

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
December 16, 2021

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, December 16, 2021, at the Central Library and remotely via Zoom pursuant to due notice to trustees. Per Chapter 417 of the Laws of 2021, which modifies Open Meetings Law through January 15, 2022, trustees attending remotely were counted for quorum and voting. The following members were present (those designated with an asterisk (*) attended the meeting remotely):

Kathleen Berens Bucki, MLS, Chair*
Kimberly Johnson, Vice Chair
Joel C. Moore, Esq., Secretary*
Alan J. Bedenko, Esq., Treasurer
Sheldon M. Berlow
Lucy A. Candelario*
Carima El-Behairy
Frank Gist
Frank Housh, Esq.*
Theodore K. Johnson*
Sharon M. Kelly, Esq.*
Elaine M. Panty

Chair Kathleen Berens Bucki called the meeting to order at 4:02 p.m. A call of the roll was taken. A quorum was present.

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

Agenda Item C – Minutes of the Meeting of November 18, 2021. On motion by Trustee Panty, seconded by Trustee Bedenko, the Minutes were unanimously approved as mailed.

Agenda Item D – Report of the Chair. Chair Bucki reported she had attended the November 29 meeting of the Amherst Public Library Board of Trustees. They have started construction on the expansion of the Audubon Branch. Chair Bucki also reported she had received a letter from Mary Muscarella, Director of the Town of Tonawanda Public Library, thanking the B&ECPL Board of Trustees for approving COVID-19 premium pay for employees.

Chair Bucki indicated the first Board meeting of 2022 is scheduled for January 20, 2022 at 4:00 p.m. Unless opposed, the 2022 Board meeting schedule will continue to be the third Thursday of each month at 4:00 p.m. The 2022 meeting schedule will be included in the January Board packet as an information item.

Finally, she reported that she had been reappointed to the Board of Trustees earlier that day by the Erie County Legislature. She also congratulated Carima El-Behairy on her reappointment to the Board.

Agenda Item D.1 – Election of Nominating Committee. Chair Bucki communicated per the Bylaws, a Nominating Committee shall be selected at the December meeting in each year. It shall consist of five members, two of whom shall be appointed by the Chair from the Board of Trustees, and three of whom shall be elected by the Board of Trustees from its members. The Chair of the Board of Trustees shall appoint the Chair of the Nominating Committee. It shall be the duty of the Nominating Committee to present to the January meeting next following nominations for Chair, Vice Chair, Secretary, Treasurer and three members of the Executive Committee. Chair Bucki named Trustee Candelario and Trustee Berlow as her two appointees. From the floor, Trustee K. Johnson nominated Trustee Panty, Trustee Panty nominated Trustee K. Johnson, and Trustee T. Johnson nominated Trustee Housh. Trustee El-Behairy motioned to approve the slate as presented, Trustee Panty made a second, and the aforementioned individuals were unanimously approved as the Nominating Committee. Chair Bucki requested Trustee Candelario act as Chair of the committee, which she accepted.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive/Planning Committee. The Executive Committee met jointly with the Planning Committee on December 9, 2021. A copy of the written report was included in the Board packet. Trustee K. Johnson summarized the meeting. Trustee El-Behairy moved to have the written report entered into the Minutes. Trustee Bedenko made a second, and this was approved unanimously.

Present: Executive Committee Chair Kathleen Berens Bucki*, Vice Chair Kimberly Johnson, and members Sheldon Berlow, Frank Housh*, and Elaine Panty (also a member of the Planning Committee); Planning Committee Chair Michael Amodeo* and members John Craik*, Frank Gist*, and Ted Johnson* (also an ex-officio member of the Executive Committee); and Interim Director Jeannine Doyle*, Chief Financial Officer Ken Stone*, and Assistant to the Director Erin Vest. Those designated with an asterisk (*) attended the meeting remotely, as permitted by Chapter 417 of the Laws of 2021.

The meeting of the Executive Committee and Planning Committee began at 4:02 p.m. A call of the roll was taken, and a quorum was present for both committees.

Director Doyle reviewed the draft *B&ECPL 2022-2026 Strategic Plan*. She explained this was a document required by the New York State Education Department – Division of Library Development in order to meet minimum standards for public libraries. Trustee Craik suggested one change, that the word “equal” be changed to “equitable” under Target Area 1. Trustee Gist asked about the length and scope of the plan, detailing a previous strategic plan developed through a comprehensive study by an outside organization in 1997. Director Doyle clarified while this was called a strategic plan, it was not of the same scope as the study he referenced. This document is specific to New York State requirements, and is also referred to as a Long-Range Plan. She expressed support of conducting another study in the future. Following discussion, Planning Committee Chair Amodeo moved to have the *B&ECPL 2022-2026 Strategic Plan* as amended brought before the full Board for approval on December 16, 2021. Trustee Panty made a second, and this was approved unanimously.

The Executive Committee reviewed the proposed meeting schedules for the Board of Trustees for 2022. The schedule continues the pattern of holding meetings on the third Thursday of every month at 4:00 p.m. The Executive Committee indicated agreement with the schedule as presented; a finalized version will be distributed to the Board of Trustees in January.

The Executive Committee then reviewed the proposed agenda for the December 16, 2021 B&ECPL Board of Trustees meeting.

Chair Bucki gave the Report of the Chair. She informed the committee she had attended a meeting of the Amherst Public Library Board of Trustees and would give a report. She noted the Election of the Nominating Committee. Per the Bylaws, the committee will consist of five members, two of whom will be appointed by the Chair and three elected from the Board members. Trustee Berlow and Trustee Panty expressed their interest.

CFO Stone reviewed proposed Budget & Finance items. Resolution 2021-40 would address the impacts of the minimum wage increase as of December 31, 2021 as well as increase the wage differential between Pages and Senior Pages. Resolution 2021-41 would adopt the 2022 budget. CFO Stone highlighted two changes to the use of fund balance in the budget, allocating \$400,000 to support accelerating public and staff computer replacements in anticipation of the transition to Windows 11 and \$250,000 to fund transition costs to new digital content services. Director Doyle explained the acquisition of new digital services would necessitate a transition period in which staff assess use-based spending. Trustee Gist asked if outside expertise could be used for this transition. Director Doyle indicated she believed current staff have the capacity to track and identify usage and noted a dedicated IT position has been created to work with the Technical Services department partially to help facilitate this. Vendors will also provide technical assistance. Trustee Housh indicated his support for expending funds to upgrade computers.

CFO Stone reviewed remaining items, including Resolution 2021-42, which would implement contracting library contract extensions, and Resolution 2021-43, which

would bolster the Library's rainy day and grant match funds. For the monthly financial report, CFO Stone reported the Library remains well within budget.

