

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
December 21, 2017

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, December 21, 2017, at the Central Library pursuant to due notice to trustees. The following members were present:

Frank Housh, Chair
Alan Bedenko, Vice Chair
Katie Burd, Secretary
Rhonda Ricks, Treasurer
Sheldon M. Berlow
Kathleen Berens Bucki
Frank Gist
Kimberly Johnson
Theodore K. Johnson
Sharon M. Kelly
Joel C. Moore
Elaine M. Panty
Teresa Vincent
Wayne D. Wisbaum

Chair Frank Housh called the meeting to order at 4:10 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

Agenda Item B - Approval/Changes to the Agenda. Chair Housh entertained a motion to amend the agenda to add Resolution 2017-59 at the beginning of New Business regarding the Librarians Association Contract. Ms. Panty made the motion. With a second from Ms. Burd, the amended agenda was approved unanimously.

Agenda Item C - Minutes of the Meeting of November 16, 2017. On motion by Mr. Berlow, seconded by Ms. Panty, the Minutes were approved as mailed.

Agenda Item D - Report of the Chair. Chair Housh welcomed new B&ECPL Trustee Kimberly Johnson to the Board; Ms. Johnson's appointment was confirmed December 7th by the Erie County Legislature for a term through December 31, 2019, replacing Phyllis Horton's expired term. He thanked Ms. Horton for her many years of

faithful service, especially as a holdover trustee - since her term expired in 2009!
Ms. Johnson shared some background information about herself with trustees.

The first Board meeting for 2018 is scheduled for January 18th at 4 p.m., carrying on the routine of having Board meetings on the third Thursday of each month. Chair Housh noted if there are no objections, the 2018 Board meetings will continue to be held on the third Thursday of each month at 4 p.m. The May meeting will take place at the North Park Branch Library and the September meeting will take place at the West Seneca Public Library, both of which have recently seen their physical space either recreated or modified. All other meetings will take place at the Central Library. The Board meeting schedule for 2018 will be included in the January Board packet as an information item.

B&ECPL Conflict of Interest Statements were at each trustee's place. Chair Housh advised each trustee to complete, sign and return them to the Director's Office where they will be kept on file.

Agenda Item D.1 - Election of Nominating Committee. Chair Housh communicated: per the Bylaws, a Nominating Committee shall be selected at the December meeting in each year. It shall consist of 5 members, 2 of whom shall be appointed by the Chairman from the Board of Trustees, and 3 of whom shall be elected by the Board of Trustees from its members. The Chairman of the Board of Trustees shall appoint the Chairman of the Nominating Committee. It shall be the duty of the Nominating Committee to present to the January meeting next following nomination for Chairman, Vice Chairman, Secretary, Treasurer and 3 members of the Executive Committee. As Board Chair, Mr. Housh named Mr. Bedenko and Ms. Burd as his 2 appointees, and requested Mr. Bedenko to act as Chair of the Committee. Mr. Johnson nominated Mr. Berlow; Ms. Bucki nominated Ms. Panty; and Mr. Gist nominated Ms. Kelly. The Nominating Committee was approved unanimously by the Board. Mr. Housh thanked Trustees Bedenko, Berlow, Burd, Kelly and Panty for agreeing to serve.

Agenda Item E - Committee Reports.

Agenda Item E.1 - Executive Committee. Mr. Bedenko summarized the Executive Committee meeting of December 14th and requested the written report, which was at each trustee's place, be entered into the Minutes. Ms. Panty moved, Mr. Gist made a second, and approval was unanimous.

Trustee Moore arrived at approximately 4:19 p.m. during the summary of the Executive Committee meeting.

Present: Chair Frank Housh, Committee members Alan Bedenko, Sheldon Berlow and Kathleen Berens Bucki. Also present were Trustee

Elaine Panty, Library Director Mary Jean Jakubowski and Chief Financial Officer (CFO) Kenneth Stone.

The meeting of the Executive Committee began at 4:35 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

The Committee reviewed the proposed agenda for the December 21st meeting of the Board of Trustees including proposed resolutions; CFO Stone reviewed resolutions regarding budget and finance, noting the Library continues to run within budget, and Trustee Panty reviewed proposed resolutions dealing with amended policies.

Chair Housh briefly discussed the finalization of the Lackawanna Public Library Organizational Review. He noted their Board has been directed to rectify the 2 outstanding issues and he feels if they do not address the issues, funding for the Lackawanna Public Library may be affected.

Chair Housh further noted that he has directed Library Administration to meet with other contracting libraries to address staff working in closed buildings. He indicated he would send letters on behalf of the B&ECPL Board of Trustees if necessary. Discussion ensued.

Chair Housh discussed the proposed Deputy Director appointment, noting this is the beginning of an Administrative restructure that Director Jakubowski has been working on. Discussion ensued.

The meeting adjourned at 5:00 p.m. on a motion by Trustee Bedenko and second by Trustee Bucki.

Agenda Item E. 2 – Budget and Finance Committee. Committee Chair Rhonda Ricks called on Deputy Director - CFO Kenneth Stone to explain budget and finance items, all of which were discussed by the Committee via a phone conference December 13th.

Agenda Item E.2.a – Adoption of 2018 Budget. Mr. Stone noted the 2018 Budget contains County Executive Mark Poloncarz's recommended 2% funding increase of \$478,872 for the B&ECPL which the Erie County Legislature supported. Mr. Gist moved, Mr. Johnson seconded, and approval of Resolution 2017-46 was unanimous.

RESOLUTION 2017-46

WHEREAS, on December 7th, the Erie County Legislature finalized the County's 2018 Budget allocation for the Library, and

WHEREAS, the County's enacted budget provides a 2.0% increase in County Library Tax funding from 2017's \$23,943,617 to \$24,422,489, and

WHEREAS, since this increase is less than the anticipated 5.91% growth in the tax base, the Library portion of the average County Property Tax rate per \$1,000 of equalized full market value will decrease modestly, and

WHEREAS, this funding will allow the Library to maintain current service levels and open hours, and

WHEREAS, it allows the Library to meet its obligations under settled bargaining unit agreements which provide modest wage adjustments as well as employee contributions towards the cost of health care and provisions lowering the employer share of both active and retiree health care costs over the longer term, and

WHEREAS, the Board of Trustees expresses its appreciation to the County Executive for recommending the funding and to the County Legislature in approving the recommended funding, and

WHEREAS, strong public support for the Library reinforces both the continuing need for basic library services and the continuing importance of the Library in bridging the "digital divide," and

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library wishes to gratefully acknowledge the support of the public, the Erie County Executive, and the Erie County Legislature, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the 2018 Budget, utilizing the following sources to provide library services in 2018:

\$24,422,489 - County Property Tax for Library Purposes

\$ 2,228,411 - New York State Aid - Operating Budget

\$ 498,684 - Use of Fund Balance

\$ 848,280 - Library Fines, Fees and Other Revenue

\$27,997,864 - Total Operating Budget

\$ 684,670 - Library Grants Budget

\$28,682,534 - Combined Operating and Grants Budget, further detailed in the *2018 Budget in Brief Charts* and the accompanying *2018 Budget Operating and Grants by Line Item* document, and be it finally

RESOLVED, that the budget documents and schedules be promptly posted on the Library's website and all needed forms and accounting entries to implement this budget be promptly completed and transmitted.

Agenda Item E.2.b – Implement Contract Library Extensions. Mr. Stone explained these contracts are based on the 2018 Budget just adopted and will be adjusted once the State Aid is finalized in April; the B&ECPL has until July 31, 2018 to implement the full contracts. On a motion by Ms. Vincent and a second by Dr. Ricks, approval of Resolution 2017-47 was unanimous.

