

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
June 15, 2017

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, June 15, 2017, at the Central Library pursuant to due notice to trustees. The following members were present:

Frank Housh, Chair
Michael Amodeo
Sheldon M. Berlow
Kathleen Berens Bucki
Frank Gist
Phyllis A. Horton
Sharon M. Kelly
Joel C. Moore
Elaine M. Panty
Teresa Vincent
Wayne D. Wisbaum

Chair Frank Housh called the meeting to order at 4:02 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

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

Agenda Item C – Minutes of the Meeting of May 18, 2017. On a motion by Ms. Panty, and a second by Ms. Vincent, the May Minutes were approved as mailed.

Agenda Item D – Report of the Chair. Chair Housh invited trustees to attend the June 16th Chairman’s Book Club which will be discussing *The Book That Changed America: How Darwin’s Theory of Evolution Ignited a Nation*. He suggested possibly repeating this at one of the Buffalo branch or contract member libraries.

Photos of the work being done on the North Park Branch Library expansion project were shared with trustees.

Trustees were reminded the next Board meeting on July 20th will take place at the Clarence Public Library.

Mr. Wisbaum arrived at approximately 4:04 p.m. during the Report of the Chair.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Mr. Amodeo summarized the meeting of June 8th and requested the written report be entered into the Minutes. Mr. Berlow made the motion, Ms. Horton seconded, and approval was unanimous.

Present: Vice Chair Alan Bedenko and Committee members Michael Amodeo and Sheldon Berlow. Committee member Kathleen Berens Bucki phoned into the meeting. Trustee Elaine Panty was also present as were Library Director Mary Jean Jakubowski, Chief Operating Officer (COO) Carol Batt and Chief Financial Officer (CFO) Kenneth Stone.

The meeting of the Executive Committee began at 4:32 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Vice Chair Bedenko ran the meeting in Chair Housh's absence.

The proposed agenda for the June 15, 2017 Board of Trustees meeting was reviewed with CFO Stone discussing the financial resolutions and Director Jakubowski discussing the grant award resolutions. CFO Stone noted the Buffalo & Erie County Public Library continues to function within its budget. No changes to the proposed agenda were made.

The Executive Committee adjourned at 4:50 p.m. on a motion by Trustee Amodeo, second by Trustee Berlow.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Authorize Chair to Execute 2017 Contracts with Contracting Libraries. Deputy Director CFO Kenneth Stone presented Resolution 2017-21 as detailed below. On motion by Ms. Panty and a second from Mr. Gist, approval was unanimous.

RESOLUTION 2017-20

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 2017 allocation was not known until mid-December, and New York State's overall allocation was adopted in early April, 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 2017 fiscal year on January 1, 2017, and

WHEREAS, to meet 2017 operating expenditure needs of the contracting libraries, the B&ECPL Board of Trustees on December 15, 2016 adopted Resolution 2016-50 implementing the extension provision contained in the 2016 contract until such time as a final 2017 contract is adopted, not to exceed July 31, 2017, whichever was earlier, with funding based upon the estimated allocation of the 2017 B&ECPL Board-adopted budget, and

WHEREAS, Erie County's 2017 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 2017 contracts subject to the terms and conditions noted above and with budget figures reflecting the 2017 Board-adopted budget as amended.

Agenda Item E.2.b – Amend Grants Budget: NYS Library Construction Grant – East Delavan Library. Mr. Stone explained Resolution 2017-21. Regarding the requested \$195,000 grant funds from the HAVA (Help America Vote Act) program to help make the East Delavan Library's entrance fully accessible with ADA improvements contributing to its role as a polling place, Ms. Panty commented she spoke to Erie County Board of Elections Commissioner Jeremy Zellner conveying this is a double win as the library acts as both a polling place and is used by the public. Ms. Panty conveyed Mr. Zellner responded it was a lot of money and it would have to be cleared. Mr. Stone commented there is more work that can be done beyond this if they come up with the funds; this is a stripped down version of the project, it hits the basics but there are some additional items that weren't able to be funded as it was scoped back due to pricing. Chair Housh requested a formal letter be sent to Mr. Zellner memorializing this. Following this discussion, Ms. Vincent made a motion to approve Resolution 2017-21 as presented. Ms. Horton made a second and approval was unanimous.

RESOLUTION 2017-21

WHEREAS, at its meeting of September 15, 2016, the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees adopted Resolution 2016-37 establishing a grant budget in the amount of \$203,106 in anticipated New York State Library Construction Grant revenue and expenditures to supplement City of Buffalo funding to rehabilitate and improve access to the East Delavan Library's entrances, public meeting spaces and public restrooms making them fully Americans with Disabilities Act accessible, and

WHEREAS, the New York State Library Construction Grant award was received on May 25th with an award amount of \$221,441, which is \$18,335 above the earlier estimate, and

WHEREAS, the Library has requested \$195,000 in grant funds through the Help America Vote Act (HAVA) program as making the East Delavan Library's entrance fully accessible, contributes to its role as a polling place, and

WHEREAS, this project addresses the public's ability to access and use these spaces, so the City and Library desire to begin the work as soon as possible, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees authorizes rescinding Resolution 2016-37's authorization to use up to \$203,106 in Library fund assigned fund balance to advance cash to the City of Buffalo, as actual grant proceeds will now be available for that purpose, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees authorizes use of up to \$195,000 in Library fund assigned fund balance to support this project, subject to reduction for any HAVA funds that may be awarded, and be it finally

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approves amending the grant budget authorized in Resolution 2016-37 as shown below:

Amend Grant Budget

East Delavan Library ADA Elevator, Restrooms & Meeting Space Rehab

Revenue:

NYS Library Construction Grant increase	\$ 18,335
Budget use of Library fund Assigned fund balance	<u>\$195,000</u>
Total Revenue Change	\$213,335

Expense:

To City of Buffalo for construction	<u>\$213,335</u>
Total Expense Change	\$213,335

Agenda Item E.2.c – Regional Bibliographic Date Base Grant Award. Mr. Stone presented this resolution which supports and funds digitization of the Buffalo City Directories from 1894-1902. Ms. Bucki moved for approval of Resolution 2017-22. Mr. Gist made a second and approval was unanimous.

