

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
October 18, 2018

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, October 18, 2018, at the Central Library pursuant to due notice to trustees. The following members were present:

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

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. Chair Housh entertained a motion to revise the agenda to add Resolution 2018-33 under Budget and Finance Committee. Trustee Bedenko moved, Trustee Panty made a second, and approval was unanimous.

Agenda Item C – Minutes of the Meeting of September 20, 2018. Minutes were approved unanimously, as mailed, upon motion by Trustee Bedenko and a second by Trustee Kelly.

Trustee Burd arrived at 4:03 p.m.

Agenda Item D – Report of the Chair. Chair Housh reported the September 28th Chairman’s Book Club, which reviewed Dan Egan’s book *The Death and Life of the Great Lakes*, was well attended; this may be repeated at the New York Library Association (NYLA) conference in Rochester. He recognized Anne Conable and Joy Testa Cinquino for their work on the Chairman’s Book Club over the past 3 years and thanked all who attended and supported these events.

Trustee Moore arrived at 4:05 p.m.

Chair Housh commented that on his way to the Board meeting, he saw Mr. Oded Rauvenpoor in the Central Library. He called on Director Jakubowski who explained Mr. Rauvenpoor was removing equipment and supplies left behind from OR 18, LLC as per notice by B&ECPL's legal counsel. Locks to both the kitchen and the café are being changed tomorrow. The RFP for Fables Café will be discussed during the Report of the Director.

Chair Housh reminded trustees he has reached his term limit as Chair. He asked trustees to give consideration to serving as a Board officer for 2019; the Nominating Committee will be selected at the December Board meeting.

Agenda Item E – Committee Reports. Committee meeting written reports were at each trustee's place.

Agenda Item E.1 – Executive Committee. Vice Chair Bedenko summarized the October 11, 2018 Executive Committee meeting and motioned the written report be entered into the Minutes; Trustee Panty made a second, and approval was unanimous.

Present: Executive Committee Chair Frank Housh; Committee members Alan Bedenko, Sheldon Berlow, Kathleen Berens Bucki, and Dr. Rhonda Ricks. Also present was Trustee Elaine Panty along with Library Director Mary Jean Jakubowski, Chief Operating Officer (COO) Jeannine Doyle and Chief Financial Officer (CFO) Kenneth Stone.

The meeting of the Executive Committee began at 4:02 p.m. in the Joseph B. Rounds Conference Room of the Central Library. The meeting was called to order by Chair Housh.

Discussion was held regarding Fables Café and current owner OR 18, LLC. Director Jakubowski gave a brief overview of the current status. She shared she had not heard from Mr. Oded Rauvenpoor regarding retrieval of equipment. She has spoken to Buffalo & Erie County Public Library's (B&ECPL) legal counsel on this matter and will request follow-up to complete the relationship between the B&ECPL and OR 18, LLC.

The agenda for the October 18th B&ECPL Board of Trustees meeting was reviewed; no changes were noted.

CFO Stone noted the Library continues to run within budget. He reviewed the proposed Year-end Transfers Resolution.

Trustee Panty spoke to the changes in the various policies being brought forth for approval. She thanked the Policy Committee for their continued hard work. Most policies being brought forth require minimal changes – most changes are for clarification and/or consistency in language.

COO Doyle spoke about the proposed Employee Health Insurance Contribution Waiver for December 2018 Resolution explaining it supports what the County Executive issued for County Employees. The Library, being an independent organization, must approve an action such as this as the employees of the Library fall under the auspices of the B&ECPL Board of Trustees.

On a motion by Dr. Ricks, second by Trustee Bedenko, the meeting concluded at 4:25 p.m.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Authorization for Year-end Transfers in Excess of \$5,000. Deputy Director - Chief Financial Officer Kenneth Stone explained Resolution 2018-27 as presented. Trustee Bedenko moved, Trustee Kelly made a second, and approval was unanimous.

RESOLUTION 2018-27

WHEREAS, the 2018 year-end closing process is approaching and involves finalizing encumbrances (or commitments to spend budgeted funds), and

WHEREAS, the delay between payment of telecommunications related expenses and receipt of E-rate discount reimbursements for those expenses can cause the need to transfer funds temporarily between budget accounts as the available balances in the E-rate supported accounts towards the end of the fiscal year are too low to accommodate the delay, and

WHEREAS, some costs, such as termination payouts for retiring employees, will impact other accounts including the System salary and fringe accounts and individual contracting library salary and fringe benefit accounts, requiring transfers, and in the case of contracting libraries, contract budget amendments, be processed quickly to ensure payroll expenses can be met on a timely basis, and

WHEREAS, it may be in the Library's interest to encumber items that may require budget transfers in excess of \$5,000, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) authorizes the Library Director or her designee, with the approval of the Board Chair or the Budget and Finance Committee Chair, to approve transfers

within the budget impacting objects of expenditure in excess of \$5,000 for the purposes of making year-end encumbrances and/or expenditures as stated above, and be it further

RESOLVED, that any such transfers be incorporated into the monthly financial statements submitted to the full Board prior to the close of the fiscal year, and be it finally

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director or her designee to approve temporary transfers within the budget impacting objects of expenditure in excess of \$5,000 for the purposes of accommodating the delay between payment of telecommunications related expenses and receipt of E-rate discount reimbursements for those expenses, with said transfers being reversed upon receipt of the E-rate reimbursement.

Agenda Item E.2.b – Monthly Financial Report. The financial report for the year as of August 31, 2018 month-end was included in the board packet for informational purposes; the Library continues to operate within budget.

Agenda Item E.2.c. – Amend 2018 Budget: NYS Grant in Aid. Walk-on Resolution 2018-33 was at each trustee's place. CFO Stone explained this resolution as presented. On motion by Trustee Burd and a second by Trustee Berens Bucki, Resolution 2018-33 was unanimously approved.

