

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
February 17, 2022

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, February 17, 2022, at the Central Library and remotely via Zoom pursuant to due notice to trustees. Per Chapter 417 of the Laws of 2021, which modifies Open Meetings Law through the end of the declared COVID-19 state disaster emergency, trustees attending remotely were counted for quorum and voting. The following members were present; those designated with an asterisk (\*) attended the meeting remotely:

Kimberly Johnson, Chair  
Carima El-Behairy, Vice Chair  
Alan J. Bedenko, Esq., Treasurer  
Sheldon M. Berlow\*  
Kathleen Berens Bucki, MLS\*  
Lucy A. Candelario\*  
John D. Craik\*  
Frank Gist\*  
Sharon M. Kelly, Esq.\*  
Elaine M. Panty

Chair Kimberly Johnson called the meeting to order at 4:01 p.m. A call of the roll was taken. A quorum was present.

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

Agenda Item C – Minutes of Preceding Meetings.

Agenda Item C.1 – Minutes of the Meeting of January 20, 2022. Trustee Bucki suggested two changes to the minutes to correct typos. On motion by Trustee Bedenko, seconded by Trustee Panty, the Minutes were unanimously approved as amended.

Agenda Item C.2 – Minutes of the Special Meeting of February 4, 2022. On motion by Trustee El-Behairy, seconded by Trustee Bedenko, the Minutes were unanimously approved as mailed.

Agenda Item D – Report of the Chair.

Agenda Item D.1 – Committee Appointments. Chair Johnson noted her assignments for 2022 committee appointments had been included in the Board packet. Trustee Bedenko moved to approve the 2022 committee assignments. Trustee Panty seconded, and the following appointments were approved unanimously:

**Budget & Finance**

Joel Moore, Chair  
Michael Amodeo  
Alan Bedenko  
Lucy Candelario  
Carima El-Behairy

**Policy**

Elaine Panty, Chair  
Michael Amodeo  
Alan Bedenko  
John Craik  
Sharon Kelly

**Planning**

Michael Amodeo, Chair  
Kathleen Berens Bucki  
John Craik  
Frank Gist  
Elaine Panty

**Building Oversight**

Joel Moore, Chair  
Kathleen Berens Bucki  
Frank Gist  
Ted Johnson

**Buffalo Library Services**

Frank Gist, Chair  
Sheldon Berlow  
Kimberly Johnson  
Elaine Panty

**Special Collections**

Ted Johnson, Chair  
Frank Gist  
Kimberly Johnson  
Elaine Panty

**Governance**

Alan Bedenko, Chair  
Carima El-Behairy  
Frank Gist  
Frank Housh  
Sharon Kelly

**Development &  
Advocacy**

Sharon Kelly, Chair  
Kimberly Johnson  
Joel Moore  
Elaine Panty

Chair Johnson read the B&ECPL Bylaws, Article V, Section 6, “All members of the Governance Committee, including the Chairman of the Committee, must be Trustees and must qualify as Independent Trustees, as defined [in the Bylaws], and such independence must be documented in the Board minutes. All Trustees selected for membership on the Governance Committee must disclose at the time he or she is selected to the Committee and any time thereafter during his or her service on the Committee any circumstances which would disqualify him or her from serving on the Governance Committee...” She further relayed the definition of Independent Trustee from that section.

Trustees Bedenko, El-Behairy, Gist, and Kelly each verbally confirmed they are Independent Trustees as defined in the Bylaws and had no circumstances which would disqualify them from serving on the Governance Committee. Trustee Housh will be asked to confirm at the next Board meeting.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on February 10, 2022. A copy of the written report was included in the Board packet. Trustee El-Behairy summarized the meeting. Trustee Panty moved to have the written report entered into the Minutes. Trustee Bedenko made a second, and this was approved unanimously.

Present: Executive Committee Chair Kimberly Johnson\*, Vice Chair Carima El-Behairy\*, members Sheldon Berlow\* and Elaine Panty, and ex-officio members Kathleen Berens Bucki\* and Ted Johnson\*. Also present were Board Secretary Joel Moore\*, Interim Director Jeannine Doyle\*, Chief Financial Officer Ken Stone\*, and Assistant to the Director Erin Vest. Those designated with an asterisk (\*) attended the meeting remotely, as permitted by Chapter 417 of the Laws of 2021.

The meeting of the Executive Committee began at 4:03 p.m. After a call of the role, it was noted that a quorum was present. Trustee Berlow joined the meeting at 4:04 p.m.

The Executive Committee reviewed the proposed agenda for the February 17, 2022 B&ECPL Board of Trustees meeting.

Chair Johnson noted there was a need for Executive Session following review of the agenda.

CFO Stone reviewed proposed Budget & Finance items. Resolution 2022-3 would renew the Library's contract for internet access services for a final 5-year term. Renewal rates would be lower than the previous term, and he noted the E-Rate program covers 90% of the cost. Resolution 2022-4 recommends adding \$350,000 in grant match funds to the budget for the Crane Branch Library Phase 2 Improvements project. Bids for the project had come in higher than expected. Chair Johnson asked if waiting and rebidding the project could result in lower bids. CFO Stone indicated he believed rebidding would actually result in higher bids, as a result of supply chain issues and inflation. He noted more than sufficient funds were available to use, as the Board had assigned additional funds to the account at their December meeting.

CFO Stone reviewed additional Budget & Finance Items. Resolutions 2022-5 and 2022-6 would accept and budget grant awards that were recently approved for the B&ECPL. Director Doyle indicated one grant would be used to obtain additional hotspots and laptops for patron borrowing, to expand the current pilot program to all B&ECPL locations. That grant also includes funds for marketing the program. The second grant would be used for a collaborative project with the Western New York Genealogical Society.

For her report, Director Doyle indicated she would give an update on masking requirements at the February 17 Board meeting. She also reported the Central Library

would be restoring its full open hours effective February 28. She had no report from the Association of Contracting Library Trustees.

The public had no comment.

Trustee Panty brought up the procedures for public comment for discussion. She pointed out recent public expression had exceeded the established 3-minutes per person. Trustee Moore noted there seems to be no official policy in place regarding rules for public comment, even if there is an established practice. He indicated it would behoove the Board to adopt official rules so they do not seem arbitrary when enforced. Following discussion, Director Doyle indicated she would draft something for review by the Chair.

Chair Johnson entertained a motion to enter into Executive Session at 4:25 to discuss matters related to the library director search. Trustee Panty moved, Trustee El-Behairy seconded, and approval was unanimous. All trustees, Director Doyle, CFO Stone, and Erin Vest were invited into a Zoom breakout room. Public would remain on the main line. Trustee T. Johnson joined the meeting at 4:37 and was forwarded to the Executive Session breakout room.

At 4:44 p.m., on a motion by Trustee El-Behairy seconded by Trustee Panty, the Executive Committee concluded Executive Session and reconvened in public session. No action was taken in Executive Session.

With no further business to discuss, the Executive Committee meeting adjourned at 4:45 p.m. on a motion by Trustee Panty and a second by Trustee El-Behairy.

#### Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Exercise Internet Access RFP Second Renewal Option. Chief Financial Officer Ken Stone explained Resolution 2022-3 as presented, noting the net cost to the library would be reduced to \$125.00 per month following renewal. Trustee Gist asked if the renewal included an upgrade to 5G. CFO Stone explained the internet service is provided through a fiber connection, not cellular. Following this explanation, Trustee Panty moved for approval, Trustee El-Behairy seconded, and the following was approved unanimously.

