

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
June 17, 2021

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, June 17, 2021, 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, MLS, Chair
Kimberly Johnson, Vice Chair
Alan J. Bedenko, Esq., Treasurer
Michael Amodeo, Esq.*
Sheldon M. Berlow*
Katie Burd*
Lucy A. Candelario
John D. Craik*
Carima El-Behairy
Frank Housh, Esq.
Elaine M. Panty

Chair Kathleen Berens Bucki called the meeting to order at 4:05 p.m. A call of the roll was taken. A quorum was present.

In keeping with Executive Order 202.110 issued June 5, 2021 which extended 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, permitting the B&ECPL Board of Trustees to attend this June 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.

Minutes of the Board of Trustees

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Agenda Item B – Approval/Changes to the Agenda. Trustee Panty moved to approve the agenda as proposed. Trustee Bedenko made a second, and approval was unanimous.

Agenda Item C – Minutes of the Meeting of May 20, 2021. On motion by Trustee K. Johnson, seconded by Trustee Bedenko, the Minutes were unanimously approved as mailed.

Agenda Item D – Report of the Chair. Chair Bucki reported she has been working on planning for after Library Director Mary Jean Jakubowski's retirement. She thanked Director Jakubowski for everything she has done for the B&ECPL System, especially to raise its stature in the region and beyond. Chair Bucki also thanked Director Jakubowski personally for her support and guidance during her tenure on the Board and expressed how she would be missed.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive/Planning Committee. The Executive Committee met jointly with the Planning Committee on June 10, 2021. A copy of the report was included in the Board packet. Trustee K. Johnson summarized the meeting. Trustee Burd entered the Board meeting during this summary, at 4:19 p.m. Trustee Housh moved to have the written report entered into the Minutes. Trustee Bedenko made a second, and this was approved unanimously.

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.

Agenda Item E.2.a – Approve 2022-2026 Five Year Library System Plan of Service. Chief Operating Officer (C.O.O.) Jeannine Doyle explained Resolution 2021-12 as presented and recommended approval. On a motion by Trustee K. Johnson, seconded by Trustee Panty, the following resolution was approved unanimously.

RESOLUTION 2021-12

WHEREAS, the New York State Education Department – Division of Library Development requires the development and approval of a Five Year Library System Plan of Service (Plan), and

WHEREAS, the current Plan will expire December 31, 2021 and Public Library Systems are required to formulate a new Plan to be effective January 1, 2022 through December 31, 2026, and

WHEREAS, the Five Year Library System Plan of Service must integrate current ongoing services and plans for the next five years as well as provide a picture of the intended results of its services for both member libraries and individual users, and

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) conducted an exhaustive process over a several month period to ensure comprehensive input and data evaluation to assist in needs assessment regarding library services, programs and technology, and

WHEREAS, a working group consisting of a B&ECPL administrator, member library directors, member library trustees, System trustees and B&ECPL staff was tasked with researching library trends, reviewing operational data and surveys, evaluating results and compiling a preliminary draft Plan, and

WHEREAS, The Library Director and Administrative Team participated in the development of the Plan and reviewed/updated the draft Plan, and

WHEREAS, The B&ECPL Board of Trustees Executive Committee and Planning Committee also reviewed the final draft Plan, and

WHEREAS, the B&ECPL Board of Trustees has reviewed the draft B&ECPL 2022-2026 Five Year Library System Plan of Service, now therefore be it

RESOLVED, that the draft B&ECPL 2022-2026 Five Year Library System Plan of Service be approved, and be it further

RESOLVED, that the B&ECPL 2022-2026 Five Year Library System Plan of Service be transmitted as required to the New York State Library's Division of Library Development no later than October 1, 2021 for approval, and be it finally

RESOLVED, once the B&ECPL 2022-2026 Five Year Library System Plan of Service is approved by the New York State Education Department - Division of Library Development, it be considered fully adopted by the B&ECPL Board of Trustees.

Agenda Item E.2.a - Approve 2022-2026 Central Library Plan. C.O.O. Doyle also asked for approval of Resolution 2021-13. On a motion by Trustee K. Johnson, seconded by Trustee El-Behairy, the following resolution was approved unanimously.

RESOLUTION 2021-13

WHEREAS, the New York State Education Department - Division of Library Development requires the development and approval of a Central Library Plan, and

WHEREAS, the current Central Library Plan expires December 31, 2021, and

WHEREAS, the 2022-2026 Central Library Plan will ensure that Central Library Development Aid (CLDA) funds provide collaborative outreach and programming opportunities, technology support, access to Central Library reference services and access to current special and rare collections, and that Central Library Book Aid (CLBA) funds will support collection development and access to electronic resources, and

WHEREAS, the 2022-2026 Central Library Plan was developed in conjunction with the Buffalo & Erie County Public Library (B&ECPL) 2022-2026 Five Year Library System Plan of Service and the planning process included researching library trends, reviewing operational data and evaluating surveys, and

WHEREAS, The B&ECPL Board of Trustees Executive Committee and Planning Committee also reviewed the draft 2022-2026 Central Library Plan, and

WHEREAS, the B&ECPL Board of Trustees has reviewed the draft 2022-2026 Central Library Plan, now therefore be it

RESOLVED, that the draft 2022-2026 Central Library Plan be approved, and be it further

RESOLVED, that the 2022-2026 Central Library Plan be transmitted as required to the New York State Library's Division of Library Development no later than October 1, 2021 for approval, and be it finally

RESOLVED, once the 2022-2026 Central Library Plan is approved by the New York State Education Department – Division of Library Development, it be considered fully adopted by the B&ECPL Board of Trustees.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Authorize Chair to Execute 2021 Contracts with Contracting Libraries. Chief Financial Officer (C.F.O.) Ken Stone explained Resolution 2021-14 as presented, noting this is a routine annual approval but with additional budget adjustments to allocate recently received State Aid and offset impacts related to the COVID-19 pandemic. He noted \$491,578 would be added to the B&ECPL fund balance for future one-time use. On a motion by Trustee Panty, seconded by Trustee El-Behairy, the following resolution was approved unanimously.

RESOLUTION 2021-14

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo & Erie County Public Library (B&ECPL) constitute the vast majority of the financial resources supporting the contract with the “Public Library,” and

WHEREAS, Erie County’s 2021 allocation was not known until early December, and New York State’s overall allocation was adopted in early April, and

WHEREAS, this made it difficult for the B&ECPL and the contracting libraries to develop, consider and approve a contract prior to the beginning of the 2021 fiscal year on January 1, 2021, and

WHEREAS, to meet 2021 operating expenditure needs of the contracting libraries, the B&ECPL Board of Trustees on December 17, 2020 adopted Resolution 2020-39, implementing the extension provision contained in the 2020 contract until such time as a final 2021 contract is adopted, not to exceed July 31, 2021, with funding based upon the estimated allocation of the 2021 B&ECPL Board-adopted budget, adjusted for changes reflecting the impacts of estimated 2021 State Aid and the recent release of 2020 State Aid delayed due to the COVID-19 pandemic, and

WHEREAS, contracting libraries’ budgets continue to be affected as we recover from the impacts of the COVID-19 pandemic, necessitating adjustment to their budget revenue estimates and impacting contractual payments to them, and

WHEREAS, Erie County’s 2021 budget is now in place and the New York State budget has been adopted, and

WHEREAS, the impact of these changes is now known, allowing necessary budget adjustments to be made, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Chair of the Board of Trustees to execute 2021 contracts subject to the terms and conditions noted above and with budget figures reflecting the 2021 Board-adopted budget, adjusted for the changes noted below, and be it finally