RESOLUTION 2017-47

WHEREAS, on June 15, 2017, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2017-20 which authorized executing 2017 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2017 contracts incorporated a provision to extend the 2017 contract into 2018 thus avoiding the November-December rush to extend contracts given many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time, and

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo & Erie County Public Library constitute over 90% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2018 budget allocation was not finalized until December 7, 2017 and New York State's allocation will not likely be finalized before April 2018, and

WHEREAS, this makes it difficult for the Buffalo & Erie County Public Library and the contracting member libraries to develop, consider and approve a full contract prior to the beginning of the 2018 fiscal year on January 1, 2018, and

WHEREAS, the contract extension provision provides for allocations based upon the 2018 requested budget except that, should the local funds for library services be modified from those projected in the budget request, the allocation shall be based upon the modified estimate, and

WHEREAS, the extension provision will remain in effect until such time as a final 2018 contract is adopted, not to exceed July 31, 2018, and

WHEREAS, implementing the contract extension provision may be made by Board adopted resolution notifying contracting member libraries of said extension, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes implementing the 2017 contract extension as described above, with budgetary amounts based upon the 2018 Board adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director is authorized to transmit this resolution to each contracting library.

Agenda Item E.2.c – Unanticipated Expenditure Assistance – Lancaster Public Library. Mr. Stone explained both their Director and Librarian retired; proposed Resolution 2017-48 would cover the payouts. Following discussion regarding the nature of the payouts, Ms. Vincent moved, Ms. Burd seconded, and approval was unanimous.

RESOLUTION 2017-48

WHEREAS, the contract between the Buffalo & Erie County Public Library (B&ECPL) and contracting libraries, in section TWENTY SECOND, provides a process for requesting assistance in the event of “unforeseeable circumstances” that “result in a material impact on the ‘Public Library’s’ operating budget”, and

WHEREAS, the Lancaster Public Library Board of Trustees has requested assistance to cover the unanticipated cost of retirement related payouts for two long-term employees, and

WHEREAS, B&ECPL staff worked with Lancaster Public Library staff to identify the best method to address this situation, including an analysis of projected personnel costs for the balance of the year, and this review resulted in a recommendation to request assistance in the amount not to exceed \$30,000, and

WHEREAS, without this assistance the Lancaster Public Library Board of Trustees has found that having to reduce staff hours to address the unanticipated retiree payout expense, as would otherwise have been required to address these costs, would result in inadequate staffing needed to provide committed programming associated with operating the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, sufficient monies are available within the 2017 B&ECPL operating budget to accommodate this request, and

WHEREAS, pursuant to section EIGHTH of the contract, this change may be implemented by resolution and transmitting a revised Exhibit A to reflect same, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves a reallocation within the 2017 B&ECPL operating budget to utilize savings in salary and wage and/or utility accounts to provide up to \$30,000 in salary/wage/fringe benefit funding assistance to the Lancaster Public Library, and be it further

RESOLVED, that a copy of this resolution and a revised Exhibit A be transmitted to the above contracting library.

Agenda Item E.2.d - Unanticipated Expenditure Assistance - Elma Public Library. Mr. Stone explained this is a similar request, the Elma Public Library's Director retired and they are requesting assistance to cover the payout. Ms. Vincent moved to approve Resolution 2017-49. She was seconded by Ms. Panty, and approval was unanimous.

RESOLUTION 2017-49

WHEREAS, the contract between the Buffalo & Erie County Public Library (B&ECPL) and contracting libraries, in section TWENTY SECOND, provides a process for requesting assistance in the event of "unforeseeable circumstances" that "result in a material impact on the 'Public Library's' operating budget", and

WHEREAS, the Elma Public Library Board of Trustees has requested assistance to cover the unanticipated cost of retirement related payouts for a long-term employee, and

WHEREAS, B&ECPL staff worked with Elma Public Library staff to identify the best method to address this situation, including an analysis of projected personnel costs for the balance of the year, and this review resulted in a recommendation to request assistance in the amount not to exceed \$20,000, and

WHEREAS, without this assistance the Elma Public Library Board of Trustees has found that having to reduce staff hours to address the unanticipated retiree payout expense, as would otherwise have been required to address these costs, would result in inadequate staffing needed to provide committed programming associated with operating the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, sufficient monies are available within the 2017 B&ECPL operating budget to accommodate this request, and

WHEREAS, pursuant to section EIGHTH of the contract, this change may be implemented by resolution and transmitting a revised Exhibit A to reflect same, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves a reallocation within the 2017 B&ECPL operating budget to utilize savings in salary and wage and/or utility accounts to provide up to \$20,000 in salary/wage/fringe benefit funding assistance to the Elma Public Library, and be it further

RESOLVED, that a copy of this resolution and a revised Exhibit A be transmitted to the above contracting library.

Agenda Item E.2.e – Monthly Financial Report. The monthly financial report for the period ending October 31, 2017 was included in the Board packet for information. CFO Stone reported the B&ECPL continues to operate within budget.

To answer a question from Mr. Berlow, Mr. Stone pointed out just over \$147,000 in donation amounts have been raised in 2017 and this information can be found on page 6 of the monthly financial report. Additional trustee questions were answered on this subject.

Agenda Item E.3 – Policy Committee. Committee Chair Panty read the November 16th Policy Committee report as follows:

Present: Chair Elaine Panty, Committee members Alan Bedenko, Kathleen Berens Bucki, Phyllis Horton and Sharon Kelly. Also present were Library Director Mary Jean Jakubowski and Deputy Director CFO Kenneth Stone.

The meeting of the Policy Committee began at 5:20 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

The Committee reviewed the following 4 policies, vetted by Library legal counsel, which contained suggested changes by Library Administration. Additional Committee suggested changes were incorporated. The Policy Committee recommended the 4 proposed amended policies be brought before the Buffalo & Erie County Public Library Board of Trustees for approval at their December 21st meeting:

1. Information Technology Security Policy – Suggested changes include adding language for clarification purposes, for consistency in wording, and concerning portable data storage devices.
2. Rules of Conduct – Suggested changes include removing language concerning denying access to minors between the ages of 6 and 16 to the Library during regular school hours and adding language prohibiting vaping.
3. Central Library Access Ramp Rules – Suggested changes include adding language to mimic/resemble the Library’s Rule of Conduct which prohibits sleeping and vaping.
4. B&ECPL Procurement Policy – One suggested change to add an additional purchasing organization, the PEPPM Technology Bidding and

Purchasing Program, to the list of authorized cooperative purchasing agreements in Section II.G. was included.

On a motion by Trustee Kelly and a second by Trustee Bucki, the meeting adjourned at approximately 5:45 p.m.

Agenda Item E.3.a – Amend Information Technology Security Policy. Mr. Berlow questioned where data is secured. Director Jakubowski noted the B&ECPL has its own Network Division, we employ software for security purposes and we have storage at the Central Library as well as offsite backup storage.

Mr. Gist questioned if the demise of net neutrality will affect the B&ECPL. Director Jakubowski answered there is the potential for it to affect the Library. It is predominantly affecting the individual user, but the Library will be watching this very closely in upcoming months. The American Library Association has a strong stance on the repeal of net neutrality, and the concern is that unequal services will be provided to individuals in less affluent communities. She feels libraries may see an uptick in computer usage as a result of this. How it will affect the Library in a monetary sense is something we need to watch as there are a lot of unknowns at this time.

Mr. Johnson moved, Mr. Bedenko seconded, and approval was unanimous of Resolution 2017-50 as presented.

RESOLUTION 2017-50

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has a structure for process and review of standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations to amend the attached draft of the *Information Technology Security Policy Manual* which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include language for clarification purposes, for consistency in wording, and concerning portable data storage devices, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's *Information Technology Security Policy Manual* to supersede and replace the prevailing *Information Technology Security Policy Manual* last amended September 18, 2014.