#### RESOLUTION 2022-3

WHEREAS, the Buffalo & Erie County Public Library provides Internet Access Service to the System's 37 library buildings, the Library on Wheels bookmobile and soon the Library2Go outreach van, through a connection at the Central Library, and

WHEREAS, internet access services are eligible for E-Rate program discounts, which currently pay 90% of the cost, and

WHEREAS, pursuant to E-Rate program requirements, on January 27, 2012 the Library posted an online *FCC Form 470 Description of Services Requested and Certification* and issued a Request for Proposals (RFP), and

WHEREAS, after an extensive review process and resulting staff recommendation, the B&ECPL Board of Trustees adopted Resolution 2012-9 authorizing award of a contract to Fibertech Networks (now Crown Castle Fiber), and

WHEREAS, that award provided for a multi-year agreement with Fibertech Networks (now Crown Castle Fiber) pursuant to the terms and conditions of the RFP that, regardless of starting date, the first term would end June 30, 2017 (coincident with the E-Rate funding year) and the agreement would include the option extend for up to 2 additional periods of 5 years with mutual agreement between the Library and the contractor, and

WHEREAS, the RFP included a provision that *"If rates are decreased for the general public or due to federal and/or state contracts or legislation (e.g. Telecommunications Act of 1996), charges shall be adjusted"* which is consistent with E-Rate rules requiring providers offer the lowest corresponding price, and

WHEREAS, on March 16, 2017 the B&ECPL Board of Trustees adopted Resolution 2017-6, which approved exercising the first 5-year renewal through June 30, 2022, at rates substantially lower than the original term, and

WHEREAS, Crown Castle Fiber has confirmed they are willing to renew for a second term, at rates lower than the present term, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves exercising the second 5-year renewal, through June 30, 2027, at the lower 2022 renewal price 5-year rates, and be it further

RESOLVED, that the Board authorizes the Library Director or her designee to execute needed documents to effectuate this renewal and to file all necessary E-Rate forms and certifications on or before the respective E-Rate filing deadlines throughout the term of the renewal.

Agenda Item E.2.b – Use of Grant Match Funds – Crane Branch Library Phase 2 Improvements. CFO Stone reviewed Resolution 2022-4. He noted Phase 1 construction is nearing completion, and this resolution would allow the B&ECPL to proceed to Phase 2 immediately following Phase 1, perhaps in spring or summer. Trustee Panty moved for approval, Trustee Gist seconded, and the following was approved unanimously.

#### RESOLUTION 2022-4

WHEREAS, construction of Phase 1 improvements at the Crane Branch Library that include adding an Americans with Disabilities Act compliant elevator to provide access to 2<sup>nd</sup> floor community meeting space (presently accessible only by stairs) and

replacing, relocating and reconfiguring public restrooms to provide ADA-compliant access is nearing completion, and

WHEREAS, competitive bids solicited by the City of Buffalo for the follow-on Phase 2 project to rehabilitate/renovate both floors of the library, including replacing windows, interior finishes and HVAC/mechanical units and adding a service entrance vestibule have been received, and

WHEREAS, low bid results plus up to a 10% contingency total up to \$2.25 million, which is higher than anticipated, with COVID-related supply chain and inflation issues likely factors, and

WHEREAS, the City of Buffalo, as part of its capital budget process, has committed over \$532,000, as well as approximately \$127,000 in estimated uncommitted funds from Phase 1, to support Phase 2 work, and

WHEREAS, the Buffalo & Erie County Public Library Board of Trustees on October 17, 2019 adopted Resolution 2019-34, authorizing the use and budgeting of \$375,000 in Library Assigned Fund Balance for Grant Match and authorized applying for New York State Aid for Library Construction resulting in a \$958,712 award, which was added to the grant budget via Resolution 2020-34 on November 19, 2020, and

WHEREAS, staff estimates that an additional \$350,000, available in the Library Fund Assigned Balance for Grant Match, would provide sufficient funds to bridge this gap and provide an additional cushion, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees approves amending the Library Grants Budget to provide additional funding to support the Crane Branch Library Phase 2 project as shown below:

**Crane Branch Library Phase 2 Space Improvements and Rehabilitation**

	Previously Authorized	Change	Revised Budget
Revenue:			
Res 2019-34 Use of Fund Bal	\$ 375,000	\$ 350,000	\$ 725,000
NYS Library Const. Aid	<u>\$ 958,712</u>	<u>\$ 0</u>	<u>\$ 958,712</u>
<b>Subtotal Revenue</b>	<b>\$1,333,712</b>	<b>\$ 350,000</b>	<b>\$1,683,712</b>
Expense:			
<b>Project Improvements</b>	<b>\$1,333,712</b>	<b>\$ 350,000</b>	<b>\$1,683,712, and</b>
be it finally			

RESOLVED, that the revised budget of up to \$1,683,712 is available to reimburse the City of Buffalo for the costs of Phase 2 construction exceeding available City Capital Budget funds designated for the Crane Branch Library, as the City will undertake this work as a public works construction project.

Agenda Item E.2.c – Accept & Budget Grant Award – NYS ARPA: Digital Inclusion Projects. CFO Stone explained Resolution 2022-5 as presented. Trustee Gist asked for details on how the funds would be spent. CFO Stone stated funds would be spent to purchase additional hotspots and laptops to expand the pilot lending program to 18 additional libraries, to extend and support the *Library by Mail* program, to purchase readers and magnifiers to lend to those who are visually impaired, and to obtain translating equipment for both lending and use by library staff. Trustee Panty expressed her support for the resolution, remarking translating equipment has been extremely useful at the Elaine M. Panty Branch Library and noting usage of the *Library by Mail* program is continuing to grow. Following this discussion, Trustee Craik moved for approval, Trustee Bedenko seconded, and the following was approved unanimously.

RESOLUTION 2022-5

WHEREAS, the Buffalo & Erie County Public Library applied for a New York State American Rescue Plan Act Grant through Western New York Library Resources Council to help fund the *Connecting Our Community Through Digital Inclusion, Resources and Literacy Training* project, and

WHEREAS, the project would provide equipment and resources to expand community access to the internet by lending laptops and Wi-Fi hotspots to patrons through 18 public libraries in urban, suburban, and rural areas, providing resources free of charge to communities where there are infrastructural and financial barriers preventing computer and internet access, and

WHEREAS, the project would provide equipment and resources to underserved groups, including the homebound, elderly, visually-impaired and the growing immigrant and refugee population, and

WHEREAS, the B&ECPL has been notified that the grant application for the *Connecting Our Community Through Digital Inclusion, Resources and Literacy Training* project has been approved, and

WHEREAS, a grant budget needs to be established to undertake the program, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL gratefully accepts the award and authorizes amending the 2022 Grants Budget by appropriating grant revenues and expenditures in the amount of \$97,723 to support the establishment of the *Connecting Our Community Through Digital Inclusion, Resources and Literacy Training* project, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes establishing a *Digital Inclusion Projects* grant budget in the following amounts:

<b>Grant Project Revenue:</b>	<b>\$97,723</b>
<b>Grant Project Expenditures:</b>	<b>\$97,723, and be it finally</b>

RESOLVED, that the Library Director or her designee is authorized to execute the necessary forms and documents to implement this grant.

