

AGENDA ITEM NUMBER:  E.1.



Buffalo & Erie County Public Library Board of Trustees  
Executive Committee Meeting Report  
July 9, 2020

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

In keeping with Executive Order 202.48 issued July 6, 2020 which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through August 5, 2020, 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 4:08 p.m. Following the call of the roll, it was noted a quorum was present.

The Committee reviewed the proposed agenda for the July 16, 2020 Buffalo & Erie County Public Library (B&ECPL) Board of Trustees meeting, which will be held onsite with additional remote access via a Zoom conference call. The onsite meeting will be held in the Central Library's Collections Gallery Conference Room. All in attendance will be required to wear masks and social distancing will be employed. This information will be included in the meeting announcement. The Committee had no changes for the proposed agenda.

The Executive Committee reviewed proposed resolutions. Discussion ensued regarding Resolution 2020-18 – 2021 Proposed Budget Guidance and Resolution 2020-19 – VOIP Cloud Service Contract Award. C.F.O. Stone reported on the monthly financials, including that the B&ECPL remains within budget.

Trustee Panty, as Chair of the Policy Committee, reported that the Policy Committee met on June 29<sup>th</sup> and reviewed 3 policies: Lost and Found, Rules of Conduct, and Central Library Access Ramp. There were no recommendations for changes to these policies. She will submit a full report during the Board meeting.

Director Jakubowski reported that as of the date of this meeting, July 9<sup>th</sup>, 36 of the 37 B&ECPL libraries were open to the public. The only library that remains unopened is the Hamburg Public Library - Lakeshore Branch which is closed for construction. It is expected to reopen on or about July 27<sup>th</sup>. She further reported that the B&ECPL has been asked to serve as "cooling centers" during the current high heat index. The Buffalo Branches and the Central Library are distributing water to patrons as well. Director Jakubowski is working with Erie County Emergency Services to secure a donation of additional water.

The public had no comment.

The Executive Committee meeting adjourned at 4:52 p.m. on a motion by Trustee Panty, with a second by Trustee Johnson.

Respectfully submitted,

Kimberly Johnson