RESOLUTION 2017-22

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) is eligible to

apply for a grant under the Regional Bibliographic Data Bases and Interlibrary Resources Sharing Program (RBDB) which provides State funding for libraries engaged in efforts to enhance regional digitization documenting the rich history of the Western New York region and make collections freely available online, and

WHEREAS, under this program the B&ECPL submitted a grant application to digitize the 1894-1902 Buffalo City Directories, and

WHEREAS, this project will continue the digitization of Directories started with a 2011 RBDB grant of which 1828-1868 were completed, a 2013 RBDB grant awarded to digitize the years 1869-1893, with the goal of digitizing all Buffalo City Directories in the public domain, and

WHEREAS, digitization will ensure these historic resources will be broadly accessed for continued research well into the future, and

WHEREAS, the B&ECPL has been notified that the grant application for digitizing these City Directories has been awarded for the amount of \$8,000, and

WHEREAS, a grant budget needs to be established to undertake the program, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes establishing a Regional Bibliographic Data Base grant budget in the following amounts:

Revenue: \$8,000

Grant Program Expenditures: \$8,000

Agenda Item E.2.d – Grant Award and Budgeting: Southwest Airlines Heart of the Community Grant. Director Jakubowski was excited to share it was officially announced that the B&ECPL is the recipient of this grant for the development of Buffalo’s Reading Park! This resolution would allow the B&ECPL to accept the monies and create a budget line. She explained the announcement stated the grant was up to \$150,000, however, the contract allows the B&ECPL to obtain an additional \$20,000 by raising a matching \$10,000. She thanked both Joy Testa Cinquino and Anne Conable for their work on this, noting it was a group effort! Ms. Vincent moved, Ms. Kelly seconded, and the resolution was approved unanimously.

Director Jakubowski thanked Trustee Kelly who agreed to be on the stakeholder’s committee with regard to this grant.

RESOLUTION 2017-23

WHEREAS, on May 22, 2017 the Buffalo & Erie County Public Library (B&ECPL) was notified it has been selected as a recipient of a 2017 Southwest Airlines *Heart of the Community* grant, and

WHEREAS, the amount of the award is \$170,000, and

WHEREAS, the B&ECPL shall administer the funds to develop *Buffalo's Reading Park*, and

WHEREAS, the grant funds shall be used for design, equipment, furniture, materials and programming to be used in *Buffalo's Reading Park*, and

WHEREAS, a grant budget needs to be established to undertake the project, now therefore be it

RESOLVED, the B&ECPL Board of Trustees authorizes amending the 2017 Grants Budget by appropriating grant revenues and expenditures in the amount of \$170,000 to support *Buffalo's Reading Park*, and

RESOLVED, that the Board of Trustees of the B&ECPL authorizes establishing a *Buffalo's Reading Park* grant budget in the following amounts:

Revenue:	\$170,000
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Grant Program Expenditures:	\$170,000
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Agenda Item E.2.e – Monthly Financial Report. The monthly financial report for the month ending April 30, 2017 was included in the board packet for information. Mr. Stone remarked the B&ECPL is operating within budget.

Ms. Jakubowski asked the written report of the June 7th Budget & Finance Committee meeting be entered into the record. Ms. Bucki moved, Ms. Vincent seconded, and approval was unanimous.

Present via telephone: Committee member Joel Moore. Library Director Mary Jean Jakubowski and Chief Financial Officer (CFO) Kenneth Stone were present in the Joseph B. Rounds Conference Room of the Central Library. Discussion began at 4:10 p.m.

CFO Stone reviewed forthcoming proposed resolutions being brought to the June 15, 2017 Board of Trustees meeting including the executing of 2017 contracts with contracting libraries, amending the NYS Construction Grant budget and creating a budget for a newly awarded grant. Director Jakubowski

recognized proposed *Resolution 2017-23 Grant Award and Budgeting* for the newly awarded grant will not be included in the board packet because of conditions of the grant; the Grantor is requiring no information be publicly discussed until a public announcement is made by the Grantor. The detailed proposed resolution will be distributed at the Board meeting if a public announcement by the Grantor has been made by that time.

CFO Stone also reviewed monthly financials for the month ending April 30, 2017, noting the Buffalo & Erie County Public Library is running within budget.

Agenda Item E.3 – Governance Committee. In the absence of Governance Committee Chair Alan Bedenko, Mr. Housh summarized the Governance Committee meeting of June 14th. As the Governance Committee oversees both the Ethics Policy and Conflict of Interest Policy, proposed minor changes to both policies were reviewed. The Committee suggested no additional changes to the 2 proposed amended policies presented, and both were recommended to go before the Policy Committee.

Agenda Item E.4 – Policy Committee. Policy Committee Chair Panty conveyed the Policy Committee met prior to the Board meeting to review the proposed amended Exhibits and Displays, Ethics, and Conflict of Interest Policies as well as a proposed new Lost and Found Policy. Both the proposed amended Ethics and Conflict of Interest Policies had been reviewed by the Governance Committee at their June 14th meeting. The Policy Committee suggested one small grammatical change to the draft proposed amended Conflict of Interest Policy. All proposed policies are being recommended by the Policy Committee for approval by the full Board at their July 20th meeting.

Agenda Item E.5 – Joint Development and Advocacy Committee and Library Foundation of Buffalo and Erie County. Development and Advocacy Committee Chair Wayne Wisbaum summarized the meeting of June 5th. Mr. Wisbaum made the motion to accept and file the written report of the June 5th meeting of the Joint Development and Advocacy Committee and Library Foundation of Buffalo and Erie County. Ms. Kelly made a second and approval was unanimous.

