (Act), and

WHEREAS, the Act contains many changes that affect the Buffalo & Erie County Public Library's Bylaws, and

WHEREAS, all proposed changes have been reviewed and approved by B&ECPL legal counsel, and

WHEREAS, the proposed changes bring the B&ECPL Bylaws into compliance with the Non-Profit Revitalization Act of 2013, and

WHEREAS, due notification was given to the Board of Trustees as required by the current Bylaws, indicating that said Bylaws were subject to amendment at the June 12, 2014 meeting of the Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopt the proposed Bylaws of the Buffalo & Erie County Public Library as presented to supersede and replace the prevailing Bylaws, last amended April 17, 2014.

Agenda Item E.4 – Policy Committee. The Policy Committee met on June 4, 2014. Elaine Panty, Policy Committee Chair, read the following report:

Present: Policy Committee Chair Elaine Panty, Committee members Kathleen Berens Bucki and Sharon Kelly, along with Library Director Mary Jean Jakubowski and Assistant Deputy Director Jeannine Doyle.

The Policy Committee meeting began at 3:05 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

The Committee reviewed the following three policies, which were vetted by Library legal counsel to comply with the New York State Non-Profit Revitalization Act of 2013, and recommends them for approval by the Board at its June 12th meeting.

1. Conflict of Interest Policy (separated from current combined Conflict of Interest and Ethics Policy)
2. Ethics Policy (separated from current combined Conflict of Interest and Ethics Policy)
3. Whistleblower Policy (new)

All three policies will be overseen by the Governance Committee, which will be created through the B&ECPL Bylaws. The current Bylaws Committee will become the Governance Committee.

On a motion by Trustee Kelly and seconded by Trustee Bucki, the meeting adjourned at 3:30 p.m.

Agenda Item E.4.a – B&ECPL Whistleblower Policy. Mr. Connors explained this is a new policy being adopted to comply with the requirements of the NYS Non-Profit Revitalization Act of 2013; it protects trustees, officers, employees and volunteers of the B&ECPL from harassment and retaliation should they report any suspected improper conduct as further explained in the policy. On motion by Mr. Wisbaum and a second by Mr. Gist, the policy was approved unanimously as presented.

RESOLUTION 2014-13

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) is committed to upholding the highest standards of ethical, moral and legal business conduct, and to transparency through open communication, and

WHEREAS, trustees, officers, employees and volunteers of the B&ECPL are required to comply with applicable federal, state and local laws, and must faithfully implement and adhere to the B&ECPL's own policies and procedures in conducting their duties and responsibilities, and

WHEREAS, in accordance with the New York State Non-Profit Revitalization Act of 2013 ("the Act"), the B&ECPL must adopt a Whistleblower Policy to protect from retaliation persons who report suspected improper conduct, and

WHEREAS, this provides an avenue for trustees, officers, employees and volunteers of the B&ECPL to report any suspected or actual conduct contrary to these standards without the fear of intimidation, harassment, discrimination or retaliation, and

WHEREAS, this policy contains procedures for oversight, reporting, handling and investigating allegations of improper conduct as required under the Act, and

WHEREAS, the proposed Governance Committee (formerly the Bylaws Committee) shall oversee the Whistleblower Policy, and

WHEREAS, this policy document has been reviewed and approved by B&ECPL's legal counsel, and

WHEREAS, the Policy Committee has reviewed this policy and recommends it for approval by the Board, now, therefore, be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed Whistleblower Policy, and be it finally

RESOLVED, that copies of this adopted policy shall apply to and be distributed to trustees, officers, employees and volunteers of the B&ECPL at the time of appointment or hiring, and annually thereafter.

Agenda Item E.4.b – Replace B&ECPL Conflict of Interest Policy. Ms. Jakubowski referred to the amended Conflict of Interest Policy which was handed out to trustees at the beginning of the meeting noting the attorneys discovered in Article II, Section 2.6.b., the word “trustee” was left out. A list of B&ECPL vendors was also distributed to trustees to reference when filling out the Appendix A Disclosure Statement concerning “related party” transactions. This proposed policy would supersede the current Conflict of Interest and Ethics Policy, which will be separated into two stand-alone policies. The following resolution as amended was approved unanimously on motion by Ms. Kelly and a second by Mr. Wisbaum.

RESOLUTION 2014-14

WHEREAS, Buffalo & Erie County Public Library (B&ECPL) legal counsel Patrick Martin has reviewed and updated the current Conflict of Interest & Ethics Policy to be in compliance with the provisions required by the New York State Non-Profit Revitalization Act of 2013 (Act), and

WHEREAS, legal counsel recommends the current policy becomes two separate “stand-alone” policies (separate Conflict of Interest Policy and separate Ethics Policy) which include all the provisions required by the New York State Non-Profit Revitalization Act of 2013, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed Conflict of Interest Policy (attached) to supersede and replace the prevailing Conflict of Interest and Ethics Policy last adopted September 16, 2010, and be it further

RESOLVED, the Conflict of Interest Policy be overseen by the Governance (formerly Bylaws) Committee, and be it finally

RESOLVED, that each Contracting Library Board be instructed to adopt their own Conflict of Interest Policy that is in compliance with the New York State Non-Profit Revitalization Act of 2013.

Agenda Item E.4.c – Replace B&ECPL Ethics Policy. Together with the above Conflict of Interest Policy, the proposed Ethics Policy would supersede the current Conflict of Interest and Ethics Policy which will now be two stand-alone policies. Language changes have been incorporated for consistency in governing documents of the Library.

On motion by Ms. Burd and a second by Ms. Panty, the resolution was approved unanimously as presented.

RESOLUTION 2014-15

WHEREAS, Buffalo & Erie County Public Library (B&ECPL) legal counsel Patrick Martin has reviewed and updated the current Conflict of Interest & Ethics Policy to be in compliance with the provisions required by the New York State Non-Profit Revitalization Act of 2013 (Act), and

WHEREAS, legal counsel recommends the current policy becomes two separate "stand-alone" policies (separate Conflict of Interest Policy and separate Ethics Policy) which include all the provisions required by the New York State Non-Profit Revitalization Act of 2013, now, therefore, be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed Ethics Policy (attached) to supersede and replace the prevailing Conflict of Interest and Ethics Policy last adopted September 16, 2010, and be it further

RESOLVED, the Ethics Policy be overseen by the proposed Governance (formerly Bylaws) Committee.

Agenda Item E.5 – Planning Committee. Following the Joint Executive and Planning Committee meeting May 8th, the Planning Committee met and their report below was included in the Board packet as an informational item.

Present: Planning Committee Chair Ted Johnson, Committee members: Trustees Michael Amodeo, Sheldon Berlow, Jack Connors, Frank Gist, Elaine Panty and Sharon Thomas. Also in attendance were Lancaster Library Trustee Sue Jacobs, Elma Library Trustee Dave Engberg, and Eden Library Trustee Pat Smith along with Amherst Library Director Roseanne Butler-Smith. Library Administration in attendance included Library Director Mary Jean Jakubowski, CFO Kenneth Stone, Assistant Deputy Directors Joy Testa Cinquino, Dawn Peters and Doreen Woods.

Chair Johnson called the Planning Committee meeting to order at 5:01 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

The meeting began with Chair Johnson providing an overview of the meeting agenda: review the draft legislation of the Special Legislative District Public Library (SLDPL) in order to verify points addressed at the March 20, 2014 Planning Committee meeting, discuss next steps – receive and file legislation,

discuss tabling District Initiative and further discuss creation of a Working Group.

