

## MINUTES

### REGULAR MEETING OF THE

### BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

JULY 20, 2006

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, July 20, 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

Richard L. Berger, Treasurer

Sheldon M. Berlow

Phyllis A. Horton

Hormoz Mansouri

Elaine M. Panty

Judith K. Summer

Sharon A. Thomas

Wayne D. Wisbaum

George M. Zimmermann, Trustee Emeritus

Excused: Jack Connors, conflict

Frank Gist

Annette A. Juncewicz, conflict

John B. Long

Susan Maggiore, out of town

Chair Rebecca L. Pordum called the meeting to order at 4:03 p.m. in the Joseph B.

Rounds Conference Room.

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

Agenda Item C Minutes of Meetings of June 15, 2006 and July 6, 2006 . Minutes were moved by Ms. Horton, seconded by Ms. Panty and approved unanimously.

Trustee Wisbaum arrived at approximately 4:05 p.m.

Agenda Item D Report of the Chair. Ms. Pordum stated she and the Director met with the Elma and Angola Public Library boards, with Ms. Panty also in attendance at Elma. Discussion centered around planning issues going forward.

Trustee Buck arrived at approximately 4:06 p.m.

At Elma, trustees mentioned that patrons occasionally buy books and donate them to the library, but due to standing request lists, the gift book often begins circulation at another library. Months may pass before a donor sees the gift book at the intended library, which could discourage donations. This may simply require a change in procedures or practice. Additional meetings with contracting library boards are scheduled for fall. Another topic of discussion was funding needs for 2007. The Library administration's main focus will be to bring libraries currently operating below minimum State standards up to the required level. That proposal will be brought to the Board as part of the annual budget request.

The Chair reported she and Vice Chair W. Lawrence Buck met with Deputy County Executive Bruce Fisher to discuss next year's budget. It was an informative meeting, and it is important to keep lines of communication open to talk library to all elected officials. Mr. Buck agreed the meeting was useful, and Mr. Fisher acknowledged the Library has some needs. Mr. Fisher believes the B&ECPL could make a strong case for additional money, but a strong advocacy campaign is essential, so the Legislature gets the appropriate message.

In regard to upcoming meetings about transferring funds from the Library Foundation to the Community Foundation of Greater Buffalo, Ms. Pordum asked all trustees to submit their questions to her as soon as possible. The Foundation would like to receive trustees' questions by August 1 st . The Chair remarked on the meeting list distributed to trustees. In particular, she pointed out that the August and September Executive Committee and Board meeting dates have been moved back one week.

Mr. Wisbaum stated that one of the Library Foundation presentations had been scheduled for August 17 th at 2:30 p.m. to coordinate with the B&ECPL Board meeting. Although the Board meeting date has been moved to the 24 th , the presentation will remain on August 17 th , and all trustees are welcome. The sessions will be hosted by Business First at its Conference Center , courtesy of Trustee Jack Connors. The

sessions will be open to the public. Ms. Pordum expressed regret that she would be unavailable to attend either of those sessions and stated she had previously informed Mr. Berger of her schedule conflict. The Director will be out of town that week and also unavailable. Mr. Wisbaum agreed it was unfortunate that everyone's schedule could not be accommodated, but believes it is important that trustees who have not yet heard the presentation receive information as soon as possible. Delaying the matter until fall is inadvisable since the Attorney General had been assured this process would move forward. Dr. Mansouri stated it was not essential for everyone to be at the presentation, but all are welcome, and he passed out meeting notices to those in attendance. Should a trustee like a presentation on a different date, he feels confident something could be arranged.

Mr. Berger stated Anne Leary asked him to be one of the presenters at the meetings and said he would like to have questions in advance if possible to allow him sufficient time to provide answers. Ms. Pordum assured him that he and Victor Rice would receive trustee questions promptly.

Agenda Item E Committee Reports.

Agenda Item E.1 Executive Committee. Mr. Buck reported the Committee met on July 13 th . Proposed agenda items were discussed, and each item was confirmed.

