

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
October 15, 2020

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, October 15, 2020, at the Central Library and remotely via Zoom pursuant to due notice to trustees. The following members were present (those designated with an asterisk (\*) attended the meeting remotely):

Kathleen Berens Bucki, Chair\*  
Alan Bedenko, Secretary\*  
Joel Moore, Treasurer\*  
Sheldon Berlow\*  
Katie Burd\*  
Lucy Candelario\*  
Carima El-Behairy\*  
Frank Gist  
Frank Housh\*  
Theodore K. Johnson\*  
Sharon M. Kelly  
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 202.67 issued October 4, 2020 which extended 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, permitting the B&ECPL Board of Trustees to attend this October 15<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.

## Minutes of the Board of Trustees

Page 2

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.

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

Agenda Item C – Minutes of the Meeting of September 17, 2020. On motion by Trustee Berlow, seconded by Trustee Panty, the Minutes were unanimously approved as mailed.

Agenda Item D – Report of the Chair. Chair Bucki reported she has continued to keep in touch with Library Director Mary Jean Jakubowski regarding the B&ECPL's operations.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on October 8, 2020. A copy of the written report was included in the board packet. Chair Bucki summarized the meeting. Trustee Burd moved to have the written reports entered into the Minutes. Trustee Candelario made a second, and this was approved unanimously.

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 changes. 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 having 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 falls under 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.

## Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Monthly Financial Report. The monthly financial report for the year as of August 31, 2020 month-end close was included in the Board packet as an information item. Chief Financial Officer (C.F.O.) Stone reported the B&ECPL remains within budget.

C.F.O. Stone stated the Erie County Executive’s proposed 2021 Erie County Budget was released that morning. The proposed budget includes a 2% increase in the library tax, based on the increase in the Library’s portion of the property tax assessment growth. This amounts to a revenue increase of \$508,000, which would reduce the use of fund balance that the B&ECPL had included in its budget request. In total, the B&ECPL’s budget would be about 1.3% less than the adopted 2020 budget, which is reflective of

reductions in New York State aid and increases in health insurance and retirement costs. C.F.O. Stone noted New York State & Local Retirement System rates for employers will be increasing significantly in 2021, which was not known at the time the B&ECPL submitted its budget request. The costs will be about \$100,000 more than anticipated.

C.F.O. Stone further commented on the 2021 Capital Budget section of the County Executive's proposed budget, which includes \$1.3 million for the Central Library to refurbish its escalator going from the ground floor to the first floor and begin demolition of escalators going from the first floor to the second floor. \$140,000 is also included to purchase a library outreach vehicle, which would provide library services throughout Erie County.

The proposed budget will now be considered by the Erie County Legislature. C.F.O. Stone outlined the process, which will include budget hearings in November followed by opportunities for public comment. The Legislature must act on the budget by early December. Depending on the types of changes made to the budget by the Legislature, if any, the process can vary in length, but C.F.O. Stone confirmed the 2021 Budget is required to be finalized by mid-December. He remarked the B&ECPL was in as sound a financial position as it could be, and New York State aid remained the greatest variable in both the B&ECPL and Erie County budgets as of this time.

Following this overview, Trustee Panty asked what was discussed at the recent meeting with union representatives, and whether there were any union contracts expiring this year. C.F.O. Stone conveyed the meeting had been an informational meeting about the pending budget. He further communicated all unions have current contracts, but the Librarians' Association contract is set to expire on December 31<sup>st</sup>. He noted the expiration dates of the current collective bargaining agreements are staggered so that they don't all expire at once.

Agenda Item E.3 – Policy Committee. The Policy Committee met on September 17, 2020; the report was included in the board packet. Committee Chair Elaine Panty summarized the meeting and asked the written report be entered into the Minutes. Trustee Kelly moved, Trustee Gist made a second, and this was approved unanimously.

Present: Chair Elaine Panty and members Alan Bedenko and Frank Gist. Members Kate Bucki and Sharon Kelly attended via Zoom. Also present were Library Director Mary Jean Jakubowski, Chief Operating Officer (C.O.O.) Jeannine Doyle and Assistant Deputy Director – Technology Services & Information Technology (A.D.D.) Maureen McLaughlin.

The meeting of the Policy Committee began at 3:30 p.m.

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.

A quorum was present. No members of the public were known to be in attendance.

A.D.D. McLaughlin reviewed the Information Technology Security Policy Manual, noting suggested changes made for consistency and to update language. Discussion ensued.

There being no questions and no additional changes, on a motion by Trustee Gist, seconded by Trustee Bedenko the Policy Committee recommended the Information Technology Security Policy Manual be brought to the full Board for approval on October 15, 2020.

On a motion by Trustee Bedenko, second by Trustee Bucki, the Policy Committee adjourned at 3:45 p.m.

Agenda Item E.3.a – Amend Information Technology Security Policy Manual. Assistant Deputy Director (A.D.D.) Maureen McLaughlin summarized the changes to the manual as presented to the Policy Committee. She noted library administration had suggested one additional change to the language in the manual since it was reviewed by the Policy Committee, to remove reference to a specific records retention schedule so the policy can be adaptable to potential future changes. She further noted a typo in section 11.3: Distribution should be replaced by Disposition. She recommended the updated manual be adopted, as amended.

Trustee Gist moved, Trustee Kelly made a second, and approval of the Information Technology Security Policy Manual presented in Resolution 2020-30, as amended, was unanimous.