At the April 17, 2014 Board of Trustees meeting, Resolution 2014 - 8 to *Accept and File Draft Legislation* for the SLDPL was tabled and referred back to the Planning Committee. At today's Planning Committee meeting, members present reviewed the changes to the draft legislation which were proposed at the March 20th Planning Committee meeting and indicated they believed all requested changes were included. The Planning Committee will recommend the draft legislation be "received" and filed at the June 12th Board meeting.

In addition, the Committee discussed whether or not a resolution to cease work on the District Initiative was necessary. The Committee concluded a formal resolution was not needed as staff was instructed to contact Whiteman, Osterman & Hanna LLP (WOH) and Communication Services to cease all work on the District Initiative. Director Jakubowski noted she contacted both firms via telephone following the April 17th Board meeting indicating such. She also indicated the Communication Services contract was terminated as it was retainer based and only work on the District Initiative was scheduled. A letter confirming termination was sent under the condition of the contract. The WOH contract was hourly based. A letter instructing all work to cease was also sent. Further, the Planning Committee determined at the June 12th Board meeting, Chair Johnson will note work on the District Initiative has been tabled when making a motion to receive and file the draft legislation. He will thank everyone for the work that had been done on the District Initiative. All will be documented into the Minutes of the Board meeting

The Planning Committee formed a Working Group (see Joint Meeting of the Executive Committee and Planning Committee 5/8/2014 Minutes) to pursue funding stabilization and to solidify ongoing increases [in funding] for Library services.

The Planning Committee meeting adjourned at 5:45 p.m. on motion by Trustee Panty, second by Chair Johnson.

Planning Committee Chair Ted Johnson was unable to attend this June 12th Board meeting. Director Jakubowski asked Chair Connors if he wished to make a motion to simply receive the latest draft LDI legislation at this meeting (as was mentioned in the May 8th Planning Committee report). Mr. Connors commented we can bring that up again at some point, and addressed Trustee Amodeo regarding the Working Committee of the Planning Committee he was asked to Chair which was tasked with looking for alternative funding for the Library and working with the Legislators; Mr. Amodeo acknowledged this. Ms. Jakubowski informed Mr. Amodeo she will provide him with

the Working Group volunteer list following the meeting. Mr. Connors added, we will be more involved with that as summer goes on and see what is happening with the budget, etc.

Agenda Item E.6 – Review Committee. Chair Connors entertained a motion to enter into Executive Session at 4:37 p.m. to discuss a personnel matter – the Evaluation of the Library Director. This was moved by Ms. Panty, with a second by Ms. Burd and approved unanimously.

At 4:57 p.m., upon motion by Ms. Panty and a second by Mr. Wisbaum, the Board reconvened in public session. Chair Connors conveyed the Review Committee of the B&ECPL Board of Trustees met on May 28th and recommended the reappointment of Library Director Mary Jean Jakubowski. Chair Connors read proposed Resolution 2014-16 as follows:

RESOLUTION 2014-16

WHEREAS, the (Library Director) Review Committee of the Buffalo & Erie County Public Library Board of Trustees met on May 28, 2014 and recommends reappointment of Library Director Mary Jean Jakubowski to include the following:

- Three-year term of re-appointment continuing current contract terms, and,

WHEREAS, the Unconsolidated Laws of the State of New York authorize the Buffalo & Erie County Public Library Board of Trustees to appoint a Director for a three-year term, and

WHEREAS, Mary Jean Jakubowski completes her first three-year term as Director on June 15, 2014, and

WHEREAS, Mary Jean Jakubowski has fulfilled her responsibilities as Director to the satisfaction of the Board, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approve the recommendation of the Review Committee for a three-year term of re-appointment of Library Director Mary Jean Jakubowski with her existing compensation package remaining unchanged.

Mr. Connors entertained a motion. Mr. Wisbaum moved for approval and was seconded by Ms. Panty. There being no further discussion, Resolution 2014-16, reappointment of Director Jakubowski, was approved by a vote of seven to one, with Trustee Gist opposing.

Trustee Wisbaum left the meeting at approximately 4:59 p.m. A quorum was no longer present, however, all action items on the agenda were complete.

Agenda Item F – Report of the Director. Director Jakubowski reminded trustees the Amherst Saxophone Quartet will be at the Central Library Friday, June 13th, as the final concert from the Judy Summer Concert Series. She thanked Mr. Wisbaum for his sponsorship and participation. The Library expects to continue these in the fall.

Trustees were asked to save the date of August 2nd for the 16th annual Battle of the Books to be held at E.C.C. South. Trustees Burd and Kelly have participated in past battles and conveyed it is a very fun event. Volunteers are always needed and can contact Assistant Deputy Director Dawn Peters.

The Summer Reading program *Fizz! Boom! Read!* kicked off with a media event June 11th.

The B&ECPL Annual Report for Library Systems 2013 has been approved by NYS.

Ms. Jakubowski was pleased to announce the Library has been formally asked to be included in some capacity in the Explore & More Children's Museum being built at Canalside. They have asked the Library to participate by providing associated collections to go with their various exhibits; Explore & More will provide library cards at that location. She will send a letter of acknowledgement to Explore & More that the Library is definitely interested in this prospect as it is a great opportunity. In response to a question by Ms. Panty, Ms. Jakubowski communicated the Library will be doing programs on Thursdays this summer from 11 a.m. to 1 p.m. at Canalside. In response to Mr. Connors question, Ms. Jakubowski shared with trustees that the Library did receive a \$1,500 grant, however, it was substantially less than what the Library applied for; they were trying to get as many groups present at Canalside as possible. This grant will cover much of the Library's costs of being at Canalside.

Trustees were updated that an initial notification has been received from the Marilla Free Library that they have an interest in expanding their building. They are aware that there must be cost neutrality for operational purposes. They will be beginning a capital fund campaign and already have approximately \$100,000 for this expansion. They will keep us posted as things progress. When they get more involved, they will be asked to make a presentation to the System Board. In response to a question by Mr. Berlow, Ms. Jakubowski stated their building is owned by their association as they are a free association library.

A flyer for the Used Book Sale to be held August 7 – 9th was distributed to trustees. The Book Sale will be held in the new 2nd floor west space; volunteers are always needed.

As asked at the April 17th B&ECPL Board of Trustees meeting, Ms. Jakubowski provided trustees with a comparison study handout with regard to hourly rates of Communication Services, other public relations firms, and rates if the Library had an employee on staff basically focused on the LDI or to supplement the Development and Communications Office, which is significantly busy. She noted due to confidentiality and our agreement with the firms as these were informal quotes, firm names are not provided; firm names can be shared individually with trustees if they wished.

In response to Trustee Gist's question, she reported the Mark Russell event sold out and was a great event; each library will be receiving \$187 for material purchasing. Mr. Russell has agreed to do this again for the Library. She thanked those who attended and also made donations towards the program.

Director Jakubowski thanked trustees for her reappointment, their faith in her moving forward with the Library System, and looks forward to working with the Board.

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

B&ECPL Monthly Report April & May 2014

Love Your Library Month - April was "Love Your Library Month" throughout the Buffalo & Erie County Public Libraries - a multitude of programs and activities were held; highlights include Super Hero Saturday, World Book Night giveaways, kick-off of the Judy Summer Concert Series, Smart Money Week programs, Spring Break children's activities, along with technology programs, movies, genealogy programs, storytimes and much, much more.

