

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
December 19, 2019

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, December 19, 2019, at the Central Library pursuant to due notice to trustees. The following members were present:

Kathleen Berens Bucki, Chair
Alan Bedenko, Vice Chair
Kimberly Johnson, Secretary
Michael Amodeo
Sheldon M. Berlow
Katie Burd
Lucy Candelario
Carima El-Behairy
Frank Gist
Frank Housh
Theodore K. Johnson
Sharon M. Kelly
Elaine M. Panty

Chair Kathleen Berens Bucki called the meeting to order at 4:05 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

Agenda Item B - Approval/Changes to the Agenda. Chair Bucki entertained a motion to revise the agenda to add Resolution 2019-54 under New Business. Trustee Ted Johnson moved, Trustee Bedenko made a second, and approval was unanimous.

Agenda Item C - Minutes of the Meeting of November 21, 2019. On motion by Trustee Bedenko, second by Trustee Panty, the Minutes were approved as mailed.

Agenda Item D - Report of the Chair. As shared during the December 12th Executive Committee meeting, Chair Bucki reported she attended the December 5th Amherst Public Library Board of Trustees meeting where they mostly discussed tentative expansion of the Audubon Branch Library. Director Roseanne Butler-Smith plans to attend a future System Board meeting to explain their plans further.

Trustee Housh arrived at 4:08 p.m. during the Report of the Chair.

The first Board meeting for 2020 is scheduled for January 16th at 4 p.m. Chair Bucki noted if there are no objections, 2020 Board meetings will continue to be held on the third Thursday of each month at 4 p.m. The May meeting will take place at the Dudley Branch Library, which will have had their physical space modified by this date. The September meeting will take place at the Audubon Branch Library. All other meetings will take place at the Central Library. The Board meeting schedule for 2020 will be included in the January Board packet as an information item.

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

Chair Bucki asked trustees if they have not done so already, to make a 2019 contribution to the B&ECPL. She expressed thanks to those who already have.

Agenda Item D.1 – Election of Nominating Committee. Chair Bucki communicated: per the Bylaws, a Nominating Committee shall be selected at the December meeting in each year. It shall consist of 5 members, 2 of whom shall be appointed by the Chairman from the Board of Trustees, and 3 of whom shall be elected by the Board of Trustees from its members. The Chairman of the Board of Trustees shall appoint the Chairman of the Nominating Committee. It shall be the duty of the Nominating Committee to present to the January meeting next following nomination for Chairman, Vice Chairman, Secretary, Treasurer and 3 members of the Executive Committee. As Board Chair, Ms. Bucki named Trustee Housh and Trustee Berlow as her 2 appointees, and requested Trustee Housh act as Chair of the Committee. From the floor, Trustee Ted Johnson nominated Trustee Panty; Trustee Housh nominated Trustee Burd; and Trustee Kelly nominated Trustee Ted Johnson but then withdrew this nomination at his request and nominated Trustee Bedenko. Trustee Ted Johnson motioned to approve the slate as presented; Trustee Kimberly Johnson made a second. The aforementioned individuals were approved as the Nominating Committee.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on December 12, 2019; a copy of the written report was at each trustee's place. Committee Chair Bucki summarized the meeting and entertained a motion to have the written report entered into the Minutes. Trustee Bedenko moved. Trustee Kimberly Johnson made a second, and this was approved unanimously.

Present: Executive Committee Chair Kathleen Berens Bucki; Committee members Sheldon Berlow, Katie Burd and Frank Housh. Also present were Trustee Elaine Panty, Library Director Mary Jean Jakubowski, and Chief Financial Officer (C.F.O.) Ken Stone.

Chair Bucki called the meeting to order at 4:04 p.m. in the Joseph B. Rounds Conference Room at the Central Library.

Chair Bucki reported she attended a recent Amherst Public Library Board of Trustees meeting whereby discussion was held regarding the expansion of the Audubon Branch Library. She indicated Amherst Public Library Director Roseanne Butler Smith will attend a future meeting of the System Board and provide updates.

Chair Bucki shared she has been working on developing potential participation for the Nominating Committee which will be elected at the December Board meeting. She thanked Trustees Berlow and Housh for their interest to participate.

The Committee reviewed the December 19, 2019 proposed agenda; no changes were noted. C.F.O. Stone explained the proposed action items under the Budget and Finance Committee. He noted the Erie County Legislature approved the 2020 budget with some amendments having been made, none of which affects the B&ECPL's budget. He further reported the Buffalo & Erie County Public Library (B&ECPL) continues to operate within budget.

Trustee Panty reported on the proposed action items under the Policy Committee with the Policy Committee's recommendation for approval by the Board at their December 19th meeting.

Trustee Housh updated the Committee that he had not yet spoken with B&ECPL attorney Robert Patterson on the matter of the agreement between the B&ECPL and the Library Foundation of Buffalo and Erie County. He indicated he would reach out to him in the next week.

Director Jakubowski spoke of her discovering the City of Buffalo's intent to create a Poet Laureate position for which there is an expectation of the B&ECPL sharing responsibility. Discussion ensued. Director Jakubowski indicated she has reached out to the City of Buffalo Councilmember who developed the position and job description. She is working to set up a meeting and discuss the matter thoroughly; she will report back to the Board accordingly.

The Executive Committee meeting adjourned at 4:35 p.m. on a motion by Trustee Burd, with a second by Trustee Berlow.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Adoption of 2020 Budget. Chief Financial Officer (C.F.O.) Ken Stone shared that on December 5th, the Erie County Legislature adopted a 2020 County Budget with amendments; these amendments did not change the County Executive’s 2020 Budget for the B&ECPL. He explained the 2020 Budget as presented in Resolution 2019-48. Trustee Gist moved for approval. Trustee Amodeo made a second. Trustee Kelly inquired about the 5.2% increase in the Salaries & Wages budget line; C.F.O. Stone remarked this was due to contract agreements and the increase in NYS minimum wages. Following discussion, approval of Resolution 2019-48 was unanimous.

