

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
December 17, 2020

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, December 17, 2020, remotely via Zoom pursuant to due notice to trustees. The following members were present:

Kathleen Berens Bucki, MLS, Chair  
Kimberly Johnson, Vice Chair  
Alan J. Bedenko, Esq., Secretary  
Joel C. Moore, Esq., Treasurer  
Sheldon M. Berlow  
Katie Burd  
Carima El-Behairy  
Frank Gist  
Frank Housh, Esq.  
Theodore K. Johnson  
Sharon M. Kelly, Esq.  
Elaine M. Panty

Chair Kathleen Berens Bucki called the meeting to order at 4:03 p.m. A call of the roll was taken; a quorum was present.

In keeping with Executive Order 202.79 issued December 2, 2020 which extended previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through January 1, 2021, this meeting was held remotely via Zoom, permitting the B&ECPL Board of Trustees to attend this December 17<sup>th</sup> Board meeting by conference call and constitute trustees as present, allowing them to be counted for quorum and voting. As required by the Governor's Order, the public was offered the ability to listen to such proceeding via the provided Zoom call-in number, with the meeting being recorded, transcribed, and made available on the Library's website. This information was included in the meeting announcement.

Chair Bucki pointed out a verbatim transcript of the meeting as recorded by Zoom would be kept on file by the B&ECPL.

She also noted any public present on the call would be provided the opportunity to speak during Agenda Item H - Public Comment. Each speaker was to state and spell their name for the record and be limited to 3 minutes. The Board of Trustees would not respond during the Public Comment period.

Trustee T. Johnson joined the meeting during this explanation.

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

Agenda Item C – Minutes of the Meeting of November 19, 2020. On motion by Trustee Panty, seconded by Trustee Berlow, the Minutes were unanimously approved as mailed.

Agenda Item D – Report of the Chair.

Chair Bucki noted the first Board meeting of 2021 is scheduled for January 21, 2021 at 4:00 p.m. Unless opposed, the 2021 Board meeting schedule will continue to be the 3<sup>rd</sup> Thursday of each month at 4:00 p.m. The Board meeting schedule for 2021 will be included in the January Board packet as an information item.

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 Chair from the Board of Trustees, and 3 of whom shall be elected by the Board of Trustees from its members. The Chair of the Board of Trustees shall appoint the Chair of the Nominating Committee. It shall be the duty of the Nominating Committee to present to the January meeting next following nominations for Chair, Vice Chair, Secretary, Treasurer and 3 members of the Executive Committee. As Board Chair, Trustee Bucki named Trustee Panty and Trustee Housh as her 2 appointees. From the floor, Trustee Panty nominated Trustee Berlow; Trustee Gist nominated Trustee Moore; Trustee K. Johnson nominated Trustee Gist but then withdrew this nomination at his request; and Trustee Panty nominated Trustee Burd. Trustee El-Beahiry motioned to approve the slate as presented, Trustee T. Johnson made a second, and the aforementioned individuals were unanimously approved as the Nominating Committee. Chair Bucki requested Trustee Burd act as Chair of the Committee.

After the election of the Nominating Committee, Chair Bucki continued her report. On Friday December 11<sup>th</sup>, Chair Bucki and Director Jakubowski met with Erie County Executive Mark Poloncarz to discuss the B&ECPL's Micro-Cluster Plan (Plan) and the potential to reopen libraries for in-person services while in a designated New York State (NYS) Micro-Cluster Orange Zone. During this meeting, County Executive Poloncarz conveyed his concern that due to changes in NYS Micro-Cluster Strategy, the Orange Zone designation for much of Erie County may continue for a significant period of time. He further expressed that there was current and urgent need from the public for in-person library services. Following this discussion, Library Administration drafted an updated Plan, which was sent to all trustees prior to the meeting and has since been

posted to the B&ECPL website at: [www.buffalolib.org/about-becpl/becpl-reopening-and-safety-plan-covid-19](http://www.buffalolib.org/about-becpl/becpl-reopening-and-safety-plan-covid-19).

Director Jakubowski conveyed Library Administration recognized how circumstances and strategies had changed since much of Erie County was designated as an Orange Zone on November 20<sup>th</sup>. At the time of that announcement, COVID-19 case numbers and positivity rates were rapidly increasing across Erie County. Since that time, COVID-19 numbers have stabilized across much of the County, and New York State has changed its focus to hospitalization data, updating its criteria for designating Micro-Cluster Zones. The B&ECPL worked with the Erie County Department of Health (ECDOH) to identify which metric was most indicative of COVID-19's prevalence in the community, ultimately focusing on the "New Daily Cases per 100,000 Population on a 7-Day Average," which is an equalized rate by zip code.

With these updates in mind, Library Administration modified the Plan to include this zip code-based approach. Administration further met with the ECDOH and with staff to help develop guidelines to safely open doors to patrons. County Executive Poloncarz sent a letter to the Boards of all the libraries in the B&ECPL System encouraging them to open their doors following these new guidelines. Director Jakubowski noted the letter had been forwarded to the B&ECPL Board earlier that afternoon, and she would be sending it to Contracting Library Board Presidents and directors following this meeting. She asked for the Board's approval of the Plan as modified.

Trustee Gist asked how many libraries were currently in a designated Orange Zone. Director Jakubowski answered 30 libraries were within the Orange Zone and a further 7 were in a designated Yellow Zone. He asked if libraries in the City of Buffalo were currently closed, or just providing curbside/walk-up services. Director Jakubowski confirmed that all library locations within the City of Buffalo were currently providing curbside/walk-up and virtual services. She clarified that the modified Plan would identify the level of service, whether in-house or curbside/walk-up, at a particular branch based on the equalized 7-day average of cases in the zip code in which that branch is located.

Trustee El-Behairy asked what the financial impact of the modified Plan would be. C.F.O. Stone noted there was minimal financial effect from the Plan; operating costs assume normal operations. If anything, there would be some minimal impact on revenues, such as from overdue fines or printing fees, but some of those would be offset by concurrent expenditure savings such as the cost of printing. Trustee El-Behairy further questioned how the modified Plan would impact scheduling, especially if one branch in Buffalo opened to the public and another closed. Director Jakubowski noted that staffing the Buffalo Branches is flexible, with staff covering different locations as needed.

Trustee Gist asked what kind of visitor numbers were expected if branches reopened to in-house services. Director Jakubowski noted that foot traffic had remained low since the original reopening in June, and she expected it would probably be even lower at this time, due to the holidays and the current trend of people staying at home. However, she recognized that students would be on winter break at the end of the month, and that there is a demand for computer access.

Trustee Moore remarked while the Plan based library status on the statistics in its zip code, some libraries could draw patrons from other zip codes. He asked if health officials and staff representatives approved of the modified Plan. Director Jakubowski conveyed she and Library Administration had been meeting with representatives of the Librarians Association union to identify the needs and concerns of staff and used that input to develop the modified Plan. She also noted that ECDOH had done a walkthrough of the Central Library and suggested some modifications to maximize the safety of staff and patrons. She expressed her assurance that this Plan had input from Administration, ECDOH and library staff.

Trustee Moore further questioned whether the B&ECPL expected an uptick in usage due to the cold weather and asked if masks were available for patrons who did not have them. Director Jakubowski surmised there could be an increase in library usage due to the winter weather, and confirmed that masks were available for patrons. She noted procedures and protocols would be followed equally in all cases, no matter one's reason for visiting the library.

Trustee Panty asked how staffing was currently impacted by COVID-19 and related closures, such as remote learning for employees' children. Director Jakubowski confirmed that staff have been impacted in many ways, whether needing to take leave for illness, quarantine, childcare or other reasons. She also noted that there are many staff that have not yet been called back since the original closure in March due to lack of work. Director Jakubowski commented employees have been flexible about shifting between locations and covering different duties as needed; she is proud of their ability to pivot. In addition, C.O.O. Doyle commended Assistant Deputy Director Dorinda Darden for cross-training staff from the Central Library to be able to work in different departments as well as the Buffalo Branches. Director Jakubowski asserted the B&ECPL would be able to adequately staff any/all locations to safely provide library services with this Plan in place.