#### RESOLUTION 2020-30

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has a structure for process and review of standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations to amend the attached draft of the Information Technology Security Policy Manual which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include language for clarification purposes, for consistency in wording, and concerning updates to access control procedures and the New York State Records Retention and Distribution Schedule, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Information Technology Security Policy Manual to supersede and replace the prevailing Information Technology Security Policy Manual last amended December 21, 2017.

Agenda Item F – Report of the Director. Director Jakubowski publicly thanked Erie County Executive Mark Poloncarz for his generosity and continued support of the B&ECPL with his proposed 2021 Budget. She also encouraged the Erie County Legislature to support the budget as proposed.

Director Jakubowski reiterated that the Central Library and Buffalo Branches had expanded their hours effective September 12<sup>th</sup>. The Central Library is now open Monday through Thursday from 8:00 am to 7:00 pm and Friday and Saturday from 9:00 am to 5:00 p.m. The Buffalo Branches are also open in the evenings throughout the week, and all branches are now open on Saturdays. The hours have been changed to meet the needs of library patrons, particularly students. There are still fewer visits being recorded than before COVID. A.D.D Joy Testa Cinquino has conducted a survey of over 6,000 Erie County residents about their awareness and usage of the B&ECPL and received mostly positive comments. Director Jakubowski noted the reasons cited by survey takers for not visiting B&ECPL libraries at this time include personal preferences for eMaterials and discomfort going into public spaces. She also gave an update on Library Card Sign-Up Month, noting over 2,700 new library cards have been issued since September. Finally, Director Jakubowski announced New York State Assemblymember Sean Ryan would be holding a press conference on Friday, October 16<sup>th</sup> outside the Crane Branch Library in which he would be announcing State Aid for Library Construction for Western New York libraries.

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

**B&ECPL Monthly Report  
September 2020**

*Central Library and Buffalo Branch Libraries Open for Additional Hours* - Beginning September 12, 2020 the Central Library and the Buffalo Branch Libraries have expanded and adjusted their hours of operation to better meet the needs of Buffalo and Erie County residents. With many schools offering remote-only or hybrid classrooms, our libraries are needed more than ever by students, parents and teachers who require access to library resources. The Central Library is now open 60 hours/week including opening earlier (8:00 a.m.) and remaining open later (7:00 p.m.) Monday – Thursday.

The Central Library is also open Friday and Saturday 9:00 a.m. to 5:00 p.m. Several Buffalo Branch Libraries now have evening hours, and all are open on Saturdays. In total, the Buffalo Branch Libraries are now offering 310 hours of service per week.

**Digital Content for School Children** - In an effort to provide easy access to resources including eBooks and eAudiobooks for school aged children, the Buffalo & Erie County Public Library (B&ECPL) System has joined OverDrive's Public Library CONNECT program. This initiative will allow students from participating K-12 schools in Erie County to borrow age-appropriate digital content seamlessly from both their school and the B&ECPL collection when using OverDrive's Sora reading app.

**Zoom Now Offered to the Public at All Libraries** - The popular cloud-based video communications application, Zoom, has been added to the B&ECPL's public computers. Patrons are now able to take advantage of virtual video and audio conferencing, webinars, screen-sharing and other features of the software at all B&ECPL locations.

**B is for Book: Children's Stories Through the Centuries** - The B&ECPL's newest exhibit is now opened to the public! The exhibit, located on the 2<sup>nd</sup> floor of the Central Library in the Collections Gallery, features nearly 400 years of children's book publishing, from the earliest mechanical book from 1584, to the fables and fairy tales, ABC books, favorite stories, primers, poetry and picture books into the mid-20<sup>th</sup> century. Pinocchio makes a special appearance with a life size interactive replica of a mechanical Pinocchio book. Children can explore the Goodnight Library room, lovingly adapted from the perennial favorite picture book *Goodnight Moon* by Margaret Wise Brown, or take a break in the reading nook. The exhibit will continue into 2022, and programs and school opportunities are being developed.

There are many books to see and much to learn in *B is for Book*. In the spirit of learning, starting this month, and continuing monthly for the duration of the exhibit, a *Fun Fact* will be shared in this report.

September's ***B is for Book Fun Fact!*** - May Massee (1881-1966), celebrated as an American children's book editor and publisher of many beloved, award-winning books, was once a librarian in our own Buffalo Public Library Children's Room. The Buffalo Public Library opened one of the first dedicated Children's Rooms in the country in 1896. In 1905, when May Massee was head of the department, the Children's Room had its most successful year to date.

**Banned Books Week** - The Buffalo Branch Libraries celebrated *Banned Books Week* September 27<sup>th</sup> through October 3<sup>rd</sup> with the theme *Censorship is a Dead End. Find Your Freedom to Read!* by providing library displays, virtual storytimes, crafts and activities.

**B&ECPL Celebrates Buffalo State College Art Conservation Department** - The Central Library's Rare Book Room is helping to celebrate Buffalo State College's Patricia H. and Richard E. Garman Art Conservation Department's 50<sup>th</sup> anniversary by displaying works conserved by students and instructors over the years. The two cases that



normally display Audubon *Birds of America* plates are now showcasing the most impressive and generous conservation work performed by students in the Buffalo State Art Conservation Department. Simultaneously, the Buffalo History Museum, Buffalo Museum of Science and Burchfield Penney Art Center are displaying items from their collections that the Art Conservation Department has treated as well. On display in the Grosvenor Room is the beautiful and beautifully treated *Antiphonarium de Tempore et de Sanctis Choir Monalium S. Nicolai Novelli Luce*; this very large choral manuscript of Gregorian chant is from 1653. Also displayed are the hand-tooled, leather bound *Qur'an* (1886) and *Book of Mormon* (1830), Galileo's *Dialogo* (1632) and a very unique *Book of Chinese Paintings* (c. 1850), with 12 watercolors on a delicate translucent paper. The exhibit will run until November 29, 2020.

