

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
MAY 15, 2008

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, May 15, 2008, 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
Jack Connors
Annette A. Juncewicz
Hormoz Mansouri
Elaine M. Panty
Judith K. Summer
Wayne D. Wisbaum

George M. Zimmermann, Trustee Emeritus

Excused:

Sheldon M. Berlow, out of town
Richard L. Berger, out of town
Phyllis A. Horton, out of town
Mario J. Rossetti, ill
Sharon A. Thomas, conflict

Chair W. Lawrence Buck asked Deputy Director Kenneth Stone to update trustees on the North Park Library situation. Mr. Stone reported a meeting was scheduled the following day with City of Buffalo officials to discuss cost estimates and a timeline for remedying deficiencies in the structure so that full use can be resumed, as well as the possibility of acquiring a temporary facility in lieu of the *Lookie Bookie*. The City is also investigating City-owned buildings in the vicinity seeking a permanent facility replacement. Mayor Byron Brown has been very supportive and is working to resolve the problem. All employees were afforded an opportunity for lead level testing. Mr. Stone believed that all tests processed to date had low lead levels. He announced the Health Department will do free lead assessments for any facility built prior to 1979. All city branch libraries had been tested prior to this incident. Mr. Stone expects to have the North Park building assessment within two weeks. Director Bridget Quinn-Carey said City officials are aware that even if the North Park facility is remediated, it would

still be an inadequate facility for providing modern library services to that neighborhood.

Upon the arrival of Annette Juncewicz at 4:12 p.m., Chair W. Lawrence Buck called the meeting to order in the Joseph B. Rounds Conference Room.

Agenda Item B – Approval/Changes to the Agenda. Agenda was approved as mailed.

Agenda Item C – Minutes of the Meeting of April 17, 2008. Minutes were moved by Ms. Pordum, seconded by Ms. Summer, and approved unanimously.

Agenda Item D – Report of the Chair. Mr. Buck complimented staff on how well the closing of the North Park Branch was handled. He said Legislator Lynn Marinelli expressed her appreciation of the Library's quick response and is supportive of improving library services to that community.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Ms. Pordum reported that Mr. Stone outlined all the financial resolutions. The problem at the North Park Library was discussed. At the April Board meeting, the idea of holding some System Board meetings at locations other than the Central Library was discussed and approved. The Executive Committee prepared a meeting schedule that identified alternate locations for selected meetings. This schedule was distributed at the Board meeting. Mr. Stone proposed the idea of creating a System grant opportunity for library construction projects in order to assist libraries in meeting grant match requirements, enabling more libraries to propose viable projects. The Policy Committee also met in conjunction with the Executive Committee regarding a proposed Special Events Policy, which will be covered later in the meeting.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – 2008 Budget Adjustments: Allocating 2007 Year-end Balance. Mr. Stone advised the Board that Richard Berger was present at the Executive Committee and reviewed all budget and finance items. Resolution 2008-15 allocates the 2007 year-end fund balance. A total of \$1,206,689 was proposed for reallocation, with remaining funds of \$542,618 augmenting the undesignated balance fund. Ms. Juncewicz moved for approval and was seconded by Ms. Pordum. Approval was unanimous.

RESOLUTION 2008-15

WHEREAS, at its regular meeting of December 20, 2007, the Board of Trustees of the Buffalo and Erie County Public Library adopted Resolution 2007-55 adopting the Library's 2008 budget, and

WHEREAS, subsequent to adopting the 2008 budget a number of 2007 projects and activities not completed or implemented in 2007 are desired to be completed or implemented in 2008, and

WHEREAS, it is desirable to utilize a portion of available ending fund balance to augment the Library's "Designated for Grant Local Share Match" and "Designated for Contingency" accounts, and

WHEREAS, sufficient 2007 ending fund balance is available to meet these objectives, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library allocate \$750,000 of available 2007 ending fund balance to increase the Library's Designated for Grant Local Share Match balance sheet account, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library allocate \$100,000 of available 2007 ending fund balance to increase the Library's Designated for Contingency balance sheet account, and be it finally

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library amend the 2008 Operating Budget, increasing the use of fund balance revenue line and expenditures by \$1,206,689 as detailed in Exhibit 1.