Following this discussion, Trustee Panty entertained a motion to approve the amendments to the B&ECPL COVID-19 Micro-Cluster Plan to include provisions to allow for in-house services at the Central Library and Buffalo Branch Libraries while in a designated Orange Zone, to take effect December 28, 2020. Trustee Berlow made a second, and approval was unanimous (this was assigned Resolution #2020-46).

Chair Bucki had nothing further to report.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on December 10, 2020. A copy of the written report was included in the Board packet. Trustee K. Johnson summarized the meeting. Trustee Berlow moved to have the written report entered into the Minutes, with an amendment to correct a typo (books clubs to book clubs). Trustee Kelly made a second, and this was approved unanimously.

Present via Zoom conference call: Executive Committee Chair Kathleen Berens Bucki; Vice Chair Kimberly Johnson; members Sheldon Berlow and Elaine Panty; and ex-officio member Frank Housh. Library Director Mary Jean Jakubowski, Chief Financial Officer (C.F.O.) Ken Stone and Chief Operating Officer (C.O.O.) Jeannine Doyle also participated via Zoom.

In keeping with Executive Order 202.79 issued December 3, 2020 which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through January 1, 2021, this meeting was held remotely via Zoom. As required by the Governor's Order, the public had the ability to listen to the proceeding via Zoom, and the meeting was recorded, transcribed, and made available on the Library's website. This information was included in the meeting announcement.

Chair Bucki called the meeting to order at 4:02 p.m. A quorum was present.

C.O.O. Jeannine Doyle introduced Action Item: Resolution 2020-37 – Employee Health Insurance Contribution Waiver for December 2020. She explained most Buffalo & Erie County Public Library (B&ECPL) employees who receive health insurance through the B&ECPL are responsible for a portion of the monthly premium costs. The Labor Management Healthcare Fund (LMHF) currently administers the health insurance plans of those benefited employees. In 2020, LMHF achieved cost savings due in part to the healthy choices of employees and the reduction in health care utilization due to the COVID-19 pandemic and related shut-downs. Erie County Executive Mark Poloncarz has decided that 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 2020. Any employee who has a plan greater than the base plan will still pay the difference between their plan and the Value plan. C.O.O. Doyle recommended that the Executive Committee approve the same waiver for B&ECPL employees for the month of December. Trustee Johnson moved for approval of Resolution 2020-37, Trustee Panty made a second and approval was unanimous.

The Executive Committee then reviewed the proposed agenda for the December 17, 2020 B&ECPL Board of Trustees meeting. Chair Bucki noted the Election of the Nominating Committee under Report of the Chair. She asked if any of those present

would be interested in serving on the Nominating Committee. Trustee Panty and Trustee Housh both expressed their interest.

C.F.O. Stone reviewed proposed resolutions from the Budget and Finance Committee. He noted the Erie County Legislature had adopted a 2021 County Budget on December 3<sup>rd</sup>, which did not include any changes for the Library from the County Executive's 2021 Proposed Budget. He reported the B&ECPL remains within budget, and is currently projected to achieve a savings of approximately \$2.1 million in 2020, even including adjustments made to revenue estimates after much of the County was placed in an Orange Zone. He is recommending a portion of these savings be used as described in Resolution 2020-42 - Library Fund Balance Transfers with the remaining falling to fund balance.

Trustee Panty reported that the Policy Committee met on November 19<sup>th</sup> and reviewed changes to the Circulation Policy as well as completing an annual review of the B&ECPL Personnel Policies and Procedures Manual (Manual) and Employee Handbook (Handbook). Recommendations for changes to the Circulation Policy include the addition of language to differentiate between available types of library cards and to clarify procedures for applying for a library card online. C.O.O. Doyle noted most of the changes to the Manual in 2020 were due to policy changes initiated by the Board. She will review all changes at the meeting on December 17<sup>th</sup>.

Director Jakubowski reported the Central Library and Buffalo Branches are currently operating walk-up and/or curbside service. Virtual services, including email and telephone reference, virtual training programs, storytimes, book clubs, lectures, etc. continue to be offered as well. She noted that New York State (NYS) Governor Andrew Cuomo is expected to announce changes to the NYS Micro-Cluster Strategy on Friday, December 11<sup>th</sup>. Director Jakubowski also reported she and Chair Bucki would be meeting with County Executive Poloncarz on Friday. They will report back on said meeting at the December Board Meeting. Director Jakubowski affirmed she and Library Administration will continue to monitor the COVID-19 situation in Erie County and will revise B&ECPL plans and procedures as necessary.

Trustee Berlow asked if the B&ECPL had sufficient insurance in place to handle situations to do with the pandemic. Director Jakubowski assured the Committee that she was confident in the B&ECPL's current coverage and noted C.O.O. Doyle had a great relationship with the current carrier. C.O.O. Doyle reaffirmed general liability insurance for the B&ECPL had been renewed in July, and she continues to follow up on any questions regarding insurance as they arise.

Trustee Berlow then inquired whether the health insurance coverage of B&ECPL employees covers all costs associated with COVID-19. C.O.O. Doyle responded that active employees currently receive coverage through BlueCross BlueShield, and the plan offerings through LMHF have been rated as Platinum or better by Affordable Care Act (ACA) standards. She noted the cost of testing has been a source of some confusion, but that she and Human Resources Manager Judy Fachko are holding conversations with employees, as needed, to ensure they find a testing site that meets

the qualifications/criteria to be fully covered. Director Jakubowski also pointed out employees who need time off due to COVID-19 related situations may be covered by various federal leave programs.

Director Jakubowski noted the Association of Contracting Library Trustees (ACT) would be meeting on Saturday, December 12<sup>th</sup>. She, C.F.O. Stone and C.O.O. Doyle would be presenting at the meeting, which had been suggested by Library Administration. She will give a report at the Board Meeting, unless a member of ACT is present to report.

The public had no comment.

Director Jakubowski noted Resolution 2020-45 under New Business. She conveyed C.O.O. Doyle was coming to the end of her 3-year term of appointment, noted Ms. Doyle's exemplary contributions to the library and therefore recommended that the Board reappoint her for another term. She noted the resolution did not specify a salary; she was currently in the process of reviewing and making changes to the wage/benefits packages of Deputy Directors and Managerial/Confidential employees and expected to bring something forward in January.

After review, the Committee had no changes for the proposed agenda.

The Committee reviewed the proposed meeting schedules for the Board of Trustees and Executive Committee for 2021. The schedule continues the pattern of holding Executive Committee meetings on the 2<sup>nd</sup> Thursday of every month at 4:00 p.m. and Board of Trustees Meetings on the 3<sup>rd</sup> Thursday of every month at 4:00 p.m. Two typos were corrected on the suggestion of Trustee Panty. The Executive Committee indicated agreement with the schedules as presented; finalized versions will be distributed to the Board of Trustees in January.

Trustee Panty asked how the Nominating Committee will be able to meet given current restrictions. Director Jakubowski offered to set up a Zoom meeting for the Nominating Committee if needed. She also mentioned she and Erin Vest are developing a process using Zoom features should a determining vote be needed to select members to the Nominating Committee.

The Executive Committee meeting adjourned at 4:44 p.m. on a motion by Trustee Berlow, with a second by Trustee Panty.

Agenda Item E.1.a – Employee Health Insurance Contribution Waiver for December 2020 (Information Item). Resolution 2020-37 was passed unanimously by the Executive Committee on December 10, 2020. Pursuant to the Bylaws, Resolution 2020-37 was mailed to the full Board within 3 business days.

