

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
FEBRUARY 16, 2006

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, February 16, 2006, in the Central Library pursuant to due notice to trustees.

The following members were present:

Rebecca L. Pordum, Chair
W. Lawrence Buck, Vice Chair
Frank Gist, Secretary
Richard L. Berger, Treasurer
Jack Connors
Phyllis A. Horton
Annette A. Juncewicz
John B. Long
Hormoz Mansouri
Elaine M. Panty
Judith K. Summer
Wayne D. Wisbaum
George M. Zimmermann, Trustee Emeritus

Excused:

Sheldon M. Berlow, conflict
Susan Maggiore, out of town
Sharon A. Thomas, conflict

Chair Rebecca L. Pordum called the meeting to order at 4:01 p.m. in the Joseph B. Rounds Conference Room.

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

Agenda Item C Minutes of the Meeting of January 19, 2006 . On motion by Ms. Horton, with a second by Ms. Panty, the Minutes were approved as mailed.

Agenda Item D Report of the Chair. Ms. Pordum informed trustees that Sheldon M. Berlow has been appointed to the Board of Trustees by County Executive Giambra. She went on to say that she had attended a meeting with Director Michael Mahaney, Ruth

Collins and Sandra Tan of the Buffalo News on February 13th at Ms. Tan's request. They discussed the Library Foundation and its relationship with the B&ECPL. Some Foundation Board members had previously spoken with Ms. Tan. Ms. Pordum said it was an enlightening meeting. She expected an article to appear in the newspaper shortly, but the context is unknown. They discussed the funding challenges facing the Library, how the Development Office will operate and what the Library is trying to accomplish by establishing that office. She stated B&ECPL trustees are stewards of the Library System who have the responsibility of guiding this System and providing the best possible services to the public. Rebuilding the System will require everyone's cooperation. It is important to do what is best for all residents of Erie County, especially children and people in economic straits.

Dr. Long inquired whether an Executive Session could be called to discuss the Library Foundation and its role in Library funding.

Mr. Mahaney replied that the Open Meetings Law stipulates conditions under which an Executive Session can be convened, and he believed this situation was not applicable.

As an alternative, Dr. Long suggested a discussion take place during the regular business meeting. Ms. Pordum stated she had been told a resolution to this matter could be expected in the near future.

Ms. Panty said she has been on the Board for many years and feels she has a thorough understanding of the relationship between the Library and the Library Foundation. She preferred to postpone any discussion to allow more time for the Foundation to determine its course of action. At the proper time, a joint statement can be made.

Ms. Horton also felt any public discussion, if determined to be necessary, should be held at a later date. Mr. Connors felt there was no reason to delay a discussion since it would be held in the public arena whenever it takes place.

Ms. Pordum felt that before any discussion is initiated, a formal invitation should be issued to all Directors on the Foundation Board affording them an opportunity to be heard.

Mr. Buck arrived at approximately 4:10 p.m.

Dr. Mansouri, Vice Chair of the Foundation Board, agreed some discussion may become necessary in the future. He requested the Library provide more detail in the monthly financial reports. He asked for a breakdown by title of all full-time salaries and an organization chart so he can determine what tasks individuals perform.

Ms. Juncewicz said she didn't feel all trustees had sufficient information on the current status of both organizations to be able to hold a beneficial discussion at this time. If Board action is required, she would prefer to have it presented as a business item

rather than having a spontaneous discussion at this meeting.

The Chair stated it was merely her intention to inform Board members of the upcoming newspaper article prior to it appearing in print. There is no business item before the Board at this time regarding the Library Foundation.

Mr. Wisbaum arrived at approximately 4:15 p.m.

Agenda Item D.1 Committee Appointments. The Chair said committee appointment lists were distributed at the beginning of the meeting. She honored everyone's requests. If anyone would like to change an assignment, he or she should notify the Chair. Ms. Summer moved for approval and was seconded by Mr. Buck, whereupon committee assignments were approved unanimously.

Agenda Item E Committee Reports.