"An Afternoon with Mark Russell," the fundraising event on May 18th, was a huge success. The event was a sellout - 320 seats! Thank you to System Trustees who purchased VIP tickets and assisted with promoting the performance including: Jack Connors, Frank Gist, Ted Johnson, Elaine Panty and Sharon Thomas. Thank you to several Contract Library Trustees including Suzanne Jacobs and staff members who purchased tickets. The event grossed \$8,795.75. Each library will receive \$187 from the net proceeds for materials.

Donation - The Frank E. Merriweather, Jr. (MRW) Branch Library received a limited edition print from artist Joan Simmons. The print titled "Images of Black History" was accompanied by a Certificate of Authenticity.

Mobile Library Services - Librarian **Melissa Blattner** continues to research mobile library service trends around the country in support of the Library's goal to identify the

appropriate model(s) for new mobile services in Erie County. A summary report that includes responses to a general questionnaire, as well as Request for Proposal (RFP) information used by other libraries, has been compiled for administrative review. Project focus has shifted to gathering information about vehicle options and technology services. Ms. Blattner received cross specs from Farber Specialty Vehicles and Matthews Specialty Vehicles as well as info about a Sprinter Van from a local dealership. She also continues to contact libraries throughout the country about step van bookmobiles, specifically customization. An RFP will be developed and out by the end of summer. We are anticipating book mobile service to begin in early 2015.

1. Public Services

Monthly Programming Statistics - April 2014

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	198	745	3480	13204
3.3 Children (age 6-12)	181	488	2435	6692
4.4 Teens	140	424	470	1368
Intergenerational	88	275	2741	8197
5.3 Adults (excludes Technology)	291	1005	4001	12326
TOTAL In Library Programs	898	2937	13127	41787

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	11	38	54	233
System or Library-owned Cyber Train	35	129	302	1041
One on One	59	243	63	323
TOTAL Adult Technology	105	410	419	1597

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	6	20	102	365
Children (age 6-12)	3	9	29	310
Teens	2	8	130	219
Intergenerational	2	6	538	1143
Adults (excludes Technology)	13	42	347	1938
TOTAL Outreach (out of Library)	26	85	1146	3975

Monthly Programming Statistics – May 2014

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	180	925	4069	17273
3.3 Children (age 6-12)	188	676	1919	8611
4.4 Teens	200	624	459	1827
Intergenerational	61	336	1952	10149
5.3 Adults (excludes Technology)	271	1276	1971	14297
TOTAL In Library Programs	900	3837	10370	52157

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	15	53	82	315
System or Library-owned Cyber Train	24	153	149	1190
One on One	59	302	67	390
TOTAL Adult Technology	98	508	298	1895

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	7	27	273	638
Children (age 6-12)	11	20	555	865
Teens	0	8	0	219
Intergenerational	4	10	2151	3294
Adults (excludes Technology)	4	46	173	2111
TOTAL Outreach (out of Library)	26	111	3152	7127

Summer Reading Programs

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	0	0	0
3.4 Children (age 6-12)	2	2	25	25
Teens	9	9	137	137
Intergenerational	0	0	0	0
Adults	0	0	0	0
TOTAL Summer Reading Programs	11	11	162	162

Highlights:

- The TechKnow Lab Training Team conducted 39 public classes for 308 attendees at 19 library locations in April. The level of student satisfaction remains high for these sessions with an overall average rating of 4.72 (out of 5 points). In May, 27 public classes were conducted for 179 attendees at 13 library locations.
- The Book a Technology Trainer one-on-one program remains popular. In April, 19 appointments were conducted at the Central Library and 5 sessions were held at 2 community libraries. In May, the Central Library hosted 22 Book a Technology Trainer one-on-one appointments, while 22 sessions were held at 6 community libraries.
- The B&ECPL continues to support Project Flight initiatives. In April, the Book Bank housed at the Central Library received a large donation of books and other items from a non-profit organization and in May received 29 pallets from Christian Appalachian Project, a non-profit organization in Kentucky. Also in May, as part of "Neighbors Make a Difference Day" a group of volunteers from KeyBank completed 2-3 service hours in the bookroom.
- On April 1st, East Delavan Branch Manager **Gwen Collier** met at the East Delavan Branch with Election Commissioner for the Board of Elections Dennis Ward, Erie County Legislator Betty Jean Grant, Deputy Commissioner Board of Elections for Erie County Arthur O. Eve, Jr. and B&ECPL Maintenance Supervisor **Chip Campbell** regarding an elevator installation at East Delavan. The East Delavan Library does not have ADA accessibility to its lower level.
- The "We Are Women Warriors" group presented a program this month at MRW on April 2nd entitled "Martin Luther King Remembrance."
- April 3rd - Rare Book Curator **Amy Pickard** gave a tour to Deborah Miller, former B&ECPL Rare Book Room (RBR) curator Jane Van Arsdale's niece, and her husband. Items collected while Miss Van Arsdale was with the Rare Book Collections of the Grosvenor Library and the Central Library was the focus of the tour.
- On April 5th, the Buffalo African American Museum Committee presented a special exhibit on the Michigan Avenue YMCA at the MRW Branch Library. This historic exhibit featured African American architect John Brent who designed the YMCA, as well as former directors and members of the YMCA.
- April 7th - Information Services & Outreach Librarian **Renée Masters** supervised the art installation of "Ceiling Fan" by Eric H. on the exhibit wall adjacent to the

Assistive Technology Room. The acrylic on canvas painting is on loan from the Art Works studio at Autism Services, Inc. This is the second exhibit in this space devoted to providing wider public exposure for artists with disabilities. This painting will be on display until the end of June when an exhibit from Aspire's iExpress art program will be installed.

- On April 13th, members of the Buffalo Genealogical Society of the African Diaspora (BGSAD) had poster board table displays of their family histories at the MRW Branch Library.
- On April 17th, Pat Ragin, education and outreach coordinator from WNED-TV, presented a storytime to 47 students from KidZone daycare center and Boys and Girls Clubs using the Peg + Cat program. The kids played an interactive game based on Peg + Cat, participated in a scavenger hunt, and made a craft.
- The NAACP sponsored a School Board Candidates Night Debate on April 24th at the MRW Branch Library.
- On April 22nd, guest artist David Wasik presented his *Build-a-Mini-Book* craft program in honor of Earth Day. Patrons of all ages created books and media cases from recycled materials – the program was very well received by Dudley patrons.
- On April 26th, **Renée Masters** represented B&ECPL at Senator Patrick Gallivan's Family Fair from 10 a.m. to 2 p.m. at the West Seneca Senior Center. Renee spoke with over 40 individuals during this well-attended event, answering questions, demonstrating health-related resources and promoting all library services.
- "Tell Me A Story - 6" was held on April 26th at the MRW Branch Library with featured guest, Gran' Daddy Junebug from Virginia. The storytelling festival also featured workshops with members of Tradition Keepers: Black Storytellers of WNY.
- On April 26th, Information Services and the Children's Department Librarians of the Central Library presented Super Hero Saturday, a day celebration of super heroes past and present. This daylong event included Visions Comic Art Group (local artists who create comics) who discussed how comics are written and drawn. The Super Villain band Ookla the Mok (most requested artists on radio show Dr. Demento's top ten lists) played at the Ring of Knowledge to a standing room only crowd of 150. Also, many of the band members, accomplished artists on their own, spent time drawing caricatures of attendees before and after their set. Mr. Brian Daniels demonstrated hands-on computer drawing boards used by Marvel and DC comics which attendees could try. Children's Department

staff provided games and crafts for the younger attendees, a photo fun area was created to take pictures of attendees in costume and there was a free comic gave away as a part of Super Hero Saturday which tied in very well with Free Comic Book Day being held around the country. Librarians **Mary Ann Budny**, **Wanda Collins**, and **Steve Clancy** worked the games and craft tables. Librarian **Kasey Mack** ran her monthly Lego Club. Our own (Librarian) **Erin Burke** became Loki, a Marvel Comics character, greeting and entertaining program participants. Many had fun at the event and commented on the great activities and guests. Photos of Super Hero Saturday can be found on the Library's Flickr account.

