

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
September 17, 2020

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, September 17, 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*
Kimberly Johnson, Vice Chair
Alan Bedenko, Secretary
Joel Moore, Treasurer*
Michael Amodeo*
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 4:00 p.m. A call of the roll was taken. A quorum was present.

In keeping with Executive Order 202.60 issued September 4, 2020 which extended 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, permitting the B&ECPL Board of Trustees to attend this September 17th 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.

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. Chair Bucki entertained a motion to revise the agenda to move New Business, Agenda Item J before Unfinished Business, Agenda Item I. Trustee Panty moved, Trustee Bedenko made a second, and approval was unanimous. Chair Bucki asked the Board if they would also like to add Executive Session during New Business, as Resolution 2020-29 pertained to a personnel matter. No one expressed a desire to add an Executive Session, and the Chair did not feel it was necessary.

Agenda Item C – Minutes of the Meeting of July 16, 2020. On motion by Trustee Burd, seconded by Trustee Kimberly Johnson, 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 August 13, 2020 and September 10, 2020. Copies of the written report for each meeting were included in the board packet. Committee Vice Chair Kimberly Johnson summarized both meetings. Trustee Gist moved to have the written reports entered into the Minutes. Trustee Bedenko made a second, and this was approved unanimously.

August 13, 2020

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

In keeping with Executive Order 202.55 issued August 5, 2020 which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through September 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 4:03 p.m. Following the call of the roll, it was noted a quorum was present.

With the August 20, 2020 Board of Trustees meeting remitted per Resolution 2020-22, there was no agenda for review by the Executive Committee.

C.F.O. Stone reviewed the year-end budget projection meeting he and Director Jakubowski attended with the Erie County Budget Office. He then noted the status of the Library's 2021 budget, due on August 24th: all libraries and library departments have submitted proposed budgets with multiple reduction factors. Budget instructions from the County require the submission of both a status quo budget and a 5% reduction in operating budget expenditures. Discussion ensued. C.F.O. Stone further explained the Library has asked each library/library department to submit additional reduction scenarios and to provide impact statements. Director Jakubowski indicated this was because of budgetary history and her belief it is better to be prepared. She further expressed her hope that the Library will not need to employ such scenarios. C.F.O. Stone concurred. He noted while sales tax levels are down, they are better than anticipated. Discussion ensued regarding the current status of federal COVID-19 relief stimulus packages. Director Jakubowski stated she is cautiously optimistic.

C.F.O. Stone then spoke to the New York State budget. He indicated he believes there will be a 20% cut in State Aid to libraries. He also indicated that while 80% of basic aid allocation is being released for 2020, this is only a portion of the funding received by the B&ECPL. It is not known when the other aid programs will be releasing funds. C.F.O. Stone indicated the Request for Proposal for work at the Frank E. Merriweather, Jr. Branch Library is out for bid. Work to be completed in this project includes, but is not limited to, parking lot repair and auditorium sound system replacement. The funding for this project is a State and Municipal Facilities Program (SAM) grant, sponsored by New York State Senator Timothy M. Kennedy.

Director Jakubowski stated she and Library Administration are reviewing current open hours and use statistics. She anticipates open hours at the Buffalo Branch Libraries and the Central Library will be expanded. At present, public services staff is being surveyed regarding open hours at Central. Some part-time staff would need to return to work if hours expand. Further, the opening of meeting rooms, within the restrictions set forth by Executive Orders, is under discussion. She noted Minimum Standards for Public Libraries remain in abeyance as the State of Emergency continues. The State of Emergency is set to expire, unless extended, on September 7, 2020. She is monitoring the situation.

Director Jakubowski noted the Human Resources (HR) Department is reviewing various programs associated with COVID-19 which may impact personnel. It is not known at this time how many staff members may be eligible for leave as covered by the Families First Coronavirus Response Act (FFCRA) in particular due to child care, schooling, etc. HR, under the direction of C.O.O. Jeannine Doyle, is working on associated policies. It is important to note most positions within the Library require

staff to be onsite. Discussion ensued. Director Jakubowski will keep the Board abreast of the situation.

Director Jakubowski noted visits to libraries remain impacted by the pandemic. While there have been a few situations regarding the wearing of facial coverings, most have been resolved without incident. In one case, the Buffalo Police Department was called.

Director Jakubowski conveyed the Library, while not legally obligated to do so, had sent over 5,000 donors notification of the Blackbaud ransomware attack. In mid-July, Blackbaud informed the B&ECPL of the ransomware attack, indicating that the cybercriminal did not access any credit card information, bank account information, passwords or Social Security numbers. It is noted that the Library did not put any of this information into the Blackbaud database. Joy Testa Cinquino, Assistant Deputy Director is monitoring the situation and responding to questions.

Director Jakubowski asked the Executive Committee to confirm the August meeting of the Board of Trustees is to remain intermitted. She noted that should any additional information need to be provided or action need to be taken, a special meeting of the Board would be called. The Committee confirmed the August meeting continues to be intermitted.

The public had no comment.

The Executive Committee meeting adjourned at 4:30 p.m. on a motion by Trustee Burd, with a second by Trustee Panty.

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 18th 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 17th 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.

Agenda Item E.2 - Budget and Finance Committee.

Agenda Item E.2.a – NYS Construction Aid Request – Isaías González-Soto Library Improvements Phase 1. Chief Financial Officer (C.F.O.) Ken Stone explained that the B&ECPL System Board of Trustees plays two roles in the NYS Construction Aid process. First, they are the operator of the Central Library and Buffalo Branch Libraries, and as such must approve the submission of applications for NYS Construction Aid projects for those libraries. C.F.O. Stone explained the request as put forth in proposed Resolution 2020-23. He noted that the City of Buffalo had already issued a bond anticipation note to cover the local match portion of the project. C.F.O. Stone noted that the anticipated aid amount as detailed in the Resolution had actually increased that day. He also noted that as the Isaías González-Soto Library is over 50 years old, the project would need to follow any guidance provided by New York’s State Historic Preservation Office (SHPO).

Trustee Gist asked if the historic nature of the building qualified the project for more aid. C.F.O. Stone answered that it does not, but the SHPO review did help meet the requirements of the aid program. Trustee Gist further questioned if the building itself could be replaced. C.F.O. Stone indicated the cost of a new build would greatly exceed the cost of improvements to the existing building, even given the multiple issues currently present. The Isaías González-Soto Library is also located in an Olmsted Park, which could limit the possibility of replacement. C.F.O. Stone conveyed there was also a potential for a Phase 2 project for further interior rehabilitation at this location. Following this explanation, Trustee Gist moved for approval, Trustee Burd seconded, and the following was approved unanimously:

RESOLUTION 2020-23

WHEREAS, up to \$641,863 in the New York State \$14,000,000 Public Library Construction Aid Program funding is available to support up to 75% of eligible costs for projects benefitting libraries located in economically disadvantaged communities and up to 50% of eligible project costs for other libraries located within Erie County, and

WHEREAS, this aid provides an opportunity to leverage local funds to increase the amount available to finance badly needed capital rehabilitation and improvement projects, and

WHEREAS, the Isaías González-Soto Library is in need of rehabilitation including replacing the leaking roof, the original single pane windows and the original, asbestos-containing floor tiles on the first floor as well as replacing/reconfiguring the circulation area, and

WHEREAS, estimated design and construction related costs for this work total \$856,896, with the amount eligible to be requested from State Aid totaling \$642,671, and

WHEREAS, the City of Buffalo has sufficient funding authorized for the Library’s Capital Improvement to cover the cost of this project after Aid funding, now therefore be it

RESOLVED, pursuant to the requirements of the New York State Library Construction Aid Program, that the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) assures that:

- 1) It possesses the legal authority to submit this application, including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required;
- 2) The Library fully expects the project will begin construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the Library System, within 180 days after receipt of written notification from the State Education Department that State Aid construction funds have been approved for the project and that the conditions of the funding have been met;
- 3) The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations, including New York State Library Construction Aid Program rules; and
- 4) Pursuant to the terms of Chapter 768 of New York State Laws of 1953, under which the B&ECPL was established, the City of Buffalo-owned Isaiás González-Soto Branch Library building is a public library operated by the B&ECPL, which the B&ECPL fully expects and intends to operate as a public library for the next 10 years; and be it further

RESOLVED, that the B&ECPL Board of Trustees agrees to follow guidance provided by New York's State Historic Preservation Office (SHPO) in reference to this project, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director or her designee to submit a \$14,000,000 NYS Public Library Construction Aid Program request for the Isaiás González-Soto Library in the amount of \$642,671.

Agenda Item E.2.b – NYS Construction Aid Program – System Evaluation and Recommendations. C.F.O. Stone noted that this Resolution spoke to the second role of the B&ECPL System Board of Trustees in the NYS Construction Aid process. In addition to approving applications for projects at the Central Library and Buffalo Branch Libraries, the Board must also review and make recommendations on projects for the entire B&ECPL system. C.F.O. Stone described Resolution 2020-24 as presented. He noted that only 3 projects were submitted for evaluation this year. The sum of all aid requests exceeds the B&ECPL's aid share by \$24,128, which C.F.O. Stone suggested be trimmed from the largest project. In addition, he noted the North Collins LED conversion project would result in cost savings for the System, as the electric bill is paid by the B&ECPL. As such, he recommended the System pay the \$1,819 in local match to

fully fund the project. Trustee Kimberly Johnson moved, Trustee Bedenko made a second and approval was unanimous.