Agenda Item E.1 Executive Committee. Mr. Buck reported the Committee convened on February 9th, and all members were present. Proposed agenda items were discussed and confirmed. At approximately 5:10 p.m., the Chair entertained a motion to enter into Executive Session to discuss personnel matters, including potential reductions in benefits for managerial/confidential employees. Ms. Summer moved, Ms. Panty seconded, and the vote to enter Executive Session was unanimous. No action was taken during Executive Session. At approximately 5:25 p.m., Ms. Summer moved and Ms. Panty seconded a motion to return to public session, approved unanimously. The Chair entertained a motion to adjourn. This was moved by Ms. Panty, seconded by Ms. Horton and approved unanimously.

Agenda Item E.2 Budget and Finance Committee. Mr. Berger stated Deputy Director Kenneth Stone would present preliminary year-end closing results and explain budget and finance items.

Agenda Item E.2.a Accept Grant Funds from Verizon. The Library has been awarded a \$35,000 grant from Verizon Yellow Pages. This grant will support the Be a Super Thinker series of programs that aim to improve students' reading, writing and computer skills. There being no discussion, on motion by Ms. Juncewicz and a second by Ms. Horton, the item was approved unanimously.

RESOLUTION 2006-5

WHEREAS, the Buffalo and Erie County Public Library continually seeks new and innovative ways to assist children in their educational activities, including meeting rigorous New York State education standards, and

WHEREAS, the Library is honored to be the recipient of a \$35,000 grant from Verizon Yellow Pages to support costs associated with conducting a series of programs with the theme, Be a Super Thinker, and

WHEREAS, the goals of these programs include improving students' reading, writing and computer skills to enhance their classroom and recreational activities and achievements; increasing access to resources by teaching students use of the B&ECPL's online catalog, NoveList database and Verizon Yellow Pages Enlighten Me website; promoting and supporting literacy development; and encouraging collaboration among literacy providers, including Verizon Yellow Pages employees/volunteers, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees gratefully accepts this grant award, and be it further

RESOLVED, that Buffalo & Erie County Public Library Board of Trustees approves amending the 2006 grant budget, adding grant revenues and expenditures totaling \$35,000 to support the Be a Super Thinker program.

Agenda Item E.2.b Monthly Financial Report. Mr. Stone explained the preliminary year-end financial report. A number of major issues had to be addressed in 2005, one being the County's failure to provide funding for a library materials budget. This resulted in some libraries closing earlier in 2005 to provide funding to purchase essential materials. Personnel reduction targets were met. Fringe benefit costs were slightly under budget. A large number of new retirees resulted in higher retiree medical costs, which were partially offset by lower employee health costs since the B&ECPL now has fewer active employees. Payouts to terminated employees pushed unemployment costs significantly over budget.

Ms. Juncewicz asked if a report could be provided that lists the number of 2005 full-time salaries by title and what the changes/savings are in terms of titles eliminated by staff reductions. Ms. Pordum asked Mr. Stone to provide that information to the Board.

Mr. Stone was asked what the cost of postage was for 2005. He stated postage costs have gone down because e-mail and voicemail notices are now used instead of paper notices and postcards. Collection of fines has been contracted out, which resulted in lower mailing costs as well. At the Board's request, Mr. Stone left the room to obtain more documentation.

Agenda Item E.3 Policy Committee. Ms. Summer asked members of the new Policy Committee to see her after adjournment to schedule a meeting. The first order of business for the Committee will be to draft a Code of Ethics for Library trustees. Information will be mailed to Committee members prior to the meeting.

Under New Business on today's agenda, Mr. Mahaney will introduce a proposed

amendment to the B&ECPL Internet Safety and Acceptable Use Policy. This amendment will allow wireless connectivity at libraries that are equipped to offer that service. In the coming weeks, staff will undertake a comprehensive review of the Internet Policy and transmit proposed revisions to the Board's Policy Committee for consideration. Ms. Summer said recommendations will be brought to the full Board for review and approval.

Agenda Item F Report of the Director. Mr. Mahaney said Mr. Connors had previously suggested that after the System is downsized the B&ECPL should put together a packet of information describing what the new System looks like. The new orientation packet will be shared with elected leaders and other organizations. It gives a general background of the Library System in abbreviated form, addresses frequently asked questions and looks at history, governance and finances of the Library. Mr. Mahaney had packets available for trustees if anyone wanted to review them. The Director would like to hear feedback from trustees before the information packet is finalized.