Trustee Panty stated the Policy Committee met on November 18. Director Doyle indicated minor changes were proposed for the Sexual Harassment Prevention Policy, mostly to update an address. The Procurement Policy was amended to reflect changes in Erie County's procedures as well as update the limits on certain expenditures. She reviewed the process for annual review of the B&ECPL Personnel Policies & Procedures Manual, which contains over 100 policies. Resolution 2021-46 would approve the amendments made throughout 2021.

Chair Bucki relayed the Search Committee would meet that evening, and she would have a report at the Board meeting.

For her report, Director Doyle announced New York State Senator Sean Ryan and Assemblymember Kimberly Jean-Pierre, who each head their respective Library Committees, will be coming to the Central Library next week to meet with select staff and have a conversation about the future of libraries. She will report on the meeting next week.

For remaining reports, the Library Foundation met on December 7 and Trustee Carima El-Behairy will provide a report. Director Doyle reported she had been in contact with Association of Contracting Library Trustees President Richard Earne regarding the next ACT meeting. It is tentatively scheduled for January 8, and she will provide further notification as the plans for the meeting are finalized.

The public had no comment. The committee discussed options for conducting public comment in the future. Chair Bucki indicated the topic would be revisited.

With no further business to discuss, the joint meeting of the Executive Committee and Planning Committee adjourned at 4:52 p.m. on a motion by Trustee Berlow and a second by Trustee Panty.

Agenda Item E.1.a – Approve 2022-2026 Strategic Plan. Library Director Jeannine Doyle explained Resolution 2021-39 as presented. Trustee Gist moved for approval, Trustee Bedenko seconded, and the following was approved unanimously.

RESOLUTION 2021-39

WHEREAS, in 2021, the Buffalo & Erie County Public Library continuously assessed library services, programs and technology, and

WHEREAS, this included surveys involving staff, trustees, partners, stakeholders, library users and library non-users, and

WHEREAS, survey results and operational data including circulation, program attendance, door counts, collection development activities, public access computer use

and internal reports were reviewed by a Working Group consisting of staff representing the Central Library, Buffalo branches and contracting member libraries, library trustees and B&ECPL administrators, and

WHEREAS, as a result of the evaluation process, the Working Group collaboratively developed several planning documents which informed the development of the *B&ECPL 2022-2026 Strategic Plan*, a System plan that will impact services and initiatives on all levels and at all B&ECPL locations, and

WHEREAS, the *B&ECPL 2022-2026 Strategic Plan* encompasses service initiatives strongly aligned and integrated with other B&ECPL Board-approved planning documents including the *B&ECPL 2022-2026 Five Year System Plan of Service* and supports the B&ECPL's *Mission* and *Vision* statement, and

WHEREAS, the B&ECPL Executive Committee and Planning Committee reviewed the attached *B&ECPL 2022-2026 Strategic Plan* and recommend approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the *Buffalo & Erie County Public Library 2022-2026 Strategic Plan* as presented to serve as its Long-Range Plan.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Minimum Wage Increase Impact Adjustments. Chief Financial Officer Ken Stone explained Resolution 2021-40 as presented. Trustee Panty moved for approval, Trustee K. Johnson seconded, and the following was approved unanimously.

RESOLUTION 2021-40

WHEREAS, on September 22, 2021, the New York State Commissioner of Labor issued an order increasing the Upstate minimum wage by \$0.70 per hour (5.6%) from the current \$12.50 to \$13.20 per hour effective December 31, 2021, and

WHEREAS, this increase directly impacts Part-time Page and Senior Page wages, presently \$12.50 and \$13.00 per hour respectively, as well as the 3-step wage scale for the Technical Specialist Computer – Library Part-time title, which presently ranges from \$13.00 to \$14.00 per hour, and

WHEREAS, the relative value of the \$0.50 hourly wage differential between the Page and Senior Page classifications has diminished as the minimum wage has grown from \$8.00 per hour as of December 31, 2013 to \$13.20 per hour as of December 31, 2021, and

WHEREAS, given this increase was finalized after the Library submitted its 2022 budget request, the wage rates for impacted positions in the 2022 proposed budget were not changed, however an estimated amount of the total impact was included in

the 2022 Proposed Budget's SAP Account #504992, Contractual Salary Reserves and is available to support needed adjustments, and

WHEREAS, being non-bargaining unit employees, the Buffalo & Erie County Public Library Board of Trustees must approve their wage scales, which can occur as part of the budget process or via individual resolution, now therefore be it

RESOLVED, the Buffalo & Erie County Public Library Board of Trustees approves wage scale adjustments effective December 31, 2021 as follows:

PAGE PT: FROM \$12.50 per hour TO \$13.20 per hour

SENIOR PAGE PT: FROM \$13.00 per hour TO \$14.20 per hour

TECHNICAL SPECIALIST COMPUTER - LIBRARY PT:

FROM Step 1 \$13.00, Step 2 \$13.50, and Step 3 \$14.00 per hour

TO Step 1 \$15.00, Step 2 \$15.50, and Step 3 \$16.00 per hour, and be it finally

RESOLVED, the Buffalo & Erie County Public Library Board of Trustees authorizes the Interim Library Director or her designee to execute the steps and documents needed to effectuate the above adjustments.

Agenda Item E.2.b – Adoption of 2022 Budget. CFO Stone reviewed Resolution 2021-41. Trustee Gist asked if the B&ECPL has fully financially recovered from last year. CFO Stone indicated local revenue (such as fines and fees) is still down, but this has been accounted for in the current budget. He noted New York State aid that was cut in 2020 was fully restored. Trustee Panty asked if the B&ECPL has had problems filling vacant positions. CFO Stone and Director Doyle confirmed positions have been harder to fill, and there has been a higher rate of turnover, especially in entry-level titles. Trustee Panty asked if this has affected service. Director Doyle stated this has not impacted public service; libraries have been able to creatively adapt staffing as needed, including having employees complete lower-level tasks and, in the case of Buffalo branch security, contracting with an outside firm. Following this discussion, Trustee K. Johnson moved for approval, Trustee Panty seconded, and the following was approved unanimously.