Agenda Item E.2.d – Accept & Budget Grant Award – NYS ARPA: Library/Museum Partnership Projects. CFO Stone reviewed Resolution 2022-6. Trustee Panty moved for approval, Trustee Candelario seconded, and the following was approved unanimously.

#### RESOLUTION 2022-6

WHEREAS, the Buffalo & Erie County Public Library applied for a New York State American Rescue Plan Act Grant through Western New York Library Resources Council to help fund the *Buffalo's Cultural Neighborhoods and Their Impact on Western New York* project, and

WHEREAS, this program will provide equipment to digitize parts of the collection of the Library's Rare and Special Collections to expand community access to the collection, and

WHEREAS, this program will create a digital exhibit that will highlight materials focusing on ethnic communities in Buffalo and Western New York and the growth, evolution and contributions of the communities, and

WHEREAS, the B&ECPL has been notified that the grant application for the *Buffalo's Cultural Neighborhoods and Their Impact on Western New York* project has been approved, and

WHEREAS, existing library staff will provide in-kind services to operate the program at an estimated salary/benefit cost of \$13,875,

WHEREAS, a grant budget needs to be established to undertake the program, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL gratefully accepts the award and authorizes amending the 2022 Grants Budget by appropriating grant revenues and expenditures in the amount of \$15,100 to support the establishment of the *Buffalo's Cultural Neighborhoods and Their Impact on Western New York* project, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL approves utilizing existing staff to provide in-kind services to support the program at an estimated value of \$13,875, bringing the total project commitment to \$28,975, and be it further



RESOLVED, that the Board of Trustees of the B&ECPL authorizes establishing a *Library Museum Partnership Project* grant budget in the following amounts:

<b>Grant Project Revenue:</b>	<b>\$15,100</b>
<b>Grant Project Expenditures:</b>	<b>\$15,100, and be it finally</b>

RESOLVED, that the Library Director or her designee is authorized to execute the necessary forms and documents to implement this grant.

Agenda Item F – Report of the Director. Director Jeannine Doyle stated the Central Library would be restoring its full open hours on February 28. Monday-Thursday hours had been shortened beginning in January due to COVID-related staffing issues. She relayed following Governor Hochul’s announcement lifting the mask mandate in New York State, Buffalo Branch libraries no longer require masks in their locations. Masks are still required at the Central Library in accordance with County Executive Poloncarz’s current guidance regarding County-owned buildings. She noted it is at the discretion of each contracting library to set their own policy regarding masking. The majority of contracting libraries have informed her they have lifted masking requirements, with only one library she is aware of keeping the requirement in place.

Director Doyle informed trustees that New York Library Association’s Library Advocacy Day is Wednesday, March 2. The event will again be held virtually this year. A series of Zoom meetings have been scheduled with state legislators who represent B&ECPL libraries. She asked that trustees consider attending one or more sessions, as it is important to demonstrate Board support in advocacy efforts. She said Assistant Deputy Director Joy Testa Cinquino would send an email with details to all trustees following the meeting.

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

### **B&ECPL Monthly Report January 2022**

**Dr. Martin Luther King, Jr. Day Activities** – The Central Library, in collaboration with the Michigan Street African American Heritage Corridor, is currently hosting a Black History Month display, set to run from January 10 - February 28. Additionally, 2,200 patrons viewed videos about local African American history and East Side Stories that were shown on the Library’s Facebook page. The videos were from the MSAAHC and the Library’s archive of retired television news reporter Rich Newberg’s broadcasts. The Central Library also hosted the Dawoud Sabu Adeyola Jazz Trio of the Colored Musicians Club in a live performance on January 14. The Trio will return to perform for Black History Month on February 17.

**Job Fair** - Information Services and Outreach Librarian **Jacob Rachwal** coordinated the first in-person *Job Fair* in nearly two years at the Central Library on January 19.

Representatives of over 30 businesses and organizations were on hand to greet job seekers and help them on their career path. **Jacob** also offered an online component for those unable to attend in person. The *Online Job Fair* consisted of a listing of in-person participants and direct links to their job offerings posted on the B&ECPL website and Facebook page. Job resource videos were also posted to the Library's Facebook and YouTube pages throughout the day.

**Little Free Pantry: Comfort Station for Families** – The *Comfort Station for Families* was created in the Kids' Space at the Central Library. Patrons can take items they need for free, including face masks of all sizes, diapers, wipes, tissues, hand sanitizer, assorted toiletries, and miscellaneous items. Patrons can donate sealed/unopened items as well.

**Homeschooling in the Launch Pad Makerspace** - Launch Pad Manager **Jordan Smith** and Library Technology Clerk **Amanda Brown** hosted training sessions for a group of homeschooled students from Eden on January 24 and 31. Over the next 6 weeks, these homeschoolers will return once a week to learn 3D printing, laser cutting, and the basics of audio production using GarageBand.

**B&ECPL History Program** – On January 18, Grosvenor Librarian **Susan Buttaccio** gave a talk, *The Buffalo & Erie County Public Library: A History*, featuring photos and items from the library's archives commemorating Erie County's bicentennial as a part of the weekly *IMAGINE Buffalo Speaker Series*. Susan chronicled the Library's history from the early Young Men's Association days to the formation of the current Buffalo & Erie County Public Library System.

**Erie 2 BOCES Visit** - Children's Services and Outreach Manager **Kristi Dougherty** and Librarian **Jennifer Lelinski** hosted Erie 2 Chautauqua-Cattaraugus BOCES School Library System students and educators from East Aurora High School at the Central Library on January 14. They were provided with tours of the *B is for Book* exhibit and the Launch Pad. Students completed a scavenger hunt in the exhibit and were able to interact with various makerspace technologies.

**Online Winter Reading Challenge** – The *Online Winter Reading Challenge* with the theme *Snow Better Time to Read* began on January 1 and will run until February 26. The reading challenge is open to children, teens, and adults. Participants submit book reviews for each book they read during the contest. Each review counts as a chance to win the grand prize, a tablet. Drawings will be held for other prizes as well.

## 1. Public Services

### System Programming Statistics:

Regular/Virtual	Number of Programs		Total Attendance	
	Month	YTD	Month	YTD
<b>Regular</b>				
Adults	472	472	906	906
Children 5 and under	1,333	1,333	2,177	2,177
Children 6-11	1,295	1,295	1,741	1,741

Intergenerational/Combined	2,644	2,644	3,085	3,085
Teens	305	305	483	483
<b>Regular Total</b>	<b>6,049</b>	<b>6,049</b>	<b>8,392</b>	<b>8,392</b>
<b>Regular Total</b>	<b>6,049</b>	<b>6,049</b>	<b>8,392</b>	<b>8,392</b>
<b>Virtual</b>				
<b>Live Virtual</b>				
Adults	28	28	368	368
Intergenerational/Combined	2	2	539	539
Teens	6	6	46	46
<b>Live Virtual Total</b>	<b>36</b>	<b>36</b>	<b>953</b>	<b>953</b>
<b>Recorded Virtual</b>				
Adults	16	16	599	599
Children 5 and under	21	21	795	795
Children 6-11	4	4	272	272
Intergenerational/Combined	29	29	1,225	1,225
<b>Recorded Virtual Total</b>	<b>70</b>	<b>70</b>	<b>2,891</b>	<b>2,891</b>
<b>Virtual Total</b>	<b>106</b>	<b>106</b>	<b>3,844</b>	<b>3,844</b>
<b>Grand Total</b>	<b>6,155</b>	<b>6,155</b>	<b>12,236</b>	<b>12,236</b>

