

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, June 16, 2005, in the Central Library pursuant to due notice to trustees. The following members were present:

Rebecca L. Pordum, Chair
Phyllis A. Horton, Vice Chair
Frank Gist, Secretary
Richard L. Berger
W. Lawrence Buck
Jack Connors
Susan Maggiore
Hormoz Mansouri
Elaine M. Panty
Judith K. Summer
Sharon A. Thomas

Robert J. Plache, Trustee Emeritus
Daniel T. Roach, Trustee Emeritus
George M. Zimmermann, Trustee Emeritus

Excused:

Annette A. Junczewicz
John B. Long
Abdul H. Raof
Wayne D. Wisbaum

Chair Rebecca L. Pordum called the meeting to order at 4:05 p.m. in the Joseph B. Rounds Conference Room.

Agenda Item B – Approval/Changes to the Agenda. The agenda was approved as submitted.

Agenda Item C – Minutes of the Meeting of May 19, 2005 . On motion by Ms. Horton and a second by Ms. Panty, the Minutes were approved as mailed.

Agenda Item D – Report of the Chair. The Chair deferred comment.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Ms. Horton reported the Committee met on June 9th to approve the agenda. At 4:35 p.m. the Executive Committee went into Executive Session to discuss personnel and legal matters. Public session reconvened at 5:45 p.m.

Agenda Item E.2 – Budget and Finance Committee. Deputy Director Kenneth Stone presented Budget and Finance Committee items.

Agenda Item E.2.a – Contract Library Transfers. Resolution 2005-24 concerned standard contract library transfers. Ms. Horton moved for approval and Mr. Buck made a second. Approval was unanimous.

RESOLUTION 2005-24

WHEREAS, a request for budget transfers has been received from the Clarence Public Library and Hamburg Public Library, now, therefore, be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approve transfers totaling \$3,898 within the budget of the Clarence Public Library and \$5,633 within the budget of the Hamburg Public Library.

Agenda Item E.2.b – Monthly Financial Report. A report for May was not available because the County had not yet closed the May accounts. The May financial report will be provided in July.

Agenda Item E.3 – Policy Committee. Trustee Judith Summer, Chair of the Committee, directed trustees' attention to a draft resolution that had been distributed prior to the start of the meeting. The Committee is proposing that fine exempt status for staff and trustees be eliminated. Instead, staff and trustees will receive a one-week grace period beyond the due date. After one week, standard fines and fees will be incurred. In keeping with annual contractual terms with contracting libraries, this proposed change in the Circulation Policy will be transmitted to each contract library prior to adoption. The proposed amendment will be voted on by the full B&ECPL Board at the July meeting.

Agenda Item F – Report of the Director. Director Michael Mahaney reported Frank Gist would chair a public meeting of the Buffalo Library Services Committee, which will be held at the Riverside Library at 6:00 p.m. this evening. This Committee is charged to address issues related to Buffalo city branch library services. All trustees are welcome to attend the meeting.

Mr. Mahaney reported ACT (Association of Contracting Libraries Trustees) will meet on Saturday, June 18 th , at Cheektowaga 's Julia Boyer Reinstein Library at 10:00 a.m. A presentation will be given on the utilization of volunteers in libraries. Also, a community meeting will be held on June 22 nd regarding public art in the new Merriweather Library. It will take place at the North Jefferson Library at 6:30 p.m. All are invited.

The Director reported he attended the Erie County Legislative session held earlier in the afternoon. It was hoped Legislators would take action on the bond issue that includes library materials money. Unfortunately, the matter was postponed until the next regular session scheduled for July 7 th . The Library needs to develop an alternative plan in the event the Legislature does not approve the bonds.

Mr. Connors asked how long the Library planned to wait until further action is taken. Mr. Mahaney stated the Library is considering various options that may be implemented as early as next month. This could include further service cuts and possibly closing libraries.

Mr. Berger inquired whether it might be necessary to call an emergency Board meeting. Ms. Pordum replied that it might be necessary as the regular July meeting won't be held until July 21 st . She reassured trustees that the entire Board would be involved in any discussions involving service reductions and library closings. Although the Executive Committee has the authority to take action, major decisions will always be voted on by the entire Board.