Mr. Mahaney updated trustees on branch transfers pertaining to the 15 closed libraries. Transfers have been completed for the Towns of Aurora , Cheektowaga , Hamburg and Tonawanda , although the Town of Tonawanda is still working with a Friends group to determine the eventual status of the former Brighton Branch. The Director is working with the City of Buffalo and expects all of those transfers to be completed within a few weeks. Some buildings are already operating under new management with different purposes. One that remains undetermined is the Depew Branch. From the latest reports, it appears the Town of Lancaster is considering selling the building.

The Merriweather Library is not quite ready to open. Library staff are poised to transfer materials from the North Jefferson Library as soon as the new building can be occupied. Mr. Mahaney has been in touch with Mayor Brown's Office to determine his wishes regarding the grand opening. The Verizon Yellow Pages kick-off event for the Super Thinker series has been moved to April 6 th during National Library Week. The Director displayed a new book, The Canadian Niagara Power Company Story , explaining that much of the research for the book was done at the Central Library. A gracious acknowledgment to B&ECPL staff is written in the book by the author.

Ms. Juncewicz remarked on the January circulation report, which reports an increase in circulation at Central, a small decrease at Contracting Libraries and a 40% drop at City Branches. She believes it is important to closely monitor usage activity in the City. Adjustments may need to be made to ensure that Buffalo residents are able to avail themselves of library services. It appears that a large number of people are not getting to materials, although computer usage seems to be more even overall. This type of data is going to be important to certain committees in establishing how this Board is going to respond to the loss of services, especially in Buffalo . She believes circulation statistics may need some revision because closing decisions were based on regions, and the statistics are by location. It might be more useful if the information was clustered. She would like to retain the triangle delineation Central, City and Contract libraries to help

determine where a displacement might be occurring.

Mr. Mahaney reiterated what he said to library directors and staff at the State of the Library address. Library administrators are going to monitor activity everywhere to see how patron traffic is shifting, where the numbers go up and down and comparing service hours by location. More time will be spent analyzing information and sharing it with the Board. Ms. Juncewicz said this information could be critical if, in fact, the System is working on rebuilding. Circulation is not only a number, it also lets us know who our users are, what services are most valuable and what the community needs. Mr. Mahaney replied that staff will also need that type of information when the Planning Committee begins to work on the Strategic Plan and State Plan.

Starting with the February board packet, Development Officer Ruth Collins will provide a written report as well as report monthly at B&ECPL Board meetings to give trustees an opportunity to ask questions regarding Development Office efforts.

Ruth Collins reported she has been researching fundraising strategies that are utilized throughout the country. She met with Library Foundation Executive Director Anne Leary to discuss collaborative efforts for 2006. She thanked trustees for sharing ideas with her and welcomes all suggestions. Her monthly report will inform trustees of activities she is involved in and allow her to respond to questions in a timely manner. She informed Board members of upcoming events. On March 18 th , the A.C.T. Trustee Workshop is being held at Central. Richard Panz, an expert on library governance, will be the guest speaker. On April 6 th , the kick-off program for the Verizon Yellow Pages grant will take place at the Merriweather Library. On April 7 th , the Library will hold the first annual Literary Gala with a Mark Twain theme, From the Bayou to Buffalo . This event will be similar to the NYLA fundraising event held last fall. On May 11 th , Chocolate Passion II will take place at the Choco-Logo factory. On May 13 th , a tentative date, the Humanities Institute at U.B. plans to use the Central Library as a venue for upcoming humanities programs. On July 7 th and 8 th , Harlem Book Fair-Buffalo is being held for the second year. The B&ECPL will be the recipient of 40% of the proceeds from this event, which includes lectures, panel discussions and author visits.

Ms. Juncewicz asked whether the Development Office was creating a Business Plan with income goals. At this point, it is event driven. How much is anticipated to come from other areas such as foundations, grants, etc.? Ms. Collins replied she is currently developing a plan. In reply to another question, Ms. Collins stated she does not plan to purchase donor lists at this time. She believes a good list is being created in-house.

Mr. Connors asked if there was a separate budget for the Development Office.

Mr. Stone returned to the boardroom and reported that actual postage costs for 2005 were \$10,000. For 2006, \$30,000 has been budgeted. He said the Library has its own meter for regular mail and also maintains a separate account at the Post Office. A postal permit has been used by the Library and Library Foundation for large mailings.

