

MINUTES

REGULAR MEETING OF THE

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

OCTOBER 18, 2007

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, October 18, 2007, in the Central Library pursuant to due notice to trustees. The following members were present:

W. Lawrence Buck, Chair
Rebecca L. Pordum, Vice Chair
Frank Gist, Secretary
Sheldon M. Berlow, Treasurer
Jack Connors
Phyllis A. Horton
Annette A. Juncewicz
Susan Maggiore
Hormoz Mansouri
Elaine M. Panty
Judith K. Summer

Excused:

Richard L. Berger, conflict
Mario J. Rossetti, conflict
Sharon A. Thomas
Wayne D. Wisbaum, out of town

Chair W. Lawrence Buck called the meeting to order at 4:02 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 the Meeting of September 20, 2007. Ms. Horton corrected an error in the Minutes, stating that she was not present at the Executive Committee meeting held on September 12th as was indicated on page 9 under E.1 - Executive Committee. On motion by Ms. Pordum, seconded by Ms. Horton, the Minutes of the Meeting of September 20, 2007 were approved as amended by replacing Ms. Horton's name with Ms. Pordum's name.

Agenda Item D - Report of the Chair. Mr. Buck thanked Mr. Berlow for his efforts toward gaining assistance from the University at Buffalo for the B&ECPL director recruitment process.

Agenda Item E - Committee Reports.

Agenda Item E.1 - Executive Committee. Ms. Pordum reported the Committee convened on October 11th at the Central Library. Trustees Buck, Pordum, Berger, Horton, Panty and Summer were present. The Director, CFO and COO introduced proposed agenda items for the October 18th Board meeting, and the Executive Committee discussed and confirmed each item. The Committee then discussed the status of the director recruitment process as well as some matters relating to the B&ECPL Circulation Policy, which will be referred to the Board's Policy Committee. The meeting adjourned at 5:20 p.m.

Agenda Item E.2.a - Budget and Finance Committee. Deputy Director Kenneth Stone said that although Trustee Richard Berger was unable to attend today's Board meeting, he was in attendance at the Executive Committee meeting and reviewed budget and finance items. The first matter involved the Lancaster Public Library. Following the procedure specified in its annual contract, the Lancaster Public Library's Board of Trustees requested financial assistance this year due to the retirement of its director and the anticipated retirement of another staff member. In order to provide continuous supervision and oversight at the library, the trustees would like to fill the director position as soon as possible. The Lancaster Board of Trustees has pledged to pay half the anticipated cost - \$9,000 - from private funds, and requested the B&ECPL fund the other half. With reduced staffing at both the Lancaster Public Library and the B&ECPL System as a whole, it is impossible to maintain scheduled open hours with remaining staff. The only other alternative would be to eliminate open hours. Ms. Panty moved for approval and was seconded by Ms. Horton, whereupon approval was unanimous.

RESOLUTION 2007-41

WHEREAS, the contract between the Buffalo & Erie County Public Library and contracting libraries, in the Twenty-Second item, provides a process for requesting assistance in the event of "unforeseeable circumstances" that "result in a material impact on the 'Public Library's operating budget..." and

WHEREAS, the Lancaster Public Library Board of Trustees has requested assistance in the amount of \$9,000 to help offset the need to honor contractual obligations for payout for employees retiring and anticipated to retire near the end of the year, and

WHEREAS, without this assistance the Town of Lancaster Public Library Board has found that having to hold key positions vacant over an extended period, as would otherwise be required to address this cost, would result in inadequate staffing and lack of leadership needed to operate the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, turnover savings from other areas within the System budget result in sufficient monies being available within the 2007 budget salary, wage and fringe benefit accounts to accommodate this request, and

WHEREAS, pursuant to section EIGHTH of the 2007 contract, this change may be implemented by resolution and transmitting a revised Exhibit A to reflect same, now therefore be it

RESOLVED that the Board of Trustees of the Buffalo and Erie County Public Library approves a reallocation within the System salary,wage and fringe accounts to provide \$9,000 in salary/wage/fringe benefit funding assistance to the Town of Lancaster Public Library, and be it further

RESOLVED, that a copy of this resolution and a revised Exhibit A be transmitted to the above contracting library to implement the change.