### B&ECPL Programming Highlights:

#### Central Library

- In-Person Programs: *Book a Librarian Appointments; Cultivate Cinema Circle Classic Movies Series; It Takes a Village Employment Entry Program; Job Fair; Mock Caldecott Children's Book Awards Workshop; Sensory Stay n' Play - Snow-Sational Sensory; Stitch Circle; Teen Advisory Group Meeting; Teen Anime/Manga Club; 21<sup>st</sup> Century Technology Skills*
- In-Person/Virtual Programs: *Brain Sparks: Creative Fuel for the Mind; Lunchtime Learning: Basic Use of Windows 10 and 11, Computer Basics, Downloading Materials with Libby and iPad/iPhone, Excel Basics, Google Drive, Internet Basics, Introduction to the Cloud, Using Libby to Download Books, Using Windows 10 and 11*
- Virtual Programs: *Applying for a Civil Service Exam in Erie County; Book A Technology Trainer; Conducting a Job Search with Library Resources; Easy Asian Cooking: Chirashi Sushi and Vegan Udon Noodles; Finding Holland Land Company Plots; Fundamentals for a Successful Job Interview; Getting Started with LinkedIn; Grow with Google: Build a Business Without Debt, Optimize Your Energy for High Performance, Recruiter Insights, Tips to Land the Job, Intellectual Property Basics; Reader's Quest Middle School Book Group; Resume and Cover Letter Fundamentals; The Buffalo & Erie County Public Library: A History; The Centenarians: We Have a Story to Tell; Trademark Basics Boot Camp Module 1-3; Virtual Checkers Library TV: Snoozer's Storytime Adventures - The Bear Saves the Baby*
- Take and Make Crafts: *Adult Coloring Kit; Alphabet Soup Collage; Cup Cozy; J is for January; Mittens; NASA James Webb Telescope Fun Pack; Origami Kit; Pom-Pom Kit; Teen Virtual Brain Sparks*
- Tours: *Erie 2-Chautauqua-Cattaraugus BOCES School Library System students and educators from East Aurora High School; Family Health Center*
- Outreach: *Tosh Collins Community Center*

**Buffalo Branch Libraries**

- In-Person Programs: *Arabic Storytime; Art of Writing; Citizenship Class for English as a Second Language Adults* presented by Buffalo Public Schools Adult Education Division; *Hispanic Heritage Council's Guitar Initiative Free Guitar Classes; Kid's Craft Hour; One-on-One Technology Training; Stitch Circle Club; Storytime at the Isaías González-Soto Branch Library; Storytime at the North Park Branch Library; Tech Hour; Winter Coloring Contest*
- Virtual Programs: *Crane Library Book Club; Merriweather Book Club; Popcorn! America's Favorite Snack; Teen Manga Club*
- Take and Make Crafts: *Arctic Fox; Bear Hug Valentine; Groundhog Day Magnet; Handprint Cardinal; Hot Chocolate Notes of Warmth; Mice in Mittens; New Years; Paper Penguin Bookmarks; Paper Roll Penguin; Popcorn Cone Craft; Popsicle Stick Snowman; Snowman Name Tag; Turtle Paper Craft; Winter Icicle; Winter Worksheet; Year of the Dragon*
- Outreach: *Animal Mitten Crafts* based on books by Jan Brett distributed to Children's Kastle Daycare

**Library on Wheels Bookmobile**

- The Library on Wheels Bookmobile was open 45.25 hours to the community in January. Bookmobile staff welcomed 661 visitors.

**Library by Mail Program**

- There are now a total of 165 participants in the *Library by Mail Program*.

***B is for Book Exhibit:***

	Month	Number of Visitors	
		YTD	From Opening (9/2020 to Present)
Non Tour-Related	1,651	1,651	27,745
Tour/Program	35	35	1,171
<b>TOTAL <i>B is for Book</i></b>	<b>1,686</b>	<b>1,686</b>	<b>28,916</b>

**2. Collection Development****Physical Collections:**

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Juvenile Print	1,557	1,557	229	229	540,471
Young Adult Print	283	283	45	45	78,054
Adult Print	2,828	2,828	629	629	1,799,002
Media	2,559	2,559	409	409	571,073
Other*	1,669	1,669	6	6	173,364
<b>Subtotal</b>	<b>8,896</b>	<b>8,896</b>	<b>1,318</b>	<b>1,318</b>	<b>3,161,964</b>

\*Includes magazines, generic copies, and other

**Electronic Collections:**

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
eBooks	1,839	1,839	1,235	1,235	85,622
eAudiobooks	1,464	1,464	253	253	35,311
eVideos	0	0	0	0	202
<b>Subtotal</b>	<b>3,303</b>	<b>3,303</b>	<b>1,488</b>	<b>1,488</b>	<b>121,135</b>

\*Includes 428 EBL titles.

**All Collections:**

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
<b>Total</b>	<b>12,199</b>	<b>12,199</b>	<b>2,806</b>	<b>2,806</b>	<b>3,283,099</b>

**Purchase Suggestions:**

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	555	5.8	553	63.4
Staff Initiated	10	0	10	50

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

**Seth Grosvenor Descendant Donation** – The Grosvenor Room received a large donation of Buffalo history books from a descendant of Seth Grosvenor, our early library benefactor. The books are in very good or pristine condition and make a valuable addition to the local history collection, replacing many well-used and worn copies.

### 3. Technology

**One-on-One Technology Training** - Technology Clerk **Harrison Oldham** will be providing ongoing one-on-one technology training and open drop-in hours for technology assistance at the Frank E. Merriweather, Jr. Branch Library.

### 4. Funding/Fundraising

**Funding:**

**New York State Budget** – Governor Hochul released her proposed FY 2023 (2022-2023) New York State Budget on January 18. The budget proposes a 2.1% increase in library operating and recurring grant aid. However, State Aid for Library Construction would be reduced to \$14 million statewide, \$20 million less than the \$34 million in the State's 2021-2022 enacted budget. Under this proposal, the B&ECPL's allocation of construction aid would fall from \$1,558,809 in 2021-2022 to \$641,863 in 2022-2023. The reduced funding level would result in delayed and/or reduced scope for projects in multiple libraries. Efforts to inform state legislators of this impact are underway and will continue.

**Fundraising:**

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1 – 31, 2022	\$20,403.54

**ALA Grant Award** – The Library was awarded an *ALA American Rescue Plan: Humanities Grants for Libraries*, a \$10,000 grant that will support the Middle School Book Club and graphic novels classroom kits.

**Grant Submitted** – The Library submitted a letter of intent for the Community Foundation for Greater Buffalo Competitive Grant, seeking \$15,000 to support the Brain Sparks program.

**5. Facilities**

**Crane Construction** - Construction of the elevator and related Americans with Disabilities Act improvements is nearing completion, estimated by the end of March. Meanwhile, the City of Buffalo is soliciting bids for Phase 2 of the project, which will renovate the first and second floor interior spaces. Prospective contractors had the opportunity to attend and ask questions during a pre-bid meeting on January 19. Bids are due and will be opened at 11:00 am on February 2.