Almost all copy work is done in-house. Ms. Collins intends to utilize email addresses as much as possible and use direct mail sparingly.

Mr. Connors asked where the resources utilized by the Development Office are coming from. Trustees need to see a budget in order to see what is being spent compared to what is being raised. Mr. Mahaney replied the financial operations of the Development Office, including personnel costs, will be segregated from all other operations. This also applies to support staff, who might be assisting Ms. Collins one day and working at Circulation another day. He reminded trustees the Development Office will have other responsibilities beside fundraising, including coordination of a System-wide volunteer program and advocacy issues. Mr. Connors believes it is incumbent upon trustees to see that Ms. Collins has some assistance in light of her many tasks.

Ms. Collins stated she sees her role in the coming year as an advisory one. She will report to the Board what costs will be on-going and assist in recruiting a development officer later this year. The Board will make decisions on which direction the B&ECPL will take.

Mr. Connors asked Ms. Collins if she had made any progress in studying how other library systems that have both a Foundation and a Development Office work collaboratively to raise money for their systems. Ms. Collins replied she has spoken with some systems and is following up with others. At this early stage, she has not identified the most beneficial strategy.

Dr. Long is concerned about creating any new positions in light of the System having had to lay off dozens of staff members last year. Taxpayers are now scrutinizing every government expenditure. He would like to know what the Development Office sees as its goal and how it differs from the mission of the Library Foundation.

Ms. Collins sees fundraising on a System-wide level as a major part of her responsibilities. She is hoping to bring new revenue to the System, such as grants that only the Library can apply for, which she can identify and match with B&ECPL needs. She will bolster resources with volunteers by coordinating appropriate use of volunteers, a source of help the Library needs to garner. She hopes to coordinate System-wide fundraising by focusing on ideas with the most potential and sharing successful strategies with others.

Mr. Mahaney stated the Library has had success raising money for specific purposes. It is done on a regular basis. Unfortunately, efforts have been fragmented rather than centralized and more coordination would be beneficial. If the Board establishes specific needs of the Library, the Development Office will raise funds to meet those needs.

Dr. Long stressed the serious financial condition Erie County is in. He wanted to know why these tasks were not coordinated before. The Board needs to take a good hard look at this Library System because things are not going to get easier in 2006 or 2007.

Mr. Mahaney said it is not the Library's intention to expend two dollars to raise one. It is the Library's intention to do better than we are doing now, and everything will be carefully monitored.

Mr. Berger agreed with Dr. Long, saying it is incumbent upon trustees to be extremely concerned about every tax dollar that is spent. He feels concerns raised by trustees about the new Development Office are warranted, but also thinks trustees need to allow a little time to get some focus. Mr. Berger reminded fellow trustees that he was the only one who voted against the establishment of a Development Office because, at the time, it was unclear in his mind how definitively different it would be from the Foundation. Now that the Office has been established, the Library has an opportunity to make it work, and Mr. Berger believes it can be successful, but judging from comments of some trustees it might be preferable to construct a budget with the best estimates possible and set goals for this new position. It is extremely important that the B&ECPL Board meets with the Foundation so everyone understands the roles, and makes certain both groups are not working at cross-purposes. Mr. Berger believes many of these issues could best be worked out with smaller committees that can bring suggestions or recommendations back to the Board.

Dr. Long concurred with Mr. Berger, saying both Boards need to work together. The Foundation was given a healthy endowment when it was established, and under no circumstances should that money be used towards operating expenses. These problems must be resolved so progress can be made.

Ms. Summer stated her wish that one of the duties of the Development Office would be to help residents in rural areas sustain their libraries. Many contract library boards in those areas have no background in fundraising, and they need and deserve assistance. Many rural patrons pleaded for help last year, and the B&ECPL needs to respond favorably to those requests.

Ms. Junczewicz suggested the newly formed Development Committee, chaired by Wayne Wisbaum, could take up the task of working with the Development Director to prepare a preliminary budget and job description.

Mr. Wisbaum stated he had already begun the process. He met with a few members of the Library Foundation Board the previous day and felt it was positive. He said it is very important to coordinate efforts that will satisfy both boards. It would be counterproductive for both parties to approach the same donors for the same pot of money. Ms. Pordum said she looks forward to working with Mr. Wisbaum.