Resolution 2008-15 Exhibit 1: Reappropriation of 2007 Balances

Recommended Use of Remaining One-Time Funds

Undesignated Balance Remaining After Recommended Designations:	\$1,749,307
Reappropriate a portion of 2007 unexpended Library Materials Budget for uses including addressing gaps in the collection, increasing centralized selection and increasing young adult material	(\$491,100)
Improve the online catalog including interface, searching, and authority control (which provides the patron more accurate and efficient access to the online catalog)	(\$175,000)
Replace Catalog Dept.'s dot-matrix printers with thermal printers and provide label supplies	(\$15,000)
Purchase additional CD cases for audio books	(\$15,000)
Supplement programming including author visits, book discussions, Big Read, Battle of the Books, summer reading, small group programming & computer lab programming	(\$70,000)

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Staff Development Day - keynote speaker & training	(\$7,500)
Improve Library Events scheduling, reporting, tracking using web-based calendaring system	(\$7,200)
Computer Equipment including: scanners and color printers for public use; Networking equipment (routers, switches, backup equipment, etc.); and a new web accessible email system	(\$195,892)
Other equipment including microform reader printers, security/page radios, cleaning equipment, book trucks, etc.	(\$51,859)
Office supplies including those for start up of new computer equipment	(\$19,764)
Maintenance & repair tools & supplies	(\$6,595)
Misc. items including display holders, easels, sign stands, book ends, book supports	(\$5,179)
Office equipment & furnishings replacements including: replacing 7 year old public access photocopiers the Central Library and multiple branch and contracting libraries; book/cd racks; stools; chairs; shelving; book trucks; etc.	(\$142,265)
Buildings & grounds equipment (lawnmowers, snow-throwers, etc.)	(\$4,335)
Total Recommended Use of One-time Funds	(\$1,206,689)

Remaining Available Undesignated Balance \$542,618

Agenda Item E.2.b – Approve New York State Annual Reports. This resolution approved the System’s New York State Annual Reports for 2007. The actual reports were emailed to trustees, and a copy was also available for review at the meeting. Ms. Juncewicz made a motion, Dr. Mansouri seconded, and approval was unanimous.

RESOLUTION 2008-16

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, and each contracting library also files a public library report, now therefore be it

RESOLVED, that the Buffalo and Erie County Public Library Board of Trustees assures that the Buffalo and Erie County Public Library "Annual Report for Public and Association Libraries - 2007" 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 and 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 - 2007" has been reviewed and accepted, and be it further

RESOLVED, that the Buffalo and 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.c - Consolidated NYS Library Aid 2008-2009 Application. Mr. Stone expects very little change in State Aid, although there may be a slight decrease of about \$60,000. A delay in submitting this application to await final figures would result in the Library System's Aid allocation of over \$1 million being delayed. Ms. Juncewicz moved, Ms. Summer made a second, and approval was unanimous.

RESOLUTION 2008-17

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 2008 Library operating and grant budgets adopted by the Library Board of Trustees anticipated \$3.1 million of State Aid in the operating and grant funds, and

WHEREAS, the recently adopted New York State budget included a decrease in aid to address state fiscal difficulties worsened by recessionary conditions that is expected to lower the total to approximately \$3.05 million, and

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

WHEREAS, while a reduction is anticipated, the State Library has not yet allocated the change among various aid categories and has asked that the applications be submitted using existing statutory figures to avoid a delay in the initial disbursement of funds, and

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

RESOLVED, that Central Book Aid received in 2007, 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 and 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 is expected to have 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 subsequent to a scheduled meeting with representatives on May 16, 2008, and be it further

RESOLVED, that the Buffalo and 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.

Agenda Item E.2.d – Monthly Financial Report. This report was distributed at the meeting and covered the months of January through March. The Library is operating well within budget. At the present time overtime costs are above budget, due in large part to restored Sunday hours that occurred throughout the System. At the time the budget was created, it was unknown whether Sunday shifts would be covered by part-time staff or by full-time employees paid at an overtime rate. Later in the year, a budget transfer will be made to cover the shortfall in overtime.

Agenda Item E.3 – Policy Committee. Judith Summer referred to Resolution 2008-18. An interim policy is being proposed because events have already occurred, or have

been scheduled, and it is necessary to have a policy in place. The Policy Committee plans to revise the interim policy based on input from Board members, including Trustee Rossetti's concerns, and feedback from event planners. The intention is to bring a final policy back to the Board for approval within six months. On motion by Ms. Summer and a second by Dr. Mansouri, the interim Special Events Policy was unanimously approved.