Agenda Item E.2.b - Amend 2007 Grants Budget: State and County Corrections Grants. This resolution increases grant amounts for the State and County Correctional Facilities to provide for additional library materials purchases. Ms. Juncewicz moved and was seconded by Ms. Horton. Approval was unanimous.

RESOLUTION 2007-42

WHEREAS, both the State Corrections Services Grant and the County Corrections (Inter-institutional Aid) Grant are State Aid grants whose funds are used to provide library services to Erie County's three State Correctional acilities (Collins, Gowanda and Wende/Alden) and two County Correctional Facilities (Holding Center and Alden Correctional Facility), and

WHEREAS, this aid is based upon facility prisoner population, for which the actual prisoner populations often vary from the estimates used to prepare the budget, and

WHEREAS, the Library wishes to increase the grants budget to reflect higher than estimated revenue from New York State's final grant award, now, therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approves amending the grant budget to implement the following revenue and offsetting expenditure budget increases:

NYS State Corrections Grant \$9,333

NYS County Corrections Grant \$832

Agenda Item E.2.c - Library Construction Grant Application - Central Library. Mr. Stone explained that Agenda Items c. through f. relate to the New York State Library Construction Grant applications. This is the annual \$800,000 State construction program that could yield the B&ECPL a maximum of \$37,950 for 2008. Projects for City of Buffalo libraries have been submitted for the Crane and Merriweather Branches as well as the Central Library. System trustees must rank all System-wide proposals. In addition to the three projects proposed for Buffalo, the Lackawanna Public Library and

Marilla Free Library also put forth projects.

As an aside, Mr. Stone said he believes action is being taken to reduce the local share match from the current 50% down to a 25% match for next year. If this occurs, it will be easier for libraries within the B&ECPL System to propose feasible projects. All B&ECPL projects proposed under the special construction funding program have been recommended by the State Division of Library Development and are currently under review by bonding authority attorneys. Final approval is expected within a few months. Ms. Pantymoved to approve Resolution 2007-43. She was seconded by Ms. Summer, and approval was unanimous.

RESOLUTION 2007-43

WHEREAS, up to an estimated \$37,950 in the regular \$800,000 annual state-wide New York State Public Library Construction Grant Program is available to support up to 50% of eligible project costs for projects benefiting the public libraries located within Erie County, and

WHEREAS, this grant provides an opportunity to leverage public and private funds to significantly increase the amount available to finance badly needed capital improvements, and

WHEREAS, the Library has the opportunity to utilize this grant to assist in reconfiguring existing second floor space in the Central Library to create a new Teen Room and to create new meeting/presentation and development office space, and

WHEREAS, this proposed project is consistent with and supports the goals contained within the B&ECPL's Plan of Service (2007-2011), and

WHEREAS, estimated costs for these items total \$57,233, with the proposed State grant covering \$21,405 with a local share of \$35,828, and

WHEREAS, sufficient funding is available for the \$35,828 local share for this project within the total \$1 million of Library private funds allocated to library renovation as approved by the Board on February 20, 2003 in Resolution 2003-09, now therefore be it

RESOLVED, pursuant to the requirements of this grant, that the Board of Trustees of the Buffalo and Erie County Public Library assures that:

1. It possesses the legal authority to submit this application, including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required;
2. It fully expects the project will begin construction, or continue construction work in

the case of a project that has begun but is not complete as of the date of application, within 180 days after receipt of written notification from the State Education Department that State Aid construction funds have been approved for the project and that the conditions of the funding have been met; and

3. Pursuant to the terms of Chapter 768 of New York State Laws of 1953, under which the Buffalo and Erie County Public Library was established, the County- owned Central Library building is a public library operated by the Buffalo and Erie County Public Library, which the Buffalo and Erie County Public Library fully expects and intends to operate as a public library for the next 20 years; and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to submit an \$800,000 NYS Public Library Construction Grant Program request for the Central Library in the amount of \$21,405, which combined with local share funding of \$35,828 would yield a total of \$57,233 for improvements at the Central Library, and be it further

RESOLVED, that the Board confirms the use of Library private funds designated for Central Library renovation for the local share funding, and be it finally

RESOLVED, that the Director transmit the necessary grant application, forms and documents to New York State's Division of Library Development.

Agenda Item E.2.d - Library Construction Grant Application - Merriweather Branch Library. This resolution approves a project proposed for the Frank E. Merriweather, Jr. Branch Library. This was moved by Ms. Juncewicz, seconded by Ms. Horton and approved unanimously.

