

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
JUNE 21, 2007

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, June 21, 2007, in the Central Library pursuant to due notice to trustees.

The following members were present:

W. Lawrence Buck, Chair
Frank Gist, Secretary
Sheldon M. Berlow, Treasurer
Richard L. Berger
Phyllis A. Horton
Susan Maggiore
Elaine M. Panty
Judith K. Summer
Sharon A. Thomas
Wayne D. Wisbaum

George M. Zimmermann, Trustee Emeritus

Excused:

Jack Connors, excused
Annette A. Juncewicz, excused
Hormoz Mansouri, conflict
Rebecca L. Pordum, conflict
Mario J. Rossetti, conflict

Chair W. Lawrence Buck called the meeting to order at 4:00 p.m. in the Joseph B. Rounds Conference Room.

Agenda Item B – Approval/Changes to the Agenda. Chair Buck entertained a motion to revise the agenda to add Resolution 2007-28 under Budget and Finance Committee. Ms. Summer moved, Ms. Panty made a second, and approval was unanimous.

Agenda Item C – Minutes of the Meetings of May 17th and May 24, 2007. On motion by Ms. Horton and a second from Ms. Thomas, Minutes of May 17th were approved unanimously. On motion by Ms. Horton, seconded by Ms. Summer, Minutes of May 24th were approved unanimously.

Agenda Item D – Report of the Chair. Mr. Buck welcomed the new Director of Development and Communications, Stanton H. Hudson, Jr., to the meeting. The Chair

introduced Resolution 2007-23 and entertained a motion to intermit the August Board meeting. Mr. Berger moved and Ms. Horton seconded. Approval was unanimous!
RESOLUTION 2007-23

WHEREAS, Article II, Section 1 of Bylaws of the Buffalo and Erie County Public Library states: "...that the Board may, by resolution, intermit meetings for a particular month or months," and

WHEREAS, in the past, the Board has suspended meetings during summer months (i. e., July and/or August) when Library business permits, and

WHEREAS, the Library's 2008 budget request is due in the office of the County Budget Director on August 15th, prior to the scheduled date of the August 2007 meeting, and

WHEREAS, subject to the authorization of the full Board of Trustees, the Library Board's Budget and Finance Committee can finalize and submit the 2008 budget request to Erie County by the prescribed due date, and

WHEREAS, a full report of that budget request can be provided for the Library Board at its September 2007 meeting, and

WHEREAS, absent other urgent business, this action enables the Library Board to intermit its regular August meeting, now therefore be it

RESOLVED, that the August 2007 meeting of the B&ECPL Board of Trustees is hereby intermitted.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. In the absence of Vice Chair Pordum, Director Michael Mahaney reported Trustees Pordum, Berger, Horton, Panty and Summer met on June 14th. The Director and CFO Kenneth Stone explained agenda items proposed for the June Board meeting.

Agenda Item E.2 – Budget and Finance Committee. Mr. Berger stated there were three business items to consider and asked Deputy Director Stone to provide information to trustees.

Agenda Item E.2.a – Erie County 2008 Capital Project Requests. This resolution will provide guidance to staff for developing and prioritizing a capital project request for Erie County. Because the due date precedes the July Board meeting, staff recommends the 2008 request be based upon the Five-Year Plan and the previous two requests, simply because projects approved recently were never funded due to County fiscal constraints. The Library's needs have not diminished, and in some cases have become dire. The first priority for 2008 will be escalator replacement at the Central Library, followed by

continuation of other repair/replacement projects required for Central. These are projects for which State construction funds have already been allocated, but the County share must be secured before these projects can proceed. Priorities for 2009 and beyond would continue renovations at Central, including asbestos abatement, provide funds to facilitate library consolidation projects and fund the acquisition of new computers and office equipment.

Elaine Panty inquired about the timeframe for completion of asbestos abatement at the Central Library. Mr. Stone said the Library is now in "Year 17" of what was originally projected to be a 10-year abatement project. Delays require the Library to expend funds annually to provide quarterly asbestos monitoring as well as pay overtime costs for maintenance work because areas containing asbestos cannot be accessed when the building is open to the public. There is still a considerable amount of square footage within the Central Library that requires abatement.

Trustee Wisbaum arrived at approximately 4:13 p.m.

Trustee Berlow asked if grants were available to cover abatement costs. Mr. Stone stated he was not aware of any grants, other than State construction grants, that provide funds for asbestos abatement in public buildings.

Mr. Buck called for a motion. Ms. Horton moved, Ms. Panty made a second, and approval was unanimous.