Agenda Item E.3.b – Amend Rules of Conduct Policy. Director Jakubowski offered additional explanation for the recommended removal of language denying access to minors between the ages of 6 and 16 during regular school hours pointing out that in

today's society, libraries are often safe havens and because the B&ECPL is not required to enforce truancy laws, she feels it is restrictive and gives a sense of the Library being an unwelcome place. If approved, her office will reach out to local schools to let students, teachers and their counselors know that libraries can be a place they can seek refuge, if refuge is necessary, and help individuals get the services they may need. Following discussion, Mr. Bedenko moved, Ms. Vincent seconded, and approval of Resolution 2017-51 as presented was unanimous.

RESOLUTION 2017-51

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has a structure for process and review of standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft amended Rules of Conduct which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include removing language concerning denying access to minors between the ages of 6 and 16 to the Library during regular school hours; and adding language prohibiting vaping, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Rules of Conduct to supersede and replace the prevailing policy last amended October 20, 2016, and be it further

RESOLVED, that a copy of the approved Rules of Conduct be posted on the B&ECPL's website.

Agenda Item E.3.c – Amend Central Library Access Ramp Rules. Mr. Johnson made a motion, Dr. Ricks made a second, and approval of Resolution 2017-52 as presented was unanimous.

RESOLUTION 2017-52

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has a structure for process and review of standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft amended Central Library Access Ramp Rules which have been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include language to mimic/resemble the Library's Rules of Conduct which prohibits sleeping and vaping, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Central Library Access Ramp Rules to supersede and replace the prevailing policy last amended October 20, 2016, and be it further

RESOLVED, that a copy of the approved Central Library Access Ramp Rules be posted on the B&ECPL's website.

Agenda Item E.3.d – Amend B&ECPL Procurement Policy. Mr. Johnson made a motion, Mr. Bedenko made a second, and approval of Resolution 2017-53 as presented was unanimous.

RESOLUTION 2017-53

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has utilized Erie County's Purchasing Policies to conduct Library procurement, and

WHEREAS, Library specific policies and procedures implementing the requirements of General Municipal Law §103 and 104(b) better address the needs of the Library, and

WHEREAS, on September 18, 2014, the Library Board of Trustees adopted Resolution 2014-30 establishing *Buffalo & Erie County Public Library Procurement Policies and Procedures as required under General Municipal Law Sections 103 and 104-b*, and

WHEREAS, the policy provides that the B&ECPL Board of Trustees shall review this policy and procedures at least annually, having last been reviewed and amended December 15, 2016, and

WHEREAS, recommended changes to the language include adding 1 additional cooperative purchasing organizations, the PEPPM Technology Bidding and Purchasing Program, to the list of authorized cooperative purchasing agreements in Section II.G, and

WHEREAS, the Board's Policy and Executive Committees have reviewed the updated policy and recommend it for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the updated Procurement Policy, and be it further

RESOLVED, that the updated policy supersedes the previously adopted policy and the procurement related stipulations of all previously adopted Board resolutions, and be it finally

RESOLVED, that a copy of the updated Procurement Policy be posted on the B&ECPL's website.

Agenda Item F – Report of the Director. Director Jakubowski welcomed Ms. Johnson to the Board. Trustees were asked to mark their calendars for Wednesday, February 28, 2018 for NYLA’s Advocacy Day in Albany. Director Jakubowski noted it is a great opportunity to meet with our State representatives; Chair Housh and Trustee Panty attended last year. Additional information is forthcoming.

Director Jakubowski shared a letter from a gentleman and his nephew who use the North Park Branch Library recognizing and appreciating the staff and improvements done at that library.

Mr. Wisbaum arrived at 4:39 p.m.

What she believes will be the final letter to the Lackawanna Public Library Board of Trustees was sent to their Chair with responses to their secondary responses on their Organizational Review; a notation that we have some concerns in the areas of staff working in the building during closed hours as well as the fact that their Library Board is not choosing to address the situation where an individual staff member was reimbursed for expenses without documentation was included. Also included in that letter is a notation to cease and desist such a practice and if that practice continues, the B&ECPL will consider reducing their budget accordingly. They are clearly aware of the Library’s stance on these matters.

Lastly, the Director thanked Library Administration and staff for a wonderful year noting 2017 was a blockbuster year with a lot of new specialized programs. She also thanked trustees for all the work they do for the B&ECPL System.

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

B&ECPL Monthly Report November 2017

Visit by New York State Senate Select Committee on Libraries Chair – New York State Senator Patty Ritchie, Committee Chair, along with her entourage, and 60th District Senator Chris Jacobs toured the Central Library Friday, November 3rd. The Senators received a preview of the Rare Book Room’s latest exhibit - *Buffalo Never Fails: The Queen City and World War I*, a hands-on demonstration of the Launch Pad MakerSpace, an overview of the Buffalo & Erie County Public Library (B&ECPL) System, and discussed various library trends, resources and opportunities. The New York State Construction for Libraries program was also discussed, including localized construction needs as well as the need to continue the various State library aid programs.

Buffalo Never Fails: The Queen City and World War I – The B&ECPL's 2nd large-scale exhibit, *Buffalo Never Fails: The Queen City and World War I*, officially opened on Saturday, November 18th. A Color Guard and rifle salute was included in a moving ceremony conducted by local Veterans groups. Two years in the making, the *Buffalo Never Fails* exhibit is located in the Central Library's Collections Gallery and highlights the Library's extraordinary WWI poster collection while telling the story of Buffalo during this time period. The exhibit includes materials from the Library's rare book collections as well as memorabilia and artifacts from local families and collectors. Staff from multiple departments including Special Collections, Information Services, Children's Department, Graphics Department, Maintenance Department, Network Support and Development and Communications worked together to bring this marvelous exhibit to fruition. The exhibit will continue for a period of 2 years, with original WWI posters being rotated every 6 months.

Programming and educator's nights are being planned which coincide with the WWI exhibit theme. This month's Literally Speaking book was *Dead Wake: The Last Crossing of the Lusitania*, by Erik Larson. Special Collections Manager **Meg Cheman** led the discussion. The 2nd Annual One Community, One Book program, which will be held in May 2018, will feature Ernest Hemingway's *A Farewell to Arms*.

A newly created website for *Buffalo Never Fails: The Queen City and World War I* exhibit was unveiled the week of November 13th which can be viewed at:

<http://www.buffalolib.org/content/buffalo-never-fails-queen-city-and-world-war-i>.

New York Library Association (NYLA) Conference – Twelve staff members together with this writer and B&ECPL Board Chair Frank Housh attended the 2017 Annual NYLA Conference held in Saratoga Springs, New York, November 8th – 11th. Several staff members presented programs to colleagues from across the State. Children's Services Manager **Kathryn Galvin** presented on *NYS Battle of the Books*, Librarian **Andrew Maines** presented *Budgets Behind Bars*, Human Resources Administrative Clerk **Erin Weller** presented *A+ Customer Service*, and Director **Jakubowski** presented *I Still Don't Want to Talk About It* and *Creating the Future: Looking Beyond the 2020 Vision for Library Services in New York State*. A wide variety of programs were attended including: *Helping Patrons Spot Fake News*, *Legal Issues in Financing and Building Libraries*, *Connecting with Patrons in Poverty*, *STEAMing Up Your Library Programs*, *Engaging Adult Developing Readers*, *Exploring Frontiers of Diversity*, and *Libraries as a Powerful Platform for Change*.