Agenda Item E.2 Trustee Berger stated there were two business items requiring Board approval, and said the monthly financial report indicates the Library is doing very well relative to the 2006 budget. He asked Deputy Director Kenneth Stone to explain items.

Agenda Item E.2.a Contract Library Transfers. This involves routine transfers within the Hamburg Public Library. Ms. Horton moved for approval and was seconded by Ms. Panty, whereupon the matter was approved unanimously.

RESOLUTION 2006-35

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

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approve transfers totaling \$7,546 within the budget of the Hamburg Public Library.

Agenda Item E.2.b Budget Transfer for Library Materials. Mr. Stone explained this action would transfer \$500,000 from the unemployment insurance account in the 2006 budget to the library materials budget. As was previously discussed and approved, when the Library had a good indication of how much money is needed for one-time termination costs, remaining funds would be moved incrementally into the library materials account to offset budget shortfalls in that line. This is one reason why the library materials budget started the year at \$1.9 million, roughly half of what it should be. He reminded trustees that Resolution 2006-11 applied the 2005 year-ending library

materials budget to the 2006 library materials budget. This second increment of \$500,000 would bring the total year-to-date budgeted amount for library materials up to \$3.1 million, which is 62% of what was actually spent in 2003. Mr. Stone believes the overall B&ECPL budget is sound and that this transfer is possible, in part, because the County funding shortfall in 2005 shifted more of the termination and transition expenses to the last quarter of 2005 rather than 2006. The resolution was moved by Ms. Thomas and seconded by Ms. Summer.

Dr. Mansouri asked for clarification on why additional funds were in the unemployment insurance expense line. Mr. Stone explained that a normal library materials budget approaches 15% of operating budget, and in the 2006 budget that would be approximately \$4 million. However, when the 2006 budget was being prepared in the summer of 2005, it was necessary to create a new library materials budget line by taking money from other lines because the County had ceased to fund the library materials budget from capital monies. Staffing cuts were required to allow the Library to operate within its \$21.7 million allocation, resulting in higher than normal unemployment costs. The dollars estimated for termination expenses were deducted from the library materials budget, with the understanding that any extra funds not needed for termination payouts would go back to the library materials budget. Fortunately, the Library's total unemployment costs are under budget and are expected to be in the range of \$500-600,000. The budgeted amount of \$1.2 million was estimated to ensure coverage in a worst-case scenario. However, due to laid off employees finding other positions and the fact that layoffs occurred late in 2005 rather than early 2006, B&ECPL exposure to unemployment insurance was significantly lower than it could have been had most of the former employees remained on unemployment for a longer period of time. Erie County is self-insured for unemployment insurance. A typical unemployment bill for the Library is \$10-15,000 per year, so normally it is less expensive for the County to be self-insured.

Dr. Mansouri remarked that if former employees become unemployed within one year, the Library is still liable for a portion of those unemployment costs. He asked whether the Library had sufficient reserves remaining to cover that event. Mr. Stone replied that the amount remaining in the unemployment line is sufficient to cover that circumstance. Total unemployment costs projected for 2005 and 2006 are \$500-600,000. Of this total, \$281,000 was expensed in 2005. Through June 2006 the expense was \$199,000. The budget was \$1.2 million, so even after reducing this by one-half million dollars there will still be more than \$500,000 remaining in reserve to cover any unanticipated unemployment costs for the remainder of 2006. Projections for 2005 had presumed a larger number of employees would be laid off, so the budget was calculated at the maximum rate for every individual. The \$1.2 million budget represented the maximum amount that could be claimed. The reason the funds were extracted from the book budget is that library materials are a capital asset. In less than a worst-case scenario, which was fully expected, the money would then be available to return to the library materials line.

Mr. Berger said it was important for trustees to know whether or not there were adequate reserves remaining in the unemployment line to cover those expenses through the remainder of 2006, and stated it is now clear that there are sufficient reserves.

