

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
MAY 17, 2007

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, May 17, 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
Jack Connors
Phyllis A. Horton
Annette A. Juncewicz
Susan Maggiore
Elaine M. Panty
Mario J. Rossetti
Judith K. Summer
Sharon A. Thomas

Excused: Hormoz Mansouri, out of town
Rebecca L. Pordum, conflict
Wayne D. Wisbaum, out of town

Chair W. Lawrence Buck called the meeting to order at 4:05 p.m. in the Joseph B. Rounds Conference Room.

Agenda Item B – Agenda/Changes to the Agenda. Chair Buck entertained a motion to revise the agenda to include approval of the Minutes of a Special Board Meeting on May 14th and to replace Item I.1 - New Business, Appointment of Director of Development and Communications, with an Executive Session to discuss the matter of engaging a candidate for that post. Ms. Summer made a motion and was seconded by Ms. Panty. Approval was unanimous.

Agenda Item C – Minutes of Meeting of April 19, 2007. Ms. Panty moved, Ms. Horton seconded, and approval was unanimous. Minutes of Meeting of May 14, 2007 were moved by Ms. Horton, seconded by Ms. Summer and approved unanimously.

Agenda Item D – Report of the Chair. Mr. Buck reported the Library Foundation met on May 11th. New bylaws were adopted, and a new Board of Directors was appointed that

consists of seven individuals: Wayne Wisbaum, Hormoz Mansouri, Rick Berger, Jack Connors, Victor Rice, Catherine Schweitzer and Anne Leary. Mr. Buck did not know whether new officers had been elected. The Foundation reported \$45,000 had been raised over the "interim period." Mr. Connors interjected that officers had been elected at the meeting. The Chair is Victor Rice; Rick Berger is Secretary; Jack Connors is Treasurer and Vice Chair is Wayne Wisbaum. Mr. Connors expects the Foundation Board to meet again in three to four weeks.

Trustee Thomas arrived at approximately 4:08 p.m.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Director Michael Mahaney gave this report on behalf of Rebecca Pordum. The Committee convened at 3:30 p.m. on May 10th at the Central Library. Trustees Buck, Pordum, Berger, Horton and Panty were present. The Director and CFO introduced proposed agenda items for the May 17th meeting, and the Executive Committee confirmed those items. Subsequently, a discussion ensued regarding the recruitment status for the Director of Development and Communications. The final interview process was refined, and issues related to appointment of a selected candidate were considered. The meeting adjourned at 4:20 p.m.

Agenda Item E.2 – Budget and Finance Committee. Mr. Berger asked Deputy Director Kenneth Stone to explain business items to the Board.

Trustee Junczewicz arrived at approximately 4:09 p.m.

Agenda Item E.2.a – Approve New York State Annual Reports. Mr. Stone reminded trustees that a copy of the Library's proposed Annual Report for 2006 was included in the Board packet. This report combines Central and Branch operations and contracting library operations as well as private funds. It reflects operations as reported throughout the past year.

Trustee Berlow arrived at approximately 4:10 p.m.

Ms. Panty asked what the likelihood was of the State changing formulas so the B&ECPL System can report data that more accurately reflects the System. Mr. Stone replied that since the B&ECPL is unique, it is the only System affected by the State's reporting process. The current set-up works well for all the cooperative library systems in the State. Mr. Berger moved for approval and was seconded by Ms. Panty. Approval was unanimous.

RESOLUTION 2007-19

WHEREAS, the Library System Basic Aid, Local Library Services Aid (LLSA), Local Services Support Aid (LSSA), Central Library Book Aid (CLBA), 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 have 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 both a Public Library Report and a Library System 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 – 2006" has been reviewed and accepted and that the Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report for Library Systems – 2006" has been reviewed and accepted, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Library System will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner and assures that the "Budget Summary" 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 E.2.b – Consolidated NYS Library Aid 2007-2008 Application and Budget Increase. This resolution approves the B&ECPL's State Aid application and allocates funds to restore some System services that were curtailed due to recent budget cuts. Restorations will occur mainly in the Catalog, Business Office and Human Resources Departments as well as augment Team Programming work. This application incorporates the increase in State Aid approved in the 2007-2008 State budget. Ms. Horton moved, Ms. Summer seconded, and approval was unanimous.