3rd Annual Western New York Children's Book Expo - November 11th – This year, Children's Services Librarians **Mary Ann Budny** and **Wanda Collins** represented the Library at the event offering book-related, hands-on activities and assisted patrons with their library accounts using MobileCirc. The Expo, held at the Buffalo Niagara Convention Center, is sponsored by Monkey See, Monkey Do...Children's Bookstore located in Clarence, New York. Earlier in the week, author Kathryn Otoshi who was

participating in the Book Expo visited the Central Library reading her books *Zero, One, Draw the Line* and *Beautiful Hands* to second grade classes from Enterprise Charter School.

College Is Affordable! – Pursuant to discussions with local community members, the Frank E. Merriweather, Jr. Branch Library hosted 2 sessions of *College is Affordable!* (October 26th and November 14th) for anyone interested in learning about financial aid, college majors pertaining to the field of Information and Library Science and career opportunities with the B&ECPL. Representatives from the B&ECPL, the University at Buffalo’s Financial Aid Office, Say Yes Buffalo, the Community Foundation and faculty from the University at Buffalo’s Graduate School of Education were available to answer questions and present on grant and scholarship opportunities.

Monthly Programming Statistics – November 2017

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	205	2088	4502	46460
Children (age 6-12)	154	1841	2687	34866
Teens	28	510	191	5964
Intergenerational	144	1632	3455	46942
Adults (excludes Technology)	215	2494	2533	34460
TOTAL In Library Programs	746	8565	13368	168692

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	2	97	2	97
Children (age 6-12)	68	776	68	776
Teens	97	621	97	621
Intergenerational	0	0	0	0
Adults (excludes Technology)	208	1771	209	1777
TOTAL In Library Programs	375	3265	376	3271

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	5	50	24	301
System or Library-owned Cyber Train	10	127	75	873
One on One	91	1159	98	1244
TOTAL Adult Technology	106	1336	197	2418

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	10	81	210	1687
Children (age 6-12)	5	82	168	8227
Teens	1	18	22	392
Intergenerational	8	103	663	16562
Adults (excludes Technology)	9	115	285	3995
TOTAL Outreach (out of Library)	33	399	1348	30863

System-wide Buffalo Never Fails WWI Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	18	18	311	311
Adult Services	0	0	0	0
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	1	1	200	200
Grosvenor Room	4	4	21	21
TOTAL	23	23	532	532

Buffalo Never Fails WWI Exhibit:

	Month	YTD	From Opening
			11/16/2017 to present
Visitors - Non-tour related	1648	1648	
Visitors - Tour/Program	343	343	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	1991	1991	1991

Highlights:

- **Outreach:** November 1st - Information Services and Outreach Librarians **Sara Fuller** and **Maria Lowe** attended the Holiday Hiring Job Fair at the Walden Galleria Mall hosted by Townsquare Media. Sara and Maria spoke with approximately 100 job seekers about the various resources and employment opportunities available at the Library. November 8th - Information Services and Outreach Librarian **Sandra Courtney** presented *Library Business Resources* to 30 AmeriCorps VISTA employees, conducted a question and answer session regarding library business and career resources, and distributed library card applications as well as brochures regarding various library services. November 11th - TechKnow Lab Manager **Kara Stock** and Launch Pad Manager **Jordan Smith** staffed a table at the Transit Road Barnes and Noble for the 3rd Annual Mini Maker Faire. Fifty-four people of all ages programmed our Dash robot and experienced virtual reality (VR) with our VR headsets. November 18th - Library on Wheels Branch Manager **Nicole Brown** and Senior Page **Lois Rotchford** visited and participated in the first STEAMfest at Lancaster High School. Nicole brought books about Math, Science, and other topics related to the festival. November 25th - Children's Services Librarian **Pamela Edholm** drove the bookmobile in the Hamburg Santa Claus Parade, along with Hamburg Library Director **Brian Hoth**. Although it was a very rainy morning, the village streets were lined with hundreds of people waving and cheering! November 29th - **Nicole Brown** and Senior Page **Alyssa Johnson** visited Clinton Street Elementary School. Nicole gave tours of the bookmobile and discussed with the children what the purpose of a bookmobile is. The children filled out library card applications which were picked up and processed at the Central Library before the visit, with library cards distributed the day of the visit. There were 174 items checked out and 180 visitors to the Library on Wheels.
- Wellness Wednesday, November 8th - Information Services and Outreach Librarian **Renée Masters** presented *Wellness Wednesday - Stay Active* featuring Erie County Department of Parks, Recreation & Forestry and the Wellness Institute of Greater Buffalo. Participants learned about Erie County parks and the opportunities for outdoor activities offered at each location. The Wellness Institute offered information on exercise and fall prevention suited to the cold winter months. Over 40 individuals chatted with the representatives. The Parks Department representative commented that while the turnout for this event was light, he was pleased to be reaching a city-based demographic that is seldom reached and is not familiar with everything available to them at county parks.
- November 9th - **Renée Masters** and Community Health Educator Kelly Fletcher organized and hosted a networking and brainstorming event held at the Central Library for community stakeholders concerned with nutrition education, food

insecurity and urban farming. The event attracted representatives from a dozen organizations, businesses and colleges who shared their missions, service areas and resources. Several made new connections and all learned more about the nutrition landscape in the City of Buffalo.

- November 30th – Children’s Services Librarians **Pamela Edholm, Steve Clancy, John Gaff** and Library Associate **Cyndy Lenzner** hosted a visit from 4 third grade classes from John T. Waugh Elementary School in Angola. Children were given a tour of the library and the *Buffalo Never Fails* exhibit, read stories, and had a chance to browse the Kids’ Space and eat their lunches in the library. The students also learned about the principles of flight and the history of aviation while creating gliders. Altogether, 56 children attended the tours and activities.

2. Collection Development

Collection Development - November 2017

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	2,855	42,479	280	3,541	543,659
Young Adult Print	723	7,823	139	1,198	72,560
Adult Print	4,224	52,622	745	8,375	1,861,024
Media	4,474	56,976	510	6,654	542,772
Other*	3,219	34,457	8	209	186,242
Subtotal	15,495	194,357	1,682	19,977	3,206,257

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	1,089	8,759	699	6,131	53,477*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	204	1,220	165	999	10,119
e-Videos	0	1	0	1	100 +Moving Image Archive Library**
Subtotal	1,293	9,980	864	7,131	63,696

*Includes 428 EBL titles

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

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	16,788	204,337	2,546	27,108	3,269,953

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	568	6.7%	563	64.8%
Staff Initiated	60	1.7%	60	81.7%

*Items in system or on-order at time of suggestion

Highlights:

- In November, 1,453 unique visitors from 23 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>). In addition to the United States, countries this month included Australia, Belgium, Brazil, Canada, China, the Dominican Republic, Germany, Ghana, India, Iraq, Kazakhstan, Kenya, Pakistan, the Philippines, Russia, Senegal, South Korea, the Sudan, Tunisia, the Ukraine, United Arab Emirates, and the United Kingdom. Job & Career Resources continues to be the most frequently consulted resource.

3. Technology**Technology - November 2017**

Social Networking:

	Monthly Staff Activity ¹	YTD Staff Activity	Monthly Public Activity ²	YTD Public Activity	Monthly New Followers	Total Followers ³
Facebook	107	1,351	3,326	48,680	26	7,700
Flickr	35	1,122	15,252	128,531	-	54
Instagram	30	334	1,096	11,300	33	1,336
Pinterest	84	757	488	6,502	12	1,514
Tumblr	3	48	4	49	-	194
Twitter	90	1,251	1,190	9,722	31	9,777
YouTube	-	12	427	7,390	2	143
Total	349	4,875	21,783	212,174	104	20,718

¹Number of posts, pins, tweets, videos, etc., created by staff²Number of likes, shares, favorites, repins, clicks, comments, views, retweets, etc., by public³Total number of followers at end of month

Highlights:

- A social media celebrity sighting this month may be the first of its kind. On November 15th, @buffalolibrary tweeted about the release of singer/songwriter Beck's new album *Colors*, and included a link to the title in the online Catalog. The tweet reached the attention of the artist himself, who retweeted the original. He also followed the link to the Catalog and announced to Erie County fans that the bookmobile had the only copy available to check out!