RESOLUTION 2008-18

WHEREAS, the Buffalo and Erie County Public Library (B&ECPL) facilities are designed for library programs and use, and for non-profit organizations engaged in educational, cultural, intellectual, or charitable activities of interest and/or benefit to the community and open to the whole community, and

WHEREAS, currently, community groups, government entities, businesses, and individuals may reserve certain specified Central Library spaces for certain invitation-only events by making application, which requires a Facilities Use Fee, and

WHEREAS, these fees vary according to the type of organization, type of use, spaces reserved, whether use is during regular business hours or after hours, whether food is served, whether admission fees are charged and/or items are sold, and

WHEREAS, there does not exist a policy or procedures related to the rental of other spaces, including the Central Library foyer, the Ring of Knowledge, and/or additional spaces on the main floor of the building for special events (excluding the West Room), and

WHEREAS, the Board of Trustees of the Buffalo and Erie County Public Library, or its designee, approves all event usage of the Central Library, now, therefore, be it

RESOLVED, that the Buffalo and Erie County Public Library Board of Trustees approves the Central Library Special Events Policy and Procedures, and be it further

RESOLVED, that this approval is made on an interim basis until such time as the Policy Committee brings before the Board the final Special Events Policy and Procedures.

Agenda Item F – Report of the Director. Mrs. Quinn-Carey announced exciting news stemming from a meeting she and Mr. Hudson had with the Library Foundation Board the previous day. The Foundation had been approached in order to explore areas where it was felt the two organizations could work together to embark on joint programs and events and discuss how to work together effectively. Based on previous discussions, a funding proposal for four programs was presented to the Foundation

Board. The Director had just been informed earlier in the day that the Library's funding request was approved for \$35,500 to be applied towards the Summer Reading Program and Battle of the Books, two *Meet the Author* programs in conjunction with WBFO to be broadcast from Fables Café during lunch hours, underwriting the Art Spiegelman reception on May 22nd, and funding for restoration work on some items in the "Milestones of Science" collection. This special collection will be highlighted in 2009 – the 400th anniversary of the invention of the telescope by Galileo, the 200th anniversary of the birth of Charles Darwin, and the 150th anniversary of the publishing of *Origin of Species* – to allow selected items from the collection to be brought out for public view. The Foundation has also expressed interest in assisting the B&ECPL as it undertakes literacy initiatives to address serious illiteracy issues in Buffalo. The Director thanked the Library Foundation for its support. She also noted the Library Foundation provided her with some financial documents and offered to share those items with any trustees who are interested.

A visit from the Macedonian Ambassador is scheduled for June. This visit relates to books in the Macedonian language being donated to the B&ECPL. The Library has been working with the University of Buffalo's School of Library and Information Science, which has a Macedonian connection. Western New York has a substantial Macedonian population, residing predominantly in Lackawanna and Hamburg. Ms. Juncewicz asked whether St. Cyril's Church had been contacted in connection with this visit. Deputy Director Mary Jean Jakubowski, who is coordinating this event, assured trustees that St. Cyril's is aware of the donation and has been involved in the entire project. Mrs. Quinn-Carey stated this new collection will be highlighted.

In keeping with the new "green" way of thinking, the Director said in the future her monthly report, including deputies' reports, will be sent as a PDF or file attachment that trustees can read online or print out. This will save postage costs, trees, recycling, etc. Trustees who prefer to continue receiving printed copies should advise the Director.

The Director called upon Deputy Director Stanton Hudson to give an update. He distributed copies of news articles to trustees and commended Assistant Deputy Director Paula Sandy, who coordinated media activity related to the North Park Library closing. Mr. Connors suggested news articles be posted on the Library's website. Mr. Hudson agreed with that suggestion, and reported the Library's new webmaster had recently commenced employment. He thanked Ms. Sandy for committing many extra hours of her time to maintain the website while that position was vacant.

Mr. Hudson announced the Library recently received notice that it had been awarded \$20,000, the maximum grant allowed, by the National Endowment for the Arts. The B&ECPL will be the principal sponsor of this year's "The Big Read," which will take place in October. The literature featured this year is *The Maltese Falcon*. He also reminded trustees about the Art Spiegelman program taking place the following week.