**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)	10	517	303	11,809
Children (age 6-12)	33	441	789	11,874
Teens	3	137	33	1,074
Intergenerational	32	718	871	19,771
Adults (excludes Technology)	9	722	72	10,155
<b>TOTAL In Library Group</b>	<b>87</b>	<b>2,535</b>	<b>2,068</b>	<b>54,683</b>

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

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	20	22	20	22
Children (age 6-12)	24	302	24	302
Teens	27	734	27	735
Intergenerational	28	104	28	121
Adults (excludes Technology)	28	405	30	417
<b>TOTAL In Library One-on-One</b>	<b>127</b>	<b>1,567</b>	<b>129</b>	<b>1,597</b>

**In Library Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Training Lab or Library Desktop PCs	20	22	20	22
System or Library-owned Cyber Train	24	302	24	302
One on One	27	734	27	735
<b>TOTAL Adult Technology</b>	<b>28</b>	<b>104</b>	<b>28</b>	<b>121</b>

**Outreach (Out of Library):**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	0	45	0	1,201
Children (age 6-12)	0	13	0	538
Teens	0	1	0	27
Intergenerational	4	20	71	3,833
Adults (excludes Technology)	0	26	0	907
<b>TOTAL Outreach</b>	<b>4</b>	<b>105</b>	<b>71</b>	<b>6,506</b>

**Virtual Programs:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	39	477	3,593	78,220
Children (age 6-12)	57	516	1,565	40,175
Teens	11	160	75	2,817
Intergenerational	69	1,001	5,489	110,566
Adults (excludes Technology)	69	438	2,182	35,967
<b>TOTAL Virtual</b>	<b>245</b>	<b>2,592</b>	<b>12,904</b>	<b>267,745</b>

**B is for Book Programs:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	2	2	5	5
Adult Services	0	0	0	0
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	2	2	3	3
Grosvenor Room	0	0	0	0
<b>TOTAL B is for Book</b>	<b>4</b>	<b>4</b>	<b>8</b>	<b>8</b>

**B is for Book Exhibit:**

	Number of Visitors		
	Month	YTD	From Opening (9/2020 to Present)
Non Tour-Related	2422	2422	2422
Tour/Program	8	8	8
<b>TOTAL B is for Book</b>	<b>2430</b>	<b>2430</b>	<b>2430</b>

**Program Highlights:**

**Central Library - Children's Services**

- *Preschool Storytime*
- *Bilingual Storytime (Spanish)*
- *Virtual Fairy Tale Friday: Jack & the Beanstalk*

- Virtual STEAM: *Talk Like a Pirate Day* activities
- Take and Make Crafts: Dog puppet for *Guide Dog Month*, Teddy Bear puppets for *National Teddy Bear Day*, a Paper Bag Recycling Craft Challenge for *Climate Change Week*, and a Postcard to a Banned Author project & coloring pages for *Banned Books Week*.

#### **Central Library – Information Services**

- The Cooking Librarian: *The Central Library's Media Room + Bonus Recipe*
- *Book a Librarian*

#### **Central Library – Special Collections/Grosvenor Room**

- *Print Resources for Genealogy Research*
- *Adoption in Genealogy Research*

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

- Virtual Lunchtime Learning: *Borrowing Free eBooks using the Libby App*
- Virtual Lunchtime Learning: *Fact Checking the News*
- Short Virtual Animation: *Celebrate Banned Books Week September 27 – October 3*

#### **Central Library – Teen Programming**

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

#### **Crane Branch Library**

- *Storytime with Mr. Dan*
- *Crafternoons with Mr. Dan*
- Crane Library Book Club: *Wandering Close to Home: A Gay Son and His Feminist Mother's Journey* was discussed with special appearances by the authors

#### **Dudley Branch Library**

- Craft-in-a-Bag – Virtual Craft Tutorial: *Page Eater Bookmark*
- Craft-in-a-Bag – Virtual Craft Tutorial: *Paper Sheep*
- Craft-in-a-Bag – Virtual Craft Tutorial: *Kazoo*
- Craft-in-a-Bag – Virtual Craft Tutorial: *Hispanic Heritage Month Worry Dolls*

#### **East Clinton Branch Library**

- Take and Make Craft: *Paper Bag Backpacks*
- Take and Make Craft: *Bear Puppets*

#### **Elaine M. Panty Branch Library**

- Children's Storytime: *Popcorn Country: The Story of America's Favorite Snack*
- Children's Storytime: *Sun and Moon Have a Tea Party*
- Census Storytime: *Civic Responsibilities*

- Virtual Video: *Banned Books Week*

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

- Take and Make Craft: *Animals*

**Isaías González-Soto Branch Library**

- Crafty Wednesday: *Make a Sailboat Picture*
- Crafty Wednesday: *Paper Apple*

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

- Take and Make Craft: *Interstellar Rocket*
- Take and Make Craft: *Popsicle Stick Scarecrow*
- Virtual Craft Tutorial: *Paper Bowl Pirate*
- Storytime with Miss Libby: *Islandborn*
- Virtual Tutorial Video: *Voter Registration Day – Are You Registered to Vote?*
- Virtual Tutorial Video: *How to Use Zoom*
- Take and Make: *Blackout Poetry Kits for Banned Books Week*