Dr. Mansouri asked what library materials are most desired, and what items are necessary or mandatory versus desirable. Mr. Mahaney replied that bestsellers, media and new materials are the most "in demand" items. Electronic databases are also popular, and many serial subscriptions are coming due in August. In response to another question, Mr. Stone replied there is an adequate supply of office and building maintenance supplies to sustain library operations this year. Only the book budget, which is funded by bond money, has not been funded for 2005. It would cost far less to fund \$5 million for library materials now and expend those funds through 2006 than it would to close some libraries now to generate library material money and then reopen those libraries later.

Ms. Panty asked if libraries might lose health information databases that are very popular with seniors. She also pointed out that some media items are educational. There are no plans at the present time to discontinue the health-related databases.

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

Budget Picture Remains Bleak: The State Comptroller's recently released report of Erie County finances paints a grim picture. As reported previously, the Director and CFO **Ken Stone** appeared before the Legislature's Finance and Management Committee and introduced a plan to stretch the Library's \$5 million capital request for library materials beyond the current year through the end of 2006 and shift materials funding (from 2007 forward) from the County's capital budget back to the B&ECPL operating budget, which is where both the Library and the Legislature believe it belongs. The B&ECPL proposes to use this \$5 million capital allocation as transition financing to allow the orderly right-sizing of the Library System in 2006, reflecting whatever level of funding the County is able to provide. Funds to cover the costs associated with one-time personnel termination payouts resulting from multiple closings in 2006 would, in turn, become the Library's materials budget for 2007. Based on communication from the County Executive and discussions with several County Legislators , County revenues will not support the operation of all 52 current B&ECPL locations in 2006. In anticipation, the staff and members of the Board's Planning Committee are preparing a scalable plan to deliver service throughout Erie County from those locations with the greatest capacity to provide resources, access and fundamental services. If the Legislature fails to provide the \$5 million capital allocation, the B&ECPL might need to temporarily (as long as one year) close an additional ten to fifteen libraries beyond the number of permanent closings and

reductions needed to operate on a lower level of County funding in 2006 simply to cover termination and unemployment insurance costs. (The projected cost to mothball buildings, lay off personnel and reopen those libraries far exceeds the interest cost of the proposed \$5 million capital financing, making such financing in the best long-term interest of the taxpayer.) Prompt approval of the \$5 million library materials request is crucial, as the Library has exhausted prior year balances. Without new capital funds, the Board will need to consider imminent reductions in staffing and services beyond the \$4.2 million in cuts already implemented in 2005.

CHR Leads to Acting Director Assignment: The Centralized Human Resources (CHR) relationship between the B&ECPL and the Town of Tonawanda Public Libraries (TPL) has taken on new importance. With the retirement of long time Town of Tonawanda Library Director Jeffrey P. Mahaney, the Town of Tonawanda Library Board asked the System's administrative staff to provide transitional leadership until a new director can be appointed in the fall. As a CHR participant, Tonawanda has had the benefit of B&ECPL's Human Resources Officer Mary Jean Jakubowski's expertise for personnel-related matters more than a year. In a meeting with B&ECPL Board Chair Rebecca Pordum, the Director and key B&ECPL administrators, Dr. John Long (TPL Board President) and TPL Board members Sue Bancich, David Dietz and Eileen Crawford discussed various options that would extend System oversight and maintain local Board authority. As a result, System Public Services Administrator Carol A. Batt has been asked to assume the duties of TPL's Acting Director. In this capacity, she has already made several visits to the Tonawanda libraries to meet with staff, evaluate service schedules and establish public service priorities as directed by the Tonawanda Library Board. These activities are in addition to her regular duties.

Elma Library Unveils Renovations: On June 4th, trustees, friends, dignitaries and staff attended the dedication of the new barrier-free entrance and redesigned foyer of the Elma Public Library. Board President **Susan Derr** shared ribbon-cutting responsibilities with New York State Assembly Member **Sandra Lee Wirth**, Elma Library Director **Karen Korpanty** and Elma Town Supervisor **Mike Nolan**. Funding for the project included \$25,000 from New York State Senator **Dale Volker**, \$5,000 from Assembly Member Wirth and additional funding from the Town of Elma.