Ms. Summer said she received favorable comments about the Library's new downloadable audio book service. Mr. Gist asked if the Library received many complaints about the inability to download to iPods. Mrs. Quinn-Carey reported the OverDrive service the Library currently uses is making advances that will soon allow downloading to iPods. Mrs. Pordum remarked that she enjoyed reading the expanded library activity reports.

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

On The Road

May is the month for suburban library visits: by the end of this month I will have visited all of the Buffalo branches and contracting towns except for the Town of Tonawanda (scheduled for early June), and a few of the suburban branches. This has been an incredibly rewarding and informative process. Each visit gives me a better idea of how the Library System has worked in the past and can work effectively – and differently – moving forward. I come away each time with new ideas, diverse perspectives and articulated needs. These experiences will help us to develop a path for development and service responses throughout our entire Library System.

The North Park Library situation has been one of the top issues for attention this month. Please see the Buffalo Branches and Community Connections report for more information on the closing and current operations. We are in discussions with the City regarding temporary and long-term options for library service in North Buffalo. **Ken Stone** is meeting with the City's Commissioner of Public Works and other key players on May 16th to review facility options.

My State of the Library address was well attended and was a good opportunity to meet with the staff. My comments are posted on the intranet, along with answers to questions staff had posed before the presentation. My thanks to all staff members who assisted in coordinating the day.

County Executive **Chris Collins** visited with **Larry Buck, Becky Pordum, Mary Jean Jakubowski, Ken Stone, Doreen Woods** and me at the Central Library on April 17th. After a brief tour we discussed a number of topics of relevance with Mr. Collins, including capital needs and ongoing financial support, and also answered many of his questions about the Central Library and how the Library System is organized and administered. We all felt it was a positive meeting and hope to work with Mr. Collins to ensure continued support for the Library System as well as assist the County in its endeavors to address important issues. Mr. Collins was especially impressed by the Mark Twain Room and our Special Collections. A tour of the Rare Book Room has been scheduled with Mr. Collins for May 16th.

As many of you know, veteran library staff member **Janice McCloskey** will be retiring as of May 30, 2008. We are all very sad to see Jan leave us (especially me!) but wish her all the best for a relaxing and fulfilling retirement. The search to fill the position of Secretary to the Director is underway; interviews will be held the week of May 12th and I hope to have someone on board as soon as possible to enable Jan to provide an introduction to the position and initial training. The Administrative Team will host an intimate reception in Jan's honor immediately following the Board of Trustees meeting; we hope you can stay for cake and punch and bid Jan a fond farewell.

Report of the Chief Operating Officer

PLDS Survey Submitted: The *B&ECPL's 2008 Public Library Data Survey* (PLDS) was submitted on April 28, 2008. Although no funding or aid is tied to the PLDS, it is an important and, ultimately, the most accurate characterization of the Buffalo and Erie County Public Library System. Coordinated System Services Administrator **Carol Batt** oversaw the completion of the Survey, while Catalog Department Librarian **Kelly Donovan** collated the multitude of information supplied by all B&ECPL libraries and departments.

Process Improvement Project Initiated. On April 17th, Technical Services Departments (Acquisitions, Catalog, Serials and Processing) began a process improvement study to help streamline day-to-day operations. This project directly correlates with Library Director Quinn-Carey's staff challenge to be creative, innovative, make suggestions and be inspired to seek out new ways to approach your work. The project goal is to become an overall more efficient operation, reduce turnaround time, and make all newly acquired items available to Library borrowers sooner. All Technical Services staff is commended for getting involved!

Parking Vouchers: As a result of a generous anonymous donor, free one-hour parking validation is now being offered to patrons at the Central Library. The program, which began on Sunday, April 13th, has been well received.

Get Graphic: Pulitzer Prize winning graphic novelist **Art Spiegelman** is scheduled to appear at the Central Library on Thursday, May 22nd. Invitations are being distributed via the Development/Communications Office. Graphic novelist **Gene Yang** will present a program on July 9th in the Central Library Auditorium, and graphic novelist **Scott McCloud** will be featured at the Albright-Knox's *Gusto* at the Gallery on Friday, October 3rd. All three events will be announced in the *Next* section of *The Buffalo News* from April 30th through May 14th. As part of the Get Graphic! project, two movies based on graphic novels were shown at the Merriweather and Julia B. Reinstein Libraries on April 14th and April 19th. The screenings were facilitated by Grosvenor Room Librarian **Suzanne Colligan**.