Dr. Mansouri wondered whether it was really necessary to close so many libraries if there was a large reserve in the unemployment expense line. Mr. Stone explained that the one-time, non-recurring unemployment expense was taken from the library materials budget to avoid additional cuts later. It would not be reasonable to maintain a larger staff presence than could be sustained in future years. For example, if all reductions had not been made, there would be insufficient funds in the book budget. The plan, as stated, was to budget for a worst-case scenario. If all the expenses had occurred, they would have been completed by the end of 2006 and the one-time unemployment costs within that \$21.7 million would have then been available on a recurring basis to support the library materials budget in 2007. Had more libraries remained open, the B&ECPL would be in a position of being unable to absorb the recurring costs and also maintain an adequate materials budget.

Mr. Stone went on to say another issue will soon come into play. If the County is not able to provide a supplement in funding next year, based on current projections and the fact many employees retired rather than face unemployment, the Library will now be responsible for paying retiree medical expenses at an earlier point in time. This is a recurring expense for a long period of time that may affect the materials budget in the future if supplemental funding is not received. The County is also projecting a 10% increase in regular health insurance costs. Retirement contributions may decrease slightly, but just the cost to operate libraries open now with the same level of staffing and without pay increases will rise by significant six figures.

Dr. Mansouri asked whether unemployment costs could have been projected more precisely by factoring in employee retirements when the budget was planned. Mr. Stone stated it is illegal to ask employees if they plan to retire. He reminded trustees that this budget plan was presented to the Board last year and also to the Erie County Fiscal Stability Authority and Erie County Budget Office in July of last year. The concept has been detailed and has appeared on the website since last year. This resolution simply allows the Library to rebuild the book budget a bit sooner than would have been the case had it incurred the worst-case scenario in termination costs. The Chair called for a vote on Resolution 2006-36 and approval was unanimous.

RESOLUTION 2006-36

WHEREAS, the Erie County financial crisis of 2005 resulted in the County's \$5 million capital budget for library materials not being provided to the Library, forcing the Library to begin downsizing in fall 2005 to free up funds to purchase library materials during the second half of 2005, and

WHEREAS, this resulted in a larger share of expenses for unemployment insurance

and termination payouts occurring in 2005 rather than had been planned when developing the 2006 budget, and

WHEREAS, even combining prior year library materials capital allocation balances with fourth quarter 2005 operating reductions to free up funds for library materials purchases, this yielded 2005 expenditures of less than one-half the level of previous years, and

WHEREAS, the need to address the 2006 budget's \$7 million reduction in County support vs. 2004, including the need to offset anticipated one-time downsizing costs, resulted in a 2006 adopted budget for library materials also being approximately one-half a normal year's budget, and

WHEREAS, maintaining a constant flow of new library materials is the life blood of any public library, consequently a reduced flow of new materials results in prolonged library patron wait times to obtain newly published works, reduced library circulation and reduced revenue from fines and lost book fees, and

WHEREAS, recognizing the need to rebuild the library materials budget, the Board of Trustees adopted Resolution 2006-11 re-appropriating \$555,485 in 2005 ending library fund balance into the 2006 library materials budget, which when combined with the \$23,497 transferred to the account via Resolution 2005-60 increased the 2006 library materials budget to nearly \$2.6 million (10% of the operating budget), and

WHEREAS, based upon a review of year-to-date expenses, \$500,000 could be safely transferred from the unemployment insurance budget to the library materials budget, bringing the library materials budget up to \$3.1 million and 12% of the 2006 operating budget, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approves the following transfer within the 2006 Operating Budget:

From: SAP 502060 Unemployment Insurance \$500,000

To: SAP 561450 Library Books and Media \$500,000

Agenda Item E.2.c Monthly Financial Report. The financial report for the period ending June 30, 2006 was provided for information.

Agenda Item E.3 Bylaws Committee. Ms. Horton reported the Bylaws Committee met on July 13 th . Bylaws are reviewed on a routine basis approximately every three years. Issues that need to be revised were identified. All trustees were asked to review current Bylaws and forward suggested changes to the Director. Once everything is reviewed and approved by the Library's attorney, the Bylaws Committee will submit all proposed changes to the Board for approval. Director Michael Mahaney stated copies of the

Bylaws are available and are also posted on the Library's website. In regard to the website, Dr. Mansouri asked why the Library Foundation page was removed from the Library's website. The Director replied the website is currently undergoing reorganization and revision by the Library's new webmaster.