**Library Closings** - The Dudley Branch Library was closed on January 5 due to work on the main gas line by National Fuel. The Central Library and the Buffalo Branches were closed on January 6 due to the winter snowstorm.

**Interior Improvements** – Central Library Stationary Engineer **William Wild** painted the meeting room walls at the Elaine M. Panty Branch Library.

**6. Staff Development**

	Number of Program Attendees		Number of Programs Presented	
	Month	YTD	Month	YTD
Staff	142	142	1	1

**Staff Training Offered/Attended** – *Performance Evaluation Training* (presented by B&ECPL).

**Webinars Viewed** – **61 webinars, including** *Digital Navigator: Parts 1 & 2* (presented by NDIA); *LGBTQ+ Cultural Competency* (presented by LILRC); *Library Signage: Effective Crisis Communications* (presented by WebJunction); *Program Planning Made Easy* (presented by CLRC); *Small Scale ESL Programs for Your Library* (presented by Niche Academy); *Strategic Planning for Public Libraries* (presented by PLA).

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

### Media:

Type of Communication	Topic	Air Date/Publish Date
Media Release and coverage	Gaming Unplugged!	WGRZ TV Channel 2, The Buffalo News, January 13 and January 30
Live Media Interview with ADD Dorinda Darden	Storytime in a Bag	WIVB TV Channel 4, January 27
Media Event and interview with CFO Ken Stone	NY State Senator Sean Ryan media event highlights the needs for construction funds in the 2022 State Budget	WGRZ TV Channel 2, WIVB TV Channel 4, Spectrum News, WBFO Radio, January 28
Media Interview with ADD Joy Testa Cinquino	COVID self-test kits in libraries	The Buffalo News, January 30

### Social Media:

	Staff Activity		Public Activity		Followers	
	Month	YTD	Month	YTD	Month (New)	Total
Facebook	134	134	2,933	2,933	34	10,502
Flickr	-	-	4,963	4,963	-	57
Google Ads <sup>1</sup>	N/A	N/A	2,982	2,982	N/A	N/A
Instagram	29	29	2,482	2,482	47	3,875
Pinterest	46	46	134	134	0	2174
Podcast <sup>2</sup>	4	4	N/A	N/A	N/A	N/A
TikTok	1	1	58	58	11	287
Twitter	66	66	479	479	42	10,847
YouTube	7	7	1,344	1,344	6	356
<b>Total</b>	<b>314</b>	<b>314</b>	<b>15,375</b>	<b>15,375</b>	<b>140</b>	<b>28,098</b>

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

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

**Popular Tweet** - This tweet, promoting the IMAGINE Buffalo program featuring community leader Clifford Bell, was seen by nearly 17,000 people!



## 8. Partnerships

**Buffalo Genealogical Society of the African Diaspora** – On January 29, Genealogy Specialist **Rhonda Hoffman** hosted the online presentation *The Centenarians: We Have a Story to Tell* in partnership with the Buffalo Genealogical Society of the African Diaspora. *The Centenarians* is a living history video featuring ten African-American women in the Buffalo-Niagara region who have lived 100 years or longer. Each shares their unique story, from early southern life to travels north, and to what they credit their long, full lives. BGSAD president and project creator Sharon Amos presented the video and answered audience questions.

**Children's Kastle Daycare** – East Clinton Branch Manager **Paul Guminski** is working with Katy Buchanan from Children's Kastle Daycare, to help provide themed programming once a month.

**Chinese Club of Western New York** - Information Services and Outreach Librarian **Kuniko Simon** created outreach gifts with Launch Pad staff using their button maker and laser cutter for the upcoming February *Lunar New Year Celebration Gala* at the University Buffalo. The Gala is hosted by the Chinese Club of Western New York and **Kuniko** will be staffing an information table at the event, introducing attendees to programs and services offered by the B&ECPL.

**Erie 2-Chautauqua-Cattaraugus BOCES School Library System** – Kristi Dougherty has been in contact with Brian Mayer, Coordinator of School Library Systems and Media Services for the Erie 2-Chautauqua-Cattaraugus BOCES School Library System, which covers schools in East Aurora, Eden, Lakeshore, Holland, Iroquois, North Collins, Orchard Park, and Springville. Erie 2 BOCES will create bookmarks with QR codes for B&ECPL Summer Reading programming for the School Library Media Specialists in those school districts. Links for the QR codes will be unique to each school district.

**It Takes A Village Action Organization** - Information Services and Outreach Librarian **Andrew Maines** continued to work with Beverly Newkirk, Executive Director of It Takes A Village Action Organization throughout the month of January. The organization works to find employment for formerly incarcerated individuals and other at risk populations in Buffalo. The current class meets biweekly at the Central Library and on January 20, ITAV hosted an OSHA Electrical Safety certification workshop for members of the class.

**New York Zero-to-Three Erie County Infancy Leadership Circle** - Kristi Dougherty attended the New York Zero-to-Three Erie County Infancy Leadership Circle meeting on January 21. **Kristi** also met with Alexis Tabacchi from Every Person Influences Children and Samantha Mathews from Seneca-Babcock Community Association, Inc. Child Care on January 28 regarding subcommittee work for the New York Zero-to-Three Erie County Infancy Leadership Circle.



**Volunteer Income Tax Assistance** – VITA will provide free tax preparation services at the Frank E. Merriweather, Jr. Branch Library beginning on February 12.

**World Financial Group – Jordan Smith** met with Takari Brown, Kevin Lee, and Tina Tjahjadi of World Financial Group on January 11 to discuss their free *Online Financial Workshops* that will be presented as part of a *National Financial Literacy Campaign* throughout the months of February and March. B&ECPL patrons can register through the B&ECPL online calendar.

**Other Meetings** – B&ECPL staff also were in contact or attending meetings with representatives of the following organizations:

- Buffalo African American Museum
- D’Youville College
- Wittman GeoSciences, PLLC
- SPCA’s Paws for Love Program
- Youth Services Consultants in New York’s Public Library Systems
- U.S. Patent and Trademark Resource Center
- Western New York Library Resources Council Committees

## 9. Planning for the Future

**Library Advocacy Day** - New York Library Association’s Library Advocacy Day is Wednesday, March 2. Designed as an opportunity for library management and trustees to meet with their state lawmakers, this year’s event will again be held virtually. 30-minute Zoom meetings with legislators will be devoted to advocating for adequate state funding prior to the annual budget vote.

**Upcoming Doll Exhibit** – Planning has started for the February/March Barbie Doll exhibit at the Frank E. Merriweather, Jr. Branch Library, presented by Erie County Legislative Chair April Baskin. The opening celebration is tentatively planned for the evening of Thursday, March 3.

**Panty Branch Renovations** - The Elaine M. Panty Branch Library will be closed from February 14 through April 2 for new floor replacement. The library is expected to reopen on April 4.