RESOLUTION 2007-20

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, the 2007 Library operating and grant budgets adopted by the Library Board of Trustees anticipated nearly \$2.9 million of state aid in the operating and grant funds, and

WHEREAS, the recently adopted New York State budget provided increased State Aid for library system services that will raise the total to more than \$3.1 million, and

WHEREAS, each year an application must be transmitted to the State to receive most categories of these funds, and

WHEREAS, the application process requires a number of assurances be provided by the Buffalo & Erie County Public Library Board of Trustees, now therefore be it

RESOLVED, that Central Book Aid received in 2006, pursuant to article 273.1 (b) (2) of Education Law, has been expended for adult non-fiction materials in non-print, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees has reviewed and approves the budget application for the State-funded Central Library Development and Book Aid grant, and be it further

RESOLVED, that the Buffalo & Erie County Public has on file at System headquarters a signed Authentication of Annual Application form from each State Correctional Facility in the System's service area in support of the application for State Correctional Facilities Aid, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Library System will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the Proposed State Aid Budget Application and Budget Narrative have been reviewed and accepted, and be it further

RESOLVED, that the Library Director transmit the completed State Aid Budget Application and Budget Narrative to the State Division of Library Development, and be it finally

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

Library Operating Fund

Increase Revenue	
SAP #408140 State Aid including incentive aid	\$229,666
Increase Expense	
SAP #500000 Full-time Salaries	\$150,110
SAP # 502000 Fringe Benefits	\$ 79,556
Total Expense Change	\$229,666

Library Grants

State Corrections Grant	
Reduce Revenue and Expense	(\$ 231)
County Corrections Grant	
Reduce Revenue and Expense	(\$ 770)
Total Revenue/Expense Change	(\$ 1,001)

Agenda Item E.2.c – Collections Agency Contract Renewal. In 2001, the Library entered into an agreement with Unique Management Services (UMS) to provide collections services. UMS serves the majority of large library systems in the country, with a goal of providing excellent customer service. UMS operates with a focus on getting library materials returned as opposed to just receiving monetary compensation. Since 2001, UMS has recovered almost \$600,000 worth of library materials and collected more than \$449,000 in cash. The net cost, based on recovery, is roughly 17.6% of returns. This action would renew this contract for a third three-year period. Mr. Berger moved. Ms. Horton seconded. The contract renewal was approved unanimously.

RESOLUTION 2007-21

WHEREAS, the prompt return of library materials is a common goal of all libraries, and

WHEREAS, returning items in a timely manner maximizes the item's availability

to library patrons and reduces the time patrons wait to borrow popular/new items, and

WHEREAS, while the overwhelming majority of library patrons respond to library overdue email/automated phone notices and return outstanding materials to their local library and/or reimburse the library for materials lost, a small percentage do not, and

WHEREAS, to encourage an even greater return rate, implementation of collections agency services was desired, and

WHEREAS, the Buffalo and Erie County Public Library, through a publicly advertised Request for Proposals, sought written proposals from collections agencies with extensive library collections experience, EMPHATICALLY stating that the primary need is to diplomatically recover library material and that preserving a positive relationship with our patrons is a high priority, and

WHEREAS, this process resulted in a contract with Unique Management Services (UMS) for an initial three-year term, with a provision for up to two renewal periods of equal length upon mutual agreement of the parties involved, and

WHEREAS, in 2004 the Board of Trustees adopted Resolution 2004-34 approving the first three-year renewal period, and

WHEREAS, the vendor has requested renewal with no change in terms, and

WHEREAS, the Library, upon review of the contractor's performance, desires to renew the agreement for another three-year period, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library confirms the Library's desire to renew the agreement with UMS for another three-year period, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director or his designee to submit the renewal recommendation for Erie County Fiscal Stability Authority (ECFSA) review and authorizes the Library Director to execute any paperwork required to effectuate the renewal subsequent to ECFSA action.

Agenda Item E.2.d – Monthly Financial Report. The monthly financial report for the period ending March 31, 2007 was presented for information.

Agenda Item E.3 – Policy Committee. The Committee convened at 4:20 p.m. on May 10th in the Joseph B. Rounds Conference Room of the Central Library. Trustees Summer, Buck, Horton and Panty were present. They reviewed a draft of an Anti-Harrassment Policy, which is modeled after Erie County's policy. Committee members cited minor corrections and raised questions about some terminology, but expressed

general approval of the policy. This document will be referred to counsel for review before a proposed policy is presented to the full Board.

The Director presented a Disaster Policy statement for Committee consideration as a follow-up to previous Policy Committee discussions. A recommendation was made that certain staff members update or develop various supporting documents such as evacuation plans, emergency procedures and so on, prior to bringing a policy to the Board.