RESOLUTION 2020-24

WHEREAS, up to \$641,863 in the \$14 million state-wide New York State (NYS) Public Library Construction Aid Program is available to support up to 75% of eligible project costs for libraries serving economically disadvantaged communities and up to 50% of eligible project costs for other public libraries in Erie County, and

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) in its role as a Library System must evaluate and recommend approval of construction applications submitted by public libraries or public library systems, and

WHEREAS, a total of 3 projects were submitted for this program, supporting the Isaías González-Soto, Grand Island Memorial and North Collins Public Libraries, and

WHEREAS, in July 2019, the Board of Trustees of the B&ECPL in Resolution 2019-25 set the criteria for qualifying for up to 75% funding as:

- Libraries whose chartered service areas are located in communities with an average poverty rate equal to or greater than the NYS average poverty rate using federal census data, and/or
- Libraries physically located within the boundaries of a school district whose student population's participation in the federal free and reduced lunch program is 35% or higher which is the percentage utilized by the e-Rate program to qualify said district for a 60% discount on eligible e-Rate services, and

WHEREAS, 2 of the above libraries, Isaías González-Soto and North Collins, qualify to receive up to 75% Construction Aid Program funding as they serve economically disadvantaged communities, specifically: the Isaías González-Soto Branch Library qualifies under both criteria while the North Collins Public Library qualifies under the school lunch participation criteria, and

WHEREAS, the North Collins Public Library LED conversion project will generate savings in electricity, which will accrue to the System as the System pays the utility bill, freeing dollars designated for utilities for other library uses, and

WHEREAS, it is in the System's interest to encourage energy saving projects, and

WHEREAS, Construction Aid Program funding requested totals \$665,991, which is \$24,128 above the \$641,863 allocation available under this program, and

WHEREAS, after review, the following allocation method is recommended: 1) fully fund the 2 libraries requesting less than \$200,000; and 2) reduce recommended funding for the 1 library requesting over \$200,000 to balance to the total allocation available, now therefore be it

RESOLVED, that pursuant to Construction Aid Program requirements and the above criteria, the Board of Trustees of the B&ECPL recommends approval of the requested projects, in the following amounts:

Library	Total Project Cost	Aid Request	Recommended Award
• 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	<u>\$7,274</u>	<u>\$5,455</u>	<u>\$5,455</u>
TOTALS:	\$899,900	\$665,991	\$641,863 ,

and be it further

RESOLVED, that should any of the above projects be withdrawn or otherwise be unable to fully participate in the program subsequent to this resolution’s passage, any share of the funding allocation freed up is recommended to be distributed proportionally to the remaining project whose request was not fully funded, and be it further

RESOLVED, that the Board approves the System reimbursing the North Collins Library for the local share cost for LED conversion, and be it finally

RESOLVED, that the Director or her designee is authorized to transmit the necessary online grant application, forms, and documents in time to meet the October 6, 2020 filing deadline.

Agenda Item E.2.c – Authorization for COVID-19 Related and Year-End Transfers in Excess of \$5,000. C.F.O. Stone reminded trustees that this is normally a routine action taken every year in October as part of the year-end budget closing process so that transfers in excess of \$5,000 can be made quickly between accounts should they be necessary. In addition, Resolution 2020-14, approved earlier this year, allowed transfers in excess of \$5,000 as related to COVID-19 expenses. Resolution 2020-25 combines these two necessary functions through the end of 2020. Any such transfers will be reported

back to the Board. Trustee Kimberly Johnson moved for approval, Trustee Panty seconded, and the following was approved unanimously:

RESOLUTION 2020-25

WHEREAS, in the days since New York State Governor Andrew Cuomo's March 7, 2020 Executive Order 202 declaring a disaster emergency in the State of New York stemming from the COVID-19 pandemic, the Library has implemented social distancing and enhanced cleaning/ disinfecting techniques and related operational changes during a state mandated shutdown and phased reopening process, and

WHEREAS, to provide the flexibility needed to promptly support procurement of supplies and related items necessary to support the Library's COVID-19 response activities, the Executive Committee of the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2020-14 which authorized the Library Director or her designee to implement budget transfers, including those in excess of \$5,000, to support procurement of supplies and other items necessary to support the Library's COVID-19 response activities, directing that any transfers undertaken shall be incorporated into subsequent monthly financial statements submitted to the full Board, and

WHEREAS, as the year-end approaches, the need to implement transfers to address extraordinary costs, such as for unemployment insurance and termination payouts for retiring employees, will impact other accounts including the System salary and fringe accounts, individual contracting library salary and fringe benefit accounts, and in the case of contracting libraries, contract budget amendments, requiring transfers be processed quickly to ensure payroll expenses can be met on a timely basis, and

WHEREAS, it may be in the Library's interest to encumber items that may require budget transfers in excess of \$5,000, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) authorizes the Library Director or her designee to implement budget transfers, including those in excess of \$5,000, within the budget impacting objects of expenditure in excess of \$5,000 for the purposes of addressing impacts related to COVID-19, making year-end encumbrances and/or expenditures as stated above, and be it further

RESOLVED, that any such transfers shall be incorporated into subsequent monthly financial statements submitted to the full Board.

Following C.F.O. Stone's explanation of Resolution 2020-25, Trustee Gist asked if unscheduled employees of the B&ECPL have been brought back to work. C.F.O. Stone and Director Jakubowski conveyed that staff are being brought back gradually in response to demonstrated need. Open hours have expanded at the Central Library and

Buffalo Branches effected September 12th, necessitating the scheduling of more part-time staff. However, foot traffic at the Central Library is at approximately 50% of pre-COVID levels. C.F.O. Stone noted that in the Shipping Department, under his purview, part-time staff have been brought back as the volume of materials have increased. Only 1 part-time employee remains unscheduled in that department at this time. Trustee Panty asked if there were staff that did not come back to work, and if that had affected the ability to provide library services. C.F.O. Stone noted that some staff had declined to return to work as hours became available. Director Jakubowski clarified that this has not currently affected staffing coverage or the availability of library services, but if it becomes an issue in the future, the B&ECPL will begin to hire new employees to meet demonstrated need.

Agenda Item E.2.d – Monthly Financial Report. The monthly financial report for the year as of July 31, 2020 month-end close was included in the board packet as an information item. C.F.O. Stone reported that the B&ECPL remains within budget. C.F.O. Stone noted that of the \$1.2 million due in NYS Library Aid, only 54% has been received by this date. Normally, the initial payment of approximately 90% of the total aid is released in July, but it was anticipated that this would be late and probably reduced as New York State assesses its own budget shortfalls. Payments have been scheduled, but not released, which indicates that this does not reflect an “actual” cut, but an adjustment of cash flow. NYS Construction Aid grants have been similarly affected; the grant funds from last year’s requests have not yet been released. However, C.F.O. Stone’s office has received communications regarding the projects at the Crane Library and Audubon Library, which he believes is an indication the State is moving towards releasing those funds. He will continue to monitor this situation and report back to the Board.

Agenda Item E.3 – Governance Committee. The Governance Committee met on August 18, 2020; the report was included in the board packet. Committee Chair Alan Bedenko summarized the meeting and asked the written report be entered into the Minutes. Trustee Kimberly Johnson moved, Trustee Burd made a second, and this was approved unanimously.

Present via Zoom conference call: Chair Alan Bedenko, Committee members Carima el-Behairy, Frank Gist, Frank Housh and Sharon Kelly. Also present were Library Director Mary Jean Jakubowski, and Chief Operating Officer Jeannine Doyle.

In keeping with Executive Order 202.55 issued August 5, 2020 which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through September 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. This information was included in the meeting announcement.

Chair Bedenko called the meeting to order at 4:02 p.m. Following a call of the roll, it was noted a quorum was present.

Chair Bedenko introduced the changes to the Conflict of Interest Policy as being grammatical and consistency related. With no discussion, Trustee el-Behairy motioned for approval to move this policy to the full Board of Trustees at their September 17th meeting. Trustee Housh seconded the motion.

Director Jakubowski confirmed changes to the Ethics Policy were made in keeping language consistent amongst B&ECPL policies. Trustee Kelly asked that usage of the word organization or institution also be made consistent. Discussion ensued. Institution will be changed to organization in the Ethics Policy. Further, Trustee Kelly recommended grammatical changes to the Compliance section of the Policy. All agreed and the Policy was further amended. Trustee Housh made a motion to have the Ethics Policy, as amended, be taken to the full Board of Trustees for approval. Trustee el-Behairy made a second.

Changes to the Whistleblower Policy were reviewed. Director Jakubowski noted the addition of language indicating this policy is for application to those libraries with the City of Buffalo (Central Library and Buffalo Branch Libraries) as well as to System Functions. Trustee Kelly motioned to have this Policy brought before the full Board of Trustees for approval, with a second by Trustee Gist.

On a motion by Trustee Housh, seconded by Trustee Gist, the Governance Committee adjourned at 4:13 p.m.

Agenda Item E.3.b – (Taken out of order.) Amend B&ECPL Ethics Policy. Trustee Gist moved, Trustee Kimberly Johnson made a second, and approval of the amended Ethics Policy as presented in Resolution 2020-27 was unanimous.