RESOLUTION 2018-33

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) received notification that the New York State Legislature has approved aid in the amount of \$26,000 for the libraries located within Assembly Districts 142 and 147, and

WHEREAS, this special aid was sponsored by New York State Assemblymembers Erik Bohlen and David DiPietro, and

WHEREAS, private and public grants are regularly sought to augment library equipment, materials, programs and other needs, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL gratefully accepts the award of \$26,000 in State Aid, and be it further

RESOLVED, that the B&ECPL will encourage the receiving libraries to promptly utilize these funds for purposes consistent with the sponsor's designation, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL approves, upon receipt of the grant proceeds, implementing a budget amendment to the 2018 operating budget, increasing revenues and expenses as follows:

2018 Operating Budget

Revenue and Expense Increase	Cost Center	SAP Commitment Item #	
		Revenue #408160 State Aid Special	Expense # 516010 Contractual Payments
		Amount	Amount
Contracting Member Libraries			
Lackawanna Public Library	4204055	\$ 4,400	\$ 4,400
Orchard Park Public Library	4204075	\$ 4,300	\$ 4,300
West Seneca Public Library	4204085	\$ 4,300	\$ 4,300
	Subtotal District 142:	\$ 13,000	\$ 13,000
Eden Library	4204040	\$ 13,000	\$ 13,000
	Subtotal District 147:	\$ 13,000	\$ 13,000
	GRAND TOTALS:	\$ 26,000	\$ 26,000

and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the B&ECPL and the above contracting member libraries to retain these funds until such time as they can be used for purposes consistent with any sponsor designation, and be it finally

RESOLVED, that a copy of this Resolution and a revised Exhibit A be transmitted to the above cited contract libraries subsequent to receipt of these funds to implement the change at said contract libraries.

Agenda Item E.3 – Policy Committee. The Policy Committee met on September 20, 2018. Committee Chair Panty read the following written report:

Present: Chair Elaine Panty; Committee members Alan Bedenko and Sharon Kelly. Also present was Library Director Mary Jean Jakubowski.

The meeting of the Policy Committee began at 5:20 p.m. at the West Seneca Public Library.

Director Jakubowski indicated Library Administration reviewed the B&ECPL's Investment Policy and are making no recommendations for change.

Library Administration did recommend changes to the following policies:

- Circulation Policy - a B&ECPL system-wide policy;
- Internet Safety and Acceptable Use Policy - a B&ECPL system-wide policy;
- Rules of Conduct - a B&ECPL local (Central Library and Buffalo Branch Libraries) policy; and
- Central Library Access Ramp Rules Policy - a B&ECPL local (Central Library) policy.

The Committee reviewed the suggested changes; they also agreed with suggested word consistency changes sent in by Committee member Kathleen Berens Bucki to the Internet Safety and Acceptable Use Policy.

The Committee recommends the proposed amended policies be moved forward to the full Board for approval.

On a motion by Trustee Bedenko, second by Trustee Panty, the meeting adjourned at 5:29 p.m.

Chair Housh commended Committee Chair Panty and members for their hard work.

Agenda Item E.3.a - Amend Circulation Policy. Trustee Ricks moved, Trustee Ted Johnson made a second, and approval of the amended Circulation Policy as presented in Resolution 2018-28 was unanimous.

RESOLUTION 2018-28

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 Circulation Policy which has been vetted by B&ECPL legal counsel, and

WHEREAS, the Policy Committee recommends the attached proposed amended Circulation Policy for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions of the B&ECPL's Circulation Policy to supersede and replace the prevailing policy, last amended by the Board on March 17, 2016, and be it further

RESOLVED, that a copy of the approved Circulation Policy be distributed to all B&ECPL libraries, Contracting Libraries and Contracting Library Trustees as well as be posted on the B&ECPL's website.

Agenda Item E.3.b – Amend Internet Safety & Acceptable Use Policy. Trustee Kelly made a motion, Trustee Ted Johnson made a second, and approval of the amended Internet Safety & Acceptable Use Policy as presented in Resolution 2018-29 was unanimous.

RESOLUTION 2018-29

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 Internet Safety and Acceptable Use Policy which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include language: for clarification purposes, for consistency in wording, and regarding contact information for the National Center for Missing & Exploited Children, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Internet Safety and Acceptable Use Policy to supersede and replace the prevailing policy last reviewed September 21, 2017, and be it further

RESOLVED, that a copy of the approved Internet Safety and Acceptable Use Policy be distributed to all B&ECPL libraries, Contracting Libraries and Contracting Library Trustees as well as be posted on the B&ECPL's website.

Agenda Item E.3.c – Amend Rules of Conduct. Trustee Bedenko made a motion, Trustee Kelly made a second, and approval of the amended Rules of Conduct as presented in Resolution 2018-30 was unanimous.

RESOLUTION 2018-30

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, the Policy Committee recommends the attached proposed amended Rules of Conduct for approval by the full Board, 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 December 21, 2017, 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.d – Amend Central Library Access Ramp Rules. Trustee Ted Johnson made a motion, Trustee Bedenko made a second, and approval of the amended Central Library Access Ramp Rules as presented in Resolution 2018-31 was unanimous.

RESOLUTION 2018-31

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, the Policy Committee recommends the attached proposed amended Central Library Access Ramp Rules for approval by the full Board, 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 December 21, 2017, 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.4 – Development & Advocacy Committee. Committee member Berlow summarized the meeting of October 11, 2018 and requested the written report be entered into the Minutes. Trustee Ted Johnson moved, Trustee Bedenko made a second, and approval was unanimous.

Present: Committee members Sheldon Berlow, Elaine Panty and Dr. Rhonda Ricks. Also in attendance were System Board Chair Frank Housh, Trustee Kathleen Berens Bucki, Library Director Mary Jean Jakubowski, and Assistant Deputy Director Joy Testa Cinquino.