- **Platform Migration Project Completed** – The Library's "live" SirsiDynix Symphony server was copied over to the "test" server on November 16th, marking the final step in the process of installing an upgraded version of the Linux operating system on both servers. The project began with a planning meeting in late August.

4. Funding/Fundraising

Funding:

- On November 1st, Mayor Byron Brown released his recommended 2018 Capital Budget for the City of Buffalo. That budget includes \$347,750 for the Crane Branch Library Elevator/ADA Improvements Project. The funds will allow the design to begin, which will assist the Library in its effort to solicit grant funding towards the project. This multi-year, phased project would include: constructing an elevator to the 2nd floor public meeting/performance space presently accessible only by stairs; converting the public restrooms also located on the 2nd floor to ADA accessible restrooms; and rehabilitating the 2nd floor space.
- B&ECPL Board Chair Frank Housh, Director **Jakubowski** and Chief Financial Officer **Kenneth Stone** presented before the Erie County Legislature's Finance &

Management/Budget Committee at their November 14th budget hearing. Trustee Elaine Panty, Library Administrators **Joy Testa Cinquino**, **Jeannine Doyle** and **Dawn Peters**, along with several Contract Library Directors were in attendance.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1 – November 30, 2017	\$157,777.42

Highlights:

- The 2017 Year-end Appeal for donations was mailed to 100,000 Erie County homeowners and most received the letter right before Thanksgiving; to date, \$27,810 has been donated. We anticipate donations to exceed \$75,000 by year’s end.
- Thus far in 2017, the *Bucks for Books* campaign has raised \$30,502.
- *Giving Tuesday* (also known as [#GivingTuesday](https://www.givingtuesday.com/)) messaging was sent to 30,000 library card holders who “opted in” to receive our e-mail messages on November 28th. Promoted primarily through social media, *Giving Tuesday* is designed to bring awareness to nonprofit organizations and promote charitable giving during the holiday season (<https://tinyurl.com/LibraryGiving>).

5. Facilities

Highlights:

- Meetings continue regarding the Central Library Elevator Project and the East Delavan Branch Library renovation work. The Central Library Auditorium Project – Phase I is nearing completion. The auditorium will reopen January 2, 2018. Phase II of this project is likely to begin late in the third quarter of 2018.

6. Staff Development

Staff Development - November 2017

	Number of Program Attendees		Number of Programs Presented	
	Month	Year to Date	Month	Year to Date
Staff	244	3697	10	74

Highlights:

- In November, B&ECPL Human Resources coordinated with the International Institute of Buffalo (IIB) to present *Cultural Competency Training* to staff. The training defined culture and ethnocentrism, outlined the unique cultural diversity of Buffalo and Western New York, identified cross-cultural communication challenges, and demonstrated strategies to overcome cultural and linguistic barriers. Eighteen staff members attended the training hosted at the Niagara Branch Library.
- The B&ECPL also collaborated with the Western New York Council on Occupational Safety and Health (WNYCOSH) to present a variety of health and safety-related trainings to employees. In early November, 2 sessions of *Workspace Ergonomics* were completed, with attendees getting a chance to have their own workspaces adjusted to improve their joint health, energy, and productivity. A session of *Accident Investigation* was presented to managers and supervisors on November 8th. Three sessions of *Safety Data Sheet Training* were conducted for maintenance personnel from across the B&ECPL System. Overall, 26 caretakers, cleaners, and stationary engineers attended and learned about how to recognize and read hazard communications on the chemicals they use on the job.
- The B&ECPL TechKnow Lab presented staff training in November. *eBooks & eReaders* provided an overview of how to download eBooks and audiobooks from OverDrive for use on home computers and eDevices, with hands-on practice on a variety of devices. Eight employees attended the session on November 29th.
- The Youth Services Group, in coordination with IMLS and Ready to Read, presented 2 sessions of training for youth services staff this month. The program, *Strategies for Successful Partnerships and Outreach to Families with Young Children*, was very well attended across the 2 sessions, with 38 staff members participating.
- Outside the B&ECPL, staff also attended a variety of library programs, workshops, and meetings throughout November including: *Introduction to Archival Arrangement & Description* and *Creating "Discoverable" Finding Aids with Empire Archival Discovery Cooperative*, *Internet Archive Grant Workshop*, *Effective Supervisory Practices* program through Erie County and the *Leadership Accelerator Program* through the University at Buffalo.
- Staff also pursued a variety of webinar training opportunities: *Diversity and Cultural Competency* (presented by Library Journal); *Conducting Workplace*

Investigations (presented by Results Performance Consulting); *Creativity in Leadership* (presented by YALSA); *Picture This! Great New Picture Books!* (presented by Booklist); and *Tackling Fake News* (presented by ALA).

- Children’s Services staff provided Merriweather Branch Library Associate **Lisa Perry** the opportunity to observe and train for a variety of children’s programs in late November. Lisa was able to participate in 3 Preschool Storytimes at the North Park, Crane and East Delavan Branches, the *Take Flight: Airplanes and Rockets* program at the Kenmore Library, and a tour of the Central Library with the Tapestry Charter School group.

7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Newspaper Article by Writer Dick Hirsch	Indie Author Day @ the Library	Buffalo Business First, Tuesday, November 7 th
Live Radio Interview with Library Director Mary Jean Jakubowski	Grants and Scholarships program at the Frank E. Merriweather, Jr. Library	Power 94 WBLK Radio, Tuesday, November 14 th
Newspaper Interview with Librarians Meg Cheman, Amy Pickard and Chuck Alaimo	New Collections Exhibit – <i>Buffalo Never Fails: The Queen City and World War I</i>	The Buffalo News, Tuesday, November 14 th
Taped TV Interview with Library Director Mary Jean Jakubowski and Meg Cheman	New Collections Exhibit – <i>Buffalo Never Fails: The Queen City and World War I</i>	WKBW TV Channel 7, Program called The Now – Mike Randall, Wednesday, November 15 th
Media Release for Opening Ceremony and Media Event to Officially Open WWI Exhibit	New Collections Exhibit – <i>Buffalo Never Fails: The Queen City and World War I</i>	Covered by Spectrum Cable News, WBFO and WYRK Radio, Saturday, November 18 th
Live TV Interviews with Library Director Mary Jean Jakubowski and Meg Cheman	New Collections Exhibit – <i>Buffalo Never Fails: The Queen City and World War I</i>	WGRZ TV, Channel 2 Daybreak, Thursday, November 30 th
Riverside Review	November Programs	November 1 st

8. Partnerships

Highlights:

- November 7th – **Kara Stock** led a meeting about the Library’s Little Free Library design. Library Director **Mary Jean Jakubowski**, Assistant Deputy Director

Dawn Peters, Assistant Deputy Director **Joy Testa Cinquino**, Launch Pad Manager **Jordan Smith**, Graphic Display Artists **Dawn Stanton** and **Darlene Pennachi**, Supervising Chief Stationary Engineer **Chip Campbell**, Building Maintenance Mechanic-Carpenter **Paul Zywickyski**, and Architect Robert Ruml attended. The progress report for the Buffalo Architecture Foundation was discussed.

- **Joshua Mitch** met with Robin Jordan from the Just Buffalo Literary Center on November 17th. They discussed various ways to cross-promote programming, including submitting library programming to their listserv. They also discussed the potential of creating information packets regarding the auditorium space available at the library for writers seeking a venue to share their work, and making that available to Just Buffalo for distribution.