RESOLUTION 2020-37

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, in 2020, LMHF achieved cost savings due in part to the reduction in health care utilization due to the COVID-19 pandemic and related shut-downs, 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 2020, 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 2020.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Adoption of 2021 Budget. Chief Financial Officer (C.F.O.) Ken Stone shared on December 3<sup>rd</sup>, the Erie County Legislature adopted a 2021 County Budget with amendments; these amendments did not change the County Executive’s 2021 Proposed Budget for the B&ECPL. He explained the 2021 Budget as presented in Resolution 2020-38, noting in adopting this budget, the Library Board changes the use of fund balance, increasing it by \$508,183, to partially offset the reduction in personnel services account, applying savings achieved in 2020 that fall to Library fund balance. Trustee Gist moved for approval, Trustee Bedenko seconded and the following was approved unanimously:

RESOLUTION 2020-38

WHEREAS, on December 3<sup>rd</sup>, the Erie County Legislature finalized the County’s 2021 Budget allocation for the Library, and



WHEREAS, the County's enacted budget provides a 2.0% increase in County Library Tax funding from 2020's \$25,409,158 to \$25,917,341, and

WHEREAS, since this increase is less than the anticipated 9% 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, and

WHEREAS, this funding will allow the Buffalo & Erie County Public Library (B&ECPL) to sustain evolving operations as it continues to cope with the impacts of the COVID-19 pandemic, and

WHEREAS, it allows the B&ECPL 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 B&ECPL reinforces both the continuing need for basic library services as well as the need to adjust services to increase virtual programming and content to be responsive during the pandemic, 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 2021 Budget, utilizing the following sources to provide library services in 2021:

\$25,917,341 - County Property Tax for Library Purposes

\$ 1,973,916 - New York State Aid - Operating Budget

\$ 881,500 - Use of Fund Balance

\$ 573,159 - Library Fines, Fees and Other Revenue

**\$29,345,916 - Total Operating Budget**

\$ 606,509 - Library Grants Budget

**\$29,952,425 - Combined Operating and Grants Budget**, further detailed in the 2021 Budget in Brief Charts and the accompanying 2021 Budget Operating and Grants by Line Item document, and be it finally

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

Agenda Item E.2.b – Implement Contracting Library Contract Extensions. C.F.O. Stone explained Resolution 2020-39 as presented. Trustee Panty moved, Trustee El-Behairy made a second, and approval was unanimous.

RESOLUTION 2020-39

WHEREAS, on June 18, 2020, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) adopted Resolution 2020-16 which authorized executing 2020 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2020 contracts incorporated a provision to extend the 2020 contract into 2021, 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 2021 budget allocation was not finalized until December 3, 2020 and New York State's allocation will not likely be finalized before April 2021, 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 2021 fiscal year on January 1, 2021, and

WHEREAS, the contract extension provision provides for allocations based upon the 2021 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 2021 contract is adopted, not to exceed July 31, 2021, and

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

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes implementing the 2020 contract extension as described above, with budgetary amounts based upon the 2021 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 – Establish Grant Budget: NY State Library – CARES Act Funding. C.F.O. Stone explained Resolution 2020-40 as presented. In describing the efforts to expand Wifi access at B&ECPL libraries, he noted the Central Library had already successfully expanded its Wifi access to the Reading Park. Trustee Gist asked why the funds were being used for eMaterials and Wifi if the grant was for COVID-19 response. Director Jakubowski explained the grant was focused on providing access to libraries while dealing with the coronavirus, and the strict guidelines of the grant specified funds should be spent to expand digital access, including eMaterials, internet access and technical support services. After this explanation, Trustee El-Behairy moved for approval, Trustee Panty made a second, and the following was approved unanimously:

RESOLUTION 2020-40

WHEREAS, the Institute of Museum and Library Services (IMLS) has provided the New York State Library (State Library) with \$1,757,794 in federal Coronavirus Aid, Relief and Economic Security (CARES) Act funds through the LSTA Grants to States Program, and

WHEREAS, the State Library has subsequently allocated \$1,409,357 to New York State’s 23 public library systems, and

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) System allocation is \$64,615, and

WHEREAS the funding is to be used to prevent, prepare for and respond to coronavirus, including to expand digital network access, purchase internet accessible devices and provide technical support services, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL gratefully accepts the award of \$64,615 in CARES Act funding, and be it further

RESOLVED, that the B&ECPL will utilize the funds to purchase additional eResources including, but not limited to, children’s eBooks and eAudiobooks to support remote learning and to expand and strengthen exterior WiFi access, and be it finally

RESOLVED, that the B&ECPL Board of Trustees approves establishing a Grant Budget as shown below:

**NY State Library CARES Act Digital Access Improvements**

Revenue:

NY State Library CARES Act Allocation	\$64,615
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Expense:

Digital Access Equipment & Services	\$64,615
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Agenda Item E.2.d – RFP Award: Architectural Services – Frank E. Merriweather, Jr. Branch Library Phase 1 Improvements. C.F.O. Stone explained Resolution 2020-41 as presented. Trustee Gist asked if an architect was necessary for improvements to the parking lot. C.F.O. Stone explained the firm would work on both design and creating the bid specifications for the project. For the parking lot, he noted beyond resurfacing it needs reconstruction work to correct the pitches from the parking lot to the sidewalk, as they currently do not meeting ADA standards. He also pointed out a significant amount of the project was improvements inside the building, including electrical, sound and lighting systems in the auditorium. Trustee Panty asked how unsafe the current parking lot is. C.F.O. Stone relayed the surface was in poor shape and incorrect pitches caused drainage issues in addition to not meeting ADA standards. Trustee Berlow asked if the Board had input on which firm was chosen. C.F.O. Stone explained the Request for Proposal (RFP) process included a review by a committee which included himself, select library staff and a representative from the City of Buffalo. The building is owned by the City. Following this discussion, Trustee Berlow moved to approve Resolution 2020-41 and was seconded by Trustee T. Johnson. This was approved by a vote of eleven to one, with Trustee Gist opposing.

#### RESOLUTION 2020-41

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) received notice of a \$375,000 State and Municipal Facilities Grant Award sponsored by New York State Senator Timothy M. Kennedy for improvements at the Frank E. Merriweather, Jr. Library, and

WHEREAS, the improvements include rehabilitating the parking lot to address safety and access issues hazards, replacing the failing stage lighting control system and sound system in the auditorium and increasing the capacity of the electrical service in the auditorium and surrounding area, and

WHEREAS, on August 14<sup>th</sup>, the B&ECPL issued a Request for Proposal (RFP) seeking proposals for professional Architecture, Engineering & Environmental services necessary to move forward with these Public Improvements, and

WHEREAS, the RFP was placed on the B&ECPL and Erie County websites and advertised in the Buffalo News, and

WHEREAS, 9 firms submitted a response, and

WHEREAS, the B&ECPL's RFP evaluation committee was impressed by the high caliber of the responses submitted, and after review, the proposal submitted by Zaxis Architectural, PC received the highest score, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library selects Zaxis Architectural, PC to provide the services denoted in the RFP and response, and be it further

RESOLVED, that the Library Director and/or her designee is authorized to negotiate and execute the necessary contract based upon this resolution, the terms listed in the RFP and the response submitted by Zaxis Architectural, PC, with a total cost of \$29,000, and be it finally

RESOLVED, that if an agreement with Zaxis Architectural, PC is not successfully negotiated and executed, the Library Director and/or her designee is authorized at their discretion to negotiate and execute the necessary contract to enter into an agreement with the next highest rated proposer, LaBella Associates at a cost of \$38,700.

Agenda Item E.2.e – Library Fund Balance Transfers. C.F.O. Stone noted the B&ECPL pursued budgetary savings in 2020 to offset potential losses in library operating revenue and NY State funding. The savings generated offset lost State Aid and library operating revenue and then fall to Library Fund balance to help address potential challenges in 2021. Resolution 2020-42 recommends 2 budget adjustments utilizing the savings generated in 2020. First, it recommends increasing the Committed Fund Balance for Contingency, or rainy day fund, by \$700,000 to \$2.5 million. The current balance of \$1.8 million has been maintained since 2010 and represents approximately 3 weeks' worth of operating expense in 2021. Second, the resolution recommends using \$500,000 to replenish the Assigned for Grant Local Share Match account, which has successfully been used to match multiple NYS Public Library Construction Aid and other grant local share requirements, thus ensuring the B&ECPL could continue to pursue such grants in 2021. Trustee Panty moved, Trustee El-Behairy made a second, and Resolution 2020-42 was approved unanimously.