Present: Committee Chair Wayne Wisbaum; Committee members Sheldon Berlow and Elaine Panty; Library Foundation of Buffalo and Erie County (Library Foundation) President Jack Connors and Trustee Anne Leary; Library System Director Mary Jean Jakubowski and Assistant Deputy Director (A.D.D.) Joy Testa Cinquino.

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

Chair Wisbaum expressed his appreciation to the Library Foundation for their well thought out memo pertaining to the request that the Library Foundation becomes the fundraising arm of the Buffalo & Erie County Public Library (B&ECPL). He further remarked that the B&ECPL agrees with the Library Foundation's request, noting it is not often in his experience that organizations are so clearly on the same page.

Library Foundation President Jack Connors expressed the interest of the Library Foundation to begin to move forward and to begin to involve the Oishei Foundation in the process as previous discussions had been held with their Philanthropic Support Division. Discussion ensued.

Following discussion, Chair Wisbaum requested Library Director Jakubowski reach out to Library Counsel Patrick Martin to begin drafting a new, fully revised Memorandum of Understanding (MOU) between the B&ECPL and the Library Foundation. It was noted that all agreed the MOU should clearly reflect the responsibilities of each organization and be written in a positive tenor, which demonstrates cooperation and the willingness to work together. It was requested the draft MOU be distributed to Development and Advocacy Committee and Library Foundation members by July 1st.

The meeting ended at 5:10 p.m. on a motion by Trustee Panty, second by Trustee Berlow.

Agenda Item F – Report of the Director. Director Jakubowski referenced the *Celebrate the 2017 CYC Gaelic Games in Buffalo, NY & Cheer the Works of Irish Author James Joyce* invitations at each trustees place. On Tuesday, July 25th from 6 – 8 p.m. at the Central Library, there will be music by Kindred and a stage reading by Vincent O'Neill. Trustees are to RSVP by July 18th.

Director Jakubowski, Trustee Gist and Library staff attended a beautiful dedication ceremony of the Sharon A. Thomas Memorial Children's Center at Buffalo City Court. Along with Project Flight, the B&ECPL will be providing books to the Center so that each child can take and keep a book with the hope to generate a love of reading!

Trustees were asked to mark their calendars for June 21st for Make Music WNY Day at the Central Library; a series of performances will take place on the ramp from noon to 5 p.m. A Job Fair is also being hosted that same day with 25 employers poised and available.

Director Jakubowski reported she has been serving on a state-wide committee for NYS Minimum Standards for Public Libraries whereby all the Boards of Trustees throughout our Library System and libraries across New York State were asked to participate in a

survey from PULISDO (Public Library System Directors Organization). She was proud to say the B&ECPL was the only multi-library system across New York State that had 100% participation! Over 500 libraries did participate in the survey. Recommended new wording for the NYS Minimum Standards for Public Libraries has been submitted to the Division of Library Development, State Education Department. As they move forward and make decisions, trustees will be kept apprised.

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

B&ECPL Monthly Report May 2017

One Community, One Book - The Buffalo & Erie County Public Library (B&ECPL), in collaboration with several community partners, introduced the "One Community, One Book" initiative, which encouraged the community to read the same best-selling book: *The Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics* by Daniel James Brown. There is a young-readers edition by the same author, titled: *The Boys in the Boat: The True Story of an American Team's Epic Journey to Win Gold at the 1936 Olympics*.

Dozens of free public activities and discussions relating to the book, including book talks, maritime presentations, films, and contests were held in May and early June at the Central, Clarence, East Clinton, Elma, Orchard Park, Hamburg, and Julia Boyer Reinstein Libraries. The collaborative project, designed to provide a powerful shared experience across communities through reading the same book and encouraging dialogue, was initiated by the Clarence Public Library, under the leadership of Clarence Public Library Director Monica Mooney. Partners included the Town of Clarence Youth Bureau, Hope Chest Buffalo, Monkey See Monkey Do Bookstore, Barnes & Noble Booksellers, University at Buffalo Libraries, Buffalo Maritime Center, WNED, and Bistro Bookers.

NASA @ My Library - The B&ECPL was selected from over 500 applicants to be one of 75 partner organizations in the American Library Association's NASA @ My Library STEM (Science, Technology, Education and Mathematics) education initiative. As a partner, the B&ECPL will receive educational materials curated by NASA to be used for programming throughout the Library System. Materials include a tablet computer, a portable green screen, books, and much more. The Library was also awarded a \$500 stipend to be used for related programming expenses. For the first phase of the program, the B&ECPL will conduct a number of NASA-themed programs. These will range from large scale events, NASA educator talks, storytimes, crafts and other projects. Children's Services Librarian **John Gaff** is the program director for this initiative.

Flash Mob at the Central Library – Information Services & Outreach Librarian **Renée Masters**, serving as library liaison and working in partnership with the Restoration Society, Inc., Mental Health Association of Erie County, Inc, Lake Shore Behavioral Health, and the B&ECPL, presented the *5th Annual Mental Health Awareness Informational Fair and Flash Mob* on May 5th. Thirty-five mental health service agencies were on site at the Central Library. Attendees enthusiastically participated in a Family Feud-style quiz show and heard from the Erie County Commissioner of Mental Health, Michael R. Ranney, before jumping into a rousing flash mob dance to the song *Footloose*. The event was featured in the *Buffalo News* and received media coverage from WGRZ Channel 2. Fairgoers were engaged, entertained and, most importantly, left the event informed. This very successful event attracted approximately 150 visitors and plans are already under way for next year.

Preparing for Citizenship – Information Services & Outreach Manager **Dan Caufield** spoke to mentors and teachers of area immigrant and refugee communities during a “Preparing for Citizenship” workshop presented by Janice Owens of U.S. Citizenship and Immigration Services and Literacy New York Buffalo-Niagara, Inc. on May 13th. The workshop covered the process one takes to become a U.S. citizen. B&ECPL resources were shared.