The meeting of the Development & Advocacy Committee began at 4:30 p.m. in the Joseph B. Rounds Conference Room of the Central Library. Committee Chair Wayne Wisbaum requested the meeting convene in his absence.

The *Discussion Items for Redefining the Organizations' Relationship (Draft 3)* between the Buffalo & Erie County Public Library (B&ECPL) and the Library Foundation of Buffalo and Erie County (Foundation) developed as a result of discussions at the July 12, 2018 Development & Advocacy Committee meeting was reviewed. Trustee Berlow requested additional clarifications in various sections of the document. Discussion ensued.

Director Jakubowski will make the requested changes and forward the document to Committee members as *Draft 4* for final review. Upon review by B&ECPL legal counsel, the draft document will be submitted for review by the full Board of Trustees.

On a motion by Dr. Ricks, second by Trustee Panty, the meeting concluded at 4:55 p.m.

Agenda Item F – Report of the Director. Director Jakubowski conveyed responses for the Fables Café Request for Proposals (RFP) are due Friday, October 19th by 2 p.m.

She proudly announced that the Frank E. Merriweather, Jr. Branch Library is the recipient of the Sankofa Heritage Collective Felix L. Armfield Memorial Award for providing support services to their mission to preserve, educate and empower its community about African American contributions in the WNY region; the announcement was passed around for trustee viewing. Trustees are to contact the Director's office if interested in attending the banquet on November 24th.

A letter was shared from a family who participated in Passport to Reading; it expressed how the program succeeded in getting their family to read, sparked many teachable moments, and was an "amazing experience."

The B&ECPL made the cover of the (soon to be released) fall edition of the *New York Archives* magazine; a preview of the article was passed around. Trustees will be sent the article and cover electronically when published.

The Director informed trustees that the B&ECPL was inadvertently notified that at Tuesday's City of Buffalo Common Council meeting, it was confirmed that the name of the East Delavan Branch Library is being changed to the Leroy R. Coles, Jr. Branch Library. We are awaiting the official resolution.

A copy of B&ECPL's 2019 Calendar featuring 12 images from the Library's WWI poster collection and current exhibit - *Buffalo Never Fails: The Queen City and World War I* was given to each trustee. This first-time, full color calendar produced in-house will soon be available for purchase. <https://librarystore.buffalolib.org/collections/2019-calendar>

The B&ECPL's annual appeal letter was handed out to each trustee; Director Jakubowski conveyed the importance of having 100% participation by Board members in fundraising activities when applying for grants. Trustee Berlow reminded trustees this campaign is through the B&ECPL, separate from the Library Foundation.

In closing, trustees were encouraged to attend the opening celebration of Buffalo's Reading Park on Sunday, October 28th; fun-filled activities will take place from 12:30 – 5 p.m., rain or shine. Ceremonies launching the Reading Park will take place at 2 p.m.

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

B&ECPL Monthly Report September 2018

Buffalo Comicon – Library staff had the opportunity to meet hundreds of pop culture enthusiasts and support reading through comics and graphic novels during the 2018 Buffalo Comicon held at the Buffalo Niagara Convention Center September 15th and 16th. Fifty-two new library cards were issued. Given 2 rooms at the Buffalo Niagara Convention Center, staff promoted activities and services to attendees of all ages. Information Services and Outreach Librarian **Maria Lowe** introduced the Library's graphic novel and manga collections to teens and ran the Buffalo & Erie County Public Library (B&ECPL) Manga Club Room. Maria hosted trivia contests, ran crafts for visitors, and showed various anime programs. Information Services and Outreach Manager **Dan Caufield** and Children's Services Librarian **Erin Burke** hosted a number of Science, Technology, Engineering and Mathematics (STEM) related activities including building and launching stomp rockets as well as constructing simple slingshot straw rockets, popsicle stick catapults with an accuracy testing game, and paper airplanes. Children's programming sessions included Super Hero Training Camp and Hogwarts Academy, which let attendees sample activities as an introduction to the Central Library's Harry Potter events scheduled for the following week. Launch Pad Senior Page **Grace Upston** and Technical Clerk **James Lamb** tabled the event in promotion of the Library's Launch Pad and spoke to attendees about the various services offered within the MakerSpace. Hundreds of individuals of all ages experienced virtual reality, practiced coding via Osmo gaming, and learned to use some of our small robots. Many of the attendees were amazed at the access to technology the Library offers and look forward to visiting and learning more.

Hogwarts Academy – In celebration of the 20th anniversary of J.K. Rowling's Harry Potter series, over 200 people participated in the Hogwarts Academy (Academy) held at the Central Library September 22nd. The Academy included a fun-filled day of wand making, potion mixing, herbology crafts and Quidditch tryouts. Buffalo Animal

Adventures presented attendees with many of the animals found in the Harry Potter series. The Launch Pad MakerSpace served as the admissions center where “students” were sorted into their Hogwarts house: Gryffindor, Hufflepuff, Slytherin and Ravenclaw. While awaiting direction from the sorting hat, children and families were encouraged to try out the Launch Pad’s HTC VIVE virtual reality viewer featuring the Waltz of the Wizard program. A wizarding day was had by all!