#### RESOLUTION 2020-42

WHEREAS, a review of 2020 projected budgetary savings indicates funding is available in unassigned fund balance to bolster the Committed Fund Balance for Contingency balance sheet account of the Buffalo & Erie County Public Library (B&ECPL), also known as its rainy day fund, and

WHEREAS, it is also desirable to utilize a portion of available unassigned fund balance to augment the B&ECPL's Assigned for Grant Local Share Match balance sheet account, and

WHEREAS, sufficient 2020 unassigned fund balance is available to meet these objectives, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL allocate \$700,000 of unassigned fund balance to increase the B&ECPL's Committed Fund Balance for Contingency balance sheet account, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL allocate \$500,000 of unassigned fund balance to increase the Library's Assigned for Grant Local Share Match balance sheet account.

Agenda Item E.2.f – Monthly Financial Report. The monthly financial report for the year as of October 31, 2020 month-end close was included in the Board packet as an information item. C.F.O. Stone reported the B&ECPL remains within budget, and is projected to achieve a savings of approximately \$2.1 million in 2020, some of which will be utilized as approved in Resolution 2020-42 above and the rest of which will fall to fund balance.

Agenda Item E.3 – Policy Committee. The Policy Committee met on November 19, 2020; a copy of the written report was included in the Board packet. Committee Chair Panty summarized the meeting and asked the written report be entered into the Minutes, with an amendment to correctly reflect C.F.O. Stone attended the meeting. Trustee Bedenko moved, Trustee Kelly made a second, and this was approved unanimously.

Present: Chair Elaine Panty and members Alan Bedenko, Kathleen Berens Bucki, Frank Gist and Sharon Kelly attended via Zoom. Also present via Zoom were Library Director Mary Jean Jakubowski, Chief Operating Officer (C.O.O.) Jeannine Doyle and Chief Financial Officer (C.F.O.) Ken Stone.

The meeting of the Policy Committee began at 5:13 p.m.

In keeping with Executive Order 202.72 issued November 3, 2020 which extended previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through December 3, 2020, this meeting was offered remotely via Zoom. As required by the Governor's Order, the public had the ability to listen to the proceeding via Zoom, and the meeting was recorded, transcribed, and made available on the Library's website. This information was included in the meeting announcement.

After a call of the role, it was noted that a quorum was present. No members of the public were known to be in attendance.

Chair Panty noted the Circulation Policy had been amended. Trustee Bedenko asked about the difference between an eCard as described in the Policy and a digital version of a traditional card, such that could be scanned from an eWallet. Director Jakubowski noted that a picture of one's library card can currently be used in place of a physical card, but that eCards are different. C.O.O. Doyle explained that eCards only allow

access to digital resources, and do not allow access to physical materials. eCards only require a number, and do not come with a physical card. Student Digital Cards are eCards specifically for students, which allow access to digital resources without the need for parental consent. In addition to the expansion of eCards, the B&ECPL has implemented procedures to apply for a traditional card online. In that case, an email is sent to the applicant with the library card number, and a physical card is also mailed. This expansion of the application process was already in process before the pandemic, but was accelerated during the closure.

Trustee Gist asked if the B&ECPL had considered developing an app. C.O.O. Doyle responded that an app had been considered, but when the library website was updated in January 2019 it was made mobile-responsive, which lessened the need. Around the same time, Enterprise updated to be mobile-responsive as well.

Trustee Kelly asked how residency was established if someone applied for a library card online. C.O.O. Doyle responded that while applicants are emailed their library card number upon application, a physical card is also mailed to the address provided. If the card is unable to be delivered and is returned to the library, the card is deactivated.

There being no further questions, on a motion by Trustee Gist, seconded by Trustee Bedenko the Policy Committee recommended the Circulation Policy be brought to the full Board for approval on December 17, 2020.

Chair Panty indicated Library Administration had reviewed the following 3 policies and are recommending no changes at this time. Chair Panty asked Committee members if they had any questions/recommended changes. The Committee unanimously agreed no changes to any of these policies were warranted at this time:

- Internet Safety and Acceptable Use Policy - motion by Trustee Bedenko, second by Trustee Kelly;
- Equal Employment Opportunity (EEO) & Anti-Harassment Policy - motion by Trustee Gist, second by Trustee Bedenko; and
- Procurement Policy - motion by Trustee Bedenko, second by Trustee Kelly.

Lastly, C.O.O. Doyle provided a summary of changes made to the B&ECPL Personnel Policies and Procedures Manual. She noted the committee had been provided with the policies that had been created or updated in the previous year as part of the annual review process of the Manual, which contains over 100 policies. Trustee Kelly moved to bring the updates before the full Board for approval on December 17, 2020. Trustee Bedenko seconded, and approval was unanimous.

On a motion by Trustee Kelly, seconded by Trustee Bedenko, the Policy Committee adjourned at 5:21 p.m.

Agenda Item E.3.a – Amend Circulation Policy. Trustee Berlow made a motion to approved Resolution 2020-43, which was seconded by Trustee K. Johnson. Approval was unanimous.

RESOLUTION 2020-43

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees adopted a Circulation Policy on January 18, 2001, and the Policy has been reviewed and amended periodically, most recently on October 18, 2018, and

WHEREAS, B&ECPL's System Administration has recommended changes to reflect recent updates to library card offerings, including the addition of language to differentiate between available types of library cards and to clarify procedures for applying for a library card online, and

WHEREAS, these changes have been vetted by B&ECPL legal counsel, and

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

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions of the Circulation Policy to supersede and replace the prevailing policy, last amended by the Board on October 18, 2018, and be it further

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

Agenda Item E.3.b – Amendments to B&ECPL Personnel Policies and Procedures Manual and Employee Handbook. Trustee Panty explained Resolution 2020-44 as presented. Trustee Bedenko moved, Trustee Gist made a second, and approval was unanimous.

RESOLUTION 2020-44

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 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 12 months prior to the Committee's review with subsequent Committee recommendation for approval by the full Board, and

WHEREAS, on November 19, 2020, the B&ECPL Policy Committee reviewed the changes made by the Human Resources Department to the policies since its last review on November 21, 2019 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 November 21, 2019, 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 F – Report of the Director. Director Jakubowski had nothing further to report, and wished the Board happy holidays. Trustee Berlow asked if the library was coordinating any vaccination initiatives. Director Jakubowski noted it was too early to have anything confirmed, but she had expressed to the ECDOH that libraries could be used as vaccination sites if needed. Human Resources Manager Judy Fachko has also begun planning for a vaccination event for staff if available/allowable. In terms of public information regarding vaccination, staff reference information from State and County Departments of Health when receiving questions. Trustee Berlow further inquired whether the library is developing guidance on whether to allow members of the public who have not received a vaccine into library buildings. Trustee Gist expressed his concern about any such policy. Discussion ensued. Trustee Moore observed the discussion was premature, given vaccines are not yet available to the general public and there are no recommendations or guidance regarding such a policy from federal, state or local agencies at this time. Chair Bucki indicated Director Jakubowski is continuing to have ongoing conversations with the ECDOH. Director

Jakubowski noted New York State would probably weigh in on the issue. At this point, she will continue working with the ECDOH and gathering information from all sources regarding the B&ECPL's COVID-19 response.