RESOLUTION 2020-27

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 Governance Committee, who oversees the Ethics Policy, used this process to review and make recommendations which are reflected in the attached draft amended Ethics Policy, which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include language that is consistent with other B&ECPL policies and minor grammatical changes, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Ethics Policy to supersede and replace the prevailing policy last amended July 20, 2017, and be it further

RESOLVED, that a copy of the approved Ethics Policy be posted on the B&ECPL's website.

Agenda Item E.3.c – (Taken out of order.) Amend B&ECPL Whistleblower Policy. Trustee Panty moved, Trustee Kimberly Johnson made a second, and approval of the amended Whistleblower Policy as presented in Resolution 2020-28 was unanimous.

RESOLUTION 2020-28

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 Governance Committee, who oversees the Whistleblower Policy, used this process to review and make recommendations which are reflected in the attached draft amended Whistleblower Policy, which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include minor grammatical changes and language to identify this policy affects libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries) over which the B&ECPL Board of Trustees exercises statutory authority, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Whistleblower Policy to supersede and replace the prevailing policy last amended May 16, 2019, and be it further

RESOLVED, that a copy of the approved Whistleblower Policy shall be made available to all applicable persons who provide substantial services to the B&ECPL via the B&ECPL's website or at the B&ECPL's office in a conspicuous location accessible to employees and volunteers.

Agenda Item E.3.a – (Taken out of order.) Amend B&ECPL Conflict of Interest Policy. Trustee Kimberly Johnson moved, Trustee Burd made a second, and approval of the amended Conflict of Interest Policy as presented in Resolution 2020-26 was unanimous.

RESOLUTION 2020-26

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 Governance Committee, who oversees the Conflict of Interest Policy, used this process to review and make recommendations which are reflected in the attached draft amended Conflict of Interest Policy, which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include grammatical changes and formatting changes for consistency, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Conflict of Interest Policy to supersede and replace the prevailing policy last amended May 19, 2019, and be it further

RESOLVED, that a copy of the approved Conflict of Interest Policy be posted on the B&ECPL's website.

Agenda Item F – Report of the Director. Director Jakubowski announced that the Central Library has expanded its open hours to 60 per week, effective September 12th, meeting NYS Minimum Standards. The Central Library will now be open Monday – Thursday: 8:00 a.m. – 7:00 p.m. and Friday – Saturday: 9:00 a.m. – 5:00 p.m. This change was made in consultation with public services staff. The hours of the Buffalo Branch Libraries have also expanded as of the same date, with 46 hours of serviced added per week. Director Jakubowski thanked staff for their input.

Director Jakubowski announced that 3 plates from the B&ECPL's Audubon *Birds of America* folio are currently on exhibit at the Burchfield Penney Art Center as part of their *Birdsong: Audio-Visual Art by Charles E. Burchfield* exhibit. She encouraged all in attendance to visit the museum to see the B&ECPL's items on display. She also conveyed that the B&ECPL has been working with the Erie County Clerk's Office to post QR codes in libraries to assist patrons in setting up appointments at County Auto Bureaus.

Director Jakubowski encouraged all trustees and public to take the 2020 Census. She noted that as of the date of this meeting, Erie County had a 70% self-response rate and the City of Buffalo had only a 53.4% self-response rate. She had masks and lawn signs available for those trustees who attended in person to take with them to promote the "Get Counted" campaign. The 2020 Census response is scheduled to end on September 31st.

Director Jakubowski confirmed there is a vacancy in B&ECPL administration, but she is not filling it at this time. She and her team are working on organizational changes, to include additional responsibilities and departmental oversight for herself, Chief Operating Officer Jeannine Doyle, and Assistant Deputy Directors Dorinda Darden and Maureen McLaughlin. She also noted Linda Rizzo, in attendance, will now oversee Borrower Services, Stacks, and Interlibrary Loan; she thanked Linda for her flexibility and accepting this new assignment.

Finally, Director Jakubowski reminded the Board that 3 of its members are currently serving on holdover after their terms expired on December 31, 2019: Alan Bedenko, Carima El-Behairy, and Kimberly Johnson. She noted there also remains 1 vacancy on

the Board of Trustees. She conveyed her office is following up on the status of the expired terms and vacancy, but that those serving in expired terms may want to write a letter to County Executive Mark Poloncarz expressing their desire to be reappointed for another term.

The following reports were submitted by the Director and transmitted to Board members prior to the meeting:

**B&ECPL Monthly Report
July 2020**



A series of Welcome Back videos, one for each of the Buffalo Branch Libraries and the Central Library have been produced. Each has been posted on the individual library's website under *What's Happening*. Below is a list of links to each of the videos:

Central Library:

http://www.youtube.com/watch?v=pdHiSr_2EHs&feature=youtu.be

Crane Branch Library:

www.facebook.com/watch/?v=697141880851785

Dudley Branch Library:

www.facebook.com/dudleylibrary/posts/4376757182349423

East Clinton Branch Library:

www.facebook.com/watch/?v=303432157446536

Elaine M. Panty Branch Library:

www.youtube.com/watch?v=yt0u62zEfX4&feature=youtu.be

Frank E. Merriweather, Jr. Branch Library:

www.youtube.com/watch?v=ilvo1Zjnu_o&feature=youtu.be

Isaías González-Soto Branch Library:

www.facebook.com/watch/?v=2040640812734538

Leroy R. Coles, Jr. Branch Library:

www.youtube.com/watch?v=9VYE1ubdURk&feature=youtu.be

North Park Branch Library:

www.youtube.com/watch?v=mkPhWxvrI5w&feature=youtu.be

Rotary Reads Kids Club - Installation of custom designed signs, shelf sign boxes and the *Rotary Reads* children's boat (furniture) has begun at the Dudley Branch Library, Frank E. Merriweather, Jr. Branch Library, Isaías González-Soto Branch Library and the Leroy R. Coles, Jr. Branch Library. The Library received a grant sponsored by the Rotary Club of Buffalo and the Buffalo Rotary Foundation to develop *Rotary Reads Kids Clubs* throughout the Buffalo Branch Libraries. In addition to the customized furniture, these libraries also received new tables, chairs and bookshelves for the children's areas, which were assembled by the Central Library Maintenance Department. A dedication ceremony is being planned for the future.



Kelmscott Collection Complete! - Since the inception of the Rare Book Room at the Grosvenor Reference Library and the Buffalo Public Library, the goal when collecting fine press materials was to collect the works of William Morris. According to the Grosvenor Reference Library *Annual Report* (July 1944 - June 1945), "William Morris revolutionized modern conceptions of the use of type and paper, and for both historical and artistic reasons every product of the Kelmscott Press should be in a rare book collection." Morris, in 1891, started one of the most famous private presses, Kelmscott Press, where he produced beautiful and limited edition, hand-crafted books that helped to revitalize the art of printing and influenced the work of many printers, including Elbert Hubbard and the Roycroft Press.

This month one of the rarest Kelmscott titles: *Two trial pages on vellum for the projected edition of Lord Berners's Translation of Froissart's Chronicles* was secured. Finally we can say, **after 75 years**, the Buffalo & Erie County Public Library (B&ECPL) has realized the goal of a complete Kelmscott collection!

Each of the 53 titles from the Kelmscott Press can now be found, together, in the *B&ECPL Rare Book's Kelmscott Collection*. This truly remarkable accomplishment will be on display in an exhibit being planned for 2022. The Kelmscott exhibit will follow Audubon's *Quadrupeds* scheduled to open in early 2021.

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)	15	484	263	10,387
Children (age 6-12)	27	337	632	5,898
Teens	2	111	27	786
Intergenerational	22	646	1,428	17,229
Adults (excludes Technology)	5	702	51	9,982
TOTAL In Library Group	71	2,280	2,401	44,282

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	0	0	0	0
Children (age 6-12)	10	258	10	258
Teens	15	701	15	702
Intergenerational	0	76	0	93
Adults (excludes Technology)	4	373	4	382
TOTAL In Library One-on-One	29	1,408	29	1,435

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Training Lab or Library Desktop PCs	0	8	0	45
System or Library-owned Cyber Train	0	11	0	75
One on One	2	420	2	452
TOTAL Adult Technology	2	439	2	572

Outreach (Out of Library):

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	4	44	36	1,192
Children (age 6-12)	0	13	0	538
Teens	0	1	0	27
Intergenerational	4	14	94	3,606
Adults (excludes Technology)	0	25	0	893
TOTAL Outreach	8	97	130	6,256

Virtual Programs:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	68	372	6,853	68,606

Children (age 6-12)	107	370	7,042	32,978
Teens	39	124	683	2,364
Intergenerational	164	791	12,783	94,998
Adults (excludes Technology)	63	328	3,796	29,940
TOTAL Virtual	441	1,985	31,157	228,886

Virtual Programming Highlights

Crane Branch Library

- *Imagine Your Story with Mr. Dan!*
- *Imagine Your Story Summertime Crafts*

Dudley Branch Library

- *Craft in-a-Bag – Virtual Craft Tutorial – Twirler Kit*
- *Craft in-a-Bag – Virtual Craft Tutorial – Create your Own Storybook*
- *Craft in-a-Bag – Virtual Craft Tutorial – Coffee Filter Creations*

East Clinton Branch Library

- *Egg Carton Helicopter Crafts*
- *Tissue Paper Stained Glass*
- *Paper Plate UFO*
- *Octopus Abacus Craft*

