

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
November 21, 2019

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, November 21, 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  
Joel Moore, Treasurer  
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. There were no changes to the proposed agenda.

Agenda Item C – Minutes of the Meeting of October 17, 2019. On motion by Trustee Ted Johnson, seconded by Trustee Kimberly Johnson, the Minutes were approved as mailed.

Agenda Item D – Report of the Chair. Chair Bucki congratulated Trustees Berlow and Panty on their reappointments to the B&ECPL Board of Trustees; the Erie County Legislature confirmed these mayoral appointees on October 24, 2019.

The Chair reminded trustees the Nominating Committee for 2020 Board Officers will be selected at the December Board meeting; 2 members will be appointed by the Chair and

3 elected by the Board from its members. Anyone interested was asked to see her following the meeting.

With the end of the year fast approaching and the hope to attain 100% trustee participation, trustees were reminded to make a 2019 contribution to the B&ECPL. Trustee Ted Johnson requested trustees be contacted if they have not yet contributed.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on November 14, 2019; a copy of the written report was at each trustee's place. Committee Chair Bedenko summarized the meeting. He entertained a motion to have the written report entered into the Minutes. Trustee Kimberly Johnson moved. Trustee El-Behairy made a second, and this was approved unanimously.

Present: Executive Committee Chair Kathleen Berens Bucki; Committee members: Alan Bedenko, Sheldon Berlow, Katie Burd, and Frank Housh. Also present were Trustee Ted Johnson, Trustee Elaine Panty, Deputy Director – COO Jeannine Doyle, and Library Administrative Manager - Business Office Tracy Palicki.

Chair Bucki called the meeting to order at 4:07 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

The Committee reviewed the proposed agenda for the November 21<sup>st</sup> Board of Trustees meeting. Trustee Bedenko briefly reported on the Erie County Budget Hearing held on Tuesday, November 12, 2019.

Ms. Palicki discussed the proposed action items under the Budget and Finance Committee. Trustee Housh asked a question regarding the Ewell Free (Alden) Library request for unanticipated expenditure assistance as it related to the difference between a Librarian I and Library Manager. COO Doyle addressed the differences based on the requirements in State Education Law.

Trustee Panty discussed the proposed action items under the Policy Committee. Trustee Berlow inquired about requirements for trustee contributions, whether it be a donation of time or money. Discussion ensued. Chair Bucki agreed to make an announcement during her report at the Board meeting encouraging trustee contribution in whatever form or amount they choose.

COO Doyle discussed the proposed action items under Planning Committee and New Business. Trustee Housh indicated that the employee health insurance contribution waiver was done last year and raised some media

attention. He suggested the Board be prepared to respond to same. COO Doyle provided a brief explanation on the LMHF (Labor-Management Healthcare Fund) process for setting health insurance rates and collecting premiums.

There being no further business, the Executive Committee meeting adjourned at 4:42 p.m. on a motion by Trustee Burd, second by Trustee Bedenko.

Trustee Moore arrived at 4:10 p.m.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Unanticipated Expenditure Assistance – Ewell Free (Alden) Library. Deputy Director – Chief Financial Officer (CFO) Ken Stone explained Resolution 2019-38 as presented. Trustee Gist moved for approval. Trustee Panty made a second, and approval was unanimous.

#### RESOLUTION 2019-38

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

WHEREAS, the Ewell Free (Alden) Library Board of Trustees has requested assistance to help offset the cost to convert the current Library Manager position to a Librarian I position relating to the recently approved charter change increasing the library’s chartered service area from the Village of Alden to the Town of Alden (including the village), and

WHEREAS, B&ECPL staff worked with Ewell Free (Alden) Library staff to identify the best method to address this situation, including an analysis of projected personnel costs for the balance of the year, and this review resulted in a recommendation to request assistance in the amount of \$5,477, and

WHEREAS, without this assistance the Ewell Free (Alden) Library Board of Trustees has found that having to reduce staffing hours, as would otherwise be required to address this cost, would have resulted in inadequate staffing needed to provide committed programming associated with operating the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, sufficient monies are available within the 2019 B&ECPL operating budget salary and benefits accounts to accommodate this request, and

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

RESOLVED, that the Board of Trustees of the B&ECPL approves a reallocation within the B&ECPL 2019 operating budget to utilize vacancy savings in the salary, wage and fringe accounts to provide \$5,477 in salary/wage/fringe benefit funding assistance to the Ewell Free (Alden) Library, and be it further

RESOLVED, that a copy of this resolution be transmitted to the above contract library.

Agenda Item E.2.b – NYS Council on the Arts Grant. CFO Stone explained Resolution 2019-39 as presented. Trustee El-Behairy moved for approval with a second by Trustee Kimberly Johnson. Approval was unanimous.

RESOLUTION 2019-39

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) applied for a New York State Council on the Arts (NYSCA) grant to help fund programming in the new Reading Park adjacent to the Central Library, and

WHEREAS, the B&ECPL's proposed *Reading Park Writers Series* would offer free public reading and writing programs in collaboration with Just Buffalo Literary Center, and

WHEREAS, the B&ECPL has been notified that the grant application for the *Reading Park Writers Series* has been awarded as a 2-year grant beginning 1/1/2020 through 12/31/2021, totaling \$13,000 (\$6,500 each year), and

WHEREAS, a grant budget needs to be established to undertake the program, which includes a \$12,000 match (\$6,000 each year) from donations to the B&ECPL 2019 and 2020 annual Year-end Appeal campaigns, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL authorizes establishing a NYSCA grant budget in the following amounts:

**Grant Project Revenue**

NYSCA Grant Revenue:	\$13,000
Library Donations & Sponsorship Revenue	<u>\$12,000</u>
<b>Subtotal Revenue:</b>	<b>\$25,000</b>

**Grant Project Expenditures:** \$25,000, and be it further

RESOLVED, that the Library Director or her designee is authorized to electronically sign the grant contract on the State's Grants Gateway and transmit necessary forms and documents to implement this grant.

Agenda Item E.2.c – Monthly Financial Report. The monthly financial report for the year as of September 30, 2019 month-end was included in the board packet as an information item. CFO Stone noted the Library is operating within budget.

Agenda Item E.3 – Policy Committee. The Policy Committee met on October 17, 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 Kelly moved. Trustee Bedenko made a second, and this was approved unanimously.

Present: Policy Committee Chair Elaine Panty; Committee members Kathleen Berens Bucki, Frank Gist and Sharon Kelly. Also present were Library Director Mary Jean Jakubowski, Deputy Director - Chief Operating Officer (COO) Jeannine Doyle and Assistant Deputy Directors (ADD) Joy Testa Cinquino and Maureen McLaughlin.

The meeting of the Policy Committee began at 5:00 p.m. in the Joseph B. Rounds Board Room at the Central Library. A quorum was present.

Director Jakubowski indicated Library Administration had reviewed and are recommending changes to 6 policies; all have been vetted by Buffalo & Erie County Public Library (B&ECPL) legal counsel.

Confidentiality of Library Records – COO Doyle discussed recommended changes to this policy. On a motion by Trustee Kelly, second by Trustee Bucki, this proposed amended policy will be brought to the full Board for approval as presented.

Gift and Donor Recognition Policy – ADD Testa Cinquino reviewed recommended changes to this policy. Trustee Gist asked about the role of the Library Foundation of Buffalo & Erie County. Director Jakubowski responded. On a motion by Trustee Bucki, second by Trustee Gist, this proposed amended policy will be brought to the full Board for approval as presented.