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

### **B&ECPL Monthly Report November 2020**

On November 20, 2020, 2 days after the announcement by New York State (NYS) Governor Andrew Cuomo that much of Erie County was placed in an Orange Zone per NYS's Micro-Cluster Strategy, the Central Library and Buffalo Branches closed in-person library services per the Buffalo & Erie County Public Library (B&ECPL) COVID-19 Micro-Cluster Plan (Plan). The Board of Trustees had confirmed the Plan and associated processes at its November 19, 2020 meeting via Resolution 2020-36. Walk-up and/or curbside services were immediately implemented. Email and telephone reference services, virtual training programs, storytimes, book clubs, lectures, etc. as well as a plethora of online services continue. eBook and eAudiobook usage remains high, and streaming of videos has increased by 62%. Collection Development staff continue to expand eCollections to meet the increased demand and are currently exploring additional video streaming options.

Most contracting libraries located within Orange Zones are also currently closed for in-person services. Walk-up and/or curbside services are in place and active. Libraries located in Yellow Zones remain open to the public. The status of NYS Micro-cluster Zones, the 7-day rolling average of positive COVID-19 cases in Erie County as well as number of hospitalizations are monitored daily.

*eCards* - More than 6,000 eLibrary cards have been issued since the beginning of the pandemic, and over 1,000 Student Digital Cards have been granted since October. eLibrary cards and Student Digital Cards are processed at the Central Library.

**2021 Budget** - On November 17, 2020, B&ECPL Board Chair Kathleen Berens Bucki, Chief Financial Officer **Ken Stone** and this writer appeared via Zoom to present an overview of the B&ECPL 2021 budget request to the Erie County Legislature Finance & Management/Budget Committee and to answer legislators' questions.

2021 Budget Hearing Presentation Text:

[www.buffalolib.org/sites/default/files/library-system/finance/2021/2021\\_Budget\\_Hearing\\_11-17-2020.pdf](http://www.buffalolib.org/sites/default/files/library-system/finance/2021/2021_Budget_Hearing_11-17-2020.pdf)

2021 B&ECPL Proposed Budget Charts and Graphs:

[www.buffalolib.org/sites/default/files/library-system/finance/2021/2021\\_BECPL\\_Budget\\_Charts\\_2009-2020\\_Per\\_CE\\_Proposed\\_20201015.pdf](http://www.buffalolib.org/sites/default/files/library-system/finance/2021/2021_BECPL_Budget_Charts_2009-2020_Per_CE_Proposed_20201015.pdf)

2021 B&ECPL Proposed Budget Line Item Detail: [www.buffalolib.org/sites/default/files/library-system/finance/2021/2021\\_BECPL\\_Budget\\_Line\\_Item\\_Detail\\_Per\\_CE%20Reco\\_10-15-2020\\_updated\\_10-19-2020.pdf](http://www.buffalolib.org/sites/default/files/library-system/finance/2021/2021_BECPL_Budget_Line_Item_Detail_Per_CE%20Reco_10-15-2020_updated_10-19-2020.pdf)

Following a public hearing on November 30<sup>th</sup>, on December 3<sup>rd</sup>, the Erie County Legislature adopted a 2021 County Budget with amendments. The Legislature supported the B&ECPL's allocation as contained in the County Executive's proposed budget. While they approved amendments in other parts of the County Budget, none affect the Library.

Erie County Executive Mark Poloncarz and the Legislature's support of a funding increase of \$508,183 (2.0%) to libraries in the 2021 budget is appreciated. The funds were made possible by growth in the equalized full value property tax base. The additional funding will help offset increased contractually obligated costs while limiting reliance on use of fund balance and higher turnover savings targets.

Additional information is forthcoming as the budget process is finalized. The proposed budget will be transmitted to the B&ECPL System Board's Budget & Finance Committee for review the week of December 7<sup>th</sup>. Further, the budget will be discussed at meetings of Library Managers/Directors on December 9<sup>th</sup>; the System Board's Executive Committee on December 10<sup>th</sup>; the Association of Contracting Library Trustees (ACT) on December 12<sup>th</sup>; and during the B&ECPL System Board's regular meeting on December 17<sup>th</sup>, where it will be considered for adoption.

***Fred Jordan Fine Binding Collection*** – With the support of the Library Foundation of Buffalo and Erie County, the William S. Hein Foundation, the Weissman Foundation, and Julian R. and Varue W. Oishei Foundation, along with recent receipt of undesignated bequests and use of a portion of the Rare Book Rooms annual collection development allocation, the B&ECPL has now secured the Fred Jordan Fine Bindings Collection for the Rare Book Collection. This stellar collection of 106 items includes examples from 4 centuries of fine and milestone book bindings beginning in the Renaissance and concluding in the mid-20<sup>th</sup> century. The collection was compiled by Fred Jordan, a hand bookbinder himself, and before him by his father, an ophthalmologist/rare book collector. The pièce de résistance came when Mr. Jordan donated an additional 12 rare books to supplement this uniquely significant collection. The Collection was received on November 24, 2020. A future exhibit of the works is in development.

***Tradition Keepers: Black Storytellers of Western New York Collaboration*** – The Frank E. Merriweather, Jr. Branch Library and Tradition Keepers: Black Storytellers of Western New York co-sponsored a virtual storytelling program in partnership with the National Association of Black Storytellers on November 23<sup>rd</sup>. Storyteller Elisha Minter from North Carolina presented a series of stories geared towards younger audiences but appropriate for all ages as part of the *Annual Adopt-A-Teller Program*.

***B is for Book Fun Fact!*** – The colorful, creative and whimsical pop-up, or mechanical book, actually evolved from printed 14<sup>th</sup> and 15<sup>th</sup> century scientific and mathematical

texts. Early astronomers, mathematicians and anatomists created moveable diagrams, mostly revolving disks or paper wheels with rotating parts, known as “vouvelles.” *Cosmographia* by Peter Apian and Gemma Frisius (1584), now on display, is the B&ECPL’s oldest mechanical book and a fine example of vouvelles.

**1. Public Services**

**“In” Library Group Programs (Take and Makes and Outdoor Programs):**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	11	547	163	12,646
Children (age 6-12)	59	571	2,412	18,008
Teens	6	145	53	1,145
Intergenerational	45	809	1,835	23,598
Adults (excludes Technology)	16	755	209	10,643
<b>TOTAL In Library Group</b>	<b>137</b>	<b>2,827</b>	<b>4,672</b>	<b>66,040</b>

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

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	39	128	42	131
Children (age 6-12)	12	346	30	364
Teens	50	818	50	819
Intergenerational	20	161	20	178
Adults (excludes Technology)	26	480	26	496
<b>TOTAL In Library One-on-One</b>	<b>147</b>	<b>1,933</b>	<b>168</b>	<b>1,988</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Training Lab or Library Desktop PCs	0	8	0	45
System or Library-owned Cyber Train	0	11	0	75
One on One	31	497	31	529
<b>TOTAL Adult Technology</b>	<b>31</b>	<b>516</b>	<b>31</b>	<b>649</b>

**Outreach (Out of Library):**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	0	48	0	1,234
Children (age 6-12)	0	13	0	538
Teens	0	1	0	27
Intergenerational	0	37	0	5,092
Adults (excludes Technology)	1	27	65	972
<b>TOTAL Outreach</b>	<b>1</b>	<b>126</b>	<b>65</b>	<b>7,863</b>

**Virtual Programs:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	61	607	4,679	87,235
Children (age 6-12)	79	681	2,888	45,955
Teens	14	183	161	3,089
Intergenerational	71	1,155	6,833	126,023
Adults (excludes Technology)	58	564	3,610	44,413
<b>TOTAL Virtual</b>	<b>283</b>	<b>3,190</b>	<b>18,171</b>	<b>306,715</b>

**B is for Book Programs:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	0	3	0	8
Adult Services	0	0	0	0
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	1	4	25	35
Grosvenor Room	0	1	0	5
<b>TOTAL B is for Book</b>	<b>1</b>	<b>8</b>	<b>25</b>	<b>48</b>

**B is for Book Exhibit:**

	Number of Visitors		
	Month	YTD	From Opening (9/2020 to Present)
Non Tour-Related	2393	8589	8589
Tour/Program	25	48	48
<b>TOTAL B is for Book</b>	<b>2417</b>	<b>8637</b>	<b>8637</b>