RESOLUTION 2007-24

WHEREAS, the time of year to prepare and submit capital project requests to Erie County for the following five-year period is approaching, and

WHEREAS, on June 14, 2007, the Library received the Erie County Division of Budget, Management and Finance's 2008-2013 Capital Budget preparation form and instructions with a due date of July 13, 2007, prior to the Library Board's next regular meeting, and

WHEREAS, the Board of Trustees Executive Committee, at its June 15, 2007 meeting, discussed potential projects, and

WHEREAS, the Committee recommended guidance be provided to the Library Director allowing him to submit a request on a timely basis, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library hereby directs the Library Director to prepare and submit 2008-2013 Erie County Capital Project requests prioritized as follows:

FOR THE 2008 FUNDING YEAR

- * Central Library Escalator Replacement; and
- * Supplementing NY State 2006-2007 approved State Construction Grant Central Library projects (including sidewalk replacement, fuel tank replacement, and mezzanine storage).

FOR THE 2009 AND BEYOND FUNDING YEARS

- * Central Library Interior Renovations & Asbestos Abatement;
- * Library Consolidation Project Incentive Funds; and
- * Computer equipment, office equipment, and vehicle equipment replacements and computer upgrades, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library expresses its support for requests that may be submitted by the County Public Works Department to address Central Library mechanical equipment and building needs not covered by the above requests, and be it finally

RESOLVED that the Director transmit the requests to the appropriate County Department pursuant to the County's instructions and timetables and provide a report to the Library Board detailing the requests submitted.

Agenda Item E.2.b – Central Library Café Contract Amendment. Mr. Stone reminded trustees that in April they approved Resolution 2007-18, which amended the contract with the vendor providing vending machine service at the Central Library. This resolution proposes to amend contract terms pertaining to operation of Fables Café for essentially the same reasons the vending contract was amended. Due to cutbacks in staffing at Central, the level of breakfast business that had been projected when the contract was negotiated did not materialize. He went on to explain changes in terms of the revised contract. Mr. Stone assured trustees the café business is successful, but the bulk of its profits must be derived from the lunch trade, a condition that was caused through no fault of the vendor. Ms. Summer commented that the café is a wonderful asset to the overall operation of the Library, she believes the contract amendments are a fair adjustment. Ms. Panty moved for approval. Ms. Thomas provided a second. The resolution was approved unanimously.

RESOLUTION 2007-25

WHEREAS, in July 2004, anticipating the opening of the first phase of the Central Library's renovation in Spring 2005, the Library issued a Request for Proposal (RFP) to solicit a qualified private firm to operate a café and the Library's existing employee break room vending area, and

WHEREAS, the winning café proposal, by BrainFood, LLC., also known as Fables Café, offered a base rent of 10% or \$500, whichever is greater on café gross sales, plus 5% of outside catering gross receipts adjusted to recognize the anticipated disruption from the future phases of Central Library renovation, with base rent on the

agreement capped at \$500 per month for the first year, and \$750 per month for the second year, and

WHEREAS, proposing vendors based their estimated revenue and commission estimates upon the employee population based at the Central Library, which at the time of the RFP in mid-July 2004 ran at approximately 204 full-time and 187 part-time personnel, and

WHEREAS, less than six months before opening the café, Erie County's budget crisis erupted, and the 25% reduction in County support for the Library between 2004 and 2006 triggered layoffs, eliminated positions vacated by retirement, and other downsizing that reduced the employee population based at the Central Library, with the count in the most recent pay period running at 138 full-time and 113 part-time personnel, and

WHEREAS, the reduction in County employment levels in downtown Buffalo dampened area business activity generally, also impacting café operations,

WHEREAS, the reduced market potential made the present terms uneconomical, and

WHEREAS, the contractor requested the Library consider amending the contract to ensure mutual success, resulting in a proposed contract amendment that assures continued service, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to negotiate and execute a contract amendment with Brainfood, LLC (aka. Fables Café) with the following changes: (1) change the base rent to the greater of \$1,000 per month or 5% of gross receipts of all sales, including catering (merging the separate catering calculation into the base rent calculation), effective 04/11/2007; (2) add an annual cost-of-living escalator to the \$1,000 monthly minimum equal to the change in the Consumer Price Index – All Urban Consumers (CPI-U) as of the end of the preceding calendar year, beginning 04/11/2008 and annually thereafter; and (3) these changes would be effective through the end of the first contract term, 04/11/2010, reverting to the original contract terms for renewals beyond 4/11/2010 unless mutually agreed, and be it further

RESOLVED, that all other terms of the contract would remain unchanged.

Agenda Item E.2.c – Monthly Financial Report. The monthly financial report for the period ending April 30, 2007 was presented for information.