**North Park Branch Library**

- Virtual Craft Tutorial: *Turn a Black and White Image into a Transparent Image*
- Take and Make Craft: *Puzzle Pack-to-Go Bag*

**Library on Wheels Bookmobile**

- Virtual Craft Tutorials: *Crafts from the Past*
- Bookmobile visits, including drop off and pick up services, were provided to: Brant Town Hall, Bethel Estates Senior Apartments, Asbury Pointe Senior Apartments, Stonegate Senior Apartments, Blessed Mary Angela, Explore and More – Ralph C. Wilson Children’s Museum, Union Square Senior Apartments, Ebenezer Apartments, the Rural Outreach Center and Mount Olive Baptist Church.

*Explore and More – Ralph C. Wilson Children’s Museum Take and Make Kits* - Each Buffalo Branch Library received 21 Take and Make STEAM kits featuring *Crayon Resist Painting* from Explore & More to distribute to children throughout the month of September.

*Interlibrary Loan (ILL)* - ILL saw a significant increase in usage, circulating 801 items including 63 photocopies. ILL registered 42 new users as well.

**2. Collection Development**

**Physical Collections:**

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Juvenile Print	3,231	20,201	411	2,122	540,756

Young Adult Print	741	4,318	103	881	76,515
Adult Print	4,740	27,699	721	5,006	1,824,350
Media	2,181	23,838	314	2,843	573,420
Other*	2,444	20,464	85	220	178,555
<b>Subtotal</b>	<b>13,337</b>	<b>96,520</b>	<b>1,634</b>	<b>11,072</b>	<b>3,193,596</b>

\*Includes magazines, generic copies, and other

**Electronic Collections:**

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
eBooks	1,149	13,169	756	9,092	99,533*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	349	3,281	219	2,238	21,266
eVideos	0	0	0	0	100
<b>Subtotal</b>	<b>1,498</b>	<b>16,450</b>	<b>975</b>	<b>11,330</b>	<b>120,899</b>

\*Includes 428 EBL titles

**All Collections:**

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
<b>Total</b>	<b>14,835</b>	<b>112,970</b>	<b>2,609</b>	<b>22,402</b>	<b>3,314,495</b>

*Subject Guides* - The Library's Subject Guides were viewed by 1,275 visitors from 19 countries in September. In addition to the United States, visitor countries of origin included Bangladesh, Bulgaria, Canada, Colombia, France, Germany, Greece, Guyana, Hong Kong, India, Italy, the Netherlands, New Zealand, North Macedonia, the Philippines, Romania, South Africa, and the United Kingdom.

**3. Technology**

*Integrated Library System (ILS) Test Server Upgrade* - The SirsiDynix Symphony ILS test server was upgraded on September 10<sup>th</sup> from version 3.5.2 to 3.6.2. Staff continue to explore and evaluate the new functions and features. The live version of Symphony will be scheduled for an upgrade when the testing concludes.

**4. Funding/Fundraising**

**Funding:**

*Library Construction Aid Applications System Reviews Completed, Submitted to State Library* - Three libraries submitted requests for funding that were reviewed by

the System Board at its September meeting. Total funding allocated for this cycle was \$641,863. Recommended funding and a brief description of the requests:

<b>Library</b>	<b>Total Cost</b>	<b>Project Aid Request</b>	<b>Recommended Award</b>
• Isaiás González-Soto Branch, Buffalo Roof, Windows, Flooring & Circ Area	\$856,896	\$642,671	\$618,543
• Grand Island Memorial Library Sidewalk/Light-pole Replacement	\$ 17,865	\$ 17,865	\$ 17,865
• North Collins Public Library Interior LED Conversion	\$ 7,274	\$ 5,455	\$ 5,455
<b>TOTALS:</b>	<b>\$899,900</b>	<b>\$665,991</b>	<b>\$641,863</b>

The proposals have been submitted electronically to the New York State Library, Division of Library Development to begin a lengthy review process. Based on recent experience, awards may take place in the summer-fall of 2021.

**Fundraising:**

<b>Campaign Name</b>	<b>Campaign Dates</b>	<b>Raised to Date</b>
Annual Appeal Total	January 1 – September 30, 2020	\$219,345.71

*Bucks for Books Campaign* – 1,200 donation request letters were sent in late September to past donors of the campaign.

*Online Store* – The B&ECPL’s online store is fully open with no purchasing or quantity limits. Additions of new items are being explored, including prints related to the new B is for Book exhibit. To date, 46 items have been sold this year, totaling \$1,577.84 in sales.

**5. Facilities**

*Central Library Auditorium Rehabilitation Project Nearing Completion* – The facility’s original seating, removed for off-site refurbishment, are now back in place. All lighting has been replaced with new LED lights, improving lighting quality while using substantially less electricity. The project is expected to conclude by the end of October.



**Rotary Reads Kids Clubs** – Spaces are complete with custom boats, furniture and signage. The spaces were officially opened on September 30, 2020.

**6. Staff Development**

	Number of Program Attendees		Number of Programs Presented	
	Month	YTD	Month	YTD
Staff	308	3,334	2	50

**Staff Training Offered/Attended** – *Customers Without Masks: Simple Strategies That Get Customers to Follow Your COVID-19 Policies* (presented by Homeless Training Institute/B&ECPL); *Youth Services Group Meeting* (presented by B&ECPL Children’s Programming Team).