RESOLUTION 2019-48

WHEREAS, on December 5th, the Erie County Legislature finalized the County’s 2020 Budget allocation for the Library, and

WHEREAS, the County’s enacted budget provides a 2.0% increase in County Library Tax funding from 2019’s \$24,910,939 to \$25,409,158, and

WHEREAS, since this increase is less than the anticipated 6.29% growth in the tax base, the Library portion of the average County Property Tax rate per \$1,000 of equalized full market value will decrease modestly, and

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

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

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

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

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

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the 2020 Budget, utilizing the following sources to provide library services in 2020:

\$25,409,158 – County Property Tax for Library Purposes
\$ 2,251,490 – New York State Aid – Operating Budget
\$ 812,874 – Use of Fund Balance
\$ 756,565 – Library Fines, Fees and Other Revenue
\$29,230,087 – Total Operating Budget

\$ 691,800 – Library Grants Budget

\$29,921,887 – Combined Operating and Grants Budget, further detailed in the *2020 Budget in Brief Charts* and the accompanying *2020 Budget Operating and Grants by Line Item* document, and be it finally

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

Trustee Candelario arrived at 4:15 p.m. prior to the above vote.

Trustee Berlow expressed the need to maintain the front of the Central Library and ensure the sidewalks around the Library be clear of snow and ice. He asked if a heating system is in place. C.F.O. Stone responded noting only the Central Library front ramp has a snow-melt system. The sidewalks immediately surrounding the Central Library are maintained by Library staff. The sidewalks surrounding the Reading Park and the diagonal sidewalk running through the Reading Park are maintained by the City of Buffalo through Buffalo Place. Trustee Berlow asked if the Library can get a budget from *some place* to replace these areas with a snow-melt system as he understands the Library is not responsible to maintain these walkways and poor conditions can be a detriment to Library patrons. Discussion ensued regarding the high price of a project such as this. Chair Bucki asked Director Jakubowski to send a letter to the City of Buffalo on behalf of the B&ECPL Board of Trustees to address the snow removal. She will copy Buffalo Place as well. Director Jakubowski pointed out that the Library can only have the conversation and make a suggestion, however, this and all aspects associated falls to the City and the decision has to be on their end. Director Jakubowski did note this is a capital expense and she is not comfortable in suggesting a snow-melt system, however, will send a letter if the Board wished her to. It was agreed a letter would be sent. C.F.O. Stone further mentioned that because the cut-through sidewalk in the Reading Park has new concrete, there may be limited ways to keep this clear and we may need to close this sidewalk for the winter. C.F.O. Stone will reach out to the landscape architect, Joy Kuebler Landscape Architect, PC, for their recommendation.

Agenda Item E.2.b – Implement Contract Library Extensions. C.F.O. Stone explained Resolution 2019-49 as presented. Trustee Ted Johnson moved, Trustee Elaine Panty made a second, and approval was unanimous.

RESOLUTION 2019-49

WHEREAS, on June 20, 2019, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) adopted Resolution 2019-21 which authorized executing 2019 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2019 contracts incorporated a provision to extend the 2019 contract into 2020 thus avoiding the November-December rush to extend contracts given many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time, and

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

WHEREAS, Erie County's 2020 budget allocation was not finalized until December 5, 2019 and New York State's allocation will not likely be finalized before April 2020, and

WHEREAS, this makes it difficult for the B&ECPL and the contracting member libraries to develop, consider and approve a full contract prior to the beginning of the 2020 fiscal year on January 1, 2020, and

WHEREAS, the contract extension provision provides for allocations based upon the 2020 requested budget except that, should the local funds for library services be modified from those projected in the budget request, the allocation shall be based upon the modified estimate, and

WHEREAS, the extension provision will remain in effect until such time as a final 2020 contract is adopted, not to exceed July 31, 2020, and

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

RESOLVED, that the Board of Trustees of the B&ECPL authorizes implementing the 2019 contract extension as described above, with budgetary amounts based upon the 2020 Board adopted budget and any subsequent modifications thereof, and be it further

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

Agenda Item E.2.c – Monthly Financial Report. The monthly financial report for the year as of October 31, 2019 was included in the Board packet as an information item. C.F.O. Stone remarked the Library continues to operate within budget.

Agenda Item E.3 – Policy Committee. The Policy Committee met on November 21, 2019; a copy of the written report was at each trustee's place. Committee Chair Panty summarized the meeting and asked the written report be entered into the Minutes. Trustee Bedenko moved. Trustee Kimberly Johnson made a second, and this was approved unanimously.

Present: Policy Committee Chair Elaine Panty; Committee members: Alan Bedenko, Kathleen Berens Bucki, Frank Gist and Sharon Kelly. Also present were Library Director Mary Jean Jakubowski, Deputy Director – C.O.O. Jeannine Doyle, Deputy Director – C.F.O. Kenneth Stone, and Assistant Deputy Director Joy Testa Cinquino.

Chair Panty called the meeting to order at 5:05 p.m. in the Joseph B. Rounds Conference Room at the Central Library. All members were present.

C.O.O. Doyle indicated Library Administration had reviewed the following:

1. Free Direct Access Plan
2. Policy for Cooperation with Organizations and Agencies
3. Procurement Policy
4. B&ECPL Personnel Policies and Procedures Manual – Summary of Revisions to B&ECPL Personnel Policies and Procedures Manual 2019

C.O.O. Doyle reviewed proposed changes to the Free Direct Access Plan. Discussion ensued. The Committee recommended it be moved forward to the full Board for approval at its next meeting via resolution. (Bedenko motion, Kelly second). Assistant Deputy Director Testa Cinquino reviewed the proposed changes to the Policy for Cooperation with Organizations and Agencies. Discussion ensued. The Committee recommended it be moved forward to the full Board for approval at its next meeting via resolution. (Bedenko motion, Bucki second). C.F.O. Stone reviewed proposed changes to the Procurement Policy. The Committee recommended it be moved forward to the full Board for approval at its next meeting via resolution. (Kelly motion, Bedenko second).

C.O.O. Doyle reviewed the summary of changes to the B&ECPL Personnel Policies and Procedures Manual since the last review in December 2018. The Committee recommended the amendments be moved forward to the full Board for approval at its next meeting via resolution. (Bucki motion, Bedenko second).

There being no further business, the Policy Committee meeting adjourned at 5:20 p.m. on a motion by Trustee Kelly, second by Trustee Bedenko.

Agenda Item E.3.a – Amend Free Direct Access Plan. Director Jakubowski explained Resolution 2019-50 as presented. Trustee Kimberly Johnson made a motion which was seconded by Trustee Kelly. Approval was unanimous.