- Information Services and Outreach Librarian **Rhonda Konig** ran an online photo contest celebrating Batman's 75th anniversary and connected it to the Super Hero Saturday event. Entitled "Buffalo's Best Batman", Western New Yorkers were encouraged to submit photos of themselves as Batman or other characters of the Batman Universe. Winners were announced at the Super Hero Saturday event.
- Bennett High School's art program donated paintings of book covers to the East Delavan Branch Library. The artwork is beautifully displayed in the hallway window for the community to enjoy. Bennett High school is a part of the Buffalo Promise Neighborhood in the 14215 zip code.
- On April 29th, cast members from *Beauty and the Beast* sat down with 60+ children from Bennett Park Montessori School sharing their acting experiences and answering questions on acting as a career. The traditional fairytale was read, to the delight of the children.
- Buffalo Public School's School Superintendent Pamela Brown held one of her "Listening Tours" on April 29th at the MRW Library.
- The Niagara Branch's annual event, El Día de los Niños/El Día de los Libros, was held on April 30th. This year was the 8th annual celebration of the event that promotes literacy and health and honors children of all cultures. To celebrate, the library offered crafts and activities. Niagara District Council Member David Rivera made some inspiring comments regarding the benefits of reading, as well as the value of the Niagara Branch as an integral part of the West Side's future. Members of the Miss Borinquen of WNY Latina Leadership Development Program played many roles to include assisting with crafts, reading with the children and encouraging participation in the activities. Tracy Gibas brought her fast-paced, creative movement program "Movin' and Groovin'," which promotes health through dance and fun.

- May 2nd - **Amy Pickard** provided a tour of the Milestones of Science collection to exhibit designer Scott Wood, Michelle Kavanaugh of STEM and Dennis Galucki of C-SHAAN.
- May 7th - Information Services and Outreach Librarian **Suzanne Colligan** represented the Library at the Small Business Administration (SBA) Matchmaker event held at the Buffalo Convention Center. This event brings entrepreneurs and potential partners together to see if they have mutual interests. Suzanne told attendees about how the Library's services and resources are a perfect match for their entrepreneurial needs.
- On May 17th, "We Are Women Warriors" sponsored an event for Hands Across Buffalo with poetry, readings, and a film discussion based on themes of unity and diversity. Also on this date, Mrs. Eva Doyle had her 18th Eye on History program. Both events were at the MRW Branch Library.
- After reading an article in the *Buffalo News*, Library Director **Mary Jean Jakubowski** directed Assistant Deputy Director **Dawn Peters** to reach out to the St. Luke's Mission Adult Book Club to share with the group the resources the Library has to offer. Subsequently, Ms. Peters was invited to attend the Adult Book Club meeting to discuss and demonstrate some of the resources. The group was particularly interested in the Library's Book Club in a Bag service. As a result, the group is planning for a tour of the Central Library.
- Día Family Book Club was held on Tuesday, May 27th at the Niagara Branch Library. The featured book was Wangari's *Trees of Peace*.
- On May 29th, the office of Erie County Legislator Barbara Miller-Williams sponsored an information and sign-up session for the Home Energy Assistance Program (HEAP) at the MRW Branch Library.
- Tradition Keepers: Black Storytellers of WNY had their quarterly storytelling program on May 31st for children 12 years and younger at the MRW Branch Library.

2. Collection Development

Collection Development - April 2014

Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	148,519	368	1,569
3.1 Juvenile Fiction	360,724	3,632	10,401
4.1 Young Adult Fiction	69,071	1,038	2,533
5.1 Adult non-Fiction	1,355,497	2,162	7,316
6.1 Adult Fiction	538,532	4,375	15,416

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	63,625	742	2,912
4.2 Young Adult audiobooks only	2,505	23	79
6.2 Adult	394,211	4,216	20,270

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	*26,288	458	30,835	-8.0%
Music (Freegal)	Unlimited SONY Library		4,249	-13.4%
e-Audiobooks	6,915	21	7,692	-6.3%
e-Videos	370 + Moving Image Archive Library**	0	39	-36.7%

*10,874 reduction in eBook titles due to EBL Pilot Program interruption

**Access to Moving Image Archive (<http://bit.ly/1eMd454>) via mobile website, beginning Nov. 2013

Collection Development – May 2014

Print Collections

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	148,529	275	1,844
3.1 Juvenile Fiction	362,082	3,805	14,206
4.1 Young Adult Fiction	68,987	600	3,133
5.1 Adult non-Fiction	1,356,019	2,192	9,508
6.1 Adult Fiction	537,412	3,998	19,414

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	63,833	1,306	4,218
4.2 Young Adult audiobooks only	2,519	15	94
6.2 Adult	395,290	3,663	23,933

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	26,774	486	30,160	-2.2%
Music (Freegal)	Unlimited SONY Library		4,052	-4.3%
e-Audiobooks	6,966	51	7,676	-0.2%
e-Videos	370+ Moving Image Archive Library**	0	108	+8%

**Access to Moving Image Archive (<http://bit.ly/1eMd454>) via mobile website, beginning Nov. 2013

Highlights:

- In April, the Library's Subject Guides (<http://bit.ly/mInDZS>) received 843 unique visitors from Canada, Brazil, United Kingdom, Ireland, Italy, Portugal, Qatar, Singapore and the United States. In May, the Guides received 733 unique visitors from including Canada, Brazil, Bahamas, Germany, Ecuador, India, Philippines, Puerto Rico, Romania and the United States. The Health Insurance Marketplace guide continues to be popular, followed by the Genealogy, Movies and Small Business guides.

- April 16th – Head of the Paper Conservation Department at Northeast Document Conservation Center (NEDCC) Michael Lee visited the Rare Book Room. Mr. Lee oversaw the conservation of the *Audubon Birds*, volume one. A part of his visit was dedicated to surveying the remainder (volumes two through four) of the set and provide the B&ECPL with an estimate of remaining conservation costs. Special Collections Manager **Meg Cheman** and Rare Book Curator **Amy Pickard** assisted in this process. On May 9th, Preservation Specialist Jessica Bitely, also from Northeast Document Conservation Center, visited to see the *Audubon Birds* that the Northeast Document Conservation Center (NEDCC) conserved and to view various items in the Rare Book Collections.
- April 16th – Mim Harrison of Levensger Press visited the RBR to begin discussions on a joint publication project -- a selective facsimile of the *Adventures of Huckleberry Finn* manuscript. Ms. Harrison will submit a proposal for this potential project.
- Collection Development staff responded to 455 patron purchase suggestions and 83 staff suggestions in April. Collection Development staff responded to 443 patron purchase suggestions and 87 staff suggestions in May.
- Circulation of eBooks continues to be strong. In May, 30,160 eBooks circulated to patrons.
- May 5th - UB Library School student Lee Smith completed a 120-hour practicum in Grosvenor. Smith worked with the department's Local History File, indexing and creating access points in a database designed to increase in-house and remote access to local history research materials. This will be an ongoing practicum opportunity for library school students. Grosvenor Librarian **Sue Cutrona** supervised the project.
- May 19th - Michael Heinly, a grad student from UCLA, who visited the Museum of Science to scan their cuneiform for inclusion in the Cuneiform Digital Library Initiative (CDLI) was referred to the RBR by Kathy Leacock at Museum Of Science because she saw the "Buffalo Revealed" spot and learned we had cuneiform. Heinly visited the RBR, where he studied and scanned our holdings. Images of our cones and tablets will now be included in the Digital Library Initiative -- fully described/cataloged and transcribed/transliterated.