Chairman’s Book Club - The 8th installment of the Chairman’s Book Club (Book Club) was held September 28th focusing on Dan Egan’s book *The Death and Life of the Great Lakes*. Hosted by B&ECPL’s Board Chair Frank Housh, the expert panel was comprised of Jay Burney of Times Beach Nature Preserve, Jim Howe of The Nature Conservancy-Central and Western New York, and Jill Jedlicka of Buffalo Niagara Waterkeeper. The Book Club, free and open to the public, began in 2016. Beginning with Ta-Nehisi Coates’ *Between the World and Me*, other titles in the series included: *Half-Earth: Our Planet’s Fight for Life* by Edward O. Wilson, *All the Single Ladies: Unmarried Women and the Rise of an Independent Nation* by Rebecca Traister, *The Book That Changed America: How Darwin’s Theory of Evolution Ignited a Nation* by Randall Fuller, *The New Urban Crisis: How Our Cities are Increasing Inequality, Deepening Segregation and Failing the Middle Class - and What We Can Do About It* by Richard Florida, *Men Explain Things to Me* by Rebecca Solnit, and *Hillbilly Elegy: A Memoir of a Family and Culture in Crisis* by J.D. Vance.

Pro Golfer Jack Nicklaus @ Merriweather - On September 17th, legendary pro golfer Jack Nicklaus participated in a media event at the Frank E. Merriweather, Jr. Branch Library with local attorney and civic advocate Kevin Gaughan. The media event centered around a new proposed signature golf course in South Buffalo and an upgraded golf course in Delaware Park. Mr. Nicklaus also visited with inner city youth golfers, providing encouragement and discussing the discipline required to become a professional golfer. Mr. Nicklaus posed for photos and signed autographs.

Tribute to Motown Artist Aretha Franklin @ Merriweather - *Eye on History* host Eva M. Doyle presented a *Tribute to Aretha Franklin* at the Frank E. Merriweather, Jr. Branch Library on September 8th. Ms. Doyle and other guests provided music, video clips, and spoken word renditions focused on the life of recording artist, song writer, civil rights activist, actress, and pianist, Aretha Franklin. Over 100 patrons were in attendance.

Celebrating Hispanic Heritage - The Central Library hosted the Hispanic Heritage Council’s annual Hispanic Heritage Month Kick-off on September 14th. The well-attended event featured performances by the Frank A. Sedita School of Excellence Children’s Chorus and guitarist Ricardo Saeb, with support from the McKinley High School JROTC Color Guard.

Buffalo Humanities Festival – The opening event of the annual Buffalo Humanities Festival, panel discussion *Anti-Social Media: Digital Space and the Destabilization of Democracy*, was held in the Central Library auditorium September 20th. This free, public program is part of the Library’s ongoing collaboration with Humanities New York, University at Buffalo Humanities Institute, and various other partners.

Public Library Association Inclusive Internship Initiative 2018 – Throughout the summer, Niagara Branch Library Manager Jason Barone participated in the American Library Association (ALA) – Public Library Division internship/mentor program called PLAiii. Together with intern Nishat Inqiyad, a student at City Honors School at Fossdick-Masten Park, they developed community partnerships as well as local collections and programs based on STEM. The collections and programs were specifically designed to target teens in an effort to build technological literacy.

Mr. Barone and Ms. Inqiyad traveled to Washington, DC for the PLAiii kick-off where they worked with internship recipients and mentors from across the country to build a framework for what would later become programming at the Niagara Branch.

Using the software program Sonic Pi, programs were developed to fuse music and code in a simple form to allow program participants the ability to create their own music. Further, Ms. Inqiyad created additional programs and teaching methods using the ever popular game Minecraft to teach animation techniques. Simple sequencing was also developed using the software program Scratch.

The internship drew to a conclusion in September with Mr. Barone and Ms. Inqiyad presenting their project before the ALA – Public Library Division and other program participants in Chicago, Illinois.

The resulting project contains 2 parts: a mobile computer lab and the programs to be presented. The mobile computer lab consists of 10 Raspberry Pi 3 minicomputers, ten 10.1” IPS monitors with built-in speakers, 10 sets of keyboards and mice, and 10 pairs of headphones. Equipment was purchased with funding graciously provided by New York State Senator Chris Jacobs, 60th District.

Programs and activities implemented include a Sonic Pi drum machine in which participants can make their own drumbeats and begin to familiarize themselves with code, and a Minecraft Hide and Seek game in which the participants write the code to play and inject it into Minecraft to make their own playable game.

The computer lab as well as the programs are accessible at the Niagara Branch Library and will be used for teen programming.

Monthly Programming Statistics - September 2018

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	139	1625	3076	35986
Children (age 6-12)	130	1515	2126	28444
Teens	35	521	171	6710
Intergenerational	198	1777	4422	48779
Adults (excludes Technology)	193	2255	3222	30109
TOTAL In Library Programs	695	7693	13017	150028

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	13	0	13
Children (age 6-12)	13	502	13	553
Teens	27	948	27	948
Intergenerational	21	196	21	196
Adults (excludes Technology)	129	1689	129	1692
TOTAL In Library Programs	190	3348	190	3402

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	3	37	6	197
System or Library-owned Cyber Train	7	62	44	429
One on One	150	1144	153	1239
TOTAL Adult Technology	160	1243	203	1865

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	11	104	274	2742
Children (age 6-12)	2	94	116	4219
Teens	1	6	58	325
Intergenerational	12	108	1054	14379
Adults (excludes Technology)	14	82	306	2641
TOTAL Outreach (out of Library)	40	394	1808	24306

System-wide Buffalo Never Fails WWI Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	3	27	48	784
Adult Services	2	47	17	1083
Launch Pad/TechKnow Lab	0	2	0	5
Development/Communications	0	10	0	255
Grosvenor Room	3	18	27	231
TOTAL	8	104	92	2358

Buffalo Never Fails WWI Exhibit:

	Month	YTD	From Opening 11/16/2017 to present
Visitors - Non-tour related	3227	33000	
Visitors - Tour/Program	92	2321	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	3319	35321	40511

Highlights:

Outreach - The *Library on Wheels* was busy throughout the month providing service for 18 regularly scheduled stops with 162 patrons visiting, 415 items being checked out and 16 library cards issued; and 11 lobby stops with 272 visitors, 367 items checked out and 4 patrons registering for library cards. In addition, the *Library on Wheels* attended 7 special events including Buffalo Police Soccer Clinic, Music is Art Festival, Kenmore Farmers Market, Love North Collins Celebration, The Great Pumpkin Farm, Larkinville Block Party, and the Colden Art Festival. The *Library on Wheels* has added 3 new regularly scheduled stops at Baker Academy in Cheektowaga, the Health Sciences Charter School in Buffalo, and the Blessed Mary Angela Care Center in Cheektowaga.

