

AGENDA ITEM NUMBER: E.1.



Buffalo & Erie County Public Library Board of Trustees
Joint Executive Committee & Planning Committee Meeting Report
June 10, 2021

Present via Zoom: Executive Committee Chair Kathleen Berens Bucki, Vice Chair Kimberly Johnson and members Sheldon Berlow and Katie Burd; and Planning Committee Chair Michael Amodeo and member Ted Johnson. Executive Committee member Elaine Panty (also member of the Planning Committee) and Planning Committee member John Craik were present in person at the Central Library, as was Library Director Mary Jean Jakubowski. Chief Financial Officer (C.F.O.) Ken Stone, Chief Operating Officer (C.O.O.) Jeannine Doyle and Assistant Deputy Director (A.D.D.) Judy Fachko also participated via Zoom.

In keeping with Executive Order 202.110 issued June 5, 2021, which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through July 5, 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 4:03 p.m. A call of the roll was taken and a quorum was present for both committees.

C.O.O. Doyle reviewed the draft *B&ECPL 2022-2026 Five Year Library System Plan of Service* and draft *2022-2026 Central Library Plan of Service*. She explained the New York State Education Department - Division of Library Development (DLD) requires the Plans to be approved by the Board of Trustees and submitted to the State by October 1, 2021.

C.O.O. Doyle described the planning process. A working group consisting of herself, member library directors, member library trustees, System trustees and B&ECPL staff was tasked with researching library trends, reviewing operational data and public and internal surveys, evaluating results and compiling a preliminary draft. The Five Year Plan contains over 20 elements that must be addressed, including such varied topics as communication with member libraries, resource sharing, services to special client populations and construction. To best address these, the working group split into subgroups to draft goals statements for elements of the plan based on areas of special focus. These elements were combined into a draft that was reviewed by Library Administration. Their input was then brought back to the full working group to complete the final draft.

C.O.O. Doyle reflected it was a good time to review the changes in library services since the last Plans were adopted. The needs and wants of patrons and member libraries today are very different from those in 2017. The working group was focused on adapting the Plans to the new circumstances reflected in recent surveys while also looking to the future.

Trustee Craik asked if trustees have access to the results of the evaluation methods listed. C.O.O. Doyle explained that each year the B&ECPL must submit an Annual Report to DLD, which includes a section documenting progress towards the goals from the Five Year Plan. Input is taken from the evaluation methods described as well as reports from staff who oversee each element. The Annual Report narrative gives a comprehensive overview of accomplishments and progress towards the goals each year. The Board reviews this report annually before submission to DLD.

Trustee T. Johnson joined the meeting during this explanation, at 4:14 p.m.

Director Jakubowski thanked C.O.O. Doyle and the working group for their extensive work on the Five Year Library System Plan and Central Library Plan. She further commented both Plans are well thought out, addressing today's needs. She informed the committees that the Plans are fluid and can be (and have been) changed as deemed necessary.

Following this discussion, Planning Committee Chair Amodeo moved to have the *B&ECPL 2022-2026 Five Year Library System Plan of Service* brought before the full Board for approval on June 17, 2021. Trustee Craik made a second, and this was approved unanimously. Chair Amodeo also moved to have the *2022-2026 Central Library Plan of Service* brought before the full Board for approval on June 17, 2021. This was seconded by Trustee Panty and approved unanimously.

The committees reviewed the remaining proposed agenda for the June 17, 2021 B&ECPL Board of Trustees meeting.

C.F.O. Stone reported on proposed Budget & Finance items. He explained Resolution 2021-14, noting as part of the contract approval process, budget adjustments would be made to reflect the impact of the passage of the New York State budget as well as COVID-19 impacts on local fine/fee revenues for contracting libraries. He previewed the Monthly Financial Report, noting the B&ECPL remains within budget.

Director Jakubowski noted the Development & Advocacy Committee had met on June 2nd. A report will be included in the Board Packet. The committee discussed fundraising and advocacy efforts, as well as the status of the agreement between the B&ECPL and the Library Foundation, which is currently on hold. She noted the Library Foundation has donated nearly \$750,000 to the B&ECPL since 2009, including approximately \$365,000 worth of exhibit cases to display special collections.

Chair Bucki stated the Search Committee had a very productive first meeting on June 3rd. A full report will be included in the Board Packet. The committee will be recommending 2 resolutions, one to appoint C.O.O. Doyle as Interim Director, and one to authorize a Request for Proposal (RFP) to hire an executive search firm. A.D.D. Fachko explained a search firm will have extensive reach and networking capacity, which is needed for a national search. She also noted a firm would be able to dedicate their full time and attention to such a search, whereas the B&ECPL currently has just 2 staff, herself included, in Human Resources. Chair Bucki indicated the Search Committee would hold its second meeting after the Board meeting to review a draft RFP.

For her report, Director Jakubowski conveyed she has been in contact with B&ECPL legal counsel about pursuing payments as agreed in the settlement with OR 18, LLC, the former operator of Fables Café. The B&ECPL received 2 payments pursuant to the agreement before payments ceased; the B&ECPL did not pursue the matter during the pandemic. B&ECPL attorneys sent a letter recently regarding resuming payments, and received a response indicating OR 18, LLC would prefer not to pay anything further. Legal counsel has advised the B&ECPL has the right to provide formal notice of default and file a confession of judgement. Director Jakubowski asked the committee for direction regarding response. Discussion ensued. Trustee Panty made a motion to approve pursuing filing a confession of judgement, which was seconded by Trustee Berlow and approved unanimously. Director Jakubowski indicated she would follow up with the B&ECPL's attorneys.

Director Jakubowski did not know if the Association of Contracting Library Trustees (ACT) would have a report for the June 17th meeting. She said she would reach out to ACT President Richard Earne.

The public had no comment.

After review, there were no changes for the proposed agenda.

With no further business to discuss, the joint meeting of the Executive Committee and Planning Committee adjourned at 4:35 p.m. on a motion by Trustee Berlow and a second by Trustee K. Johnson.

Respectfully submitted,

Kimberly Johnson
Vice Chair