RESOLUTION 2007-44

WHEREAS, up to an estimated \$37,950 in the regular \$800,000 annual state-wide New York State Public Library Construction Grant Program is available to support up to 50% of eligible project costs for projects benefiting the public libraries located within Erie County, and

WHEREAS, this grant provides an opportunity to leverage public and private funds to effectively double the amount available to finance badly needed capital restoration, energy saving and related projects, and

WHEREAS, the Merriweather Branch is in need of automated door openers to assist disabled persons entering the library and to extend power and control wiring to the library auditorium's projection screen, and

WHEREAS, estimated costs for these items total \$7,695, with proposed state grant covering \$3,847 and a local share of \$3,848, and

WHEREAS, sufficient funds are available within the Library fund's "Designated for Grant Match" balance sheet account to meet the local share requirement, now therefore be it

RESOLVED, pursuant to the requirements of this grant, that the Board of Trustees of the Buffalo and Erie County Public Library assures that:

4. It possesses the legal authority to submit this application, including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required;

5. It fully expects the project will begin construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application, within 180 days after receipt of written notification from the State Education Department that State Aid construction funds have been approved for the project and that the conditions of the funding have been met; and

6. Pursuant to the terms of Chapter 768 of New York State Laws of 1953, under which the Buffalo and Erie County Public Library was established, the City of Buffalo-owned Merriweather Branch Library building is a public library operated by the Buffalo and Erie County Public Library, which the Buffalo and Erie County Public Library fully expects and intends to operate as a public library for the next 20 years; and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to submit an \$800,000 NYS Public Library Construction Grant Program request for the Merriweather Branch Library in the amount of \$3,847, which combined with local share funding of \$3,848 would yield a total of \$7,695 for improvements at the Merriweather Branch Library, and be it further

RESOLVED, that the Board confirms the use of \$3,848 from the Library fund's "Designated for Grant Match" balance sheet account to provide the library's local share for this project, and be it finally

RESOLVED, that the Director transmit the necessary grant application, forms and documents to New York State's Division of Library Development.

Agenda Item E.2.e - Library Construction Grant Application - Crane Branch Library. Resolution 2007-45 relates to the project proposed at the Crane Branch Library. This was moved by Ms. Horton, seconded by Ms. Juncewicz and approved unanimously.

RESOLUTION 2007-45

WHEREAS, up to an estimated \$37,950 in the regular \$800,000 annual state-wide New York State Public Library Construction Grant Program is available to support up to 50% of eligible project costs for projects benefiting the public libraries located within Erie County, and

WHEREAS, this grant provides an opportunity to leverage public and private funds to effectively double the amount available to finance badly needed capital restoration, energy saving and related projects, and

WHEREAS, the Crane Branch is in need of automated door openers to assist disabled persons entering the library, and

WHEREAS, estimated costs for these items total \$5,935, with proposed state grant covering \$2,967 with a local share of \$2,968, and

WHEREAS, sufficient funding is available for the \$2,968 local share for this project from Library private fund donations and book sale proceeds for the Crane Branch, now therefore be it

RESOLVED, pursuant to the requirements of this grant, that the Board of Trustees of the Buffalo and Erie County Public Library assures that:

7. It possesses the legal authority to submit this application, including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required;

8. It fully expects the project will begin construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application, within 180 days after receipt of written notification from the State Education Department that State Aid construction funds have been approved for the project and that the conditions of the funding have been met; and

9. Pursuant to the terms of Chapter 768 of New York State Laws of 1953, under which the Buffalo and Erie County Public Library was established, the City of Buffalo-owned Crane Branch Library building is a public library operated by the Buffalo and Erie County Public Library, which the Buffalo and Erie County Public Library fully expects and intends to operate as a public library for the next 20 years; and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to submit a \$800,000 NYS Public Library Construction Grant Program request for the Crane Branch Library in the amount of \$2,967, which combined with local share funding of \$2,968 would yield a total of \$5,935 for improvements at the Crane Branch Library, and be it further

RESOLVED, that the Board confirms the use of \$2,968 from the Library private funds accounts provide the Library local share for this project, and be it finally

RESOLVED, that the Director transmit the necessary grant application, forms and documents to New York State's Division of Library Development.