Elaine M. Panty Branch Library

- *History of Baseball*
- *Children’s Storytime – The Box Turtle*

Frank E. Merriweather, Jr. Branch Library

- *Summer Craft Saturday’s*
- *Re-Imagining a Folktale Haiku*

Isaías González-Soto Branch Library

- *Crafty Wednesday’s*
- *Children’s Storytime: Mae Among the Stars*
- *Children’s Storytime: Triangle*

Leroy R. Coles, Jr. Branch Library

- *Children’s Storytime: Fresh Princess*
- *Children’s Storytime: The Moon Over Star*
- *State License Plate Quiz*
- *Children’s Storytime: Counting Dinos*

North Park Branch Library

- *Children’s Storytime: the Gingerbread Man In-a-Bag*
- *Monday All Ages Crafts*

Central Library – Children’s Services

- Baby & Toddler Time
- Bilingual Story Time (Spanish)
- *Stories with Miss Nancy*
- DIY Sensory Story Time
- Classic Children’s Literature Read-Aloud – *Through the Looking Glass*
- Classic Children’s Literature Read-Aloud – *What Alice Found There*;
- Preschool Storytime/Family Art Break
- Preschool Storytime – *Reading with Maple the Dog*
- STEM Challenge – *Walking Water*
- STEM Challenge – *Growing a Rainbow*
- STEM Challenge – *Telling Time with a Sun Dial*

Central Library – Information Services (Including Teen Programming)

- DIY Rain Barrel Construction
- The Cooking Librarian – *It’s Strawberry Time*
- The Cooking Librarian – *You are Berry Special to Us*
- Teen Manga Club
- Teen Advisory Group (TAG) Meeting
- *The Tirade of the Tomes* – online trivia contest

Central Library – Special Collections/Rare Book Room

- *Getting Started with Irish Genealogy Records*
- *Finding U.S. Passenger Lists*
- *Intro to DNA for Genealogy: Why is mine different than my siblings?*

Central Library – TechKnow Lab/Launch Pad

- Lunchtime Learning: *Beyond Google*
- Lunchtime Learning: *Cutting the Cord*
- *How to Fix a Flat (Bicycle Tire Repair)*
- Tuesday and Friday Listening Party’s
- Lunchtime Learning: *Introduction to Podcasting*

Other Activities

Library on Wheels Bookmobile

- Drop off and pick up services were reinstated to Asbury Pointe and Bethel Estates; and
- Library services were provided at Explore & More – the Ralph C. Wilson, Jr. Children’s Museum.

Interlibrary Loan (ILL)

- Seventy-two libraries from around the country requested materials from ILL;
- Forty-two new ILL users registered for services; and
- Borrowing and lending increased.

2. Collection Development

Physical Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Juvenile Print	2,555	12,743	379	1,301	539,747
Young Adult Print	602	2,840	82	625	76,046
Adult Print	5,451	19,128	783	3,641	1,825,729
Media	4,735	18,956	475	2,244	576,381
Other*	2,176	15,979	0	123	180,352
Subtotal	15,519	69,646	1,719	7,934	3,198,255

*Includes magazines, generic copies, and other

Electronic Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
eBooks	1,300	10,786	922	7,463	97,227*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	309	2,641	200	1,822	20,626
eVideos	0	0	0	0	100
Subtotal	1,609	13,427	1,122	9,285	117,953

*Includes 428 EBL titles

All Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Total	17,128	83,073	2,841	17,219	3,316,208

Building Permits Indexed - Building permits listed in the Buffalo Common Council Proceedings (CCP), 1887-1906, have been indexed and are now available online through the Special Collections Guides & Publications. Used by architecture historians and house researchers, the CCP for the years 1887-1906 are often found to be difficult to search, as the permits are listed by the requestor's name (not the address). To assist researchers and make this information more accessible, an index by the building address was created.

Social Climate Posters Inventoried - Rare Book and Map Librarian **Charles Alaimo** completed an inventory of a collection of over 350 social climate posters covering the period of 1966 to 1977. The collection will be highlighted in a future blog post on the Grosvenor Rare Book Room blog: grorarebookroom.wordpress.com/.

Subject Guides - The Library's Subject Guides were viewed by 1,153 visitors from 15 countries in July. In addition to the United States, visitor countries of origin included

Bangladesh, Canada, Guam, India, Indonesia, New Zealand, Pakistan, Peru, the Philippines, Russia, South Africa, U.S. Virgin Islands, Ukraine, and the United Kingdom.

3. Funding/Fundraising

Funding:

2021 Erie County Budget Instructions Received – 2021 budget instructions received from Erie County in mid-July instructed the Library to prepare for a status quo operating budget as well as for a 5% operating budget reduction. Contract library directors and board presidents have been provided with preparatory instructions and guidance including fillable worksheets for ease of budget development. It must be noted that a status quo operating budget for 2021 is, in essence, a reduction of approximately 2.5 - 5%, given notable increased costs scheduled during 2021 which include: the minimum wage increase, contracted cost-of-living adjustments (COLAs), health insurance and retirement. It is further noted that the Library's budget as provided through the library tax (the levy for which is determined yearly) is approximately 20% of the County's approximately \$140 million discretionary operating budget. The County's discretionary budget also includes such entities as police, fire, roads, Erie Community College, etc. Recent statements pertaining to the County deficit resulting from the COVID-19 pandemic indicate the anticipated deficit of the County to be around \$80 million.

In addition to the potential reduction of the library tax (County funding) we are anticipating further significant cuts to the New York State budget, on top of the reduction which has already occurred.

Given the uncertainty of the full impact of the COVID-19 pandemic, the unknown level of federal support (if any) to state and local governments and our budget history, we have asked all libraries and departments to prepare for budget impacts beyond budget instructions received from the County. We sincerely hope reductions will be moderated and that federal support will come to fruition, so that impacts may be managed accordingly.

Service Agreement Solidified - Information Services and Outreach Librarian **Andrew Maines** and Chief Financial Officer **Kenneth Stone** facilitated the signing of the Service Agreement between the B&ECPL and General Libraries in State Correctional Facilities on July 30th. The agreement formalizes the B&ECPL's role to supplement library services and resources for inmates in New York State correctional facilities by providing inmates with broader access to library materials, services and the statewide library network.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1, 2020- July 31, 2020	\$208,678.86

Blackbaud Ransomware Attack – In mid-July, the Development & Communications Department was informed that a cybercriminal launched a ransomware attack on a database maintained by one of the Library’s third-party vendors: Blackbaud, Inc. Blackbaud informed the B&ECPL that the cybercriminal did not access any credit card information, bank account information, passwords or Social Security numbers. Blackbaud further indicated the cybercriminal may, however, have accessed names, addresses, telephone numbers, email addresses, and information concerning donations to the Library, such as the amount donated and the check number (if applicable). While not legally obligated to do so, the Library has mailed letters to individuals in our donor database (5,000) who have donated money and/or in-kind gifts to the Library in the last five years.

4. Facilities

Frank E. Merriweather, Jr. Branch Library – To better serve library patrons, new lines and markings for the handicap parking spots at the Frank E. Merriweather, Jr. Branch Library were painted by library maintenance.

5. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	YTD	Month	YTD
Staff	311	2,594	3	46

Staff Training Offered/Attended – 8-Hour Annual In-Service Security Guard Training (presented by B&ECPL Security School); *Civic Technology 101 for Libraries* (presented by PLA/B&ECPL); *Understanding Trauma-Informed Approaches in Public Libraries* (presented by PLA/B&ECPL).

Webinars Viewed – 56 webinars, including *Book Club Picks* (presented by Booklist); *Data 101: Learning How to Use Open Data Buffalo, the City of Buffalo’s Official Open Data Portal* (presented by WNYLRC); *Disaster Planning & Policy Writing* (presented by NNYLN); *From Ally to Advocate: The Importance of Active Inclusion* (presented by Say Yes Buffalo); *Legal Issues & Reopening: The Saga Continues* (presented by RRLC); *The Loss of Normalcy* (presented by Mental Health Advocates of WNY); *Virtual Dungeons & Dragons Workshop* (presented by NCLA Young Adult Services Division).

Other – *A to Z Grant Writing* (online course presented by Erie Community College); *Library Freedom Institute* (online course presented by Library Freedom Project).

6. Communications//Media Coverage/Media Releases/Social Media

Media:

Type of Communication	Topic	Air Date/Publish Date
Mass Email	Open Libraries and new procedures	Sent July 1 st
Media Interview with Library COO Jeannine Doyle	Library reopening	WKBW TV, Channel 7, July 7 th
Media Interview with Library Director Mary Jean Jakubowski	Libraries as cooling centers	The Buffalo News, July 8 th

Social Media:

	Staff Activity		Public Activity		Followers	
	Month	YTD	Month	YTD	Month (New)	Total
<u>Facebook</u>	187	1,073	4,085	59,661	0	10,023
<u>Flickr</u>	-	234	3,777	65,378	0	57
<u>Google Ads</u> ¹	N/A	N/A	4,359	25,522	N/A	N/A
<u>Instagram</u>	50	254	1,390	8,558	35	3,047
<u>Pinterest</u>	19	161	368	7,198	12	2,151
<u>Podcast</u> ²	4	24	N/A	N/A	N/A	N/A
<u>Twitter</u>	99	618	1,690	10,926	34	10,600
Total	359	2,364	15,669	177,243	81	25,878

¹ 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.

² Podcast public activity measurement cannot be tracked accurately because it is available through multiple applications.

