

AGENDA ITEM NUMBER:  E.1.



Buffalo & Erie County Public Library Board of Trustees  
Executive Committee Meeting Report  
September 10, 2020

Present via Zoom conference call: Executive Committee Chair Kathleen Berens Bucki; members Sheldon Berlow and Katie Burd; and ex-officio members Frank Housh and Ted Johnson. 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 Operating Officer (C.O.O.) Jeannine Doyle. Chief Financial Officer (C.F.O.) Ken Stone also participated in the meeting via Zoom.

In keeping with Executive Order 202.60 issued September 4, 2020 which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through October 4, 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. It was noted a quorum was present.

The Committee reviewed the proposed agenda for the September 17, 2020 Buffalo & Erie County Public Library (B&ECPL) Board of Trustees meeting, which will be held onsite with additional remote access via Zoom. 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 2020-23 – 2021 NYS Construction Aid Request – Isaias Gonzalez-Soto Library Improvements Phase 1. C.F.O. Stone reported that the B&ECPL remains within budget.

Director Jakubowski reported that the Governance Committee met on August 18<sup>th</sup> and reviewed 3 policies: Conflict of Interest, Ethics, and Whistleblower. Recommendations for changes to these policies include minor grammatical corrections and adjustments in language for consistency. Copies of the updated policies will be distributed in the Board packet.

Director Jakubowski reported that B&ECPL staff have been doing a great job providing both in-person and virtual library services. She further reported that the Five-Year Plan of Service Committee will be holding its first meeting later in the month. Mike Amodeo, as Chair of the Planning Committee, nominated Trustees Joel Moore and Katie Burd to represent the System Board on the committee. Both agreed to participate. The Association of Contracting Library Trustees (ACT) also selected representatives for the committee: Gary Howell of Lancaster

and Karen Bordonaro of the City of Tonawanda. Director Jakubowski noted that there would be a presentation from Trailblazing Women of WNY (formerly Monumental Women of WNY) at the September 17<sup>th</sup> meeting, regarding progress on their project to place a sculpture on the front ramp of the Central Library. They will be presenting in person, with audio and visual available through Zoom for those attending virtually. Finally, Director Jakubowski conveyed that C.F.O. Stone was coming to the end of his 3-year term of appointment, and she recommended that the Board reappoint him for another term.

Trustee Housh asked about the succession plan for the recent retirement in library senior administration. Director Jakubowski relayed she would not be filling the position at this time, and C.O.O. Doyle and her team were working on restructuring. An updated organizational chart will be distributed to the Board once it is finalized and all those affected are notified.

The public had no comment.

The Executive Committee meeting adjourned at 4:27 p.m. on a motion by Trustee Panty, with a second by Trustee Kimberly Johnson.

Respectfully submitted,

Kimberly Johnson