**Workshops Attended** – *Asbestos Handler Certification and Asbestos Supervisor Refresher* (presented by Safety & Health Training Center); *Backflow Testing Certification* (presented by Cross Connection Control).

**Virtual Conferences Attended** – *NYALS Annual Meeting* (presented by NYALS); *NYS Library System Outreach Coordinators Conference* (presented by NYLA); *WNYLRC Annual Meeting* (presented by WNYLRC).

**Webinars Viewed** – **43 webinars, including** *Black Print Culture* (presented by Rare Book School); *Inclusive Reading* (presented by Booklist); *Leading with Gratitude, Parts 1 & 2* (presented by SirsiDynix); *Preservation Grant Writing: Tips and Guidance for Successful Preservation Project Proposals* (presented by WNYLRC); *Responding to COVID Closures with Digital eCard Access: A County Library Case Study* (presented by PLA).

**Other** – *Accounting Principles & Procedures - Advanced* (online course presented by NYS OSC); *eCommerce Boot Camp for Small Business* (presented by SBA); *Effective Supervisory Practices* (online course presented by Erie County); *Library Freedom Institute* (online course presented by Library Freedom Project).

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

**Media:**

Type of Communication	Topic	Air Date/Publish Date
Live TV interviews with Library Director Mary Jean Jakubowski and Julia Verbanic from the <i>Library on Wheels Bookmobile</i>	Library Card Sign-Up Month, library services and bookmobile services	AM Buffalo, WKBW TV Channel 7, September 2 <sup>nd</sup> and Channel 5 news on September 8 <sup>th</sup>
Media Coverage	What’s Happening at the Library!	Riverside Review, September 2 <sup>nd</sup>

Media Event with Mary Jean Jakubowski at Central Library. Media release also sent.	Library Card Sign-up and introducing the designer of one of the new library cards.	WKBW TV Channel 7 and Spectrum News, September 3 <sup>rd</sup>
Media Coverage	Buffalo State College's Dart Street Virtual Public Exhibition Sept. 14 <sup>th</sup> Recording viewable on public access computers at Elaine M. Panty Branch Library	Riverside Review, September 9 <sup>th</sup>
Media Release	IMAGINE Buffalo Fall 2020 Season of Lectures via Zoom.	Sent September 16 <sup>th</sup> , ran in The Buffalo News
Taped radio interview with Mary Jean Jakubowski	Census 2020 and expanded library hours	WBEN Radio, September 12 <sup>th</sup>
Taped radio interview with Mary Jean Jakubowski	What public can expect when going to a B&ECPL library	WBFO radio, aired September 14 <sup>th</sup>
Taped TV interview with Mary Jean Jakubowski and Grosvenor Room Librarian Charles Alaimo	<i>B is for Book</i> - new exhibit at the Central Library	WKBW TV Channel 7, aired September 22 <sup>nd</sup>
Media Event with Mary Jean Jakubowski at the Dudley Branch Library. Media release also sent.	Rotary Reads Kids Clubs unveiled.	WGRZ TV Channel 2, WKBW TV Channel 7, Spectrum News, WBFO Radio, September 30 <sup>th</sup>
Media Coverage	Libraries are Open!	Riverside Review, September 2 <sup>nd</sup> , 9 <sup>th</sup> , 16 <sup>th</sup> , 23 <sup>rd</sup> & 30 <sup>th</sup>

**Social Media:**

	Staff Activity		Public Activity		Followers	
	Month	YTD	Month	YTD	Month (New)	Total
<u>Facebook</u>	143	1,352	5,029	67,452	32	10,081
<u>Flickr</u>	-	234	4,144	74,410	-	57
<u>Google Ads</u> <sup>1</sup>	N/A	N/A	3,872	33,616	N/A	N/A
<u>Instagram</u> <sup>2</sup>	51	354	1,270	10,914	41	3,128
<u>Pinterest</u>	38	222	1,440	9,021	3	2,155
<u>Podcast</u> <sup>3</sup>	3	30	N/A	N/A	N/A	N/A
<u>Twitter</u>	71	757	1,200	13,854	22	10,660
<u>YouTube</u> <sup>4</sup>	3	3	28	28	-	238
<b>Total</b>	<b>309</b>	<b>2,952</b>	<b>16,983</b>	<b>209,295</b>	<b>98</b>	<b>26,319</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

*Amazon* - Information Services & Outreach Librarian **Sara Fuller** collaborated with the staffing coordinator at Amazon to create a flyer and advertised the Online Presentation for Employment at Amazon that the B&ECPL will be hosting on October 8<sup>th</sup>.

*Internal Revenue Service* - **Sara Fuller** collaborated with the Internal Revenue Service to provide information on the taxability of unemployment compensation for federal tax purposes. An informational flyer was shared on the Central Library's Facebook Page.

*New York State Entrepreneurship Assistance Center* - Information Services and Outreach Librarian **Sandra Courtney** presented a virtual workshop on September 17<sup>th</sup> for the New York State Entrepreneurship Assistance Center titled Research, Evaluate and Validate Your Start Up Idea Using Free Library Resources. She also demonstrated how to apply for a library card.

*SCORE (Service Corps of Retired Executives)* - **Sandra Courtney** presented a virtual program on September 15<sup>th</sup> for SCORE on Starting Your Own Business with Resources from the Buffalo & Erie County Public Library including how to access marketing information from the newly branded database Data Axle Reference Solutions (formerly known as Reference USA).