Agenda Item E.2.f - State Aid Library Construction Grants: System Recommendations for 2007/2008. This item recommends and ranks B&ECPL System-wide projects for submission to New York State. Approval was moved by Ms. Pordum, seconded by Ms. Horton and carried unanimously.

RESOLUTION 2007-46

WHEREAS, up to an estimated \$37,950 in the regular \$800,000 annual state-wide New York State Public Library Construction Grant Program for 2007-2008 is available to support up to 50% of eligible project costs for projects benefiting the public libraries located within Erie County, and

WHEREAS, the Buffalo & Erie County Public Library in its role as a Library System must evaluate, rank and recommend approval of construction applications submitted by public libraries or public library systems, and

WHEREAS, five projects were submitted supporting the Central Library, Frank E. Merriweather, Jr. Branch, Crane Branch, Marilla Free and the Lackawanna Public Libraries, now therefore be it

RESOLVED, pursuant to the requirements of this grant, that the Board of Trustees of the Buffalo and Erie County Public Library recommends approval of all requested projects, ranked as follows:

, and be it finally

RESOLVED, that the Director transmit the necessary grant evaluation, forms and documents to the New York State Division of Library Development.

Agenda Item E.2.g - Authorization for Year-end Transfers in Excess of \$5,000. Mr. Stone reminded trustees this routine action is taken every year and allows the Library to make temporary transfers in order to close accounts out at the end of the year. Ms. Horton moved and was seconded by Ms. Panty. Approval was unanimous.

RESOLUTION 2007-47

WHEREAS, the 2007 year-end closing process is approaching and involves finalizing encumbrances (or commitments to spend budgeted funds), and

WHEREAS, the delay between payment of telecommunications related expenses and receipt of E-rate discount reimbursements for those expenses can cause the need to transfer funds temporarily between budget accounts as the available balances in the E-rate supported accounts towards the end of the fiscal year are too low to accommodate

the delay, and

WHEREAS, some costs, such as termination payouts for retiring employees, will impact other accounts, including the System salary and fringe accounts and individual contracting library salary and fringe benefit accounts, requiring transfers, and in the case of contracting libraries, contract budget amendments, be processed quickly to ensure payroll expenses can be met on a timely basis, and

WHEREAS, it may be in the Library's interest to encumber items that may require budget transfers in excess of \$5,000, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director, with the approval of the Board Chair or the Budget and Finance Committee Chair, to approve transfers within the budget impacting objects of expenditure in excess of \$5,000 for the purposes of making year-end encumbrances and/or expenditures as stated above, and be it further

RESOLVED, that the Board Chair is authorized to execute contract library contract budget amendments needed to implement transfers to address library termination costs, and be it further

RESOLVED, that any such transfers be incorporated into the monthly financial statements submitted to the full Board prior to the close of the fiscal year, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to approve temporary transfers within the budget impacting objects of expenditure in excess of \$5,000 for the purposes of accommodating the delay between payment of telecommunications-related expenses and receipt of E-rate discount reimbursements for those expenses, with said transfers being reversed upon receipt of the E-rate reimbursement.

Agenda Item E.2.h - Monthly Financial Report. The monthly financial report for the period ending August 31, 2007 was presented for information.

Ms. Panty inquired about details of the County Executive's proposed 2008 budget. Mr. Stone said County Executive Joel Giambra submitted a budget that maintains property taxes at 2007 levels and included the \$500,000 restoration approved by the Legislature last year. County Executive Giambra did not include any of the restoration requests the Library submitted. Mr. Stone expects the Library's budget hearing to take place within a few weeks.

Agenda Item F - Report of the Director. Michael Mahaney expressed his gratitude to the Board of Trustees for adjusting his final year's salary. Due to the County budget crisis in 2005, he said he understood that the Board was in no position to recommend an

increase when he was re-appointed two years ago. He thanked everyone and said he appreciated this recognition from the Board, coming in his final year with the B&ECPL. Mr. Mahaney informed trustees that the New York Library Association is meeting in Buffalo this week. Approximately 1,000 library professionals, trustees and friends have gathered for five days of meetings, presentations and special activities. Many B&ECPL staff members are attending, and several, including the Director and COO Mary Jean Jakubowski, are presenting programs.