Throughout the month, Information Services and Outreach Librarians **Sara Fuller** and **Stephanie Molnar** took the American Dream Grant Cyber Caravan to Jericho Road Community Health Center - Hope Refugee Drop-In Center. English as a Second Language (ESL) students have been working to improve both their language and computer skills. The Library's database Pronunciator is receiving frequent use, as is the Library's Immigrant and Refugee Subject Guide which provides links to various other web-based programs including Valley College's English Reading Literacy Program. In addition, students are practicing for the U.S. Citizenship test. Practice tests and informational videos are provided.

Information Services and Outreach Librarian **Renée Masters** attended a full-day conference on transgender wellness sponsored by The Pride Center of WNY on September 20th. The conference included workshops for healthcare and social service providers as well as members of the transgender community. The conference provided an opportunity to learn about health disparities and the issues confronting transgender individuals as they navigate the workplace, social situations and seek health care. Ms. Masters shared information on Library resources and databases.

Exhibits - Children's Services Manager **Kathryn Galvin** and Children's Services Librarian **Amanda McCormick** hosted children from the Jewish Community Center. The younger children (Grades K-2) participated in the "Finding Winnie" WWI program, which included a tour of the *Buffalo Never Fails: The Queen City and World War I* exhibit. The older children (Grades 3-6) also toured the exhibit, and participated in the WWI "Poster Art" program. In addition, the students were introduced to both the Central Library's Kid's Space and the Launch Pad MakerSpace.

Renée Masters arranged for a 3-panel traveling exhibit from Erie County Department of Health's LeadSAFE program, highlighting sources of lead in our environment and the consequences of lead exposure on health, particularly that of children. Free materials were available and covered topics like safely renovating your home, lead in drinking water, and many others. Free coloring books were also provided for families. The exhibit remained on display through September 28th.

Genealogy - Genealogy Librarian **Rhonda Hoffman** presented "Genealogy 101" at the Polish Genealogical Society of New York State's annual Genealogy Fair with over 80 people in attendance. The Polish Genealogical Society maintains collections at the Central Library and provides volunteers to assist patrons in their genealogical research.

Small Business/Workforce Development - Information Services and Outreach Librarian **Sandra Courtney** presented "Searching for Demographics Using ReferenceUSA Business and Consumer Lifestyles" at the New York State Entrepreneurial Assistance Program on September 10th. Held at Medaille College,

25 students learned how to access demographic information needed for their business plan and funding sources through the Library’s databases.

Information Services and Outreach Librarians **Sara Fuller** and **Susan Kriegbaum-Hanks** and Library Intern **Sarah Zaslavsky** attended the Western New York Diversity Job Fair at the Buffalo Niagara Convention Center on September 19th. Job seekers were helped in filling out online applications and instructed on how to update resumes. Thirty-five job seekers sought out the Library’s booth.

Sandra Courtney presented “Library Marketing and Research For Business Plans” to 25 participants of PathStone Enterprise Center Inc. September 26th. With a mission to enhance the economic self-sufficiency and quality of life of individuals and communities through entrepreneurial training, technical assistance and access to financing for new and expanding businesses, the Library is working toward continued collaborations.

Wellness – Three wellness programs for seniors were offered by Tivity Health’s SilverSneakers® instructors at the Central Library. This Balance Builder session focused on ways to improve strength, flexibility and balance. The 90 minute programs included discussions about maintaining muscle mass and flexibility to prevent falls.

2. Collection Development

Collection Development - September 2018

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	2,888	30,321	350	2,737	545,063
Young Adult Print	423	5,954	75	940	74,782
Adult Print	4,074	41,416	694	8,293	1,838,253
Media	4,399	47,523	476	4,261	565,191
Other*	2,509	26,478	22	124	182,649
Subtotal	14,293	151,692	1,617	16,355	3,205,938

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	1,442	8,983	964	5,741	64,590*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	296	1,320	207	973	12,200
e-Videos	0	0	0	0	100 +Moving Image Archive Library**
Subtotal	1,738	10,303	1,171	6,714	76,890

*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	16,031	161,995	2,788	23,069	3,282,828

Highlights:

In September, 1,575 users from 27 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>). In addition to the United States, visitors hailed from Australia, Bangladesh, Belgium, Brazil, Canada, China, France, India, Italy, Japan, Kenya, Mexico, Moldova, Myanmar (Burma), the Netherlands, New Zealand, Oman, Pakistan, Panama, the Philippines, Singapore, South Africa, South Korea, Ukraine, United Arab Emirates, and Venezuela.

3. Technology

Technology - September 2018

Social Networking:

	Monthly Staff Activity ¹	YTD Staff Activity	Monthly Public Activity ²	YTD Public Activity	Monthly New Followers	Total Followers ³
Facebook	109	1,043	4,368	40,125	56	8,192
Flickr	5	951	11,936	92,391	0	54
Instagram	32	268	1,484	11,089	44	1,648
Pinterest	74	609	2,499	27,109	26	1,681
Tumblr ⁴	0	3	0	2	0	196
Twitter	92	810	697	7,734	24	9,952
YouTube	0	4	4	58	0	147
Total	312	3,688	20,988	178,508	150	21,870

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

⁴Discontinued effective April 2018

Highlights:

A 65" smart television, purchased with New York State Bullet Aid from Senator Chris Jacobs, was installed in the meeting room at the Riverside Branch Library. This unit will replace the need for the screen and projector for groups using the meeting room.