*Tapestry Charter School* - Children's Services and Outreach Librarian **Jessie Blum** worked with Jennifer Chapman, Lower School Librarian at the Tapestry Charter School, on how to connect her virtual students to the B&ECPL. Items discussed included library cards for students and promoting family visits to the B is for Book exhibit at the Central Library.

*University Express* - Information Services and Outreach Librarian **Shanley Olszowy** has worked with the Erie County Department of Senior Services to coordinate 30 virtual classes for the University Express Fall 2020 session. These virtual classes include arts, current affairs, history, science, wellness and other topics as well.

*Western New York Book Arts Center* - The Crane Branch Library, Dudley Branch Library, Elaine M. Panty Branch Library and the Leroy R. Coles, Jr. Branch Library have partnered with the Western New York Book Arts Center to distribute and promote their Printing Partners Material Kits to children and families beginning October 1<sup>st</sup> for the 8 free Printing Partners Virtual Classes to be held on Wednesdays from October 14<sup>th</sup> - December 9<sup>th</sup>. Each kit includes all the supplies needed for the 8 classes and will be used to create origami and hand-stitched books, prints and more.

*Western New York Correctional Facilities* - Information Services and Outreach Librarian **Andrew Maines** invited Gowanda Correctional Facility staff member Ellen Krall and Librarian Sandra Blackman from the Wende Correctional Facility to review

and select discarded B&ECPL material to supplement their facility libraries. Over 500 books were selected and delivered to these partnering facilities.

**9. Planning for the Future**

*Buffalo Science Museum* - Children’s Services and Outreach Librarian **Susan Buttaccio** discussed virtual programming with Gabrielle Graham of the Buffalo Science Museum around future collaborative projects, including the Museum’s Conversations in Science program.

*John R. Oishei Children’s Hospital* - **Susan Buttaccio** is working with Mary Sue Mirabella from John R. Oishei Children’s Hospital to share library virtual storytimes and to discuss future programming.

**10. Director Activities**

**LIST of MEETINGS and EVENTS**

**ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI**

**September 2020**

DATE	MEETING / EVENT
September 2, 2020	Meeting - Jeannine Doyle
September 2, 2020	Conference Call - Judy Fachko and Michael Hickey & Robert Patterson, Bond, Schoeneck & King
September 2, 2020	Virtual Meeting - Senator Kirsten Gillibrand's Office
September 3, 2020	Event - Library Card Sign-Up Month and New Library Cards Announcement
September 4, 2020	Event - Press Conference - Women's Suffrage
September 4, 2020	Event - Press Conference with Assemblymember Sean Ryan
September 8, 2020	Meeting - Joy Testa Cinquino
September 8, 2020	Conference Call - Public Library System Directors Organization (PULISDO)
September 8, 2020	Conference Call - New York State Education Department - Division of Library Development (DLD)
September 8, 2020	Conference Call - Leslie Curtis, The Garret Club
September 9, 2020	Virtual Meeting - Managers/Directors
September 9, 2020	Event - Press Conference - Census 2020
September 9, 2020	Virtual Meeting - Trustee Katie Burd
September 10, 2020	Virtual Meeting - The Trust for Public Land
September 10, 2020	Meeting - Administrative Team

# Minutes of the Board of Trustees

Page 19

September 10, 2020	Meeting - Kenneth Stone, Jeannine Doyle, Tracy Palicki, Shannon McNamara and Dave Capodagli & Sarah Needham, Erie County Comptroller's Office
September 10, 2020	Conference Call - Trustee Michael Amodeo
September 10, 2020	Meeting - B&ECPL Board of Trustees Executive Committee
September 11, 2020	Conference Call - Jonathan Rivera, Erie County Department of Public Works
September 11, 2020	Conference Call - Linda Brigance, Buffalo Presidential Center
September 11, 2020	Conference Call - Maria Whyte & Jason Hurley, Erie County Executive's Office
September 11, 2020	Conference Call - Lauren Moore, New York State Librarian
September 14, 2020	Meeting - Joy Testa Cinquino
September 14, 2020	Conference Call - Bonnie Lockwood, Congressman Brian Higgins' Office
September 14, 2020	Conference Call - Michael Cambria, Buffalo School Library System
September 15, 2020	Meeting - Marguerite Cheman
September 15, 2020	Virtual Event - Women of Influence Awards
September 16, 2020	Viewing of Governor Andrew Cuomo's Press Conference
September 16, 2020	Meeting - Jeannine Doyle
September 16, 2020	Virtual Meeting - Buffalo Presidential Center
September 17, 2020	Meeting - Erin Vest
September 17, 2020	Virtual Meeting - PULISDO
September 17, 2020	Meeting - Michael Jason, Erin Vest
September 17, 2020	Meeting - B&ECPL Board of Trustees Policy Committee
September 17, 2020	Meeting - B&ECPL Board of Trustees
September 17, 2020	Conference Call - Robert Patterson, Bond, Schoeneck & King
September 22, 2020	Conference Call - Stephanie Adams, Law Office of Stephanie Adams
September 22, 2020	Virtual Event - IMAGINE Buffalo Lecture
September 22, 2020	Conference Call - Robert Patterson, Bond, Schoeneck & King
September 23, 2020	Virtual Meeting - New York Alliance of Library Systems (NYALS)
September 24, 2020	Meeting - Administrative Team
September 24, 2020	Meeting - Jeannine Doyle, Dan Caufield
September 24, 2020	Event - Tour of B is for Book Exhibit
September 25, 2020	Conference Call - Jeremy Johannesen, New York Library Association (NYLA)
September 29, 2020	Virtual Meeting - Western New York Library Resources Council (WNYLRC) Annual Meeting
September 30, 2020	Meeting - Marguerite Cheman
September 30, 2020	Event - Rotary Reads Kids Clubs Ribbon Cutting