RESOLUTION 2019-50

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) System is required to follow New York Codes, Rules and Regulations – Title 8 Education, and

WHEREAS, Commissioner’s Regulation 90.3 requires the System to have a Free Direct Access Plan (Plan), and

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has a Free Direct Access Plan which was last amended May 16, 2019, and

WHEREAS, the Policy Committee met to review recommended changes to the Plan which include removing the Ewell Free (Alden) Library from Section 5 of the Plan as they are now chartered to serve the Town of Alden (inclusive of the Village of Alden), thus eliminating this area as an underserved population, and rewording the sentence concerning the Angola Public Library accordingly, and

WHEREAS, the Policy Committee recommends the attached proposed amended Free Direct Access Plan for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL approves the amended Free Direct Access Plan, and be it further

RESOLVED, that a copy of the approved Free Direct Access Plan be posted on the B&ECPL’s website.

Agenda Item E.3.b – Amend Policy for Cooperation with Organizations and Agencies. Assistant Deputy Director Joy Testa Cinquino explained Resolution 2019-51 as presented. Trustee Kimberly Johnson moved for approval and was seconded by Trustee Gist. Approval was unanimous.

RESOLUTION 2019-51

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

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft amended Policy for Cooperation with Organizations and Agencies which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended minor changes to the current policy include consolidating wording, clarifying language regarding use of B&ECPL's name/logo, and clarifying language demonstrating that the B&ECPL's participation in any cooperative program with an organization or agency does not constitute an endorsement of any of their goods, services, mission or philosophy, and

WHEREAS, the Policy Committee recommends the attached proposed amended Policy for Cooperation with Organizations and Agencies 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 Policy for Cooperation with Organizations and Agencies to supersede and replace the prevailing policy last amended December 15, 2016, and be it further

RESOLVED, that a copy of the approved Policy for Cooperation with Organizations and Agencies be posted on the B&ECPL's website.

Agenda Item E.3.c – Approve Amendments to B&ECPL Employee Handbook & Personnel Policies and Procedures Manual. Chief Operating Officer (C.O.O.) Jeannine Doyle explained Resolution 2019-52 as presented. She noted changes made by the Human Resources Department throughout the year included a variety of amended personnel policies that were previously approved by the Board, as well as changes to the Smoking Policy consistent with changes made to the Rules of Conduct and Central Library Access Ramp Policies also approved by the Board. Changes were also made regarding Central Library building access and employee identification cards, bereavement leave which was modified based on changes to the CSEA contract last year, and changes to the section Computers, Communications & Related Technology - adding language to clarify restrictions on social media use during work times using personal devices, B&ECPL provided e-mail and personal accounts on B&ECPL equipment. Trustee Amodeo moved for approval. Trustee Kimberly Johnson made a second, and approval of Resolution 2019-52 was unanimous.

RESOLUTION 2019-52

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) has the power and duty to determine and carry out all policies and principles pertaining to operations of the library; and the exclusive power and duty to control library personnel, and

WHEREAS, on December 18, 2014, the Board of Trustees of the B&ECPL approved and adopted the B&ECPL Personnel Policies and Procedures Manual (Manual) and the B&ECPL Employee Handbook (Handbook) to be effective January 1, 2015, and

WHEREAS, thereafter, each Contracting Library Board within the B&ECPL System adopted same, and

WHEREAS, the Human Resources Department reviews the policies and procedures in the Manual throughout the year and makes changes as necessary, and

WHEREAS, changes to said policies and procedures are incidental or based on changes to applicable laws or collectively bargained agreements, and

WHEREAS, changes to said policies and procedures may require corresponding updates to the Handbook, and

WHEREAS, On December 20, 2018 the Library Board approved Resolution 2018-44 directing annual review by the B&ECPL Policy Committee of all changes made by the Human Resources Department to the B&ECPL Personnel Policies and Procedures Manual and Employee Handbook in the course of the twelve (12) months prior to the Committee's review with subsequent Committee recommendation for approval by the full Board, and

WHEREAS, on November 21, 2019, the B&ECPL Policy Committee reviewed the changes made by the Human Resources Department to the policies since December 6, 2018 and recommends approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL approves the revisions to the B&ECPL Personnel Policies and Procedures Manual and Employee Handbook made since December 6, 2018, and be it further

RESOLVED, that the Human Resources Department will continue to update the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook, as necessary, and will distribute same to all departments and contract libraries as set forth in the Introduction to the Personnel Policies and Procedures Manual.

Agenda Item E.3.d – B&ECPL Procurement Policy – Annual Review & Update. C.F.O. Stone explained Resolution 2019-53 as presented. There being no discussion, on motion by Trustee Ted Johnson and a second by Trustee Candelario, this was approved unanimously.

RESOLUTION 2019-53

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

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

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

WHEREAS, the policy provides that the B&ECPL Board of Trustees shall review this policy and procedures at least annually, having last been reviewed December 20, 2018, and

WHEREAS, recommended changes are to Section II.G. to update the listed utilized cooperative purchasing agreements authorized for use, and

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

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

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

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

Policy Committee Chair Panty again thanked the Committee and staff for their hard work throughout the year in reviewing B&ECPL's policies.

Agenda Item F - Report of the Director. Director Jakubowski reminded trustees to let her know if they are interested in attending NYLA's Library Advocacy Day in Albany on February 25, 2019; to date, Trustees El-Behairy, Kimberly Johnson and Panty have agreed to attend.

Trustees were again reminded they have been invited to Erie County Executive Mark Poloncarz's Inauguration Ceremony on December 31st at 10 a.m. If interested, the Director's Office can RSVP on their behalf.

Director Jakubowski thanked trustees on behalf of Library Administration and all who use the Library for all they do for the B&ECPL; a B&ECPL 2020 calendar made with images from the Rare Book Room was at each trustee's place as a token of appreciation. Additional calendars can be purchased via the B&ECPL's online store.

The North Park Branch Library held a program where young people were encouraged to send letters to authors. A response letter was received from the author of *Harry Potter*, J.K. Rowling. This was passed around for trustee viewing. The original letter will be framed and hung at the branch.

As shared with the Executive Committee, the Director recently found out there is a proposal at the City for the creation of a Poet Laureate with the expectation of responsibility by the B&ECPL. She pointed out nothing has been finalized. She is working on scheduling a meeting with the persons proposing this whereat the Library can voice its opinion, find out more details of the expectations, and decide whether or not the B&ECPL will accept any responsibility for this position.

The Director was excited to announce a new piece of equipment, a laser cutter, has been acquired and is available for use by library patrons in the Launch Pad. Samples of items made were passed around. Recently, a small, local business brought in their own wood and made Christmas ornaments for their staff using the laser cutter.