Internet Safety and Acceptable Use Policy – ADD McLaughlin reviewed recommended changes to this policy. Trustee Gist asked if library patrons have access to "pornography." Director Jakubowski explained the differences between constitutionally protected material and child pornography. She further discussed filtered and unfiltered Internet access and the B&ECPL's

Rules of Conduct and how they are used to support the Internet Safety and Acceptable Use Policy. On a motion by Trustee Gist, second by Trustee Bucki, this proposed amended policy will be brought to the full Board for approval as presented.

Equal Employment Opportunity and Anti-Harassment Policy - COO Doyle reviewed recommended changes to this policy noting changes in the law required the policy to be modified. Discussion ensued. On a motion by Trustee Kelly, second by Trustee Gist, this proposed amended policy will be brought to the full Board for approval as presented.

Sexual Harassment Prevention Policy - COO Doyle reviewed recommended changes to this policy noting changes in the law required the policy to be modified. Discussion ensued. In addition, COO Doyle explained the Human Rights Law currently provides individuals a period of one year to file a complaint with the Division of Human Rights, but was amended in 2019 to change the period of time to 3 years, effective August 12, 2020. It was recommended to the Policy Committee to allow the Director to modify the policy accordingly on August 12, 2020 without the need for further review. The Policy Committee recommends authorizing the Library Director to update the wording on August 12, 2020. On a motion by Trustee Bucki, second by Trustee Kelly, this proposed amended policy will be brought to the full Board for approval.

Volunteer Program Policy - ADD Testa Cinquino reviewed recommended changes to this policy noting the policy was in essence completely rewritten from the previously approved (current) policy. Director Jakubowski explained the reason for the rewrite was to enable the contract libraries to have input in the policy as it is applied system-wide. Discussion ensued. Suggested minor edits by Trustee Bucki regarding misspellings/ grammatical errors will be incorporated. On a motion by Trustee Kelly, second by Trustee Gist, this proposed amended policy will be brought to the full Board for approval.

Committee Chair Panty thanked the Committee and Library Administration for their persistence and consistent work on keeping B&ECPL's policies up-to-date.

The above 6 proposed amended policies will be brought to the November 21<sup>st</sup> meeting of the Board of Trustees for approval.

On a motion by Trustee Bucki, second by Trustee Kelly, the meeting adjourned at 5:52 p.m.

Agenda Item E.3.a – Amend Confidentiality of Library Records Policy. Deputy Director – Chief Operating Officer (COO) Jeannine Doyle explained Resolution 2019-40 as presented. Trustee Gist asked how long video footage is kept. COO Doyle estimated between 15 to 30 days depending on camera placement. Discussion ensued regarding preservation of footage. Following this, Resolution 2019-40 was unanimously approved on a motion by Trustee Burd with a second by Trustee Kimberly Johnson.

RESOLUTION 2019-40

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 Confidentiality of Library Records Policy which has been vetted by Library legal counsel, and

WHEREAS, recommended changes include: adding reference to Section 2307 of the New York State Civil Practice Law and Rules (CPLR) which establishes the requirement of a judicial subpoena, adding language to include video footage as an example of a library record, and modifying language to clarify that B&ECPL does not sell, lease or disclose patron information for the benefit of a third party, and

WHEREAS, the Policy Committee recommends the attached proposed amended Confidentiality of Library Records 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 to the B&ECPL's Confidentiality of Library Records Policy to supersede and replace the prevailing policy last amended December 15, 2016, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes policy distribution to all B&ECPL libraries, Contract Library Directors, Contract Library Trustees and authorizes public posting on the Library's website.

Agenda Item E.3.b – Amend Gift and Donor Recognition Policy. Assistant Deputy Director (ADD) Joy Testa Cinquino explained Resolution 2019-41 as presented. On motion by Trustee Kimberly Johnson with a second by Trustee El-Behairy, approval was unanimous.

RESOLUTION 2019-41

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 Gift and Donor Recognition Policy which has been vetted by Library legal counsel, and

WHEREAS, recommended changes include language for clarification purposes about types of donations the library accepts and a statement about the donor responsibility for fair market value appraisal of gifts, and

WHEREAS, the Policy Committee recommends the attached proposed amended Gift and Donor Recognition 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 to the Gift and Donor Recognition Policy to supersede and replace the prevailing policy last amended July 21, 2016, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes public posting on the Library's website.

Agenda Item E.3.c – Amend Internet Safety and Acceptable Use Policy. ADD Maureen McLaughlin explained Resolution 2019-42 as presented. Trustee Bedenko moved for approval and Trustee Candelario made a second. Approval was unanimous.

RESOLUTION 2019-42

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

WHEREAS, recommended changes include changing the website listed for parents/guardians to report an incident to the National Center for Missing & Exploited Children, and

WHEREAS, the Policy Committee recommends the attached proposed amended Internet Safety and Acceptable Use 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 to the B&ECPL's Internet Safety and Acceptable Use Policy to supersede and replace the prevailing policy last amended October 18, 2018, and be it further

RESOLVED, that the amended Internet Safety and Acceptable Use Policy replace the existing policy in each Contract Library's annual agreement, Exhibit H, and be it finally



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

Agenda Item E.3.d – Amend EEO and Anti-Harassment Policy. COO Doyle explained Resolution 2019-43 as presented. COO Doyle further explained her understanding of the meaning of gender expression at the request of Trustee Gist. On motion by Trustee Burd and a second from Trustee Candelario, the resolution was approved unanimously.

RESOLUTION 2019-43

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 Equal Employment Opportunity (EEO) and Anti-Harassment Policy which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include the addition of gender expression as a protected class, reinforcement of language that the policy applies to non-employees, and language that affirmatively addresses that any harassment based on a protected class violates this policy regardless of whether such harassment would be considered severe or pervasive under legal precedent applied to harassment, and

WHEREAS, the Policy Committee recommends the attached proposed amended EEO and Anti-Harassment 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 to the B&ECPL's EEO and Anti-Harassment Policy to supersede and replace the existing policy last amended December 20, 2018, and be it further

RESOLVED, that copies of the approved amended EEO and Anti-Harassment Policy replace the existing policy in the B&ECPL Personnel Policies and Procedures Manual as Chapter 8, Section 1, and be it further

RESOLVED, that the amended EEO and Anti-Harassment Policy replace the existing policy in each Contract Library's annual agreement, Exhibit G, and be it finally

RESOLVED, that the Board of Trustees of the B&ECPL authorizes this policy be transmitted to all B&ECPL libraries, Contract Library Directors, Contract Library Trustees and authorizes public posting on the Library's website.

Agenda Item E.3.e – Amend Sexual Harassment Prevention Policy. COO Doyle explained Resolution 2019-44 as presented. She pointed out that in 2020, New York

State Human Rights Law is changing the statute of limitations for filing complaints with the Division of Human Rights and the EEOC from 300 days to anytime within 3 years of the harassment; this proposed resolution requests that on August 12, 2020 the policy be updated to reflect changes in the law taking effect on that date without the need to come back for Board approval. Trustee Kimberly Johnson moved and Trustee Burd seconded. Approval of Resolution 2019-44 as presented was unanimous.