RESOLVED, that the Board of Trustees of the B&ECPL approves adjusting the 2021 Operating Budget as follows:

2021 OPERATING BUDGET CHANGES

	SAP Account Number	2021 Current Budget	Increase/ (Decrease)	2021 Revised
Revenue:				
NYS Aid - Lib Incl. Incent	#408140	\$1,721,731	\$589,612	\$2,311,343
NYS Aid to Member Libraries	#408150	\$252,185	\$106,619	\$358,804
Refunds - Contract Library	#419010	\$193,268	(\$166,141)	\$27,127
Use of Fund Balance	#402190	\$1,666,424	(\$491,578)	\$1,174,846
Net Change in Revenue			\$38,512	
Expense				
Contractual Payments				
	#516010			
EWELL (ALDEN) FREE LIB.		\$5,087	\$1,757	\$6,844
BOSTON FREE LIBRARY		\$4,996	\$1,934	\$6,930
CHEEKTOWAGA PUBLIC LIB.		\$0	\$7,417	\$7,417
CLARENCE PUBLIC LIBRARY		\$0	\$847	\$847
TOWN OF COLLINS PUBLIC LIB.		\$604	\$2,966	\$3,570
CONCORD PUBLIC LIBRARY		\$560	\$2,711	\$3,271
EDEN LIBRARY		\$2,655	\$2,187	\$4,842
ELMA PUBLIC LIBRARY		\$0	\$2,244	\$2,244
GRAND ISLAND MEMORIAL LIB.		\$0	\$1,273	\$1,273
LACKAWANNA PUBLIC LIB.		\$14,769	\$4,260	\$19,029
MARILLA FREE LIBRARY		\$3,298	\$1,457	\$4,755
NEWSTEAD PUBLIC LIBRARY		\$3,896	\$1,285	\$5,181
NORTH COLLINS PUBLIC LIB.		\$4,556	\$1,153	\$5,709
ORCHARD PARK PUBLIC LIB.		\$0	\$7,021	\$7,021
Net Change in Expense			\$38,512	

Agenda Item E.2.b – Monthly Financial Report. The monthly financial report for the year as of April 30, 2021 month-end close was included in the Board packet as an information item. C.F.O. Stone reported the B&ECPL remains within budget.

Agenda Item E.3 – Development & Advocacy Committee. The Development & Advocacy Committee met on June 2, 2021. A copy of the report was included in the Board packet. Trustee K. Johnson summarized the meeting on behalf of Committee Chair Sharon Kelly. Trustee Bedenko moved to have the written report entered into

the Minutes. Trustee Candelario made a second, and this was approved unanimously.

Present: Chair Sharon Kelly and member Elaine Panty. Member Kimberly Johnson attended via Zoom. Also present were Library Director Mary Jean Jakubowski, Assistant Deputy Director (A.D.D.) Joy Testa Cinquino and Development Manager Maureen Germaine.

The meeting of the Development & Advocacy Committee began at 2:04 p.m.

In keeping with Executive Order 202.109 issued May 25, 2021 which extended previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through June 24, 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.

A quorum was present. No members of the public were in attendance.

Welcome and Committee Goals: Chair Kelly remarked as a new committee member and new chair, she wanted to hold this meeting to familiarize herself with the Library's efforts in development and advocacy. She noted the purpose of the committee, as defined on the Committee Volunteer Form, is: *Supports efforts to sustain and supplement the Library's income from traditional public sources and attract both public and private financial assistance for projects, programs and services that benefit the Library and its many users. Monitors legislation pertaining to the Library and coordinates advocacy efforts that sustain both governmental and community support for the Library.*

Fundraising Overview and 2021 Updates: A.D.D. Testa Cinquino gave an overview of the Development and Communications Department's fundraising efforts, highlighting the role Maureen Germaine plays in seeking out and writing grants for a wide range of topics and projects. She noted Community Engagement Manager Anne Conable leads efforts to liaise with other community organizations, as well as in-house partners. Clerks in the department support a variety of fundraising tasks, and the Graphics staff provide design, signage and advertising support.

A.D.D. Testa Cinquino distributed spreadsheets to attendees with the 2021 fundraising budget and year-to-date revenues and well as previous years' fundraising totals. She noted the B&ECPL has raised \$118,935.48 to date, including a \$72,000 grant from the Ralph C. Wilson, Jr. Foundation that we were notified about yesterday for afterschool teen programming. She reviewed the many fundraising revenue streams utilized by the Library, including appeals, bequests, online store sales and grants. She also noted the Year End Appeal in 2020 was the highest it had ever been, at \$116,935.97 raised, despite the challenges of the past year.

2021 plans include a Bucks for Books Appeal, Year End Appeal and multiple online fundraisers. A.D.D. Testa Cinquino noted some in-person events like Bisons and Sabres games were not able to be held this year. But she emphasized the Library is continuing to work hard to find new connections with individuals, foundations and corporations. She noted the recent \$10,000 donation from The Dolce Firm, Attorneys at Law, to support *Play Down Your Fines*, was made possible by a connection made through a Board member. Director Jakubowski emphasized the hard work being done by the team, especially in seeking out grants. She also noted the department provides assistance to contracting libraries in their fundraising and grant efforts as well and that each library annually receives funds from the Year End Appeal to use to benefit the public such as for programming.

Trustee Panty asked if all Board members make donations to the B&ECPL each year. A.D.D. Testa Cinquino relayed there had not been 100% participation from the Board in 2019 or 2020. She noted the Board Chair usually sends a letter in December to those who have not yet donated, and she believes a second letter was also sent this past year. Chair Kelly expressed this would be a focus of the committee this year. She planned to start the effort earlier, with the committee sending a letter to all System Trustees in the fall.

Trustee Panty asked how the Library keeps up contact with donors. A.D.D. Testa Cinquino relayed the B&ECPL used Raiser's Edge to tract donor information, including how a contact was made. They can then tailor solicitation based on previous contacts and in some cases donor interests. The B&ECPL also purchases mailing lists to expand the reach of mailing campaigns such as Bucks for Books and the Year End Appeal in order to reach out to potential new donors.

Status of the Library Foundation MOU: Chair Kelly described the years' long effort to create a MOU document to firm up the role, activities and goals of the Library Foundation in relation to the B&ECPL. At the time it was conceived, the B&ECPL was hoping to gain fundraising assistance from the Foundation. There remains one significant point holding up negotiations; therefore, at the Library Foundation's May 2021 meeting, board members decided to hold the agreement in abeyance. Chair Kelly noted the B&ECPL has done well in developing its own fundraising efforts, so the original intent of the document is no longer as relevant. Negotiations can begin again in the future if either side decides to revive/revise the document.

Director Jakubowski noted the Library Foundation has been very helpful to the B&ECPL in its current capacity. Since 2009, more than \$705,960 has been donated to the Library for projects that support a variety of library initiatives, especially in the area of Rare Books/Special Collections. Efforts to preserve, conserve and display these materials are important responsibilities of the B&ECPL, but they can also be expensive, and sometimes it can be difficult to designate public funds for these efforts. The Library Foundation has also provided essential support for the Library's major exhibitions, including the purchase of display cases.

Trustee Panty asked if the Library Foundation has not pursued fundraising efforts, how they were able to replenish funds to continue providing this support. Director Jakubowski noted the Foundation has received unsolicited donations, including bequests. Their accounts also accrue interest. The B&ECPL has not asked for large enough sums to deplete their resources, and she does not foresee any financial issues for the Foundation in its current arrangement.