Vex IQ Robotics Challenge – **John Gaff** assisted Dan Troy of iDesign Solutions with a Vex IQ robotics challenge held at the Central Library on May 20th. Six teams from St. Gregory the Great and Queen of Heaven competed. Each team designed their own robot to score points in a cooperative game. In total, 24 rounds were played, each lasting a few minutes with one of Queen of Heaven’s teams ranking highest. Vex challenges help robotic teams throughout Erie County prepare for State and National competitions.

Nickel City Con – **Dan Caufield** along with Children Services Librarian **Erin Burke**, Teen Services Librarian **Laura Scott**, and Central Library senior pages staffed a room for youth activities during the Nickel City Con at the Convention Center on May 20th and 21st. Nickel City Con is a celebration of pop culture from comics, movies, art, and TV shows. Located in one of the larger Convention Center rooms, the B&ECPL provided 3 programs each day including Jedi Training, Super Hero School and Mad Science. **Laura Scott** ran an ongoing library trivia table for teens and adults offering reading giveaways from library partner Project Flight, while informing attendees about library services. TechKnow Lab Librarian **Jacqueline Hovey** staffed a MakerSpace activity table allowing participants to experience virtual reality, a chance to play with Cozmo the robot, and make music with a LittleBits Synth kit. Library mascot Reada Book was there mingling and posing for photos with attendees while senior pages staffed craft areas which offered coloring for adults and children as well as Star Wars and super hero crafts. Many celebrities graciously posed with our One Buffalo Card: Nichelle Nichols (Uhura from Star Trek), Sam Jones (Flash Gordon from the 1980’s

movie), Martin Gabel (from the Pirates of the Caribbean franchise), and wrestlers Jake the Snake Roberts and Diamond Dallas Page. Over 1,300 people visited the Library at the convention. Photos from the event can be seen on the Library’s Flickr page, at <https://www.flickr.com/photos/buffalolibrary/albums/72157682267506630>.

Celebrating Asian American Heritage Month – The Dudley Branch Library staff worked very hard on creating a display for Asian American Heritage Month. Featured was information about the Japanese relocation camps during WWII along with documentation explaining that period of history. Below the display were books written by prominent Asian/Pacific Islander authors ranging from kids to adult, fiction to non-fiction.

Celebrating National Military Appreciation Month – The East Clinton Branch Library held “Thank a Hero.” A letter writing station was developed and promoted in celebration of National Military Appreciation Month. Patrons of all ages were encouraged to write a letter of thanks to active or retired military personnel. Letters were subsequently sent to Operation Gratitude, a non-profit organization that annually sends 200,000+ care packages filled with food, entertainment, hygiene, and handmade items, plus personal letters of appreciation to Veterans, first responders, new recruits, wounded heroes, their care givers, and to individually named U.S. service members deployed overseas and their families waiting at home.

Monthly Programming Statistics - May 2017

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	218	1020	4825	20748
Children (age 6-12)	160	690	2887	11244
Teens	37	134	455	1246
Intergenerational	126	634	2389	14622
Adults (excludes Technology)	236	1255	2750	18524
TOTAL In Library Programs	777	3733	13306	66384

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	47	47	47	47
Children (age 6-12)	85	424	85	424
Teens	78	201	78	201
Intergenerational	0	0	0	0
Adults (excludes Technology)	186	808	186	811
TOTAL In Library Programs	396	1480	396	1483

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	3	20	10	123
System or Library-owned Cyber Train	9	65	53	451
One on One	158	471	108	508
TOTAL Adult Technology	170	556	171	1082

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	3	22	56	591
Children (age 6-12)	3	34	218	4914
Teens	0	9	0	236
Intergenerational	11	21	2165	4976
Adults (excludes Technology)	10	56	405	1711
TOTAL Outreach (out of Library)	27	142	2844	12428

Summer Reading Programs

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	3	3	44	44
Children (age 6-12)	4	4	54	54
Teens	16	16	164	164
Intergenerational	4	4	43	43
Adults	0	0	0	0
TOTAL Summer Reading Programs	27	27	305	305

System-wide Milestones of Science Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	10	73	178	1175
Adult Services	3	16	94	454
Launch Pad/TechKnow Lab	12	36	868	1487
Development/Communications	1	9	223	302
Grosvenor Room	0	5	0	40
TOTAL	26	139	1363	3458

Milestones of Science Exhibit:

	Month	YTD	From Opening 10/2015 to present
Visitors - Non-tour related	2763	14927	
Visitors - Tour/Program	710	1979	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	3473	16906	65854

Highlights:

- May 3rd, 17th, 24th and 31st – **John Gaff**, Launch Pad Manager **Jordan Smith**, and Senior Page **Trevor Brown** hosted groups of children from the Boys & Girls Club of Buffalo to participate in a series of programs on coding with Bloxels. Bloxels is a hands-on platform for kids to build, collaborate, and tell stories through video game creation.
- May 6th – Children’s Services Librarian **Pamela Bigsby** attended the NYLA-SSL conference with TechKnow Lab/Launch Pad Manager **Kara Stock**. Kara and

Pamela presented in the “MakerSpace Playground” area on Hue stop-motion animation, Ozobots, and makedo cardboard construction. The event was well attended with about 100+ visitors to the table, generating lots of interest in both the Maker ideas presented and the Launch Pad.