RESOLUTION 2021-41

WHEREAS, on December 2, the Erie County Legislature finalized the County's 2022 Budget allocation for the Library, and

WHEREAS, the County's enacted budget provides a 2.0% increase in County Library Tax funding from 2021's \$25,917,341 to \$26,435,688, and

WHEREAS, since this increase is less than the anticipated 5% growth in the tax base, the Library portion of the average County Property Tax rate per \$1,000 of equalized full market value will decrease, and

WHEREAS, this funding will allow the Buffalo & Erie County Public Library (B&ECPL) to sustain evolving operations as it continues to cope with the impacts of the COVID-19 pandemic, and

WHEREAS, it allows the B&ECPL to meet its obligations under settled bargaining unit agreements, which provide modest wage adjustments as well as employee contributions towards the cost of health care and provisions lowering the employer share of both active and retiree health care costs over the longer term, and

WHEREAS, the Board of Trustees expresses its appreciation to the County Executive for recommending the funding and to the County Legislature in approving the recommended funding, and

WHEREAS, strong public support for the B&ECPL reinforces both the continuing need for basic library services as well as the need to adjust services to increase virtual programming and content to be responsive during the pandemic, and

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library wishes to gratefully acknowledge the support of the public, the Erie County Executive, and the Erie County Legislature, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the 2022 Budget, utilizing the following sources to provide library services in 2022:

\$26,435,688 – County Property Tax for Library Purposes

\$ 2,194,286 – New York State Aid – Operating Budget

\$ 1,353,642 – Use of Fund Balance

\$ 308,097 – Library Fines, Fees and Other Revenue

\$30,291,713 – Total Operating Budget

\$ 671,878 – Library Grants Budget

\$30,963,591 – Combined Operating and Grants Budget, further detailed in the *2022 Budget in Brief Charts* and the accompanying *2022 Budget Operating and Grants by Line Item* document, and be it finally

RESOLVED, that the budget documents and schedules be promptly posted on the Library's website and the Interim Library Director or her designee(s) are authorized to execute all needed forms and accounting entries to implement this budget promptly.

Agenda Item E.2.c – Implementing Contracting Library Contract Extensions. CFO Stone explained Resolution 2021-42 as presented. Trustee Panty moved for approval, Trustee Bedenko seconded, and the following was approved unanimously.

RESOLUTION 2021-42

WHEREAS, on June 17, 2021, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2021-14, which authorized executing 2021 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2021 contracts incorporated a provision to extend the 2021 contract into 2022, thus avoiding the November-December rush to adopt new contracts given many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time, and

WHEREAS, budgetary allocations from Erie County and New York State to the B&ECPL constitute over 90% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2022 budget allocation was not finalized until December 2, 2021 and New York State's allocation likely will not be finalized before April 2022, and

WHEREAS, this makes it difficult for the B&ECPL and the contracting member libraries to develop, consider and approve a full contract prior to the beginning of the 2022 fiscal year on January 1, 2022, and

WHEREAS, the contract extension provision provides for allocations based upon the 2022 requested budget except that, should the local funds for library services be modified from those projected in the budget request, the allocation shall be based upon the modified estimate, and

WHEREAS, the extension provision will remain in effect until such time as a final 2022 contract is adopted, not to exceed July 31, 2022, and

WHEREAS, implementing the contract extension provision may be made by Board adopted resolution notifying contracting member libraries of said extension, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes implementing the 2021 contract extension as described above, with budgetary amounts based upon the 2022 Board-adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director or her designee is authorized to transmit this resolution to each contracting library.

Agenda Item E.2.d – Library Fund Balance Transfers. CFO Stone explained Resolution 2021-43 as presented. Trustee T. Johnson moved for approval, Trustee Berlow seconded, and the following was approved unanimously.

RESOLUTION 2021-43

WHEREAS, a review of 2021 projected budgetary savings indicates funding is available in unassigned fund balance to bolster the Committed Fund Balance for Contingency balance sheet account of the Buffalo & Erie County Public Library, also known as its rainy day fund, and

WHEREAS, it is also desirable to utilize a portion of available unassigned fund balance to augment the B&ECPL's Assigned for Grant Local Share Match balance sheet account, and

WHEREAS, sufficient 2021 unassigned fund balance is available to meet these objectives, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL allocate \$750,000 of unassigned fund balance to increase the B&ECPL's Committed Fund Balance for Contingency balance sheet account, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL allocate \$750,000 of unassigned fund balance to increase the Library's Assigned for Grant Local Share Match balance sheet account.

Agenda Item E.2.e – Monthly Financial Report. The monthly financial report for the year as of October 31, 2021 month-end close was included in the Board packet as an information item. CFO Stone reported the B&ECPL remains within budget. He noted both the B&ECPL and Erie County are experiencing large positive variances, and emphasized a quote from the Erie County Budget Director noting these variances “are due to one-time revenues for which benefit is not expected to recur in future years.”

Agenda Item E.3 – Policy Committee. The Policy Committee met on November 18, 2021. A copy of the report was included in the Board packet. Trustee Panty summarized the meeting. Trustee Bedenko moved to have the written report entered into the Minutes. Trustee Berlow made a second, and this was approved unanimously.

Present: Chair Elaine Panty and members Alan Bedenko, Kathleen Berens Bucki*, and Frank Gist. Also present were Interim Director Jeannine Doyle, CFO Ken Stone, and Assistant to the Director Erin Vest. Those designated with an asterisk (*) attended the meeting remotely, as permitted by Chapter 417 of the Laws of 2021.

The meeting of the Policy Committee began at 4:48 p.m. A quorum was present.

Chair Panty indicated Library Administration had reviewed the following four policies and recommended no changes. On a motion by Trustee Bucki, seconded by Trustee Bedenko the committee unanimously agreed no changes to any of these policies were warranted at this time:

- Exhibits & Displays Policy
- Central Library Access Ramp Rules
- Rules of Conduct
- Equal Opportunity & Anti-Harassment Policy

Chair Panty noted the Sexual Harassment Prevention Policy had been amended with minor housekeeping changes, including an updated address. On a motion by Trustee Bedenko, seconded by Trustee Gist, the Policy Committee unanimously recommended the amended Sexual Harassment Prevention Policy be brought to the full Board for approval.

CFO Stone explained the Procurement Policy had been amended to reflect parallel changes in Erie County's Procurement Policy, including adding reference to email, as well as to update limits on particular types of purchases to reflect the current market. On a motion by Trustee Bedenko, seconded by Trustee Gist, the Policy Committee unanimously recommended the amended Procurement Policy be brought to the full Board for approval.

Lastly, Director Doyle provided a summary of changes made to the B&ECPL Personnel Policies and Procedures Manual since the last annual review. She noted two policies had been modified: one to reflect changes in the Taylor Law regarding payroll deductions for union dues and one to clarify that medical records substantiating sick leave should be submitted to Human Resources. Trustee Bucki moved to bring the updates before the full Board for approval. Trustee Gist seconded, and approval was unanimous.

With no further business, on a motion by Trustee Bucki, seconded by Trustee Gist, the Policy Committee adjourned at 4:57 p.m.

Agenda Item E.3.a - Amend Sexual Harassment Prevention Policy. Trustee Panty explained Resolution 2021-44 as presented. Trustee T. Johnson moved for approval, Trustee K. Johnson seconded, and the following was approved unanimously.