The Director referred to handouts distributed to trustees at the meeting that pertained to the director recruitment process. Drafts of these documents were discussed at last month's Board meeting. Some revisions and adjustments were made as requested. The process is moving forward on schedule. Some ads have been placed where deadlines dictated, and others are forthcoming over the next few weeks. At the suggestion of some trustees, plans have been made to meet with representatives of other institutions, including the Museum of Science, the University at Buffalo and M&T Bank, to learn from their recent successful executive searches. To further this process, Mr. Buck asked members of the Executive Committee to remain after adjournment to consider dates for future meetings.

Trustee Berlow asked if the Library Foundation had been contacted to ascertain whether that organization might be willing to assist with costs associated with the director transition. Mr. Buck said he would follow up on this suggestion. Mr. Connors stated the Library Foundation is scheduled to meet on November 7th at 9:30 a.m. Mr. Berlow also suggested that some area businesses might be willing to assist the Library with recruitment or director expenses. Mr. Buck felt this idea was something that could be explored as well.

In closing, Mr. Mahaney introduced the Library's new Public Relations and Development Officer, Ms. Paula Sandy. A Blasdell resident, Ms. Sandy has been the Public Information Officer for Erie 2-Chautauqua-Cattaraugus BOCES since 2000. She was responsible for the strategic planning and implementation of a communications plan for Erie 2 BOCES. Mr. Mahaney went on to cite Ms. Sandy's numerous professional credentials and accomplishments. Under Mr. Hudson's direction, Ms. Sandy will plan, implement and evaluate the development and strategic communications programs that support the Library's mission, elevate its public profile and secure financial support from all sources, including advocacy. Information on the advocacy campaign to advance hopes for increased funding in 2008 will be shared with all trustees shortly.

Ms. Sandy said she is thrilled to be working for the B&ECPL, an organization near and dear to her heart, and she thanked everyone for the opportunity to contribute to this institution.

Mr. Berlow asked for a briefing on the recent meeting with the new director of the Buffalo Museum of Science. Chief Development Officer Stanton Hudson, Jr. said discussion centered on community partnerships going forward. An initial joint activity

was identified for some cross-promotional opportunities to assist both organizations in drawing people into its facilities. Other opportunities were discussed, including, but not limited to, programming. Mr. Mahaney said one idea being considered is to distribute museum passes to the disadvantaged. Similar to circulating a book, the passes would be loaned to library patrons allowing them free admission to the museum and returned to the library after use. The Director said he looked forward to the B&ECPL having a long and productive collaboration with the Museum of Science. Further discussions are anticipated.

Ms. Panty suggested a worthy initiative for possible future fund raising may be re-instituting Live Homework Help. Mr. Hudson thanked her for this idea and said he would look into it. Mr. Hudson reminded trustees of the David Plowden reception and program on October 27th. The Director reported the Library's annual direct mail campaign will commence soon. It will be connected with the advocacy campaign.

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

Staff Gathers for Second Annual Development Day On September 26th, more than 300 employees from every location, department and division of the Buffalo and Erie County Public Library System gathered in the Central Library's Mason O. Damon Auditorium for Staff Development Day. The 2007 theme was Customer Service. Among friends and guests who joined the staff were B&ECPL Board Chair W. Lawrence Buck, Trustee Elaine Panty and Erie County Legislator John Mills. Featured technology included theme-oriented presentations from YouTube, the popular video-sharing website used daily by millions worldwide - including many B&ECPL patrons. The Director provided an updated and abridged "State of the Library" address, followed by an overview of development and communications efforts by Chief Development and Communications Officer Stanton H. Hudson, Jr., who took this opportunity to introduce B&ECPL's newest administrator, Public Relations and Development Officer Paula Sandy, who joins the staff October 15th. Frank Polkowski, President of NonProfit and Management Consultants, was the keynote speaker. His energetic presentation helped employees appreciate both the fundamentals and subtleties of quality customer service, using patience, sensitivity and humor. The day included lunch (catered by Fables Cafe through the generous financial support of the Office of Development and Communications), prize drawings and "Cheers for Peers" employee-generated recognition awards for outstanding achievement. Staff cited for their outstanding performance included: Stack Department's Susan Carson for her work in the category, "Beyond the Call of Duty," Crane Library's Peter Lisker for his efforts in the category, "Innovation," Orchard Park Library Director Dawn Peters for her distinction in the "Leadership" category and Dawn Stanton of the Graphics Department for her contributions in the "Advocacy" category. Special thanks must be expressed to Human Resources Officer Doreen Woods, who coordinated the day's events, and to the many unsung heroes among the staff whose efforts helped make the day a great success.