RESOLUTION 2019-44

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 Sexual Harassment Prevention Policy which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include reinforcement of language that the policy applies to non-employees, as well as language that affirmatively addresses that any harassment, even a single incident, may violate this policy regardless of whether such harassment would be considered severe or pervasive under legal precedent applied to harassment, and

WHEREAS, the Human Rights Law currently provides individuals a period of one year to file a complaint with the Division of Human Rights, but was amended in 2019 to change the period of time to 3 years, effective August 12, 2020; it was recommended to the Policy Committee to allow the Director to modify the Policy accordingly on August 12, 2020 without the need for further review, and

WHEREAS, the Policy Committee recommends the attached proposed amended Sexual Harassment Prevention 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 to the B&ECPL's Sexual Harassment Prevention Policy to supersede and replace the existing policy adopted December 20, 2018, and be it further

RESOLVED, that this Resolution authorizes the Library Director to update wording on August 12, 2020 in *Section V. A. State Human Rights Law (HRL)* to "Effective August 12, 2020, complaints may be filed with the DHR any time within 3 years of the harassment," and be it further

RESOLVED, that copies of the approved amended Sexual Harassment Prevention Policy replace the existing policy in the B&ECPL Personnel Policies and Procedures Manual as Chapter 8, Section 2, and be it further

RESOLVED, that the amended Sexual Harassment Prevention Policy replace the existing policy in each Contract Library's annual agreement, Exhibit I, and be it finally

RESOLVED, that the Board of Trustees of the B&ECPL authorizes this policy be transmitted to all B&ECPL libraries, Contract Library Directors, Contract Library Trustees and authorizes public posting on the Library's website.

Agenda Item E.3.f - Amend Volunteer Program Policy. ADD Testa Cinquino explained this system-wide policy has been rewritten to reflect input from libraries received through numerous conversations and meetings. Trustee Candelario moved for approval of Resolution 2019-45 as presented. Trustee Kimberly Johnson made a second, and approval was unanimous.

RESOLUTION 2019-45

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

WHEREAS, input of proposed changes to the policy was provided collaboratively with representatives from the contract libraries, and

WHEREAS, major changes included rewording based on changes to the New York State Human Rights Law regarding definition of the protected class, and clarification of the use of volunteers including how one can become a volunteer, volunteer procedures and expectations, and

WHEREAS, the Policy Committee recommends the attached proposed amended Volunteer Program 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 to the B&ECPL's Volunteer Program Policy to supersede and replace the prevailing policy last amended March 17, 2016, and be it further

RESOLVED, that copies of the approved Volunteer Program Policy, which is contractual Exhibit E in each Contract Library's annual agreement, be transmitted to all B&ECPL Contract Libraries and Contract Library Boards of Trustees, and be it finally

RESOLVED, that a copy of the approved Volunteer Program Policy be distributed to all B&ECPL libraries as well as be posted on the B&ECPL's website.

The process for review of policies was explained at the request of Trustee Berlow.

Agenda Item E.4 – Planning Committee. The Planning Committee met on October 17, 2019; a copy of the written report was at each trustee’s place. In Committee Chair Michael Amodeo’s absence, Director Jakubowski summarized the meeting and asked the written report be entered into the Minutes. Trustee Bedenko moved. Trustee Panty made a second, and this was approved unanimously.

Present: Planning Committee Chair Michael Amodeo; Committee members Frank Gist, Ted Johnson and Elaine Panty. Also present were Library Director Mary Jean Jakubowski and Chief Operating Officer (COO) Jeannine Doyle.

Chair Amodeo called the meeting to order at 3:21 p.m. in the Joseph B. Rounds Conference Room at the Central Library. A quorum was present.

Director Jakubowski spoke to the purpose of the meeting: to review the Buffalo & Erie County Public Library’s (B&ECPL) Mission Statement, Vision Statement, Core Values and Principles, to consider recommended changes to the Core Values, and to understand the changes made to the American Library Association’s (ALA) *Library Bill of Rights*.

COO Doyle reported Library Administration has discussed and reviewed the above and are making no recommended changes to the B&ECPL’s Mission Statement, Vision Statement or Principles. She then discussed proposed changes to the Core Values – explaining the purpose of having *core values* is to provide guiding principles of an organization, to help promote behaviors of staff and assist in fulfilling an organization’s goals by creating an unwavering guide. COO Doyle noted the proposed changes to B&ECPL’s Core Values incorporate the components of the current Core Values – simply condensing them into an acronym which is easily recognized and understood: R.E.A.D. (Respect, Excellence, Accessibility, Dependability). Discussion ensued.

COO Doyle reviewed the changes to the ALA’s *Library Bill of Rights* which speak to supporting privacy of library patrons. Director Jakubowski noted New York State CPLR 5409 speaks to confidentiality of library records, and the ALA’s newly added language strengthens the requirement of privacy and confidentiality, especially important for libraries not located in New York State.

Director Jakubowski requested the Committee recommend the proposed amended Core Values be taken to the full Board for approval along with a request of reaffirmation that the B&ECPL supports the ALA *Library Bill of Rights*. On a motion by Trustee Panty, second by Trustee Gist, the items will be

brought to the November 21<sup>st</sup> meeting of the B&ECPL Board of Trustees for approval/reaffirmation.

The Planning Committee meeting adjourned at 3:47 p.m. on a motion by Trustee Johnson, with a second by Trustee Gist.

Agenda Item E.4.a – Amend B&ECPL Core Values; Reaffirm Current Mission Statement, Vision Statement & Principles; & Reaffirm Support of ALA’s Amended *Library Bill of Rights*. COO Doyle explained Resolution 2019-46 as presented. She conveyed that since the time the current Core Values were adopted, the B&ECPL Board of Trustees adopted an Accessibility of Library Services Policy. The proposed amended Core Values incorporate this important component. In addition, the proposed amended Core Values are more clear and have been given any acronym making them easier for employees to recall/recite (R.E.A.D. – Respect, Excellence, Accessibility, Dependability). Trustee Ted Johnson moved to approve. Trustee Panty made a second, and Resolution 2019-46 was unanimously approved.

RESOLUTION 2019-46

WHEREAS, on October 17, 2019, the Buffalo & Erie County Public Library (B&ECPL) Planning Committee met to review the B&ECPL’s current Mission Statement, Vision Statement, Principles, and Core Values, and

WHEREAS, Library Administration recommended no changes to the current Mission Statement, Vision Statement, and Principles, however, recommended amending the Core Values, and

WHEREAS, recommended changes to the Core Values incorporate the components of the current Core Values, simply condensing them into an acronym which is easily recognized and understood: R.E.A.D. (Respect, Excellence, Accessibility, Dependability), and

WHEREAS, as the American Library Association (ALA) amended its *Library Bill of Rights* to include language strengthening the requirement of privacy and confidentiality and it is referenced in the B&ECPL’s Principles, the Planning Committee recommends reaffirming the B&ECPL’s support of the amended ALA *Library Bill of Rights*, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed amended B&ECPL’s Core Values, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL reaffirms the current Mission Statement, Vision Statement and Principles, and be it finally

RESOLVED, that the Board of Trustees of the B&ECPL reaffirms their support of the amended ALA *Library Bill of Rights*.

**Buffalo & Erie County Public Library  
Mission Statement/Vision Statement/Core Values/Principles  
& ALA Library Bill of Rights**

**Mission**

Connecting our diverse community with library resources that enrich, enlighten and entertain.

Reaffirmed November 21, 2019 per Resolution 2019-46.