Trustee Berlow asked for an update on the Macmillan Publishers eBook purchasing embargo. Director Jakubowski shared that there was an article in that day's *Buffalo News* on this topic in which she and others were quoted. State officials have called her with interest in developing some type of legislation standing against this practice. It is her understanding, the American Library Association has brought this to the attention of Federal officials through the Subcommittee on Antitrust. To date, there has been no change in Macmillan Publishers policy; however, she will keep trustees updated.

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

B&ECPL Monthly Report **November 2019**

Astronomy Day at the Library - On November 2nd, Information Services and Outreach Manager **Dan Caufield** and Children's Services Librarian **Jessie Blum** coordinated the Central Library's *Fall Astronomy Day* which was co-hosted by the Buffalo Astronomical Association (BAA). Members of the BAA set up and demonstrated a variety of telescopes and answered questions about our solar system. Throughout the day, various speakers discussed viewing the stars with small home telescopes and new

discoveries on Mars. NASA Ambassadors Jim Zappa and Warren Marcus spoke about the Earth's moon and the numerous NASA missions planned for 2020.

Astronomy staff from the Buffalo Museum of Science hosted the Zygmunt planetarium (an inflatable planetarium) and presented full dome night sky movies and lectures. Children's Services Librarians **Wanda Collins** and **Jennifer Lelinski** provided *Stellar Story Times* along with space-themed crafts and a sensory playtime. Information Services Librarian **Maria Lowe** coordinated the Teen Advisory Group (TAG) in working with the public, offering space-themed digital jewelry and button making.

In the Launch Pad MakerSpace, Technology Clerk **Amanda Brown** taught attendees about the physics of rocket propulsion via paper rocket making and launching. Senior Page **Caitleen O'Connell** showed the history of the moon landing via a VR (Virtual Reality) experience.

Astronomy Day at the Library was a great success and gave all visitors a chance to connect to our universe through a variety of talks, demonstrations and activities.

Buffalo & Erie County Public Library (B&ECPL) Presents at the Association of Moving Image Archivists (AMIA) Conference - Special Collections Manager **Meg Cheman** represented the B&ECPL at the AMIA national conference in Baltimore, MD. As one of 4 invited panelists presenting "Local TV News Archives: A Portal to Buffalo History" highlighting the digital *Rich Newberg Reports Collection*, Ms. Cheman discussed the process of increasing access to news archives, the value of building community relationships and providing historical moments in time for students and lifelong learners. Other panelists included retired WIVB-TV reporter Rich Newberg, Western New York Library Resources Council (WNYLRC) Outreach and Digital Services Coordinator Heidi Ziemer, and Niagara Frontier Council for the Social Studies (NFCSS) President Richard Pyszczek. The panel presentation was also presented at the NFCSS Regional Conference held at West Seneca West High School earlier in the month.

Homegrown Author Series - Dr. Philips Stevens, Jr. discussed his anthropological work in Nigeria with *Africa's Greatest Mystery* and how this work influenced his book *Stone Images of Esie, Nigeria* as part of the *Homegrown Author Series*. Information Services and Outreach Librarian **Andrew Maines** coordinated the program.

Read for the Record - Children's Services staff coordinated this year's *Read for the Record* event celebrating the 100th anniversary of *Children's Book Week*. *Read for the Record* brings together millions of adults and children from around the world to read the same book and promote awareness about the critical importance of early literacy. In partnership with the Western New York Children's Book Expo, Children's author Reem Faruqi read her book *Lailah's Lunchbox: A Ramadan Story* to students from Reach Academy Charter School. WKBW-TV, Channel 7 Multi-Media Journalist Ed Reilly was

on hand for the event and interviewed the author. Following Ms. Faruqi’s reading, more than 100 second grade students along with members of the public joined voices with Children’s Services Senior Page **Nancy Smith** to read this year’s *Read for the Record* book *Thank You, Omu!* Once the number of readers worldwide are tabulated, an announcement will be made on whether or not the reading record was broken. The Elaine M. Panty Branch Library also participated in *Read for the Record*.

Monthly Programming Statistics - November 2019

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	166	2,013	3,539	45,635
Children (age 6-12)	147	1,896	2,983	38,197
Teens	40	622	436	7,801
Intergenerational	261	2,856	5,349	83,549
Adults (excludes Technology)	271	2,548	3,602	38,698
TOTAL In Library Programs	885	9,935	15,909	213,880

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	7	37	7	37
Children (age 6-12)	81	827	81	833
Teens	224	1,746	224	1,748
Intergenerational	35	392	35	392
Adults (excludes Technology)	162	1,803	163	1,814
TOTAL In Library Programs	509	4,805	510	4,824

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	5	50	32	262
System or Library-owned Cyber Train	6	84	34	498
One on One	161	1,938	167	2,024
TOTAL Adult Technology	172	2,072	233	2,784

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	11	124	329	3,158
Children (age 6-12)	8	118	328	8,755
Teens	3	17	346	1,193
Intergenerational	11	188	870	22,782
Adults (excludes Technology)	16	170	307	5,093
TOTAL Outreach (out of Library)	49	617	2,180	40,981

System-wide Buffalo Never Fails WWI Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	5	26	226	1149
Adult Services	0	22	0	493
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	1	3	18	152
Grosvenor Room	0	17	0	223
TOTAL	6	68	244	2017

Buffalo Never Fails WWI Exhibit:

	Month	YTD	From Opening 11/16/2017 to present
Visitors - Non-tour related	5,076	59,553	
Visitors - Tour/Program	244	2,017	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	5,320	61,570	114,363

Library on Wheels Special Events - The *Library on Wheels* visited the Grand Island Memorial Library twice during the month of November to provide services during the new carpet and circulation desk installation. The *Library on Wheels* also provided services at the Dudley Branch Library which is closed for foundation/floor repair.

Veterans Day Celebration - The Central Library hosted a *Veterans Day Ceremony* with patriotic music by 23 Skidoo, the Junior ROTC Honor Guard from McKinley High School and remarks from this writer. TechKnow Lab Manager **Andy Aquino** organized the Library's participation in Virginia Tech's *American Soldier in World War II Transcibathon* event. Organized by the National Archives and the National Endowment for the Humanities, this national program enlisted volunteer archivists to archive provided World War II documents that can be saved free online. Throughout the month of November, the Erie County Chapter of the Links, Incorporated held an exhibit

at the Frank E. Merriweather, Jr. Branch Library in the vestibule area entitled "Remembering Deceased African Veterans of Western NY."