Envisionware Implementation Begins: The original Envisionware implementation team has expanded to include a "steering committee" of staff from Central, branch and contracting libraries. As a result of joint meetings of these two groups, a fourth quarter implementation remains on track. Pilot tests will be conducted at the Dudley Branch and East Aurora Library beginning Monday, October 15th and Monday, October 22nd, respectively. Envisionware Project Manager Kristin Fenton joins B&ECPL staff on October 31st for three days when the rollout kicks into higher gear with installations at the Eggertsville-Snyder Branch in Amherst and the Central Library. Envisionware will be deployed among the remaining 33 libraries in an aggressive schedule over the months ahead.

B&ECPL Celebrates Hispanic Heritage: The Central Library's "Ring of Knowledge" has been transformed with bright colors, intriguing artifacts and appealing graphics in honor of Hispanic Heritage Month. Included in this handsome display is background information on history, cuisine and festivals of Hispanic culture in Buffalo. A hand-made chess set from Peru, a copper plate and costumes from Mexico and paintings from Cuba are just a few of the many exhibited items, on loan from El Buen Amigo, the Puerto Rican Day Parade and the Buffalo Museum of Science.

Language Cafe Debuts: On September 15th, the Niagara Branch Library opened its new Language Cafe. Attendees heard the story of Graciela, a Cuban-born woman whose husband was killed and whose property was seized when Fidel Castro came to power. On September 22nd, attendees heard the story of Gabriel, a refugee from southern Sudan. On September 29th, a mother and daughter who speak a Native American dialect, visited in the company of two teachers from the Buffalo Public Schools. Each week brings another enlightening experience, where guests share coffee and breads... and learn a few words in another language as part of the bargain.

Federal Museum and Library Official Visits: On September 13th, Chief Development and Communications Officer Stanton H. Hudson, Jr. and Library Foundation Board Member Catherine Schweitzer arranged for Dr. Anne-Imelda Radice, Director of the Institute of Museum and Library Services, to visit the Buffalo and Erie County Public Library. Dr. Radice was accompanied by IMLS Deputy Chief Ann Marie Pedersen and Elizabeth Perry from the Washington Corporate and Cultural Affairs Group. The Director welcomed these distinguished guests, who then received an in-depth tour of the Library's rare books collections from Grosvenor Room librarian Amy Pickard and Humanities and Social Sciences Department Manager Elaine Barone. Dr. Radice, a Buffalo native, expressed her high regard for the library and its treasures and is eager to lend her support to projects related to the conservation and long-term uses of these world-class collections.

ALA President Visits: On September 28th, American Library Association President Loriene Roy visited the Central Library. Chief Operating Officer Mary Jean Jakubowski offered Dr. Roy and her escort, University of Buffalo Health Sciences Librarian Dean Hendrix, a whirlwind tour of the Library's treasures, tools and tiers. Dr. Roy was excited

to learn about B&ECPL's impressive history and its many promising projects, and she requested further information for her upcoming National Public Radio program. The previous evening, September 27th, COO Jakubowski and Extension Services Administrator Ann Kling attended Dr. Roy's presentation at the University of Buffalo, where she discussed her Native American heritage, her goals as ALA President and her experiences as a professor in the University of Texas - Austin School of Information.

NOVELny Steering Committee Welcomes New Members: On September 19th, State Librarian and Assistant Commissioner for Libraries Janet M. Welch and Committee Chair Sarah Conrad Weisman welcomed 13 new members, including B&ECPL's Corporate Information Officer Shirley Whelan, to the NOVELny Steering Committee. Ms. Welch appointed the new members for three-year terms that began September 1st. To be competitive, New York must maintain a powerful state-wide Internet library with current and high-end content as well as electronic science and math information that enables students to meet learning standards and increase academic performance. This committee will devote itself to that objective.