Mc's and Mac's -Collection Updates: The Library has long been interfiling fiction materials with authors' last names beginning with Mc and Mac. Following (dated) Library of Congress Rules, both Mc and Mac have been perceived as being spelled out as m-a-c. Confused? Who wouldn't be! This concept is challenging during Page training and is also a source of confusion for patrons searching for Mc and Mac authors. After review, it has been determined the B&ECPL will convert all fiction collections to a strict alphabetical convention for shelving Mc and Mac authors. Conversion of the Central Library tier collections began on April 23rd, and open shelf collections will be addressed soon. Buffalo Branches are following suit, and contract libraries have been advised to convert their collections as well.

Rare Book Room Doings: **Annette Magid**, an ECC English Professor, presented her research on the Library's Roycroft archives at the Northeast Modern Language Association (NEMLA) convention, held in Buffalo. Along with two other panelists, she presented and discussed "Elbert and Alice Hubbard and the Roycroft Experiment." Shortly after the morning presentation, one of the panelists visited the Central Library to view the archives and the *Message to Garcia* manuscript. A professor from Brock University, presumably having attended NEMLA, is planning a visit to study the Roycroft archives as well.

Dori Adams, descendant of Aries Press founder Spencer Kellogg, viewed the Rare Book Room Aries Press holdings on April 29th. Although not as well known as the Roycroft Press, Aries Press was a fine, private, small press that existed in Eden, New York, in the 1920s. Upon seeing that a few Aries Press books in the RBR collection were not in good condition, Ms. Adams immediately donated better copies that she happened to have in her car. She plans to send another replacement at a later date.

Mike Cloutier, author of *Peace Bridge: The Dream and Its Evolution*, donated six copies of his work to the Library. He used the Grosvenor Room/Rare Book Room to research Alonzo C. Mather and local newspaper articles about the Peace Bridge. He acknowledges "the staff of the Grosvenor Room of the Buffalo and Erie County Public Library for their kind assistance and insight" in the book's introduction.

The Rare Book Room applied for the *Connecting Collections Bookshelf*, a free library of books dealing with special collections stewardship, from the IMLS. Successful applicants will be notified in July.

Programs, Programs, Programs: Literally Speaking, the Central Library lunchtime book discussion group, met on April 15th. A lively discussion of Michael Chabon's *The Yiddish Policemen's Union* was led by Grosvenor Room Librarian **Suzanne Colligan**. The annual summer reading meeting for youth services staff was held on April 23rd at the Central Library. This year's theme is "Catch the Reading Bug" for children and "Metamorphosis" for teens. Children's Room Manager **Kathy Goodrich** chaired the

meeting. Children's Room Librarians **Mary Ann Budny, Gwen Collier, Kate Puehn** and Popular Materials Librarian **Britt White** presented ideas for summer programs via PowerPoint and handouts. **Kerra Alessi** (currently on maternity leave) developed part of this program. On April 29th **Alyssa Capucilli**, author of the popular *Biscuit* series, visited the Central Library and spoke to approximately 300 students and teachers in the Mason O. Damon Auditorium.

National Library Week produced a full day of *Family Fun* on Saturday, April 19th. Explore & More: a children's museum started off the day with a presentation of Pop-Up Art. Next, an enthusiastic audience of children and adults enjoyed a performance by the Muhammad School of Music at the Ring of Knowledge. The day's activities concluded with GeoTectives, a program in the Cool Science Series by the Museum of Science. Two programs in the F.R.E.E. Time family reading series were held in April - Favorite Storytime Bears on the 10th and Spectacular Sports on the 24th. The Thursday programs continue to be very popular. Children's Room staff conducted two tours - Heim Middle School on April 22nd and the King Center Charter School on April 29th.

SirsiDynix SuperConference: Chief Information Officer **Shirley Whelan**, Coordinated System Services Administrator **Carol Batt**, along with Technical Services Librarians **Maureen McLaughlin** and **Kelly Donovan**, attended the SirsiDynix SuperConference in Detroit April 5 - April 8, 2008.