In reviewing the Board's adopted Policy for the Loan and External Exhibition of Rare and Unique Materials, the Director observed that the current policy does not include provisions for potential income generation associated with loans and outside exhibition of rare items. Staff will explore how other institutions deal with this matter and return to the Board with proposed amendments. The meeting adjourned at 5:10 p.m.

Agenda Item F – Report of the Director. Mr. Mahaney informed trustees the Erie County Fiscal Stability Authority (ECFSA) continues to meet at the Central Library fairly frequently. The next meeting is scheduled for May 18th. A few Library-related items are on the agenda, including the approval of a contract for the rare book room project, which was passed recently by the Erie County Legislature, as well as the annual agreements with 22 contracting libraries. Preliminary indications are the ECFSA will have no problem with these resolutions.

The Director reported that Committee Chair Sharon Thomas has called a meeting of the Buffalo Library Services Committee for May 23rd at the Merriweather Library. The entire Buffalo Common Council has been invited to attend, and Mr. Mahaney encouraged trustees to attend this meeting if their schedules permit.

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

State Approves B&ECPL Technology Plan: On May 1st, New York State Librarian Janet Welch certified that the Division of Library Development had approved the Buffalo & Erie County Public Library's Technology Plan, 2007-2010. This certification applies only for purposes of B&ECPL e-Rate applications and confirms that the plan includes all of the basic components required by the Federal Communications Commission for the Schools and Libraries Universal Service e-Rate program.

B&ECPL's Major e-Rate Requests Included in First Wave of Approvals: On April 23rd, the Schools and Libraries Division released its first wave of e-Rate approvals for funding year July 1, 2007 through June 30, 2008. These included ALL of B&ECPL's major funding requests. Requests for data lines to all libraries, Internet access for all libraries through the Central Library, branch and contract library phone service and a modest request for cell phones (Administration, Network and Security) were approved as submitted. Approved funding totals \$151,087.96. For the e-Rate program overall, this is the earliest start of funding since FY 2002, and for B&ECPL it is the first time all major

funding requests have been approved in the first wave. Since inception in 1998, a total of \$1.9 million of e-Rate funds has been disbursed (as of late April). Adding what is expected to be disbursed for the balance of 2006-2007 and the new awards for 2007-2008, the grand total approaches \$2.1 million.

Author Visits Central Library: On April 28th, author Michael Wallis, *Billy the Kid: The Endless Ride*, addressed 75 attendees at the Ring of Knowledge as part of the program, "Lincoln Road or Armageddon: Billy the Kid and the Irish West." Buffalo State College professor Laurence Shine presented context on the Irish connection. Both Mr. Wallis and Professor Shine then participated in a panel discussion moderated by Library counsel and friend Patrick Martin. Following the program, Mr. Wallis autographed books for attendees. (Earlier, Humanities and Social Sciences librarian Elaine Barone offered Mr. Wallis a tour of both the Mark Twain Room and the Rare Book Room, emphasizing the Library's Edward S. Curtis photographs of Native Americans, which Wallis found fascinating.)

Administrative Team Continues Visits: Instituted last year as part of the System-wide planning process, annual visits to every B&ECPL location, department and division are again underway. To date, administrators have visited 15 sites, including the Central Library's Popular Materials Department, Grosvenor Room (including Rare Books), Acquisitions, Serials, Catalog and Humanities and Social Sciences Departments; contracting libraries in Lackawanna, Lake Shore, Elma, North Collins, Boston and Alden, and in Buffalo, the Riverside, North Park, East Clinton and Dudley Branches. Many more visits to interview staff, volunteers and trustees are scheduled in upcoming weeks, and so far, every visit has yielded some valuable observations and the identification of issues that deserve System attention.

Inventory Completed for New Gates Grant Program: The Bill and Melinda Gates Foundation, in partnership with the New York State Library, the Public Library Systems Directors Organization (PULISDO) and WebJunction, has announced its latest initiative: the Opportunity Online Hardware Grant Program. The foremost objective of this program is to help public libraries establish strategies to increase their capacity to sustain public access computing services for populations in greatest need. In addition to funding for hardware and software, the Gates Foundation will provide advocacy training for staff. The grant program extends two years, and libraries must demonstrate their commitment by providing a 25% match in the first year and a 50% match in the second year. Based on the poverty level of the communities they serve, 13 B&ECPL locations have been designated by the Gates Foundation as eligible for this initiative. In order to determine the final eligibility of each library, the grant partners required B&ECPL to run a software utility called TechAtlas to report qualifying data on all public access computers at these libraries. On May 8th, Network Support staff Dave Kozlowski and Dennis Lance completed the inventory and notified the State's Division of Library Development, which congratulated B&ECPL as the first New York State system to complete inventories for eligible libraries.