Advocacy Overview and 2021 Expected Events: A.D.D. Testa Cinquino conveyed the B&ECPL participates in many local, state and federal advocacy efforts. Early each year, the B&ECPL works with other libraries statewide to advocate for State funding, usually including a trip to Albany in February for New York Library Association (NYLA) Library Advocacy Day. This year, meetings were held virtually. The B&ECPL also conducts advocacy efforts around the County budget, including letter-writing campaigns. One of the most important aspects of advocacy is to develop relationships with lawmakers. She noted NYS Senator Sean Ryan has a great relationship with the B&ECPL and is now the head of the NYS Senate's Libraries Committee. Other former Erie County Legislators have taken on State roles, and the B&ECPL has been able to sustain and build on those relationships as well.

Director Jakubowski reported she is part of a pilot program through the American Library Association (ALA) to boost library connections with federal officials. She noted Representatives Brian Higgins and Chris Jacobs were both friends of the Library. Direct federal funding for libraries has not been available for many years; most funding is in the form of grants through the Institute of Museum and Library Services (IMLS). However, this year a new program has been proposed, the *Build America's Libraries Act*, which could bring over \$250 million in direct federal funding to New York State libraries for capital improvements. The B&ECPL has identified over \$100 million in potential infrastructure projects System-wide that this funding could be used for. She specifically noted the positive impact this could have on association libraries, which, due to owning their own buildings, typically have a challenge coming up with local matches for State construction programs. Director Jakubowski and Board Chair Kathleen Berens Bucki wrote an op-ed article supporting the proposed legislation, which was published in *The Buffalo News* on May 25, 2021. Director Jakubowski also reached out to federal officials to encourage they sign on to the bill.

A.D.D. Testa Cinquino explained other advocacy efforts have been developed based on current events, especially in the library world. She reminded the committee of the MacMillan eBook embargo, which libraries from across the globe successfully advocated to quash last year. The B&ECPL has also worked with library staff, trustees, volunteers and the community on postcard, email and letter writing campaigns. The library has also hosted legislator breakfast events in the past.

Trustee Panty asked about the legislator breakfasts, noting it would be good to establish connections with new members. Director Jakubowski relayed she always reaches out to newly elected officials, including local, state and federal representatives, to meet with her and receive a tour of the Library. She said these conversations have

always been beneficial. Trustee Panty suggested a Board member attend these meetings, especially if they are a constituent of the official in question.

Committee Ideas/Suggestions for Fundraising/Advocacy Opportunities: Chair Kelly asked if the other members had any suggestions. Trustee Johnson noted that fundraising opportunities were currently somewhat limited with in-person gathering restrictions still in place. Trustee Panty noted that it is important for Board members to attend Erie County Budget Hearings to support the B&ECPL. She knows that legislators have taken notice of their presence in the past, and it reflects favorably on the B&ECPL. Director Jakubowski commented she was unsure how or when the hearings would be held this year.

With no further business, on a motion by Trustee Panty, seconded by Chair Kelly, the Development & Advocacy Committee adjourned at 3:07 p.m.

Agenda Item E.4 – Search Committee. The Search Committee held its first meeting on June 3, 2021. A copy of the report was included in the Board packet. Chair Bucki summarized the meeting and reviewed the resolutions proposed by the committee. Trustee Berlow moved to have the written report entered into the Minutes. Trustee K. Johnson made a second, and this was approved unanimously.

Present: Members Sheldon Berlow, Elaine Panty and Richard Earne. Chair Kathleen Berens Bucki and members Katie Burd, Lucy Candelario, Carima El-Behairy and Kimberly Johnson attended via Zoom. Also present were Library Director Mary Jean Jakubowski and Assistant Deputy Director (A.D.D.) Judy Fachko.

The meeting of the Search Committee began at 4:04 p.m.

In keeping with Executive Order 202.109 issued May 25, 2021 which extended previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through June 24, 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.

After a call of the roll, it was noted that a quorum was present.

Chair Bucki outlined two goals for this first meeting of the Search Committee: to establish whether to use a search firm for the director search and to prepare a resolution to appoint an interim director while the search is ongoing.

A.D.D. Fachko reviewed the two options for conducting a director search, using a search firm or conducting the search solely through B&ECPL’s Human Resources (HR) Department. She noted search firms have more experience with executive level searches, and would have a broader reach and networking capacity. There are search

firms that specialize in library director searches. She noted a firm would be able to dedicate their sole focus to the search, whereas the current B&ECPL HR department only has 2 staff, herself included, and would need to conduct their usual business as well. However, she expressed HR would be able to conduct a search of this level if the Board decided that was the best route.

If the Board decides to hire a search firm, a request for proposal (RFP) would need to be done. A.D.D. Fachko noted she has examples from other libraries she could use to draft such an RFP. Based on her research, she estimated the cost of hiring a firm would be between \$35,000 and \$50,000.

Trustee Panty expressed her support for hiring a search firm, as they would be better equipped for a national search, noting that using such a firm would not eliminate local candidates from consideration. Trustee Berlow also expressed his strong support.

Trustee El-Behairy asked whether the New York State Library - Division of Library Development (DLD) has a list of recommended firms. Director Jakubowski replied they did not, but the American Library Association (ALA) does have a list of search firms that specialize in library executive searches. A copy of the RFP could be sent to these firms as well as being advertised publicly. She also noted the RFP could be tailored in such a way that firms must demonstrate experience in a director search for a library of a similar size to the B&ECPL System.

Trustee Panty asked how the proposals would be reviewed. Director Jakubowski explained a rubric would be developed to grade the RFP responses. Factors beyond cost would be taken into account, such as previous experience with library director searches. At a designated time, the Search Committee would open all responses, complete the rubrics and assess the results as a committee.

Following this discussion, Trustee Berlow moved to approve the creation of an RFP to engage a search firm to assist the Board with recruitment of the next B&ECPL Library Director. Trustee Panty seconded, and this was approved unanimously.

Chair Bucki next brought up the appointment of Jeannine Doyle as Interim Director. Director Jakubowski reviewed a draft resolution for such appointment, noting the committee would need to determine an annualized salary to recommend to the full Board of Trustees. Following this explanation, Chair Bucki entertained a motion to enter into Executive Session at 4:27 p.m. to discuss a personnel matter. Trustee Burd moved, Trustee Panty seconded, and approval was unanimous. All committee members were invited to a private Zoom Breakout Room; staff and public were placed in a separate Zoom Breakout Room or asked to leave the in-person meeting room as applicable.

At 5:11 p.m., on motion by Trustee Johnson and seconded by Trustee Panty, committee members concluded Executive Session and reconvened in public session. Chair Bucki conveyed the draft resolution would be amended to include more background information on the duties of the director and set the annualized salary at \$150,000 for

the Interim Director. This amended resolution would be brought before the full Board at its June meeting.

Trustee Berlow brought up the status of the B&ECPL and Buffalo more generally in attracting national candidates. He thought this was a good time to analyze our strengths and weaknesses and what will need to be done to make the B&ECPL a well-recognized institution nationally and globally. Chair Bucki reflected the search firm would most likely assist with this. Director Jakubowki concurred, noting previous search firms the B&ECPL has engaged have worked with trustees and administration to develop promotional materials to attract candidates, including a brochure. She noted the B&ECPL was in a better place financially and reputationally than it was during the last director search, specifically noting the international status of our special collections and recent national level grants. Association of Contracting Library Trustees (ACT) Trustee Earne noted Buffalo has also experienced a renaissance over the past decade and can be touted as a great place to live.