7. Partnerships

Mayor's Summer Youth Internship Program - Youth from the *Mayor's Summer Youth Internship Program* began working at the Central Library and Buffalo Branch Libraries promoting taking the 2020 Census at the library.

Reddy Bikeshare - A Reddy Bikeshare station was installed outside of the Frank E. Merriweather, Jr. Branch Library on Jefferson Avenue.

Burchfield Penney Art Center - Three plates from John James Audubon's *Birds of America* (Elephant Folio) collection are now on loan to the Burchfield Penney Art Center for the exhibition *Birdsong: Audio-Visual Art by Charles E. Burchfield*. This exhibit is scheduled to open on Friday, August 14th with an M&T Second Friday celebration and will remain on view through Sunday, November 29, 2020.

Canalside, Virtual Summer Camp - Children's Services Manager **Kristi Dougherty** connected with Paige Gress, Marketing Manager at Buffalo Waterfront/Canalside, to feature videos for an "Imagine Your Story" virtual summer camp. Children's Services librarians submitted videos that are featured on the Waterfront website, along with

other organizations around Erie County, viewable here:

buffalowaterfront.com/activities/buffalo-erie-county-public-library-summer-camp.

Pathstone Enterprise Center, Virtual Boot Camp for Start-Ups - Information Services Librarian **Sandra Courtney** presented “*Researching Your Market*” during Pathstone’s *Virtual Book Camp for Start-Ups*. There were 65 participants in attendance. This virtual workshop series is designed for new entrepreneurs and small business owners.

Other - Programs/events were also conducted with the following B&ECPL partners:

- Every Person Influences Children (EPIC);
- Explore & More - The Ralph C. Wilson, Jr. Children's Museum;
- Erie County Infancy Leadership Circle; and
- New York State Comptroller’s Office of Unclaimed Funds.

8. Director Activities

LIST of MEETINGS and EVENTS

ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI

July 2020

DATE	MEETING / EVENT
July 1, 2020	Webinar - Mandated Kantola Training
July 2, 2020	Virtual Meeting - Administrative Team
July 2, 2020	Webinar - Big Disruptions Can Lead to Big Opportunities
July 7, 2020	Meeting - Joy Testa Cinquino
July 7, 2020	Meeting - Allie Urbanski, Community Foundation for Greater Buffalo
July 7, 2020	Conference Call - Pat Swann, New York Community Trust
July 7, 2020	Meeting - Jeannine Doyle, Dan Caufield
July 7, 2020	Conference Call - B&ECPL Board of Trustees Chair Kathleen Bucki
July 8, 2020	Meeting - Managers/Directors
June 8, 2020	Conference Call - Michelle Urbanczyk, Explore & More - The Ralph C. Wilson, Jr. Children’s Museum (E&M)
June 8, 2020	Viewing of Erie County Executive Mark Poloncarz's Press Conference
July 9, 2020	Meeting - Mark Kross, Joy Testa Cinquino
July 9, 2020	Virtual Meeting - B&ECPL Board of Trustees Executive Committee
July 9, 2020	Meeting - Chair Kathleen Bucki
July 10, 2020	Virtual Meeting - Jeannine Doyle, Judy Fachko
July 13, 2020	Conference Call - Melissa Brown, Buffalo History Museum
July 13, 2020	Meeting - Jeannine Doyle, Erin Weller
July 13, 2020	Virtual Meeting - Public Library System Directors Organization (PULISDO) Diversity Subcommittee

July 14, 2020	Virtual Meeting - Library Foundation of Buffalo & Erie County
July 14, 2020	Virtual Meeting - PULISDO
July 14, 2020	Conference Call - New York State Education Department - Division of Library Development (DLD)
July 14, 2020	Virtual Meeting - Community Foundation for Greater Buffalo
July 14, 2020	Virtual Meeting - Erie County Complete Count Committee
July 15, 2020	Conference Call - Roseanne Butler-Smith
July 15, 2020	Viewing of Erie County Executive Mark Poloncarz's Press Conference
July 16, 2020	Virtual Meeting - Administrative Team
July 16, 2020	Meeting - Mark Kross, Mike Grabek, Erin Weller
July 16, 2020	Virtual Meeting - E&M, Buffalo State College (Exceptional Education Department), Cantalician Center for Learning (CCL), Parent Network
July 16, 2020	Meeting - B&ECPL Board of Trustees
July 17, 2020	Meeting - Jeannine Doyle
July 20, 2020	Virtual Meeting - Linda Brigance & Jeff Swiatek, Buffalo Presidential Center
July 22, 2020	Meeting - Maureen McLaughlin
July 28, 2020	Meeting - Jeannine Doyle, Kenneth Stone
July 28, 2020	Meeting - AFSCME, CMU, CSEA and Librarian's Association Union Representatives
July 28, 2020	Meeting - Joy Testa Cinquino
July 29, 2020	Virtual Meeting - Erie County Capital Projects Committee
July 29, 2020	Viewing of Erie County Executive Mark Poloncarz's Press Conference
July 30, 2020	Virtual Meeting - Monumental Women of WNY
July 30, 2020	Virtual Meeting - Rotary Club of Buffalo
July 30, 2020	Meeting - Erin Weller

Appendix

Contracting Member Library Activity Report

Amherst Public Library - submitted by Roseanne Butler-Smith, Director

Highlights of events and activities at the Amherst Public Library:

- Working around and through the COVID-19 pandemic has been the priority of the Amherst Public Library. Many challenges and changes have been faced:
 - All 4 branches (Audubon, Clearfield, Eggertsville-Snyder, and Williamsville) have gone through a revision of open hours, several staff retirements and a new look as to how we interact with the public.
 - Gone are the separate reference desk and circulation desk. We now have a combined circulation and reference work station where all staff works behind a very inviting wall of Plexiglas.

- We have moved from in-house reading programs to offering virtual summer reading programs. Virtual programs are offered Sunday through Saturday with a surprising good attendance.
- Increase in in-person visits:
 - As summer progresses all 4 libraries are showing an increase in visitors coming into the building, the number of patrons using public computers and the number of materials being checked out.
 - Most days, the Main Library at Audubon is showing the highest circulation per day in the System.
- The Amherst Public Library has rethought 2 regular children's programs:
 - Reading prizes: each Monday a treasure chest is placed in each library which contains various prizes. Daily, children are encouraged to check out reading materials and then offered a prize for the reading completed. Weekly, the number of children picking a prize has gone from 400 for all 4 libraries, to more than 1,200 children.
 - Craft program: each Monday a different treasure chest is filled with a craft for children. Children are encouraged to pick a craft to take home and complete. If assistance is needed to complete the craft, a virtual program is offered every Monday that shows how to. This blended program has seen an increase in followers/craft makers, starting with less than 200 children per week to more than 1,000.
- The plan for the Amherst Public Library is to continue to work through COVID-19 issues and offer the best public service possible in these challenging times. The Amherst Public Library wishes all to stay safe!

B&ECPL Monthly Report August 2020

Summer Reading Contest Winners Announced - Information and Outreach Services Librarians **Melissa Blattner** and **Maria Lowe** and Children's Services Librarian **Susan Buttaccio** wrapped up the 2020 Online Summer Reading Contest for kids, teens and adults. A total of 395 patrons registered for the contest. Each participant read a book and submitted a review as an entry into a random drawing at the end of the contest. From June through August over 1,000 books were read and reviewed. Adult and teen grand prize winners won a Kindle HD 10 tablet while the kids winner won a "Kids Edition" Kindle HD 10. Winners included: Adult - Sherry Zuccaro from the Lancaster Public Library, Teen - Norah Aroune from the Elma Public Library, and Kids - Hannah Spiering from the Town of Tonawanda Public Library - Kenmore Branch. CONGRATULATIONS to our winners and to all who participated.

Rotary Reads Kids Club - The Rotary Reads Kids Club furniture and signage continues to be installed at the Dudley Branch Library, Frank E. Merriweather, Jr. Branch Library, Isaías González-Soto Branch Library and Leroy R. Coles, Jr. Branch Library. Signage is also being placed at the Crane Branch Library, East Clinton Branch

Library, Elaine M. Panty Branch Library, and North Park Branch Library. A ribbon cutting/media event is being planned and scheduled with the Rotary Club of Buffalo for the Dudley Branch Library on Wednesday, September 30th at 10:30 am.

2020 Census - The B&ECPL continues to promote the taking of the 2020 Census with its *Get Counted @ Your Library* campaign. Social media, traditional media, lawn signs and facial coverings with the Census 2020 logo have been distributed. Buffalo Branch Libraries and the Central Library provided Census-related virtual programs and offered assistance in Census-taking throughout the month. Youth participating in the *Mayor’s Summer Youth Internship Program* worked at various library locations assisting in the effort. Work with the Erie County Complete Count Committee and the New York Library Complete County Committee also continues. B&ECPL’s *Get Counted @ Your Library* campaign will end in concurrence with the conclusion of the Census in late September.

Finding a NEW Way to Provide a Popular Program - Information Services and Outreach Librarian **Andrew Maines** hosted the first virtual Homegrown Authors program on August 22nd via Zoom. Local attorney Robert Simpson read from his book, *Bumblebees and Dandelions: Tales to Make You Laugh, Smile, and Remember*. The book is a collection of 33 stories that describe Mr. Simpson’s youth in Niagara Falls in the 1970s. Twenty people participated in the event, asking questions and reminiscing about growing up in this region.

eAudioBooks - Collection Development staff continue to emphasize the selection of electronic materials, resulting in 35,289 eAudioBook downloads in August, an all-time record for this popular format.

