

AGENDA ITEM NUMBER:  E.1.



Buffalo & Erie County Public Library Board of Trustees  
Executive Committee Meeting Report  
October 8, 2020

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

In keeping with Executive Order 202.67 issued October 4, 2020 which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through November 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.

Chair Bucki called the meeting to order at 4:01 p.m. After a call of the roll, was noted a quorum was present.

The Committee reviewed the proposed agenda for the October 15, 2020 Buffalo & Erie County Public Library (B&ECPL) Board of Trustees meeting, which will be held onsite with additional remote access via Zoom. Director Jakubowski noted 2 changes to the proposed agenda since it was mailed to the committee - removing a resolution regarding a Request for Proposal (RFP) award for Architectural, Engineering and Environmental services for Frank E. Merriweather, Jr. Branch Library improvements and adding a resolution regarding adoption of the updated New York State (NYS) Records Retention and Distribution Schedule.

C.F.O. Stone explained that the resolution regarding improvements at the Frank E. Merriweather Jr. Branch Library has been put on hold pending clarification from the Dormitory Authority of the State of New York (DASNY) about whether capital-funding grants could be cancelled by the Governor as part of the State's budget adjustments. At this time, he feels it is irresponsible to go forward with the project without a guarantee of funding. He hopes that he will be able to put forward the proposal at the November Board meeting.

The Executive Committee reviewed the remaining agenda items. Director Jakubowski reported that the Policy Committee met on September 17<sup>th</sup> and reviewed the Information Technology Security Policy Manual. Director Jakubowski noted that administration has recommended one additional change to the policy manual since the Policy Committee meeting: in section 11.3, remove reference to a specific Retention Schedule so that the policy

will not need to be updated if the NYS Archives makes future change. Copies of the updated policy manual will be distributed in the Board packet.

Director Jakubowski reported that the Central Library and Buffalo Branches had modified their hours effective September 12<sup>th</sup>. Foot traffic has been slowly increasing. She also reported that the B&ECPL is in the midst of Library Card Sign-Up Month with over 1,700 new library cards have been issued.

Director Jakubowski next brought attention to a letter she received from NY State Senator Timothy Kennedy regarding renaming the auditorium at the Frank E. Merriweather, Jr. Branch Library after Eva Doyle. The letter had been emailed to Executive Committee members that morning, and physical copies were distributed to onsite attendees. She asked the Committee their thoughts on the proposal. She noted that the naming of the auditorium was the authority of the B&ECPL Board of Trustees, as there is past precedent for naming rooms within the building. She further noted the City of Buffalo does own the building and therefore in her opinion it could be courteous to get their input as well. Trustee Kimberly Johnson suggested the City of Buffalo be informed and asked for a letter of support for the proposal. Trustee Berlow asked if the auditorium currently had a name; Director Jakubowski shared that it did not. Trustee Berlow further questioned if the staff at the branch were happy with the idea. Director Jakubowski conveyed that the proposal had not been shared with all staff, but that Assistant Deputy Director Dorinda Darden who oversees the Buffalo Branches was supportive. She further relayed that Ms. Doyle is well known and respected by library staff for her contributions to library programming and her community involvement. The Committee agreed that they had no objection to the proposal. The letter will be distributed in the Board packet for consideration at the October 15<sup>th</sup> meeting, at which point the Board may raise a motion during new business to support the proposal.

The Executive Committee reviewed Resolution 2020-31 – Approve Trailblazing Women of Western New York Monument Project as Updated, which reflects the updates to the project presented at the September 17<sup>th</sup> Board meeting. Trustee Burd further reported that oral histories for the 3 women being honored were in the process of being recorded and would be posted on the project's website until the monuments are finished.

Director Jakubowski noted Resolution 2020-32 – Adopt Updated Retention and Disposition Schedule had been added to the agenda under New Business. The new Schedule has been published by the NYS Archives and is required to be used by local governments. The Board had adopted the previous version when it was published. She noted Records Management Officer Shannon McNamara is in charge of applying this Schedule to library records and the Central Library had recently added a records room on its ground floor. Trustee Berlow asked if the Schedule was similar to those used in art museums to determine what items could be sold from a collection. Director Jakubowski responded that this Schedule pertained to business records, not to library materials. The withdrawal of library materials was governed by NYS Education Law.

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

The public had no comment.

Trustee Panty asked how long the Board of Trustees would continue to be able to meet virtually. Director Jakubowski noted that the current Executive Order extends the modification of Open Meetings Law through 11/3. She anticipated that the governor will continue extending the modifications on a month by month basis.

The Executive Committee meeting adjourned at 4:29 p.m. on a motion by Trustee Berlow, with a second by Trustee Panty.

Respectfully submitted,

Kimberly Johnson