## 10. Director Activities

### Meetings/Events Attended by Interim Director January 2022

Date	Meeting/Event
January 3, 2022	Meeting - Judy Fachko
January 4, 2022	Meeting - Judy Fachko
January 4, 2022	Meeting - Maureen McLaughlin & Steve Hovey
January 5, 2022	Meeting - Judy Fachko
January 5, 2022	Viewing - State of the State

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January 5, 2022	Virtual Meeting - Dorinda Darden
January 6, 2022	Virtual Meeting - Administrative Team
January 6, 2022	Virtual Meeting - Joy Testa Cinquino
January 7, 2022	Meeting - Cheryl Kwiatkowski
January 7, 2022	Meeting - Jacqueline Hovey
January 7, 2022	Meeting - Anthony Bolden
January 8, 2022	Virtual Meeting - Association of Contracting Library Trustees (ACT)
January 10, 2022	Virtual Meeting - LMHF Board of Directors/Trustees
January 11, 2022	Meeting - Judy Fachko
January 11, 2022	Meeting - Maureen McLaughlin & Steve Hovey
January 11, 2022	Virtual Meeting - Glenn Luba
January 11, 2022	Virtual Meeting - PULISDO
January 12, 2022	Virtual Meeting - Managers & Directors
January 12, 2022	Meeting - Judy Fachko
January 12, 2022	Meeting - Dorinda Darden
January 13, 2022	Virtual Meeting - Administrative Team
January 13, 2022	Conference Call - Sergeant Sloier, Erie County Sheriff's Office
January 13, 2022	Meeting - Joy Testa Cinquino
January 13, 2022	Meeting - B&ECPL Board of Trustees Executive Committee
January 14, 2022	Meeting - Cheryl Kwiatkowski
January 14, 2022	Event - Maureen McLaughlin Retirement Gathering
January 18, 2022	Meeting - Jennifer Childs
January 18, 2022	Conference Call - Karen Miller, Bradbury Miller Associates
January 18, 2022	Conference Call - Brian Hare, Bradbury Miller Associates
January 18, 2022	Webinar - Bond, Schoeneck & King Weekly Update
January 18, 2022	Meeting - Cheryl Kwiatkowski
January 19, 2022	Meeting - Dorinda Darden
January 20, 2022	Meeting - Joy Testa Cinquino
January 20, 2022	Virtual Meeting - PULISDO/DLD
January 20, 2022	Meeting - B&ECPL Board of Trustees
January 24, 2022	Event - Potential Bidder Walkthrough at Dudley Branch Library
January 25, 2022	Meeting - Judy Fachko
January 25, 2022	Meeting - Steve Hovey
January 25, 2022	Webinar - Bond, Schoeneck & King Weekly Update
January 25, 2022	Virtual Meeting - WNLYRC Board of Trustees
January 26, 2022	Meeting - Erin Vest
January 26, 2022	Virtual Meeting - Bradbury Miller Associates
January 26, 2022	Virtual Meeting - Trailblazing Women of WNY Monument Project Steering Committee
January 27, 2022	Meeting - Administrative Team
January 27, 2022	Meeting - Trailblazing Women of WNY Monument Project Kickoff
January 27, 2022	Meeting - Joy Testa Cinquino
January 28, 2022	Event - NYS Senator Sean Ryan Press Conference at Crane Branch Library
January 28, 2022	Meeting - Cheryl Kwiatkowski

**Appendix**  
**Contracting Member Library Activity Reports**

**Amherst Public Library** – submitted by Roseanne Butler-Smith, Director

**Main Library at Audubon** – A cold January has not deterred a constant gathering of little children and grandpas (sometimes even just grandpas all by themselves) from standing outside of the Audubon Library watching the array of big construction machines in use, as the expansion project at the Main Library at Audubon is in full swing. During most of the construction project patrons visiting the Audubon Library will be able to access and participate in routine library activities.

**Clearfield Branch** - The 2022 hours of public service at the Clearfield Library have been altered in order to accommodate the Audubon construction project. Patrons wishing to use a library that does not have the sound of a jackhammer in the background will be happy to visit the updated 770 Hopkins Road location for all library needs.

**Eggertsville-Snyder Branch** – The Eggertsville Snyder Library continues to see increases in public computer use.

**Williamsville Branch** – Unfortunately, for the second year in a row due to the pandemic there will be no *Love Your Village, Love Your Library Gala*. Due to the lack of funding in 2005, this gala has been critical to the operations of the Williamsville Library as this branch of the Amherst Public Library is still not fully funded with county taxpayer dollars. On a good note, the Gala Committee is planning to have a basket raffle this spring. All proceeds from the basket raffle will be used to support the Williamsville Library open hours of public service.

Agenda Item G – Report of the Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report. There was no report from ACT. Director Doyle had nothing to report on their behalf.

Agenda Item H – Public Comment. Odessa Hunter expressed her continued dissatisfaction with the results of the investigation of her harassment complaint. She confirmed she had received communications from Director Doyle and Chair Johnson since the last Board meeting. However, she felt details in the communications were false. She asked that members of the Board contact her for an interview regarding the initial complaint, and recommended the B&ECPL look into diversity, equity, and inclusion training.

Agenda Item I – Unfinished Business. Trustee Kelly, noting she had not been at the January meeting, expressed her thanks to all Board members for their 100% participation in the Library's annual appeal in 2021.

Agenda Item J – New Business.

Agenda Item J.1 – Appointment of Library Director. Chair Johnson introduced Resolution 2022-6. Trustee El-Behairy moved for approval, Trustee Panty seconded, and the following was approved unanimously.

RESOLUTION 2022-6

WHEREAS, after nearly 30 years of exemplary service, Library Director Mary Jean Jakubowski retired on June 20, 2021, and

WHEREAS, the Board of Trustees of the Buffalo and Erie County Public Library has exclusive authority to hire a new Director of the Library and set the salary of the Director pursuant to Section 6224 of the New York State Unconsolidated Laws, and

WHEREAS, the Executive Committee of the Board of Trustees of the Buffalo and Erie County Public Library adopted Resolution 2021-26, hiring Bradbury Miller Associates to provide executive search services for a new Library Director, and

WHEREAS, Bradbury Miller Associates' contracted role included conducting a nation-wide recruitment effort, and

WHEREAS, the Board's Search Committee was designated to work with the consultants, staff, and trustees to define, refine, and initiate the recruitment process, and

WHEREAS, the Search Committee reviewed applications and conducted semi-finalist interviews to narrow the candidates to a group of three finalists for interviews with the full Board of Trustees, and

WHEREAS, on February 3, 2022 as part of the interview process, finalist candidates conducted virtual presentations to provide an opportunity for System trustees, contracting library trustees, staff, and stakeholders to interact with and hear the three candidates respond to questions, and

WHEREAS, the Board of Trustees of the Buffalo and Erie County Public Library held a Special Meeting on February 4, 2022 to interview the finalists and conduct deliberations, and

WHEREAS, the Executive Committee recommends that the Board of Trustees of the Buffalo & Erie County Public Library appoint John Spears as the next Director of the Buffalo and Erie County Public Library, now therefore be it

RESOLVED, that the Buffalo and Erie County Public Library Board of Trustees, pursuant and subject to the provisions of Section 6224 of the New York State Unconsolidated Laws, authorizes the appointment of John Spears as the Director of the

Buffalo and Erie County Public Library for a three-year appointment at an annual salary of \$185,000, effective April 11, 2022, and be it further

RESOLVED, that this salary will be subject to future increases based upon funding availability and satisfactory performance as measured against annually determined goals and objectives, and be it further

RESOLVED, that John Spears shall receive the benefits package shown in the attached exhibit, as set by Resolution 2021-2 governing managerial-confidential benefits, unless otherwise changed by a vote of the Board of Trustees, and be it finally

RESOLVED, that the Library will provide John Spears a lump sum of \$10,000 as a relocation package to cover the costs of moving from Colorado Springs, Colorado to Erie County, New York.