Alexander Hamilton Traveling Exhibit to Visit B&ECPL: The B&ECPL is one of 40 libraries and National Park historic sites selected to host the exhibit, *Alexander Hamilton: The Man Who Made Modern America*. Funded by the National Endowment for the Humanities, the exhibit is sponsored by the New York Historical Society, the Gilder Lehrman Institute of American History and the American Library Association. It features reproductions from the New York Historical Society and the Gilder Lehrman Institute. Dates for the B&ECPL visit will be released this fall. Librarian **Meg Cheman** (Popular Materials Department) wrote the grant application and will serve as the exhibit coordinator. Alexander Hamilton items from the B&ECPL Rare Book Room will be on display to complement the exhibit. The Library at Hamilton College (Clinton, New York) has graciously agreed to loan Hamilton's lap desk to the B&ECPL for the duration of the exhibit. A series of supporting programs will be developed.

Celebrated Author Visits B&ECPL: On May 21 st , **Frederick Busch**, award-winning author of 27 novels and short story collections, visited the Central Library to discuss how to read a novel from the writer's perspective. An audience of approximately 50 was enlightened and entertained by the humorous and engaging presentation, including a reading from Busch's newest novel, *North*. After the presentation, Mr. Busch autographed copies of his books in the newly redesigned *Novel Ideas* store.

First Process Improvement Project Reports Released: On May 25 th , Project Coordinator **Doreen Woods** presented an outline of the first analysis phase of the Process Improvement Project (PIP) at a meeting for contract library directors and Buffalo branch cluster managers. The PIP reports for each Buffalo branch and contract library were distributed, along with Overview Report I featuring System-wide trends in the contract and branch libraries. PIP resources for this analysis phase have been posted to the Staff Intranet, including Frequently Asked Questions, Best Practices and Summary Tables of Key Performance Measure (KPM) Activity. Work has begun on Overview Report II, which will cover the Central Library.

Frank E. Merriweather, Jr. Library Moves toward Completion: Construction continues on this new 20,000 square-foot Buffalo branch. Structural engineering issues have necessitated some remediation work by the steel contractor. Exterior walls are being finished and all of the interior spaces are taking their final shape. The completion schedule has been revised, and the current target opening for the library is October 2005.

Central Library Renovation Continues: Following the success of the Phase 1 renovation with its inviting and contemporary new ambience, anticipation rises for completion of the Phase 2 Popular Materials area. Although the renovation will not be finished until fall 2005, asbestos abatement is complete, shelving has been ordered and some of the furnishings have been received. The new space will offer a bright, welcoming department with materials (including all circulating media) available on the open shelf for browsing and patron self-service.

SVA Goes Live: Effective last month, an automated telephone system, utilizing Sirsi Voice Automation (SVA) software, began notifying patrons when they have items on hold or items overdue. Patrons who have not provided the Library with a valid e-mail address now receive a phone call instead of a much costlier postcard, the former method of notification. The new system should result in a savings of at least \$40,000 in postage costs annually.

Link to Barnes & Noble Now Active: The Buffalo and Erie County Public Library, Sirsi Corporation and Barnes & Noble.com have joined forces to give patrons the ability to purchase from Barnes & Noble.com's stock of more than 1 million titles without ever leaving the library or their computer at home, work school or office. Now, in addition to book borrowing, B&ECPL can offer patrons the service of book purchasing, plus access to enriched content not found elsewhere. This new program means revenue for the Library. For every purchase a patron makes via B&ECPL's online catalog, B&N.com returns a percentage of the total price to the Library. As always, meeting the community's need for free borrowing of resources is a long-standing, vital service offered by the

Library. This new service is designed for those times when someone might want to own a book rather than borrow it, or get access to a popular title before it becomes available by request or purchase it as a gift for friends or family. Over the coming months, staff will monitor the results of this new collaboration.