**Programming Highlights:**

**Central Library - Children's Services**

- Virtual Bilingual Storytime (Spanish): *Happy Thanksgiving, Tiny!*
- Virtual Fairy Tale Friday: *Three Billy Goats Gruff*
- Virtual Video: *Children's Book Week Title Recommendations*
- Take and Make Craft: *Fall Fun Bags*

**Central Library - Grosvenor Room (Special Collections/Rare Book Room)**

- Virtual University Express Program: *Finding Your Female Ancestors*
- Virtual Genealogy: *Genealogy 101*

**Central Library - Information Services**

- *The Cooking Librarian*
- *Book a Librarian*
- *Dungeons & Dragons Online*

**Central Library – TechKnow Lab/Launch Pad**

- Virtual Lunchtime Learning Programs: *Basic Data Analysis in Excel, Creating Social Media Graphics with Canva, Taking and Editing Photos on Your Smartphone*
- Virtual Book A Technology Trainer Appointments

**Central Library – Teen Programming**

- *Teen Advisory Group (TAG) Virtual Meeting*
- *Virtual Reader's Quest Book Group*
- *Virtual Rising Voices Book Group*
- *Virtual Teen Take and Make Craft Hangout*

**Crane Branch Library**

- *Virtual Storytime with Mr. Dan*
- *Virtual Crafternoons with Mr. Dan*
- *Virtual Crane Library Book Club*

**Dudley Branch Library**

- Virtual Craft Tutorials/Craft-in-a-Bag: *Paper Hedgehog, Scarecrow Magnet, Glitter Turkey, Fire-Breathing Dragon*

**Elaine M. Panty Branch Library**

- Virtual Children's Storytime: *A Turkey for Thanksgiving*
- Virtual Program: *Thankfulness*

**Frank E. Merriweather, Jr. Branch Library**

- Take and Make Crafts: *Thanksgiving and Fall/Winter themes*

**Isaías González-Soto Branch Library**

- Take and Make Craft: *Paper Maze*
- Virtual Craft Tutorials/Get Crafty Wednesdays: *Paper Maze, Pine Cone Hedgehog, Turkey Crown*

**Leroy R. Coles, Jr. Branch Library**

- Take and Make Crafts: *3D Origami Owl, Tree of Thanks, Mandala Paper Lantern for Diwali, General Creativity Grab Bag*
- Virtual Tutorial Video: *DMV Appointments*

**North Park Branch Library**

- Virtual Craft Tutorials: *Cardboard Weaving Loom, Origami Wreath, Stamp on Fabric Weaving*

**Library on Wheels Bookmobile**

- Material drop off/pick up: Brant Town Hall, Bethel Estates Senior Apartments, Asbury Pointe Senior Apartments, Stonegate Senior Apartments, Blessed Mary Angela, Union Square Senior Apartments, Ebenezer Apartments, The Rural Outreach Center; and Jericho Road – Barton Street and Broadway Street Clinics.

## 2. Collection Development

### Physical Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Juvenile Print	3,268	26,268	200	2,642	542,279
Young Adult Print	392	5,210	53	994	76,019
Adult Print	3,489	34,868	447	6,114	1,822,893
Media	3,325	29,686	278	3,520	572,183
Other*	2,011	24,784	0	263	178,963
<b>Subtotal</b>	<b>12,485</b>	<b>120,816</b>	<b>978</b>	<b>13,533</b>	<b>3,192,337</b>

\*Includes magazines, generic copies, and other

### Electronic Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
eBooks	2,298	17,128	1,517	11,572	103,685*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	768	4,607	539	3,071	22,592
eVideos	0	0	0	0	100
<b>Subtotal</b>	<b>3,066</b>	<b>21,735</b>	<b>2,056</b>	<b>14,643</b>	<b>126,377</b>

\*Includes 428 EBL titles

### All Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
<b>Total</b>	<b>15,551</b>	<b>142,551</b>	<b>3,034</b>	<b>28,176</b>	<b>3,318,714</b>

### Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	514	6.4	512	68.1
Staff Initiated	19	10.5	19	78.9

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

*Fine Press Books Transferred* - Rare Book Curator **Amy Pickard** identified approximately two-dozen fine press books in the closed stacks for transfer into the Rare Book Collection.

*Subject Guides* - The B&ECPL's Subject Guides were viewed by 1,246 visitors from 21 countries in November. In addition to the United States, visitor countries of origin included Argentina, Armenia, Canada, China, Costa Rica, Germany, Hong Kong, India, Indonesia, Italy, Kenya, Kuwait, Mexico, the Philippines, Qatar, Romania, Switzerland, Ukraine, United Arab Emirates and the United Kingdom.

*Interlibrary Loan (ILL)* – ILL activity remains steady. In November, staff circulated 801 items, including 34 copies, and registered 33 new users.

### 3. Technology

*B&ECPL Records Added to FamilySearch* - Genealogy Specialist **Rhonda Hoffman** added links to B&ECPL's digital records and genealogy guides to the FamilySearch Wiki pages for Buffalo and Erie County. The FamilySearch Wiki is the most popular genealogy wiki, with over 7.5 million hits and over 93,000 articles.

Buffalo: [www.familysearch.org/wiki/en/Buffalo, Erie County, New York Genealogy](http://www.familysearch.org/wiki/en/Buffalo,_Erie_County,_New_York_Genealogy)

Erie County: [www.familysearch.org/wiki/en/Erie County, New York Genealogy](http://www.familysearch.org/wiki/en/Erie_County,_New_York_Genealogy)

*Equipment Distributed to Employees Working Remotely* - Information Technology staff quickly provided equipment and support to libraries offering limited services under NYS's Micro-Cluster Strategy. Laptops were issued to staff members who qualify to work at home, many of which are enabled to allow remote and secure access to office desktop computers via VPN (virtual private network).

### 4. Fundraising

#### Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Bucks for Books	January 1 - Present	\$54,497.25
Yearend Appeal	November 1 - Present	\$58,206.85
<b>Annual Appeal (Total)</b>	<b>January 1 - November 30, 2020</b>	<b>\$334,756.28</b>

*Yearend Appeal Campaign* – The 2020 annual appeal letter was mailed out in early November to 75,000 donors, library cardholders and/or Erie County residents. As of November 30<sup>th</sup>, 1,120 gifts have been received, raising \$58,206.85 in donations.

*Giving Tuesday* – Preparations were made for Giving Tuesday, to be held on December 1<sup>st</sup>. The B&ECPL will use social media and email to help garner online donations on that day.

*Grant Received* – The B&ECPL was approved for a \$5,000 grant from the Max and Victoria Dreyfus Foundation. It will support a one-year Homebound Pilot Program, which will allow up to 50 Erie County residents that are homebound to request 2 items at a time that will be mailed to them throughout the pilot year.

### 5. Facilities

*Kid's Space* – The main carpet was replaced in the Kids' Space at the Central Library.

*Polling Sites* – The Dudley Branch Library, East Clinton Branch Library, Elaine M. Panty Branch Library, Frank E. Merriweather, Jr. Branch Library and the Leroy R.



Coles, Jr. Branch Library were Erie County polling sites for the General Election on November 3<sup>rd</sup>.

**6. Staff Development**

	Number of Program Attendees		Number of Programs Presented	
	Month	YTD	Month	YTD
Staff	156	3,733	0	51

**Virtual Conferences Attended** – *Entrepreneurship & Libraries Conference* (presented by EntreLib); *LibraryCon Live!* (presented by School Library Journal/Library Journal); *NYLA Annual Conference* (presented by NYLA).

**Webinars Viewed – 53 webinars, including** *The Accidental Facilities Manager* (presented by WebJunction); *COVID-19 Questions on the 2020 Annual Report* (presented by NYS DLD); *Libraries’ Evolving Role as Critical Community Hubs* (presented by Center for Digital Education); *Project Outcome: New Features* (presented by PLA); *Understanding Homeschooling in New York State and the Role Libraries Play* (presented by CLRC).