Chair Buck asked Mr. Stone if the air conditioning was working properly at the Merriweather Branch Library. Mr. Stone replied the HVAC system is working properly. Uncomfortable conditions in the building are caused by a heat buildup in the area beneath the large dome on hot, sunny days. The glass was not manufactured

according to specifications. The City of Buffalo is exploring ways to remedy the situation. The Library is currently experimenting with a screening material that is now covering one of the smaller domes. This method seems to reduce the amount of radiant heat and glare that enters the building. Further experimentation will continue. If it is determined that this method solves the problem, a customized “tent” for the large dome can be ordered at a cost of approximately \$2,000. The money saved on reduced air conditioning needs would more than offset the cost of this shield.

Agenda Item E.2.d – Consolidated NYS Library Aid 2007-2008 Application and Budget – Amended. This resolution relates to Resolution 2007-20, approved in May. New York State notified libraries throughout the State there was a calculation error in one of the aid formulas, and B&ECPL funding will be reduced by \$3,252. This amendment is needed to adjust the proposed budget. Mr. Berger moved, Ms. Horton seconded, and approval was unanimous.

RESOLUTION 2007-28

WHEREAS, at its meeting of May 17, 2007 the Board of Trustees of the Buffalo and Erie County Public Library adopted Resolution 2007-20 authorizing submitting the Annual New York State Library Aid application and allocating a \$229,666 increase in aid to the Library Operating Fund and a \$1,001 decrease to Library Grants fund projects (state and local corrections aid) vs. the originally adopted 2007 budget, and

WHEREAS, the aid amounts were based upon estimates provided by the New York State Division of Library Development, and

WHEREAS, this week the Library received a notice that the Supplementary Aid portion of the estimate was reduced by \$3,252, reflecting a technical correction in the calculation of Supplementary Aid affecting library systems statewide, and

WHEREAS, this results in a need to amend the “State Aid Budget Application—2007-2008” and the operating budget to reflect this change, now therefore be it

RESOLVED, that the Library Director is authorized to amend and transmit the online State Aid Budget Application and Budget Narrative to the State Division of Library Development to reflect this change, and be it finally

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approves the following budget amendment to bring the 2007 adopted operating budgets in line with the amended New York State Library Aid budget:

Library Operating Fund

Decrease Revenue

SAP #408140 State Aid including incentive aid

\$3,252

Decrease Expense	
SAP #500000 Full-time Salaries	\$2,658
SAP # 502000 Fringe Benefits	\$ 594
Total Expense Change	\$3,252

Agenda Item E.3 – Policy Committee.

Agenda Item E.3.a – Anti-Harassment Policy. Chair Summer stated she previously reported the Policy Committee was reviewing a new anti-harassment policy. The proposal before the Board today has now been approved by counsel, and the Committee recommends its approval. A copy of this policy will be transmitted to contracting libraries as a model in the event they wish to adopt an anti-harassment policy as well.

Mr. Gist inquired whether there was a specific reason why this policy was being adopted at this time. Ms. Summer stated all policies are reviewed periodically. The anti-harassment policy was developed in the course of a normal periodic review. Mr. Mahaney stated there have been no specific incidents that brought this about. Mr. Berger said it is good business practice to have an anti-harassment policy. On motion by Ms. Horton and a second from Ms. Thomas, the policy was approved unanimously.

RESOLUTION 2007-26

WHEREAS, the Buffalo and Erie County Public Library is committed to maintaining a work environment free of unlawful discrimination and harassment, and

WHEREAS, the Library will not tolerate harassment of its employees by any supervisor, coworker, volunteer, patron or any other person, and

WHEREAS, the Library prohibits all forms of harassment, which includes any unwelcome conduct, whether verbal, physical or visual, that is based upon a person's gender, race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, age or any other basis protected by federal, state or local law, and

WHEREAS, the Board's Policy Committee has modified Erie County's Harassment Policy to develop an Anti-Harassment Policy, specific to the Buffalo and Erie County Public Library, and

WHEREAS, this policy document has been reviewed and approved by legal counsel, now, therefore, be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library adopts the proposed Anti-Harassment Policy, and be it further

RESOLVED, that copies of this adopted policy be transmitted to all B&ECPL Contracting Library Boards of Trustees, and be it finally

RESOLVED, that each Contracting Library Board shall be encouraged to adopt an equivalent policy or amend an established policy that provides guidance for all staff in avoiding and addressing instances of unwelcome conduct of the sorts cited above.