- May 6th – Information Services & Outreach Librarians **Maria Lowe** and **Laura Scott** hosted the Teen Manga Club and Teen Advisory Group.
- May 8th, 15th and 22nd – Library Technology Clerk **Sarah Barry** and **Trevor Brown** hosted *VR for All: An HTC Vive Demo* in the Launch Pad. Thanks to this new program, patrons are now discovering how virtual reality works and its potential in learning and entertainment.
- May 10th – **Renée Masters** planned and facilitated May’s Wellness Wednesday’s program. Central Library’s monthly Wellness Wednesday recognized Mother’s Day with a program of stress relief, mindfulness, and nutrition. The Erie County Department of Health’s Community Wellness Educator, Kelly Fletcher, was on hand to provide expert information and advice. The Wellness Institute of Greater Buffalo offered walking maps and a guided health walk. Attendees participated in adult coloring while waiting for their free 5 minute chair massage. Over 50 women took part in the event on the main floor. Two sessions of 15 minute energizing meditation were offered in the second floor conference room to round out the afternoon.
- May 11th – Library Display Artists **Dawn Stanton** and **Darlene Pennachi**, **Kara Stock**, and **Sarah Barry** hosted a Printmaking program. Fifty-six attendees of all ages learned simple printmaking, stamping, and letterpress with a spring theme.
- May 11th – **Renée Masters** represented B&ECPL and WNYLRC’s Committee for Health Information Access at the annual employee health and wellness fair for the Office for People with Developmental Disabilities. The event was held on the campus of the Western New York Children’s Psychiatric Center in West Seneca. Ninety employees stopped by the Library’s table for information about health resources and general library information.
- May 13th – The Library on Wheels visited West Hertel Academy for Literacy Day, a celebration of literacy. Mobile Services & Outreach Manager **Brian Hoth** and Senior Page **Alyssa Johnson** saw 258 children and adults and processed library card applications.
- May 19th – More than 200 sixth graders from Amherst Middle School spent the morning at the Central Library. **Renée Masters** and **Maria Lowe** provided tours

of the adult non-fiction/public computing and closed stack areas. **Kara Stock**, **Jordan Smith**, TechKnow Lab Library Associate **Sean Goodrich**, TechKnow Lab Librarian **Andy Aquino**, and IT Technical Specialists **Jacob Rohr** and **Morgan Lord** demonstrated MakerSpace technology to the sixth graders. The students experienced hands-on STEM activities including creating stop motion animation videos, Osmo gaming for iPad, and using the Leap Motion hands-free controller to explore Google Earth. Students also enjoyed an introduction to Grosvenor Room materials by Grosvenor Librarian **Susan Cutrona** and the Mark Twain Room by Rare Book and Map Librarian **Charles Alaimo**, and a discussion of the Building Buffalo exhibit in the Rare Book Room and Ring of Knowledge by Rare Book Curator **Amy Pickard**.

- May 20th – The Library on Wheels visited Herman Badillo Bilingual Academy for a carnival sponsored by the YMCA. **Brian Hoth** and **Alyssa Johnson** saw 131 children and adults and processed library card applications.
- May 20th – **Kara Stock**, **Jordan Smith** and **Morgan Lord** staffed a table at the Buffalo Mini Maker Faire located at the Buffalo Museum of Science. Three hundred and thirty-four people of all ages learned how to make a stop motion animation video and made their own buttons.
- May 24th – Children’s Services Manager **Kathryn Galvin** participated in the Stanley Makowski School’s Literacy Day to provide general library information and promote upcoming summer programs. Children attended with their families for a total attendance of approximately 60 people.
- May 25th – Information Services & Outreach Librarian **Susan Kriegbaum-Hanks** attended a job fair at the Erie Community College North Campus. She spoke with approximately 40 job seekers and employers about employment opportunities and career resources available at the B&ECPL.
- May 27th – **Erin Burke** coordinated the Central Library’s May Minecraft Club program for 14 children in the Computer Lab.

2. Collection Development

Collection Development - May 2017

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	4,571	19,622	339	1,871	540,608
Young Adult Print	674	3,030	108	510	73,272
Adult Print	5,181	24,441	778	4,102	1,863,071
Media	5,860	26,802	526	3,514	533,119
Other*	3,595	16,018	35	106	185,081
Subtotal	19,881	89,913	1,786	10,103	3,195,151

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	782	3,480	531	2,500	48,233*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	108	470	85	393	9,370
e-Videos	0	1	0	1	100 +Moving Image Archive Library**
Subtotal	890	3,951	616	2,894	57,703

*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	20,771	93,864	2,402	12,997	3,252,854

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	579	2.9%	577	72.7%
Staff Initiated	69	1.4%	69	71.0%

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

Highlights:

- In May, 1,234 unique visitors from 35 countries viewed the B&ECPL's Subject Guides. Visitors were from Albania, Argentina, Australia, Belgium, Cambodia, Canada, Denmark, Dominican Republic, Egypt, France, Hong Kong, India, Indonesia, Ireland, Italy, Japan, Kenya, Lebanon, Malaysia, Mauritius, Mexico, Netherlands, Nigeria, Philippines, Portugal, South Africa, Spain, Sweden, Taiwan, Tanzania, Ukraine, United Kingdom, United States, U.S. Virgin Islands, and Zimbabwe.

3. Technology**Technology - May 2017**

Social Networking:

	Monthly Staff Activity ¹	YTD Staff Activity	Monthly Public Activity ²	YTD Public Activity	Monthly New Followers	Total Followers ³
Facebook	114	608	3,881	20,076	58	7,220
Flickr	253	533	14,539	52,235	0	54
Instagram	31	151	866	4,734	28	1,186
Pinterest	76	327	641	2,950	9	1,458
Tumblr	3	22	0	34	5	183
Twitter	117	702	639	5,029	52	9,546
YouTube	0	8	738	4,099	3	139
Total	594	2,351	21,304	89,157	155	19,786

¹Number of posts, pins, tweets, videos, etc., created by staff

²Number of likes, shares, favorites, repins, clicks, comments, views, retweets, etc., by public

³Total number of followers at end of month

Technology Highlights:

- The Library's next-generation Enterprise Catalog, released to the public in March, continues to be developed. Among the enhancements implemented in

May are an improved display of publication information, additional book lists, the implementation of permalink buttons, and a Goodreads link fix. Further development of the site was bolstered by the installation of a test instance of Enterprise earlier in the month. The test interface will allow staff to preview upgrades and enhancements before they are released to the public. Additionally, the ability to search, place holds, and download OverDrive eBooks and eAudio was added to the BookMyne catalog app this month. Users with iOS and Android devices can now enjoy direct access to downloadable materials without leaving BookMyne.