González-Soto Branch Hosts Master Class – The Isaías González-Soto Branch Library hosted Master flamenco guitarist Grisha Goryachev for a master class and listening session on November 9th. Attendees listened to music, played guitar(s) and received feedback on their skills. In addition, a brief concert and technique workshop was performed by Mr. Goryachev.

Coordinated Outreach Advisory Group (COAG) - Dan Caufield hosted the fall COAG on November 14th. Humberto Hernandez of the Olmsted Center for Sight provided insightful and helpful feedback about his experiences utilizing the Launch Pad's Book A Technology Trainer services with medical accommodation and the TechKnow Lab's newly adopted Assistive Technology Room. A follow-up meeting is scheduled for January 2020.

Patent Search Program - Andrew Maines presented *Introduction to Patent Searching* at the Central Library. Access points for patent searching including the U.S. Patent & Trademark Office (USPTO) database, Google Patents, and Espacenet via the World Intellectual Property Organization (WIPO), as well as a review of the 7-Step U.S. Patent Search Strategy to illustrate the complex and varied process needed to perform a complete patent search were shared.

University Express – University Express conducted a program *Rehabilitation and Skilled Nursing Facilities: How to Choose*. University Express lectures are designed for older adult learners and are held from September through December. Information Services and Outreach Librarian **Janelle Toner** facilitated the program.

Erie Canal Heritage Programming – The last of the Erie Canal heritage-themed programs funded by the New York State Regional Economic Development Council and New York State Council on the Arts that toured across the Library System this fall took place at the Clearfield Branch Library in Amherst with musician/historian Dave Ruch. In total, 28 of our libraries hosted music programs, storytelling, STEAM workshops, journaling and historic artifact exploration workshops between July and late November. Coordinated by Community Engagement Manager **Anne Conable** and presented in cooperation with Young Audiences of WNY, these free programs were enjoyed by more than 400 participants. The grant also underwrote the Library's sponsorship of the broad array of free Erie Canal and Great Lakes maritime programming presented at the 3-day Basil Port of Call Buffalo Tall Ships Festival at Canalside in July, and a series of interactive boat building sessions by the Buffalo Maritime Center in the new Reading Park this summer.

Launch Pad Highlights -

- Knitting Classes - Boys and Girls Club of Buffalo
- Hook Arts Needlecraft Club
- Kenmore-Town of Tonawanda School District Big Picture Program
- Glowforge Laser Cutter and Engraver Certification Program

Children's Services Outreach Highlights -

- Buffalo Public School (BPS) #80 Highgate Heights Elementary - Celebrating Mother Earth

Information Services Outreach Highlights -

- Olmsted Center for Sight
- Bryant & Stratton College - Small Business Administration and SCORE (Service Corps of Retired Executives)
- Western New York Children's Book Expo

Special Collection Outreach Highlights -

- Zonta Club of Buffalo

Buffalo Branch Outreach Highlights -

- BPS #206 South Park High School Saturday Academy
- Say Yes Buffalo Career Fair

Tours/Group Programming - Central Library

- SUNY Buffalo State College - Elementary Education students
- BPS #32 Bennett Park Montessori School - several classes, multiple occasions throughout the month
- Houghton College - Music students
- Elmwood Village Charter School
- SUNY Buffalo State College - Global Baroque Art and Italian Baroque Art students
- Global Concepts Charter School
- BPS #81

Tours/Group Programming - Isaiás González-Soto Branch Library

- BPS #3 D'Youville Porter Campus School

Tours/Group Programming - Frank E. Merriweather, Jr. Branch Library

- Erie County Legislator Howard Johnson hosted a *Community Conversation* with Erie County District Attorney John Flynn regarding criminal justice reform.

Teen Happenings - Central Library

- Teen Manga Club
- Teen Advisory Group (TAG)
- Teen Volunteer Group
- Rising Voices Book Group

Tween Happenings - North Park Branch Library

- Tween Manga Club

2. Collection Development

Collection Development - November 2019

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	2,441	35,967	280	3,267	545,088
Young Adult Print	516	6,765	77	1,147	75,499
Adult Print	4,210	49,549	749	8,472	1,829,572
Media	4,747	48,896	484	5,935	574,213
Other*	2,437	30,038	28	422	177,724
Subtotal	14,351	171,215	1,618	19,243	3,202,096

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
eBooks	1,126	13,685	719	8,704	84,093*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	299	3,185	179	2,335	17,046
eVideos	0	0	0	0	100
Subtotal	1,425	16,870	898	11,039	101,239

*Includes 428 EBL titles

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	15,776	188,085	2,516	30,282	3,303,335

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	578	2.6%	577	69.7%
Staff Initiated	47	2.1%	47	85.1%

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

Subject Guides - The Library’s Subject Guides were viewed by 1,090 visitors from 15 countries in November. In addition to the United States, visitor countries of origin included Bangladesh, Canada, France, Germany, India, Italy, Japan, the Netherlands, Nigeria, the Philippines, Turkey, Uganda, Ukraine, and the United Kingdom.

3. Funding/Fundraising

Buffalo Capital Budget - On November 1st, Mayor Byron Brown released his recommended 2020 Capital Budget for the City of Buffalo. That budget recommended 2020 bonding of \$535,000 approved for Crane Branch Library ADA Improvement and General Renovations (Phase 2) and authorized budgeting (for bonding in a future year) \$800,000 to support the Isaías González-Soto Branch Library rehabilitation, \$450,000 for the Frank E. Merriweather, Jr. Branch Library rehabilitation, and \$250,000 to complete rehabilitation of the Leroy R. Coles, Jr. Branch Library.

The Crane Library Phase 2 funds will help match a \$916,536 NYS Public Library Construction Aid application to complete renovation of the Crane Branch Library. The previously funded Phase 1 project is expected to begin construction in Spring 2020. The Phase 1 project focuses on adding the elevator and ADA restrooms. Phase 2 will focus on renovating and rehabilitating the interior spaces and providing access to the 2nd floor roof space for public use.