New Staff Computers En Route: As previously approved by the Board of Trustees, 211 new staff computers have been purchased, using re-appropriated one-time transitional funds. These new PCs will replace obsolete workstations — some dating back to the 1990s — currently used by staff throughout the System. Network Support personnel

will install the hardware throughout the spring and summer of 2007.

Thirty-Three Libraries Now WiFi: All but four of 37 Buffalo and Erie County Public Library locations now offer “wireless hot spots” that allow patrons who visit with personal laptop computers to access the Internet without using library hardware. Only Concord, Kenilworth (Town of Tonawanda Public Library), City of Tonawanda and Williamsville (Town of Amherst Public Library) remain to be converted.

B&ECPL Celebrates National Library Week: Between April 13th and 19th, a variety of programs, tours and open houses marked National Library Week. The North Park and Riverside Branches and the Erie County Home and Infirmary Library hosted open houses. Programs included “Drop Everything and Read” (D.E.A.R.) at the East Delavan, North Park and Dudley Branches; “Lizards in the Library” at the Crane Branch and storytelling with Karima Amin at the Frank E. Merriweather, Jr. Library. North District Councilmember Joseph Golombek, Jr., Erie County Legislature Majority Leader Maria Whyte and B&ECPL Trustee Elaine Panty served as guest readers at the Riverside Branch event.

El Dia de los Ninos/El Dia de los Libros: On April 30th, the Niagara Branch Library celebrated B&ECPL’s first El Dia de los Ninos/El Dia de los Libros (Children’s Day/Book Day) — a celebration conducted annually on April 30th to emphasize the importance of literacy for children and families of all linguistic and cultural backgrounds. The celebration began with family craft time, followed by a program. Community activist and friend of the Library Jose Rodriguez provided musical entertainment. Guests included Assistant District Attorney Emilia Rodriguez, Miss Borinquen of WNY, Ayla Ruiz-Torres, and her princess, Jessica Gonzalez, and librarian Brian Hoth, all of whom read favorite stories to participants. Hispanics United and Buffalo West Arts Academy provided information about their services. Mr. Hoth hosted the evening. Niagara Branch Librarian Kathy Goodrich planned the program.

Uncrowned Queens Launch Uncrowned Kings: On April 28th, Barbara Seals Nevergold, Ph.D. and Peggy Brooks-Bertram, Ph.D., co-founders of the “Uncrowned Queens” initiative, announced the launch of the “Uncrowned Kings” initiative to an enthusiastic audience of more than 100 in the Frank E. Merriweather, Jr. Library auditorium. The Merriweather Library is home of the William A. Miles Center for African and African-American Studies. In coming weeks, a signature website will host a “techno-pedia” of hundreds of biographies and photos of African American men who have distinguished themselves and set examples for others to follow.

Nash House Dedication Has Library Connections: On May 1st, public officials, civic and religious leaders and nearly 200 citizens gathered only a few blocks from the Central Library to dedicate the former residence of Reverend J. Edward Nash as a museum and historic landmark. The Director joined former Director Diane J. Chrisman as well as retired B&ECPL administrators William A. Miles and Sharon Y. Holley for this historic event. Nash House Board Chairman George Arthur thanked many individuals and organizations for their involvement and support of the project, including B&ECPL for safely storing many documents during the restoration of the Nash home. Librarian Charles Alaimo, whose B&ECPL employment was a casualty of 2005 layoffs and cuts,

was cited for his service in cataloging Reverend Nash's collections of books, papers and other memorabilia.

Teen Programming Takes Center Stage: In April, poetry and teens were in the spotlight at the Central Library. Popular Materials and Young Adult librarian Britt White planned and conducted two events for teen poets and poetry lovers: "Picture This! Making Poetry into Pictures" on April 12th, where participants were encouraged to illustrate their favorite poems and lyrics and, on April 28th, the "Teen Poetry Jam," which afforded an opportunity for teens to showcase their poetry to an enthusiastic audience in Fables Café. The program celebrated National Poetry Month as well as the creativity of Western New York's teens.