4. Funding/Fundraising

Funding:

The Library met a May 11th deadline for submitted funding requests under the Federal “e-Rate” program for telecommunications and Internet access services in the next funding year, July 1, 2017 – June 30, 2018. The Schools and Libraries Division of the Universal Service Administrative Company (administrator of the Federal e-Rate program) rolled out a new applicant portal for last year, which despite some minor glitches, worked much better this year.

A total of \$383,380.65 in funding was requested to support the following vital services:

- Internet access for the entire System (increasing from a capacity of 500 Mbps to 600 Mbps bandwidth – moved through the Central Library and then via a fiber based Wide Area Network (WAN), to the 36 library outlets);
- Fiber optic connections for the WAN to all libraries, with bandwidth of 30 Mbps for most locations; 40 Mbps for the East Delavan, Kenmore and Niagara Libraries; 50 Mbps to the Merriweather Library; all connecting to the Central Library using bandwidth of up to 1.13 Gbps;
- 4G LTE wireless hotspot service for the Library’s bookmobile;
- Voice telephone service for all Buffalo branch and contracting member libraries and part of the Central Library; and
- Replacing the Library’s firewall and Central Library fiber optic cabling between the data center and wiring closets.

In 2017-2018, the e-Rate program will fund up to 90% for eligible Wide Area Network/Internet Access expense and up to 30% for plain old telephone service (POTS) (most of these services are eligible). Funding for POTS is being phased out, with the 30% funding this cycle decreasing to 10% in 2018-19 and 0% in 2019-20 and beyond. Including current year projections and requested 2017-18 funding, since its inception in 1998, the e-Rate program will have provided over \$5.1 million to support Library telecommunications, Internet access, as well as data related equipment/infrastructure.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Campaign	January 1 – May 31, 2017	\$37,106

Highlights:

- The *Building Buffalo: Buildings from Books, Books from Buildings* architecture catalog is on sale at the B&ECPL’s online store, as well as at the downtown Central Library. As of May 31st, 18 catalogs have been sold.

5. Facilities

Highlights:

- The North Park Branch Library expansion has begun with outlets, data points and data drops being laid out and bare walls having gone up by the end of May. Many meetings have been held to discuss finalization of various blueprints, color palettes, and future furniture.

6. Staff Development

Staff Development - May 2017

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	194	1273	6	36

Highlights:

- In May, the B&ECPL continued to offer the online course *Practical Tips for Difficult Homeless Patrons* to Central and Buffalo branch public service and security staff. Sixteen more employees completed the course. The B&ECPL Information Services Department hosted training sessions on May 3rd at the Lancaster Public Library and May 17th at the Audubon Branch Library to familiarize staff with the Foundation Center Database. On May 25th, the B&ECPL brought in Western New York Council on Occupational Safety and Health (WNYCOSH) trainer Nellie Brown to conduct a health and safety training program on ergonomics entitled *Lifting Techniques*. The session went over how to identify personal and workplace risk factors for musculoskeletal injury and demonstrated lifting techniques for shipping containers and other boxes typically handled in the Library.

- On May 3rd and 4th, the B&ECPL partnered with Erie Community College to offer *Mental Health First Aid* training to library staff. This 8-hour course (split over 2 days) taught attendees how to identify, understand, and respond to signs of mental illnesses and substance use disorders. The training provided the skills needed to reach out and provide initial help and support to someone who may be experiencing a mental health crisis.
- On May 15th, the B&ECPL Children’s Programming Department hosted Dr. Betsy Diamant-Cohen to present a workshop on her award-winning program *Mother Goose on the Loose*. The program combines music, movement, books, rhymes, puppets, and fingerplays in fun ways that help children develop language and self-regulation skills. Twenty-six B&ECPL employees attended the all-day workshop at the Central Library, coming away with a mastery of the program, new techniques for creating early literacy programs and engaging/educating infants and toddlers and their parents/caregivers, and insights on how to collaborate with colleagues to share knowledge and ideas.
- Staff attended a variety of off-site library programs and conferences including: *Coding & Computer Science Day of Learning* at the Fayetteville Free Library; NYLA’s *Section of School Librarians (SSL) Conference – Make, Learn, Inspire!*; DHPSNY’s *The Process of Processing: A Hands-On Approach* at the Eastman House in Rochester, NY; and *Games and Design in Your Library!* hosted by the Western New York Library Resources Council (WNYLRC).
- A variety of webinar training opportunities on a wide range of topics were viewed including: *Beyond the Welcome Sign: Tailoring Immigrant Services for Success* (presented by WebJunction); *Designing Interactive Library Spaces on a Limited Budget* (presented by Demco); *Independents Day for Crime Fiction* (presented by Booklist); *Open Education Resources and Libraries: Challenges and Opportunities* (presented by WNYLRC); *Project Outcome Update: Website & Survey Management Improvements* (presented by PLA); and *Where Does Readers’ Advisory Fit in Your 21st Century Library* (presented by NoveList). A total of 36 different webinars were viewed by staff from the Central, Buffalo branch, and contracting libraries.

Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Radio Interview	Architecture Exhibit	WBFO Radio, airdate TBD
Newspaper Interview with Amy Pickard	Architecture Exhibit	The Buffalo News, May 9 th

AM Buffalo TV Interview with Mary Jean Jakubowski	One Community, One Book system-wide initiative <i>Boys in the Boat</i>	WKBW TV, AM Buffalo, May 13 th
Spree Magazine Photo Shoot with Mary Jean Jakubowski	The Future of Libraries	Buffalo Spree Magazine, TBD July or August issue
Media Release	Library Exhibit Focuses on Books That Built Buffalo Now @ the Downtown Central Library	Sent May 15 th & 16 th , posted Artvoice, the Daily Public and Visit Buffalo Niagara calendars
Media Release	Six Buffalo & Erie County Public Libraries Receive New Children's Books From the Brownstone Book Foundation	Buffalo News Refresh, sent May 8 th , printed June 3 rd
Media Release	Upcoming Grant Resources Program for Non-Profits	Sent May 8 th
Media Release	Next Chairman's Book Club, Friday, June 16, 2017	Sent May 8 th
WNY Family Magazine Online	Upcoming Programs	May 1 st
WBFO Interview – Amy Pickard	Building Buffalo Exhibit	May 3 rd
Channel 2 News Report	Mental Health Awareness Fair	May 4 th
Buffalo News Interview – Amy Pickard	Building Buffalo Exhibit	May 9 th
Riverside Review	May Activities	May 10 th & 17 th
Crane Branch Library - Councilmember Joel Feroleto's Newsletter	Kidding Around Yoga, other upcoming programs	May 26 th submission for June newsletter

Highlights:

- May 3rd – WBFO's Avery Schneider interviewed Rare Book Curator **Amy Pickard** and Guest Curator and Architectural Historian Frank Kowsky about *Building Buffalo: Buildings into Books, Books into Buildings* the current rare book exhibit.
- May 4th – *Buffalo News'* Mark Sommer interviewed **Amy Pickard** about *Building Buffalo: Buildings into Books, Books into Buildings* for "Gusto Extra" that appeared in the May 9th print issue.

7. Partnerships

Highlights:

- May 3rd – Buffalo State College service learner Sara Hindin completed her volunteer and service learning requirement in Children’s Services. Sara prepared and conducted 2 storytimes and reading extension activities.
- May 5th – Special Collections Manager **Meg Cheman** and Library Display Artists **Dawn Stanton** and **Darlene Pennachi** met with UB’s Poetry and Rare Books Curator Jim Maynard and his graphic designer to discuss the coordination and logistics of a James Joyce exhibit at the Central Library during the Gaelic Games to be held in Buffalo in July. Facsimile and original materials from UB’s Joyce collection will be highlighted during this community celebration in partnership with NYS Assemblymember Michael Kearns and the University at Buffalo.
- May 10th – **Amy Pickard** was recorded for an upcoming WNYLRC “LibTalk.” A new WNYLRC initiative, LibTalks are like TedTalks for library and library-related issues and topics of interest. Pickard discussed the newly opened *Building Buffalo* exhibit, the unique challenges of working with guest curators as well as the scope of materials shown, and what libraries should consider when planning to exhibit their own materials.
- May 10th – **Kara Stock** and **Jordan Smith** met with Jose Rodriguez, Director of Digital Strategy at FARM Buffalo. Mr. Rodriguez is interested in volunteering at the Central Library to teach a free coding workshop for teens this summer.
- May 23rd – Library Director **Mary Jean Jakubowski**, Assistant Deputy Director **Dawn Peters**, and **Jordan Smith** met with Sam Abramovich, Assistant Professor in the Department of Learning and Instruction at the University at Buffalo, to discuss his upcoming survey of the Launch Pad MakerSpace.
- May 23rd – **Renée Masters** met with Sheila Bass, SNAP Education Program Leader, [Eat Smart New York Western Region](#), Cornell Cooperative Extension of Erie County, to discuss plans to collaborate on bringing healthy cooking and general nutrition information to our community. Eat Smart New York helps people eat more fruits and vegetables, drink fewer sugary drinks, and balance calories with physical activity. Buffalo City branch libraries will also be part of this initiative.
- May 24th – **Kathryn Galvin** met with Patti Halston and several staff members of Buffalo Hearing and Speech about potential class visits to the Central Library. Kathy showed them various space possibilities.

- May 24th – **Kathryn Galvin** attended the kick-off and media announcement for Mayor Byron Brown’s 16th Annual “Reading Rules!” Kids Summer Reading Challenge at Waterfront School.
- May 24th – **Renée Masters** met with Kelly Fletcher, Public Health Educator with the Erie County Department of Health, to evaluate the past Wellness Wednesday collaborations. Kelly has reached out to departments that have participated in Wellness Wednesdays for feedback. This feedback along with contact statistics from past programs and the Health Department’s annual community health assessment are informing plans for programs going forward.
- May – **Kathryn Galvin** worked with Lindsay Pantera of Heritage Centers to develop a volunteer program for employees of Heritage Center’s Oak Street location.

8. Planning for the Future

- May – **Maria Lowe** worked with Mary Grundle from Hutchinson Central Technical High School to set up a school-wide library card drive for fall 2017.
- May – Games Unplugged working group, **Renée Masters, Maria Lowe** and **Melissa Blattner**, and Institutional Services Clerk **Lee Green** continue to make progress toward circulating board games, card games, and dice games to branch and town libraries as well as to Assisted Living locations. With the assistance of the Technical Services Department, the library catalog has been set up to accept the addition of this new item type. The next goal of the group is to create the online request interface to allow games to be reserved and routed to the requested location.

9. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
May 1, 2017	Meeting - Maureen McLaughlin, Jennifer Childs
May 1, 2017	Meeting - Heidi Julien, Brenda White - University at Buffalo, Department of Library and Information Studies
May 1, 2017	Meeting - Maureen McLaughlin