Erie County Budget Hearing - B&ECPL Board of Trustees Vice Chair Alan Bedenko, Director **Mary Jean Jakubowski** and Chief Financial Officer **Kenneth Stone** presented before the Erie County Legislature’s Finance & Management/Budget Committee at their November 12th budget hearing. The Library’s 2020 Budget presentation and testimony are posted to the Library’s budget information page at:

<https://www.buffalolib.org/content/budget-information/2020-budget>

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1 - November 30, 2019	\$280,503.92
Bucks for Books	January 1 - November 30, 2019	\$47,656.82

Year-end Appeal Mailing –

In mid-November, 75,000 year-end appeal letters were mailed. As of December 2nd, we have received 477 donations totaling over \$23,800.

B&ECPL 2020 Calendars – Created using images from the Library’s historic Buffalo Postcard Collection, B&ECPL’s 2020 calendars are now available for purchase at \$12.99 on the Library’s Online Store: <https://librarystore.buffalolib.org/products/2020-calendar>.

Fundraising Campaign for Rare and Unique Collection – Planning began for a major 2020 fundraising campaign to raise funds to acquire the one-of-a-kind rare book collection entitled *The Fred Jordan Collection – Four Centuries of Bookbinding*. The collection of 108 historically representative bindings was compiled by Fred Jordan, a skilled hand bookbinder who has been repairing the Library’s rare books since 1978. This special collection is international in scope and spans 4 centuries – from the 1500’s to the 1900’s – with each book having significant singular value. Acquiring the Jordan Collection would greatly enhance the B&ECPL’s already significant fine press editions.

4. Facilities

Library on Wheels – The *Library on Wheels* generator was serviced by Fleet Maintenance, Inc. on November 15th.

Dudley Branch Library Construction – The Dudley Branch Library closed on November 18th for a construction project that includes floor replacement, addition of American with Disabilities Act (ADA) compliant door openers and new exterior signage. The branch is scheduled to reopen on January 13, 2020.

5. Staff Development

Staff Development – November 2019

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	206	3,684	7	56

Staff Training Offered/Attended – *Auditing Your Children’s Collection: Acquisition and Shelf Balancing* (presented by ALA/B&ECPL); *Increase Your Circulation with Visual Merchandising: Bookstore Display Principles* (presented by ALA/B&ECPL); *LibCal Refresher Training* (5 sessions presented by **Melissa Burgess/Leah Mosher**, B&ECPL).

Workshops Attended – *Build Positive Relationships and Create an Inclusive and Respectful Workplace* (presented by UB Organizational Development & Training); *Celebrating the Power of Story* (presented by WNY Book Expo/Medaille College); *EPA/NYA Asbestos Training* (presented by Safety & Health Training Center, Inc.); *Restorative Practice Training* (presented by Buffalo Public Schools); *Shameless Shelf Promotion* (presented by NYLA); *The 10 Commandments of Digital Marketing* (presented by Small Business Association).

Conferences Attended – *Association of Moving Image Archivists (AMIA) Conference* (presented by AMIA); *LibraryCon Live! 2019 Virtual Conference* (presented by Library Journal/School Library Journal); *National Association for the Education of Young Children (NAEYC) Annual Conference* (presented by NAEYC); *NYLA Annual Conference* (presented by NYLA); *SirsiDynix Connections Summit* (presented by SirsiDynix).

Webinars Viewed – 32 webinars, including *Advocacy 101: When Advocacy Becomes Second Nature* (presented by WebJunction); *How to Make the Most of READsquared... All Year Long!* (presented by NYS Library/READsquared); *Radically Rethinking Technical Services* (presented by Library Journal); *Readers' Advisory Services* (presented by WebJunction); *Taking a Walk with the Library!: StoryWalk* (presented by Programming Librarian); *Why Vote? A New Tool for Reaching One Million More* (presented by The Right Question Institute); *Winter DIY: New Craft and Gardening Titles* (presented by Booklist).

Other – *Responsible Conduct of Research Investigators Basic Course* (presented by University at Buffalo); *Social & Behavioral Research Investigators Basic Course* (presented by University at Buffalo); *Stand Up for Health: Health and Wellness for Your Community* (presented by WNYLRC/NNLM/MLA); *UB Center for Leadership and Organizational Effectiveness (CLOE) Leadership Accelerator Program* (presented by University at Buffalo).

6. Communications//Media Coverage/Media Releases/Social Media

Type of Communication	Topic	Air Date/Publish Date
Taped Radio Interview with Library Director Mary Jean Jakubowski	Library services and the role of libraries in the upcoming census.	Entercom Radio, November 10 th
Feature	Library Director Mary Jean Jakubowski named as one of the "Power 125 - Most Influential Women in Western New York"	Buffalo Business First, November 14 th
Article	November events at the Elaine M. Panty Branch Library	Riverside Review, November 6 th , 13 th , 20 th & 27 th

Television News Interview with Dan Caufield	The Library’s science kits and NASA Explorer’s backpacks available to the public.	WKBW-TV, Channel 7 News, November 14 th
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Social Media

NOVEMBER 2019	Monthly Staff Activity	YTD Staff Activity	Monthly Public Activity	YTD Public Activity	Monthly New Followers	Total Followers
<u>Facebook</u>	97	1,217	6,773	86,755	92	9,275
<u>Flickr</u>	147	1,361	9,648	156,109		57
<u>Google Ads</u> ¹	N/A	N/A	2,989	30,355	N/A	N/A
<u>Instagram</u>	34	387	1,347	15,650	42	2,497
<u>Pinterest</u> *	1,004	1,824	2,566	28,317	17	2,038
<u>Podcast</u> ²	4	40	N/A	N/A	N/A	N/A
<u>Twitter</u>	75	1,066	1,230	12,843	30	10,334
Total	1,361	5,892	24,553	330,029	181	24,201

¹ Google Ads is provided to the Library through a grant. Monthly activity based on public clicks and verified calls from the Library's online advertisement.

² Podcast public activity measurement cannot be tracked accurately because it is available through multiple applications.

Library Card Design Contest - More than 7,000 people voted for their favorite library card design in our community-wide *Library Card Design Contest*. Two winners were selected from over 175 design entries, 1 for a new children’s card and 1 for a new adult card. The new library cards are expected to be printed and ready for distribution in February 2020.

7. Partnerships

Central Library Children’s Services -

- School Librarians’ Association of Western NY
- Western New York Book Arts Center

Leroy R. Coles, Jr. Branch Library -

- Erie County Legislator April N.M. Baskin, Erie County Legislative Assistant Pedro Gonzalez and Lisa Jacobs-Watson

Launch Pad -

- Adam Ianni, Education Director of GObike Buffalo

8. Planning for the Future

Conservation - John James Audubon’s 3-volume set, *Viviparous Quadrupeds of North America*, 1845-1848, was sent out to Etherington Conservation Services for conservation

treatment. The anticipated return of the hand-colored, stone lithograph set is approximately 6 months. A Rare Book Room exhibit is being planned to show off this remarkable work.