Technology Training Attracts Eager Audiences: Youth-oriented "Database Direct" programs continue throughout the System. Technology specialist Kristi Rugg and computer operator Sara Taylor have been conducting these classes to very enthusiastic audiences at various locations. In addition to her "Database Direct" programs, Ms. Rugg is conducting a variety of technology instructional programs, including Computer Basics, Microsoft Word Basics, Internet Basics and Microsoft Excel Basics. Her work in this area has been well received everywhere she visits. Additional programs will be scheduled throughout the fall.

Annual United Way Campaign Continues: A "split-club" drawing at B&ECPL Staff Development Day raised more than \$300 for the United Way. In addition, Chief Development and Communications Officer Stanton Hudson and library associate Nora Macy (with financial support from the administrative team) created a basket for the Rath Building basket auction. CIO Shirley Whelan and Extension Services Administrator Ann Kling, who attended the auction, claim that B&ECPL's was one of the best baskets available for bidding! Now, staff just needs to collect pledge forms, sell some "Enjoy the City" coupon books and achieve B&ECPL's collective United Way goal!

Construction of Secure Storage Area Begins: Creation of a secure storage space for rare and special materials has begun on Tier A. This long awaited project, funded in part by a New York State Construction Grant, will provide a secure climate-controlled environment for thousands of valuable treasures. Collections have been shifted throughout the closed stacks to allow sufficient space to accommodate these rare book materials in the interim. The project will be complete in early 2008.

Read to Succeed: East Delavan Branch librarian Jamie Smith has been busy working with Buffalo's "Read to Succeed" initiative, promoting the virtues and values of family reading throughout the community. On September 8th, Ms. Smith and Extension

Services Administrator Ann King attended the campaign launch at Kensington-Bailey Neighborhood Housing Services. Many groups in the "Read to Succeed" coalition were represented, and the response from the community has been overwhelmingly positive. Within the first hour, children claimed every backpack filled with school supplies. The Library distributed borrower card applications along with pencils and other incentives from the most recent Summer Reading campaign. Further results of this community initiative will be reported as they become available.

Press Focuses on Library Resources and Services: The September 2nd issue of The Buffalo News featured an article by business reporter Michelle Kearns entitled, "WNYers Show Inventive Genius." The piece featured quotes from Business, Science and Technology librarian Daniel Caufield, who provided background on the Central Library's status as a Patent and Trademark Depository Library and how BST staff helps local inventors and businesses better understand and take advantage of the patent and trademark process and available resources. On September 30th, Children's Services Coordinator Beverly Federspiel was interviewed and quoted by News reporter Charity Vogel in her article, "Beloved Literary Character Mrs. Piggle-Wiggle Turns 60," which reminisced about this storybook legend who still appeals to children and parents alike.

Miscellaneous Meetings, Contacts and Appearances: On September 6th and 7th, Niagara Branch Manager Kathy Goodrich attended EPIC (Every Person Influences Children) facilitator training, learning skills and techniques that can be applied to programs conducted at the library. On September 10th, Business, Science and Technology (BST) librarian Daniel Caufield participated in the Small Business Development Center's Restaurant Institute orientation at Buffalo State College. On that same date, Grosvenor Room librarian Amy Pickard participated in the Western New York Library Resources Council's Regional Digital Heritage Committee meeting, which is working to locate and transfer remaining content associated with the 1908 New York to Paris automobile race to the WNY Legacy Website www.wnylegacy.org. On September 12th, Nancy Mueller, Business, Science and Technology Department Manager and B&ECPL's Records Management Officer, attended her first Erie County Records Commission meeting. On September 15th, BST librarian Caufield participated in a small business panel discussion for entrepreneurs at the Buffalo Renaissance Corporation's "Business Expo."Â September 22nd took Mr. Caufield to the Buffalo Investment Club, where he showcased the Library's business and financial research materials. On September 17th, Hamburg Public Library Director Jack Edson led the Central Library's lunchtime book review group "Literally Speaking" in a discussion of the Digging to America by Anne Tyler.Â On September 18th, Children's Department librarians Kerra Alessi and Gwen Collier presented "New and Notable Titles" to 100 Buffalo Public School Librarians at the BPS Librarians Conference. On September 19th, the Director and COO Mary Jean Jakubowski met with the Board of Trustees of the Lancaster Public Library to discuss 2008 budget concerns and transition planning in the wake of Director William Sutton's retirement. On September 20th, Buffalo East Cluster Manager Claudia Yates participated in an open house at School 81. On September 24th, Extension Services Administrator Ann Kling and Niagara Branch Manager Kathy