The committee discussed a timeframe for next steps. A.D.D. Fachko agreed to send a draft RFP to the committee in one week, by June 10th. The committee would then take a week to review the draft, meeting again on June 17th after the Policy Committee Meeting (following the Board of Trustees Meeting) to finalize the RFP. Trustee Earne asked about the length of the search itself. Director Jakubowski noted her research showed the typical timeline is 4 to 6 months, but that could be specified by the Board.

With no further business, on a motion by Trustee Berlow, seconded by Trustee Burd, the Search Committee adjourned at 5:28 p.m.

Agenda Item E.4.a – Appointment of Interim Director. Trustee Berlow made a motion to approve Resolution 2021-15, which was seconded by Trustee Bedenko. Approval was unanimous.

RESOLUTION 2021-15

WHEREAS, Buffalo & Erie County Public Library (B&ECPL) Director Mary Jean Jakubowski's retirement becomes effective June 20, 2021, and

WHEREAS, the process to recruit a new B&ECPL Director is ongoing, and

WHEREAS, Deputy Director – Chief Operating Officer Jeannine Doyle's service has been exemplary, and

WHEREAS, the B&ECPL Board of Trustees Library Director Search Committee recommends Deputy Director – Chief Operating Officer Jeannine Doyle be appointed to the position of Interim Director, assuming all duties and functions of said office as defined by the *Bylaws of the Buffalo & Erie County Public Library*, now therefore be it

RESOLVED, that the Board of Trustees hereby authorizes the appointment of Jeannine Doyle as Interim Library Director at an annualized salary of \$150,000 effective June 20, 2021 until such time as the Board of Trustees identifies and appoints a permanent Director, it being understood the Interim Director appointment shall not exceed 1 year, and be it further

RESOLVED, that following the appointment of a permanent Director, Jeannine Doyle shall return to her position of Deputy Director – Chief Operating Officer under the terms and conditions set forth prior to the temporary appointment.

Agenda Item E.4.b – Authorize Request for Proposal – Executive Search Firm. Trustee Berlow made a motion to approve Resolution 2021-16, which was seconded by Trustee Craik. Approval was unanimous.

RESOLUTION 2021-16

WHEREAS, Buffalo & Erie County Public Library (B&ECPL) Director Mary Jean Jakubowski is retiring effective June 20, 2021, and

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library has appointed an Interim Director to manage the organization while the Board undertakes a nationwide search for a new Library Director, and

WHEREAS, to help ensure a timely and comprehensive national recruitment takes place, the Board of Trustees Library Director Search Committee desires to engage a firm specializing in said recruitment efforts, and

WHEREAS, issuing a request for proposal is the most effective manner to achieve this objective, and

WHEREAS, pursuant to the B&ECPL's Procurement Policy, given the scope of this undertaking, the request for proposal process will be publicly advertised, with recommendations resulting from the process brought back to the Board for review and award, now therefore be it

RESOLVED, that the Board of Trustees authorizes the Interim Director to issue a request for proposal seeking experienced professional recruitment services to assist the Board in undertaking a nationwide recruitment to find the next B&ECPL Library Director.

Agenda Item F – Report of the Director. Director Jakubowski expressed her gratitude to the Board for everything they have done to support the B&ECPL as well as her personally throughout her career. She publically recognized and thanked the Administrative Team for everything they have done for the System. She proclaimed it has been an honor to serve the B&ECPL, and thanked everyone for the great memories.

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

B&ECPL Monthly Report May 2021

Launch Pad Reopens -

The Central Library's Launch Pad Makerspace reopened to the public on May 1st with social distancing and safety procedures in place. Interactives such as the Osmo game system, Augmented Reality Books, Snap Circuits, button making and some music mixers are now available for patron use. Reservations are being accepted for the sound studios and training is available for the 3D printers, laser cutters and other specialized equipment.

Buffalo Heritage Carousel @ Canalside -

Children's Services and Outreach Manager **Kristi Dougherty**, Assistant Deputy Director **Joy Testa Cinquino** and this writer attended the Buffalo Heritage Carousel at Canalside for a filming with AM Buffalo on May 14th. **Ms. Dougherty** read the book *The Erie Canal* by Peter Spier to students from the Children's Academy at Gerard Place while they were on the carousel. AM Buffalo hosts Emily Lampa and Melanie Camp read the library book *Please Bring Balloons* by Lindsay Ward. Take and Make bags were provided to children in attendance, which featured a carousel horse craft, an Erie Canal and Carousel activity book and library information. Take and Make bags were also provided to Explore & More - The Ralph C. Wilson, Jr. Children's Museum in partnership with Senior Manager, Community and Strategic Initiatives Lisa Chrapowicz and C.E.O. Michelle Urbanczyk. Director of Operations and Development of the Buffalo Heritage Carousel and B&ECPL Trustee Carima El-Behairy spoke with AM Buffalo about the partnership with the Library and reaching underserved populations.

Wellness Wednesdays Return -

Information Services and Outreach Librarian **Shanley Olszowy** hosted the first reinstated in-person *Wellness Wednesday* on the Central Library's Washington St. entrance ramp on May 19th. Four community partners participated: Disability Rights New York, Problem Gambling Resource Center, Renewal Center and Restoration Society, Inc.

Find the Library on TikTok -

In an effort to further publicize library programs and services to teens and young adults, Development & Communications has established a TikTok account for the B&ECPL: www.tiktok.com/@buffalolibrary. Development & Communications Clerk **Melissa Burgess** created the first video, titled *You can never have too many books*, and 4 videos were created by Bookmobile Librarian **Julia Verbanic** with assistance from Bookmobile Library Associate **Tracy Haynes**. Additional instructional TikTok videos include book recommendations, Central Library services (computers and Wi-Fi, Launch Pad Makerspace, *B is for Book* Exhibit), self-checkout instructions and shelving. More videos are planned for the future.

Isaías González-Soto Branch Promotional Video -

Branch Manager **Caroline Kennon** and Library Technology Clerk **Andrew Henning** created the *Visiting the Isaías González-Soto Branch Library* video tour to be distributed to families in the area through Jericho Road’s ParentChild+ Program. The video is also featured on the B&ECPL YouTube page: youtu.be/JDziBqlqguU.

Digital Telehealth Initiative -

The Leroy R. Coles Jr. Branch Library has officially partnered with Western New York Library Resources Council (WNYLRC) to participate in a *Digital Telehealth* initiative. WNYLRC will provide a private, ADA-compliant booth for patrons as well as a laptop to use for telehealth appointments and other important private meetings. Branch Manager **Elizabeth Stengel** met with Olivia Helfer and Heidi Ziemer from WNYLRC to brainstorm locations in the library for the booth and held follow-up consultation with Supervisor of Building Operations & Maintenance **Mark Kross** and Assistant Supervisor of Building Operations & Maintenance **Thomas Murphy** on May 13th. **Ms. Stengel** is connecting with local healthcare providers, schools, law firms and other local businesses to assess potential uses for the space. The booth is expected to be delivered in July or early August.

B is for Book Fun Fact!

Alice’s Adventures in Wonderland, written under the pen name Lewis Carroll in 1865, has never been out of print and has been translated into nearly 100 different languages, delighting millions of children around the world!