Sports Equipment Share Pilot Program – The snowshoes for the *Sports Equipment Share Pilot Program* arrived on November 19th at the Isaías González-Soto Branch Library. The equipment includes 10 pairs of small snowshoes and 10 pairs of large snowshoes plus walking poles and waterproof boot attachments that can be checked out. Programming will be planned to incorporate the snowshoes.

First Book Offering More Great Books – Children’s Services Manager **Kristi Dougherty** purchased children’s books with the \$3,000 grant award received from First Book’s OMG (Offering More Great Books) initiative. The purpose of the grant money is to purchase books to give away to families with young children, ages birth through 5, in under-resourced areas of the community. The books purchased will be distributed by the end of December to the Children’s Center in the Courts (located at Erie County Family Court and Buffalo City Court) and the YWCA Western New York’s Early Childhood Center.

9. Director Activities

Meetings and Events:

**LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
November 2019**

DATE	MEETING / EVENT
November 1, 2019	Meeting - Association for a Buffalo Presidential Center
November 4, 2019	Meeting - Administrative Team
November 4, 2019	Meeting - Dawn Peters, Kristi Dougherty
November 4, 2019	Meeting - Isabell Berger
November 5, 2019	Training - Institute of Museum and Library Services (IMLS) Grant
November 5, 2019	Meeting - Kenneth Stone, Joy Testa Cinquino
November 5, 2019	Interview - Entercom Radio: Slice of Life with Brenda Alesii
November 6, 2019	Meeting - Maureen Germaine
November 6, 2019	Conference Call - NYS Assemblymember Sean Ryan
November 6, 2019	Meeting - Fred Jordan
November 6, 2019	Meeting - Jeannine Doyle, Kenneth Stone, Joy Testa Cinquino
November 8, 2019	Meeting - Trailblazing Women
November 8, 2019	Event - Veterans Day Program

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November 8, 2019	Meeting - Maria Borowiak
November 8, 2019	Meeting - Dawn Stanton
November 8, 2019	Conference Call - Caitlin Kenney, Western New York Library Resources Council
November 12, 2019	Budget Hearing - Erie County Legislature – Finance & Management/ Budget Committee
November 13, 2019	Meeting - Managers/Directors
November 13, 2019	Meeting - Public Library System Directors Organization (Saratoga Springs, NY)
November 13, 2019	Meeting - New York Association of Library Systems (Saratoga Springs, NY)
November 13, 2019	Meeting - New York State Department of Education - Division of Library Development (Saratoga Springs, NY)
November 14-16, 2019	New York Library Association (NYLA) Annual Conference (Saratoga Springs, NY)
November 18, 2019	Meeting - Jack Connors, Anne Conable, Carima El-Behairy, Mary Kennedy Martin
November 18, 2019	Meeting - Joy Testa Cinquino, Marguerite Cheman, Anne Conable, Maureen Germaine
November 18, 2019	Meeting - Association of Contracting Library Trustees (ACT) Board
November 19, 2019	Meeting - Administrative Team
November 19, 2019	Meeting - Joy Testa Cinquino
November 19, 2019	Presentation - Zonta Club of Buffalo
November 20, 2019	Meeting - Joy Testa Cinquino, Dawn Peters, Andy Aquino
November 20, 2019	Conference Call - Erie County Census Complete Count Committee
November 20, 2019	Meeting - Buffalo & Erie County Public Library (B&ECPL) Board of Trustees Development & Advocacy Committee
November 21, 2019	Meeting - Erie County Legislature
November 21, 2019	Meeting - B&ECPL Board of Trustees
November 21, 2019	Meeting - B&ECPL Board of Trustees Policy Committee
November 22, 2019	Meeting - NYS Assemblymember Sean Ryan
November 25, 2019	Meeting - Erie County Legislator Lisa Chimera
November 26, 2019	Conference Call - New York State Libraries Complete Count Committee
November 27, 2019	Training - B&ECPL Complete Count Committee Pilot Staff Training Workshop
November 29, 2019	Conference Call - New York State Complete Count Commission

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 Boston Free Library's monthly craft programs have continued to increase in popularity. October's *Painted Pumpkins* event required an additional session to accommodate demand with a total attendance of 66 and *Pine Cone Animals* in November drew 39 attendees.
- The library has been hosting children's yoga classes since the summer with Blue Sky Wellness. The monthly classes teach children basic yoga as well as important relaxation and emotional management techniques.
- The library held 2 sessions of our *Graham Cracker Houses* program on November 30th with a total attendance of 80.
- The Friends of the Boston Library's *37th Annual Gala Fundraiser and Book Sale* was a success in October, raising funds for the library's programming budget and maintenance needs. The event featured live music, food, wine, a large basket raffle and a book sale of donated items.
- The Boston Free Library's *Library of Things* will begin in January 2020 with items including a video camera, green screen, outdoor projector and screen, telescope, trail camera, ukulele, therapy light for Seasonal Affective Disorder, digital radon detector, karaoke system, metal detector and bubble machine. The purchase of these items was made possible with funds generously secured by Senator Patrick Gallivan. Items will be available for a 7-day loan period for library card holders. The Boston Free Library also has technology available for in-library use including a 3D printer, devices to convert film, slides, VHS, and vinyl records to digital formats, iPads, computers, scanners and a copier.
- Upcoming programs include a *Holiday Card Making and Ornament Class* on December 7th, *Sock Snowmen* craft program on December 12th and *Children's Yoga* on December 14th, as well as 2 weekly sessions of *Story Time*.
- Outreach has continued at the Churchill Child Care Center in Boston with monthly *Story Time* presented to preschoolers.

Lancaster Public Library – submitted by Kara Stock, Director

Highlights of events and activities at the Lancaster Public Library:

- We hosted several new groups this month. On November 13th, Youth Services Librarian **Meagan Carr** gave a tour of the library to 9 girls from a local Daisy Troop. She read them the book *Froggy Goes to the Library* by Jonathan London

and they created turkey hats. On November 16th, Meagan hosted a group of 5 girls from a local Girl Scout Troop. They created comic strip bookmarks, drew on blank comic book pages, and created original characters. On November 24th, Meagan gave a tour of the library to 18 girls from another local Girl Scout Troop. She read them the book *My Librarian is a Camel* by Margriet Ruurs and *Froggy Goes to the Library*. They also created turkey finger puppets.