**Benefits Package - Managerial/Confidential Employees, Assistant Deputy Directors, Deputy Directors and Library Director**

<b>Benefits</b>	
<b>Holidays</b>	<p>8 paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving, and Christmas Day.</p> <p>2 floating holidays per year: Presidents' Day and Good Friday are considered floating holidays and may be taken on the day the holiday is observed OR the employee may work on the holiday and subsequently "float" the holiday to a day more beneficial to Library operations. Floating holidays must be taken within the calendar year, in 8 hour increments.</p>
<b>Vacation</b>	<p>Employees will be eligible for vacation accruals based on years of service:</p> <ul style="list-style-type: none"> <li>• 0-14 years: 6.16 hours/pay period (20 days/year); max bank at anniversary date of 360 hours (45 days)</li> <li>• 15-24 years: 7.70 hours/pay period (25 days/year); max bank at anniversary date of 400 hours (50 days)</li> <li>• 25 or more years: 9.24 hours/pay period (30 days/year); max bank at anniversary date of 480 hours (60 days)</li> </ul> <p>Vacation is granted in 1 hour increments.</p> <p>Upon termination of employment, employee will be entitled to receive a cash payment equal to accrued vacation time. In no event will such payout exceed the maximum bank days.</p>
<b>Vacation Sell-Back</b>	<p>Employees with 80 hours of vacation in their bank in the first week of November may sell back up to 40 hours of vacation time (in 1 hour</p>

	increments) each year. Payment for such sell-back shall be made in payroll period 24.
<b>Sick Leave Accrual</b>	<p>Sick leave credit shall be earned at the rate of 4.62 hours/pay period. Such leave accumulation shall not exceed 1,800 hours.</p> <p>No credit for sick leave shall be granted for a pay period unless the employee has been on full pay status at least 50% of the working days of said pay period.</p>
<b>Sick Leave Usage</b>	<p>Sick leave with pay will be granted to an employee who is incapacitated or unable to perform the duties of their position by reasons of:</p> <ul style="list-style-type: none"> <li>• Sickness or injury of the employee</li> <li>• Pregnancy of the employee</li> <li>• Sickness, injury or pregnancy in the employee's immediate family requiring care and attendance of the employee. Immediate family shall include parent, spouse, brother, sister, son, daughter or grandparent, or an actual member of the employee's household. A certificate or affidavit issued by the attending physician certifying the necessity for the attendance of the employee shall be filed with the Library for absences of 3 or more consecutive days. Sick leave for these purposes shall be granted only with the approval of the Library.</li> <li>• Circumstances which require that medical or dental visits of the employee be made during working hours.</li> <li>• Medical or dental visits for members of the employee's immediate family who cannot provide their own transportation and which cannot be scheduled outside of the employee's working hours.</li> </ul> <p>Sick leave is granted in 1 hour increments.</p>
<b>Sick Leave Bonus</b>	<p>There will be a \$300 bonus for any employee who reaches a maximum of 1,800 hours of accumulated sick leave. Thereafter, an additional bonus of \$200 will be paid in any year in which the maximum amount of sick leave is maintained AND 5 or fewer sick days are utilized.</p> <p>Payment of the initial bonus will be in the first pay check after the 1,800 hours are reached. Payment of the yearly bonus will be in the first pay period of February in subsequent years.</p>
<b>Personal Leave</b>	<p>4 days (32 hours) per year after 1 year of continuous service on the anniversary date of employment.</p> <p>Personal leave is granted in .5 hour (30 min) increments.</p> <p>Unused personal leave days shall be added to the employee's sick leave bank on the anniversary date of employment.</p>
<b>Other Paid Leave</b>	<b>Bereavement Leave</b> – an employee who has a death in the immediate family (parent, spouse, brother, sister, children, grandparent, grandchildren, son-in-law, daughter-in-law, parent-in-law, brother-in-

	<p>law, sister-in-law, stepparent, stepchildren, great-grandparent or any other individual who is an actual member of the immediate household), upon submission of sufficient proof to the employer, shall be given time off without loss of pay to a maximum of 4 consecutive working days commencing with the date of death, or the date of memorial services, at the option of the affected employee. However, if the death occurs after the employee reports to work, that day will not be counted as one of the 4 consecutive working days and upon giving appropriate notice, such employee will be allowed to leave for the remainder of the shift without loss of pay.</p> <p><b>Extended Sick Leave</b> - An employee who has completed 10 years of continuous service may receive up to 6 months catastrophic sick leave with pay as determined by the Library Director and confirmed by the Board of Trustees. No extended sick leave with pay will be granted until all other accumulated leave time has been used. Medical documentation is required.</p> <p><b>Civil service examinations</b> - Employee shall be allowed time off with pay to take promotional and open competitive Erie County Civil Service examinations. Provisional employees shall be permitted time off with pay to take examinations in connection with the position in which they are serving.</p> <p><b>Occupational Assault</b> - If employee is absent from work as a result of a physical injury to their person caused by assault and/or battery which occurred during the course of employment, and if the New York State Workers' compensation Board allows benefits for such as an occupational injury, then the employee shall receive full pay and benefits, without using sick leave or other types of credit, for all normal working days during the first month of such absence.</p> <p><b>Emergency Closing</b> - In the event the Library Director or designee declares the closing of a certain library or libraries and/or operations and/or services due to any flood, fire, uncontrolled weather conditions or other cause beyond the Library's control, affected employees will not be charged any accruals or lose any pay for the time closed.</p> <p><b>Jury Duty</b> - Upon presenting proof of the necessity of jury service or attending court for non-personal matters, employees shall receive a paid leave of absence. Employees must indicate on the court's questionnaire that they are placed on paid leave of absence during the jury service period. Employee will not be required to report to work prior to or subsequent to their court attendance/jury duty. Regular-part-time employees shall be paid on a pro-rated basis.</p> <p><b>Military leave</b> - Leaves of absence occasioned by service in the military shall be governed by the requirements of current Federal and New York State laws.</p>
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	<p><b>Professional development</b> – Employees may be allowed to attend professional development programs/workshops that include work related subject matter. Library funding may be requested. For programs/workshops exceeding 1 day in length, approval of the Director or designee will be required.</p>
Unpaid Leave	<p><b>Extended Illness</b> - When an employee has exhausted all of their sick leave credits and is still incapacitated and unable to perform the duties of their position, or if the attending physician has recommended a period of rest and convalescence, the Library Director or designee may grant leave of absence without pay for a period not to exceed 1 year, subject to extension pursuant to County Civil Service Rules.</p> <p><b>Education</b> - On the approval of the Director or designee a permanent employee may be granted leave of absence without pay for a period of 1 year for the purpose of acquiring additional education and training that will increase the usefulness and efficiency of the employee in their position.</p> <p><b>Child Care</b> - A leave of absence without pay to care for an child will be granted to:</p> <ul style="list-style-type: none"> <li>• An employee whose pregnancy disability has terminated for a period of up to 6 months thereafter; or</li> <li>• An employee who has adopted a child of less than 5 years of age or a hard-to-place or handicapped child as defined in Section 451 of the N.Y. Social Services Law who is under the age of 18, and which a full-time or regular part-time employee is principally responsible for the care of the child, for a period of 6 months after custody of the child is received, or</li> <li>• An employee whose spouse has given birth to a child will be granted a leave without pay for a period of up to 6 months. The employee will submit, when feasible, 30 days' notice of their intent to take such leave. In the event both parents are employed by the Library, the Library is not compelled to grant a 6 month leave to both parents.</li> </ul> <p><b>Family Care</b> – An employee may be granted a leave of absence without pay for up to 6 months to care for a parent, parent-in-law, child or spouse who is suffering from a serious health condition, illness or injury. It is understood that the employee shall be required to provide medical information supporting the need for their presence as a caregiver during normal hours of work and fully explaining the seriousness of the illness or injury.</p> <p><b>Other Reasons</b> – Leave of absence without pay, for reasons other than those cited above shall be granted by an Administrator or designee only in unusual circumstances, which in the judgment of the Administrator or designee justifies the granting of such leave.</p>