9. Planning for the Future

- B&ECPL libraries continued to collect letters signed by patrons encouraging members of the Erie County Legislature to vote in favor of Erie County Executive Mark Poloncarz’s proposed 2018 County Budget which included a \$24,442,489 allocation to the Library System – a \$478,872 (2%) increase in County funding over the current year budget. In total, 2,491 letters were delivered to lawmakers.

10. Director Activities

Meetings and Events:

LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
November 2017

DATE	MEETING / EVENT
November 1, 2017	Meeting - Dawn Peters, Joy Testa Cinquino, Tracy Palicki
November 2, 2017	Conference Call - Sheryl Knab - Western New York Library Resources Council (WNYLRC)
November 2, 2017	Meeting - Buffalo's Reading Park Team
November 2, 2017	Event - Buffalo Business First Executive Director's Preview Reception - 20th Annual All About NonProfits
November 3, 2017	Meeting/Tour - Senator Chris Jacobs and Senator Patty Ritchie, Chair - NYS Senate Select Committee on Libraries
November 3, 2017	Meeting - Dr. Suzanne Rosenblith, Dean - UB Graduate School of Education
November 3, 2017	Meeting - Tracy Palicki and Shannon McNamara - Business Office
November 4, 2017	Meeting - Association of Contracting Library Trustees (ACT)

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November 6, 2017	Meeting - Jeannine Doyle, Mark Stambach
November 7, 2017	Meeting - Little Free Library Committee
November 7, 2017	Meeting - Maureen McLaughlin, Steve Hovey
November 7, 2017	Meeting - Ken Stone, Chip Campbell, Mark Kross, Steve Hovey
November 7, 2017	Meeting - Anne Conable
November 7, 2017	Conference Call - Public Library System Directors Organization (PULISDO)
November 8, 2017	Meeting - Managers/Directors
November 8, 2017	Meeting - B&ECPL Board of Trustees Executive Committee (via conference call)
November 9-11, 2017	Conference - New York Library Association - Saratoga Springs, NY
November 13, 2017	Meeting - Lackawanna Public Library Building Committee
November 14, 2017	Meeting - Maureen McLaughlin, Steve Hovey
November 14, 2017	Conference Call - WNYLRC Personnel Committee
November 14, 2017	2018 Erie County Legislative Budget Hearing
November 14, 2017	Meeting - Peter Murad, Dennis Galucki
November 14, 2017	Media Event - Yasmin Young - WBLK Power 93
November 14, 2017	Event - College is Affordable! (Frank E. Merriweather, Jr. Branch)
November 15, 2017	Media Event - Mike Randall - WKBW Channel 7
November 15, 2017	Meeting - Anne Conable, Laurie Dean Torrell, Barbara Coles
November 15, 2017	Training - Cultural Competency
November 16, 2017	Meeting - Jeannine Doyle, Anthony Billoni
November 16, 2017	Meeting - Administrative Team
November 16, 2017	Conference Call - Katrina @ Office of Legislator Edward Rath, III
November 16, 2017	Meeting - Joy Testa Cinquino
November 16, 2017	Meeting - B&ECPL Board of Trustees
November 16, 2017	Meeting - B&ECPL Board of Trustees Policy Committee
November 17, 2017	Meeting - Joy Testa Cinquino
November 17, 2017	Webinar - NYLA - The Sustainability Library Certificate Program
November 17, 2017	Meeting - Staff Passport Winner
November 18, 2017	Event - WWI Exhibit Opening
November 20, 2017	Meeting - Maureen McLaughlin, Steve Hovey
November 20, 2017	Meeting - Carol Batt
November 20, 2017	Meeting - Jeannine Doyle, Dawn Peters
November 20, 2017	Meeting - Joy Testa Cinquino, Maureen Germaine
November 20, 2017	Meeting - City of Tonawanda Public Library - Bonnie Bugbee, Mary Muscarella
November 22, 2017	Meeting - Dan Caufield, Dawn Peters, Joy Testa Cinquino, Maureen McLaughlin
November 27, 2017	Meeting - Lackawanna Public Library Building Committee
November 28, 2017	Meeting - Maureen McLaughlin, Steve Hovey
November 28, 2017	Conference Call - Ana Suro - Rochester Public Library

November 29, 2017	Meeting - Hamburg Public Library - Jack Connors, Brian Hoth, Ken Stone
November 29, 2017	Conference Call - Rotary Club of Buffalo
November 29, 2017	Meeting - B&ECPL Board of Trustees Chair Frank Housh, Vice Chair Alan Bedenko
November 29, 2017	Meeting - Emerson Barr - City of Buffalo Arts Commission
November 29, 2019	Meeting - Terri Dickson
November 29, 2017	Conference Call - Brian Bray - E.C. Dept. of Social Services
November 30, 2017	Media Event - Kevin O'Neill - WGRZ Channel 2
November 30, 2017	Meeting - Staff Association
November 30, 2017	Meeting - Megan Lavin - Erie County History Project
November 30, 2017	Meeting - Jeannine Doyle
November 30, 2017	Meeting - ACT Board

Other:

Contracting Member Library Activity Reports

North Collins Public Library – submitted by Kimberly Nobles, Director

Highlights of events and activities at the North Collins Public Library:

- Sunday, November 19th - Greeting Card Making Program
- Sunday, November 26th - Debut of our “A Christmas Story” Escape Room

- Sunday, December 3rd - Graham Cracker House Program and Visit with Santa
- Monday, December 18th - Book a Technology Trainer
- Wednesday, December 20th - End of “A Christmas Story” Escape Room

- Wednesday, January 17th - Book a Technology Trainer
- Late January - Early February - TBD Escape Room

Town of Tonawanda Public Library – submitted by Dorinda Darden, Director

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

- The Town of Tonawanda Public Library - Kenilworth Branch provides the *Craft Club Program for Kids, Adult Book Discussion Group, Therapy Dog Reading Program, Computer Training for Adults* and other special events and programs throughout the year.
- The Town of Tonawanda Public Library – Kenmore Branch provides the *Toddler Time for Twos, Preschool Storytime, Sensory Storytime, Therapy Dog Reading Program, Crafter-day Program, Kenmore Library News Program, Lego Club, Knitting/Crochet*

Group Program, Teen Gaming, Adult Monthly Journal Group, Q.U.I.E.T (Quest for Inspiring, Effortless, Thoughtful Time-Out) Program, Computer Training for Adults and other special events and programs throughout the year.

- The Explore & More Children's Museum will present the *Graham Cracker House Construction Program* for ages 1-12 on December 6th at the Kenilworth Branch and on December 20th at the Kenmore Branch.
- The Town of Tonawanda Public Library – Kenmore Branch hosts the Town of Tonawanda Coalition Community Resource Hub on the third Thursday of every month from 12 - 3 p.m. The Town of Tonawanda Coalition Community Resource Hub provides residents an opportunity to connect with service providers in the community for access to food assistance, health insurance, substance and addiction services, employment and education guidance, housing counseling, legal services, senior services and more.
- The Town of Tonawanda Public Library – Kenmore Branch's 2017-2018 New York State Library Construction Grant Application in the amount of \$20,991 for electrical service replacement was approved by the Buffalo & Erie County Public Library System Board to be submitted.
- The Town of Tonawanda Public Library – Kenilworth and Kenmore Branches were each awarded \$10,000 from New York State Bullet Aid that was secured by Senator Chris Jacobs for the 12 libraries in his district. The funds will be used for furnishings, equipment and programming.
- David Decker, Stormwater Officer for the Town of Tonawanda, teamed up with Kenmore East High School Design/ Art students for a *Storm Drain Public Art Educational Awareness Project* to paint public art on various locations around the receivers (drain inlets) throughout the Town of Tonawanda and Village of Kenmore to raise awareness about pollution. On October 18th, the students painted artwork around the drain in the parking lot of the library and a drain in the street on Chapel Road by the Kenmore Branch Library.
- Town of Tonawanda Public Library Branch Manager **Nicole Bermingham** created a new *Volunteer Program* for the Kenmore Branch Library in an effort to make the volunteer experience more rewarding for both the volunteer and the library. Nicole developed Volunteer Job Descriptions that have resulted in volunteers that include a Book Caretaker, Computer Coaches, Family Game Day Assistants, Homework Helpers, Program Helpers, Resume Helpers, and Toy Maintenance. The *Volunteer Program* has been adapted at the Kenilworth Branch Library as well, resulting in a Computer Coach. The *Computer Coach* and the *Resume Helper Volunteer Programs* have received wonderful feedback from participants. In addition, patrons and staff have responded favorably to all of the *Volunteer Programs*.