RESOLUTION 2021-44

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

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft amended Sexual Harassment Prevention Policy which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes are minor, including updating a title and an address, and

WHEREAS, the Policy Committee recommends the attached proposed amended Sexual Harassment Prevention Policy for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Sexual Harassment Prevention Policy to supersede and replace the prevailing policy last revised August 12, 2020, and be it further

RESOLVED, that copies of the approved amended Sexual Harassment Prevention Policy replace the existing policy in the B&ECPL Personnel Policies and Procedures Manual as Chapter 8, Section 2, and be it further

RESOLVED, that the amended Sexual Harassment Prevention Policy replace the existing policy in each Contract Library's annual agreement, Exhibit I, and be it finally

RESOLVED, that the Board of Trustees of the B&ECPL authorizes this policy be transmitted to all B&ECPL libraries, Contract Library Directors, and Contract Library Trustees and authorizes public posting on the Library's website.

Agenda Item E.3.b – Amend Procurement Policy. Trustee Panty explained Resolution 2021-45 as presented. Trustee Bedenko moved for approval, Trustee Berlow seconded, and the following was approved unanimously.

RESOLUTION 2021-45

WHEREAS, the Buffalo & Erie County Public Library has utilized Erie County's Purchasing Policies to conduct Library procurement, and

WHEREAS, Library-specific policies and procedures implementing the requirements of General Municipal Law §103 and 104(b) better address the needs of the Library, and

WHEREAS, on September 18, 2014, the Library Board of Trustees adopted Resolution 2014-30 establishing *Buffalo & Erie County Public Library Procurement Policies and Procedures as required under General Municipal Law Sections 103 and 104-b*, and

WHEREAS, the policy provides that the B&ECPL Board of Trustees shall review this policy and procedures at least annually, having last been reviewed November 19, 2020, and

WHEREAS, recommended changes reflect parallel changes to Erie County's policies and procedures as well as updates to limits on particular types of purchases to reflect changes in the market, and

WHEREAS, the Board's Policy Committee has reviewed the updated policy and recommend it for approval by the full Board, and

WHEREAS, the amended policy has been vetted by B&ECPL legal counsel, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the updated Procurement Policy and Procedures, and be it further

RESOLVED, that the updated policy supersedes the previously adopted policy and the procurement-related stipulations of all previously adopted Board resolutions, and be it finally

RESOLVED, that a copy of the updated Procurement Policy be posted on the Library's website.

Agenda Item E.3.c – Approve Amendments to B&ECPL Personnel Policies and Procedures Manual and Employee Handbook. Director Doyle explained Resolution 2021-46 as presented. Trustee K. Johnson moved for approval, Trustee Bedenko seconded, and the following was approved unanimously.

RESOLUTION 2021-46

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library has the power and duty to determine and carry out all policies and principles pertaining to operations of the library and the exclusive power and duty to control library personnel, and

WHEREAS, on December 18, 2014, the Board of Trustees of the B&ECPL approved and adopted the B&ECPL Personnel Policies and Procedures Manual and the B&ECPL Employee Handbook to be effective January 1, 2015, and

WHEREAS, thereafter, each Contracting Library Board within the B&ECPL System adopted same, and

WHEREAS, the Human Resources Department reviews the policies and procedures in the Manual throughout the year and makes changes as necessary, and

WHEREAS, changes to said policies and procedures may require corresponding updates to the Handbook, and

WHEREAS, On December 20, 2018 the Library Board approved Resolution 2018-44 directing annual review by the B&ECPL Policy Committee of all changes made by the Human Resources Department to the B&ECPL Personnel Policies and Procedures Manual and Employee Handbook in the course of the 12 months prior to the Committee's review with subsequent Committee recommendation for approval by the full Board, and

WHEREAS, on November 18, 2021, the B&ECPL Policy Committee reviewed the changes made by the Human Resources Department to the policies since its last review on November 19, 2020 and recommends approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL approves the revisions to the B&ECPL Personnel Policies and Procedures Manual and Employee Handbook made since November 19, 2020, and be it further

RESOLVED, that the Human Resources Department will continue to update the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook, as necessary, and will distribute same to all departments and contract libraries as set forth in the Introduction to the Personnel Policies and Procedures Manual.

Agenda Item E.4 – Search Committee. The Search Committee met on December 9, 2021. A copy of the report was included in the Board packet. Chair Bucki summarized the meeting and reported eight semi-finalists for the Library Director position would be interviewed in January. She reminded trustees that final interviews of the top candidates would be conducted by the full Board in February. Trustee Bedenko moved to have the written report entered into the Minutes. Trustee Berlow made a second, and this was approved unanimously.

Present: Chair Kathleen Berens Bucki* and members Sheldon Berlow, Carima El-Behairy*, Frank Gist*, Frank Housh*, Kimberly Johnson, Elaine Panty, and Richard Earne. Also present were Assistant to the Director Erin Vest* and Karen Miller* and Brian Hare* from Bradbury Miller Associates. Those designated with an asterisk (*) attended the meeting remotely, as permitted by Chapter 417 of the Laws of 2021.

The meeting of the Search Committee began at 5:02 p.m. A quorum was present.

Chair Bucki entertained a motion to enter into Executive Session at 5:03 p.m. to discuss candidate documents related to the library director search. Trustee Berlow moved, Trustee Panty seconded, and approval was unanimous. All search committee members and search firm representatives were invited to a breakout room; staff and public remained on the main line.

Trustee Housh left the meeting at 6:20 p.m.

At 6:36 p.m., on a motion by Trustee El-Behairy seconded by Trustee Panty, the Search Committee concluded Executive Session and reconvened in public session. No action was taken in Executive Session.

With no further business, on a motion by Trustee Gist, seconded by Trustee Panty, the Search Committee adjourned at 6:39 p.m.

Agenda Item F – Report of the Director. Director Doyle reported she and select staff had met with New York State Senator Sean Ryan, Assemblymember Kimberly Jean-Pierre, Assemblymember Josh Jensen, and Assemblymember Crystal Peoples-Stokes on December 7. The officials were starting a tour of libraries across New York State to discuss current concerns and challenges. The experience was very positive for everyone involved. Director Doyle noted she had met with other System Directors throughout the state earlier that day, and all felt their meetings were productive as well.

Director Doyle reported the Staff Association and Library Administration had teamed up to do a staff appreciation event. Each staff member throughout the System was sent locally-made chocolate-covered pretzels and a card. Everyone was then entered into a lottery to win a variety of gift cards; 52 prizes were drawn earlier that day.

Finally, Director Doyle thanked Chair Bucki for her service as Board Chair, indicating it had been great to work with her this year.