## Appendix

### Contracting Member Library Activity Report

**Town of Collins Public Library** – submitted by **Abigail Barten-McGowan, Director**

September saw expanded hours for the Town of Collins Public Library, offering extra time for students and families as school began. The library's Wi-Fi router was repositioned to offer maximum coverage both in and outside of the building, encouraging use after open hours, particularly important with the high demand in our community.

Highlights of events and activities at the Collins Library:

- Weekly Take & Makes kids craft kits were so popular this summer, we decided to continue them through the fall, supplemented with Facebook video instructions.
- We celebrated Banned Books Week September 27<sup>th</sup> through October 3<sup>rd</sup> with a special display of quotes and challenged books.
- YA Writing Club is hard at work on their third volume, and we look forward to a special talk by an author via Skype in November.
- October is the reintroduction of our Adult Craft program, with kits for participants and feature videos about origami and calligraphy.
- YA Book Club has been meeting outdoors and socially distant for a couple of months, and members are looking forward to this month's title, *The Graveyard Book* by Neil Gaiman.

***Mary N. Riggs Library Fund*** - The Collins Library purchased a number of books with funds from the Mary N. Riggs Library Fund's first distribution. This revived fund was created by a patron in memory of Mary to purchase reading materials that encourage a love of reading in all ages. These will help grow some of our most popular areas, including Children's Graphic Novels, Young Adult Fiction and Young Adult Non-Fiction.

***School Partnership*** - The Collins Library has partnered with our local school district (Gowanda Central School District) to provide asynchronous reader's advisory services to students in elementary, middle and high school.

***Library of Things*** - In November we plan to roll out our next batch of the "Library of Things." These were selected with public voting, and were purchased with funding from many sources, including Budget Aid from Senator Patrick Gallivan, funds from the Gowanda Central School District, and funds from the Friends of the Collins Library. Highlights include a coding robot, guitar, and outdoor screen and video projector.

**West Seneca Public Library** – submitted by **Robert Alessi, Director**

The West Seneca Public Library reopened for curbside pickup on June 8<sup>th</sup> and welcomed the public inside the building beginning on June 22<sup>nd</sup>. Hours of operation were gradually increased during the summer and effective October 1<sup>st</sup> the library is open for the state standard 55 hours/week. Some patrons also continue to take advantage of curbside pickup services as needed. Many patrons have shared positive

and heartwarming comments with the staff expressing their appreciation for the library now being open.

Highlights of events and activities at the West Seneca Public Library:

- Throughout the summer and into the fall, Children's Librarian **Emily Moser** has presented some absolutely wonderful virtual stories via Facebook. She continues to share reading videos weekly that each garner hundreds of views.
- *"Something to Do" Bags* - Emily has also worked tirelessly (with the support of our Friends of the Library) to prepare and give away over 430 take and make "Something to Do" bags for the many children who have visited during the past few months. Kids are so thrilled to get them and it's been fantastic having repeat customers who now eagerly visit the service desk to ask for a bag all on their own!
- *Make-it-at-Home* - Librarian **Laura Scott** has gone completely virtual with her weekly Saturday Make-it-at-Home videos. Over the past few months she has presented a wide variety of projects ranging from drawing cats and dogs to a do-it-yourself catapult, edible slime and creating a rainbow via a sugar and water density experiment.
- Also now online is the popular Dungeons & Dragons club run by Laura which continues to grow in size and has even gone from an audio only platform (Discord) to the highly visual Astral tabletop platform.
- Each month, Librarian **Kathy Goodrich** continues to present her popular Books & Barks "What Should I Read Next?" book discussion group via Zoom.

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 the ACT Board had not met in the previous month.

Agenda Item H - Public Comment. There was no public comment.

Agenda Item I - Unfinished Business.

Agenda Item I.1 - Approve Trailblazing Women of Western New York Monument Project as Updated. Trustee Burd reminded the Board of the updates to the project that were presented by her and Dr. Karen King at the September Board of Trustees meeting. She summarized Resolution 2020-31 as presented and recommended its approval.

Trustee Housh moved, Trustee Gist seconded, and the following was approved unanimously:

RESOLUTION 2020-31

WHEREAS, a proposal to place a monument dedicated to a significant woman of importance to the development of the City of Buffalo and the Women's Suffrage

Movement was brought forth to the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees by the Trailblazing Women of Western New York (formerly Monumental Women of Western New York) in Resolution 2017-54, which was unanimously approved on January 18, 2018, and

WHEREAS, the B&ECPL Board of Trustees supported the commitment of the B&ECPL to participate in and approve the design of a monument to Louise Blanchard Bethune, which was to be placed on the Central Library Access Ramp, and

WHEREAS, the specific location of such a monument required further approval by the B&ECPL Board of Trustees, and

WHEREAS, the B&ECPL Board of Trustees agreed to participate in community stakeholder meetings to pursue the potential for additional monuments dedicated to local women of significance to be placed at the Central Library, and