Agenda Item F Report of the Director. Director Michael Mahaney reported on the Harlem Book Fair gala held at the Statler Ballroom. The following day a number of exciting programs were held at the Central Library, and attendance at Central that day was double the norm.

The Director stated the annual Battle of the Books finale will be held on July 29<sup>th</sup> at Erie Community College South. Legislators Kathy Konst and Michele Iannello are planning to be guest readers for the competition, and trustees are invited to attend. During this competition, children answer questions (in Jeopardy-like format) that relate to a selection of age-appropriate books. It is a great way to motivate and encourage young adult readers.

Mr. Mahaney reported he and Mr. Stone attended a meeting with staff of the Erie County Budget Office to receive budget instructions. It presented an opportunity to discuss the Library's 2007 budget with Budget Director James Hartman and the fact there are libraries in the System that do not meet minimum State standards. It is our responsibility to bring libraries up to State standards, not only because of the impact on public service, but also because of the potentially serious negative impact on State Aid. Another meeting will be held with Budget Office staff on August 3<sup>rd</sup>.

The Director reported the Library's two tractor-trailer units are to be sold at public auction by Erie County over the weekend. Between 1947 and 2005, Erie County's mobile libraries provided library services to remote areas of Erie County through the book•mobiles and also to communities where there was no convenient access to a library. It is important for everyone to remember that for 58 years the people who worked in the mobile libraries division did some very important, valuable work for this community. While this marks the end of an era, it doesn't mean the B&ECPL is going to ignore the possibility of including such outreach in the future. However, if mobile outreach is to return, the format would be changed to use a different type of vehicle, so the book•mobile tractor-trailers essentially lived out their useful lifespan.

Trustee Wisbaum inquired whether the Library would entertain private funding to re-establish a mobile outreach program and asked if there was a plan to implement that service, or perhaps other options such as satellite services. Mr. Mahaney said a proposal would certainly be considered, but it could not be re-established as a short-term project, but rather would have to be a recurring service. The Library has an outreach responsibility to the community, so once the Library System is stabilized in traditional areas, other avenues can be explored. It is an expensive service to operate. Mr. Wisbaum said some service would have to be undertaken this year if funds were obtained. The Director replied that a scaled-down mobiles operation had been devised

that would cost about \$400-500,000 per year to operate. That does not include materials or the actual trucks. Mr. Wisbaum suggested a series of satellite stops such as community centers or meeting rooms in combination with mobile services. Mr. Mahaney said he would need to know how much money would be available, whether it would be recurring, and if a one-time capital outlay would be included. Mr. Wisbaum said he would get back to Mr. Mahaney with details within the next few weeks. He stated these services should be geared to serve the elderly and/or financially needy youth populations. Chair Pordum reiterated the Library would look at all proposals to increase service to the public. Mr. Mahaney stated the scaled-down mobile outreach plan targeted youth at risk, seniors and disabled populations. Ms. Pordum invited Mr. Wisbaum to attend Planning Committee meetings to explore this possibility.

Ms. Panty inquired whether the proceeds from the sale of the mobile units belonged to the Library or Erie County. Mr. Mahaney replied that the mobile units were purchased by the County with capital money, so the money belongs to Erie County. However, some legislators have indicated a preference for the proceeds to go to the Library. It remains to be seen if the Library will receive these funds. Ms. Pordum asked to be informed of the outcome of the auction.

Mr. Berlow questioned the lack of publicity surrounding Harlem Book Fair events. Development Officer Ruth Collins replied that Jennifer Parker of Black Capital Network coordinated the project both last year and this year. Ms. Collins believes Ms. Parker followed through and did everything that needed to be done in terms of publicity. However, the Buffalo News does not always pick up on things as much as organizers would like, and Ms. Collins stated she was disappointed in the newspaper's recap. Assistant Deputy Director Ami Patrick worked closely with Ms. Parker and provided a great deal of assistance. Mr. Berlow said that publicity must be improved for this event the next time it is held. Mr. Mahaney stated this year's event was greatly improved over the first year, but agreed there is room for improvement.

