

AGENDA ITEM NUMBER: E.1.



Buffalo & Erie County Public Library Board of Trustees
Executive Committee Meeting Report
May 13, 2021

Present via Zoom: Executive Committee Chair Kathleen Berens Bucki, Vice Chair Kimberly Johnson and member Katie Burd. Member Elaine Panty and ex-officio member Frank Housh were present in person at the Central Library, as was 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 202.107 issued May 10, 2021, which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through June 9, 2021, 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.

Chair Bucki called the meeting to order at 4:01 p.m. A call of the roll was taken and a quorum was present.

The Executive Committee reviewed the proposed agenda for the May 20, 2021 B&ECPL Board of Trustees meeting.

Chair Bucki relayed she has been having conversations regarding the upcoming director search with contacts at the New York State Library, Division of Library Development as well as B&ECPL Human Resources. She plans to elect the Search Committee at the May Board Meeting, and will send one more message soliciting volunteers for the committee. Trustee Housh expressed his interest in joining the Search Committee.

C.F.O. Stone reviewed proposed Budget & Finance items. He explained Resolution 2021-8, noting this is the final renewal period for the contract with VITEC Solutions, LLC. He previewed the Monthly Financial Report, highlighting the restored 20% of State Aid withheld in 2020 as well as refunded unemployment charges from March 2020 onward.

Trustee Panty asked if the B&ECPL was having issues recruiting/retaining staff, as has been reported for other businesses. C.F.O. Stone disaffirmed this, noting the B&ECPL is yet to return to full staffing for page/senior page positions at this time due to lack of physical book circulation. Director Jakubowski noted managers and directors have been good about staffing to the needs of their departments/libraries. C.O.O. Doyle elaborated that in cases where employees have declined to return to positions as work became available, it has mostly been because they have found other employment in the interim. Some positions, such as those in security, have traditionally been harder to fill, but those difficulties also predate the pandemic.

Trustee Panty summarized the April 15th meeting of the Policy Committee. Three policies will be brought before the full Board for approval at the May 20th Board Meeting.

For her report, Director Jakubowski conveyed she has been having conversations with C.O.O. Doyle to prepare for her transition to interim director. Director Jakubowski has also been working with Human Resources to prepare options for the director search.

The Library Foundation met on May 12th, and a report will be given at the Board Meeting. Director Jakubowski noted it had been a productive meeting, with discussion of fundraising potential as well as the agreement between the Foundation and the B&ECPL. She also noted the Foundation would be purchasing 4 exhibit cases to donate to the B&ECPL.

Director Jakubowski reported the Association of Contracting Library Trustees (ACT) met on May 1st and would have a report for the May 20th meeting. She has reached out to ACT President Dick Earne about attending; if not, she will give a report on his behalf.

The public had no comment.

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

With no further business to discuss, the Executive Committee meeting adjourned at 4:20 p.m. on a motion by Trustee Panty and a second by Trustee Burd.

Respectfully submitted,

Kimberly Johnson
Vice Chair