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May 2, 2017	Meeting - Civil Service
May 2, 2017	Event - Center for the Study of Art, Architecture, History & Nature - Bob Kresse
May 2, 2017	Meeting - Ken Stone
May 3, 2017	Meeting - B&ECPL Staff Diversity Committee
May 3, 2017	Meeting - Staff Forum
May 3, 2017	Event - Town of Collins Public Library - Technology Open House
May 4, 2017	Meeting - Jack Connors, President - Library Foundation of Buffalo and Erie County
May 4, 2017	Meeting - Patron
May 4, 2017	Event - Buffalo History Museum - WWI Exhibit
May 4, 2017	Meeting - Erin Weller, Ashley Ligammari - Human Resources
May 4, 2017	Conference Call - Glenn Luba, Director, Cheektowaga Public Library
May 5, 2017	Meeting - Central Library Re-Imagine Project - Scott Bylewski, Deputy Erie County Budget Director
May 5, 2017	Conference Call - Jonathan Rivera
May 5, 2017	Meeting - HHL Architects
May 5, 2017	Meeting - John LaFalce
May 8, 2017	Conference Call - Jeannine Doyle
May 8, 2017	Meeting - Joy Testa Cinquino, Dawn Peters
May 8, 2017	Conference Call - Robert Alessi, Director, Aurora Town Public Library
May 9, 2017	Media Event - AM Buffalo Taping
May 9, 2017	Conference Call - Public Library System Directors Organization (PULISDO)
May 9, 2017	Conference Call - PULISDO and New York State Department of Education - Division of Library Development
May 10, 2017	Meeting - Managers/Directors
May 10, 2017	Meeting - Melissa Brown, Exec. Director - The Buffalo History Museum, and Anne Conable
May 10, 2017	Meeting - Kelly Fletcher, Erie County Department of Health
May 10, 2017	Meeting - B&ECPL Board of Trustees Budget & Finance Committee
May 11, 2017	Meeting - Administrative Team
May 11, 2017	Meeting - North Park Library - Chuck Mosey
May 11, 2017	Meeting - B&ECPL Board of Trustees Executive Committee
May 12, 2017	Conference Call - Jeremy Johannesen, New York Library Association
May 15, 2017	Meeting - Jill Robbins-Jabine, CEO, YWCA of WNY
May 15, 2017	Meeting - West Seneca Public Library
May 16, 2017	Meeting - Albany - PULISDO Minimum Standards Committee
May 18, 2017	Conference Call - Patrick Martin, Esq.
May 18, 2017	Meeting - B&ECPL Board of Trustees
May 22, 2017	Media Event - Buffalo Spree Photo Shoot

May 23, 2017	Meeting - Sam Abramovich - University at Buffalo Graduate School of Education, Jordan Smith, Dawn Peters, Kara Stock
May 23, 2017	Meeting - Barbara Campagna
May 23, 2017	Conference Call - Curt Maranto, Executive Director, Roycroft Campus
May 24, 2017	Meeting - Personnel
May 24, 2017	Meeting - Joy Testa Cinquino, Anne Conable
May 24, 2017	Meeting - Kelly Krug - NYS Assemblymember Michael Kearns Office, and Dr. James Maynard, University at Buffalo
May 24, 2017	Conference Call - Patrick Martin, Esq.
May 24, 2017	Meeting - Western New York Library Resources Council Board of Trustees
May 25, 2017	Meeting - Administrative Team
May 30, 2017	Conference Call - NYS Assemblymember Michael Kearns

Other:

Contracting Member Library Activity Reports

Boston Free Library – submitted by Lydia Herren, Director

Highlights of events and activities at the Boston Free Library:

- The library has been hosting increasingly popular monthly Maker Fridays for children ages 7 and up over the past year. The program includes a multitude of activities ranging from arts/crafts, technology, building challenges, and science experiments. This summer the library will continue STEAM programming as a host site for Google's Maker Camp.
- The Boston Free Library and the bookmobile participated in the Town of Boston's Memorial Day Parade and Celebration on Monday, May 29th. This year marks the Town of Boston's Bicentennial as well as the Boston Free Library Association's 70th anniversary.
- *Arts Services Initiative of Western New York Community Arts Grant*: Local Artist Diane Sypniewski will work with the community to create storybook inspired murals for the library's children's room. This grant program is funded by the New York State Council on the Arts with the support of Governor Andrew Cuomo and the New York State Legislature; administered by Arts Services Initiative of Western New York. On May 19th, the artist worked with local children to create a permanent art installation featuring the children's paintings of their favorite books.
- Legislator John Mills will sponsor his Annual Hot Dog Fundraiser on Thursday, July 13th. This year the library will be hosting an Art/Craft Fair featuring many local artisans and vendors as well as providing live music by Alex Mmmk between 5:00 p.m. and 8:00 p.m. Hot dogs and italian sausage will be served between 5:30 p.m. and 7:30 p.m.

- The library has been awarded funds from the 2016-2017 Public Library Construction Aid Program facilitating several updates to the building including new outdoor LED lighting, repairs to masonry in the children's room and exterior of the building, and a remodeled entrance.

Lancaster Public Library - submitted by Jim Stelzle, Director

During May, the Lancaster Library had 4 toddler programs, 9 preschool programs, 5 juvenile programs, 5 young adult programs, 8 meeting room uses, 3 computer programs, 8 adult programs and 7 family programs. Programs of special interest:

- Our "Battle of the Books" team is working hard to bring home the gold for team Lancaster.
- Central's Dinosaur and Train programs went over very well.
- Our "Movin and Grovin'" Toddler and Adult Yoga programs have been doing very well.
- We are consistently at capacity for our Kids MakerSpace programs.
- Two new outside benches were ordered.

We are looking forward to the installation of Windows 10 and a Book Talk by local author Lori Lume in June.

Agenda Item G - The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. Bill Josefiak provided an update on the West Seneca Public Library project pointing out that by the beginning of July, library services will be provided from the temporary pod being set up. The hope is the project will be completed by January/February 2018.

Contract Member Library System Liaison Report - Trustee Panty reported on the June 12, 2017 City of Tonawanda Public Library Board of Trustees meeting she attended. She shared University Express comes regularly to the City of Tonawanda Public Library to share classes and discussions on lifelong learning items for adults ages 55+ as there is not a senior center in the City of Tonawanda; these are well attended.

Agenda Item H - Public Comment. While there was no public comment, Trustee Vincent mentioned the new outside building numbers on the front of the Dudley Branch Library are up and look good.

Agenda Item I - Unfinished Business. None.

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

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There being no further business, on motion by Ms. Vincent and a second by Ms. Panty, the meeting adjourned at approximately 4:45 p.m.

Respectfully submitted,

Kathleen Burd
Secretary