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**Vision**

The Vision of the Buffalo & Erie County Public Library is to be deeply rooted in the community: promoting partnerships, fostering the development of a literate and informed citizenry through free and equal access to cultural, intellectual, recreational and informational resources, planning for the future, and making the most effective use of taxpayer funding.

Reaffirmed November 21, 2019 per Resolution 2019-46.

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**Core Values - R.E.A.D. (*Respect, Excellence, Accessibility, Dependability*)**

Core values represent an organization's highest priorities, deeply held beliefs, and fundamental driving forces. Core values define what an organization believes and how it resonates both internally and externally.

***Respect***

Practice civility and inclusion in our actions and attitudes; value, support and respect all customers and staff

***Excellence***

Strive for superior performance and to maximize user experience through collaboration, teamwork, training and enthusiasm

***Accessibility***

Ensure availability and ease of access to library services for all people

***Dependability***

Provide library services in a consistent, reliable, trustworthy and responsible manner

Amended November 21, 2019 per Resolution 2019-46.

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## **Principles**

The Buffalo and Erie County Public Library will:

1. Provide open, equal and free access to information in accordance with the American Library Association's "Library Bill of Rights."
2. Deliver timely, confidential and customer-oriented service to meet the informational, recreational and educational needs of the community.
3. Promote lifelong learning by encouraging all children and adults in their enjoyment of reading and discovery.
4. Contribute to the region's economic vitality by assisting individuals, businesses and government as they pursue better jobs and economic growth.
5. Create and maintain an environment that attracts, develops and encourages a diverse and skilled staff.
6. Listen to the entire community in pursuit of the Library's Mission.
7. Manage resources effectively and be accountable to its funding sources.
8. Pursue the private and public funding necessary to fulfill the Library's Mission.

Adopted December 17, 1998; Reaffirmed November 21, 2019 per Resolution 2019-46.

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## **American Library Association (ALA) Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980.

Inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Amended by ALA January 29, 2019, reaffirmed by B&ECPL Board of Trustees November 21, 2019 per Resolution 2019-46.

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Agenda Item E.5 - Development & Advocacy Committee. Committee Chair Housh reported the Committee met November 20, 2019 to review the *Proposal for Redefining the Organizations' Relationship* between the Buffalo & Erie County Public Library (B&ECPL) and the Library Foundation of Buffalo and Erie County, Inc.

He summarized the meeting and communicated further review and editing of Article V JOINT RESPONSIBILITIES Section (1) and Article VIII FUNDING Section (2) was requested by the Committee. Chair Housh will work on rewriting some of the wording and consult with B&ECPL legal counsel Robert Patterson, Esq. for clarification(s). Trustee Housh will report back to the Committee.

Discussion ensued regarding inclusion of wording for a certain percentage of Library Foundation funds to be given to the B&ECPL as well as possible addition of conflict resolution language. Trustee Gist inquired if the amount of funds in the Library Foundation was public record; it was pointed out the Library Foundation files an IRS form 990, which is publicly accessible.

Trustee Bedenko moved to enter the November 20, 2019 written report of the Development & Advocacy Committee meeting, which was at each trustee's place, into the Minutes. Trustee Kimberly Johnson made a second and approval was unanimous.



Present: Development & Advocacy Committee members Sheldon Berlow, Frank Housh and Elaine Panty. Also in attendance were Library Director Mary Jean Jakubowski and Assistant Deputy Director Joy Testa Cinquino.

Chair Housh called the meeting to order at 4:02 p.m. in the Joseph B. Rounds Conference Room at the Central Library.

The Committee reviewed the *Proposal for Redefining the Organizations' Relationship* between the Buffalo & Erie County Public Library (B&ECPL) and the Library Foundation of Buffalo and Erie County, Inc.

Following discussion, it was agreed Trustee Housh would, at the request of the Committee, further review and edit Article V JOINT RESPONSIBILITIES Section (1) and Article VIII FUNDING Section (2). Following this, he will speak with B&ECPL legal counsel Robert Patterson, Esq. for clarification(s). Trustee Housh will report back to the Committee.

Discussion ensued.

Further language revision requests from trustees were reviewed. Grammatical corrections were noted.

Agenda Item F – Report of the Director. Director Jakubowski updated trustees the Dudley Branch Library is now closed for extensive renovation work, which includes foundation/concrete work on the floor, replacement flooring, a new circulation desk, some new furniture, and a redesign of the floor plan to be more conducive to today's libraries. Photos were shared which showed every item in the branch removed allowing for work to begin.

Together with Administrative Team members Doyle, Testa Cinquino and McLaughlin, Director Jakubowski attended a meeting of the Erie County Legislature whereat they passed a resolution standing with the B&ECPL against Macmillan Publishers' eBook purchasing embargo. She encouraged all trustees to participate in ALA's national public campaign by signing the online petition at eBooksForAll.org. Director Jakubowski recapped for trustees the details of the embargo and the B&ECPL's stand.

In the audience was Community Liaison Jason Hurley from the County Executive's Office who offered to do additional posting of the online petition link; Director Jakubowski offered to send him the link and speak to him more about this.

The Director asked that any trustees interested in attending NYLA's Library Advocacy Day in Albany on February 25, 2020 let her know as soon as possible; Trustees El-Behairy, Panty and Kimberly Johnson expressed interest in attending.

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

### **B&ECPL Monthly Report October 2019**

**Distinguished Visitors** – On October 28<sup>th</sup> at the Central Library, the International Institute of Buffalo and WomenElect, Inc. hosted a session of the United States Department of State’s International Visitor Leadership Program - *Women Leaders: Promoting Peace and Security*. Women from around the world attended including Egypt, Jordan, Kuwait, Lebanon, Libya, Mali, Morocco, Palestinian Territories, Saudi Arabia, Sudan and Tunisia. Buffalo & Erie County Public Library (B&ECPL) System Trustee Katie Burd presented to the group and Information Services and Outreach Manager **Dan Caufield** provided a tour of the Central Library.

**Connected Learning Summit** – Launch Pad Manager **Jordan Smith** traveled to the 2019 *Connected Learning Summit* in Irvine, CA on October 2<sup>nd</sup> to present on the Central Library’s Launch Pad collaboration with the University at Buffalo (UB) and the University of Wisconsin-Madison. The program, *Assessment and Learning in Library MakerSpaces*, was given by Mr. Smith along with Rebecca Millerjohn of The Bubbler at the Madison Public Library, Eric Reyes and Ephran Ramirez of the Chicago Public Library’s YOUmedia, Stephanie Chang of Maker Ed, and researcher Caitlin Martin of CKMartin Consulting. During the program, speakers discussed their experiences in the unique environments of MakerSpaces.

**Indie Author Day** – Saturday, October 12<sup>th</sup>, was the 4<sup>th</sup> annual *Indie Author Day* held at the Central Library. More than 100 local writers were in attendance. Local titles were displayed by genre with all genres represented. Speakers presented the following programs: *Writer Collaborations in the Google Age*, *One Writer’s Route to Publication*, *Digital Marketing for Authors*, and *Carry My Book! Connecting with Independent Bookstores*.

**National Chess Day** – *National Chess Day* was celebrated at the Central Library on October 13<sup>th</sup> with a well-attended Sunday afternoon tournament. Local UCF Chess Master and Coach Michael McDuffie was recognized for shepherding chess programs throughout B&ECPL’s libraries since October 2011. A proclamation from City of Buffalo Mayor Byron W. Brown added to the occasion.