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)	23	507	1,119	11,506
Children (age 6-12)	71	408	5,187	11,085
Teens	23	134	255	1,041
Intergenerational	40	686	1,671	18,900
Adults (excludes Technology)	11	713	101	10,083
TOTAL In Library Group	168	2,448	8,333	52,615

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	2	2	2	2
Children (age 6-12)	20	278	20	278

Teens	6	707	6	708
Intergenerational	0	76	0	93
Adults (excludes Technology)	4	377	5	387
TOTAL In Library One-on-One	32	1,440	33	1,468

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Training Lab or Library Desktop PCs	0	8	0	45
System or Library-owned Cyber Train	0	11	0	75
One on One	13	433	13	465
TOTAL Adult Technology	13	452	13	585

Outreach (Out of Library):

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	1	45	9	1,201
Children (age 6-12)	0	13	0	538
Teens	0	1	0	27
Intergenerational	2	16	156	3,762
Adults (excludes Technology)	1	26	14	907
TOTAL Outreach	4	101	179	6,435

Virtual Programs:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	66	438	6,021	74,627
Children (age 6-12)	89	459	5,632	38,610
Teens	25	149	378	2,742
Intergenerational	141	932	10,079	105,077
Adults (excludes Technology)	41	369	3,845	33,785
TOTAL Virtual	362	2,347	25,955	254,841

Programming Highlights

Central Library - Children's Services

- *Preschool Storytime*
- *Bilingual Storytime (Spanish)*

Central Library - Information Services

- *The Cooking Librarian*
- *Composting and Rain Barrels*
- *Back in the Garden*

- *New York State Unclaimed Funds*
- *Homegrown Authors Series*

Central Library – TechKnow Lab/Launch Pad

- Lunchtime Learning: *2020 Census August Update*

Central Library – Special Collections/Grosvenor Room

- *DigGen*
- *DigFed: Find Your Family in Federal Records*

Central Library – Teen Programming

- *Teen Advisory Group (TAG) Virtual Meeting*
- *Teen Manga Club*
- *Tirade of the Tomes – online teen reading trivia contest*
- *Reader’s Quest Book Club*
- *Rising Voices Book Club*
- *Teen Virtual Craft Hangout*

Crane Branch Library

- *Imagine Your Story with Mr. Dan!*
- *Imagine Your Story Summertime Crafts*

Dudley Branch Library

- *Craft-in-a-Bag – Virtual Craft Tutorial: Clothespin Puppet*
- *Craft-in-a-Bag – Virtual Craft Tutorial: Magazine Beads*
- *Craft-in-a-Bag – Virtual Craft Tutorial: Census 2020 Luminaire*
- *Craft-in-a-Bag – Virtual Craft Tutorial: Tube Dolls*
- *Craft-in-a-Bag – Virtual Craft Tutorial: Upcycled Starry CD Ornament*

East Clinton Branch Library

- *Craft Time with Mr. Paul: Straw Maze!*
- *Craft Time with Mr. Paul: Imagine Flight School*

Elaine M. Panty Branch Library

- *Census Storytime: The Great Big Book of Families*
- *Census Storytime: Everybody Counts*
- *Children’s Storytime: Very Hungry Caterpillar*

Frank E. Merriweather, Jr. Branch Library

- *Summer Craft Saturdays: Monster Bookmarks*
- *Census Storytime: Most People*

Isaías González-Soto Branch Library

- *Get Crafty Wednesday*

Leroy R. Coles, Jr. Branch Library

- *US Census Quiz*
- Storytime with Miss Libby: *Back to School, Splat!*
- Census Storytime with Mr. Ryan: *All Through My Town*

North Park Branch Library

- *All Ages Crafts*

Library on Wheels Bookmobile

- Services resumed at Union Square Senior Apartments, Ebenezer Square Apartments and Brant Town Hall; and
- New services began at the Rural Outreach Center in East Aurora.

Interlibrary Loan (ILL)

- ILL saw a significant increase in usage that included 72 new ILL users.

Buffalo Astronomical Association - Children’s Services Librarian **Jessie Blum** facilitated the Buffalo Astronomical Association’s (BAA) Night Viewing Party via the Library’s Facebook Page. Members of the BAA took turns speaking on how to use sky-watching equipment and what you can see in our hemisphere. Mike Humphry, president of the BAA, highlighted the B&ECPL’s NASA telescope backpack lending program. The NASA backpacks, which contain a sky-watch telescope and other learning tools, was a big hit and a surprise to many of the online attendees. The B&ECPL will be working with the BAA to share future night watch programs.

New York State Unclaimed Funds - Information Services and Outreach Librarian **Sara Fuller** hosted a New York State Unclaimed Funds virtual program on August 19th via Zoom. Staff from State Comptroller Thomas P. DiNapoli’s office guided attendees through state resources to see if they or anyone in their family was owed some of New York’s \$15 billion in unclaimed funds.

Take and Make Craft Bags - Created for families to do library-based activities at home, Take and Make Bags were developed by the B&ECPL Children’s Services Department. Crafts included a sand mandala, beach ball, kaleidoscope, shell necklace, crown, pom-pom poppers, unicorn and dragon puppets and coloring sheets. Early literacy bags containing either a board or cloth book with accompanying early literacy tips were also available for parents of babies and toddlers.

2. Collection Development

Physical Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Juvenile Print	4,227	16,970	410	1,711	539,469
Young Adult Print	737	3,577	153	778	76,298

Adult Print	3,831	22,959	644	4,285	1,823,547
Media	2,701	21,657	285	2,529	574,474
Other*	2,041	18,020	12	135	178,977
Subtotal	13,537	83,183	1,504	9,438	3,192,765

*Includes magazines, generic copies, and other

Electronic Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
eBooks	1,234	12,020	873	8,336	98,426*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	291	2,932	197	2,019	20,917
eVideos	0	0	0	0	100
Subtotal	1,525	14,952	1,070	10,355	119,443

*Includes 428 EBL titles

All Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Total	15,062	98,135	2,574	19,793	3,312,208

Rare Book Room Finding Aids - Rare Book and Map Librarian **Charles Alaimo** described and listed signature and letter content of the Autograph Collection of Eleanor and May Martin, circa 1871-1929. Rare Book Curator **Amy Pickard** created a descriptive content list/ table of the Shaker Newspapers Collection. This a collection of mostly Northeastern newspapers from 1786 - 1876, with articles (and sometimes advertisements) about the Shakers, their beliefs, lifestyle, controversies and products.

Subject Guides - The Library's Subject Guides were viewed by 1,347 visitors from 18 countries in August. In addition to the United States, visitor countries of origin included Argentina, Bangladesh, Canada, India, Italy, Mexico, the Netherlands, Pakistan, the Philippines, Poland, Romania, South Africa, Spain, Sweden, Turkey, Ukraine, and the United Kingdom.

3. Technology

Audio extension cables were purchased for Kids Space computers and laptops so that two headphones can be plugged in simultaneously. These cables will be beneficial for families so that caregivers can listen to what a child is hearing for virtual learning and enrichment. The System is looking into providing these cables for additional locations.

4. Funding/Fundraising

Funding:

Erie County's 2021 budget process continues. Per Erie County Department of Budget and Management (Budget Office) instructions and consistent with the guidance adopted by the Board of Trustees in Resolution 2020-18, staff developed two scenarios for review by the Budget Office:

1. Status Quo County Funding Scenario - Library Tax Remains at \$25,409,158

In order to balance the budget while addressing Novel Coronavirus (COVID-19) related revenue losses and rising costs, a combination of use of \$881,500 in fund balance and a \$671,445 reduction from personal services (SAP Account 504990) target would be employed. This level of reduction will require modest service level reductions, impacting open hours of operation.

Status Quo Scenario, COVID-19 Revenue Impacts - This year, B&ECPL operating revenues have been severely impacted as a result of the COVID-19 pandemic related shutdown and gradual reopening process and are therefore estimated to end the year over 50% below budget. Library donations have been similarly affected. In addition, the pandemic reduced fine revenue, while accelerating a shift towards electronic materials which expire automatically, incurring no fines. Fine/fee revenue for 2021 is estimated at approximately 25% below 2020's adopted budget.

At this time, New York State Library Aid remains unknown. In late August, the State Library indicated 80% payments of several aid categories are in process, with the remaining 20% being held back as a result of COVID-19 pandemic deficits. The B&ECPL's 2021 budget estimate assumes aid will be reduced 10% from the State's 2020-21 enacted budget, which is 12.3% below the B&ECPL's 2020 adopted budget.

Status Quo Scenario, Expenditure Impacts - In addition to the scheduled cost-of-living adjustments (COLA) and step increases included in various bargaining unit agreements, the 2021 budget includes a \$0.70 per hour (5.9%) wage increase in the *Page* hourly rate, required to be in effect 12/31/2020 due to the increase in New York State minimum wage. In addition, a corresponding \$0.70 per hour increase in *Senior Page* wages maintains a \$0.50 per hour differential with the *Page* hourly wage rate. The 2021 budget also includes a modest contractual salary reserve for the Librarians' Association, whose contract expires on December 31, 2020.