4. Funding/Fundraising

Funding:

On September 28th, the Board-approved Library System recommendations for the next round of New York State Public Library Construction grants were submitted in the State's online grants system, ahead of the October 3, 2018 deadline. The share of funds available for projects supporting the 37 public libraries in Erie County increased from \$1,100,336 last year to \$1,558,809 in this funding cycle.

The requests recommended for grant funding are shown below (alphabetical listing):

Library	Total Project Cost	Grant Request	Recommended Award
• Angola Library Front Section Roof Replacement	\$ 18,691	\$ 14,018	\$ 14,018
• Audubon Library, Amherst Expansion Phase I: Community Room	\$ 716,431	\$ 337,319	\$ 304,782
• Crane Branch Library, Buffalo Improvements Phase 1: Elevator/ADA	\$1,469,296	\$1,101,972	\$1,035,242
• Grand Island Memorial Library Replace Doors, Circulation Desk & Carpet	\$ 95,326	\$ 47,663	\$ 47,663
• Lancaster Library Restroom ADA Accessibility	\$ 71,142	\$ 35,571	\$ 35,571
• Kenmore Library, Town of Tonawanda Boiler Replacement, Computer Lab & ADA	<u>\$ 162,045</u>	<u>\$ 121,533</u>	<u>\$ 121,533</u>
TOTALS:	\$2,532,931	\$1,658,076	\$1,558,809

The grant requests now will undergo State Library and subsequently State Dormitory Authority review over the next 6 to 9 months, with awards anticipated to be announced in late spring 2019.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1 - September 30, 2018	\$138,257.28

Highlights:

Bucks for Books - the Library's annual Bucks for Books fundraising appeal was prepared and mailed to approximately 1,200 Library donors at the end of September/early October.

Google Ad Grants - The Library has been approved to receive in-kind (no charge) online advertisements on Google, valued at \$10,000 monthly, as part of a Google initiative for nonprofit eligible organizations. The advertisements are limited to 6 - 10 words about the organization and will include a link to our website.

Rotary Reads - Kids Club Grant - Mary Jean Jakubowski, Joy Testa Cinquino, Dorinda Darden and Maureen Germaine met with Lothrop Associates for a kick-off design meeting for the children's spaces in the Buffalo branches. Assessments of each Buffalo library children's space took place September 21st - 22nd.

2019 Calendar - The Graphics Department completed layout and design on a 2019 calendar featuring posters from the Library's WWI exhibit *Buffalo Never Fails*. The calendar will be sold at the Central Library and via the B&ECPL's Online Store (<https://librarystore.buffalolib.org/>) beginning mid-October. Proceeds will be used to support the Library's special collections. For information on purchasing the calendar, call **Maureen Germaine** in the Development Office at 716-858-7197.

5. Facilities

Highlights:

Central Library Elevator Project - The Central Library's elevator project is nearing completion.

E. Delevan Branch Library Renovations - Renovation work at the E. Delavan Branch Library continues with work now beginning on the front entrance. Finish work is beginning in the lower levels. The elevator will soon be operational.

Niagara Branch Library - The City of Buffalo has been contacted regarding ongoing flooding in the lower level of the Niagara Branch Library. Interruption of library service occurred September 10th with the branch having to be closed due to the severity of flooding and the inability to access restrooms. The B&ECPL Maintenance Department continues to work with the City's Department of Public Works on this matter. This writer has also reached out to senior level administrators in the City as well as the Buffalo Common Council.

Riverside Branch Library - Leakage continues in various areas of the Riverside Branch Library. Tremco Roofing and Building Maintenance and MKS Plumbing Corporation have done repairs to the Riverside Branch Library roof throughout the month. Both the B&ECPL Maintenance Department and this writer have been in contact with the City's Department of Public Works and the Buffalo Common Council.

6. Staff Development

Staff Development – September 2018

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	196	3851	4	75

Highlights:

In September, the B&ECPL Human Resources Department conducted 2 sessions of *Successful Interviewing* training for managers and supervisors.

B&ECPL Human Resources hosted a webinar screening of the ALA workshop *36 Adult Program Ideas in 90 Minutes* at the Central Library, learning about low-cost, effective, and timely programs tied to annual seasons and events.

B&ECPL partnered with Western New York Library Resources Council (WNYLRC) on September 28th to host internationally recognized library consultant Alex Cohen at the Audubon Branch Library, where he presented the workshop *Library Space Planning*. This workshop taught best practices in library planning and design to enhance user experience, and included a full assessment of the host library. Eighteen B&ECPL staff members representing 13 System libraries participated. The workshop was also attended by additional members of WNYLRC.

B&ECPL staff also attended national library programs, workshops, and meetings including a *Project for Public Spaces Convention* in New Orleans, LA, and the ALA Advocacy Bootcamp on September 20th which detailed new trends in library advocacy, including community-centered approaches, methods of funding technology resources, and mentorship of the next generation of advocates.

Locally, staff participated in the Junior League of Buffalo’s training *Adverse Childhood Experiences: How They Impact Child Development*; *Racial Equity Impact Training* presented by the Community Foundation for Greater Buffalo; Erie County’s *Effective Supervisory Practices* course; and WNYLRC’s workshop *Making a Collection Count* presented by the creators of the popular website *Awful Library Books*.

Webinar training opportunities on a wide range of topics included: *Above and Beyond: Developing a Culture of Organizational Citizenship* (presented by WebJunction); *Best Practices for Children’s & Young Adult Collection Development* (presented by Midwest Tape); *The Connection Between Community Engagement and Marking Your Library* (presented by NYSED); *Inclusive Programming for Adults with Developmental Disabilities* (presented by Rails Libraries); *No Job Seeker Left Behind: Library Services to Meet Their*

Needs (presented by WebJunction); *Summer Reading Surveying: Surveying Reflections and Discussion* (presented by Project Outcome); and *Unlocking Themes to Improve Your Readers' Advisory* (presented by NoveList).