**LGBTQ History Month** – In recognition of *LGBTQ History Month*, Information Services and Outreach Librarian **Nancy DiStasio** organized and facilitated *A Conversation with Local Activists* on October 16<sup>th</sup>. Thirty-five attended the program which included a panel discussion featuring Buffalo artist and transgender activist Ari Moore; Nick Weith, Gay-Straight Alliance (GSA) Advisor and Buffalo Public School

teacher; and Damian Mordecai, Executive Director of the Pride Center of Western New York.

**Disability History Awareness Month** – A rousing kick-off to *Disability History Awareness Month* took place on October 23<sup>rd</sup> at the Central Library. Featured events included a showing of the movie *Wonder* and a panel discussion with various local disability advocates. The *Annual Diversity Career Fair*, held on October 24<sup>th</sup>, provided access for approximately 150 jobseekers to 26 employers looking to diversify their workforce. *Disability History Awareness Month* was collaboratively developed with the Erie County Office for People with Disabilities, Self-Advocacy Association of New York State and Western New York, and the local office of the New York State Department of Labor.

**University Express Comes to the Central Library** – Information Services and Outreach Librarian **Shanley Olszowy** facilitated the first University Express lifelong learning program lecture held at the Central Library on October 26<sup>th</sup>. *Plant Power! The Benefits of a Whole Food, Plant-Based Diet* was presented by Jennifer Kuhrt, Population Health Manager, BlueCross BlueShield of Western New York, at the Central Library's Ring of Knowledge.

**Spooky Halloween** – The Central Library Children's and Information Services Departments hosted their yearly *Spooky Library Party* on October 19<sup>th</sup>. The event featured *trick or treating* at various stations throughout the library (Borrower Services, computer desk, Launch Pad, *Buffalo Never Fails: The Queen City and World War I* exhibit area, Media Room and the Kids Space). A photo area for costumes, crafts, a not-so-spooky sensory area, a *Mad Scientist Lab* featuring STEM activities, a *Spooky Magic Show* with Cris Johnson, and tours of the *Terror on the Tier* rounded out the day. Community partners including Erie County Department of Environment & Planning, SUNY at Buffalo School of Pharmacy and Pharmaceutical Sciences, and Child Care Resource Network also provided activities and treats for the approximately 500 ghouls and goblins.

The East Clinton Branch Library staff participated in Kaisertown's annual *Beggars' Night* on October 30<sup>th</sup>.

The North Park Branch Library presented a *Halloween Costume Karaoke Party* on October 31<sup>st</sup>.

**Monthly Programming Statistics - October 2019****1. Public Services****In Library Group Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	216	1,847	4,859	42,096
Children (age 6-12)	194	1,749	4,943	35,214
Teens	51	582	510	7,365
Intergenerational	364	2,595	12,165	78,200
Adults (excludes Technology)	313	2,277	4,325	35,096
<b>TOTAL In Library Programs</b>	<b>1,138</b>	<b>9,050</b>	<b>26,802</b>	<b>197,971</b>

**In Library One-on-One Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	5	30	5	30
Children (age 6-12)	85	746	85	752
Teens	208	1,522	208	1,524
Intergenerational	35	357	35	357
Adults (excludes Technology)	187	1,641	187	1,651
<b>TOTAL In Library Programs</b>	<b>520</b>	<b>4,296</b>	<b>520</b>	<b>4,314</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	7	45	46	230
System or Library-owned Cyber Train	7	78	28	464
One on One	216	1,777	225	1,857
<b>TOTAL Adult Technology</b>	<b>230</b>	<b>1,900</b>	<b>299</b>	<b>2,551</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	11	113	270	2,829
Children (age 6-12)	15	110	1,575	8,427
Teens	1	14	24	847
Intergenerational	18	177	3,553	21,912
Adults (excludes Technology)	13	154	350	4,786
<b>TOTAL Outreach (out of Library)</b>	<b>58</b>	<b>568</b>	<b>5,772</b>	<b>38,801</b>

**System-wide Buffalo Never Fails WWI Programming:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	5	21	280	923
Adult Services	2	22	8	493
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	0	2	0	134
Grosvenor Room	3	17	18	223
<b>TOTAL</b>	<b>10</b>	<b>62</b>	<b>306</b>	<b>1,773</b>

**Buffalo Never Fails WWI Exhibit:**

	Month	YTD	From Opening
			11/16/2017 to present
Visitors - Non-tour related	4,435	54,477	
Visitors - Tour/Program	306	1,773	
<b>TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)</b>	<b>4,741</b>	<b>56,250</b>	<b>109,043</b>

**Library on Wheels -**

The *Library on Wheels* began a new monthly stop at Buffalo Hearing & Speech Center at the Rosewood School in Cheektowaga. The *Library on Wheels* is now averaging 22.8 hours of (actual) service per week. Travel time remains significant given Erie County's 1,043 square miles.

**Library on Wheels Special Events -**

The *Library on Wheels* attended 8 special events in the month of October including: the 22<sup>nd</sup> Annual Erie County Earth Science Day held at the Penn Dixie Fossil Park & Nature Reserve in Blasdell, Kenmore Farmer's Market, *Library Day* at the Buffalo Niagara Heritage Village in Amherst, UB Educational Opportunity Center's (UBEOC) 6<sup>th</sup> Annual Strengthening Families Celebration, 5<sup>th</sup> Annual Elmlawn Family Fall Fest in the Town of Tonawanda, Buffalo Public School (BPS) #27 Hillery Park Elementary After School

*Program, the Trunk or Treat event at the Grand Island Memorial Library, and the Maryvale 21<sup>st</sup> Century After School Program in Cheektowaga.*

### **González-Soto Branch Hosts Master Class -**

The Isaías González-Soto Branch Library hosted Master Classical Guitarist Ricardo Saeb for a free concert on the side lawn of the library on October 1<sup>st</sup> to promote the Hispanic Heritage Council (HHC) of Western New York, Inc. *Guitar Initiative* program in partnership with the Isaías González-Soto Branch Library. Many children who visited the library after school listened to the music. Classical guitar lessons at the branch are free. Registration is required.

### **Homegrown Author Series -**

Information Services and Outreach Librarian **Andrew Maines** hosted the October's *Homegrown Author* program on October 26<sup>th</sup>. *Buffalo News* reporter Mark Sommer read from and discussed his new book *Rocky Colavito: Cleveland's Iconic Slugger* about the man considered the Cleveland Indians' "all-time best player."

### **Entrepreneurs & Arts -**

On October 3<sup>rd</sup>, **Dan Caufield** spoke to attendees at an *Entrepreneurs & Arts* workshop about library resources useful to entrepreneurs. Presented by the Small Business Development Center and the Arts and Humanities Department at SUNY Buffalo State College, *Entrepreneurs & Arts* is a 4-week workshop created to teach artists how to start and run their own business. Representing the Library as a Patent and Trademark Resource Center, Mr. Caufield discussed the various forms of intellectual property protections (patents, trademarks and copyright) for entrepreneurs and how to search for information on government databases.

### **Level Up Workshop -**

Information Services and Outreach Librarian **Sandra Courtney** presented *Library Resources for Developing Your Business Plan* to 21 participants of *Level Up*, a free business planning workshop series for existing small business owners or new entrepreneurs provided by PathStone Enterprise Center and Community Action Organization of Western New York. The workshop was held at the Central Library on October 7<sup>th</sup>.