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

B&ECPL Monthly Report November 2021

Indie Author Day – This event was held in the Central Library Auditorium on Saturday, November 13. Sixty-five local writers and future authors attended the program to network and watch presentations by local experts, including Mick Cochrane on *Why to Get Published*, George Walker on *How to Become Deliriously Happy Publishing an Utterly Failed Novel*, and Brett Axel on *Working with Independent Publishers*. Presentations are viewable virtually here: <https://youtu.be/M2APwfmIjU>.

Sports Equipment Lending Program - Four pairs of snowshoes have been sent to each of the nine libraries participating in the *Sports Equipment Lending Program* and *Play Down Your Fines* initiative funded by the Ralph C. Wilson Jr. Foundation, The Dolce Firm, the 2021 Penguin Random House Library Award for Innovation, and the B&ECPL System. To date, over 700 kits have been borrowed, and more than \$25,000 in fines and fees have been removed from children’s library cards.

Literacy Night - Children’s Services and Outreach Librarians **Judith Slawinski** and **Tracey Watson** participated in *Literacy Night* at South Buffalo Charter School on November 17. They distributed 114 library cards at the event, which had over 200 attendees.



Literacy Night at South Buffalo Charter School

Say Yes Saturday Academy - Information Services and Outreach Librarian **Sandra Courtney** participated in the Buffalo Public Schools' *Say Yes Saturday Academy* at the Harvey Austin School BPS #97 on November 20. Saturday Academies are free family events that include breakfast, lunch, access to family resources, and an opportunity for children to participate in a variety of educational activities. Sandra spoke to many of the 150 students and parents attending the event about library programs and services, including the *Teen Anime/Manga Club* and the *Sports Equipment Lending Program*. She also distributed free NASA activity kits to children and teens.

University Express Honor - Genealogy Specialist **Rhonda Hoffman** received a Certificate of Appreciation from David J. Shenk, Erie County Commissioner of Senior Services for dedicated service as a University Express instructor. This month she taught the genealogy class *Finding Living Descendants* at the City of Tonawanda Library.

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	93	572	1,207	8,884
Children (age 6-12)	83	623	760	7,366
Teens	34	282	205	2,378
Intergenerational	101	502	894	12,674
Adults (excludes Technology)	111	653	1,079	6,125
TOTAL In Library Group	422	2,632	4,145	37,427

Patron Self-Directed Programs (i.e. Craft Tables and *Take and Makes*):

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	1,545	15,785	1,545	15,785
Children (age 6-12)	1,527	19,538	1,527	19,538
Teens	54	599	54	599
Intergenerational	2,223	26,888	2,223	26,888
Adults (excludes Technology)	308	2,963	308	2,963
TOTAL Passive Programs	5,657	65,773	5,657	65,773

In Library One-on-One Programs*:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	63	734	63	734
Children (age 6-12)	32	452	32	452
Teens	146	1,037	146	1,037
Intergenerational	33	218	33	219
Adults (excludes Technology)	183	916	183	928
TOTAL In Library One-on-One	457	3,357	457	3,370

*Does not include virtual one-on-ones.

Adult Technology Programs*:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Training Lab or Library Desktop PCs	8	54	17	236
One on One	82	505	91	526
TOTAL Adult Technology	90	559	108	762

*Does not include virtual adult technology programs.

Outreach (Out of Library):

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	5	49	70	958
Children (age 6-12)	2	53	75	3,348
Teens	1	7	100	220
Intergenerational	5	107	339	8,813
Adults (excludes Technology)	4	26	124	705
TOTAL Outreach	17	242	708	14,044

Live Virtual Programs:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	5	133	8	3,362
Children (age 6-12)	1	49	7	2,313
Teens	7	147	45	1,047
Intergenerational	5	142	438	9,177
Adults	35	567	241	6,190
TOTAL Live Virtual	53	1,038	739	22,089

Virtual Recordings of Program Content:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	26	416	1,817	15,865
Children (age 6-12)	8	235	735	8,264
Teens	0	2	0	12
Intergenerational	21	371	2,648	34,046
Adults	19	319	1,927	10,090
TOTAL Virtual Recordings	74	1,343	7,127	68,277

B is for Book Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children's Services	7	25	96	529
Adult Services	2	21	21	217
Development/Communications	0	5	0	299
Grosvenor Room	1	4	9	26
TOTAL B is for Book	10	55	126	1,071

B is for Book Exhibit:

	Number of Visitors		
	Month	YTD	From Opening (9/2020 to Present)
Non Tour-Related	1,661	16,801	25,609
Tour/Program	126	1,071	1,115
TOTAL B is for Book	1,787	17,872	26,724

Central Library

- In-Person Programs: *Cultivate Cinema Circle Classic Movies Series; Houseplant Swap; Sensory Stay n' Play; Stitch Circle; Teen Advisory Group Meeting; Teen Anime/Manga Club; Understanding Alzheimer's and Dementia; University Express: Fabulous Fiber and Hands-Only CPR*
- Virtual Programs: *Book A Technology Trainer; Checkers Library TV - The Reading Road Trip: Full Steam Ahead – Disabilities, Superheroes, Going to the Doctor, and Thanksgiving; Genlightenment Series: Grosvenor Room's Scrapbook Collection and Independent Order of Odd Fellows Lodge Records; Getting Started with LinkedIn; Grow with Google: Build an Online Business, Create a Search Friendly Website, Design an Engaging Website for Your Business, and Elevate Your Website with Google Tools; Living with COPD: Self-care for People Diagnosed with Chronic Obstructive Lung Disease; Reader's Quest Middle School Book Group*
- In-Person/Virtual Programs: *Book a Librarian Appointments; Brain Sparks: Creative Fuel for the Mind; Lunchtime Learning: Computer Basics, Downloading Books with Libby, Internet Basics, Streaming Radio with Audacy, Twitch Basics, Twitter, Using Google, and Using Windows 10*
- Outreach: *Buffalo Academy of Science Charter School class visit; Classical Conversations homeschool group visit; Getting Started with Italian Genealogy at Association of Italian-American Women's November luncheon; Literacy Night at South Buffalo Charter School; MOSAIC Homeschool Community visit; New York Immigration Coalition Community Resource Fair at Riverside Academy BPS #208; Say Yes Saturday Academy at Harvey Austin School BPS #97; University Express programs at City of Tonawanda Library, Lancaster Senior Citizens Center, and Tosh Collins Community Center*

Buffalo Branch Libraries

- In-Person Programs: *Autumn Story Time; Arabic Story Time; Benjamin Berry presents Hula Hoop Crafting Workshop; Crafternoon with Albright-Knox Art Truck; Dinosaur Ceramic Planter Painting; DIY Fall Bookmark; Hispanic Heritage Council's*

Guitar Initiative Free Guitar Classes; Pipe Cleaner Turkey Craft; Planned Parenthood of Central and Western New York’s Mobile Unit – Mobi; Story Time at the Isaías González-Soto Branch Library; Story Time Takeover; Story Time with Miss Jen; Tech Help Hours @ Coles; Tech Hour; Technology One-on-One Training; Thanksgiving Crafternoon

- Virtual Programs: *Crane Library Book Club; National Association of Black Storytellers Adopt-A-Teller Program; Teen Manga Club*
- Outreach: Tour for teachers from Jericho Road Community Health Center’s *ParentChild+* program

Library on Wheels Bookmobile

- New stops included City Honors School BPS #195 and the Community Health Center of Buffalo.
- Special appearances included Tapestry Charter School, Buffalo Public Schools *Say Yes Saturday Academy* at Dr. Lydia T. Wright School of Excellence BPS #89, and Kenmore West High School.