Out-of-County Borrowers Register for Fee-Based Service: Effective April 18th, the B&ECPL instituted a fee for out-of-county borrowers as a response to budget cuts and in an effort to be proactive in addressing future fiscal uncertainty. By New York State Education Law, public library systems may not assess a fee for basic library services to those who reside within the local library's chartered service area, but they may assess a fee for those who reside outside that area when they wish to avail themselves of resources or services. This new fee requires out-of-county borrows to contribute an amount roughly equivalent to the annual per capita library support provided by Erie County property tax payers (\$20 per 6-month registration term, \$40 per year). Over the past ten weeks, 150 out-of-county borrowers have registered for service, generating revenue in the amount of \$3,000 (\$6,000 annualized). Staff will continue to monitor activity and revenue.

Library Retirements Reach Record High: The B&ECPL has seen 15 retirements System-wide since January 1, 2005 with more expected before the end of the year. Congratulations and best wishes to Central Library retirees **Christine Malkiewicz** (Principal Library Clerk with 39 year of service), **Else Maconaghy** (Book Processor with 6 years), **Mary Mogilski** (Book Processor with 29 years), **Patricia Monahan** (Librarian II with 21 years), **Suzanne Wilson** (Librarian II with 36 years) and **Amelia Zona** (Senior Library Clerk with 36 years). From Extension Services, farewell to **Nina Lagattuta** (Senior Library Clerk with 26 years) and **Wesley Moultrie** (Mobile Driver with 11 years). The following staff have retired from contracting libraries : **Bonnie Everett** (Librarian II, Cheektowaga with 14 years), **Mary Ann Jordan** (Senior Library Clerk, Hamburg with 32 years), **Mary Ortiz** (Cleaner, Lackawanna Public Library with 19 years), **Jeffrey P. Mahaney** (Library Director, Town of Tonawanda with 40 years), **Melvin Watkins** (Librarian III, Town of Tonawanda with 33 years), **Roberta Haines** (Senior Library Clerk, West Seneca with 20 years) and **Mary (Jonni) Moore** (Library Director, West Seneca with 37 years).

Community Outreach: On May 5th, West Cluster librarian **Sarah Milliman** represented the B&ECPL at Buffalo Public School #19's Health Fair. She spoke to parents and teachers about the area libraries and expects more class visits to the branch will result. On May 17th, East Cluster librarian **Patricia Pohl** participated in a special family event held at Buffalo Public School #82 that incorporated parent participation and community involvement. Ms. Pohl handed out bookmarks, program flyers and promoted the library's summer programs to approximately 200 parents and children. On May 19th, North Cluster librarian **Brian Hoth** attended an appreciation luncheon to honor participants in career fairs held at various Buffalo public schools during the year. On May 27th, North Cluster Manager **Raya Then** visited Buffalo Public School #19. She presented book talks to all K-6 classes and also spoke about public library summer programs.

“Literally Speaking” Series Continues : On May 17 th , the Central Library's lunchtime book discussion group assembled to share varied opinions on *Our Lady of the Forest* by **David Guterson** . Hamburg Public Library's Interim Director **Jack Edson** led the discussion.

Collection Development Issues : The uncertainty of the materials budget (i.e., when and whether proposed funding might be available) has resulted in a frustrating exercise for both public and staff. Many titles, previously on order, have been canceled. Outstanding requests for these previously pending orders have been canceled as well, and procedures have been implemented to notify those patrons who have supplied valid e-mail addresses. Standing orders from Central, Contracting Libraries and Buffalo Branches have been reviewed and cancellations have been initiated. Gaps in the collection are inevitable and ? most probably ? permanent. A staff committee, chaired by Humanities and Social Sciences librarian **Debbie Fink** , previously created guidelines and detailed instructions for staff to use when evaluating all aspects of the Central Library's collection. Now, staff has begun the actual work of assessing the collection to provide recommendations for future development of all areas based on traditional strengths as well as changing needs of the community.