Mr. Berlow then asked about the Library's sponsorship of a recent event at Shea's Theatre. Ms. Collins stated the theatre probably made use of the Library's collections and that is why the B&ECPL received a credit. This has happened in the past with other theatre groups. The Library was not aware of this program and was not asked to be involved. Ms. Collins stated it may be beneficial in the future to take out ads to promote Library events. Mr. Berlow said free public service announcements are preferable to ads and feels the Library needs to capitalize on any events of this nature.

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

Mid-Year Budget Hearing Well Received: On June 27 th , CFO Ken Stone , COO Mary Jean Jakubowski and the Director appeared before the Erie County Legislature to deliver a mid-year status report on the 2006 budget. Staff used this opportunity to fulfill multiple objectives, including a reminder about the importance of renewing the Library Protection Act and an invitation to visit the Central Library for a demonstration of

electronic resources that legislators and their staff can use to serve their constituents better. Legislators present included Demone Smith (Chairman of the Finance and Management Committee), Maria Whyte, Kathy Konst, Cynthia Locklear, Michele Iannello, Mike Ranzenhofer, Bob Reynolds and Tom Loughran . Legislature Chair Lynn Marinelli attended a portion of the presentation and spoke with staff afterward. The hearing was encouraging. Legislators commended the Library for responsible and responsive operations under difficult circumstances, and they appeared favorably impressed with the report they received. Several legislators raised questions, which the staff was able to answer to their satisfaction. While no one made promises or guarantees regarding 2007 funding, legislators acknowledged that the Library had suffered excessive cuts between 2004 and 2006, and some expressed their desire to repair some of the damage. The session was cordial, and several legislators took additional time after the presentation to discuss Library matters further. This first-time mid-year hearing represented an unofficial kick-off for the 2007 budget process, which will consume a great deal of time and attention between now and early December, when the final 2007 budget will be adopted. (A packet of materials presented to the Legislature is attached to this report.) Harlem Book Fair Buffalo Draws a Crowd: Although final revenue results have yet to be released, the 2006 Harlem Book Fair Buffalo clearly surpassed last year's inaugural event in excitement and attendance. Friday evening, July 7<sup>th</sup> , Mayor Byron Brown welcomed guests to a gala reception co-chaired by Mary Ann Kresse and Buffalo School Superintendent Dr. James Williams , with American Idol crooner John Stevens entertaining guests in the Statler Ballroom. The following day, Central Library events attracted larger audiences than the 2005 event, with headliners Paul Robeson, Jr ., Jerry Pinckney , Sharon Draper, Lauren Belfer and others on the program. On a typical Saturday in summer, the Central Library might attract 800 to 875 visitors. On the date of this year's Harlem Book Fair, that turnstile count doubled, with 1,632 visitors! More details will be provided as they become available.

Planning Activities Continue: As part of ongoing efforts to craft a five-year plan of service for the Buffalo and Erie County Public Library, a new feature has been introduced to the Library's home page. The public is encouraged to visit the Library's website at [www.buffalolib.org](http://www.buffalolib.org) to participate in a brief online survey that seeks to determine the most convenient time for patrons to visit the library, how much more patrons might be willing to pay for library service, what types of materials and programs should be offered and what features are most important in a library building. In addition, patrons may complete a Top Ten List, where they can rank the basic service and resource categories they find most important to them. Printed copies of the ranked questionnaire are also available at every B&ECPL location. Finally, an online submission form is available for more detailed responses or to share ideas and suggestions regarding future library service in a narrative form. The results of this process will be integrated into a draft five-year plan, which will also include feedback from administrative visits to all libraries and departments as well as meetings with trustees and other stakeholders. Professor George D'Elia of the UB School of Informatics, an expert on survey design and data analysis who has conducted studies of

library use throughout the United States, has been contacted to determine whether a scientifically valid telephone survey can be conducted to reinforce the findings of the Library's informal survey instruments. Public meetings will be conducted later this summer to report results and exchange information.