2. Collection Development

Physical Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Juvenile Print	1,373	29,087	195	2,996	543,331
Young Adult Print	234	7,591	20	1,318	78,393
Adult Print	2,618	39,558	491	7,189	1,802,354
Media	3,472	34,788	368	3,945	569,893
Other*	1,923	24,101	8	489	174,215
Subtotal	9,620	135,125	1,082	15,937	3,168,186

*Includes magazines, generic copies, and other

Electronic Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
eBooks	1,686	20,034	1,068	13,048	85,288*
Music (Freegal)	N/A	N/A	N/A	N/A	N/A
eAudiobooks	1,776	17,233	365	3,025	32,013
eVideos	0	2	0	2	202
Subtotal	3,462	37,269	1,433	16,075	117,503

*Includes 428 EBL titles.

All Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Total	13,082	172,394	2,515	32,012	3,285,689

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	558	3.2	556	69.5
Staff Initiated	32	0	32	96.9

*Items in system or on-order at time of suggestion.

Poulin Project – Information Services and Outreach Librarian **Andrew Maines** received a donation of material from the Poulin Project, an initiative of the New York State Council of the Arts and Art Resources Transfer. Over 60 books of poetry, literature, and nonfiction were donated, which will be processed for use at the Erie County Correctional Facility, Erie County Holding Center, and the Collins Correctional Facility and Wende Correctional Facility.

Microfilm Donation – The Grosvenor Room received a generous donation of 80 years of New York Times microfilm from the Fenton History Center in Jamestown, NY. These films will replace deteriorating films in the Grosvenor Room’s collection.

Roycroft Fine Press – The Rare Book Room acquired three fine Roycroft Press books with beautifully designed and crafted Louis Herman Kinder/Roycroft bindings this month. These books are important additions to the Library’s Roycroft collection.

Year of Illumination – The Library received one limited-edition hand-bound, first edition copy and 40 second edition copies of the book *Year of Illumination* from The Baird Foundation in recognition of the Erie County Bicentennial. The book features 70 letters from cultural organizations, including the B&ECPL expressing gratitude to Erie County residents for their support of the arts over the years.

3. Technology

Launch Pad Donations – Launch Pad Manager **Jordan Smith** has received audio software and equipment donations for patrons to use in the Makerspace from JHS Pedals, Mask Audio Electronics, and Buffaloops.

4. Fundraising

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1 – November 30, 2021	\$279,428.91

WNLYRC Grants – The B&ECPL applied for WNLYRC American Rescue Plan Act Grant Funds for digital inclusion and library/museum partnership projects.

Yearend Appeal Campaign – The 2021 annual appeal letter was mailed out in early November to 75,000 donors, library cardholders, and Erie County residents. As of November 30, 748 gifts have been received, raising \$43,067.00 in donations.

Giving Tuesday – The one-day event on November 30 raised \$3,110 from 70 donors. Funds will support the Library’s Bucks for Books campaign.

5. Facilities

Polling Sites – The Dudley Branch, East Clinton Branch, Elaine M. Panty Branch, Frank E. Merriweather, Jr. Branch, and Leroy R. Coles, Jr. Branch Libraries were Erie County polling sites for the General Election on November 2.

6. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	YTD	Month	YTD
Staff	279	2,881	5	48

Staff Training Offered/Attended – *Adult & Pediatric First Aid/CPR/AED Training* (3 sessions presented by American Red Cross); *Mobile Printing Training* (presented by B&ECPL); *Youth Services Group Meeting* (presented by B&ECPL).

Conference Attended – *NYLA Annual Conference* (presented by NYLA).

Virtual Conferences Attended – *It's All Subjective: Modern Subject Analysis* (presented by NOTSL); *LibraryCon Live!* (presented by Library Journal/School Library Journal); *SirsiDynix Connections* (presented by SirsiDynix).

Webinars Viewed – 72 webinars, including *Digital Equity Barriers & Strategies* (presented by NYSL/NDIA); *Introducing Benchmark: Library Metrics and Trends* (presented by PLA); *Managing the Conversations of the Moment, Parts 1-3* (presented by METRO/We Need 2 Talk); *Phishing Security Awareness Training* (presented by Phish Insight); *Robert's Rules of Order and Parliamentary Procedure* (presented by WNYLRC); *Special Collections Cataloging Monographs* (presented by ALCTS); *Understanding Eviction and How Libraries Can Help* (presented by WebJunction).

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

Media:

Type of Communication	Topic	Air Date/Publish Date
Media Advisory and interviews with Interim Director Jeannine Doyle and Crane Branch Manager Dan Lewandowski	Crane Library reopens after major construction closure; Library of Things	WKBW TV Channel 7 and WIVB TV Channel 4, November 1 and November 2
Mass Email to library cardholders	Contact information for the American Rescue Plan Act's Child Tax Credit	Sent November 1
Taped interview with ADD Dorinda Darden	Library preparedness in the event that the Buffalo Public Schools again go to remote learning	WBFO Radio, November 18
Media Advisory	Indie Author Day – November 13	Spree Magazine and Buffalo Rising online in November

Social Media:

	Staff Activity		Public Activity		Followers	
	Month	YTD	Month	YTD	Month (New)	Total
Facebook	113	1,487	2,018	32,413	8	10,453
Flickr	9	288	7,333	95,197	-	57
Google Ads ¹	N/A	N/A	4,315	34,721	N/A	N/A
Instagram	29	438	469	514	45	3,785
Pinterest	38	547	129	426	1	2,173
Podcast ²	3	38	N/A	N/A	N/A	N/A
TikTok	-	23	90	2,456	33	247
Twitter	67	844	758	11,261	12	10,802
YouTube	14	111	2,367	16,837	11	343
Total	273	3,776	17,479	193,825	110	27,860

¹Google Ads is provided to the Library through a grant. Monthly activity based on public clicks and verified calls from the Library's online advertisement.