Mr. Connors thinks the contract libraries need a grant writer. There are many grants the Foundation cannot apply for. Fundraising can take place on many different levels. The Foundation has tried to do it at one level, the Grosvenor Society at another level, and there are others levels that have not yet been tapped.

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

Merriweather Opening Still Weeks Away: B&ECPL staff is poised to move collections from the old North Jefferson Branch to the new Frank E. Merriweather, Jr. Library around the corner, but the City of Buffalo and its contractors must complete work, conduct systems tests and issue a certificate of occupancy before the Library can proceed. Mayor Byron Brown has not confirmed an opening date, but B&ECPL staff remain in constant communication with City officials. Computers for the new library purchased with grants from the Margaret L. Wendt and Bill and Melinda Gates Foundations have arrived. Network Support has met with administrators Carol Batt, Sharon Holley and CIO Shirley Whelan to discuss their configuration and installation. Work is in progress. The kickoff event for the Be a Super Thinker program sponsored by Verizon Yellow Pages has been postponed until April 6th (National Library Week).

January Circulation and Computer Use Reflect Both Good News and Bad: Despite the closing of 15 of 52 libraries by the end of 2005, reduced hours at 37 remaining locations and a bare bones book budget, January 2006 System-wide circulation of 585,915 items represents a comparatively modest decline of only 8.9% over January 2005's total circulation of 643,230, when all 52 libraries were in operation. Central Library circulation actually increased over the same period by a total of 17%. (Some of that increase can be attributed to Sunday hours, which were not offered in January 2005 because of budget turmoil that threatened to curtail all services at the end of 2004.) In January 2006, Buffalo branch circulation showed a 40.9% decrease over January 2005, as a result of closing 7 of 15 (46.6%) of branch locations. Contracting library circulation declined by 7.3%. Despite multiple closings and reduced hours at almost every location, computer sessions declined System-wide by only 0.6% in January 2006. Buffalo branch sessions decreased by 41.3% over January 2005, but contract library sessions actually grew by 6.9%, and Central Library activity rose by 37%.

Library, County Administration and Fiscal Stability Authority Staff Discuss Funding Prospects for 2007 and Beyond: On February 3rd, CFO Ken Stone and the Director met with Erie County Budget Director Kenneth Vetter, Erie County Director of Management Initiatives James Hartman and the Erie County Fiscal Stability Authority's (ECFSA) Director of Initiative Implementation Fran Ritzenthaler to discuss funding prospects as well as potential incentive grant projects involving libraries. Library staff provided an overview of actions taken to balance the Library's 2006 budget, given revenues equivalent to those received one decade ago. They also reviewed the B&ECPL four-year plan projections (submitted in August 2005) and the potential for ECFSA Incentive Grant funding for Library consolidation projects. A January 17th report from the ECFSA states that the County's four-year projection for the property tax contains no proposed increase for 2007 or beyond. In terms of the Library Tax, which is derived from the property tax, this position suggests that the current levy of \$21.7 million will remain unchanged through 2009. Mr. Vetter indicated that the impact of cost pressures stemming from active employee health insurance, retiree medical costs and other factors, combined with a directive to share a portion of future sales tax revenue with local governments might make even \$21.7 million difficult to provide. They are aware that unless projected rapid cost

growth for items such as retiree medical expenses can be controlled or additional revenue provided, maintaining County support at \$21.7 million would result in additional library closings through 2009. Opportunities to implement cost-saving library consolidations or restructuring in a proactive way were discussed. While expressing some interest in these concepts, Vetter, Hartman and Ritzenthaler indicated that it might prove difficult to secure such funds without assurances of sufficient savings.

Straight Talk Attracts Entrepreneurs to Library: On January 21 st , librarian Dan Caufield (Business, Science and Technology Department) represented B&ECPL at Straight Talk, a day-long conference for aspiring entrepreneurs sponsored by the Small Business Administration and the Service Corps of Retired Executives (SCORE). Mr. Caufield spoke about Library business services and distributed more than 300 information packets. Since Mr. Caufield appeared at the program, at least two or three participants visit the Central Library daily to make use of its invaluable business resources.