### **American Society for Public Administration -**

Information Services and Outreach Librarian **Sara Fuller** presented *Library Resources for Civil Service Savvy* to 25 members of the American Society for Public Administration on October 10<sup>th</sup>. Participants learned about the numerous civil service study guides offered by the Library. The participants were shown how to search the Library's online catalog to find the study guides as well as other resources.

**Drag Queen Storytime -**

Children's Services Manager **Kristi Dougherty** and Children's Services Librarian **Susan Buttaccio** hosted *Drag Queen Family Time* with Ms. Figgy Pudding on October 5<sup>th</sup>. Seventy children and adults attended the program to rave reviews.

**Children's Services Outreach Highlights -**

- BPS #99, Stanley M. Makowski Early Childhood Center, October 3<sup>rd</sup>;
- Erie County *Fall Festival*, October 5<sup>th</sup>;
- Buffalo Zoo *Sensory Trick-or-Treat*, October 8<sup>th</sup>;
- Buffalo Baby and Toddler Expo, October 12<sup>th</sup>;
- School Librarians' Association of Western New York (SLAWNY) *Fall Sharing Conference*, October 19<sup>th</sup>;
- John R. Oishei Children's Hospital, October 22<sup>nd</sup>;
- William-Emslie YMCA, October 31<sup>st</sup>.

**Information Services Outreach Highlights -**

- Small Business Administration (SBA) *Business Plan Book Camp*, October 1<sup>st</sup>;
- Jericho Road Community Health Center, October 4<sup>th</sup>;
- Tapestry Charter School, October 9<sup>th</sup>;
- Cattaraugus-Allegany-Erie-Wyoming BOCES (CA BOCES), October 15<sup>th</sup>;
- International Institute of Buffalo's *Career Fair*, October 16<sup>th</sup>;
- American Legion, James W. Oxford, National American Legion Commander, October 16<sup>th</sup>;
- *Buffalo Comicon*, October 19<sup>th</sup>.

**Buffalo Branch Outreach Highlights -**

**Tours - Central Library**

- Maple West Elementary, October 10<sup>th</sup> and 11<sup>th</sup>;
- Shea's Performing Arts Center, October 15<sup>th</sup>;
- AmeriCorps Volunteers/Head Start Program, October 24<sup>th</sup>;
- Empire State College Students and Alumni, October 26<sup>th</sup>.

**Tours - Isaiás González-Soto Branch**

- BPS #3, D'Youville Porter Campus, October 11<sup>th</sup>

**Tours - Dudley Branch Library**

- BPS #72, Lorraine Elementary, October 30<sup>th</sup>

**Central Library Teen Happenings -**

- Teen Manga Club, October 5<sup>th</sup>;
- Reader's Quest, October 5<sup>th</sup>;
- Teen Advisory Group, October 5<sup>th</sup>;
- Rising Voices, October 19<sup>th</sup>.

**2. Collection Development****Collection Development - October 2019**

## Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	4,312	33,526	409	2,987	544,993
Young Adult Print	670	6,249	118	1,070	75,658
Adult Print	4,982	45,339	867	7,723	1,831,574
Media	5,780	44,149	547	5,451	571,901
Other*	3,009	27,601	58	394	177,824
Subtotal	18,753	156,864	1,999	17,625	3,201,950

\*Includes magazines, generic copies, and other

## Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
eBooks	1,422	12,559	888	7,985	82,973*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	398	2,886	282	2,156	16,739
eVideos	0	0	0	0	100
Subtotal	1,820	15,445	1,170	10,141	99,812

\*Includes 428 EBL titles

## All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	20,573	172,309	3,169	27,766	3,301,762

**Subject Guides** - The Library's Subject Guides were viewed by 1,374 visitors from 16 countries in October. In addition to the United States, visitor countries of origin included Argentina, Bangladesh, Canada, France, India, Pakistan, Peru, the Philippines, Serbia, Sri Lanka, Switzerland, Turkey, Uganda, Ukraine, and the United Kingdom.



### 3. Funding/Fundraising

#### Funding:

On Tuesday, October 1, 2019, Erie County Executive Mark Poloncarz released his 2020 Proposed Budget. The County Executive is recommending a county funding increase of \$498,219 (2.0%) to libraries in his 2020 Proposed Budget through funds generated by growth in the equalized full value property tax base. As the tax base is estimated to have grown by 6%, the Library Tax Rate per \$1,000 will decline modestly. The additional funding will help offset increased contractually obligated costs while sustaining Library operations and services.

County funding of \$25,409,158, combined with funding from New York State of \$2,251,490 in operating aid, use of \$812,874 in Library fund balance, and \$756,565 in other Library revenue, brings the Library’s 2020 proposed operating budget to \$29,230,087; a 2.6% increase over the 2019 Adopted Budget. In addition to the operating budget, \$691,800 in state aid is included in the Library Grants Budget.

Erie County’s 2020 Proposed Capital Budget will support improvements to the county-owned downtown Central Library, specifically: \$250,000 for Central Library mechanical, electrical, and plumbing improvements; and \$250,000 for Central Library exterior building envelope and site improvements.

The B&ECPL’s budget hearing before the Erie County Legislature’s Finance & Management/Budget Committee is scheduled for Tuesday November 12<sup>th</sup>. A public hearing/comment opportunity on the overall County Budget is scheduled for Monday, November 18<sup>th</sup>. The Erie County Legislature has scheduled a budget session and vote for December 5<sup>th</sup>.

Information about the Library’s proposed budget, including library-related excerpts from the County’s proposed budget, charts, graphs and schedules may be found on the Library’s website 2020 Budget Information Page at:

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

#### Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1 - October 31, 2019	\$235,896.36
Bucks for Books	YTD	\$39,700

**Upcoming Fundraiser -**

**Goal!** – Tuesday, December 10<sup>th</sup>, is the *Library Night at the Sabres* fundraiser. Join us as the Buffalo Sabres take on the St. Louis Blues. The game starts at 7:30 p.m. Tickets start at \$35 and \$5 from each ticket goes to B&ECPL libraries. Tickets can only be purchased online at: <https://fevo.me/sabreslibraryday>. Show your library card at the team store on the night of the game and get a 25% discount on purchases.

**4. Facilities**

**Dudley Branch Library -**

Chief Financial Officer **Kenneth Stone**, Supervisor of Building Operations & Maintenance **Mark Kross**, Assistant Supervisor of Building Operations & Maintenance **Thomas Murphy**, Buffalo Branches Manager **Linda Rizzo**, Dudley Branch Manager **Jacqueline Hovey**, Michelle Ezzo, Principal Associate for Clark, Patterson and Lee (CPL), Cameron Sitarek, President, and Ron Roberts, Project Manager, from CamCo General Contracting, Inc. attended the *Dudley Branch Library Construction Kick-Off Meeting* on October 9<sup>th</sup> held at the Dudley Branch Library to discuss the floor replacement, addition of American with Disabilities ACT (ADA) compliant door openers, and new exterior signage. They also met on October 24<sup>th</sup> with Brian Swartz, Senior Architect for the City of Buffalo Department of Public Works (DPW), who was also in attendance. The Dudley Branch Library is scheduled to be closed for 8 weeks beginning November 18, 2019 with an anticipated reopen date of January 13, 2020.