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

Popular Tweet - A B&ECPL tweet promoting *Unrequited Infatuations*, a memoir by Stevie Van Zandt, had 56,447 impressions and was shared by singer, songwriter, and bandmate of Bruce Springsteen, Stevie Van Zandt himself.



Tweet shared by Stevie Van Zandt

8. Partnerships

Alzheimer's Association - Information Services and Outreach Librarian **Shanley Olszowy** hosted an *Understanding Alzheimer's and Dementia* workshop presented by representatives from the Alzheimer's Association, Western New York Chapter in the Ring of Knowledge at the Central Library on November 13.

Buffalo Genealogical Society of the African Diaspora - In partnership with the BGSAD, **Rhonda Hoffman** hosted an online genealogy presentation by local genealogist, Aletia Knightner. Ms. Knightner provided a case study about her ancestor, Tough Elliot, a World War I soldier who died of the Spanish flu while stationed overseas.

Coordinated Outreach Services Advisory Group - Information Services and Outreach Manager **Daniel Caufield** and Librarians **Andrew Maines, Shanley**

Olszowy, and **Jacob Rachwal** hosted the *Coordinated Outreach Services Advisory Group* meeting virtually on November 15. The Advisory Group includes B&ECPL staff and agency and community leaders who represent underrepresented populations (seniors, individuals with disabilities, and those who are imprisoned, unemployed/underemployed, or physically isolated) who work together to bring programs, resources, and services to the targeted populations.

New York Immigration Coalition Community Resource Fair – Children’s Services and Outreach Librarian **Kelly Woods** participated in the *NYIC Community Resource Fair* held outside Riverside Academy BPS #208 on November 20.

Task Force to End Youth Homelessness - Grosvenor Librarian **Susan Buttaccio** attended a Community Education Committee meeting, a subgroup of the Task Force to End Youth Homelessness. They discussed plans to advertise the committee’s public information campaign on how to help kids at risk of or experiencing homelessness as well as preparing for the annual Point-in-Time count in January.

Western New York Genealogical Society - **Rhonda Hoffman** wrote an article for the March issue of the Western New York Genealogical Society’s quarterly *JOURNAL*. Titled *Celebrate Women’s History Month by Finding Your Female Ancestors*, the article features lesser-known Grosvenor Room resources that provide maiden or married names of women. Select resources featured are high school alumni directories, delayed birth certificates, and marriages found in early New York State census records.

Meetings – B&ECPL staff also met with other representatives of the following organizations:

- Buffalo African American Museum
- Buffalo Olmsted Parks Conservancy
- New York Zero-to-Three Erie County Infancy Leadership Circle
- Western Problem Gambling Resource Center

9. Planning for the Future

New Exhibit Cases – Generously funded by the Library Foundation, four new exhibit cases were fabricated and delivered this month. At 40 x 48 inches, the large format of these beautifully crafted cases greatly expands our ability to showcase a variety of materials, and will be used for upcoming exhibits in the Collections Gallery.

Bridges to Borders – Assistant Deputy Director **Joy Testa Cinquino** and Graphics Manager **Dawn Stanton** met with representatives from Bridges to Borders to discuss a December exhibit at Central Library and future partnerships with the non-profit organization, founded by a group of immigrants and immigrant allies to help all immigrants bridge the gap between their native cultures and American culture.

Fruit Belt Community Land Trust - **Andrew Maines** participated in a meeting at the Central Library on November 9 with Beverly Newkirk and other community leaders

about plans for the Fruit Belt Community Land Trust. Beverly is the new Chair of the FBCLT and hopes the B&ECPL can be part of their future programs.

SPCA’s Paws for Love - Dudley Branch Manager **Elizabeth (Libby) Stengel** has been in contact with the Program Coordinator for SPCA’s *Paws for Love* program. A therapy dog will visit the Dudley Branch Library at least once per month beginning December 14. Youth patrons will be invited to read their favorite books to the therapy dog.

10. Director Activities

**Meetings/Events Attended by Interim Director
November 2021**

Date	Meeting/Event
November 1, 2021	Meeting - Erin Vest
November 2, 2021	Meeting - Maureen McLaughlin & Steve Hovey
November 2, 2021	Webinar - Bond, Schoeneck & King Weekly Update
November 2, 2021	Meeting - Meg Cheman
November 3, 2021	Meeting - Dorinda Darden
November 4, 2021	Meeting - Administrative Team
November 4, 2021	Meeting - Joy Testa Cinquino
November 4, 2021	Meeting - Cheryl Kwiatkowski
November 5, 2021	Meeting - Maureen McLaughlin
November 8, 2021	Event - Erie County Budget Hearing
November 9, 2021	Meeting - Judy Fachko
November 9, 2021	Meeting - Maureen McLaughlin & Steve Hovey
November 9, 2021	Webinar - Bond, Schoeneck & King Weekly Update
November 9, 2021	Virtual Meeting - PULISDO
November 10, 2021	Virtual Meeting - Managers & Directors
November 10, 2021	Event - Erie County Bicentennial Year of Illumination Book Donation
November 10, 2021	Meeting - Maureen McLaughlin
November 10, 2021	Meeting - Dorinda Darden
November 10, 2021	Meeting - B&ECPL Board of Trustees Executive Committee
November 15, 2021	Virtual Meeting - LMHF Board of Directors/Trustees
November 15, 2021	Meeting - Erin Vest
November 16, 2021	Meeting - Judy Fachko
November 16, 2021	Virtual Meeting -LMHF
November 16, 2021	Conference Call - Deborah Mueller, CSEA
November 16, 2021	Meeting - Maureen McLaughlin & Steve Hovey
November 16, 2021	Conference Call - Dennis Schaefer, Bond, Schoeneck & King
November 16, 2021	Webinar - Bond, Schoeneck & King Weekly Update
November 16, 2021	Meeting - WNYLRC
November 17, 2021	Conference Call - Kathleen Berens Bucki
November 17, 2021	Meeting - Dorinda Darden
November 18, 2021	Virtual Meeting - Pat Quinn, Lawley Insurance
November 18, 2021	Virtual Meeting - PULISDO/DLD
November 18, 2021	Meeting - Administrative Team
November 18, 2021	Meeting - B&ECPL Board of Trustees