Central Library Poised to Offer Wireless Internet Access : Network Support's Johnny Hsu has installed and tested the Sirsi Blue Socket solution to allow patrons who visit the Central Library with wireless devices, mostly laptop computers, to access the Internet. The Sirsi program is very flexible and allows the Library to control the applications and bandwidth used by each patron. Coupled with B&ECPL's network security tools this new service offers a secure but powerful convenience for our patrons. Pending approval of minor changes to the Internet Safety and Acceptable Use Policy, wireless access will be offered as a pilot project on the first floor of the Central Library. If successful, wireless will be expanded to other libraries, as funding becomes available.

Library Reviews Capital Project Needs with County Public Works Staff: Earlier this week CFO Ken Stone and the Director met with Erie County's Department of Public Works (DPW) Commissioner John C. Loffredo and members of his staff to review capital project needs of the County-owned Central Library building in advance of the 2007 Erie County capital budget process. Over the years, DPW has been a good landlord of B&ECPL's Central Library building and both staffs have developed a collegial working relationship. Discussion included the nearly complete Popular Materials and Main Entry renovation, the grant/private funded archival storage project, continued quarterly asbestos monitoring and assessing the highest priority capital needs for the short and longer term. All agreed that the greatest need at this time is to proceed with the previously approved project to replace the Central Library's escalators, including asbestos abatement in that area. Downtime of the 44-year-old escalator system is increasing. Failing parts must be custom manufactured and potential safety concerns arise as the escalators age further. Many approved projects were suspended as a result of the County's financial crisis, so this project must be requested again as part of the 2007 County capital budget process. The need to resume Central Library renovations, at some future point, was considered. Asbestos abatement, a key component in all remaining phases of renovation, must be performed inevitably. Each year of delay increases overall project costs due to construction price inflation. The ability to proceed will be limited, however, by the reduced overall pool of County Capital funding, estimated at a countywide total of roughly \$30 million annually for the next few years. Library capital fundraising efforts are vital in determining whether and when subsequent phases begin as the availability of matching funds increases the chances of

leveraging County capital funding. Grosvenor Room Librarian Earns Kudos: Recently, Norman Ball , Professor of Engineering at the University of Waterloo and regular Rare Book Room researcher, visited the Grosvenor Room to express personal thanks to librarian Rob Alessi for his assistance in preparing Ball's newly published book, *The Canadian Niagara Power Company Story*. Professor Ball generously donated a copy of the book to the Library and presented one to Mr. Alessi, as well. While the book contains an acknowledgement of both Mr. Alessi and the Library, Professor Ball personally inscribed both copies in appreciation of Mr. Alessi's professionalism and support.

Literally Speaking Resumes: On January 17th , the Central Library's book discussion series, *Literally Speaking*, launched its 2006 season with the popular novel *The Kite Runner* by Khaled Hosseini . More than 25 people, some regular attendees and many newcomers, attended the program led by librarian Cynthia Van Ness (Humanities and Social Sciences Department).

Detained Youth Benefit from Recycled Collections: The library at the Erie County Detention Center has benefited from the closing of Buffalo branch libraries. Some young adult materials not being used by other libraries have been delivered to the Detention Center to expand its collection of youth reading materials. On January 26th , B&ECPL's Shipping Department delivered 18 boxes (approximately 540 volumes) to the Center. The items were primarily young adult fiction titles, but some biographies and other non-fiction works were included. Reference materials that might assist the Center's educational program were provided. Another shipment is planned for the end of February or beginning of March. The Erie County Detention Center is served by the Institutional Services Division of the Department of Extension Services.

Old Main Street Comes Alive in Special Project: Librarian Cynthia Van Ness (Humanities and Social Sciences Department) led a tour of the Grosvenor Room for a group of high school students from across Erie County who are creating video documentaries that showcase aspects of life and history on Main Street . The group returned more than once to continue their research and make use of the unique historical resources of the Central Library.