**Other** – *Advanced Grant Writing* (online course presented by ECC); *Effective Supervisory Practices* (online course presented by Erie County); *NYLA Developing Leaders Program* (presented by NYLA); *UB Leadership Accelerator Program* (presented by UB Center for Leadership and Organizational Effectiveness).

**7. Communications//Media Coverage/Media Releases/Social Media**

**Media:**

Type of Communication	Topic	Air Date/Publish Date
Media Coverage	The Libraries are Open!	Riverside Review, November 4 <sup>th</sup> & 18 <sup>th</sup>
Media Coverage	Years in Review - New Riverside Library was under construction	Riverside Review, November 4 <sup>th</sup>
Media Reminder	Indie Author Day	The Buffalo News, Bee Publications, November 7 <sup>th</sup>
Media Event participant	Opening of the Buffalo Presidential Center Museum @ Central Library	Channel 2, Channel 4, Channel 7, Spectrum News, The Buffalo News, November 9 <sup>th</sup>
Media Coverage including quote from Director Jakubowski	NYS Senator Kennedy and Mayor Brown announce renaming of Frank E. Merriweather, Jr. Library Auditorium in honor of Dr. Eva M. Doyle	The Buffalo Criterion, November 14 <sup>th</sup>
Media Interview with Director Jakubowski	Micro-Clusters’ impact on Buffalo libraries	WBFO Radio, November 19 <sup>th</sup>
Media Interview with Director Jakubowski	Micro-Clusters’ impact on Buffalo libraries	The Buffalo News, November 20 <sup>th</sup>

Media Interview with Director Jakubowski	Digital equity, use of WiFi	WGRZ TV Channel 2, November 20 <sup>th</sup>
Media Release and Mass Email to Library Cardholders	Update on revised hours	Sent to the media and 57,000 library cardholders on November 20 <sup>th</sup>
Media Coverage	Buffalo and Erie County Public Libraries Issue Update	Riverside Review, November 25 <sup>th</sup>
Media Interview with A.D.D. Testa Cinquino	Book Club options from libraries during winter/pandemic months	The Buffalo News, November 29 <sup>th</sup>

**Social Media:**

	Staff Activity		Public Activity		Followers	
	Month	YTD	Month	YTD	Month (New)	Total
Facebook	129	1,603	2,466	72,237	35	10,145
Flickr	99	233	15,090	99,057	0	57
Google Ads <sup>1</sup>	N/A	N/A	3,721	37,337	N/A	N/A
Instagram <sup>2</sup>	47	449	974	13,921	45	3,227
Pinterest	79	428	726	9,328	11	2,168
Podcast <sup>3</sup>	3	36	N/A	N/A	N/A	N/A
Twitter	117	938	1,373	15,227	52	10,735
YouTube <sup>4</sup>	10	17	184	260	5	251
<b>Total</b>	<b>484</b>	<b>3,704</b>	<b>24,534</b>	<b>247,367</b>	<b>148</b>	<b>26,583</b>

<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> Beginning in July 2020, Instagram stats include @buffalolibrary AND @bflobookmobile.

<sup>3</sup> Podcast public activity measurement cannot be tracked accurately because it is available through multiple applications.

<sup>4</sup> YouTube analytics tabulated beginning in Sept. 2020. Includes @buffalolibrary & @BECPLTrainingLab.

**8. Partnerships**

*Erie County Bicentennial Committee* - Special Collections Manager **Meg Cheman** and Community Engagement Manager **Anne Conable** attended a virtual meeting on November 14<sup>th</sup> of Erie County cultural organizations involved in the planning for Erie County's Bicentennial celebration in 2021.

*Erie County Live Well Erie Task Force* - Information and Outreach Services Manager **Daniel Caufield** attended a *Live Well Erie Task Force Meeting* on November 5<sup>th</sup>. The meeting reviewed many of the initiatives started and currently running to help working families during the COVID-19 pandemic. Many of these initiatives were advertised through the B&ECLP website.

*Explore & More - The Ralph C. Wilson, Jr. Children's Museum (E&M)* - Children's Services and Outreach Manager **Kristi Dougherty** worked with E&M's Manager of Learning and Education Amelia Schrader and Education Coordinator Val Drapeau to coordinate Take and Make activities based on outreach programs. 210 kits were received for November, with 21 kits going to all Buffalo Branch Libraries including

the Central Library, as well as the Lackawanna Public Library. E&M provided all materials and a link to a video with guided instructions. November's activity featured *Flying Devices* for Aviation History Month.

In addition, E&M provided *Graham Cracker Engineering/Candy House* Activity Kits which were distributed to the Buffalo Branch Libraries, Central Library, Lackawanna Public Library, Angola Public Library, Anna Reinstein Memorial Library, Julia Boyer Reinstein Library, City of Tonawanda Public Library, Town of Collins Public Library, Concord Public Library, Eden Library, Kenilworth Branch Library, Kenmore Branch Library, Marilla Free Library and North Collins Public Library. These kits will be available to library patrons in December.

***Mount Calvary Cemetery Maps*** - Through a partnership with the Mount Calvary Cemetery Group, the Grosvenor received digital copies of single grave cemetery maps for the Buffalo Cemetery. The maps include the names and dates of death of those buried. The maps have been placed on the Grosvenor Room's website and can be accessed by all researchers.

***New York State Minorities in Criminal Justice (NYSMICJ), Region I*** - The Leroy R. Coles Jr. Branch Library is coordinating future collection development endeavors that were funded by a \$500 donation from the NYSMICJ to purchase children's fiction and non-fiction books written by and for African Americans.

***Small Business Development Center*** - Daniel Caufield spoke at the Small Business Development Center's virtual *Innovation Through Collaboration Workshop*. The workshop focused on entrepreneurial development. He spoke about the resources the B&ECPL offers to start and run a business.

***University at Buffalo (UB) Library and Information Science Department*** - Kristi Dougherty worked with UB Library and Information Science Graduate student Katherine Pizzuto to create a Scavenger Hunt for the Kids' Space at the Central Library as a project for her Resources and Services for Children class.

## **9. Planning for the Future**

***System Administration*** - This writer and members of Library Administration are reviewing and restructuring B&ECPL System Administration duties, tasks and responsibilities. This comes on the heels of the retirement of Assistant Deputy Director (A.D.D.) Dawn Peters. A.D.D. Peters was responsible for Central Library Public Service Departments and Security. She retired following 36 years of exemplary service.

***COVID-19 Updates*** - Library Administration continues to review and amend B&ECPL's COVID-19 Reopening Safety Plan and COVID-19 Micro-Cluster Plan as New York State modifies its strategies and plans pertaining to the Coronavirus Pandemic. This writer and others continue to seek guidance from Empire State Development, the NYS Education Department - Division of Library Development, the

Erie County Department of Health and Bond, Schoeneck & King (B&ECPL's legal team). Literature is frequently reviewed from the Center for Disease Control and Prevention and the World Health Organization. Press conferences by both Governor Cuomo and County Executive Poloncarz are regularly followed.

**Public Employer Health Emergency Plan** - This writer is in the process of developing the required NYS Public Employer Health Emergency Plan.