**Huge Book Sale to Benefit Buffalo Branches:** On Saturday, July 15<sup>th</sup>, the Central Library invites the public to the largest used book sale it has conducted in several years. A wide selection of children's items will be available, including readers, picture books, fiction and nonfiction, for \$1.00 each, plus tax. Fiction, foreign language, nonfiction and young adult fiction titles will sell for \$1.00 each, plus tax. Paperbacks are priced at 50 cents each, plus tax. Reference books are available from \$3.00 and up, plus tax. A special Collector's Corner section will be priced as marked. The sale is open to the general public and will be located on the ground floor. All proceeds benefit City of Buffalo Branch Libraries.

**Birthday Bash Celebrates 110 Years of Service to Children and Summer Reading Kickoff:** On June 29<sup>th</sup>, children, parents and other caregivers crowded the Central Library for a combined celebration of 110 years of service to the youth of Erie County and the official start of summer reading programs. More than 220 people attended a morning performance by In Jest, where the Mason O. Damon Auditorium was a sea of children wearing deely boppers, a birthday gift from the Children's Room (CR) staff to its patrons. Approximately 85 people joined staff in the West Room to sing Happy Birthday to CR and share slices of birthday cake. This group stayed until 3 p.m. enjoying crafts, face painting and a magic show from Mr. J. in the Ring of Knowledge with a wonderful new treasure-hunting display as a backdrop. The Graphics Department staff (creators of the handsome display) took photos of the kids throughout the festivities and in front of the Kingdom of Reading.

**Children's Room Open Fridays:** Effective July 7<sup>th</sup>, the Children's Room resumed hours of access each Friday from 10 a.m. to 6 p.m. This restoration of service is the result of reconfigured staffing and does not increase operating costs.

**Pilot Projects Intend to Control Costs and Maximize Productivity:** On June 26<sup>th</sup>, the East Clinton Branch, Lancaster Public Library, Business, Science and Technology Department, Humanities and Social Sciences Department and the Grosvenor Room began participating in a centralized serials processing project. Still in its infancy, this pilot is designed to reduce the time and cost associated with processing new magazines and serials, relieving staff from marginal tasks so they can devote themselves to direct public service activities. If the pilot is successful, the program will be implemented system-wide. As another measure to manage expenditures and human resources better, the Processing Department has begun to implement (on a limited basis) the centralized processing and packaging (standardized binders) of audio books on CD. Currently, the Central Library and Buffalo Branches are participants.

**Miscellaneous Meetings, Appearances and Publications:** Librarian Cynthia Van Ness (Humanities and Social Sciences Department) is the author of *Is There a Buffalo in Your Family?* published in the Spring 2006 issue of *The New York Researcher*. Business, Science and Technology Manager Ward Pautler attended the American Library Association Annual Conference in New Orleans from June 23<sup>rd</sup> through June 27<sup>th</sup>. On June 26<sup>th</sup>, Assistant Attorney General William Maldovan convened a meeting of B&ECPL Chair Rebecca Pordum, Trustees Annette Junczewicz and W. Lawrence Buck, Trustee Emeritus George M. Zimmermann and the Director

with representatives of the Library Foundation ( Richard Berger, Hormoz Mansouri and Wayne Wisbaum ) and Foundation attorney Sharon Kelly to discuss the proposed transfer of assets from the Library Foundation to the Community Foundation of Greater Buffalo. On June 29 th , librarians Mary Ann Tingley, Angela Pierpaoli, Suzanne Colligan and Daniel Caufield conducted a dress rehearsal of a presentation that highlights the valuable electronic resources B&ECPL offers to benefit legislators, their staffs and the constituents they serve. On July 11 th , Chair Pordum , Trustee Elaine Panty , COO Jakubowski and the Director met with Legislator Kathy Konst and the Board of Trustees and Director of the Elma Public Library to discuss issues of mutual concern, including expectations for the 2007 Library budget. On July 12 th , the Director hosted a Central Library tour followed by lunch at Fables for the 2001 class of Leadership Buffalo.