Agenda Item 4 – Buffalo Library Services Committee. Chair Sharon Thomas reported this Committee held a public meeting on May 23rd at the Merriweather Library. Trustees Horton, Panty and Pordum attended, along with members of the Library administration. Information was provided letting people know how libraries are active in neighborhoods, partnering with agencies and businesses to help stimulate economic development and improve the community. The Merriweather Library has been embraced by the community. Special activities are scheduled almost every day. It was a good investment in the community and is being well received. The President of the Friends of the Merriweather Library attended. She stated the Friends are working to encourage younger people to get involved with the group to help support the library. Ms. Thomas was disappointed that although all Buffalo Common Council members were invited to attend, not one of them came to the meeting or sent a representative. Council members will be contacted again in the future.

Agenda Item F – Report of the Director. Mr. Mahaney informed trustees the County Legislature has scheduled a mid-year budget hearing for the Library on June 27th at 10 o'clock in County Hall. Library officials plan to use this opportunity to tell legislators of service improvements the B&ECPL was able to implement due to the additional \$500,000 that was allocated to the Library in the 2007 budget. Trustees are welcome to attend, but there will be no opportunity for public comment.

The Director reported two important notices had been received from Albany during the past week. The 2006 Annual Report for the B&ECPL System was approved. Also approved was a one-time, two-year waiver from the maintenance of effort requirement, which guarantees the B&ECPL will continue to receive State Aid.

Mr. Mahaney introduced Stanton H. Hudson, Jr. to trustees and asked him to report on recent development activities. Mr. Hudson said he was happy to be a part of the Library and is becoming familiar with library activities. He met with the Director several times to determine what the key focus areas will be for the B&ECPL. Five key areas were identified. First and foremost is preparation of a 2008 Development and Communications Office budget. A Development and Communications Office plan must be formulated. An annual direct mail campaign will be developed and executed. It will build on last year's direct mail campaign, which was quite successful for a first-time effort. Another important initiative will be formulating a communication strategy and advocacy efforts related to the 2008 budget request, and Assistant Deputy Director Ami Patrick is working on this plan. Lastly, a determined pursuit of public and private funding for high priority projects will be undertaken.

Mr. Hudson stated he intends to meet with every library director/manager. It is vitally important to get their input in terms of developing plans for the future. He also plans to meet individually with each trustee to obtain their perspective on communication and development efforts. Mr. Hudson believes that Friends groups can be utilized going forward for advocacy, fundraising and various volunteer activities, and he hopes to build that network into an effective System-wide effort.

Trustees were updated on the Library-sponsored Buffalo Book Fair. Trustees will have an opportunity to meet with a number of authors prior to Friday evening's "Books, Blues and Barbecue" kickoff. Tickets are \$30 each. Proceeds will benefit the B&ECPL and Literacy Volunteers of WNY. On Saturday, July 2nd, Verizon has arranged for its spokesperson, James Earl Jones, to give an inspirational message describing how he overcame a speech impediment as a child. He will also perform readings from *The Lion King*. Prior to this performance, Fables Café will provide a continental breakfast at 9 o'clock. A \$20 ticket includes breakfast, reserved seating for the main program and an opportunity for trustees to meet privately with Mr. Jones prior to his talk. The private meeting will take place in the Joseph B. Rounds Conference Room.

In conclusion, Mr. Hudson thanked Trustee Sheldon Berlow for making a donation to the Library at today's Board meeting.

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

James Earl Jones and BBQ Fundraiser Highlight 2007 Buffalo Book Fair: Two "can't miss" special events kick-off the 2007 Buffalo Book Fair. During an exclusive morning appearance at the Central Library on July 7th, Verizon spokesperson James Earl Jones will appear for a live, in-person inspirational message to open the Book Fair. Mr. Jones will share the motivational story profiled in his 1993 autobiography, *Voices and Silences*, which details how he conquered a childhood speech defect to become one of the world's most recognized voices and the official spokesperson for Verizon. Ticket information and additional event details will be announced shortly.

The Buffalo Book Fair celebration begins the evening of Friday, July 6th, at 6:30 p.m. with a 2007 "Literary Reception" – Books, Blues and Barbecue at the Central Library. Guests have an opportunity to mingle and interact personally with celebrity authors participating in the Book Fair, while everyone enjoys delicious food and live music on the Library's outdoor terrace and inside the main concourse. A full barbecue menu is being created by Fables Café, featuring roasted potato salad, Carolina coleslaw, Niagara sweet corn, "margarita marinated" char-grilled chicken, slow smoked "Memphis-style" pulled pork and fresh baked rolls. A cash bar with beer, wine and soft drinks will be available. Entertaining live music will be performed by local blues band Sonny Mayo and the Delta Drivers. Books, Blues and Barbecue tickets are \$30 per person and may be purchased online at www.buffalobookfair.com or at the Central Library's Borrower Services area. Proceeds from this event benefit the Buffalo and Erie

County Public Library and Literacy Volunteers of Buffalo and Erie County.