Miscellaneous Meetings and Appearances: On May 25 th , B&ECPL Board Chair **Rebecca Pordum** and the Director met with the Erie County Legislature's Finance and Management Committee Chair **Demone Smith** to discuss pressing budget matters and the future of the B&ECPL. On June 1 st , the Director was interviewed on the WUTV public affairs program, *Buffalo Matters* , with host **Kevin Hardwick**, for broadcast at a future date. On May 25 th and 26 th , **Joseph J. Mattie** , regional consultant from the State Library's Division of Library Development, visited Western New York and spent time with B&ECPL administrative staff to discuss the County's current fiscal crisis and its impact on libraries and library services at the B&ECPL. On June 2 nd , the Director met with the Board of Trustees of the West Seneca Public Library to discuss transitional issues resulting from the retirement of West Seneca Library Director **Mary (Jonni) Moore** . On June 6 th , the Director was in-studio guest on WBEN radio's **Tom Bauerle** Show, discussing a variety of issues and responding to questions from callers. On June 7 th , the Director participated in a focus group conducted by Insight Associates on behalf of the Western New York Library Resources Council in an effort to learn more about the needs of WNYLRC's member libraries. On June 8 th , the Director joined Erie County commissioners and department heads for the regular monthly meeting in the Rath Building . On June 10 th , key staff from various departments and library locations assembled in the Joseph B. Rounds Conference Room for an audio-conference, *Capital Fundraising and Beyond* , sponsored by the Urban Libraries Council.

Agenda Item G – Report of the Foundation Director. Executive Director Anne Leary distributed a report. She announced the Foundation had secured funding for 300 *Harry Potter* books, due to arrive in July. Plans for summer reading programs are progressing. In the future, a formal policy regarding corporate sponsorship needs to be developed.

Ms. Leary updated the group on exhibition goals and upcoming events pertaining to Simon Winchester's book, *The Map That Changed the World* . This exhibit will help to

create an awareness of the B&ECPL and its rich collections. Some partners on this project include the Buffalo & Erie County Historical Society, Buffalo Museum of Science, University of Buffalo , Barnes & Noble and others. The exhibit will include a reception and fundraiser for the Library. The proposed date for the reception is September 15 th . The Foundation requested permission to hang a large banner on the side of the Central Library to help promote the event. Ms. Leary is also working with the Buffalo Alliance for Education to include the Central Library as one of the field trip destinations offered to teachers.

Trustee Sharon Thomas arrived at approximately 4:35 p.m.

Agenda Item H – Public Comment. ElizaBeth Berry of the Save Our Libraries Coalition hopes all neighborhood libraries will be kept open. If closings do occur, she wants them to be equitable throughout the System. Library access should be equal for everyone.

Carol May of 203 Lockwood in Buffalo implored trustees to consider each community and to keep neighborhood libraries open.

Agenda Item I – Unfinished Business. No unfinished business.

Agenda Item J – New Business.

Agenda Item J.1 – ViTec Solutions Contract Extension. Deputy Director Stone explained this resolution involves extending the contract with the firm that helps maintain library automation systems and equipment. The contract is about to expire. Deputy Director Shirley Whelan prepared an RFP in anticipation of putting this contract out to bid. However, it has been determined that due to the uncertain configuration of the Library System in 2006, it would be very difficult for vendors to propose rates when it is not known how many libraries will require services next year. Also, due to the County's delays in processing payments, it may even be difficult to find a vendor willing to contract with Erie County at this time. ViTec Solutions (formerly IKON Solutions) has agreed to extend current contract terms for another year. The annual payment varies between \$200,000-300,000 depending on the level of service and the level of technical expertise required of ViTec personnel. Ms. Horton moved for approval and was seconded by Ms. Summer. Approval was unanimous.