Inmate Publication Returns: Erie County Correctional Facility librarian Brian Hoth and Facility staff have reinstated Lock & Key, an inmate publication that features general information, inmate poetry and other writings.

Youth Services Staff Gather for Summer Meeting: On April 18th, 32 staff members from Central, branch and contracting libraries attended the annual Youth Services Summer Meeting, whose theme was "Get a Clue @ Your Library." Children's Department librarians Kerra Alessi, Mary Ann Budny and Gwen Collier prepared and presented information to supplement the New York State summer reading manual. Librarians Amy Glende and Sue Cutrona assisted. Handouts, craft ideas and free paperbacks collected throughout the year were distributed. In addition, 18 attendees were awarded gift bags with various items to support summer reading activities at their libraries.

New Equipment Extends Life of Damaged Discs: Using one-time transitional funds the Processing Department has acquired an Eco-Master Automatic 50-Disc Repair System. This machine allows high volume state-of-the-art cleaning for DVDs and CDs (music and spoken word), extending the life of these very popular, but sometimes fragile, materials. After the completion of staff training and testing with items from the Central Library collection, branch and contracting libraries will be invited to send their materials downtown for cleaning and refurbishing.

Staff and Public Receive Database Training: On April 25th, Rick White from InfoUSA visited Buffalo to provide training in the use of Reference USA databases. In the morning, Mr. White visited the Central Library's Training Lab to meet with staff and demonstrate search strategies and new modules that have been on trial on the Intranet. Area businesses were targeted in an afternoon session, with representatives of local firms participating. The general public was invited to a training session at the Orchard Park Public Library later that evening, and those who attended were enthusiastic about the potential of these valuable online tools.

Legislature Authorizes Change Orders for Rare Book Storage: At its May 3rd session, the Erie County Legislature adopted the necessary resolutions to advance reconstruction of closed tier storage areas in the Central Library to house and preserve the Library's valuable, rare and historically significant materials in a climate controlled and secure environment. Today, only the Mark Twain Room maintains the level of

climate control needed to adequately preserve rare and archival materials. As the Central Library is a County-owned facility, the Erie County Department of Public Works has overall responsibility for any construction on the premises. Funding for this work was approved previously by the Library Board, with no county tax funds involved. Total cost of the work (up to \$265,000) is covered by funds currently available in the Library's private trust accounts and by 2006 and 2007 New York State Library Construction Grants of \$39,755 and \$87,535 respectively. Next, these proposed contract changes will be submitted to the Erie County Fiscal Stability Authority for its review and approval. If all goes well, construction could begin by late spring or early summer.

System Circulation Rises; Revenues Remain Down: April 2007 circulation statistics reflected a second month of increased activity after a decline in February. System-wide, circulation increased 4.4% over April 2006, with the largest increases again attributed to e-Branch (44%) and Buffalo branches (8.5%). The Central Library and contracting libraries posted small declines for that same period. System-wide circulation has increased 1.1% for the first 4 months of the year over the same period in 2006. Public access computer statistics continue to reflect healthy activity across the county, with total sessions increasing 33% in April. All areas (Central, Buffalo branches and contracting libraries) reported healthy gains, with Buffalo branches posting a staggering 74.1% rise in April 2007 over April 2006. In April, System-wide fine receipts totaled \$86,443.00, compared to a total of \$93,659.03 in April 2006, or a decrease of \$7,216.03 (7.7%) for the month. Year-to-date receipts totaled \$358,050.90, down \$40,475.59 (10.16%) over the same period in 2006. The Central Library collected \$16,945.48 in April, a decrease of \$2,091.48 (10.99%) from 2006. Buffalo branches collected \$9,184.31, a decrease of \$202.42 (2.18%) from the amount collected in that month of 2006. The new Merriweather Library, which opened on April 1, 2006, continued its high activity in all areas, resulting in fine revenues of \$664.12 — 42.55% more than the amount collected in April 2006. Contracting libraries collected \$60,313.21, a decrease of \$4,920.13 (7.54%) from the amount they collected in that month 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 resulting from automated e-mail reminder notices implemented in Fall 2006 that have improved on-time return rates. In addition to providing better customer service, this feature reduces patron wait times for popular titles, ultimately lowering the quantity of individual popular titles that need to be ordered.