**Central Library Granite Repair -**

Work is scheduled to begin the week of November 4<sup>th</sup>. The work is estimated to take approximately 2 weeks, subject to change depending on weather conditions.

**5. Staff Development**

**Staff Development - October 2019**

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	218	3,478	1	49

**B&ECPL Training - *Teen Resources at the B&ECPL.***

**Workshops -** *Asbestos Handler Refresher; B.O.A.T. Teen Librarian Meetup; Copyright Boot Camp for Librarians; Correctional Facility Librarian Training Day; Facilities Management Expo; Fall Labor & Employment Seminar; Preparing for Census 2020 in Your Libraries; Restorative Practice Training; The New Golden Rule for Business; Understanding & Utilizing Western New York Land Records; Unplug the Power of Bias; WNYLA Fall Getting to Know You.*

**Conferences** – *Candid in the Community Conference* (presented by The Foundation Center); *Connected Learning Summit* (presented by Connected Learning Alliance); *Counted In Forum* (presented by IMLS); *Intersect Unconference: The Global Library* (presented by WNYLRC).

**Webinars** – 63 webinars, including: *A Recipe for Reading: Culinary Literacy at Your Library*; *Active, Collaborate, and Educate: Health Outreach and Programming in Your Community*; *Baby and Me at the Library!*; *Bringing Play to Adult Services Programming: It’s Not Just for Kids*; *Code Club for Small and Rural Libraries Grant Information*; *Embrace the Evolution: Adapting Reference Service to New Technology*; *Marketing the Library*; *The Books are Afoot*; *We Know Equity, Diversity, and Inclusion are Important...Now What?*; *Whole Person Librarianship*.

**Other** – *Stand Up for Health: Health and Wellness for Your Community*; *UB Center for Leadership and Organizational Effectiveness (CLOE) Leadership Accelerator Program*.

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

Type of Communication	Topic	Air Date/Publish Date
TV News Interview with Library System COO Jeannine Doyle	Halloween Fun in Libraries	WIVB TV Channel 4, October 29 <sup>th</sup>
Article and Photo	National Chess Day @ Central Library	The Buffalo Criterion, October 19 <sup>th</sup>
Media Advisory and Interview with Library System ADD Joy Testa Cinquino	Indie Author Day	The Buffalo News, week of October 6 <sup>th</sup> ; Spectrum News, October 12 <sup>th</sup>
Media Advisory	Library Card Design Contest	Bee Publications, week of October 22 <sup>nd</sup> ; The Buffalo News, October 5 <sup>th</sup>
Media Advisory	One Community One Book Public Survey	Bee Publications, week of October 8 <sup>th</sup>
Media Advisory	Homegrown Author Series	The Buffalo News, October 24 <sup>th</sup>
Article	October Events	Riverside Review, October 2 <sup>nd</sup> , 9 <sup>th</sup> , 16 <sup>th</sup> , 23 <sup>rd</sup> & 30 <sup>th</sup>
Article	Schimminger Announces Funding for Riverside Public Library	Riverside Review, October 16 <sup>th</sup>
Event Post	North Park Branch Halloween Costume Karaoke Party - October 31 <sup>st</sup>	<a href="http://www.fun4kidsinbuffalo.com">www.fun4kidsinbuffalo.com</a> , October 17 <sup>th</sup> <a href="https://buffalo.kidsoutandabout.com">https://buffalo.kidsoutandabout.com</a> , October 17 <sup>th</sup>

**Social Media**

<b>OCTOBER 2019</b>	Monthly Staff Activity	YTD Staff Activity	Monthly Public Activity	YTD Public Activity	Monthly New Followers	Total Followers
<u>Facebook</u>	87	1,120	5,093	79,982	37	9,183
<u>Flickr</u>	154	1,214	10,275	146,461	-	57
<u>Google Ads</u> <sup>1</sup>	N/A	N/A	3,032	27,366	N/A	N/A
<u>Instagram</u>	35	350	885	14,303	55	2,455
<u>Pinterest*</u>	160	820	2,267	25,751	15	2,021
<u>Podcast</u> <sup>2</sup>	3	36	N/A	N/A	N/A	N/A
<u>Twitter</u>	80	991	593	11,613	11	10,304
<b>Total</b>	519	4,531	22,145	305,476	118	24,020

<sup>1</sup> 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.

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

\*As of June, Pinterest number collection has changed due to an update in the platform's analytics reporting system. Numbers are now lower but likely to be more accurate.

## 7. Partnerships

**Isaiás González-Soto Branch Library** – Empire State Poverty Reduction Initiative; THRIVE Buffalo; Grassroots Gardens of Western New York (GGWNY)

**Children's Services** – Nioga Library System (Niagara, Orleans, Genesee Counties)

**Information Services/Special Collections** – Zonta Club of Buffalo

**Crane Branch Library** – Elmwood Village Association

**Library on Wheels** – Live Well Erie

**Buffalo Branches** – BPS *Partner and Student Recognition*; Mobile Safety-Net Team in partnership with the UB Regional Institute

## 8. Planning for the Future

### eBook Publishing: Macmillan Publishing –

Beginning November 1, 2019, libraries will only be able to purchase 1 copy of a newly published Macmillan eBook during the first 8 weeks following release of the book at the cost of \$30. The B&ECPL System purchases as a consortium - this means, in the case of eBooks published by Macmillan Publishers, that we can purchase 1 book for the System (as opposed to 1 book per location). Following this 8-week embargo, libraries can

purchase additional copies at the cost of \$60 per book. Macmillan is the publisher for books by J.D. Robb, M.C. Beaton, Nevada Barr...

Circulation of eBooks for the B&ECPL continues to rise by double digits - 26% between January - September 2019 over the same period in 2018.

Given this information, discussion with colleagues throughout New York State, and the potential impact on customer service which will result from the Macmillan embargo, the B&ECPL will not purchase eBooks published by Macmillan Publishers during the first 8 weeks following publication. While this may affect some eBook users, it will eliminate the potential for long request lists for which we would, following the embargo, be purchasing multiple copies at an extreme cost. Our experience has dictated that if there is a long request list, often those on the list may purchase the book, rather than wait for the title to become available - potentially giving the library a "false" statistic that leads to over-purchasing.

A letter writing campaign has been spearheaded by the American Library Association (ALA) objecting to the change in eBook purchasing by libraries proposed by Macmillan Publishers. Letters have been sent to Macmillan Publishers' Chief Executive Officer John Sargent, Jr. from the B&ECPL System voicing our opposition and concerns and requesting the embargo be removed. Contract libraries and trustees were asked to do so as well.

## 9. Director Activities

### Meetings and Events:

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

DATE	MEETING / EVENT
October 1, 2019	Meeting - Rob Petrillo
October 1, 2019	Conference Call - Carima El-Behairy, Buffalo & Erie County Public Library (B&ECPL) Board Trustee
October 2, 2019	Interview - Chirp Consultants (Reading Park)
October 2, 2019	Conference Call - Janice Dekoff, Executive Director Chautauqua-Cattaraugus Library System (CCLS)
October 2, 2019	Meeting - Joy Testa Cinquino, Dawn Stanton
October 3, 2019	Meeting - Carima El-Behairy, B&ECPL Board Trustee
October 3, 2019	Meeting - Dawn Stanton
October 3, 2019	Conference Call - Kevin Marmion, William S. Hein & Co., Inc.