Fine Revenues Show Mixed Results for January 2006: In January, System-wide receipts for 37 libraries totaled \$100,170.03, which compares to a total of \$94,738.90 collected by the 52 libraries that were open in January 2005. This represents an increase of \$5,431 or 5.73%. (The 2006 Adopted Budget anticipated a 4.44% decrease in collections over 2005.) Central Library fine receipts of \$20,248.45 showed a significant increase, up \$5,340.15 or 35.82% from January 2005, despite reduced hours of service in the Business, Children's and Grosvenor Departments. The 8 open Buffalo Branches collected \$9,125.41, a modest decrease of \$131.76 or 1.42% over the amount the same 8 branches collected in January 2005. The 28 open contracting libraries collected \$70,796.17, an increase of \$11,318.99 or 19.03% over the amount the 28 libraries collected in January 2005. (Note: results for all but one library are final. Results for that library are estimates based on circulation system reports. Part of the total increase can be attributed to the budget turmoil in late 2004 and early 2005, which resulted in the temporary suspension of the request system, and delayed start of Sunday hours, depressing January 2005 revenue performance.)

2005 Year-End Reports Completed: Working closely with administrators Ann Kling and Carol Batt and librarian Kelly Donovan , CIO Shirley Whelan and her Network staff have completed a spreadsheet compiling circulation, collection and patron

statistics needed to prepare the annual State report required by the Division of Library Development in Albany. Data is being verified and will be distributed to each library as the validation is finalized. E-rate Application Process Continues for Funding Year 2006/07: It is crunch time for the completion of Form 470 applications for reimbursements under the Federal E-rate Program. The filing window closes at 11:59 pm EST on Thursday, February 16, 2006 . On February 6 th , bids for B&ECPL's Internet service were opened. CFO Ken Stone , CIO Shirley Whelan and Network Support's Johnny Hsu are reviewing responses. The vendor to be awarded the contract should be selected by February 10 th and a contract signed in time for the February 16 th E-rate filing deadline. Two vendors submitted bids that are significantly lower in price than B&ECPL's current service, provided by AT&T under New York State contract. Miscellaneous Meetings and Appearances: On January 21 st , Board Chair Rebecca Pordum , COO Mary Jean Jakubowski , CFO Ken Stone and the Director joined contract library board members and directors at the Lackawanna Public Library for the first quarterly meeting of the Association of Contracting Library Trustees (ACT). On February 2 nd , COO Jakubowski, CFO Stone and the Director met with the Board of the Librarians' Association to discuss issues of mutual concern. On February 7 th , the Director attended a meeting with Erie County Commissioners and Deputies, then joined staff for a meeting with UB's Professor Henry Sussman, representing the Humanities Institute, to discuss future program collaborations. On February 8 th , the Director delivered the annual State of the Library address to assembled staff and trustees. From the B&ECPL Board, trustees Phyllis Horton , Elaine Panty , Judy Summer and newly appointed Sheldon Berlow attended. From contracting library boards, Deborah Carr-Hoagland (Aurora), Karen Sherwood (Hamburg) and Mark Stevens (Orchard Park) were present. Members of the Erie County Legislature's staff, including Paul Henderson and Rebecca Town , attended . In all, a total of approximately 200 attended either the morning or afternoon session.

Agenda Item G Report of the Foundation Director. Executive Director Anne Leary was not in attendance, and no written report was provided to trustees.

Agenda Item H Public Comment. John Klukowski, 189 Cazenovia, Buffalo , believes people are willing to pay for library services. His son needed a John Steinbeck novel that was not available at Dudley , so he was forced to purchase a copy. He wants to see closed libraries opened up again and services improved rather than new libraries.

Trustee Berger left at approximately 5:10 p.m.

ElizaBeth Berry, representing Save Our Libraries, complained that no meeting rooms are available for community groups in South Buffalo now that Cazenovia is closed. Dudley 's room is off-limits because it is filled with boxes of books that staff has not had time to shelve. Niagara is having problems due to cuts in hours, which is exacerbated by the closing of the Northwest Reading Room. Buffalo residents are not receiving good library service, and this is reflected in the statistics. What is this Board going to do to return services to residents?

Trustees Gist and Juncewicz left at approximately 5:15 p.m.

John Foss, Supervisor of the Town of Marilla , told trustees how much the residents of Marilla appreciated the Board opening up discussion about the library closing process by letting the Town become involved in determining the fate of the Marilla Free Library. When that opportunity was presented, Town officials immediately began working to find a way to keep the library open. Residents of rural areas of Erie County are rarely asked to be involved in seeking solutions. Marilla residents are very appreciative and look forward to continuing to work with the Library Board. The library is an integral part of life in Marilla.