3. Technology

Technology - April 2014

Library 2.0 Activity:

	Number of Connections		% Change previous month	
	Month	Yr. to Date	Month	Yr. to Date
Facebook Fans/Likes	5,002	+ 73	1.5%	6.3%
Twitter Followers	5,602	+ 169	3.1%	13.5%
Flickr Views	156,964	+ 7,783	5.2%	32.1%
Pinterest Followers	851	+ 21	2.5%	9.8%

Technology - May 2014

Library 2.0 Activity:

	Number of Connections		% Change previous month	
	Month	Yr. to Date	Month	Yr. to Date
Facebook Fans/Likes	5,050	+ 48	1.0%	7.3%
Twitter Followers	5,727	+ 125	2.2%	16.0%
Flickr Views	191,396	+ 34,432	21.9%	61.0%
Pinterest Followers	868	+ 17	2.0%	12.0%

Highlights:

- Facebook Fan Milestone:** Central Library Facebook fans responded to April's "Love Your Library - Library Awareness Month" campaign by attracting enough new "Likes" to exceed 5,000 and currently has 5,050 fans. The page can be viewed at <http://j.mp/iZSx5s>.
- Twitter:** The System Twitter site continues to promote Library events and services and offers our followers an everyday bonus with a Mark Twain quote. It remains consistently popular, now boasting 5,727 followers. @buffalolibrary can be viewed at <http://bit.ly/10bPpyO>.
- Flickr Views:** The addition of "An Afternoon with Mark Russell" photographs contributed to a significant jump in the number of Flickr views in May. The Library's photostream was visited more than 34,000 times throughout the month with a grand total of 191,396 views. It can be seen here: <http://bit.ly/xDPsx4>.

- The Library's **Pinterest** site now has 868 followers. We currently have 35 Boards and 3,134 Pins. The page can be viewed at <http://bit.ly/1eevFBO>.
- The B&ECPL was recently contacted by a representative from the Buffalo Schools to collaborate on a project which would give students access to their learning materials through the B&ECPL. A Buffalo School student user ID and password are required for access. In May, the software was successfully deployed for a pilot at the MRW Branch. Upon completion of the pilot, the portal will be made available in all Buffalo City libraries and potentially other libraries throughout the System. CIPA requirements have been maintained.
- **Authority Control Project:** A major phase of the authority control project will begin in mid-July when a copy of the bibliographic database is sent to Marcive, Inc., the selected vendor. Each record will be scanned by the vendor for common errors and obsolete coding before names and subject headings are updated to current and consistent standards. In preparation, a significant number of records representing titles no longer owned by the System have been removed from the B&ECPL database.
- **RFID (Radio Frequency Identification) Developments:** In accordance with previous Library Board authorization, the B&ECPL successfully negotiated a three-year contract with EnvisionWare to provide RFID equipment, service and support. This allows the Library to move forward with conversion and full implementation of RFID technology, which includes patron self checkout, at the 6 remaining libraries. At the end of May, 31 libraries were fully up and running using RFID technologies, while 32 were live with circulation. Collection conversion continues at the Hamburg, Collins, and Concord Libraries. 'Go-live' dates with gate installation have been scheduled for Hamburg in June and Collins as well as Concord in August.
- In the Library's continuing effort to maintain high quality equipment to support staff and public technology needs, servers were replaced at 4 libraries and public computers were upgraded at Concord, North Collins and West Seneca.

4. Funding/Fundraising

Funding:

e-Rate Funding Requests For July 1, 2014 – June 30, 2015 Approved: As of May 29th, the Schools and Libraries Division of the Universal Service Administrative Company (administrator of the Federal e-Rate program) approved all of B&ECPL's funding requests, totaling \$327,852, as submitted. Most were approved in the very first wave of funding awards.

This funding helps support the following vital services:

- Internet access for the entire System;
- Fiber optic connections to all libraries;
- Voice telephone service for all Buffalo branch and contracting member libraries and part of the Central Library;
- Wireless phone service [total of 5 lines (2 Shipping; 1 Network Support; 1 Security; 1 weekend Admin.) and 1 wireless Internet service (Network Support for testing/troubleshooting)]

In 2014-2015, the e-Rate program will fund an estimated 66% of system-wide telecommunications and Internet access costs and 90% of the cost of the services specific to the Central Library based upon National Free and Reduced Price Lunch participation rates within the school districts served by these libraries. Including current year projections and this newly approved funding, since its inception in 1998, the e-Rate program will have provided over \$3.9 million to support Library telecommunications, Internet access, as well as data related equipment/ infrastructure.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual - including individual giving, Bucks for Books, Mark Russell event, sponsorship funds for the 2014 Nickel City event (in Nov. 2014), and bequests	January 1, 2014 - Year-to-date	\$140,251.50
Borrower Services Donation Box	April & May	\$48 + \$40 = \$88
Crane Book Sale	April & May	\$576.60 + \$418.25 = \$994.85
Crane Donation Box	April	\$19.39
North Park Book Sale	April	\$70.40
North Park Donation Box	April	\$7.00
Riverside Book Sale	May	\$182.00
Riverside Donation Box	May	\$24.25

Highlights:

- North Park Branch received a \$300.00 donation to purchase books from Florence S. McMahon.

5. Facilities

Erie County Capital Project Requests Reviewed: On May 29th, Library Director **Mary Jean Jakubowski** and Chief Financial Officer **Ken Stone** attended an Erie County Capital Project Committee meeting to provide an overview and answer questions concerning the Library's 2015-2020 Capital Project needs.

Library Project requests:

FOR THE 2015 FUNDING YEAR

- Central Library auditorium rehabilitation and asbestos abatement (\$850,000).

FOR THE 2016 - 2020 FUNDING YEARS

- Library flexible use bookmobile/techmobile acquisition - phase 2 in 2016 - estimated cost \$260,000; and
- Shipping and maintenance vehicle replacements (2 shipping; 1 maintenance) in 2016 - estimated cost \$97,000.

They also voiced support for projects recommended by the Erie County Department of Public Works (DPW) for the Central Library to:

- Upgrade/modernize Central Library life safety systems (fire/security alarms and detectors);
- Upgrade/modernize Central Library mechanical, electrical and plumbing systems; and
- As phase 2 of the Central Library Elevator Project, undertake escalator demolition, space restoration and asbestos abatement associated with the escalator demolition.

The Committee will continue its review process and make recommendations to the County Executive for inclusion in the 2015 Erie County budget.