The Book Fair itself takes place Saturday, July 7th, from 11 a.m. to 7 p.m. in the environs of the Central Library (Lafayette Square and Washington Street in downtown Buffalo). The Book Fair features a full day of free activities for the entire family, including an opportunity to meet and greet celebrity authors, enjoy readings, secure autographs at book signings, experience interactive children's activities, seminars, panel discussions and wares from a variety of vendors. This festive literary event (formerly The Harlem Book Fair in Buffalo) promotes reading, literacy and Buffalo's rich cultural heritage. Many national and local authors will participate, including award-winning journalist and author Cora Daniels, Buffalo's own literary notable Ishmael Reed, and Quincy Troupe, poet, writer and co-author (with Chris Gardner) of *The Pursuit of Happyness* — the basis of the major motion picture starring Will Smith. For a complete list and more details, visit www.buffalobookfair.com.

Creative Book Fair Media Kit and Promotions Impress Recipients: Buffalo Book Fair Committee member and Community Relations Officer Ami Patrick, Library Display Artist Dawn Stanton and Assistant Library Display Artist Darlene Pennachi play major roles in the promotion of the Book Fair and related events, including the creation of a unique media kit created from retired reference books. The books were decoupage'd with Buffalo images and adorned with the theme, "Unlock Another Buffalo Treasure: 2007 Buffalo Book Fair." Pertinent messages were included in the first few pages of the book as well as a recycled date due card pocket that contained the actual press release. A compartment was carved out of the rest of the glued together pages to insert a Buffalo Book Fair magnet, bookmark, save the date postcards and a chocolate. Delivered by hand to area media outlets, the kit met with praise and was even featured on Buffalo Rising Online, where it was proclaimed "Winner of the Best Press Kit of the Year." WGRZ- TV 2 Daybreak producer Teresa Fulcher called to say it was "...the most unique press kit..." she had ever received, and Buffalo News editor and critic Jeff Simon offered repeated praises for the creative presentation. In addition, webmaster David Wojtasik developed the Buffalo Book Fair's unique website and designed its original logo. Kudos to the staff for their industry and creativity!

Latest Harry Potter Title Set for Release: B&ECPL plans to make copies of *Harry Potter and the Deathly Hallows*, the seventh and final volume of the immensely popular series by author J. K. Rowling, available to patrons on the book's official release date, Saturday July 21, 2007. Brodart Co. and Scholastic, Inc. have required that the Library sign a pre-purchase agreement guaranteeing that it will abide by the national on-sale/ on-display date and protect the integrity of the book prior to that date. Security procedures have been established and all staff have been advised of the required terms and conditions. It is anticipated that all copies will fill "holds" placed previously by patrons on the Library's pre-publication request list.

Circulation Fluctuates; Computer Use Remains Robust: May 2007 circulation statistics reflected a decrease in activity after two months of modest growth. Uncharacteristically warm and dry weather in May might have affected library visits, as more patrons enjoyed sunshine and outdoor pursuits. System-wide, circulation decreased 1.5% over May 2006. The largest increase can again be attributed to eBranch (44%). Buffalo

Branches increased 1.6% while Central Library was down 7.3%; Contracting Libraries were down 6.6%, and Institutions declined 4.8%. System-wide circulation for the first five months of the year is only marginally (0.6%) ahead of the same period in 2006. Public access computer statistics continue to reflect healthy activity across the county, with total sessions increasing 25.8% in May. All areas reported healthy gains, with Contracting Libraries up 11%; Central Library up 29.1%, and Buffalo Branches posting a staggering 70.6% rise in May 2007 over May 2006.

Fine Revenues Remain Down in May: System-wide receipts in May 2007 totaled \$79,136.17, compared to a total of \$92,891.25 in May 2006 — a decrease of \$13,755.08 or 14.81%. Year-to-date receipts totaled \$437,228.89, which is down \$54,188.85 or 11.03% over the same period in 2006. The Central Library collected \$14,879.79 in the month, a decrease of \$2,958.20 or 16.58% from 2006. Buffalo Branches collected \$8,967.54, a decrease of \$418.42 or 4.46% over the amount collected in May of 2006. Contracting libraries collected \$55,288.84, a decrease of \$10,378.46 or 14.81% over the amount collected in May of 2006. The 2007 adopted budget of \$1,095,661 (\$777,588 for contracting libraries, \$318,073 for the Central Library and Buffalo Branches) anticipated a modest decrease in expectation that automated e-mail reminder notices implemented in fall 2006 would improve on-time return rates. (In addition to providing better customer service, this feature reduces patron wait times for popular titles, ultimately reducing the quantity of individual popular titles that need to be ordered.) The ability for patrons to renew borrowed items more than once also has affected income associated with delayed returns. Staff will continue to monitor revenues throughout the year.