Agenda Item G – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. Dick Earne, Secretary of ACT, reported ACT is trying to further their objective of communication support between the contract libraries; ACT President

Peggy Snajczuk has reinstated a part of their meetings to having different libraries share what they are doing, etc.; ACT Treasurer Bill Josefiak is trying to start a Blog to enhance communication between meetings; and Director Jakubowski recently attended an ACT Board meeting. ACT has set up the agenda for their January 20th meeting, location TBA. They will be going over bargaining agreements, open hours/scheduled staff during closed hours, increasing open hours, and fiduciary implications. The annual Trustee Workshop will take place March 10th at the Central Library.

Agenda Item H – Public Comment. Dick Earne expressed his appreciation, on behalf of the Grand Island Board of Trustees, to the Human Resources Department at the Central Library for helping them out during retirements occurring at their library.

Agenda Item I – Unfinished Business.

Agenda Item I.1 – Approve *Monumental Women of Western New York* Proposal. Trustee Moore asked for clarification as to their order of operation as far as which woman would be honored first. Discussion ensued whether a monument of just 1 woman or 3 women, as had been suggested at the previous Board meeting, would be put on the Central Library ramp in approving proposed Resolution 2017-54. Ms. Burd commented she believed once the resolution is approved, the group will put together a steering committee and look further into fundraising and for how many monuments, etc. Ms. Jakubowski interjected that proposed Resolution 2017-54 speaks to one monument honoring Louise Blanchard Bethune, FAIA, to be placed on the Central Library ramp. Following discussion, Mr. Berlow motioned to table proposed Resolution 2017-54 pending clarification of whether it would be 1 or 3 monuments to be placed on the Central Library ramp. Mr. Moore made a second and there was unanimous agreement to postpone this matter. Ms. Vincent also suggested we ask the group for a System Trustee to sit on the steering committee. Director Jakubowski noted Trustee Burd has been asked to participate.

Agenda Item J – New Business. All 5 resolutions were distributed to trustees at the beginning of the meeting.

Agenda Item J.5 – Librarians Association Contract (walk-on resolution) – Assistant Deputy Director – Human Resources/Labor Relations Officer Jeannine Doyle was happy to report that an agreement was reached with the Librarians Association which was then passed by its membership December 17th. Proposed Resolution 2017-59 requests the Board approve the agreement between the Librarians Association and the B&ECPL. The agreement includes modest wage increases for 2018 through 2020, the term of the contract. It also eliminates step 0 for entry level job grade librarians so the starting salary will be higher. There are also considerable concessions in the contract which include switching from the Core Health Insurance Plan as B&ECPL's base plan to the Value Health Insurance Plan for active employees. It includes moving all new hires

to zero percent employer contribution for retiree health insurance, explaining this goes towards sustainability. Trustee Gist asked if there was pushback on this; Ms. Doyle replied it passed rather well, however, it was not unanimous. Ms. Doyle added she felt it was a fair deal and there was a great negotiating team on both sides. The current contract expires December 31, 2017. Ms. Bucki moved for approval, Ms. Panty seconded, and approval of Resolution 2017-59 as presented was unanimous.

RESOLUTION 2017-59

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library has statutory authority to manage its budget and has sole authority to negotiate fair settlement of labor agreements with its employees, and

WHEREAS, Librarians employed by the Buffalo & Erie County Public Library are represented by the Librarians Association of the Buffalo & Erie County Public Library, and

WHEREAS, the current labor agreement between the Buffalo & Erie County Public Library and the Librarians Association will expire December 31, 2017, and

WHEREAS, representatives of the Buffalo & Erie County Public Library and the Librarians Association have negotiated the terms of a successor agreement for the years 2018 through 2020, and

WHEREAS, the Board of Trustees and Library Administration have consistently expressed a need to achieve sustainability in the future while ensuring the level of service which our patrons demand and recognize the hard work and dedication of our employees who provide such service, and

WHEREAS, the tentative Agreement includes salary increases for Librarians effective January 1, 2018, January 1, 2019 and January 1, 2020, and

WHEREAS, the tentative Agreement provides for a change to the base health insurance plan for active employees effective January 1, 2018; provides for the elimination of employer contribution to retiree health insurance for individuals hired as full-time and regular part-time Librarians on or after January 1, 2018; and

WHEREAS, the members of the Librarians Association ratified the tentative Agreement on December 17, 2017, and

WHEREAS, the Board of Trustees has been briefed on the Agreement, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library endorses the Agreement under the terms and conditions discussed and authorizes the Library Director and/or her designee to execute the Agreement.

Agenda Item J.1 – Appointment of Deputy Director. Chair Housh explained as the Library has lost the services of one of its most valuable employees, Deputy Director - Chief Operating Officer (COO) – Carol Batt, the Executive Committee and Director Jakubowski have been discussing the appropriate way to fill the vacancy and/or restructure. Director Jakubowski has determined Jeannine Doyle, Assistant Deputy Director – Human Resources/Labor Relations Officer, to be the most qualified individual to fill the position of Deputy Director - COO. The Chair and Vice Chair met with Ms. Doyle to discuss the Director’s vision for the job, the Board’s expectations for the job, and they are confident, as is Director Jakubowski, that this is the right move. In response to a question by Mr. Berlow, Ms. Jakubowski noted she has restructured the job’s duties and responsibilities. Ms. Batt had direct responsibilities to the Library’s Technical Services area as this was her expertise whereas Ms. Doyle will have the responsibilities of her area of expertise which is in the area of Human Resources. Ms. Doyle will continue to hold responsibilities to Human Resources, as well as Public Services, Technical Services and Network Support. The day-to-day technical components will be incorporated into other positions.

Mr. Berlow asked if this will help to relieve the Director from her many responsibilities. Director Jakubowski explained this shift, along with some other moves she expects to make after the first of the year, will help to provide some relief.

Mr. Gist asked if there will be an opening for Ms. Doyle’s vacant Assistant Deputy Director position in Human Resources. Director Jakubowski replied, not at the Assistant Deputy Director level, but at a staff level. Ms. Doyle will continue to carry the Administrative responsibility.

Mr. Moore asked if someone was about to be burdened with all the IT responsibilities. Director Jakubowski answered the Library has 2 strong individuals in IT. Information Technology Administrator Stephen Hovey will be given some additional responsibilities, and we are looking at moving the Administrative Assistant Deputy Director position from Human Resources and putting it in the technology arena with a second individual. An opportunity to speak with all individuals has not been completed at this point; we are in the beginning of that process. Director Jakubowski pointed out this does not create an increase in senior level management, but shifts responsibilities.

Following discussion, on a motion by Mr. Berlow and a second by Mr. Bedenko, Resolution 2017-55 was unanimously approved as presented.