WHEREAS, Trustee Katie Burd has acted as the B&ECPL Board liaison to Trailblazing Women of Western New York and has participated in the development of the Monument Project, and

WHEREAS, subsequent to the approval of Resolution 2017-54, 2 additional women have been selected through community input to be honored alongside Ms. Bethune, to further represent Buffalo's diverse community and significant history: Mary Burnett Talbert, an internationally respected civil rights leader and Geraldine "Gawö:sid-tah" Green, a Haudenosaunee longhouse leader, educator and faithkeeper, and

WHEREAS, a grouping of 3 monuments is now being proposed, and

WHEREAS, the trapezoidal planter located in the center of the Central Library Access Ramp has been recommended as the proposed location for the grouping of 3 monuments, and

WHEREAS, the site has been surveyed by the Erie County Department of Environment and Planning and the Erie County Department of Public Works, who confirmed there is both adequate space and loadbearing capacity for 3 monuments, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees confirms the B&ECPL's support of the Trailblazing Women of Western New York Monument Project to include the placement of 3 monuments in the trapezoidal planter in the center of the Central Library Access Ramp, and be it further

RESOLVED, that Trustee Burd will continue to act as the B&ECPL Board liaison to Trailblazing Women of Western New York and will represent the Board in design determinations for the Monument Project.

Following the approval of Resolution 2020-31, Director Jakubowski shared the Erie County Executive's proposed 2021 Budget includes \$250,000 in capital funding for the Monument Project.

Agenda Item J – New Business.

Agenda Item J.1 – Adopt Updated Retention and Disposition Schedule. Director Jakubowski explained the resolution as presented, and confirmed it has been past precedent for the Board to approve the use of the current New York State Retention and Disposition Schedule, even though the B&ECPL must follow the Schedule regardless. Trustee Panty moved, Trustee Kelly made a second, and approval was unanimous.

RESOLUTION 2020-32

WHEREAS, the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)* issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, indicates the minimum length of time that local government officials must retain their records before they may be disposed of legally, and

WHEREAS, this schedule supersedes *Schedule MI-1*, which the Buffalo & Erie County Public Library's (B&ECPL) Board of Trustees adopted in January 2001, now therefore be it

RESOLVED, by the B&ECPL Board of Trustees that the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)* is hereby adopted for use by all officers of the B&ECPL in legally disposing of valueless records listed therein; and be it further

RESOLVED that in accordance with Article 57-A:

- a. Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein; and
- b. Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Agenda Item J.2 – Letter Re: Renaming Auditorium at Frank E. Merriweather Jr. Branch Library. Chair Bucki brought attention to the letter from NY State Senator Timothy Kennedy regarding renaming the auditorium at the Frank E. Merriweather, Jr. Branch Library after Eva Doyle, which had been included in the Board packet. Trustee Candelario asked what the protocol was for renaming a space in a branch library. Director Jakubowski explained there is precedent that the Board of Trustees has the

authority to name rooms inside of branch libraries, though the City of Buffalo has the responsibility for naming the building itself. She further conveyed she had reached out to the Mayor's Office about the proposal, and had gotten verbal support for the idea. Trustee Candelario further questioned if the City of Buffalo would provide financial support for the proposal. Director Jakubowski brought up that the City was very generous in its support of capital projects for Buffalo Branch libraries, providing the required matching funds for construction aid and grants, including the State and Municipal Facilities Program (SAM) grant that is being used to improve the auditorium at the Frank E. Merriweather Jr. Branch Library.

In reference to the SAM grant project, Trustee Gist voiced his disappointment that the budget included so much for parking lot repaving. C.F.O. Stone explained that the majority of the grant would be going towards the auditorium and there were also costs associated with architectural and engineering services. He hoped competitive bidding in all aspects of the project would allow the grant funds to go further.

Following this discussion, Chair Bucki entertained a motion that in recognition and appreciation of Eva Doyle's impactful engagement with the Buffalo & Erie County Public Library and her lifetime of service to the Western New York community that the B&ECPL Board of Trustees hereby dedicates the auditorium of the Frank E. Merriweather, Jr. Branch Library in her honor and renames that space the Eva Doyle Auditorium. Trustee Candelario moved, Trustee Bedenko made a second, and approval was unanimous (this was assigned Resolution No. 2020-33).

Director Jakubowski indicated she would reach out to State Senator Kennedy and the Mayor's Office to convey this resolution has been approved and begin the process of planning a dedication.

Trustee Panty asked if there had been any problems in the libraries with patrons refusing to wear masks. Director Jakubowski confirmed enforcement of the use of facial coverings is a daily happening, but that staff have been handling it well. Where there have been several incidents of angry patrons, including one person that Director Jakubowski had to talk to multiple times about a loose-knit scarf not being an adequate covering, there have been no violent incidents. She noted that as per Executive Order 202.34, the B&ECPL may refuse entry to those not wearing a facial covering. Masks are offered to patrons who do not have one.

Trustee Gist asked if any library staff had tested positive for COVID-19 and if there was a plan in place for such a scenario. Director Jakubowski noted medical records of staff are confidential, but there was a process in place for handling a positive test of a staff member in the B&ECPL's Safety Plan. She noted all staff continue to complete health assessments and temperature checks before every shift, and the process can now be completed electronically.



Minutes of the Board of Trustees

Page 25

There being no further business, on a motion by Trustee Panty with a second by Trustee Gist, the meeting was adjourned at 4:41 p.m.

Respectfully submitted,

Alan Bedenko  
Secretary