SisiDynix Pre-Conference: Technical Services Department Manager **Maureen McLaughlin** attended the pre-conference session *Symphony Indexing and Search/Retrieval: What You Really Need to Know*, which examined the differences between the two search engines (browse and keyword) used by Unicorn/Symphony.

Turning the Page: Building Your Library Community: Supported by the Bill & Melinda Gates Foundation, Deputy Director **Mary Jean Jakubowski**, along with City of Tonawanda Public Library Director **Beverly Federspiel**, Amherst Public Library Director **Roseanne Butler-Smith**, West Seneca Public Library Director **Cathy Foertch**, Angola Public Library Manager **Mary Truby** and Collins Public Library Director **Karen McClure**, attended Turning the Page: Building Your Library Community Conference in Bolton Landing April 6 - April 8, 2008.

Miscellaneous Meetings and Appearances: Popular Materials Librarian **Britt White** attended the Comicon (a popular culture convention featuring graphic novels) in New York City April 17 - April 19. She came back with great ideas and contacts for both the Get Graphic! program and YA programming. Business, Science and Technology Department Manager **Nancy Mueller** met with Jim Tammaro of the New York State Archives Western New York Office to discuss the retention schedule for library records. Children's Room Manager **Kathy Goodrich** attended an Internet safety workshop at WNYLRC on April 15th. eBranch Manager **Mary Schiffhauer** attended a WNYLRC

workshop on Question Point: 24/7 Reference Service on April 1st. Popular Materials Department Manager **Meg Cheman** and Librarian **Britt White** met with Ed Cardoni of Hallwalls on April 28th to discuss the Get Graphic! project for cross-promotion and the possibility of coordinating events to ensure the widest possible participation. Central Library Administrator **Peggy Skotnicki** attended a WNYLRC Board meeting on April 22nd and a spring update on online database offerings from WALDO (Westchester Academic Library Directors' Organization) on April 17th. Chief Development and Communications Officer **Stanton Hudson**, Humanities and Social Sciences Department Manager **Elaine Barone** and Central Library Administrator **Peggy Skotnicki** toured the gift shop and the local history department of the Niagara Falls Public Library on April 23rd. Coordinated System Services Administrator **Carol Batt** participated in the Borrower Account Review meetings and attended a WNYLRC Continuing Education Committee meeting. Deputy Director **Mary Jean Jakubowski**, Library Director **Bridget Quinn-Carey** and Chief Financial Officer **Kenneth Stone** met with Erie County Legislators **Lynn Marinelli** and **Betty Jean Grant** to discuss the future of B&ECPL libraries, funding needs and services. Deputy Director **Mary Jean Jakubowski** and Buffalo Branches/Community Connections Administrator **Ann Kling** held several conversations with Erie County Legislator **Timothy Kennedy** and his office regarding promotional flyers for the East Clinton Library. Both Mr. Kennedy and his staff are commended for their continued commitment to library services and funding. Library Director **Bridget Quinn-Carey**, Chief Financial Officer **Kenneth Stone** and Deputy Director **Mary Jean Jakubowski** attended and presented before both the Erie County Legislature's Community Enrichment and Finance and Management Committees. Legislators were updated on B&ECPL's progress and use of the \$1.6 million increase in the 2008 budget. Deputy Director **Mary Jean Jakubowski** also met with representatives from the WNYLRC, Buffalo Museum of Science, Explore & More: a children's museum and members of the Librarians Association Professional Council and Negotiation team.

Noteworthy News: East Cluster Manager **Claudia Yates** received a wonderful compliment from 12-year-old Steve Malciki, 3rd place recipient in the 2008 B&ECPL Guitar Hero Tournament when he sent a personal e-mail thank you for holding the competition and indicated he was looking forward to next year! Children's Room Librarian **Wanda Collins** received rave reviews for her Preschool Storytimes at the Dudley Library. One parent even told Library Manager **Dorinda Hayes** his daughter was so thrilled, she had to be "practically dragged out of the library after the program, because she didn't want to leave" and how she talked about the program all day long, expressing her excitement and enjoyment. Business, Science and Technology Librarian **Tim Galvin** was a "lifesaver" according to Public Relations and Development Officer **Paula Sandy**. Ms. Sandy is completing her MBA at St. Bonaventure University and needed financial data for a recent project. Mr. Galvin not only located the information, but reviewed it with Ms. Sandy to assure the information was clear and concise. Grosvenor Room Librarian **Amy Pickard** came to the rescue during the midst of the North Park closing by accommodating author Karen Desai (via Just Buffalo Literacy

Center) with an impromptu tour of the Mark Twain Room and Huck Finn manuscript on Friday, April 25th.