RESOLUTION 2017-55

WHEREAS, the Unconsolidated Laws of the State of New York authorize the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees to appoint Deputy Directors for three-year terms, and

WHEREAS, the Library Director has determined that Jeannine Doyle is the most qualified individual to fill the position of Deputy Director, Chief Operating Officer, and

WHEREAS, Jeannine Doyle exceeds all civil service and other requirements for the position, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees hereby authorizes the appointment of Jeannine Doyle to the position of Deputy Director, Chief Operating Officer, at an initial salary of \$105,000, for a three-year appointment to be effective January 1, 2018, with a 2.5% increase effective January 1, 2019 and January 1, 2020 respectively. The terms and conditions of her current Benefits Package shall remain the same, unless otherwise amended by future vote of the Board of Trustees.

Agenda Item J.2 – Resolution to Honor Carol A. Batt. Chair Housh displayed a framed resolution honoring former Deputy Director – COO Carol A. Batt. Although Ms. Batt was unable to be at the meeting, she wanted everyone to know how much she appreciates the calling of this resolution. Director Jakubowski provided highlights of Ms. Batt’s nearly 40-year career with the B&ECPL, the skills she brought to the Library and the marvelous work she did. Ms. Vincent moved, Ms. Panty seconded, and approval of Resolution 2017-56 was unanimous.

RESOLUTION 2017-56
(delivered from the floor)

WHEREAS, **CAROL A. BATT** received her Master of Library Science degree from the State University of New York at Albany in 1977, and

WHEREAS, she then began her career as a part-time Librarian at the Riverside Branch Library, where she was quickly appointed to a full-time position, and

WHEREAS, she worked and advanced her career working at the Crane Branch Library, before accepting a position with the Amherst Public Library at the Clearfield Branch Library in 1982, and

WHEREAS, in 1985 she was promoted to Branch Manager at the Williamsville Branch Library before assuming the role of Librarian III, Office of Member Services, with the Buffalo & Erie County Public Library System, and

WHEREAS, having accepted additional responsibilities, she was subsequently promoted to Librarian IV in the fall of 1995 where she participated in the coordination of various building projects including the Eden Public Library, the Hulbert Library of the Town of Concord and the Clarence Public Library, and

WHEREAS, in 2001 she was promoted to Librarian V, Office of System Public Services, being responsible for the coordination of children's services system-wide as well as the Learning Center, the Children's Room, Circulation Services, the Remote Reference Center and as liaison between public service and technology staff, and

WHEREAS, in 2005 she played an integral role in the success of the building of the Frank E. Merriweather, Jr. Branch Library as well as the first phase of the Central Library main floor renovation project, and

WHEREAS, in recognition of her expertise and accomplishments, particularly in the areas of shared system services and the implementation of the Library's Integrated Library System (ILS), she was in 2008 appointed to the position of Assistant Deputy Director - Information Technology, and

WHEREAS, in October 2011 she accepted the appointment as Deputy Director - Chief Operating Officer where she oversaw the operations of system services including: Technical Services, Network Support, Interlibrary Loan, e-Branch, Circulation Services, Central Library Public Services, Buffalo Branch Services and a host of other areas including Outreach, Institutions and the Library on Wheels, and

WHEREAS, throughout her nearly 40 year career she has consistently and concurrently provided professional leadership and expertise through her roles as President of the Public Libraries Section of the New York Library Association, as well as participation and service to the American Library Association, the New York Library Association and the Western New York Library Resources Council, now therefore be it

RESOLVED, that in recognition and appreciation of CAROL A. BATT's decades of leadership and commitment contributed to librarianship and this institution, the Buffalo & Erie County Public Library Board of Trustees expresses on behalf of the Library, staff and the community at large its profound gratitude and deepest respect as she departs after nearly 40 years of faithful service.

Agenda Item J.3 - Phyllis A. Horton Recognition. Chair Housh invited former trustee Phyllis Horton to step forward. He thanked her for her many years of service on the Library Board and presented her with a framed resolution. He proceeded to read Resolution 2017-57 in its entirety. Mr. Bedenko moved, Ms. Bucki seconded, and approval was unanimous. Ms. Horton provided a heartfelt speech thanking the Board and Library staff for this honor and conveyed she has enjoyed knowing and working with trustees and staff members past and present.

RESOLUTION 2017-57
(delivered from the floor)

WHEREAS, **PHYLLIS A. HORTON** served on the Board of Trustees of the Buffalo & Erie County Public Library System from February 16, 1995 to December 6, 2017, and

WHEREAS, she acted as the Board's Vice Chair in the years 1998, 1999, 2004 and 2005, and

WHEREAS, she Chaired the Board's ACT Liaison Committee in 1998 through 2000, Buffalo Library Services Committee in 2002 through 2004, Buildings and Grounds Committee in 1996 and 1997, Bylaws Committee in 1997 through 1999, 2008 and 2011, Orientation/Bylaws Committee in 2003 through 2007, and Planning Committee in 2007, and

WHEREAS, she served as a member of the Board's ACT Liaison Committee in 2003, Administrative Salary Review Committee in 1996 through 1998, Budget and Finance Committee in 2000 and 2002 through 2005, Buffalo Library Services Committee in 2001 and 2005 through 2017, Building Oversight Committee in 1999, 2000, 2003 through 2005, and 2007 through 2009, Buildings and Grounds Committee in 1995, Bylaws Committee in 1996, 2009, 2010, 2012, Community Relations Committee in 1996 through 1998, Community Partnerships/ Development in 2009, Development Committee in 2006 through 2008, Executive Committee in 1998, 1999, and 2001 through 2008, Governance Committee in 2014, Legislative Committee in 2002, Planning Committee in 2006, and Policy Committee in 2004 through 2017, and

WHEREAS, she served the Library as a member of the Board of Directors of the Library Foundation of Buffalo and Erie County from 1998 through 2005, and

WHEREAS, she executed all of these responsibilities with faithfulness and integrity, now therefore be it

RESOLVED, that in recognition of PHYLLIS A. HORTON's dedication and diligence, so generously demonstrated in the service of the Buffalo & Erie County Public Library, the Board of Trustees expresses on behalf of the Library and the community at large its profound gratitude, abiding affection and deepest respect.

Agenda Item J.3 – Teresa Vincent Recognition. Trustee Vincent notified the B&ECPL Board of Trustees that upon her term expiration date of December 31, 2017, she would not be seeking reappointment and is unable to serve as a holdover trustee until her successor has been elected and qualified. Chair Housh asked Ms. Vincent to step forward. He presented her with a framed resolution honoring her service. Following Chair Housh's reading of the resolution, Mr. Bedenko moved for approval of Resolution 2017-58. Mr. Johnson seconded, and the motion was approved. Ms. Vincent

commented she made wonderful friends while serving on the Board and thanked everyone for the experience.

RESOLUTION 2017-58
(delivered from the floor)

WHEREAS, **TERESA VINCENT** served on the Board of Trustees of the Buffalo & Erie County Public Library System from April 11, 2013 to December 31, 2017, and

WHEREAS, she acted as the Board's Vice Chair in the year 2016, and

WHEREAS, she Chaired the Board's Buffalo Library Services Committee in 2016 and 2017, and

WHEREAS, she served as Vice Chair of the Board's Executive Committee in 2016, and

WHEREAS, she served as a member of the Board's Buffalo Library Services Committee in 2014 and 2015, Building Oversight Committee from 2014 through 2016, Development and Advocacy Committee from May 2013 through December 2013, and Special Collections Committee from May 2013 through December 2013, and

WHEREAS, she executed all of these responsibilities with faithfulness and integrity, now therefore be it

RESOLVED, that in recognition of TERESA VINCENT's dedication and diligence, so generously demonstrated in the service of the Buffalo & Erie County Public Library, the Board of Trustees expresses on behalf of the Library and the community at large its profound gratitude, abiding affection and deepest respect.

There being no further business, on motion by Mr. Johnson and a second by Ms. Panty, the meeting adjourned at 5:13 p.m.

Respectfully submitted,

Kathleen Burd
Secretary