6. Staff Development

Staff Development - **April 2014**

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	238	596	2	6

Staff Development - May 2014

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	98	694	0	6

Highlights

- Wellness - Twenty-three B&ECPL employees participated in the National Walk@Lunch Day on Wednesday, April 30th.
- **Roseann Hausrath, Glenn Luba, Linda Rizzo, Doreen Woods, Claudia Yates and Cindy Zubler** attended the Leadercast Atlanta conference at Medaille College on April 30th.
- Assistant Professor Amy VanScoy of UB's Department of Information and Library Studies recorded a podcast featuring Assistant Deputy Director **Doreen Woods** for use with students in the special topics seminar "Information Services for Diverse Users".
- Principal Security Officer **Michael Miechowski** and Assistant Deputy Director **Doreen Woods** viewed the American Library Association (ALA) webinar *Library Security* on May 8th.
- One month shy of the June 30th deadline completion date, 69% of B&ECPL employees at the Central, Buffalo branch and contract libraries have completed compulsory training in Workplace Violence and Sexual Harassment prevention.
- TechKnow Lab Coordinator **Kara Stock** and Technology Trainer **Jordan Smith** along with Information Services Librarian **Dan Caufield** and Assistant Deputy Director **Dawn Peters** traveled to Washington, DC, April 6-9, to attend the 29th annual Computers in Libraries conference. This conference, along with webinars and online programs, has been a significant help in the development process of the Library's soon to have makerspace.
- TechKnow Lab Team members **Andy Aquino, Sean Goodrich and Chelsey Lonberger** viewed the Cengage-sponsored webinar *Engaging Teens: Utilizing Maker Spaces & Innovation*.
- On April 24th, Technology Support Librarian **Kelly Donovan** and TechKnow Lab Coordinator **Kara Stock** participated in the Demco-sponsored webinar *Make Your Own Makerspace*.

- On April 8th, Technical Services Manger **Jennifer Childs** viewed *Low Tech Storage Solutions: Historic Objects, Part 1*, a webinar in the Care and Storage of Historic Collections series sponsored by the Greater Hudson Heritage Network.
- Several Technical Services and Technology Support managers joined other B&ECPL staff members for a webinar presented over 2 afternoons. Sponsored by ALA, Parts 1 and 2 of *How to Build a Great Team: One Year to Success* were viewed on April 16th and April 23rd.
- The TechKnow Lab’s *Excel Intermediate* class for staff was attended by several members of Technical Services and Technology Support on April 24th.
- On May 2nd, Information Services and Outreach Librarian **Danielle Burning** and Technology Trainer **Chelsey Lonberger** attended the Comics, Libraries and Education: Impact and Inspiration conference sponsored by the Central Library of Rochester and Monroe County.
- **Sean Goodrich** and **Chelsey Lonberger** viewed *Digital Literacy: Libraries Respond to Community Needs*, a webinar sponsored by Webjunction.
- The Library sponsored training program by Palmer Institute Public Library Administrator's Certificate Program (PLACP) continues. Classes were held in May and will continue in June.
- Technical Services and Technology Support Librarian **Maureen McLaughlin** traveled to Detroit, MI, May 15-17 to attend the annual COSUGI (Customers of SirsiDynix Users Group, Inc.) conference.
- On May 29th, Technical Services Manager **Jennifer Childs** and Technology Support Services Specialist **Johnny Hsu** attended a meeting of the Upstate New York Sirsi Users Group (UNYSUG) at the Southern Tier Library System in Painted Post, NY.
- On April 9th, **Jeannine Doyle** and **Dorinda Darden** presented new Performance Evaluation forms at the Managers/Directors meeting. Guidance in conducting an effective evaluation was provided, and suggestions for rollout of the new process were made. The new forms are on the Staff Intranet and ready to be used.

7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Interview with Mary Jean Jakubowski	Library as a Community Center	Online magazine called nextcity.org

Interview with Mark Russell and WBFO reporter Jay Moran	Upcoming fundraiser @ Central Library	Friday, May 2 nd on WBFO radio
Interview with Mark Russell and Buffalo News reporter Charity Vogel	Upcoming fundraiser @ Central Library	Buffalo News on May 7 th
Interview with Mary Jean Jakubowski for Mark Russell Story	Discussed Mark Russell fundraiser	Buffalo News, published on May 19 th
Interview with Mary Jean Jakubowski with reporter Samantha Maziarz Christmann	Talked about money saving tips from the Library including eBooks and Summer Reading	Will run in the "Money Smart" column in the Buffalo News on June 2 nd
Radio Interview (live broadcast) with Mary Jean Jakubowski	Summer Reading and supporting one's library	May 20, hosted by Eva Doyle on WUFO radio
Taped interview - Fable's Café in the Central Library	Fables Café & it's unique setting inside the library	Taped week of May 26 th , to air on WGRZ TV 2, Sat. Daybreak - "Unique Eats" June 7 th
Taped Interview with Amy Pickard, Grosvenor Room for Channel 2 series	Rare Collections	Treasures of WNY story, aired on May 9 th
Title suggestions for the Buffalo News Weekly ReFresh section	Outreach libraries supply pertinent health-related book titles	Published: May 30 th , May 23 rd , May 3 rd , April 26 th
Media Release	Clarence Public Library Presents Local Author Alycia Ripley- Thursday, June 5 - 7 p.m.	Sent out on May 27 th . Expect coverage from WBFO.
Media Release	Lackawanna Middle School Celebrates "Steeler Service Day" May 22 with Family Programs at the Lackawanna Library	Sent out May 14 th , covered by the Buffalo News on May 19 th

Media Release	NIAGARA BRANCH LIBRARY PRESENTS "EL DÍA DE LOS NIÑOS/EL DÍA DE LOS LIBROS" <i>Free & Open to the Public</i>	Sent to all media N/A - where it was covered
	Statement from B&ECPL Chairman Jack Connors & Lancaster Public Library President Suzanne Jacobs	
Media Release & Media Reminder	Entertainer/Satirist Mark Russell Performs Upcoming Library Fundraiser	The Buffalo News and Channel 2 shot footage from the concert
Media Reminder - cameras invited	Charles Reedy Jazz Quintet	Photo - picture page, The Buffalo News, April 11 th
Media Reminder - cameras invited	Buffalo Chamber Players Concert	
Media Reminder - cameras invited	Buffalo Gay Men's Chorus Concert	Channel 2 News, aired May 7 th
Media Release	Super Hero Saturday	The Buffalo News - Teen Section
CRA - Elmwood Village Association 'Neighborhood Happenings'	Crane Library Book Club & Gravitational Bull	April 14 th
West Side Little Paper	Día Family Book Club and El Día de los Niños	April 26 th - May 9 th
NIA Buffalo Rocket	Spring Evening Book Discussion	April 17 th
NIA Artvoice	Spring Evening Book Discussion	March 27 th - April 2 nd edition
Riverside Review	Upcoming events	April 2 nd ; 9 th ; 16 th ; 23 rd ; 30 th
Buffalo Challenger	"Congregation supports the Frank E. Merriweather Branch Library" "Remembering the King" program	April 2 nd

Buffalo Criterion	“Congregation supports the MRW Branch Library”	April 5 th - 11 th
Buffalo Criterion Buffalo Challenger BECPL scroll	“Tell Me A Story - 6”	April 12 th - 18 th
Elmwood Village Association ‘Neighborhood Happenings’	Free Computer Classes (Microsoft Excel)	May 5 th
Elmwood Village Association ‘Neighborhood Happenings’	Free Computer Class (Facebook)	May 27 th
Buffalo Rocket	Día Family Book Club and InJest Science Circus	May 22 nd
Riverside Review	Upcoming events	May 7 th , 14 th , 21 st , 28 th

Highlights:

- April 30th – **Amy Pickard** provided a RBR tour to Collin Bishop and Nate Benson of Channel 2 News. They filmed and taped material to be used in a series on local “hidden” treasures. On May 9th, Channel 2 aired “Buffalo Revealed: Revealing the Library's Rare Book Vault” on the Daybreak program. The “Buffalo Revealed” series was Collin Bishop’s idea to show the viewing public places and treasures not generally accessible to the public. Our episode presented the Rare Book Collection and some excerpts of an interview with Rare Book Curator **Amy Pickard**. Professional in its presentation, the camera shots by Nate Benson looked great and the editing was excellent. The piece generated a lot of positive/appreciative response.