1. Public Services

In Library Group Programs*:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	27	57	474	930
Children (age 6-12)	31	94	163	611
Teens	10	36	79	210
Intergenerational	14	37	201	1,222
Adults (excludes Technology)	51	96	365	893
TOTAL In Library Group	133	320	1,282	3,866

*Read Down Your Fines statistics will now be reported on a monthly basis.

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)	1,273	6,236	1,273	6,236
Children (age 6-12)	1,492	8,752	1,492	8,752
Teens	65	247	65	247
Intergenerational	2,933	12,526	2,933	12,526
Adults (excludes Technology)	76	1,303	76	1,303
TOTAL Passive Programs	5,839	29,064	5,839	29,064

In Library One-on-One Programs*:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	108	398	108	398
Children (age 6-12)	49	161	49	161
Teens	119	355	119	355
Intergenerational	34	80	34	80
Adults (excludes Technology)	62	354	62	366
TOTAL In Library One-on-One	372	1,348	372	1,360

*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	1	2	1	2
System or Library-owned Cyber Train	0	0	0	0
One on One	28	110	28	111
TOTAL Adult Technology	29	112	29	113

*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)	4	5	87	109
Children (age 6-12)	0	2	0	220
Teens	1	2	8	20
Intergenerational	3	12	196	694
Adults (excludes Technology)	1	2	1	101
TOTAL Outreach	9	23	292	1,144

Live Virtual Programs:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	16	113	738	3,161
Children (age 6-12)	5	32	485	1,819
Teens	10	86	80	474
Intergenerational	17	91	825	4,785
Adults (excludes Technology)	76	350	643	4,058
TOTAL Live Virtual	124	672	2,771	14,297

Virtual Recordings of Program Content:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	38	281	1,460	10,606
Children (age 6-12)	18	160	539	4,849
Teens	0	0	0	0
Intergenerational	42	223	2,896	18,309
Adults (excludes Technology)	31	162	1,779	4,812
TOTAL Virtual Recordings	129	826	6,674	38,576

Summer Reading Programs*:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	7	7	61	61
Children (age 6-12)	0	0	0	0
Teens	1	1	6	6
Intergenerational	0	0	0	0
Adults (excludes Technology)	2	2	12	12
TOTAL Summer Reading	10	10	79	79

*Does not include virtual summer reading programs.

B is for Book Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children's Services	4	7	28	42
Adult Services	1	1	10	10
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	0	1	0	110
Grosvenor Room	0	2	0	7
TOTAL B is for Book	5	11	38	169

B is for Book Exhibit:

	Number of Visitors		
	Month	YTD	From Opening (9/2020 to Present)
Non Tour-Related*	1,028	7,226	16,030
Tour/Program	38	169	217
TOTAL B is for Book	1,066	7,395	16,247

*New counters installed March 2021 for visitor count.

Programming Highlights -

Central Library - Children's Services

- Take and Make Crafts: *Erie Canal and Carousel, Sprout Up! Plant, Superhero*
- In Library Programs: *Pop-Up Origami, Sensory Stay n' Play: Wild Animal Playdough Safari*
- Virtual Storytimes: *Goodnight Library, Bilingual Storytime (Spanish)*
- Virtual Program: *Sprout Up! at the Central Library*

Central Library - Grosvenor Room

- Virtual Programs: *Finding U.S. Passenger Lists, Genealogy 101*
- Tours: Ken-Ton School Board, St. Francis High School AP History Class

Central Library -Information Services

- Take and Make Crafts: *Adult Coloring Kit, Blind Date with an International Book, Buffalo Cityscape, Dinosaur 3D Puzzle*
- In Library Program: *Wellness Wednesday*

- Virtual Program Series: *Easy Erie County Places: Chestnut Ridge Park Parts 1 - 4*
- Virtual Program: *Find Your Ideal Client for Your Small Business*
- Virtual Appointments: *Book A Librarian*
- Tour: St. Francis High School AP History Class

Central Library – TechKnow Lab/Launch Pad

- Grow with Google Virtual Programs: *Create a Project Plan with Google Sheets, Launch Your Business with Customer-Focused Marketing – Part 1 and Part 2, Track Your Project with Google Sheets*
- Virtual Lunchtime Learning: *An Intro to eBooks with Libby*
- Virtual Program: *Free Virtual Tax Filing Assistance*
- Virtual Appointments: *Book A Technology Trainer*

Central Library – Teen Programming

- *Teen Advisory Group (TAG) Virtual Meeting*
- *Teen Virtual Take and Make Craft Hangout*
- Virtual Programs: *Reader’s Quest Book Group, Rising Voices Social Justice Book Discussion Group*

Crane Branch Library

- Take and Make Crafts: *Clouds, Fan, Kite, May Flowers*
- Virtual Program: *Crane Library Book Club*

Dudley Branch Library

- Take and Make Crafts: *Children’s Book Week Bag, Memorial Day Popsicle Stick Star, Mother’s Day Easel and Canvas, Ninja Stress Ball, Paper Plate Umbrella*

East Clinton Branch Library

- Take and Make Crafts: *Baby Birds in a Nest, Mother’s Day Plant Kit, Pterodactyl Puppet, Superhero Banner*
- Virtual Program: *Waiting on Wednesday*

Elaine M. Panty Branch Library

- Take and Make Crafts: *Garden Party, I Love You to Pieces, Reading is a Superhero, Seeding Kit*
- In Library Program: *Free Tax Filing Assistance*
- Virtual Program: *Spring Clean Your Life #3: Financial Fitness*

Frank E. Merriweather, Jr. Branch Library

- Take and Make Crafts: *Mother’s Day Card, Superhero Banner*

Isaías González-Soto Branch Library

- In Library Programs: *Pop-Up Button Making, Library in the Park*

Leroy R. Coles, Jr. Branch Library

- Take and Make Crafts: *Glow Stick Lightsaber, Superhero Banners*

- In Library Programs: *Craft Hour, Library Scavenger Hunt, Library Bingo, Resume Workshop*

North Park Branch Library

- Take and Make Crafts: *House, Painted Noodle Bracelet, Windsock*
- Virtual Program: *Teen Manga Club*

Library on Wheels Bookmobile

- Visits, including drop off and pick up service, were provided at Bethel Estates Senior Apartments, Fox Run at Orchard Park, Asbury Pointe Senior Apartments, Garden House Senior Facility, Stonegate Senior Apartments, Blessed Mary Angela, Union Square Senior Apartments, Boys & Girls Club of Holland, Brant Town Hall, Rural Outreach Center, Orchard Place Apartments, Seneca Pointe Apartments and Jericho Road Community Health Center – Broadway Clinic and Barton Clinic.
- Supplemental service was provided to the Elmwood Village community during the Crane Branch Library’s closure.
- The Bookmobile participated in 2 special events held at the corner of Clark and Kent Streets in Buffalo: the *Summer on SuperStreet* Kick-Off event hosted by Jericho Road Community Health Center on May 15th and the Parent Network of Western New York (WNY) *Recreation Festival* on May 22nd.

Library by Mail Program

- 101 patrons are now enrolled in the *Library by Mail Program*.