Key Tag Library Cards Now Available: On May 16th, the Library introduced key tag cards as a popular alternative to the standard B&ECPL library card. New applicants are offered a choice of card styles, but borrowers must opt for one or the other, not both, because each card/account number is unique. Current borrowers who appreciate the convenience of a key tag card can trade in their old card and receive a new key tag card at no charge.

Automation Upgrade Completed: A team from Network Support and Support Services completed a major upgrade of the Library's automation system over the Memorial Day weekend. Software was upgraded from Sirsi Unicorn version 2003.1.4, originally installed in 2004, to GL3.1, which is the latest version and the foundation for all future upgrades planned by the new SirsiDynix organization, which resulted from the merger of two library software giants. Despite some problems, the upgrade was generally successful and a significant institutional achievement. Beginning at 1 a.m., Sunday, May 27th, and continuing for the next 32 hours (essentially without interruption) Technical Support Services Specialist Johnny Hsu performed the actual painstaking upgrade. Administrator Carol Batt led a team from Catalog, Stacks, Circulation and Network Support (Maureen McLaughlin, Susan Carson, Chris Wielgus and Roseann Hausrath) in meticulous follow-up testing of the upgrade before going live on Tuesday, May 29th.

Summer Reading Titles Added to Downloadable Inventory: Just in time for student summer reading assignments, 25 new titles have been added to B&ECPL's downloadable audio book collection from OverDrive. These are available through a MaxAccess

subscription that allows unlimited simultaneous uses. Titles include The Count of Monte Cristo, Great Expectations, Robinson Crusoe and The Scarlet Letter. Available through Audio Zone from the Library website, most are included on a majority of local school reading lists. Librarian Peggy Errington is working to expand the downloadable collection, which now includes more than 650 titles.

“Big Read” Highlights Hurston Classic: On May 2nd, Just Buffalo Literary Center held a dramatic presentation of Zora Neale Hurston’s *Their Eyes Were Watching God* at the Frank E. Merriweather, Jr. Library as part of “The Big Read,” an initiative of the National Endowment for the Arts designed to restore reading to the center of American culture. On May 15th, the Central Library’s lunchtime book discussion group, “Literally Speaking,” also focused its attention on Hurston’s novel. Librarian Meg Cheman led a lively discussion of this intricate fictional account of a strong woman’s struggle for love and independence beyond societal prejudice and restriction in 1930s Florida.

Children’s Department Programming Team at Work: In May, the Central Library’s Children’s Department began series programming for Buffalo branches. Librarian Mary Ann Budny is conducting school-age programs at the East Delavan, Dudley and Riverside Branches and librarian Amy Glende is conducting preschool programs at the Niagara Branch. Programs have been well received, and the number of locations will expand over the summer. Meanwhile, librarian Kerra Alessi is developing a curriculum for the Library Services and Technology Act (LSTA) funded Database Direct program, which is aimed at teaching selected New York Online Virtual Electronic Library (NOVEL) databases to children in grades 5 through 8. Ms. Alessi is training a recently hired tech specialist to assist in presenting programs, which are projected to involve more than 20 libraries this summer. Programs continue into the fall, expanding to include parents and teachers.

Library Seeks to Attract More Teen Patrons: On May 14th, the Crane Branch Library held its first “Teen Gaming Night.” The teen-aged audience was small but enthusiastic, and all participants indicated they would like to repeat the program and will encourage their friends to attend. Participants also suggested shifting the time and day from Monday evenings to Wednesday evenings and not stipulating which games would be played. Youth services funding has been requested to provide refreshments.

Group Visits Produce New Borrowers: On May 25th, thirty students from an English as a Second Language class at Erie 1 BOCES (at Lady of Loretta), visited the Niagara Branch Library where Branch Manager Kathy Goodrich offered students a tour and explained how to use a library card to check out materials. Almost half of the group did not have active borrower accounts, but Ms. Goodrich remedied that by registering them for library cards, which enabled these new users to borrow library materials, some for the first time. On May 31st, two kindergarten classes (40 students) from South Buffalo Charter School visited the Dudley Branch Library. Children enjoyed bedtime stories and activities as well as a tour of the children’s area of the library. Many of the children were thrilled to get their first library card, and most checked out a book.