In-house cross-training has begun in the eBranch/Interlibrary Loan and Mobile Services Departments, with Bookmobile Branch Manager **Kimberly Falkowski** training for 2 sessions with eBranch staff, Systems Outreach and Mobile Services Manager **Samantha Purpora** training for 1 session in eBranch, and Assistant Deputy Director **Dorinda Darden** training for 1 session in the Interlibrary Loan Department. **Kristen Wall**, eBranch Library Associate, trained on the bookmobile as well.

7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Taped Media	Library Director Mary Jean Jakubowski interviewed several local authors for PBS TV's The Great American Read	WNED, taped September 5 th and 6 th to air in October
Media Advisory	Chairman's Book Club	Sent September 6 th
Media Advisory	Free Genealogy Classes coming to Frank E. Merriweather, Jr. Library	Sent September 14 th
Live Media Interviews	Library Director Mary Jean Jakubowski was interviewed throughout the morning news program about the <i>Library on Wheels</i> bookmobile and about Library Card Sign-up Month activities and programs	WKBW TV Channel 7 News, September 18 th
Taped Media Interview	Library Director Mary Jean Jakubowski was interviewed about National Voter Registration Day	WIVB TV Channel 4 News, September 25 th
Taped Media Interview	Library Director Mary Jean Jakubowski was interviewed about Library Card Sign-Up Month activities and programs	Cumulus Media - 97 Rock, 104.1 WHTT, 103.3 The Edge, WBBF 1120 & WHLD AM sports, taped on September 26 th , will air on October 13 th and 14 th .
Fun4KidsinBuffalo.com	Musical Storytime at North Park Library	September 1 st
Riverside Review	September Happenings for the Riverside Branch Library	September 5 th

Buffalo Criterion	Disaster Preparedness Program at Frank E. Merriweather, Jr. Branch Library	September 22 nd – September 28 th
Buffalo Criterion	Famous Golfer Jack Nicklaus Visits the Merriweather Library	September 22 nd – September 28 th
Riverside Review	October Happenings for the Riverside Branch Library	September 26 th

8. Partnerships

Highlights:

Buffalo State College – On September 4th, Rare Book Curator **Amy Pickard** and Rare Book Assistant **Nicky Kondziela Gerace** hosted Theresa J. Smith, Assistant Professor of Paper Conservation, and Guest Lecturer in Book Conservation, Anne Hillam, from the Garman Art Conservation Department at Buffalo State College. Five students eagerly selected 14 conservation projects from the Rare Book Collection. This valuable partnership provides high-quality rare book repair for the Library, as well as excellent educational opportunities for the students.

riverrun Summer Internship – Shanleigh Corrallo, a Ph.D. candidate in American History at the University at Buffalo, completed the riverrun summer internship, with a public talk at the Central Library based on her research of *Buffalo and the Great War: Cultural Particularities and Collective Identity*. Through research of the Library’s Theater Program collection, Local History File, and newspapers, Shanleigh discussed WWI in our region. A second talk was given at Park Hall, on the University at Buffalo’s North Campus. This is the third Rare Book Room intern sponsored by riverrun.

9. Director Activities

Meetings and Events:

**LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
September 2018**

DATE	MEETING / EVENT
September 5, 2018	Meeting - Joy Testa Cinquino
September 5, 2018	Media Interviews - Great American Read
September 6, 2018	Conference Call - Peggy Snajczuk, Association of Contracting Library Trustees (ACT)
September 6, 2018	Media Interviews - Great American Read

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September 6, 2018	Meeting - Dorinda Darden, Patti Foley, Linda Rizzo
September 7, 2018	Meeting - Joy Testa Cinquino, Chip Campbell
September 7, 2018	Meeting - Monumental Women (Trailblazing Women) of Western New York
September 10, 2018	Meeting - Joy Testa Cinquino, Anne Conable
September 10, 2018	Conference Call - Heart of the Community Grant: Southwest Airlines and Project for Public Spaces
September 11, 2018	Conference Call - Public Library System Directors Organization (PULISDO)
September 11, 2018	Conference Call - PULISDO and New York State Department of Education - Division of Library Development
September 12, 2018	Meeting - Managers and Directors
September 12, 2018	Meeting - Jonathan Rivera and Erie County Department of Public Works
September 13, 2018	Meeting - Administrative Team
September 13, 2018	Event - riverrun Internship Presentation
September 13, 2018	Meeting - B&ECPL Board Chair, Frank Housh
September 13, 2018	Meeting - B&ECPL Board of Trustees Executive Committee
September 13, 2018	Meeting - B&ECPL Board of Trustees Building Oversight Committee
September 17, 2018	Meeting - Joy Testa Cinquino and Programming Committee
September 17, 2018	Meeting - Mark Evans, The Association for a Buffalo Presidential Center
September 17, 2018	Meeting - Kulture Khazana
September 18, 2018	Media Event - Channel 7, Live Newscast from the Library on Wheels
September 18, 2018	Event - Imagine Series
September 19, 2018	Meeting - Susan Sabers Chapman, Library Trustee Association of New York
September 20, 2018	Meeting - B&ECPL Board of Trustees
September 20, 2018	Meeting - B&ECPL Board of Trustees Policy Committee
September 21, 2018	Meeting - Rotary Reads Design Kick-Off
September 24, 2018	Meeting - Chip Campbell, Bill Spahn - S&K Holiday Lighting
September 24, 2018	Meeting - Chairman's Book Club Panelists
September 25, 2018	Meeting - Elevator Construction Punch List
September 25, 2018	Meeting - ACT Board
September 26, 2018	Meeting - Elevator Construction
September 26, 2018	Conference Call - Dan Gagliardo
September 26, 2018	Meeting - Larry White, University at Buffalo
September 26, 2018	Media Interview - Cumulus Media WHTT, WHLD, WGRF, WEDG, WBBF
September 27, 2018	Conference Call - Western New York Library Resources Council
September 27, 2018	Meeting - Administrative Team
September 28, 2018	Workshop - Library Space Planning
September 29, 2018	Meeting - ACT