2. Collection Development

Physical Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Juvenile Print	2,670	14,567	346	1,504	546,461
Young Adult Print	539	3,937	121	735	78,282
Adult Print	3,256	17,796	680	3,324	1,810,041
Media	2,305	15,300	297	1,691	568,583
Other*	2,299	12,097	19	258	175,791
Subtotal	11,069	63,697	1,463	7,512	3,179,158

*Includes magazines, generic copies, and other

Electronic Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
eBooks	2,327	10,272	1,527	6,983	119,183*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	1,693	8,205	264	1,485	32,862
eVideos	0	0	0	0	200
Subtotal	4,020	18,477	1,791	8,468	152,245

*Includes 428 EBL titles

All Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Total	15,089	82,174	3,254	15,980	3,331,403

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	588	6.6	584	61.4
Staff Initiated	30	0.0	30	86.7

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

VOX™ Books -

A new collection of VOX™ Books was featured in the Kids’ Space at the Central Library. VOX™ Books combine picture books and non-fiction with audio recordings. Children simply push a button to listen and read. Some of the Buffalo Branches have purchase VOX™ Books as well.

Kresse Family Book Donation -

Grosvenor Librarian Trainee **Isaac Johnson** reviewed numerous books generously donated by the Kresse family in memory of Robert Kresse. Mr. Kresse was a true friend and supporter of the community and the B&ECPL. Included in the donation were books on Olmsted, Frank Lloyd Wright and Buffalo architecture, nicely supplementing the local history collection. We are grateful for the Kresse family’s generosity.

Subject Guides -

The Library’s Subject Guides were viewed by 1,475 visitors from 24 countries in May. In addition to the United States, visitor countries of origin included Albania, Armenia, Australia, Bangladesh, Canada, China, Croatia, Egypt, France, Germany, Greece, India, Indonesia, Italy, Laos, Nigeria, Norway, Pakistan, the Philippines, Sweden, Switzerland, the United Kingdom and Venezuela.

3. Technology

Electric Guitar Donation -

Children’s Services and Outreach Librarian **Kelly Woods** donated a pair of electric guitars with stands to the Launch Pad Makerspace.

Pocketalk Voice Translator -

The Elaine M. Panty Branch Library has purchased a Pocketalk Voice Translator device to help them assist patrons who speak English as a second language. They have also used the text feature on the device to communicate with a regular patron who is deaf.

4. Funding/Fundraising

Funding:

The Buffalo & Erie County Public Library continues to operate within budget.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1- May 31, 2021	\$46,870.48

5. Facilities

Crane Branch Library -

The Crane Branch Library was closed from May 13th to May 15th for work being done as part of the *Crane Branch Library Improvement Project*. The *Library on Wheels* was stationed on Bidwell Parkway to provide library service to the Elmwood Village community.

Central Library Public Address System Replacement -

This County-funded capital project, replacing the Central Library’s 400,000 sq. ft. building’s public address system, is nearing completion. The majority of speakers and wiring date back to the building’s original construction over 50 years ago and are no longer functioning properly. The new system is expected to be operational by this June.

6. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	YTD	Month	YTD
Staff	190	969	4	19

Staff Training Offered/Attended - *Child Care is Everywhere: How Libraries Can Develop, Strengthen and Support Child Care: Part 1 - Introduction to Child Care & Bringing Literacy to Child Care, Part 2 - Programs for Nannies and Informal Providers of Child Care & Part 3 - Developing and Supporting Child Care Programs* (presented by ALSC/B&ECPL); *Handling Misinformation and Conspiracy Theories in Your Library* (presented by LibraryWorks/B&ECPL).

Virtual Conferences Attended - *Library Journal Day of Dialog* (presented by Library Journal); *National Genealogical Society Annual Conference* (presented by National Genealogical Society); *School Library Journal Day of Dialog* (presented by School Library Journal).

Webinars Viewed - 77 webinars, including *Census Data for Librarians* (presented by US Census Bureau); *Designing for the Future: The Post-Pandemic Library* (presented by SCRLC); *Passive Programming That Pulls Them In* (presented by Niche Academy); *The New Safety: Factoring the CDC’s 5/13 Guidance and NY’s Changing Mandates into the Mix at Your Library* (presented by ESLN); *TikTok at the Library* (presented by NYLA); *Trauma-Informed Librarianship: What Is It and What Can It Look Like?* (presented by CLRC).

Other - *NYLA Developing Leaders Program* (presented by NYLA).

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

Media:

Type of Communication	Topic	Air Date/Publish Date
Media event attended by Director Jakubowski	Erie County Bicentennial 200 announces special programs and launches a pilsner	Channel 2, 4, 7, The Buffalo News, Spectrum News, May 14 th & May 17 th
Taped storytime at the Buffalo Heritage Carousel featuring Kristi Dougherty, attended by Director Jakubowski	Erie Canal anniversary	AM Buffalo, May 17 th
Taping with NY Senator Sean Ryan	Emergency Broadband Benefit Program	Taped May 18 th , material ran on the Senator’s social media

Social Media:

	Staff Activity		Public Activity		Followers	
	Month	YTD	Month	YTD	Month - New	Total
Facebook	139	815	2,146	15,431	13	10,296
Flickr	2	182	6,309	33,674	-	57
Google Ads ¹	N/A	N/A	2,956	15,793	N/A	N/A
Instagram	43	230	1,664	9,916	46	3,529
Pinterest	67	293	328	2,101	-	2,188
Podcast ²	5	18	N/A	N/A	N/A	N/A
TikTok ³	2	2	40	40	14	14
Twitter	67	446	634	7,244	(66)	10,704
YouTube ⁴	9	36	1,715	5,405	6	285
Total	334	2,022	15,792	89,604	13	27,073

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.

³TikTok account started May 2021.

⁴In March 2021, the Library condensed multiple YouTube channels into one and began using YouTube analytics tracking (rather than hand-counting). Numbers will be more accurate this way.

Signage Updated -

The Graphics Department produced updated signage for the following libraries: Collins, Elaine M. Panty Branch, Isaías González-Soto Branch, Kenilworth, Kenmore, Lancaster, Lake Shore, and Newstead.

8. Partnerships

Albright-Knox Art Gallery -

Vicente Rondon, Albright-Knox Art Truck Program Coordinator, visited the Isaías González-Soto Branch Library and met with **Caroline Kennon** on May 24th. Craft

events are being planned for the Art Truck's monthly visit to the library during the summer.

Alzheimer's Association -

Shanley Olszowy recorded an interview with Education Outreach Specialist Chelsea O'Hara from the Alzheimer's Association on May 27th. It will be used for a *Wellness Wednesday* virtual program in June.

Buffalo Museum of Science -

Information Services and Outreach Librarian **Andrew Maines** met with Gabrielle Graham, Buffalo Museum of Science Community Partnership Manager, on May 10th and May 19th to plan a partnership program on the upcoming hatching of the Brood X cicadas. Over the coming months, billions of cicadas across the East Coast are expected to hatch after being underground for 17 years.

Canalside -

Children's Services and Outreach Librarian **Susan Buttaccio** participated in a planning meeting held virtually on May 28th for summer programming at Canalside. The Central Library will be partnering with Every Person Influences Children (EPIC) and other agencies to present stories, arts and STEAM activities to families.

Erie 1 BOCES School Library System -

Kristi Dougherty met virtually on May 25th with Alicia Thompson, Director of Erie 1 BOCES School Library System, and other members to talk about summer reading. Flyers were also mailed to the West Seneca BOCES location for distribution.

Grassroots Gardens WNY -

Launch Pad Makerspace Library Technology Clerk **Amanda Brown** has been preparing for the opening of the Launch Pad's Seed Library. She met with Timothy Chen, Program Manager for Grassroots Gardens WNY, on May 15th to coordinate volunteer seed sorting, which took place at the Central Library on May 22nd. On June 5th, a free public plant swap event is scheduled to take place outside the Central Library in the Reading Park.