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October 3, 2019	Meeting - Dr. Valerie Nessel, University at Buffalo, and Institute of Museum and Library Services (IMLS) Grant Committee
October 4, 2019	Meeting - Jeannine Doyle, Joy Testa Cinquino, Dawn Peters
October 4, 2019	Meeting - Jeannine Doyle, Dawn Peters
October 8, 2019	Conference Call - Public Library System Directors Organization (PULISDO)
October 8, 2019	Conference Call - New York State Department of Education - Division of Library Development and PULISDO
October 8, 2019	Meeting - Jennifer Potter
October 9, 2019	Conference Call - Kathleen Berens Bucki, B&ECPL Board Chair
October 9, 2019	Meeting - Managers/Directors
October 9, 2019	Meeting - B&ECPL Complete Count (2020 Census) Committee
October 9, 2019	Presentation - Chautauqua-Cattaraugus Library System Annual Meeting
October 10, 2019	Meeting - Kenneth Stone
October 10, 2019	Meeting - Joy Testa Cinquino
October 10, 2019	Meeting - B&ECPL Board of Trustees Executive Committee
October 11, 2019	Meeting - Jeannine Doyle
October 13, 2019	Event - National Chess Day Honoring Michael McDuffie
October 14, 2019	Meeting - B&ECPL Auditorium Renovations Phase 2 Construction Progress
October 15, 2019	Conference Call - Western New York Library Resources Council (WNYLRC)
October 15, 2019	Meeting - Sheryl Knab - WNYLRC, Lisa Erickson - Nioga Library System (Niagara, Orleans, Genesee Counties), Janice Dekoff - CCLS
October 15, 2019	Tour - Michael Murphy and staff of Shea's Performing Arts Center
October 15, 2019	Meeting - Elmwood Village Association
October 15, 2019	Meeting - ZONTA Club of Buffalo
October 16, 2019	Conference Call - Grace Riario, Executive Director, Ramapo Catskill Library System (RCLS)
October 16, 2019	Press Conference - Amherst Public Library - Audubon Branch
October 16, 2019	Conference Call - Association for a Buffalo Presidential Center
October 17, 2019	Meeting - Administrative Team
October 17, 2019	Meeting - B&ECPL Board of Trustees Planning Committee
October 17, 2019	Meeting - B&ECPL Board of Trustees
October 17, 2019	Meeting - B&ECPL Board of Trustees Policy Committee
October 18, 2019	Conference Call - WNYLRC
October 18, 2019	Meeting - Kenneth Stone
October 18, 2019	Event - Boston Free Library Gala
October 19, 2019	Meeting - Association of Contracting Library Trustees (ACT)
October 21, 2019	Meeting - Keith Ambrose, Mechanical Engineer, Erie County Department of Public Works
October 21, 2019	Meeting - Jeannine Doyle
October 21, 2019	Meeting - Evviva Weinraub Lajoie, Vice Provost, University Libraries - University at Buffalo

October 22, 2019	Meeting - Jeannine Doyle, Dorinda Darden, Maureen McLaughlin, Dawn Peters
October 22, 2019	Conference Call - Empire State Library Network (ESLN) Complete Count Committee
October 23, 2019	Meeting - Jeannine Doyle
October 23, 2019	Meeting - Joy Testa Cinquino, Dawn Peters
October 24, 2019	Meeting - Marguerite Cheman, Anne Conable, Maureen Germaine
October 24, 2019	Conference Call - Rebekkah Smith Aldrich, Executive Director, Mid-Hudson Library System
October 24, 2019	Meeting - Information Services, Children's Services
October 26, 2019	Interview - Katie Alexander, WIVB, News 4 Buffalo

**Other:**

**Contracting Member Library Activity Report**

**Amherst Public Library** – submitted by Roseanne Butler-Smith, Director

Highlights of events and activities at the Amherst Public Libraries:

- A new and pretty amazing look was given to the Clearfield Branch Library when the front garden was completely redone. This work was made possible with a \$350 National Garden Grant the Town and County Garden Club received for this project. Funds also used for this project came from the Library Foundation of Buffalo and Erie County through a past gift from Mary and George Bobinski for the Amherst Public Library.
- The Williamsville Branch Library showed an increase in visitor counts, circulation and computer usage when the Village Farmer's Market relocated to the adjacent parking lot on Saturdays from May to October. The weekly craft club was moved to Saturday to accommodate the many families/children coming to the Farmer's Market and visiting the library.
- A new partnership was established with Open Door Nursery School, Crossroads Lutheran Church and the Eggertsville-Snyder Branch Library when the first-ever *Fall Festival* was held on October 12<sup>th</sup> for all residents in the community. More than 200 children made fall crafts with library staff.
- The 6,400 square foot addition to the Main Library at Audubon became a reality with the approval and receipt of a New York State Construction Grant. A

ceremonial ground breaking was held, and several meetings with architects and engineers have been held to discuss what this new space will look like.

Agenda Item G - Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. An ACT representative was not present. Director Jakubowski reported ACT met October 19<sup>th</sup>. ACT's next meeting will take place January 11<sup>th</sup> at the Central Library; virtual viewing of this meeting from 2 or 3 library locations is being planned via a GoToMeeting video conference meeting app. More information will be sent out. The annual ACT Workshop is being planned for Saturday, March 14<sup>th</sup> at the Central Library.

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

Agenda Item I - Unfinished Business. None.

Agenda Item J - New Business.

Agenda Item J.1 - Employee Health Insurance Contribution Waiver for December 2019. COO Doyle explained the financial performance of the Labor-Management Healthcare Fund (LMHF), which oversees the health insurance, has remained steady the past 12 months. As a result of demonstrated positive financial performance, LMHF members will only see an approximate 2% rate increase for health insurance premiums in 2020, a much lower increase than anticipated in the marketplace. Additionally, Erie County Executive Mark Poloncarz announced the County will not deduct the base plan (Value Plan) employee premium contribution from Erie County employees' paychecks for the 2 pay periods in December 2019. Any employee who has a plan greater than the base plan will still pay the difference between their plan and the Value plan. Given these factors, Senior Library Administration recommends the employee paid health insurance contribution for B&ECPL employees be waived as outlined in Resolution 2019-47. In response to Trustee Moore's question as to the dollar amount to do this, COO Doyle stated for B&ECPL employees this amounts to approximately \$28,000. COO Doyle further explained that premiums are set at the beginning of the year and charged to the employer; at year-end an employer may receive money back if performance exceeds expectations. Trustee Moore moved to approve Resolution 2019-47 as presented. Trustee Kimberly Johnson made a second, and approval was unanimous.

#### RESOLUTION 2019-47

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 continued to outperform the marketplace, and

WHEREAS, 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 2019, 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 2019.

Prior to adjournment, Trustee Burd thanked Director Jakubowski, ADD Testa Cinquino and staff for their extra efforts when the International Institute of Buffalo and WomenElect, Inc. hosted a session of the United States Department of State's International Visitor Leadership Program - *Women Leaders: Promoting Peace and Security* at the Central Library. Attendees included women from Northern African and Middle Eastern countries who were given a tour of the Central Library and later presented with B&ECPL library cards to access the B&ECPL's services online when they get back to their home countries. All were very impressed.

There being no further business, on motion by Trustee Candelario with a second by Trustee Gist, the meeting was adjourned at 4:58 p.m.

Respectfully submitted,

Kimberly Johnson  
Secretary