Other:

Contracting Member Library Activity Reports

Boston Free Library – submitted by Lydia Herren, Director

Highlights of events and activities at the Boston Free Library:

- September included library card sign-up outreach events at the Churchill Child Center and the Colden Art Festival. There were fun season craft projects and stories; information on library cards, hours, services, programs, and more was distributed.
- The Boston Free Library's monthly craft programs are becoming increasingly popular. September's Rock Star Event was at full capacity and our October Pumpkin Art Craft, November Book Turkey Centerpiece Workshop, and December Christmas Ornament Class all have full registrations.
- Upcoming fall programs for the Boston Free Library include Turtle Encounter with the Aquarium of Niagara on October 6th, Unicorns and Dragons Story Time on November 10th, Nature Play on November 17th, Graham Cracker House Construction on December 1st, and Holiday Card Making on December 8th.
- Friday, October 19th, will be the Friends of the Boston Library's 36th Annual Gala Fundraiser. The event includes a basket raffle, food, wine, live music and the first chance to make a purchase at the book sale. The book sale continues to run during regular library hours from October 20th through October 26th.
- The Boston Free Library recently purchased a Lulzbot Taz 6 3D printer with funds provided for technology by Senator Patrick Gallivan. The printer is available for public use, and the library will be holding workshops and classes on 3D printing and design software. With the remaining funds provided by Senator Gallivan, the library will be purchasing equipment that will allow patrons to convert film, slides, and VHS to digital formats for preservation.
- This summer the Boston Free Library Association used privately donated funds to purchase a Yard Game Collection including Bocce, Croquet, Kan Jam, Corn Hole, Giant Jenga, Ladderball, Kubb, and Volleyball/Badminton. These games were circulated for a 7-day loan period to patrons with a library card all summer and fall. The collection will be added to, as demand for the games was consistent and enthusiastic.

Lancaster Public Library – submitted by Kara Stock, Director

Highlights of events and activities at the Lancaster Public Library:

- September 17th – Eleven adults attended an Excel Basics computer class. Technology training is in high demand at this library.

- September 19th – Genealogy Librarian **Rhonda Hoffman** gave an informational lecture “Breaking Old World: Finding Foreign Places of Birth in American Records” for 44 adults. The enthusiastic attendees learned about American resources which will tell your ancestor's birth town or region.
- September 21st – A “Beat the Bug” Flu Shot Clinic was held by Independent Nursing Care.
- September 22nd – Children’s Librarian **Meagan Carr** hosted “Talk Like a Pirate Day” with 35 children attending. They made pirate crafts, listened to tall tales, and learned how to perfect the pirate language.
- September 23rd – **Meagan Carr** celebrated “National Comic Book Day.” Fifteen kids of all ages dressed up as their favorite comic book character, listened to comic book stories, and received free comic books.
- September 26th & September 27th – Ninety-nine Pre-K students and teachers from St. Mary’s Elementary School visited the library for a tour and storytime. Children’s Librarian **Meagan Carr** read them *Carlo and the Really Nice Librarian* by Jessica Spanyol and then the kids made their own crocodile puppet. The children also received their first library cards!
- Maker Mondays resumed for the school year and are held every Monday at 4 p.m. Hands-on activities for all ages include coding robots, making buttons, exploring virtual reality, and producing stop motion animation videos.

Agenda Item G – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. ACT Treasurer Bill Josefiak reported that at the September 29th ACT meeting Peggy Snajczuk, the President of ACT and an attorney, discussed and reviewed the contract between the B&ECPL and Contracting Member Libraries. Ms. Snajczuk will follow up with the System on the suggestion that came out of the review to make the writing of the contract a little more synthesized/modernized. In addition, Assistant Deputy Director Dawn Peters did a presentation on available System services. The next ACT meeting is scheduled for November 17, 2018 at the West Seneca Public Library.

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

Agenda Item I – Unfinished Business. No unfinished business.

Agenda Item J – New Business.

Agenda Item J.1 – Employee Health Insurance Contribution Waiver for December 2018. CFO Stone explained Resolution 2018-32 as presented. Trustee Ted Johnson moved for approval and Trustee Kelly made a second. Approval was unanimous.

RESOLUTION 2018-32

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) is responsible for the provision of benefits to its employees, and

WHEREAS, the B&ECPL participates in the Labor-Management Healthcare Fund (LMHF) for provision of health insurance to its full-time and regular part-time employees, and

WHEREAS, most B&ECPL employees receiving health insurance through the LMHF are responsible for a portion of the monthly premium cost, and

WHEREAS, the financial performance of the LMHF has resulted in a significant surplus for 2018, and

WHEREAS, as a result of the surplus, Erie County Executive Mark Poloncarz has announced that Erie County will waive the base plan health insurance deduction for Erie County employees for the month of December 2018, and

WHEREAS, employees enrolled in a plan greater than the base plan (Value plan) will still have the difference between the cost of their plan and the base plan deducted from their pay, and

WHEREAS, Senior Library Administration recommends the same waiver for B&ECPL employees, now therefore be it

RESOLVED, that B&ECPL employees participating in the LMHF health plan not be subject to payroll deduction of the base plan health insurance premium contribution during the month of December 2018.

There being no further business, Chair Housh made a motion to adjourn the meeting; Trustee Moore made a second, and the meeting was adjourned at 4:27 p.m.

Respectfully submitted,

Kimberly Johnson
Secretary