Office of the Chief Financial Officer

Ken Stone's office has been very busy in April and early May preparing the information and background for the attached financial resolutions, state reports, and PLDS data report. He has also been managing the e-rate audit with **Shirley Whelan**, helping to address the issues at the North Park Library facility and working with the Legislature to promote the System's capital needs. Ken has also developed a resolution (2008-21) that would provide System grant opportunities for suburban libraries for the upcoming state facility grant cycle. This would enable us to provide needed local matching funds for their projects. The grant match would be based on the municipality's e-rate discount percentage - lower income towns/cities would have larger match percentages - some up to 90%. [Director's note: I have heard several contract libraries express concerns about their ability to raise a 50% local match for state construction funds during my visits around the System; this would be an excellent way to assist them.]

Report of the Chief Information Officer

Envisionware Implementations Continue: The implementation of Envisionware took place at four additional libraries this month: Boston, Collins, Lancaster and North Collins. Installations remain at only three libraries: Audubon, JBR and Tonawanda. The staff and patrons have been extremely happy with the new system and the self-service it provides.

Gates Online Opportunity Grant Application Unofficially Approved: New York State's Coordinator for Gates Grans informed the B&ECPL on April 29th that our Gates Online Opportunity Grant application was reviewed and submitted with no problems. To remain eligible for Phase II of the grant in 2009, at least one staff member from each of the libraries receiving funds from the grant must attend an Advocacy Workshop. Many of our staff members attended an excellent formal two-day session in Lake George, New York.

Obsolete Public Access Computers Replaced: An order for 180 new computers was placed to replace obsolete public access computers at all libraries that have not, or will not, be purchased with funding from the Bill and Melinda Gates Foundation. **Toni Naumovski, Dave Kozlowski, Dennis Lance and Michael Jason** have worked extremely hard in order to deploy the new workstations prior to receipt of the new Gates grant. To date, the following installations have been completed:

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|---------------|--------------------|
| 1. Akron - 11 | 9. Lancaster - 17 |
| 2. Alden - 5 | 10. Lake Shore - 7 |
| 3. Boston - 6 | 11. Marilla - 6 |

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|----------------------|--------------------------|
| 4. Clearfield - 17 | 12. North Collins - 10 |
| 5. Clarence - 19 | 13. Central Library - 10 |
| 6. Concord - 12 | 14. East Clinton - 6 |
| 7. Eden - 8 | 15. North Park - 3 |
| 8. Grand Island - 15 | |

ILLiad Implementation Continues: **Johnny Hsu**, Network Support, and members of the ILL staff visited the ILL department at the University of Buffalo Library to look at their ILL procedures, using ILLiad, and a specialized scanner designed to work with ILLiad. Based on the excellent feedback on the productivity gains to be achieved with use of the scanner and the software, it was decided to purchase the scanner and schedule training for the "borrowing" module. The training is scheduled to take place June 17th, 18th and 19th.

Art Spiegelman Presentation Preparations Underway: In preparation for the appearance of Pulitzer Prize-winning author **Art Spiegelman** on May 22nd at the Central Library, preparations are being made for his presentation entitled, "Comix 101." The presentation will be simulcast in several locations throughout the building. Various methods to conduct the simulcast, which has never been done previously by library staff, were evaluated. It was decided that the best long-term solution was the purchase of Accordent Capture Station. Not only could it be used for Mr. Spiegelman's talk, the equipment could be employed to create webcasts of other library programs (with appropriate permissions) and podcasts. In addition, online training for both staff and patrons could be created with the versatile product. Deputy Director **Mary Jean Jakubowski** is coordinating a large team of library personnel for the presentation. A "dress rehearsal" is planned for May 19th.

"E-Rate" Audit Conducted: Three auditors from Ernst & Young LLP conducted an on-site audit of the "E-Rate" program at the B&ECPL for the fiscal year July 1 2006 to June 30 2007.