Chair Pordum congratulated Mr. Foss for his fine work on behalf of Marilla residents.

Agenda Item I Unfinished Business. No unfinished business.

Agenda Item J New Business.

Agenda Item J.1 2006 Goals and Objectives. Mr. Mahaney said the Goals and Objectives being presented reflect the Board's adopted Strategic Plan, Five-Year Plan of Service and Technology Plan. On motion by Ms. Horton and a second by Ms. Panty, approval was unanimous.

RESOLUTION 2006-6

WHEREAS, the B&ECPL administrative team has compiled Goals and Objectives that reflect the Library's Strategic Plan, its 5-year Plan of Service, its 3-year Technology Plan, ongoing programs, major projects and other issues that demand attention , and WHEREAS, these Goals and Objectives are criteria by which the Library evaluates success in achieving its mission of service to the community , and WHEREAS, the staff has compiled these Goals and Objectives and presented them to the Board of Trustees for information and action , now therefore be it RESOLVED, the Board adopts the attached Goals and Objectives for 2006.

Agenda Item J.2 Amend Internet Policy. Mr. Mahaney presented a modest amendment to the Internet Policy. This change will allow people to bring their own laptops into the Library to take advantage of wireless access. These users will not be required to apply at a desk, but they will need to supply a little information for an online registration. All access via WiFi will be filtered. Anyone requiring unfiltered access must use one of the Library's computers. Ms. Horton moved for approval and was seconded by Mr. Buck. The resolution was approved unanimously.

RESOLUTION 2006-7

WHEREAS, the B&ECPL Board of Trustees routinely reviews and amends standing policies to ensure that they remain timely and effective and advises contracting libraries of such proposed changes pursuant to Paragraph SECOND of the annual agreement , and

WHEREAS, B&ECPL staff and trustees are due to undertake a comprehensive review of the Library's Internet Safety and Acceptable Use Policy , and

WHEREAS, prior to that comprehensive review, the B&ECPL Board of Trustees must amend the policy to permit the introduction of wireless connectivity at the Central Library and at other locations equipped to offer that service , and

WHEREAS, the proposed plan does not require visitors who wish to use B&ECPL's wireless connectivity through their personal laptop computers, for example, to meet borrower eligibility criteria as defined in current policy , and

WHEREAS, wireless access involves no staff interaction, but will require the completion of a simple online registration process , and

WHEREAS, all wireless access at any B&ECPL location equipped to provide that service will be filtered, and adult patrons who require unfiltered access must meet the current policy's criteria and register with Library staff to use Library computers capable of disabling the filter in a manner consistent with the policy , now therefore be it

RESOLVED, that the Board of Trustees approves the proposed amendments to B&ECPL's Internet Safety and Acceptable Use Policy and will share specifications and costs associated with providing such service with all contracting libraries in the event they should wish to offer it to their patrons.

Agenda Item J.3 Special Event: Mark Twain Gala. Mr. Mahaney noted that Ms. Collins had touched on this event in her report. This resolution requests an advance from the Library's private funds for this special National Library Week event. The funds will be reimbursed pending receipt of proceeds. Sponsorships are anticipated for this event. The Director believes it is a secure investment and that returns will certainly outweigh the investment. Ms. Summer moved for approval. Ms. Horton seconded, and approval was unanimous. Ms. Summer added that she attended the previous Mark Twain-NYLA event and said it was wonderful.

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WHEREAS, the Buffalo & Erie County Public Library has made a commitment in its plan of service to affirm the Central Library's role as a unique downtown destination, and

WHEREAS, special events programming is an integral part of the strategy to accomplish this objective, and

WHEREAS, monetary resources through Erie County operating funds and government grants are not always adequate or appropriate for this use, and

WHEREAS, the Library has created a Development Office for the purpose of seeking private funds to support these basic services and collections, and

WHEREAS, the Director of Development, in conjunction with Library staff, has planned a special event, which is also a fundraising opportunity, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approves that expenses for this National Library Week event be advanced, as necessary, through the use of the Library's private trust funds, pending the collection of receipts from attendees and/or sponsors, at an amount not to exceed \$7,500.

There being no further business, on motion by Mr. Buck and a second by Ms. Horton, the meeting was adjourned at 5:25 p.m.

Respectfully submitted,

Frank Gist
Secretary