8. Partnerships

- This writer continues to speak with various organizations who have expressed interest in the Central Library area referred to as 2nd Floor West as potential tenants.

9. Governance

- Communication was sent to Whiteman, Osterman & Hanna, LLP and Communication Services to cease work on the Library District Initiative.

10. Director Activities

Meetings and Events:

LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
April & May 2014

DATE	MEETING / EVENT
April 1, 2014	Staff Forum
April 1, 2014	Meeting - Western New York Library Resources Council
April 1, 2014	Meeting - Milestone of Science w/ Designer Scott Wood
April 1, 2014	Meeting - Regarding Donald Cloudsley Artwork
April 2, 2014	Meeting - Patrick Martin, Esq.
April 2, 2014	Meeting - Carol Batt
April 2, 2014	Concert Series - Judy Summer - Buffalo Chamber Players
April 2, 2014	Meeting - Trustee Sheldon Berlow
April 3, 2014	Meeting - David Kinda, Auditor
April 3, 2014	Meeting - Administrative Team
April 3, 2014	Meeting - Mobile Services Project
April 3, 2014	Meeting - Barbara Park Leggett
April 3, 2014	Meeting - Association of Contracting Library Trustees (ACT) Board
April 4, 2014	Event - Explore & More Children's Museum
April 7, 2014	Event - Bizwomen Mentoring Monday
April 7, 2014	Meeting - Carol Batt and Dawn Peters
April 7, 2014	Meeting - Ken Stone and Chip Campbell; Central Library PA System
April 7, 2014	Speaker - Buffalo Public Schools Art Show
April 8, 2014	Meeting - Carol Batt
April 8, 2014	Meeting - Administrative Team
April 8, 2014	Conference Call - Public Library System Directors (PULISDO)
April 8, 2014	Meeting - Librarian III's
April 8, 2014	Conference Call - NYSL / PLS Directors

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April 9, 2014	Conference Call - Ellen Bach, Esq., Whiteman, Osterman & Hanna, LLP
April 9, 2014	Meeting - Managers / Directors
April 9, 2014	Meeting - Circulation Brainstorming
April 10, 2014	Meeting - Minority Caucus - Erie County Legislature
April 10, 2014	Conference Call - State Librarian Bernard Margolas and Deputy Commissioner Cultural Education Jeff Cannell
April 10, 2014	Concert Series - Judy Summer - Charles Reedy Jazz Quartet
April 10, 2014	Meeting - B&ECPL Board Policy Committee
April 10, 2014	Meeting - B&ECPL Executive Committee - Joint Meeting with Building Oversight Committee
April 11, 2014	Meeting - Chip Campbell and Carol Batt; 2nd Floor West
April 11, 2014	Conference Call - Jaeckle, Fleischmann & Mugal, LLP
April 14, 2014	Meeting - Carol Batt
April 14, 2014	Conference Call - Erie County Legislator Patrick Burke
April 14, 2014	Project Meeting - 2nd Floor West Renovations
April 15, 2014	Meeting - Sheryl Knab
April 16, 2014	Media Event - Video Interview; echo Art Fair
April 17, 2014	Meeting - Administrative Team
April 17, 2014	Meeting - Jack Connors, Chair, and Ted Johnson, Vice Chair - B&ECPL Board of Trustees
April 17, 2014	Meeting - B&ECPL Board of Trustees
April 17, 2014	Meeting - B&ECPL Board Bylaws Committee
April 22, 2014	Meeting - Mike Palmer, Biel's
April 22, 2014	Meeting - Joy Testa Cinquino
April 22, 2014	Meeting - Milestones of Science
April 23, 2014	Meeting - Carol Batt - Policy
April 23, 2014	Conference Call - Judge Salvatore Martoche
April 23, 2014	Meeting - Susan McClaren, Esq., Webster Szanyi, LLP
April 24, 2014	Meeting - Aaron Ott, Public Art Curator - Albright-Knox Art Gallery
April 24, 2014	Recognition Dinner - Lynn Konovitz, Director Grand Island Memorial Library
April 25, 2014	Meeting - Jeannine Doyle
April 25, 2014	Meeting - Carol Batt, Dawn Peters and Kelly Donovan

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April 25, 2014	Meeting - Jax Deluca, Executive Director - Squeaky Wheel
April 25, 2014	Concert Series - Judy Summer - Buffalo State Chamber Music Ensembles
April 25, 2014	Meeting - Eva Hassett, Executive Director - International Institute of Buffalo, and Anne Conable
April 25, 2014	Meeting - Tim Galvin
April 28, 2014	Conference Call - Mary Frances Cooper, President and Director - Carnegie Library of Pittsburgh
April 28, 2014	Project Meeting - 2nd Floor West Renovations
April 28, 2014	Meeting - IMLS Grant - Digitization, Programming and Sustainability
April 28, 2014	Conference Call - Kevin Marmion, President - William S. Hein & Co.
April 30, 2014	Event - El Dia De Los Ninos/El Dia De Los Libros; Niagara Branch Library
May 1-2, 2014	Conference - The Future of Libraries: Do We Have Five Years to Live
May 3, 2014	Meeting - Association of Contracting Library Trustees (ACT)
May 5, 2014	Meeting/Tour - RBR with William S. Hein Co and Dr. Paul Finkelman
May 5, 2014	Meeting - Staffing Patterns
May 6, 2014	Conference Call - WNYLRC Budget/ Finance Committee
May 6, 2014	Meeting - Joy Testa Cinquino, Maureen Germaine and Anne Conable
May 6, 2014	Media Event - Telephone Interview Nextcity.org (http://nextcity.org)
May 7, 2014	Meeting - Mobile Services - Progress Update
May 7, 2014	Concert Series - Judy Summer - Buffalo Gay Men's Chorus
May 7, 2014	Meeting - Carol Batt
May 8, 2014	Meeting - Administrative Team
May 8, 2014	Meeting - Collection Development
May 8, 2014	Meeting - Joint B&ECPL Executive Committee & Planning Committee
May 12, 2014	Meeting - EBL (WNYLRC electronic books)
May 13, 2014	Meeting - Carol Batt
May 13, 2014	Conference Call - Public Library System Directors Organization (PULISDO)
May 13, 2014	Conference Call - New York State Division of Library Development and PULISDO
May 14, 2014	Meeting - Managers/Directors
May 14, 2014	Meeting - Patrick Martin, Esq.
May 18, 2014	Fundraiser - Mark Russell Event