**10. Director Activities**

**LIST of MEETINGS and EVENTS**

**ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI**

**November 2020**

DATE	MEETING / EVENT
November 3, 2020	Meeting - Marguerite Cheman
November 4, 2020	Meeting - Jeannine Doyle, Maureen McLaughlin
November 5, 2020	Meeting - Administrative Team
November 6, 2020	Virtual Meeting - Public Library System Directors Organization (PULISDO) Diversity - Training Subcommittee
November 7, 2020	Event - Indie Author Day
November 9, 2020	Virtual Meeting - American Library Association (ALA) Congressional Key Contact Working Group
November 9, 2020	Viewing of Governor Andrew Cuomo's Press Conference
November 9, 2020	Event - Erie County Executive Mark Poloncarz's Press Conference: Buffalo Presidential Center and COVID-19 Updates
November 9, 2020	Conference Call - Jeremy Johannesen, New York Library Association (NYLA)
November 10, 2020	Meeting - Marguerite Cheman
November 10, 2020	Conference Call - Sara Dallas, Southern Adirondack Library System (SALS)
November 10, 2020	Meeting - Erie County Legislator John Gilmour
November 10, 2020	Virtual Meeting - PULISDO
November 12, 2020	Meeting - Jeannine Doyle, Dorinda Darden
November 12, 2020	Meeting - Administrative Team
November 12, 2020	Meeting - Bonnie Lawrence, Erie County Department of Environment & Planning
November 12, 2020	Meeting - B&ECPL Board of Trustees Executive Committee
November 13, 2020	Meeting - Jeannine Doyle, Dorinda Darden, Maureen McLaughlin
November 16, 2020	Viewing of Erie County Executive Mark Poloncarz's Press Conference
November 16, 2020	Virtual Meeting - ALA National Network Key Contact Training
November 17, 2020	Virtual Hearing - Erie County Legislature Finance and Management/Budget Committee
November 17, 2020	Meeting - Jeannine Doyle
November 17, 2020	Virtual Meeting - New York State Census Equity Fund

November 17, 2020	Virtual Meeting - ALA National Network Key Contact Training
November 18, 2020	Meeting - Managers/Directors
November 18, 2020	Virtual Meeting - Oishei Foundation
November 19, 2020	Virtual Hearing - New York State Assembly Libraries and Educational Technology Committee
November 19, 2020	Meeting - Administrative Team
November 19, 2020	Viewing of Erie County Executive Mark Poloncarz's Press Conference
November 19, 2020	Meeting - B&ECPL Board of Trustees
November 19, 2020	Meeting - B&ECPL Board of Trustees Policy Committee
November 20, 2020	Conference Call - Jeremy Johannesen, NYLA
November 20, 2020	Webinar - COVID-19 Questions on the 2020 Annual Report
November 23, 2020	Virtual Meeting - Jeannine Doyle
November 23, 2020	Virtual Meeting - New York State Library, Division of Library Development (DLD)
November 23, 2020	Viewing of Erie County Executive Mark Poloncarz's Press Conference
November 23, 2020	Conference Call - Jeremy Johannesen, NYLA
November 24, 2020	Meeting - Marguerite Cheman
November 25, 2020	Viewing of Governor Andrew Cuomo's Press Conference
November 25, 2020	Virtual Meeting - Contract Library Directors
November 25, 2020	Conference Call - Robert Patterson and Caitlin Anderson, Bond, Schoeneck & King
November 25, 2020	Viewing of Erie County Executive Mark Poloncarz's Press Conference

## Appendix

### Contracting Member Library Activity Report

**Angola Public Library** - submitted by Jennifer Page, Director

Highlights of events and activities at the Angola Public Library:

***Online Class Space*** - Until the recent Micro-Cluster designation, we have been able to provide a space for college students to take virtual classes. Our unused meeting room has been utilized to provide a quiet space for our students that does not disturb other patrons.

***Halloween Program*** - The library hosted a fun and safe Halloween event with crafts, trivia, games and a prize drawing for both children and adults. Stations were set up throughout the library and were limited to one family group at a time per station, to allow for cleaning and resetting between each group. 41 people were able attend over the span of 3 hours.

***Food Drive*** - A non-perishable food drive was held during the months of October and November to help support our local food bank run by Operation Good Neighbor.

***Take & Make Ornaments and Letters to Santa*** – Every year we participate in a village-wide program called Christmas in the Village that provides fun family activities the second Saturday in December. This year we will have a Take & Make ornament for all ages the whole month of December. Letters to Santa will run through December 17<sup>th</sup> so that Santa has the time to write back!

**Clarence Public Library** – submitted by Monica Mooney, Director

Highlights of events and activities at the Clarence Public Library:

***Lamb Chop – Lost in the Library!*** – Lamb Chop (the sock puppet) was up to her old tricks again and vanished from the library’s puppet chest in October. Every Monday, Lamb Chop would hide in a different location in the library and kids had an opportunity to try and find her. When they spotted her, they were entered into a contest to win a fun prize. Over the course of the month more than 150 entries were received.

***Storytime Happenings*** – The Clarence Library has been offering a bi-weekly Zoom storytime for children ages 2-6 for the past several months. This live storytime features interactive stories, rhymes and songs to keep children engaged and to instill the love of reading during this challenging time. Parents who register their children can stop by the library a few days before the event and pick up a storytime craft kit created by our librarian Miss Sarah. The craft kits correlate with the theme of the month – in December, we are celebrating winter holidays.

***Dungeons & Dragons Online*** – Every week, librarian **Jeremy Cassidy** hosts Dungeons & Dragons (D&D) on the online platform Discord. Meetings are held on Thursdays from 4 to 6 p.m. New and experienced D&D players are welcome!

***A Study in Sherlock*** – In September, the Clarence Library unveiled a new monthly program series, A Study in Sherlock. The program is hosted by Monica Mooney and facilitated by Kevin Gallivan, a self-proclaimed “Sherlockian” who is an expert on the famed fictional detective. As Mr. Gallivan states, “Show someone a deerstalker hat or calabash pipe or a magnifying glass and they will invariably say ‘Sherlock Holmes.’ Whether or not you have read and enjoyed the Sherlock Holmes stories, there is something synonymous between those objects and the famous detective.” On December 22<sup>nd</sup>, the group will meet via Zoom to discuss *The Sign of Four* as well as *The Adventure of the Blue Carbuncle*, the only Christmas-themed story in the Sherlock Holmes canon. For more information about A Study in Sherlock or to register, patrons can call the Clarence Library or visit our webpage.

Agenda Item G – Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. There was no representation from ACT. Director Jakubowski reported ACT held a virtual meeting on Saturday, December 12<sup>th</sup>. She and Ken Stone had presented on the budget, personnel policies, NYS minimum standards and Micro-Cluster Plans, among other topics. All but 2 libraries were represented. Trustee El-Behairy attended on behalf of the B&ECPL.

Agenda Item H – Public Comment. Jason Hurley from the County Executive’s Office commented, thanking the B&ECPL Board, Director and staff for their willingness to pivot and adapt during these unprecedented times.

Agenda Item I – Unfinished Business. None.

Agenda Item J – New Business.

Agenda Item J.1 – Reappointment of Deputy Director – C.O.O. Jeannine Doyle. Director Jakubowski explained the resolution as presented, and personally recommended C.O.O. Doyle’s reappointment. Trustee Housh voiced his approval, noting Ms. Doyle faced substantial challenges when first appointed to the position and did remarkable work in a time of change. Trustee Panty moved, Trustee Bedenko made a second, and approval was unanimous.

RESOLUTION 2020-45

WHEREAS, the Library Director has determined that the performance of Deputy Director - Chief Operating Officer Jeannine M. Doyle has been exceptional, and

WHEREAS, the Library Director recommends the reappointment of Jeannine M. Doyle to the position of Deputy Director - Chief Operating Officer, and

WHEREAS, Ms. Doyle has indicated a willingness to accept another three-year appointment, now therefore be it

RESOLVED, that the Board of Trustees hereby approves the reappointment of Jeannine M. Doyle to the position of Deputy Director - Chief Operating Officer, for a 3-year appointment, effective January 1, 2021, and be it further

RESOLVED, that Jeannine Doyle’s salary shall be subject to review at a later date once the COVID-19 financial crisis is resolved, and be it finally

RESOLVED, that Jeannine Doyle’s current benefit package shall remain the same as it is at the time of this Resolution; however, it is subject to periodic review and change by Board Resolution.

There being no further business, on a motion by Trustee Berlow with a second by Trustee Panty, the meeting was adjourned at 5:28 p.m.

Respectfully submitted,

Alan Bedenko  
Secretary