RESOLUTION 2005-25

WHEREAS, on July 14, 1995, Erie County, on behalf of the Library, entered into an agreement with O.A. Systems (subsequently IKON Office Solutions and now ViTec Solutions) to provide computer systems maintenance and related support, and

WHEREAS, the contract's term ended last summer, and

WHEREAS, engaging in the extensive request proposal process needed to replace the contract at that time would have created disruptions and diverted significant staff

resources, placing achievement of several major library technology objectives and, hence, library operations and funding at risk, and

WHEREAS, those projects included completing the Citrix system implementation; ensuring the Library's compliance with the July 1, 2004 deadline for technological protection (filtering) requirements of the Children's Internet Protection Act (CIPA) to ensure continued E-rate funding; and preparing for and implementing the major upgrade of the Library's automation system to the Sirsi Unicorn product scheduled for 2004, and

WHEREAS, on September 9, 2004 the Board of Trustees of the Buffalo and Erie County Public Library adopted Resolution 2004-39 which recognized the exceptional circumstances occurring that year, declared the need to extend this agreement under the current terms and conditions until June 2005 an urgent need, and authorized said extension, and

WHEREAS, subsequent to this extension approval, Erie County's financial situation deteriorated markedly, resulting in a 2005 budget that has yet to be balanced and lengthy delays in processing payments for current obligations, and

WHEREAS, the Erie County Executive has stated in writing that he will not recommend funding to support 52 libraries in 2006 and other county officials have made similar statements, and

WHEREAS, these conditions make soliciting proposals to replace this service extremely problematic, given County payment delays and the unknown number of libraries to be serviced in 2006 and beyond, likely depressing potential vendor interest in responding to a Request for Proposals with the most competitive pricing, and

WHEREAS, extending the existing ViTec Solutions contract, under current terms and conditions, until June 30, 2006 is in the public interest and would allow for a thorough RFP process to be undertaken after the Library's finances and number of library facilities to be serviced becomes known, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library recognizes the exceptional circumstances occurring this year and declares the need to extend this agreement a final time until June 30, 2006 an urgent need, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to execute any paperwork required to do so and directs him to initiate a Request for Proposal process to seek a replacement contract to be effective by July 1, 2006 .

Agenda Item J.2 – Daniel T. Roach Recognition. Chair Rebecca Pordum asked former Trustee Daniel Roach to step to the front of the room. She praised Mr. Roach for undertaking an important responsibility to the community by serving as the B&ECPL Chairman for three years. The Library benefited greatly from his excellent leadership. He has been a friend of the Library and friend to all Library trustees. In recognition and

appreciation of his faithful service and devotion to the institution, the Library Board has conferred upon Daniel Roach the title of Trustee Emeritus. Ms. Panty moved for approval and was seconded by Mr. Buck. The Chair read the following resolution and presented Mr. Roach with a framed plaque.

RESOLUTION 2005-26

WHEREAS, DANIEL T. ROACH served on the Board of Trustees of the Buffalo & Erie County Public Library from July 7, 1994 through April 2005, and

WHEREAS, he served as Chairman of the Board from 2001 through 2003, and

WHEREAS, he served as Chairman of the Board's Executive Committee and its Rare Books Committee, and

WHEREAS, he served as a member of the Board's Budget and Finance Committee, its Human Resources Committee, its Planning Committee, its ACT Liaison Committee, its Book Committee and its Legislative Committee, and

WHEREAS, he served the Library as a member of the Board of Directors of the Library Foundation of Buffalo and Erie County, Inc. from 1992 through 2003, now, therefore, be it

RESOLVED, that in recognition and appreciation of the many years of leadership, wisdom and exemplary service DANIEL T. ROACH devoted to this institution, the Buffalo & Erie County Public Library Board of Trustees expresses on behalf of the Library and the community at large its profound gratitude and deepest respect, and be it further

RESOLVED, that by virtue of DANIEL T. ROACH's outstanding contributions to the Library and under the terms of Article I, Section 3 of the Library's Bylaws DANIEL T. ROACH be appointed Trustee Emeritus of the Buffalo & Erie County Public Library.

Mr. Roach said his membership on the Board will always be remembered fondly and he wished current trustees great luck in preserving the Library System.

The Chair asked for a moment of silence for B&ECPL Treasurer John Long's son, Larry. There being no further business, on motion by Ms. Horton, seconded by Ms. Panty, the meeting was adjourned at 4:49 p.m. in memory of Larry Long.

Respectfully submitted,

Frank Gist

Secretary