Patrons Appreciate Technology Training: One of the casualties of budget cuts over the past few years was public technology training. This year, efforts are being made to restore some of these popular and valuable training programs. On May 24th, Network Support computer operator Sara Taylor brought the Library’s Cyber Train (portable

computer training lab) to the East Clinton Branch Library for a computer class. The 'Basic Internet' class went extremely well with participants subsequently requesting more advanced training. On May 31st, Ms. Taylor returned to East Clinton to conduct another computer class focusing on Microsoft Word. All participants gave the training sessions very high marks and exclaimed that they want more, more, more computer classes.

Staff Eagerly Welcome New Computers: Two-hundred-eleven new personal computers, purchased with re-appropriated one-time transitional funds to replace obsolete workstations currently being used by staff, have arrived. Network Support personnel have been engaged in the tasks necessary to replace the old workstations with these fast, new, state-of-the-art machines. Since the new HP hardware has minor differences from the previous model used by the Library, Sr. Systems Engineer Toni Naumovski needed to modify the base image used for staff computers to prepare for the upgrades. In addition, Network staff had to obtain, configure and test new "Ghost" software to allow the transfer of software and data from the old computers to the new ones. Other adjustments, including a change in the type of keyboard adapter to interface with bar code scanners, were addressed by Field Engineer Dave Kozlowski. To date, fifty-five (approximately 25%) of the new PCs have been deployed. Installations will continue throughout the summer of 2007.

Famous Friend Sends Gift to Library: Recently, the B&ECPL Development Office received a gift of ten audio books from Robert Aubry Davis of Washington, D.C. Mr. Davis is the Emmy Award-winning host of the nationally broadcast PBS programs Millennium of Music and Around Town, the Program Director of Vox and The Village, XM Satellite Radio's opera and classical music and folk music channels, a chair of the National Academy of Recording Arts and Sciences, the Heinz Foundation Arts Awards and of music festivals in Utrecht, Helsinki, Brussels, Rome and elsewhere. Mr. Davis, who appeared in the Milestones of Science video recorded by Frank Frost Productions in 1999 and performed at the Central Library for a fundraising event in 2000, promises to return to B&ECPL for a future engagement to benefit the Library. (Mr. Davis also happens to be the former Duke University college roommate of B&ECPL legal counsel Patrick E. Martin.)

Fate of Former Depew Branch Remains Uncertain: After a year of virtually nonexistent bids for the former Depew Branch Library building, the Town of Lancaster has accepted an offer from an agency it originally refused. On May 21st, the Town Board accepted a \$400,000 bid on the building from Southeast Works, an agency serving developmentally disabled adults, but Southeast Works has a zoning hurdle to clear before it can take possession of the building. Executive Director Judith Shanley said the agency would use the building to house pre-vocational and rehabilitation programs that would teach developmentally delayed adults both work and daily living skills. The building would serve 35 to 40 people a day. But Southeast Works agreement to buy the building is contingent upon approval from the Village of Depew to use the building for nonresidential purposes. The former library building, owned by the Town of Lancaster, is on land zoned for residential use. The village R-1 designation allows the library building to be re-used as a single-family home, church, school, library or museum. It also allows certain special use permits, which include use as a community building.

Shanley suggests the Southeast Works center would qualify as a community building because it is a not-for-profit agency that serves the needs of disabled community residents. A public hearing to consider the proposal is set for June 25th.

“Great Race” Digital Exhibit to Move: The “New York to Paris Race” digital exhibit accessible through the B&ECPL website will be transferred to the Western New York Library Resources Council’s (WNYLRC) regional digital heritage site, which is under construction and hosted by the University at Buffalo. B&ECPL will wait until sample institutional and collection level pages have been completed for the Amherst Museum and the Buffalo and Erie County Historical Society to ensure that the new product will maintain the present format and appearance of the exhibit and to determine whether any additional metadata is required. When transferred, B&ECPL will forego payments to OCLC for ContentDM. WNYLRC has signed a 5-year agreement with OCLC for this product as part of a grant. Pricing will be negotiated with participants when the new contract expires.

Bi-folkal Kits Now Accessible On-line: Under the direction of Extension Services librarian Monica Mooney, webmaster David Wojtasik and graphic artist Dawn Stanton, images and contents of B&ECPL’s Bi-folkal Kits are now available on the Library website. Patrons can access Bi-folkal information under “Library Locations” — “Institutional Services.” Intended for group programming with older adults, each Bi-folkal kit is designed to help users recall and re-experience bygone eras. Deluxe program kits include a manual, audio-visual presentation, booklets, audiocassette, skits/jokes, tactile activities and more.