2. 5 Percent Reduced County Funding Scenario - Library Tax reduced by \$1,270,458 to \$24,138,700

In order to balance the budget with a 5% reduction in County funding, while addressing COVID-19 related revenue losses and rising costs, a combination of use of \$881,500 in fund balance and a \$1,941,903 reduction from personal services target would be employed.

5 Percent Reduction Scenario Impacts - In addition to the revenue and expenditure impacts discussed in the Status Quo Scenario, the \$671,445 reductions from Personnel Services credit in SAP Account 504990 would change by \$1,270,458 to a credit of \$1,941,903. Achieving this level of reduction would require service level cuts impacting program offerings and other services, along with open hours of operation. Library full-time equivalent (FTE) staffing levels would be reduced by approximately 20-30 FTE (personnel expense constitutes approximately 80% of the Library’s operating budget).

Should Additional Funds Become Available

The B&ECPL realizes the difficult budgetary situation that the County faces dealing with the impacts of the COVID-19 pandemic and will continue to support efforts to advocate for Federal support to offset these impacts and improve the overall economy. The Library requested, should Erie County’s fiscal environment permit, consideration be given to providing the B&ECPL with additional funding to help offset COVID-19 and other contractually obligated/mandated impacts. We requested that any additional funding be applied to offset the reductions from Personnel Services credit in SAP Account 504990.

What Happens Next

Budget Office staff will review the information submitted and may ask for additional information. Under direction from the County Executive, the Budget Office will finalize a recommended budget for release on or about October 15, 2020.

Once the recommended budget allocation for the B&ECPL is known, staff will utilize scenario reductions and impact statements already submitted by all libraries and support service departments to provide in-depth detail and impact statements that reflect the County Executive’s recommended allocation. This information will be provided for B&ECPL Board of Trustees review prior to budget hearings which are typically held in mid-November.

Newly Received Information

On September 3rd, the New York State Comptroller released rates for employer retirement system contributions that will be charged to the B&ECPL beginning April 1, 2021. Those rates are significantly higher than expected, with rates for the Tiers with the largest number of library employees, Tiers 3 and 4, increasing from 16.0% of payroll to 18.0%. The net change is approximately \$100,000 above the recently submitted 2021 budget request. Recent increased turnover will partially mitigate this expense. Staff will closely monitor the situation.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1 - August 31, 2020	\$214,373.63

Play Down Your Fines - The B&ECPL Development Office held a discussion with the Community Foundation for Greater Buffalo (CFGB) regarding raising funds from their clients who may have an interest in supporting the Library's *Play Down Your Fines* (children's library card amnesty) initiative and/or the Fred Jordan Collection acquisition. Proposals for both projects were sent to the CFGB for distribution.

5. Facilities

Central Library - Construction continues in the Mason O. Damon Auditorium.

6. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	YTD	Month	YTD
Staff	432	3,026	2	48

Staff Training Offered/Attended - 8-Hour Annual In-Service Security Guard Training (presented by B&ECPL Security School); Youth Services Group Meeting (presented by B&ECPL Children's Programming Team).

Workshops Attended - Asbestos Handler Refresher (presented by Safety & Health Training Center).

Virtual Conferences Attended - SLJTeen Live! (presented by School Library Journal); Tech Camp Conference (presented by RRLC).

Webinars Viewed - 29 webinars, including 2020 Census: Last Chance for a Complete Count (presented by ALA); COVID-19: How to Advocate for Your Library During the COVID Era (presented by SirsiDynix); Discovering the Hidden Women in Your Family History (presented by East Carolina University); Trauma-Informed Librarianship (presented by WNYLRC).

Other - A to Z Grant Writing (online course presented by Erie Community College); Library Freedom Institute (online course presented by Library Freedom Project); Mental Health First Aid Recertification (presented by Mental Health First Aid USA).

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

Media:

Type of Communication	Topic	Air Date/Publish Date
Media Coverage	Libraries are open	Riverside Review, August 5 th , 12 th , 19 th & 26 th

Mass Email sent to 55,000 patrons	Message about the library’s third-party vendor Blackbaud, and their ransomware attack	Sent August 10 th
Taped radio interview with Library Director Mary Jean Jakubowski	Libraries as cooling stations	Family Life Radio News, August 11 th
Media Coverage from Erie County Legislator Lisa Chimera	Access of library materials for senior citizens and approved budget request for van purchase, B&ECPL digital resources, and website address	Riverside Review, August 19 th
Mass Email sent to 225,000 patrons	Updates on open libraries, virtual programs and quarantining materials	Sent August 21 st
Taped newspaper interview with Library Director Mary Jean Jakubowski	Services for senior citizens including in library and virtual.	Orchard Park Sun, August 24 th
Taped radio interview with Library Director Mary Jean Jakubowski	Updates on open libraries and quarantining materials	WBFO Radio, August 26 th

Social Media:

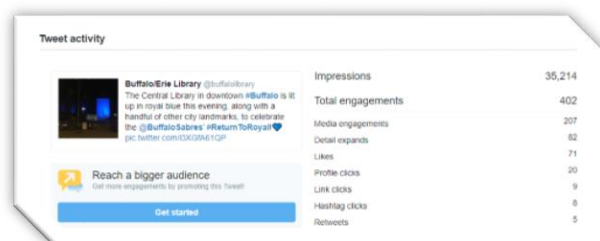
	Staff Activity		Public Activity		Followers	
	Month	YTD	Month	YTD	Month (New)	Total
<u>Facebook</u>	136	1,209	2,762	62,423	26	10,049
<u>Flickr</u>	0	234	4,888	70,266	-	57
<u>Google Ads</u> ¹	N/A	N/A	4,222	29,744	N/A	N/A
<u>Instagram</u> ²	49	303	1,086	9,644	40	3,087
<u>Pinterest</u>	23	184	367	7,581	1	2,152
<u>Podcast</u> ³	3	27	N/A	N/A	N/A	N/A
<u>Twitter</u>	68	686	1,728	12,654	38	10,638
Total	279	2,643	15,052	192,312	105	25,983

¹ 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.

² Beginning in July 2020, Instagram stats include @buffalolibrary AND @bflobookmobile.

³ Podcast public activity measurement cannot be tracked accurately because it is available through multiple applications.

Social Media Highlight of the Month - The Library System’s Tweet, seen below, had 35,214 impressions* and 402 engagements. (*Impressions on Twitter represents the total tally of all the times the Tweet has been seen including as a result of others’ sharing or liking it.)



8. Partnerships

Buffalo Public Schools Student Support Services - Children's Services Manager **Kristi Dougherty** attended the Buffalo Public Schools Student Support Services Community Partner Meeting via Zoom and the Collaborative Summer Library Program (CSLP) Diversity + Inclusion Committee Meeting via Microsoft Teams.

Every Person Influences Children - **Susan Buttaccio** provided Take and Make Crafts and promoted library services at Every Person Influences Children (EPIC) "Storytime at Canalside" events on August 5th, 12th and 26th. She also attended EPIC and Jericho Road's "Storytime in Your Neighborhood" on August 19th, which took place on the green space located at the intersection of Clark and Kent Streets. Geared toward children ages 2 - 6, the event featured a story focused on themes of diversity, empowerment and community: <https://www.youtube.com/watch?v=Xd4Idh9V7Ys>

Girl Scouts of America - Information and Outreach Services Manager **Daniel Caufield** met with Troop leaders of the Girl Scouts of Western New York, sharing the B&ECPL's NASA backpacks, STEM kits and various resources useful for fall and winter programming.

Explore & More: Ralph C. Wilson, Jr. Children's Museum - **Kristi Dougherty** worked with Manager of Learning and Education Amelia Schrader of Explore & More: The Ralph C. Wilson, Jr. Children's Museum (E&M) to coordinate Take and Make activities based on E&M outreach programs. Two hundred and ten kits will be received in September, October, and November, with 21 kits each month going to all Buffalo Branch Libraries, the Central Library and the Lackawanna Public Library each month. E&M will provide all materials needed for the program in the kit bag, instructions in both English and Spanish for the kits and a link to a 20-minute video with guided instructions for the program.

School Librarians' Association of Western New York - **Kristi Dougherty** spoke with Katie Lafever of the School Librarians' Association of Western New York (SLAWNY) regarding their annual Fall Sharing Conference. **Jessie Blum**, Children's Services Librarian **Erin Burke**, **Susan Buttaccio** and **Maria Lowe** will present new and notable titles for grades K-12 via pre-recorded videos for the October 17th event.

9. Planning for the Future

Senior Services: University Express - Information Services and Outreach Librarian **Shanley Olszowy** is working with the Erie County Department of Senior Services to coordinate up to 30 virtual programs for the University Express Fall 2020 session.