- Meagan visited the Children's Kastle Christian Learning Center in Lancaster on November 27th as a new outreach opportunity. She read *Froggy Goes to the Library* and *My Librarian is a Camel* to 27 children. They also made Thanksgiving bookmarks.
- We had several special programs for children and young adults this month. On November 2nd, Meagan held an *Escape Room* program for 6 teenagers. They solved puzzles together and used clues to lead to a key that unlocked a box filled with candy. On November 3rd, Meagan held a *Makedo* program for 11 children. They constructed their own objects using reusable tools and cardboard. On November 27th, Meagan held a *Dinovember* program for 36 children. They created dinosaur fossils, made a Pterodactyl craft, and their own Triceratops puppets. Meagan also read the book *If the Dinosaurs Came Back* by Bernard Most and *How to Raise a Dinosaur* by Natasha Wing. On November 30th, Meagan held a *Llama Llama Red Pajama* program for 25 children. They dressed in their pajamas, made llama masks, and decorated a group paper quilt. Meagan read the books *Llama Llama Red Pajama* and *Llama Llama Loves to Read*, both by Anna Dewdney.
- We also had a special program for adults this month. On November 23rd, local art teacher Kimberly Strell taught an *Art-y Time* program for 11 attendees. They learned how to paint their own owl-themed masterpieces.

Agenda Item G – Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo and Erie County, Inc. met on December 17th and approved B&ECPL Board Chair Bucki's nomination of Carima El-Behairy to the Library Foundation's Board. Ms. Conable was happy to report that also at this meeting, the Library Foundation approved up to \$40,000 in funds to match individual donations to help in the acquisition of the rare book collection entitled *The Fred Jordan Collection – Four Centuries of Bookbinding*. They continue to work on additional contributors. Lastly, Ms. Conable reported the *Proposal for Redefining the Organizations' Relationship* between the Buffalo & Erie County Public Library and the Library Foundation of Buffalo and Erie County, Inc. (*Proposal*) has been turned over to the Library Foundation's and B&ECPL's attorneys who are working on tweaking final language.

Trustee Panty asked what the status was of raised funds to acquire the private Jordan Collection. Director Jakubowski reported her understanding is that just under two-thirds has been raised. She added, the total cost of the collection is \$120,000 (with a

demonstrated value of just under \$200,000). The collection, if acquired, will expand and enhance the Library's fine press and binding collection. Private donations continue to be sought and she feels positive we will be able to secure this collection which dates back to the 1500's. Further discussion ensued. She will look into having some items from the collection shown at the Board's January meeting.

Regarding the *Proposal*, Development and Advocacy Committee Chair Housh updated trustees that he is working with B&ECPL's legal counsel Robert Patterson on final language and is confident this will be worked out. Discussion ensued. Trustee Gist questioned the opportunity for trustee input into the *Proposal*; Director Jakubowski pointed out input has been received from trustees on this draft document. She reminded trustees the final draft document will come back to the Board for their approval. Trustees Kelly and Ted Johnson both remarked they had submitted input and recommendations. Trustee Berlow noted the Development and Advocacy Committee received trustees' recommendations which were considered and either taken, modified or other. He explained, the intent is once all the issues are sorted out between the Committee and Foundation, the final draft document will be submitted to the Board by the Development and Advocacy Committee for review and subsequent recommendation for approval by the Board. Chair Bucki reminded trustees they are welcome to attend any and all Committee meetings and Committee Volunteer Forms for 2020 will be going out in the January Board packet if anyone wishes to take a more active part. Discussion ensued regarding the Foundation's Articles of Incorporation as well as final issues/language regarding the *Proposal*.

Agenda Item H - Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. There was no representation from ACT. Director Jakubowski reminded trustees the next ACT meeting will take place January 11th with the opportunity to participate remotely from several sites throughout the Library System with the GoToMeeting video conference meeting app. Chair Bucki added that at the Amherst Public Library Board of Trustees meeting she attended, trustees commented they were happy with the presentation done by C.O.O. Doyle and Assistant Deputy Director Dawn Peters at the last ACT meeting.

Contract Member Library System Liaison Report - Trustee Kelly reported on the December 11th Elma Public Library Board of Trustees meeting she attended. They expressed they were thankful for all the policy work the System does.

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

Agenda Item J - Unfinished Business. None.

Agenda Item K - New Business.

Agenda Item K.1 - Grant Award and Budgeting: New York State Census Equity Fund in The New York Community Trust. C.F.O. Stone reported on December 13th the B&ECPL received the good news it was the recipient of a 7-month grant of \$40,000 necessitating this walk-on resolution. Director Jakubowski explained this is a joint grant with the Western New York Library Resources Council which includes the B&ECPL working with the Chautauqua-Cattaraugus Library System (CCLS) as well as the NIOGA Library System. The funds are predominantly for Census marketing purposes and for CCLS and NIOGA to purchase computers for portable training labs to be able to go out to the community and assist with Census taking. The B&ECPL already has portable training labs which will be used for the same purpose. Following discussion, Trustee Kimberly Johnson moved, Trustee Ted Johnson made a second, and Resolution 2019-54 was approved unanimously as presented.

RESOLUTION 2019-54

WHEREAS, on December 13, 2019 the Buffalo & Erie County Public Library (B&ECPL) was notified it has been selected as a recipient of a New York State Census Equity Fund in The New York Community Trust grant, and

WHEREAS, this is a 7-month grant in the amount of \$40,000, and

WHEREAS, the grant is to be used to engage in the census process community-based organizations, schools, and faith-based groups that work with hard-to-count populations as described in the B&ECPL's proposal, and

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

RESOLVED, the B&ECPL Board of Trustees authorizes amending the 2019 Grants Budget by appropriating grant revenues and expenditures in the amount of \$40,000 to support the New York State Census Equity Fund in The New York Community Trust grant, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes establishing a New York State Census Equity Fund in The New York Community Trust grant budget in the following amounts:

Revenue: \$40,000

Grant Program Expenditures: \$40,000

Trustee Amodeo left the meeting at 5:00 p.m. prior to the above vote.

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There being no further business, on motion by Trustee Bedenko with a second by Trustee Panty, the meeting was adjourned at 5:03 p.m.

Respectfully submitted,

Kimberly Johnson
Secretary