Agenda Item G Report of the Foundation Director. No information provided.

Agenda Item H Public Comment. Valerie Niederhoffer of West Avenue, Buffalo, feels neighborhood libraries need their own librarians, someone who becomes part of the community. It is especially important for children to feel their librarian is a friend.

ElizaBeth Berry, representing Save Our Libraries, commented on the survey questions being collected by the B&ECPL for the strategic planning process and asked for a copy of the draft strategic plan. She requested an accounting of monies that were obtained from various library fundraising events.

Ms. Pordum informed Ms. Berry she would be given information on fundraising. She also reported the Buffalo Library Services Committee will meet to receive comments on the library planning process at the Dudley Library on August 1 st at 6:00 p.m.

Agenda Item I Unfinished Business. No unfinished business.

Agenda Item J New Business.

Agenda Item J.1 Approve New York State Annual Reports. Each year the B&ECPL is required to file an annual report with New York State in order to qualify for State Aid. It is a complex, time-consuming effort. Ms. Summer noted the report mentions a Disaster Policy, which the B&ECPL does not have. She inquired if this is something the Policy Committee should look at. The Director stated that while the Board has not adopted a Disaster Policy, some elements of one are in place, such as an evacuation plan. He suggested this is something that could be considered, particularly in light of new Homeland Security compliance issues that need to be addressed. To be included in the Annual Report, a Disaster Policy would need to be adopted by the Board after approval by the Policy Committee. The Director said he would ask staff to prepare information for Policy Committee review. Mr. Buck made a motion, which was seconded by Ms. Horton and carried unanimously.

RESOLUTION 2006-37

WHEREAS, the Library System Basic Aid, Local Library Services Aid (LLSA)

Local Services Support Aid (LSSA), Central Library Book Aid (CBA), Central Library Development Aid (CLDA), Coordinated Outreach Library Services Aid, State Correctional Facilities Aid, and Services to County Jails (Interinstitutional) Aid are annual New York State statutory aid programs aimed at assisting library systems, central libraries and local libraries in developing collections and providing services to their constituents, and has provided funding for many years, and

WHEREAS, in order to maintain the Library's charter as well as qualify for State Aid, each library files reports annually with New York State summarizing achievements, activity and financial performance, and

WHEREAS, the B&ECPL files a Library System Report and a Public Library Report, while each contracting library also files a public library report, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Buffalo and Erie County Public Library Annual Report for Public and Association Libraries 2005 has been reviewed and accepted, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Buffalo and Erie County Public Library Annual Report for Library Systems 2005 has been reviewed and accepted, and be it finally

RESOLVED, that the Library Director transmit the completed online reports to the State Division of Library Development.

Agenda Item J.2 Approval to Purchase SirsiDynix Enhanced EnvisionWare PC Management Software. Mr. Mahaney stated the B&ECPL has provided computer access to the public for almost ten years. The current procedure is very labor intensive for staff to register patrons, set up correct profiles and manage printing. Patrons have said they would like to be able to obtain access themselves without interaction with employees. Due to the decreased workforce, it would be advantageous for staff to spend more time on outreach, programming, etc., rather than booking people on and off computers. In addition, there are deficiencies in how the printing operation is managed. Further, there is a need to explore e-commerce so people can use credit cards from home to pay fines and reserve books at night. For a number of years, the B&ECPL has looked at products that would enable it to provide these services. The Library's software vendor has now developed a program that will work with B&ECPL's automation system. The Director said a portion of the purchase cost would be covered by Gates grant funds. Ms. Horton moved for approval and was seconded by Dr. Mansouri. Approval was unanimous.

