

AGENDA ITEM NUMBER: E.1.



Buffalo & Erie County Public Library Board of Trustees
Executive Committee Meeting Report
April 8, 2021

Present via Zoom: Executive Committee Chair Kathleen Berens Bucki; Vice Chair Kimberly Johnson; members Sheldon Berlow and Katie Burd; and ex-officio member Ted Johnson. Member Elaine Panty was present in person at the Central Library, as was 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 202.99 issued March 26, 2021 which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through April 25, 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 4:01 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 April 15, 2021 B&ECPL Board of Trustees meeting. Chair Bucki relayed she would announce new trustee John Craik's committee assignments as part of her report.

C.F.O. Stone reviewed proposed Resolution 2021-6 – Approve New York State Annual Reports. He noted while the resolution fell under Budget & Finance, the reports cover everything from finances and statistics to narrative reports and milestones. The reports are submitted electronically every year, and while the printouts are not very user friendly there is a lot of important information in them. The printouts will be included in the Board packet and transmitted electronically to those trustees who utilize email.

Trustee K. Johnson joined the meeting at 4:05 p.m.

C.F.O. Stone further reported an additional resolution had been added to the agenda regarding unanticipated expenditures in contract libraries. He shared a copy of the resolution, noting the COVID-19 pandemic had reduced fine and fee revenue in 2020, which usually accrues to individual libraries. Three libraries had direct expenditures (bills paid by the individual libraries, not the System) that exceeded direct revenues in 2020 and had to utilize savings to cover those expenses. The resolution would amend the 2021 budget to approve the use of fund balance to reimburse those libraries for their expenses in excess of revenue. He noted the amounts were minimal, with Newstead's being slightly higher due to paying their own electric bill.

Trustee T. Johnson joined the meeting during this explanation, at 4:10 p.m.

C.O.O. Doyle, returning to discussion of the NYS Annual Reports, noted she would normally provide comparisons to previous years when presenting the resolution, but given the impact of the pandemic, the 2020 statistics and narratives would not be easily compared to previous years. C.F.O. Stone concurred.

Director Jakubowski reported the Association of Contracting Library Trustees (ACT) would have a report for the April 15th meeting. They are currently planning a meeting for May 1st, and the agenda for that meeting should be finalized next week.

For her report, Director Jakubowski conveyed the *Vaccine Appointment Assistance* program has been going very well. Over 150 patrons have utilized the program in its first 2 weeks, and feedback has been overwhelmingly positive. She further reported the B&ECPL is working with the Erie County Department of Health (ECDOH), who are establishing their own vaccine hotline, to make sure both have the correct information to provide referrals to each other's programs.

Director Jakubowski announced her plan to retire on June 20, 2021. She had submitted her letter of retirement to Chair Bucki, and would share the letter with the rest of the Board. She expressed her gratitude for the Board's support throughout her career with the B&ECPL. The members of the Executive Committee wished her well and expressed she would be missed.

Trustee Berlow asked if the date of her retirement was definite or could be adjusted based on the hiring of her replacement. Director Jakubowski answered it was a set date, but that she would help with the search in any way she could. She planned to present multiple options regarding the search for a replacement to Chair Bucki. He further asked if the issue of administrative salaries had been resolved. Director Jakubowski relayed salaries had been adjusted, using the numbers originally presented to the Executive Committee. Finally, Trustee Berlow asked about proof of vaccination as it relates to libraries. Director Jakubowski recognized this was an issue that would require legal advice as well as the input of the ECDOH. She noted libraries are public entities, which makes them different from many private businesses. She assured Trustee Berlow she would look into the matter.

The public had no comment.

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

With no further business to discuss, the Executive Committee meeting adjourned at 4:30 p.m. on a motion by Trustee Panty and a second by Trustee K. Johnson.

Respectfully submitted,

Kimberly Johnson
Vice Chair