10. Director Activities

LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
August 2020

DATE	MEETING / EVENT
August 4, 2020	Conference Call - Joy Testa Cinquino and Jason Hurley, Erie County Executive's Office
August 4, 2020	Conference Call - Trustee Katie Burd
August 5, 2020	Meeting - Jeannine Doyle
August 5, 2020	Meeting - Joy Testa Cinquino
August 5, 2020	Virtual Meeting - Public Library System Directors Organization (PULISDO) Diversity Subcommittee
August 7, 2020	Conference Call - New York State Education Department - Division of Library Development (DLD)
August 10, 2020	Virtual Meeting - Stephen Hovey, Maureen McLaughlin, and Steve Heist, Buffalo State
August 11, 2020	Interview - Family Life News
August 11, 2020	Virtual Meeting - Kenneth Stone, Tracy Palicki
August 11, 2020	Conference Call - PULISDO
August 11, 2020	Conference Call - DLD
August 12, 2020	Virtual Meeting - Managers/Directors
August 12, 2020	Conference Call - Gerald Jamieson
August 12, 2020	Meeting - Jeannine Doyle, Dan Caufield
August 13, 2020	Meeting - Administrative Team
August 13, 2020	Virtual Meeting - B&ECPL Board of Trustees Executive Committee
August 14, 2020	Meeting - Kenneth Stone, Jeannine Doyle, Tracy Palicki
August 14, 2020	Meeting - Marc Odien, WNYMEDIA Services
August 17, 2020	Meeting - Mark Kross
August 17, 2020	Virtual Meeting - LaBella Associates
August 17, 2020	Virtual Meeting - Jeannine Doyle
August 18, 2020	Meeting - Buffalo Presidential Center
August 18, 2020	Virtual Meeting - B&ECPL Board of Trustees Governance Committee
August 19, 2020	Virtual Meeting - PULISDO Diversity Subcommittee
August 20, 2020	Virtual Meeting - Administrative Team
August 20, 2020	Virtual Meeting - Jeannine Doyle, Dan Caufield
August 21, 2020	Virtual Meeting - Central Library Information Services Staff
August 21, 2020	Event - Tour of Buffalo Presidential Center Suite with Erie County Executive Mark Poloncarz
August 24, 2020	Meeting - Jeannine Doyle, Mark Kross
August 24, 2020	Interview - James Farrell, Orchard Park Sun
August 25, 2020	Virtual Meeting - PULISDO Special Projects Planning Committee
August 26, 2020	Meeting - Bonnie Lawrence, Erie County Department of Environment & Planning
August 26, 2020	Meeting - Dorinda Darden, Samantha Purpora, Linda Rizzo, and Michael Cambria, Buffalo School Library System

August 26, 2020	Interview - Mike Desmond, WBFO
August 27, 2020	Meeting - Administrative Team
August 27, 2020	Meeting - Jeannine Doyle
August 27, 2020	Virtual Meeting - PULISDO Diversity Subcommittee

Appendix

Contracting Member Library Activity Reports

Boston Free Library - submitted by Lydia Herren, Director

The Boston Free Library reopened to the public at the end of June and has been operating with shortened hours and reduced staff through July and August. Patrons have been happily returning to the library as well as continuing to utilize curbside pickup services. It is anticipated that hours of operation will be increased to meet minimum state standards in October.

Highlights of events and activities at the Boston Free Library:

Virtual Programming - Although the library has not been able to host in person programs, virtual programs have been very successful:

- Online Storytime
 - The Library has posted 24 videos with 4,609 views to date and will continue online storytimes through at least October.
- Virtual Craft Videos
 - Beginning in April, the library has been posting easy craft projects every Friday, made largely with supplies that can be found around the house.
 - Twenty videos have received 3,840 views.
- Kids/Teen Trivia Book Club
 - After the disappointment of cancelling Battle of the Books this summer, the library decided to host a virtual teen book club using prior Battle of the Books titles and questions.
 - Meetings had 14 kids/teens participating on a weekly basis.
 - The final trivia battle was held on September 1st via Zoom.

Library of Things - The Library of Things program has been very popular this summer. Especially in demand items were the yard games, the telescope, the metal detector, and the outdoor film projector.

Book Sale/Basket Raffle - The Friends of the Boston Free Library will be hosting its basket raffle and book sale during the month of October, incorporating social distancing by setting up appointments for patrons to browse the book sale room and basket raffle one person (or one family unit) at a time. To allow for this change, the book sale will run for three weeks.

Future Programs - Take and Make craft programs are planned for this fall, including Painted Pumpkins in October, Book Turkeys in November and Sock Snowmen in December, all by appointment.

Lancaster Public Library – submitted by Kara Stock, Director

The Lancaster Public Library reopened its building on Monday, June 8th. Usage of the library has steadily increased over the summer with many familiar faces returning to tell staff members how much they missed the library during New York State PAUSE. We also welcomed many new library members, some mentioning that the loss of their disposable income brought them in to receive their first library card. Others came in to use public computers, needing to apply for unemployment or create a resume due to the loss of their job.

Highlights of events and activities at the Lancaster Public Library:

Welcome Back Kit - All children visiting our library this summer received a “welcome back kit” that included stickers, bookmarks, pencils and a craft activity to do at home.

Summer Reading - Our Summer Reading Log went virtual this summer. From July 1st - August 26th, kids up to age 17 submitted an entry for every book read for a chance to win 1 of 2 \$150 gift certificates to Bert's Bikes. We received a grand total of 508 submissions and the drawing for the 2 lucky winners, Emma Z. and Monica D., was held via Facebook Live on August 26th.

Virtual Programs:

- On August 13th, an SPCA staff member conducted a virtual wildlife storytime for children of all ages. Attendees enjoyed an owl story and met Tom the Screech Owl, an ambassador from the SPCA. They also learned how to create an owl house.
- Each Monday in August, we posted a scavenger hunt on our Facebook page. The 23 total participants posted a picture of their found items such as: their library card, a bookmark, and a stick in the shape of a letter for a chance to win a \$10 gift certificate to Frosty's Ice Cream. A random winner was drawn each Friday.
- All summer long, 37 participants got lost in a fairy tale by participating in our virtual Escape Room. Teen and adults tested their knowledge on various classics by solving riddles and answering questions.
- Youth Services Librarian **Meagan Carr** conducted 4 Facebook Live storytimes with a grand total of 747 views! Our favorite comment this month was “Hello Miss Meg! Alexander and Annaleah say hello! Love your choice of books and bubbles! Miss you so much!”



StoryWalk® - Meagan is developing an indoor StoryWalk® for the children's area of the library. This will be a fun, interactive way for children and adults to read together.

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 met, and had decided to cancel the workshop originally scheduled for March. Those trustees who had already registered would have their checks returned. It is not known if the workshop will be rescheduled for later this year.

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

Agenda Item J - (Taken out of order.) New Business.

Agenda Item J.1 - Reappointment of Deputy Director - C.F.O. Kenneth Stone. Director Jakubowski explained the resolution as presented, and personally recommended C.F.O. Stone's reappointment. Trustee Panty moved, Trustee Burd made a second, and approval was unanimous.

RESOLUTION 2020-29

WHEREAS, the Library Director has determined that the performance of Deputy Director - Chief Financial Officer Kenneth H. Stone has been very good, and

WHEREAS, the Library Director recommends the reappointment to the position of Deputy Director - Chief Financial Officer, and

WHEREAS, Mr. Stone has indicated a willingness to accept another three-year appointment, now therefore be it

RESOLVED, that the Board of Trustees hereby approves the reappointment of Kenneth H. Stone to the position of Deputy Director - Chief Financial Officer, for a three-year appointment, effective October 1, 2020; and be it further

RESOLVED, that Kenneth Stone's salary shall be subject to review at a later date once the COVID-19 financial crisis is resolved, and be it finally

RESOLVED, that Kenneth Stone's current benefit package shall remain the same as it is at the time of this Resolution; however, it is subject to periodic review and change by Board Resolution.

Agenda Item I - (Taken out of order.) Unfinished Business.

Agenda Item I.1 - Monumental Women of Western New York Project Update. Karen King, Executive Director of the Erie County Commission of the Status on Women and Trustee Burd presented on the Trailblazing Women of Western New York (formerly Monumental Women of Western New York) Monument Project. Since the project was approved by the Board of Trustees in Resolution 2017-54, 2 additional women have

been selected to be honored with statues, including Louise Blanchard Bethune, FAIA architect; Mary Burnett Talbert, civil rights leader; and Geraldine “Gawö:sid-tah” Green, longhouse keeper and faithkeeper. Ms. King conveyed fundraising was being done for the project, and an award from Erie County Legislature had been slated for approval before the pandemic hit. The proposed site, inside the planter on the Central Library Access Ramp, has been surveyed by the Erie County Department of Environment & Planning and Department of Public Works in conjunction with the Central Library Maintenance Department to ensure viability.

Slides were shown of the proposed location, as well as examples of possible statue arrangements. Trustee Burd conveyed that an audio component was being created as well to incorporate the history and influence of the women featured. Trustee Panty noted that the examples made the statues look crowded. Ms. King conveyed the examples were only to illustrate a general idea of the monument placement and the statues themselves had not yet been designed. The survey of the site confirmed there is plenty of room and the space has the weight capacity for 3 statues. More specific details of the design and layout will be forthcoming after the project goes out to bid. Trustee Gist stated he thought the project was already completely approved. Trustee Burd answered that as the representative of the Board on this committee, she wanted to make sure the Board was apprised of developments to the project. In addition, she noted changes to the scope of the original project, including the addition of 2 statues, may make it necessary for the Board to consider further resolutions related to the project in the future. Trustee Panty asked if more statues were planned. Ms. King stated the Trailblazing Women of WNY had no plans to add more statues to the current grouping, but that they did plan to use this project as a launching point for further monuments throughout Buffalo. Director Jakubowski relayed her approval of the project, stating that the grouping of 3 statues would be a tremendous draw for tourism and a great focal point for Women’s History Month programming.

There being no further business, on motion by Trustee Gist with a second by Trustee Bedenko, the meeting was adjourned at 5:06 p.m.

Respectfully submitted,

Alan Bedenko
Secretary