Outstanding Employee Honored: On May 12th, Frank E. Merriweather, Jr. Library senior page Margaret Gillette was honored with the 2007 Muslim Public Affairs Council Community Service Award. Ms. Gillette participates in a number of local organizations, including Police Commissioner H. McCarthy Gipson’s Citizen Advisory Committee. She is current President of the International League of Muslim Women and a 1999 recipient of the J.C. Penny “Golden Rule Award” for the United Way Outstanding Adult Volunteer. Congratulations Ms. Gillette!

B&ECPL Participates in Job Fair: On May 10th, librarians Patricia Covley and Kelly Donovan and Stacks Department supervisor Susan Carson participated in a Job Fair sponsored by New York State Senator Antoine Thompson. Held at the Statler Towers in downtown Buffalo, the event was well attended by job seekers of all ages and levels of experience. Although most job seekers were looking for full-time employment or temporary summer positions, several filled out B&ECPL applications or took the “Announcement of Vacancy” postings that were available. Some potentially promising candidates were identified.

Miscellaneous Meetings and Appearances: On May 1st, Business, Science and Technology Department and e-Branch Manager Nancy Mueller and Library Associate Rosalyn Damico attended an interlibrary loan conference sponsored by the Western New York Library Resources Council (WNYLRC). On May 17th, Children’s Department Manager Beverly Federspiel was one of several judges for WNED-TV’s Reading Rainbow Young Writers and Illustrators Contest. Each of the 109 PBS stations around the country submitted its winning entries in four grade levels to Buffalo for judging. Ten essays/illustrations were selected and forwarded to New York City for determination of

final winners. On May 21st, Human Resources Officer Doreen Woods represented B&ECPL at a meeting of the Labor Management Healthcare Coalition Board where comparisons and contrasts between BlueCross/BlueShield and Independent Health were reviewed and discussed. On May 23rd, the Board's Buffalo Library Services Committee met at the Frank E. Merriweather, Jr. Library. The meeting was chaired by Trustee Sharon Thomas. Trustees Phyllis Horton, Rebecca Pordum and Elaine Panty were present for reports by the Director and COO Mary Jean Jakubowski, followed by general Q&A. (The Buffalo Library Services Committee is responsible for monitoring library services, resources and facilities provided for residents of the City of Buffalo and sustaining and improving those services, resources and facilities for the future.) On May 24th, the Professional Council, which includes representatives of B&ECPL administration and members of the Librarians Association, met to discuss issues of mutual concern. On June 6th, the WNYLRC Resource Sharing Task Force met with consultant Lori Ayre, who was retained under an LSTA grant to help develop a long-term plan for regional resource sharing that addresses interlibrary loan tools, processes, delivery and patron satisfaction. Central Library Administrator Peggy Skotnicki, a member of the Resource Sharing Task Force, represented B&ECPL. On June 12th, the Director was guest speaker at the annual meeting of the Friends of the Ewell Free Library. CFO Ken Stone and the Director attended meetings of the Erie County Fiscal Stability Authority in the Central Library's Mason O. Damon Auditorium on June 8th and 15th. ECFSA approved all Library items on its agenda (i.e., contracts with Unique Management Services and NYLINK).

Agenda Item G – Public Comment. No members of the public were present.

Agenda Item H – Unfinished Business. No unfinished business.

Agenda Item I – New Business.

Agenda Item I.1 – Staff Development Day. The Director reminded trustees that in 2006 the Board adopted a resolution that allowed the B&ECPL to suspend public library service for one day throughout the Library System so that staff could gather for training and development activities. Last year's event was both valuable and successful, and Library administrators recommend making this an annual event. This resolution will allow planning for 2007 and future years without the necessity of bringing the matter back to the Board each year. Ms. Summer moved and was seconded by Ms. Panty. Approval was unanimous. In reply to a query, Mr. Mahaney said a date for this year's Staff Development Day has not been finalized, but it is expected to take place on a Wednesday in either late September or early October. The theme for Staff Development Day 2007 is Customer Service.

RESOLUTION 2007-27

WHEREAS, many organizations, both public and private, set aside time on a recurring basis for intensive and inclusive staff training and development, and

WHEREAS, based on the success of the inaugural Staff Development Day, October 18,

2006, the B&ECPL administrative team proposes an annual one-day suspension of 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, an annual gathering of personnel from all locations and all job descriptions allows them to refresh their skills, learn new techniques, share common concerns and embrace common System goals, now therefore be it

RESOLVED, that the Board of Trustees authorizes an annual one-day county-wide suspension of public library service, at a time least disruptive to the delivery of those services, for staff reorientation and renewal.

There being no further business, on motion by Ms. Horton, seconded by Ms. Thomas, the meeting was adjourned at approximately 4:48 p.m.

Respectfully submitted,
Frank Gist