May 19, 2014	Meeting - Jeannine Doyle
May 19, 2014	Meeting - David Kinda, Auditor Erie County County Comptroller's Office
May 19, 2014	Meeting - Joy Testa Cinquino, Maureen Germaine and Anne Conable
May 20, 2014	Media Event - Eva Doyle Radio Show - Summer Reading
May 21, 2014	Tour - Riverside and North Park Branches, Legislator Peter J. Savage, III
May 21, 2014	Meeting - Young Audiences of WNY
May 22, 2014	Program - Lackawanna Public Library - Steelers Day
May 22, 2014	Media Event - Canalside
May 22, 2014	Meeting - Meg Cheman and Amy Pickard - Special Collections
May 27, 2014	Meeting - Patrick Martin, Esq.
May 28, 2014	Conference Call - State Librarian Bernard Margolis
May 29, 2014	Meeting - Administrative Team
May 29, 2014	Meeting - Erie County Capital Projects
May 30, 2014	Meeting - Joy Testa Cinquino - Marketing Plan

Other:

Contracting Member Library Activity Reports

Concord Public Library – submitted by Bridgette Heintz, Director

Highlights of events and activities at the Concord Public Library:

April 2014

- 4/1/14: Stuffed Animal Storytime run by the Youth Services Group.
- 4/8/14: Preschool Storytime run by the Child Care Resource Center.
- 4/12/14: Easter Egg-Stravaganza for children ages 5 and up inclusive of a story, crafts, games, and an egg hunt in the library.
- 4/22/14: Book Club and a Movie meeting to discuss *The Book Thief* by Markus Zusak.
- 4/25/14: Google It! computer class run by the Central Technology Trainers.
- RFID conversion beginning this month.
- An 'Eat Smart New York' community educator from the Cornell University Cooperative Extension comes by every Tuesday to run an information table in the library from 1-3 p.m.

May 2014

- 5/10/14: Mother's Day Tea inclusive of a story, games, refreshments, crafts, and prizes for ages 5 and up with a caregiver.
- 5/15/14: *Computer Basics* and *Internet Basics* computer classes presented by the Central Technology Trainers.
- 5/27/14: Book Club and a Movie meeting to discuss *Odd Thomas* by Dean Koontz.
- An 'Eat Smart New York' community educator from the Cornell University Cooperative Extension comes by every Tuesday to run an information table in the library from 1-3 p.m.

June 2014

- 6/3/14: *eBooks & eReaders* computer class presented by the Central Technology Trainers.
- 6/17/14: *Kindle Basics* computer class presented by the Central Technology Trainers.
- 6/23/14: Beaver Meadows will present their 'Cold-Blooded Critters' program. This program is paid for from a system-wide grant received by the Youth Services Group.
- 6/27/14: Another meeting of the Book and a Movie Book Club; Title TBD.

July 2014

- 7/10/14: In honor of the 20th anniversary of the building, the library will host an open house which will include Legislator John Mills' annual hot dog roast fundraiser, a book sale, a bake sale, and a portrait unveiling of the previous director, Annette Gernatt; good photo op as local media and law makers will be invited.

Hamburg Public Library- submitted by Jack Edson, Director

Highlights of events and activities at the Hamburg Public Library:

- Construction of our 6,000 square foot, \$2.6M addition to the Hamburg Public Library is in full swing. The curved foundation has been completed and we are realizing how large and impressive this addition will be when it opens late in 2014.
- Soon, we will have to close the library on some days because some construction steps do not allow staff and patrons in the building for safety reasons.
- Friends of the Hamburg Libraries will gather on Thursday, June 12th at 4 p.m. for the ceremonial groundbreaking and picnic for our new addition.
- I have met with Public Art Curator Aaron Ott of the Albright-Knox Art Gallery to discuss the possibility of a large and wonderful piece of art for our library addition.

- Our community has been responding wholeheartedly to our fundraising campaign to provide additional amenities and furnishings for our project. We welcome donations from our wide community of library supporters, wherever they live.

Marilla Free Library – submitted by Shannon Jakubowski, Director

Highlights of events and activities at the Marilla Free Library:

- We are preparing for another exciting and fun-filled summer with programs for all ages. Programs and events center around our *Fizz! Boom! Read!* theme this year. There will be Storytime with Miss Shannon for preschooler's ages 3 to 5 and Summer Fun Club for children ages 6 to 12. We're excited to have special programs for all ages, which include a visit from the Primate Sanctuary, Buffalo Science Museum, Defiant Monkey Interactive Theater, Nature Edventures, Magician Ted Burzynski, and Punkin' the Clown. The Central Programming Team will also be visiting our library to present 2 fun-filled programs - Super Lego Challenge and Fizz Boom Wow.
- We will be encouraging children to read all summer by joining our independent reading program. Children will record time reading in their reading logs, to earn great prizes each week.
- Our library will again be bringing a team to the *Battle of the Books* in August. Team members are already busy reading the 5 books. Our team will begin meeting in June.
- In May, the staff attended Community Day at the Marilla Primary School.
- The Marilla Library Book Club meets at 2 p.m. the fourth Tuesday of the month; in April they will be reading *Annie's Ghosts* by Steve Luxenberg, in May they will be reading *Rainwater* by Sandra Brown, and in June they will be reading *A Farewell to Arms* by Ernest Hemingway.

Orchard Park Public Library – submitted by Peggy Errington, Director

Highlights of events and activities at the Orchard Park Public Library:

- Adult 4th Tuesday Speaker Series: Jeff Schober – author of the *Bike Path Rapist* and *Growing Up Gronk* discussed his work at the Orchard Park Library (April); John Spagnoli and Fran Hogenkamp will discuss “The Secret Life of WNY Beekeepers” (May).
- An *eBooks & eReaders* computer training class was very popular in April.
- Isaiah Rashad, an author and a native of Western New York as well as a former Active-Duty U.S. Army Infantry Soldier who served in Kuwait, discussed and signed his book: *Battlefield Business*.

- Special Children's Programs in April included Egg Coloring with Explore & More Children's Museum and Paul the Amazing Artist and Balloon Guy.
- BPOvations: BPO Maestro Paul Ferington previewed forthcoming BPO concert - Russian Rhapsody (April).
- Special children's programs in May include Mr. K's Mobile Planetarium in 2 sessions for children ages 4-6 and 7 and up. Later in the month kids are encouraged to discover the life and times of Daniel Boone with the Audubon Center and to make a unique Fairy Garden while learning about plants along the way.
- A *Computer Basics* training class is scheduled for May.
- Also in May, the Friends of the Orchard Park Library will sponsor a Spring Donated Book Sale, May 16, 17, & 18. The Friends' volunteer and fundraising efforts represent a tremendous asset to the Orchard Park Library and the greater community.
- June computer training classes include *Kindle Fire Basics* and a reprise of the very successful *One-on-One eReader Technology* training class. Tablet use has increased exponentially at Orchard Park, and with it interest in the Library's downloadable services.
- Special children's programs in June include Defiant Monkey Improv and the always popular Touch Tank from the Aquarium of Niagara.
- The Orchard Park Library is the 3rd most visited library in Buffalo & Erie County and ranks 5th overall in circulation of library materials for 2013.

Agenda Item G - The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. No report provided.

Agenda Item H - Public Comment. There was no public comment.

Agenda Item I - Unfinished Business. No unfinished business.

Agenda Item J - New Business. There was no new business.

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

Respectfully submitted,

Kathleen Berens Bucki
Secretary