November 18, 2021	Meeting - B&ECPL Board of Trustees Policy Committee
November 19, 2021	Meeting - Gary Wilson, Erie County Labor Relations
November 22, 2021	Negotiations Meeting - AFSCME
November 22, 2021	Virtual Meeting - Cecille Biltekoff
November 23, 2021	Webinar - Bond, Schoeneck & King Weekly Update
November 23, 2021	Virtual Meeting - LMHF
November 23, 2021	Event - Erie County Bicentennial Presentation at Burchfield Penney Art Center
November 29, 2021	Meeting - Erie County Legislator Lisa Chimera
November 30, 2021	Meeting - Judy Fachko
November 30, 2021	Meeting - Maureen McLaughlin & Steve Hovey
November 30, 2021	Meeting - Ken Stone & Tracy Palicki
November 30, 2021	Webinar - Bond, Schoeneck & King Weekly Update
November 30, 2021	Meeting - Meg Cheman

Appendix
Contracting Member Library Activity Reports

Alden Ewell Free Public Library – submitted by Rebecca Moe, Director

Highlights of events and activities at the Alden Ewell Free Library:

- Take-and-Make Crafts have been very popular this year at the Alden Library. Some of the recent crafts have included a handprint turkey, a recycled toilet paper roll bat craft, and a paper plate camping scene.
- Our NYS Construction Aid project has been completed! Patrons are still complimenting us on our new carpeting and circulation desk, and our automatic door opener at the handicapped entrance has been a big hit with everyone.
- Patrons are also enjoying our new A/V display case that we purchased this summer using Annual Appeal funding. It allows us to showcase new DVDs and Blu-rays, as well as new family movies and programs.
- We are excited to participate in the system-wide Program Equipment & Facility Improvement Initiative. In early 2022, we will use the funds to replace our current lighting with LED fixtures, as well as replace the stained and crumbling ceiling tiles on the main floor of the library.

Aurora Town Public Library – submitted by Paula Klocek, Director

November 2021 Programs

- **Rob Goller: Becoming Your Own Historian (Adults, 17+)** Twenty-three adults attended a lecture about preserving their personal history on November 4.
- **Unwind & Design: Gratitude Journal (Adults, 17+)** Twenty-five adults worked on the take-home craft kits and make their own gratitude journal the week of November 9.
- **“L” Is For Library (Children, Birth–2.5)** Twelve children worked on the take-home kits with a free board book, rhymes, songs, and a simple craft the week of November 17.

- **K-3 Story Time: Thanksgiving Parade (Grades K-3)** Fifteen children attended a Thanksgiving program to read stories, do activities, and receive a take-home craft on November 20.

December 2021 Programs

- **Christina M. Abt, Local Author: *Money or Love, Internet Dating From the Far Side of 40* (Adults, 17+)** Patrons are invited for a presentation on December 2 by local author, Christina M. Abt on her newest book, *Money or Love, Internet Dating From the Far Side of 40*, the story of Julia Regent and Pete Wilson set in the backdrop of Buffalo, NY. A book signing will follow the presentation. 10% of all book sales will benefit the Aurora Town Public Library.
- **Snow Gnomes (Children, 6-12)** On December 2, kids are invited to create adorable Snow Gnomes complete with bushy yarn beards. Participants will each make two gnomes to take home.
- **K-3 Story Time: Elf Academy (Grades K-3)** On December 7, children are invited for stories and activities all about holiday elves. Participants will also receive an elf craft kit to take home. This free program is sponsored by The Friends of the Library.
- **Unwind & Design: Embroidered Paper Snowflakes (Adults, 17+)** Adults are invited to craft embroidered paper snowflakes with a take-home kit the week of December 14. Included in the kit are a needle, cardstock, embroidery floss, patterns, and instructions. Also included are ideas to make gift tags, napkin rings, ornaments, or garlands. This free program is sponsored by The Friends of the Library.
- **Holiday Craft To Go (Children, 4-12)** Children are invited to choose either a Candy Cane Mouse or Graham Cracker House take-home craft on December 16. This free program is sponsored by the B&ECPL's generous 2020 Yearend Appeal donors.

Ongoing Programs:

- **Fall Reading Club (Children, 6-12)** Offered as an in-person program on Wednesdays, October 13, November 10, and December 8, kids could read a book, play activities/games, and win a prize each month. These programs are funded by the Friends of the Aurora Town Public Library and by the B&ECPL's generous 2020 Yearend Appeal donors.
- **LEGO Club (Children, 6-12)** Lego lovers are invited to join for Thursday Afternoon Lego Club. Finished Lego creations are built based on a monthly theme and are displayed in the library for the rest of the month.
- **Read to a Dog (Children, All Ages)** Families are invited to read out loud to a certified therapy dog from the SPCA each month. The next program is December 11.
- **Story Time To Go (Children, 3-5)** Six different take-home kits, which included a book, an activity, and a craft, were offered biweekly between October 6 and December 15. Families could pick up the kits, read the books, do the activities, make the crafts, and keep everything. These programs are funded by the Friends of the Aurora Town Public Library and by the B&ECPL's generous 2020 Yearend Appeal donors.

- **Create-a-Card Club (Adults, 17+)** Adults were invited to register for the fall Create-a-Card Club. Once a month registrants are invited to come to the library to pick up a card-making kit. The kit includes all of the materials (except glue sticks and pens) to create a handmade greeting card. An envelope and list of suggested messages is included. The final kit for the fall is scheduled for December 16.

Agenda Item G – Report of the Foundation. Trustee El-Behairy reported the Library Foundation had met on December 7. They discussed the recent donation of four display cases to the B&ECPL, which had been requested earlier this year. They also began planning for 2022, including potential fundraising initiatives. The Foundation plans to seek out additional trustees from the community for their Board. They are awaiting the results of the library director search, as this will have an impact on their future plans.

Agenda Item H – Report of the Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report. There was no report from ACT. Director Doyle said she had spoken with ACT President Richard Earne regarding their next membership meeting, scheduled for January 8. She will be attending the next ACT Board meeting to confirm details.

Agenda Item I – Public Comment. Odessa Hunter expressed her disappointment in the response she received following investigation of the complaint she had detailed at the previous Board meeting. She indicated her intention to submit a FOIL request for documents related to the investigation, and stated she wanted a policy created to address similar complaints. Trustee Moore suggested Ms. Hunter submit her FOIL request to the Library’s FOIL Officer. Trustee K. Johnson asked that Ms. Hunter provide her contact information for the Board to get back to her. Following further discussion, Trustee Moore asked that a copy of the Equal Employment Opportunity & Anti-Harassment Policy be mailed to Ms. Hunter.

Agenda Item J – Unfinished Business. Trustee Berlow reminded trustees to donate to the B&ECPL by the end of the year.

Agenda Item K – New Business. None.

There being no further business, on a motion by Trustee Bedenko with a second by Trustee K. Johnson, the meeting was adjourned at 5:12 p.m.

Respectfully submitted,

Joel Moore
Secretary