Hamburg Middle School -

Information Services and Outreach Librarian **Maria Lowe** worked with seventh grade students from Hamburg Middle School virtually on May 12th to present on primary sources from the B&ECPL collection that students will use to create *National History Day* projects.

Homeless Youth Task Force -

Susan Buttaccio attended virtual meetings of the Homeless Youth Task Force - Community and Education subcommittee on May 7th and May 14th. The committee is completing the third part of its coordinated plan to functionally end youth homelessness in Western New York with a campaign that will launch in June, titled *Reach Out and End Youth Homelessness*. It will include a press conference and multiple presentations to community organizations, including the B&ECPL.

It Takes a Village Action Organization -

Information Services and Outreach Manager **Daniel Caufield** and **Andrew Maines** met virtually on May 14th with Beverly Newkirk and Modell Gault from It Takes a Village Action Organization to plan a program to assist individuals recently released from prison to develop job skills and necessary life skill resources. The program will begin June 22nd at the Central Library and will be held twice weekly for 8 weeks.

League of Women Voters of Buffalo/Niagara (LWVB/N) -

Information Services and Outreach Librarian **Nancy DiStasio** welcomed and introduced Barbara Gunderson and Liz Zausmer, Board Members from the LWVB/N, to the *Manager-Director Meeting* held virtually on May 12th. They spoke of potential collaborative initiatives with libraries, including disseminating voter information.

New York State Senator Sean Ryan -

Assistant Deputy Director **Dorinda Darden** and Mobile Services and Buffalo Branches Manager **Samantha Purpora** had a conference call with Jonica DiMartino, Community Liaison for New York State Senator Sean Ryan, on May 19th regarding the Senator's office providing mobile outreach once a month to libraries in his district. Tabling has been scheduled starting in June for the Crane, Elaine M. Panty, Isaías González-Soto and North Park Branch Libraries.

New York Zero-to-Three (NYZTT) Erie County Infancy Leadership Circle (ILC) -

Kristi Dougherty produced a video of recommended early literacy books featuring emotions and mental health for the NYZTT Erie County ILC Facebook page on May 7th. The video was shared by various early childhood community partners. **Ms. Dougherty** and **Susan Buttaccio** attended a Zoom meeting of the NYZTT Erie County ILC on May 21st.

Reference Solutions -

At the invitation of Information Services and Outreach Librarian **Sandra Courtney**, Bill Carson, Custom Success Manager with Reference Solutions, presented a webinar titled *Find Your Ideal Client for Your Small Business* on May 13th. He provided an overview of the Data Axle Reference Solutions database for participants.

WNYLRC Committees -

Information Services and Outreach Librarian **Kuniko Simon** participated in the WNYLRC Continuing Education Committee virtual meeting on May 3rd; **Maria Lowe** met virtually with the WNYLRC High School to College Continuum Committee on May 19th and May 26th; and Information Services and Outreach Librarians **Sandra Courtney**, **Nancy DiStasio**, **Shanley Olszowy** and **Jacob Rachwal** attended the WNYLRC 2021 *Standing Committee Member Orientation* held virtually on May 20th.

Westminster Economic Development Initiative (WEDI) -

Sandra Courtney interviewed Carolynn Welch, Director of WEDI on May 18th for an upcoming business series for new entrepreneurs in August. The interview focused

on their unique Incubator Model used to help early career entrepreneurs launch, sustain and grow small businesses.

Youth Services Consultants in New York’s Public Library Systems -

Kristi Dougherty attended a Zoom meeting on May 21st with other Youth Services Consultants in New York’s Public Library Systems to discuss summer programming. **Ms. Dougherty** also attended a quarterly meeting on May 26th with Youth Services consultants and members of the New York State Library, Division of Library Development.

Other - Meeting spaces and information tables at the Central Library and Buffalo Branches were used throughout the month by various community organizations including: Exodus Women’s Fellowship Ministry, HEB Foundation Inc., Hunt Mortgage, Inclusive Theater of WNY (ITOWNY), Literacy Buffalo Niagara, Mental Health Peer Connection, NativityMiguel Middle School of Buffalo, Nazarene Messianic Party (NMP), Nuvance Health, PUSH Buffalo, Self Motivated Parents, Squeaky Wheel Film & Media Art Center and Typography of Women.

9. Planning for the Future

The Buffalo & Erie County Public Library Board of Trustees Library Director Search Committee is being formed and will meet in the month of June. Chair Bucki has asked for volunteers from the System Board and a representative of the Association of Contracting Library Trustees (ACT). Assistant Deputy Director of Human Resources **Judy Fachko** is preparing to assist in the search process.

10. Director Activities

LIST of MEETINGS and EVENTS

ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI

May 2021

DATE	MEETING / EVENT
May 1, 2021	Virtual Meeting - Association of Contracting Library Trustees (ACT)
May 3, 2021	Conference Call - Robert Alessi
May 3, 2021	Meeting - Joy Testa Cinquino
May 5, 2021	Meeting - Meg Cheman
May 5, 2021	Conference Call - Adam Traub, Monroe County Library System
May 6, 2021	Meeting - Administrative Team
May 6, 2021	Conference Call - Rich Newberg, Buffalo Broadcasters Association
May 11, 2021	Virtual Event Recording - American Library Association (ALA) Penguin Random House Library Award for Innovation Acceptance
May 11, 2021	Meeting - Meg Cheman
May 11, 2021	Conference Call - Robert Patterson, Bond, Schoeneck & King
May 11, 2021	Meeting - Bonnie Lawrence, Erie County Department of Environment & Planning

May 11, 2021	Conference Call - Public Library System Directors Organization (PULISDO)
May 12, 2021	Virtual Meeting - Managers/Directors
May 12, 2021	Conference Call - B&ECPL Board Chair Kathleen Berens Bucki
May 12, 2021	Meeting - Jeannine Doyle
May 12, 2021	Virtual Meeting - Library Foundation of Buffalo & Erie County, Inc.
May 13, 2021	Meeting - B&ECPL Board of Trustees Executive Committee
May 14, 2021	Conference Call - Kevin Verbesey, Suffolk Cooperative Library System
May 14, 2021	Meeting - Ken Stone
May 14, 2021	Conference Call - Robert Alessi
May 14, 2021	Virtual Event Recording - Buffalo Heritage Carousel
May 14, 2021	Event - Erie County Bicentennial Press Conference
May 17, 2021	Viewing of New York State (NYS) Governor Andrew Cuomo's Press Conference
May 18, 2021	Meeting - Meg Cheman
May 18, 2021	Conference Call - Caitlin Anderson & Robert Patterson, Bond, Schoeneck & King
May 19, 2021	Meeting - Joy Testa Cinquino
May 19, 2021	Meeting - Administrative Team
May 19, 2021	Meeting - Jeannine Doyle
May 20, 2021	Virtual Meeting - NYS Library, Division of Library Development (DLD)/PULISDO
May 20, 2021	Conference Call - Chair Bucki
May 20, 2021	Meeting - Tracy Palicki
May 20, 2021	Conference Call - Sheryl Knab, Western New York Library Resources Council (WNYLRC)
May 20, 2021	Meeting - B&ECPL Board of Trustees
May 24, 2021	Virtual Meeting - DLD/PULISDO Reopening Committee
May 26, 2021	Meeting - Meg Cheman
May 26, 2021	Meeting - Jeannine Doyle
May 27, 2021	Meeting - Judy Fachko, Jeannine Doyle, Ken Stone, Dorinda Darden
May 28, 2021	Conference Call - Jordan Smith

**Appendix
Contracting Member Library Activity Reports**

Concord Public Library - submitted by Jennifer Morris, Director

Highlights of events and activities at the Concord Public Library:

Take & Make Kits -

We've continued to offer Take & Make kits for kids and adults. March and April's "Snail Mail Kits" were very popular with all ages.

