

AGENDA ITEM NUMBER: E.1.



Buffalo & Erie County Public Library Board of Trustees
Executive Committee Meeting Report
February 11, 2021

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

In keeping with Executive Order 202.92 issued January 27, 2021 which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through February 26, 2021, 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 4:02 p.m. After a call of the roll, it was noted that a quorum was present.

The Executive Committee reviewed the proposed agenda for the February 18, 2021 B&ECPL Board of Trustees meeting. Chair Bucki relayed she planned to form an Ad Hoc Committee at the February meeting for the purpose of reviewing administrative salaries. She hopes the committee will be able to meet in the next month and present their recommendation at the Board of Trustees Meeting in March.

Chair Bucki will be presenting nominations for 2021 committee appointments at the February meeting. She indicated Committee Volunteer Forms had not been received for some trustees, leaving some committees with very few volunteers. An email follow-up has been sent to those who have not returned forms, and Director Jakubowski said she would have her office call those who do not respond by next week.

Trustee Housh joined the meeting at 4:08 p.m.

Director Jakubowski reported over 120,000 postcards were currently being sent out to the community advertising that B&ECPL libraries are open. The mailing was originally planned for the end of 2020, but was delayed until administration was confident libraries would remain open. She further indicated a mass email would be sent out to patrons next week. Trustee Panty brought up the most recent issue of the *Riverside Review* incorrectly indicated that libraries were open for curbside and walk-up only; Director Jakubowski said she would have someone follow up with the newspaper directly.

Director Jakubowski announced the Central Library would be hosting the *Black Doll Exhibit* from February 25th – March 13th. The popular exhibit was previously held at the Leroy R. Coles, Jr. Branch Library. The exhibit will be spread throughout the library to encourage social distancing. As was done previously, a coloring book is being created to go along with the exhibit, featuring prominent local black women. The B&ECPL's own Assistant Deputy Director Dorinda Darden will be recognized with a coloring page and bookmark.

The Crane Branch Library Phase 1 Construction Project is set to begin soon. A community meeting regarding the project is planned to be held February 23rd; Director Jakubowski will forward information about the meeting to the Board once it is finalized. Finally, Director Jakubowski reported she had received a letter from the Erie County Legislature's Minority Caucus expressing their gratitude for all the things the B&ECPL has done during the pandemic. She plans to share the letter with the full Board.

Director Jakubowski believed the Association of Contracting Library Trustees (ACT) did not have a report for this month. She will contact the ACT President about potentially removing the item from the agenda.

The public had no comment.

After review, the Committee had no changes for the proposed agenda.

Chair Bucki conveyed her plan to form an Ad Hoc Committee to Trustee Housh, who entered the meeting after previous discussion. Chair Bucki indicated she would be reaching out to individual trustees this week about their interest in joining the committee.

Trustee Panty asked why there was no Monthly Financial Report on the agenda this month. C.F.O. Stone explained Erie County completes their year-end calculations in mid-February, so the report for December 2020 will be distributed next month. The reports for January – March each year are similarly delayed based on Erie County's budget process.

Trustee Panty asked if there had been further mask issues with patrons. Director Jakubowski relayed staff still need to give constant reminders, but there have been no significant issues to report. A few patrons have been removed from the library for mask usage infractions, but no recent incidents have risen to the level of calling for assistance.

Trustee K. Johnson asked about the water main break outside the Central Library. C.F.O. Stone reported the break was in the lateral line running to the Central Library, which is under the purview of Erie County as owner of the building. The Department of Public Works is currently identifying what they need to do to repair the line. He noted the snow melt system was not damaged by the break, and the building did not lose water pressure, as it has a second main line. There was minor water damage to items in the NY Court Storage area, and NY Court Storage was notified immediately. Before the water was able to be turned off, Washington Street and its sidewalk were blocked off. Maintenance staff did a great job keeping the area salted and were incredibly fast and thorough in their overall response.

Trustee Housh left during this discussion at 4:27 p.m.

With no further business to discuss, the Executive Committee meeting adjourned at 4:29 p.m. on a motion by Trustee K. Johnson and a second by Trustee Burd.

Respectfully submitted,

Kimberly Johnson
Vice Chair