Message to Garcia Travels Again: Elbert Hubbard's handwritten manuscript, *A Message to Garcia*, from the B&ECPL Rare Book Room, was on display in the Collins Gallery in the Central Library of the Multnomah County Library in Portland, Oregon, during February and March. It was the centerpiece of an exhibition entitled: "A Message to Garcia: Elbert Hubbard and the Power of Print." Local corporate friend Wm. S. Hein and Co. generously digitized the manuscript, its accompanying letter from Elbert Hubbard and its beautiful Roycroft binding before it left the Library's possession on its cross continental journey. An inspirational essay written by Hubbard and later made into two motion pictures, *A Message to Garcia* was published originally as filler without a title in the March 1899 issue of *The Philistine*, which Hubbard edited. As it became wildly popular, the essay was reprinted as a pamphlet and a book, translated

into 37 languages, and it became a well-known allusion in American popular and business culture until the mid-twentieth century. The essay celebrates the initiative of a soldier who is assigned and accomplishes a daunting mission, asking no questions, making no objections, requesting no help. The essay exhorts the reader to apply this attitude to his/her own life as an avenue to success. Its wide popularity reflected the general appeal of self-reliance and energetic problem solving in American culture. Its “don’t ask questions; get the job done” message was often used by business leaders as a motivational message to their employees. The loan of this unique item for exhibition at another library has prompted a review of the Board’s “Policy for the Loan and External Exhibition of Rare and Unique Materials” by the Board’s Policy Committee.

Miscellaneous Meetings and Appearances: Human Resources Officer Doreen Woods attended meetings of Erie County’s Labor Management Health Care Coalition Board on April 2nd, 16th and 24th. On April 4th, Grosvenor Room librarian Amy Pickard presented a genealogy lecture, “Barking up Your Family Tree,” to members of the Twentieth Century Club. This well-attended program was the last of the October to May speaker series. Ms. Pickard also displayed selected rare books and made explanatory remarks when students from Buffalo State College’s “History of the Book” class visited last month. On April 15th, librarian Kathy Goodrich presented the final Spanish Language Outreach Workshop at the Merriweather Library. Her continued involvement in the local Hispanic and Latino community has brought the Niagara Branch Library to new heights in programming and community awareness. On April 18th, Business, Science and Technology Department Manager Nancy Mueller attended a regional meeting of the Foundation Center in Cleveland, Ohio. B&ECPL is a participant in the Center’s Cooperating Collections Program. Attendance fulfilled part of the Library’s obligation in this partnership and presented Mrs. Mueller with opportunities to network with staff from other Cooperating Collections and discover how B&ECPL can help patrons who seek this type of information. Children’s Department Manager Beverly Federspiel represented B&ECPL at the New York Library Association’s Youth Services Section Conference in White Plains, New York, from April 20th to 21st. On April 26th, the Director and COO Mary Jean Jakubowski met with the Board of the Association of Contracting Library Boards of Trustees (ACT) to review the annual Trustee Workshop and to plan future collaborations between ACT and B&ECPL. On April 26th, East Clinton Branch librarian Patricia Foley participated in Career Day at School #43. Ms. Foley worried beforehand that she’d get nothing but yawns from the four 5th and 6th grade classes when she told them she was a librarian — after they had just seen a chemist blow things up and a firefighter with all his gear — but the students were courteous and attentive throughout her presentation. Also on April 26th, Human Resources Officer Doreen Woods attended the C.R.U.C.I.A.L. Community Job Fair where she met with job seekers and discussed part-time page, senior page and senior page bilingual employment opportunities. She identified two promising bilingual candidates for possible recruitment.

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

Agenda Item H – Unfinished Business. No unfinished business.

At 4:22 p.m., Richard Berger made a motion to enter into Executive Session for the purpose of discussing a matter relating to the engagement of a Director of Development and Communications. Ms. Horton made a second. The motion was approved unanimously. Staff members Jakubowski, Stone and Collins were asked to remain in attendance of the meeting.

At approximately 4:25 p.m., as Executive Session was getting underway, Trustee Mario Rossetti arrived and entered the Joseph B. Rounds Conference Room.

At approximately 5:20 p.m., on motion by Ms. Horton, seconded by Ms. Panty and approved unanimously, the Board reconvened in public session. Based on discussion during Executive Session, Mr. Buck extended an invitation on behalf of the entire Board to Stanton H. Hudson, Jr. to appear before the Board for a final interview on May 24, 2007 at 4:00 p.m.

There being no further business, on motion by Ms. Horton, seconded by Ms. Panty, the meeting was adjourned at approximately 5:25 p.m.

Respectfully submitted,

Frank Gist
Secretary