Goodrich met with Executive Director Tracy Diina of Literacy Volunteers to discuss having a Drop-In Center at the branch. Niagara will host a Literacy Volunteers information night in November. On September 25th, the Director and COO Jakubowski met with the Board of ACT (Association of Contracting Library Boards) to discuss future meeting topics and begin planning for the 2008 trustee workshop. Also on September 25th, Niagara Branch Manager Goodrich attended a parent's night at School 19 where she was able to recruit a teacher and the school librarian to participate in the "Day of the Book, Day of the Child" in April 2008. On September 29th, the Frank E. Merriweather, Jr. Library hosted Mayor Byron Brown's Minority Business Roundtable. On October 1st, the Director, COO Jakubowski and Development and Communications Officer Hudson met with Mark Mortenson, recently appointed CEO of the Buffalo Museum of Science, Center for Science Learning Director Karen Wallace and Museum Deputy Director Carol Simon to discuss future collaborations. On October 3rd, COO Jakubowski, CIO Whelan, Extension Services Administrator Kling and the Director attended the annual meeting of the Western New York Library Resources Council. The evening culminated with an awards presentation, and among those honored were Dr. David and Mrs. Ruth Dietz for outstanding advocacy efforts on behalf of the Town of Tonawanda Public Library. Town of Tonawanda Director Kate Weeks was on hand to express her appreciation and support. On October 10th, the Director was the guest speaker at the Chautauqua-Cattaraugus Library System's annual meeting in Olean. The title of his presentation was: "Not Norman Rockwell's Library Anymore."

Agenda Item G - Public Comment. Elizabeth Berry, a member of Save Our Libraries, was curious about the director search recruitment timeline. Regarding the Library's 2008 budget request, she noted the concept of mall-based library outlets was put forth. She feels this idea is geared more towards suburbs than cities. Ms. Berry asked about service augmentation for Buffalo residents. She also inquired about furniture currently being stored in the Dudley Branch meeting room.

The Director advised everyone to monitor the Library's website for information regarding the director recruitment process.

Ms. Summer remarked that she recently read that the Audubon Library has decided to open a small space to handle on-going book sales, to be handled by volunteers. She asked if safeguards were in place to ensure proper accounting of funds. Mr. Stone said each library is responsible for managing its own fund raising. A cash register will be installed to assist volunteers in handling funds. Reconciling cash register receipts with actual dollars received is the key to monitoring sales activity.

Agenda Item H - Unfinished Business. No unfinished business.

Agenda Item I - New Business.

Agenda Item I.1 - Variance Request: NYS Minimum Standards. Director Michael Mahaney said this resolution is a recurring request and will allow the B&ECPL to seek Â

a variance from New York State Minimum Standards for the Boston Free Library. This variance will "grandfather" the current Library Manager, who was employed by that library for many years prior to the implementation of this population-based standard. Ms. Panty moved to approve. Ms. Summer made a second. In response to an inquiry from Ms. Juncewicz, Mr. Mahaney replied that this variance applies only to the current employee and would not stay in place if that manager leaves. The Boston Free Library is the only library in the System that is requesting a variance of any type. Mr. Buck called for a vote, and the resolution was approved unanimously.

RESOLUTION 2007-48

WHEREAS, Library reported it was unable to meet standard #11 (employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8) of the New York State Minimum Standards for Registration of Public, Free Association and Indian Libraries, and

WHEREAS, while the Boston Free Library does employ a paid director, the educational requirements for that library changed when its chartered population increased from slightly below 7,500 in the 1990 census to slightly above 7,500 in the 2000 census and this change occurred several years subsequent to the incumbent's appointment, requiring a variance be requested, and

WHEREAS, pursuant to regulation, the Boston Free Library has completed a variance request form and transmitted this form to the Board of Trustees of the Buffalo and Erie County Public Library for review and action, now therefore be it

RESOLVED that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Board Chair and the Director to sign and transmit the request from the Boston Free Library for a variance from the New York State Minimum Standards for Registration of Public, Free Association and Indian Libraries to the New York State Division of Library Development.

There being no further business, on motion by Ms. Horton and a second by Ms. Panty, the meeting adjourned at approximately 4:40 p.m.

Respectfully submitted,

Frank Gist
Secretary