RESOLUTION 2006-38

WHEREAS, the Mission of the Buffalo and Erie County Public Library is to Connect our diverse community with library resources that enrich, enlighten and entertain, and

WHEREAS, providing public access computing services to all patrons, rich or poor, young or old, is part of this Mission, and

WHEREAS, B&ECPL patrons logged nearly 350,000 public access computing sessions in 2005, and WHEREAS, B&ECPL staff has been reduced significantly yet still must manage effectively public access computing activities at the Central Library and all 36 branch and contract library locations, and

WHEREAS, SirsiDynix, B&ECPL's proprietary library automation system vendor, has collaborated with EnvisionWare, the largest publisher of PC Management solutions, to create the unique SirsiDynix Enhanced Envisionware Interface , providing a version of the EnvisionWare Public Access Computing Management software that is highly integrated with the Library's automation system, allowing the Library to meet both current and projected PC management and related needs, and

WHEREAS, the level of integration and operability provided is not available from other sources, and

WHEREAS, SirsiDynix offers significant quantity discounts to purchase EnvisionWare software for all library locations at one time, and

WHEREAS, the system-wide cost for this SirsiDynix upgrade is \$92,065, and

WHEREAS, the Buffalo and Erie County Public Library was awarded a \$301,500 grant by the Bill and Melinda Gates Foundation to replace obsolete personal computers and sustain public access computing services, which will pay for the \$27,272 share of cost for all City of Buffalo sites and the City of Lackawanna, and

WHEREAS, the \$64,793 balance is available within the funds set aside from the 2006 Library Operating budget SAP account 530000 for asset disposition and/or other downsizing costs, and

WHEREAS, use of EnvisionWare software will relieve Library staff of the need to perform time-consuming, repetitive tasks so they can redirect themselves to important customer service activities that have been compromised or eliminated as a result of drastic 2005-2006 budget reductions , now therefore be it

RESOLVED, that the Board of Trustees approves the purchase from SirsiDynix of the EnvisionWare Public Access Computing Management System, with the PC Reservation and LPT: One Printer Cost Recovery modules, with related installation services, for a total cost of \$92,065, and be it further

RESOLVED, that the Board of Trustees approves a budget transfer within the following

2006 Library Operating Budget accounts:

FROM: SAP 530000 Other Expenses \$64,793

TO: SAP 561410 Lab & Tech Equip. (software) \$55,214

SAP 516080 Professional Services \$ 9,579

Total TO: \$64,793

Agenda Item J.3 Staff Development Day. Mr. Mahaney stated the Library System has gone through a great deal of upheaval during the past 18 months. Staff morale is low due to transfers, shortage of personnel, new duties and lack of training. Management is recommending that the B&ECPL gather as many staff as possible together in one location so they can hear some of the information Board members heard recently from Stephen Abram. He is a highly regarded library consultant with an eye to the future. The Library has an opportunity to bring Mr. Abram in for one day to give a presentation to this audience. It will also allow for refresher training of some staff and help to rebuild the lines of communication that suffered during recent hardships. This would involve closing down the entire Library System at a time when it would have the least negative impact on service, most likely a Wednesday in October, to bring staff together from all libraries in the County. This resolution would enable the administrative team to plan for such an event. Mr. Buck made a motion. Mr. Berger seconded, and approval was unanimous.

#### RESOLUTION 2006-39

WHEREAS, many organizations, both public and private, set aside time on a recurring basis for intensive and inclusive staff development, and WHEREAS, given the trauma of the past 18 months and the uncertainty and challenges that lie ahead, the B&ECPL administrative team proposes a one-day suspension of all public library service throughout Erie County in order to assemble personnel from all B&ECPL locations under one roof for a daylong series of presentations and job-related activities, and WHEREAS, staff has never been subjected to greater demands or greater anxiety, and a gathering of personnel from all locations might allow them to share common concerns and embrace common goals, now therefore be it RESOLVED that the Board of Trustees authorizes a one-day county-wide suspension of public library service, at a date to be determined, for staff reorientation and renewal.

There being no further business, on motion by Ms. Panty, seconded by Ms. Horton, the meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Frank Gist

Secretary