<b>Health &amp; Dental Insurance</b>	<p>Health and dental insurance coverage is offered after one full calendar month of employment. Costs are deducted twice per month (24 of the 26 pay periods).</p> <p><b>Health Insurance</b> – There are 4 plan levels to choose from (Bronze, Core, Value and Enhanced):</p> <ul style="list-style-type: none"> <li>• Bronze Plan – High deductible plan; no employee contribution.</li> <li>• Value Plan – 85% employer contribution to monthly Value Plan premium; employee pays 15% of premium.</li> <li>• Core or Enhance Plan – Employer contribution equal to 85% of the monthly cost of the <u>Value</u> Plan premium. Employee pays 15% of Value Plan premium, plus additional cost associated with Core or Enhanced Plan.</li> </ul> <p><b>Dental Insurance</b> – There are 2 plan levels to choose from:</p> <ul style="list-style-type: none"> <li>• Base Plan – Single coverage at no cost; family coverage employee pays 10% of premium.</li> <li>• Buy-Up Plan – If selected, employee pays the cost of the Base Plan plus the additional costs associated with the Buy-Up Plan.</li> </ul>
<b>Health Insurance Waiver</b>	<p>Employees waiving single coverage will receive \$150 per month. Employees waiving family coverage will receive \$300 per month.</p> <p>Payment will be made twice per month (24 of the 26 pay periods).</p>
<b>Retiree Health Insurance Pre-Age 65</b>	<p>Retirees and eligible spouses are entitled to health insurance coverage under the following terms:</p> <ul style="list-style-type: none"> <li>• Hired before 7/1/2006 – 85% employer contribution of Value premium;</li> <li>• Hired on or after 7/1/2006 and before 1/1/2018 – 50% employer contribution of Value premium;</li> <li>• Hired on or after 1/1/2018 – 0% employer contribution to health Insurance.</li> </ul>
<b>Retiree Health Insurance Post-Age 65</b>	<p>Retirees and eligible spouses are entitled to a designated Medicare Wraparound product under the following terms:</p> <ul style="list-style-type: none"> <li>• Hired before 7/1/2006 – 85% employer contribution;</li> <li>• Hired on or after 7/1/2006 and before 1/1/2018 – 50% employer contribution;</li> <li>• Hired on or after 7/1/2018 – 0% employer contribution.</li> </ul>
<b>Retiree Sick Leave Accrual Benefit</b>	<p>Full-time and Regular part-time employees hired into such status who retire with 10 years of service shall be eligible for the following:</p> <ul style="list-style-type: none"> <li>• Employees who have a minimum of 800 hours of accumulated sick leave as of the date of retirement shall receive \$2,000 cash</li> <li>• Employees who have a minimum of 1,200 hours of accumulated sick leave as of the date of retirement shall receive \$3,000 cash</li> <li>• Employees who have a minimum of 1,800 hours of accumulated sick leave shall receive \$5,000 cash.</li> </ul>

<b>Retirement</b>	Full-time and RPT employees are required to join the New York State & Local Retirement System (NYSLRS), the statewide pension plan for public employees in NYS.
<b>Work Week</b>	The work week shall be Saturday through Friday.
<b>Pay Period</b>	Employees shall be paid every 2 weeks. All full-time employees shall work a minimum of 80 hours per pay period. All regular part-time employees shall work between 20 and 39 hours per week, constituting 40-78 hours per pay period.
<b>Lunch</b>	1/2 hour paid lunch
<b>Breaks</b>	Employees are eligible to receive a 15 minute paid break per 4 hours worked.
<b>Flex-time</b>	Employees may flex their work hours at the discretion and with the approval of their supervisor.
<b>Overtime</b>	Managerial/confidential employees are considered exempt and shall not receive overtime for hours worked in excess of 80 hours per pay period.
<b>Library Account Grace Period</b>	After 6 months of service, employees are eligible for a 7 day grace period on their library account. Items returned within a week of their due day will not be assessed late charges.

<b>Optional Benefits</b>	
<b>Supplemental Retirement</b>	<p>Employees may opt to participate in the Erie County Deferred Compensation Plan (457(b)). This is a tax-deferred retirement account administered by VALIC (member company of AIG).</p> <p>Representatives from VALIC are made available to staff throughout the year or can be contacted directly; contact information is on the intranet.</p>
<b>Flexible Spending Accounts (FSAs)</b>	<p>Employees are able to enroll in pre-tax deduction FSAs for medical, dependent care, adoption, and parking expenses through P&amp;A Group. Forms for such accounts must be submitted for each calendar year. More information can be found on the intranet.</p>

<b>Regular Part-Time Employees</b>	
RPT employees shall be entitled to receive all benefits provided to full-time employees, subject to the following modifications.	
<b>Vacation &amp; Sick Leave Accruals</b>	Where RPT employees perform 60 or more hours of work in any given pay period, they shall receive vacation and sick leave accruals commensurate with full-time employees for such pay period only.

	Where RPT employees perform not less than 40 but up to 60 hours of work in any given pay period, they shall receive vacation and sick leave accruals at 50% the accrual rate of full-time employees.
<b>Holiday Pay</b>	<p>Where RPT employees perform 60 or more hours of work in any given pay period during which a contractually recognized holiday falls, they shall receive holiday pay commensurate with full-time employees for such pay period only.</p> <p>Where RPT employees perform not less than 40 but up to 60 hours of work in any given pay period during which a contractually recognized holiday falls, they shall receive holiday pay at 50% the accrual rate of full-time employees.</p>
<b>Personal Leave</b>	<p>Where RPT employees perform 60 or more hours of work on a pay period basis, cumulatively for 50% or more of a given calendar year, they shall receive personal leave accruals commensurate with full-time employees for that year.</p> <p>Where RPT employees perform 60 or more hours of work on a pay period basis, cumulatively for less than 50% of a given calendar year, they shall receive personal leave accruals at 50% the accrual rate of full-time employees for that year.</p>
<b>Lunch</b>	The lunch period for RPT employees will be unpaid.

Chair Johnson thanked the Search Committee and Assistant to the Director Erin Vest for their hard work throughout the search process. She also thanked the candidates and all others involved in the process. Finally, she thanked Director Doyle for taking on the interim director role and flawlessly guiding the organization through this transitional period.

John Spears, who attended the meeting remotely, expressed that he was honored by the appointment and excited to get started. He indicated he looked forward to meeting the full Board in person.

There being no further business, on a motion by Trustee Bedenko with a second by Trustee Craik, the meeting was adjourned at 4:35 p.m.

Respectfully submitted,

Joel Moore  
Secretary