University Express -

Our library is one of the host sites for in-person showings of select live streaming classes via Zoom from the Erie County Department of Senior Services University

Express Program (for adults age 55+). We've had many patrons interested that don't have access to the internet at home or a smartphone.

Community Outreach -

In April, we had the opportunity to be part of our community's first in-person event, Green Springville's Earth Day event, on Saturday April 24th for an afternoon of outdoor family friendly earth-centered activities. This was well attended and we received many comments from people (many from other parts of the county) saying how much they appreciate and love the library, especially this past year.

Monthly Book Club -

Our adult non-fiction book club for May met in person for the first time this year and was well attended. Our pick was *Silent Spring* by Rachel Carson. The group will be meeting every month with the themes of the environment/sustainability and rural life as our focus this year.

In-Person Summer Programs Return!

We are happy to be bringing back some small in-person summer programming!

Children's Programs:

- **New York State's *Tails and Tales* Summer Reading Programs**
 - Hawk Creek Wildlife is scheduled for June; they will be bringing some of their animals for a *Talk on the Wildside* program.
 - Earth Spirit Educational Services will be here in July for a wildlife exploration program outside the library. Both programs are geared for children 6 and up.
- Our weekly storytime will be returning in July and will be outside in the park next to the library, weather permitting.

Adult Programs:

- In June, we will offer 2 gardening classes, one on composting and soil testing and the other on sustainable landscape design. Both class registrations have been filling up quickly.
- We've received many requests for in-person genealogy classes and plan to offer a genealogy basics class with an introduction to *Ancestry Library* in August, with plans to offer a weekly drop-in genealogy program sometime in the fall as well.

Orchard Park Public Library - submitted by Peggy Errington, Director

Highlights of events and activities at the Orchard Park Public Library:

Popular Virtual Programs:

- Baby & Toddler Take and Make Storytime with Miss Kasey, Mondays at 10 a.m. via Facebook Live.

- “In Good Health” wellness initiative – weekly podcasts which can be streamed through platforms such as Anchor, Spotify and Apple Podcasts.
- Introducing *Tales to Trails* Summer Reading Rewards beginning in July.

Reintroduction of In-Person Programs (as safety permits):

- Limited registration/attendance in-person Storytime with Miss Kasey outside, Tuesdays and Thursdays beginning in May.
- Limited registration/attendance in-library monthly Lego Club, beginning June.
- Registration for 1 Orchard Park team for Library Battle of the Books in-person/virtual hybrid competition in June-July.
- Limited registration/attendance in-library Orchard Park Library Book Club meetings featuring *Circe* by Madeline Miller in May, *Half-Earth* by Edward O. Wilson in June and *Founding Brothers* by Joseph J. Ellis in July.
- Limited registration/attendance in-library “In Good Health” monthly wellness sessions beginning in May.
- One-on-One technology training sessions (maximum 30 minutes) from May-July.

Popular Passive In-Library Activities:

- Interactive Butterfly Exhibit – live caterpillar/chrysalis/butterfly metamorphosis.
- Scavenger hunts.
- Floor interactive games.
- A Splash of Color coloring contest.
- DIY Take & Makes highlighting special dates/events.
- Collaboration with the Roycroft Museum and talented local artist (and Orchard Park Public Library employee) Karen Hull Sienk.

Agenda Item G – Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. ACT President Richard Earne reported the ACT Board has been meeting regularly. They have completed 2 major projects so far this year, a survey of their membership regarding library needs and a scrapbook representing all contracting libraries that was presented to Director Jakubowski at her retirement celebration. The ACT Board will meet next in July and plan to discuss options for trustee education. He hopes to present 2 workshops this year. Finally, he wished Director Jakubowski well in her future endeavors.

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

Agenda Item I – Unfinished Business. None.

Agenda Item J – New Business. Chair Bucki requested to add a resolution to honor Director Jakubowski upon her retirement; this was approved by unanimous consent. She read the following resolution and presented Director Jakubowski with a framed

plaque. Trustee Housh moved, Trustee Panty made a second, and approval was unanimous.

RESOLUTION 2021-17

WHEREAS, **MARY JEAN JAKUBOWSKI** first joined the Buffalo and Erie County Public Library (B&ECPL) as a Librarian I in Area 5 (Literature and Education Department) of the downtown Central Library on January 13, 1992, and

WHEREAS, she earned her Master of Library Science degree from the State University of New York at Buffalo in 1991, after 13 years of experience in the local healthcare industry, and

WHEREAS, she soon earned promotion to the title of Librarian II, providing public service in various Central Library departments, including Business Information, Humanities & Social Sciences and Extension Services, and

WHEREAS, she also served as Sunday "In Charge" Librarian at the Orchard Park Public Library, and

WHEREAS, in 2000, she was promoted to Librarian III - Division Manager of Circulation and Access Services, managing five high volume departments (Circulation, Interlibrary Loan, Remote Reference Center, Request Plus and Stacks), and

WHEREAS, she was subsequently promoted to the position of Assistant Deputy Director - Human Resources Officer in 2001, where she provided administrative direction, coordination and monitoring of all matters related to personnel management, including the development and implementation of Centralized Human Resources, and

WHEREAS, in 2006, she was promoted to the post of Deputy Director - Chief Operating Officer, becoming responsible for the administration of all public, support and planning functions of the B&ECPL System, and

WHEREAS, in June 2011, following a national recruitment effort, Mary Jean Jakubowski was selected overwhelmingly by the Library's Board of Trustees to serve as permanent Director of the Library System, and

WHEREAS, during her tenure she increased effectiveness and efficiency of operations, improved labor-management relations, successfully advocated for over \$20 million in library grant funding and established new community partnerships, including bringing organizations with similar missions into the Central Library, and

WHEREAS, she also created new initiatives such as the establishment of the downtown Central Library Reading Park, mounting of major public exhibits featuring the Library's Rare Books and Special Collections, offering a sports equipment lending

and children's library card amnesty program, building the *Launch Pad MakerSpace* and creating a *Library by Mail* service, and

WHEREAS, she strongly supported advancing access to technology by restoring bookmobile service with a WiFi-equipped vehicle that travels to underserved areas of Erie County, as well as expanding access to free high-speed internet both inside and outside of library buildings, and

WHEREAS, under her leadership, the B&ECPL has transformed into a community-focused organization, with more than 1,100 community partners, that reaches beyond its walls to provide a myriad of free resources and services to residents of Erie County, New York, now therefore be it

RESOLVED, that in recognition and appreciation of MARY JEAN JAKUBOWSKI's diligence, devotion and forward-thinking leadership, so generously demonstrated in her nearly 30 years of service to this organization, the Buffalo and Erie County Public Library Board of Trustees, on behalf of the Library and the community at large, expresses its profound gratitude and deepest respect, and be it further

RESOLVED, the Board of Trustees, Library Administration and Library staff, with the utmost regard, wish her all the best in health and happiness in her retirement.

Board members wished Director Jakubowski well and expressed how she would be missed.

There being no further business, on a motion by Trustee Berlow with a second by Trustee K. Johnson, the meeting was adjourned at 4:44 p.m.

Respectfully submitted,

Joel Moore
Secretary