SirsiDynix Annual User Conference Attended: Corporate Information Officer **Shirley Whelan** attended the SirsiDynix Annual User Conference with colleagues **Carol Batt**, **Kelly Donovan** and **Maureen McLaughlin**. Everyone learned a great deal, and attendance was beneficial to the institution. Long-term, most important was the information learned about a new catalog, which will be introduced in late summer (at no cost) and expanded in 2009 to provide faceted searching (at an additional cost). All agreed that migrating to the new catalog as quickly as possible would be advantageous to staff and patrons alike. There was also an opportunity to meet with several vendors about RFID.

Equipment Requests for 2007 "Rollover" Funds Reviewed: The 2008 Equipment Request List provided by **Ken Stone** and **Maria Borowiak** was reviewed. Estimates were provided for the purchase of a color laser printer and scanner for all libraries not

receiving Gates funding. In addition, cost estimates for IT projects on the 2007 list, such as a new e-Mail system, were updated for inclusion in the 2008 list.

Report of the Human Resources Director

Meetings:

- Central Inter-Departmental Security Committee meeting with Administrators, Security Department and Subject Department Managers
- Visit to Hulbert Library of the Town of Concord Board of Trustees meeting re: transition to Centralized Human Resources
- Teleconference with Extension Services Administrator **Ann Kling** –“Trends, Fads or Folly: Spotting the Library Trends That Really Matter”
- Quarterly B&ECPL Safety Committee Meeting
- State of the Library meeting with **Bridget Quinn-Carey**
- Introductory meeting with County Executive **Chris Collins**
- Labor-Management Healthcare Fund meeting
- B&ECPL Budget Overview with the Librarians Association Negotiation Team
- Amherst Public Library with **Jeanne Diehl, Jr.** Personnel Specialist and **Charles Gardinier**, Payroll Supervisor re: Centralized Human Resources payroll training
- Reviewed and revised librarian job specifications with Erie County Personnel and the Librarians Association

Agenda Item G - Public Comment. There was no public comment.

Agenda Item H - Unfinished Business. There was no unfinished business.

Agenda Item I - New Business.

Agenda Item I.1 - Sale of Obsolete Computers: Amend 2007-51. Mr. Stone said this action would expand sale opportunities of obsolete computers, allowing individual libraries that receive new computers to conduct used computer sales locally, some in conjunction with used book sales. It also gives individual directors the authority to adjust prices in order to ensure that all computers are sold. This was moved by Ms. Summer, seconded by Ms. Pordum, and approved unanimously.

RESOLUTION 2008-19

WHEREAS, the Library is in the midst of a multi-year process of replacing aging and obsolete computers with current models, and

WHEREAS, when computers are replaced, old units must be declared surplus and properly disposed, and

WHEREAS, units to be replaced are Pentium 2s and Pentium 3s, and now include some Pentium 4 units that are between five and ten years of age, and

WHEREAS, trustees of the Buffalo and Erie County Public Library have the duty and power under New York State Education Law Section 226 to use and dispose of property of the Buffalo and Erie County Public Library as they shall deem for the best interests of the institution, and

WHEREAS, on November 15, 2007 the Board of Trustees adopted Resolution 2007-51 authorizing the public sale or donation of surplus Pentium 2 and Pentium 3 computers, focusing on sales in libraries serving economically challenged neighborhoods, and

WHEREAS, two successful sales have been held so far at the East Delavan and Niagara Libraries, however, at the latter sale, a number of units were not purchased, and

WHEREAS, other libraries that have recently received replacement computers have indicated an interest in offering the replaced units for public sale or donation, for example, in conjunction with upcoming book sales, and

WHEREAS, this approach has the advantage of minimizing transportation costs and storage issues prior to sale and broadens the opportunity for patron/taxpayers to purchase an affordable computer, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library amends the terms and conditions adopted in Resolution 2007-51 to authorize offering these surplus computers for donation to qualifying governmental or qualified 501(c)3 non-profits in the B&ECPL's chartered service area and/or sale to the general public at any B&ECPL public library sales event, and be it further

RESOLVED, that Pentium 4 units over 5 years old may also be declared surplus and offered for donation to qualifying governmental or qualified 501(c)3 non-profits in the B&ECPL's chartered service area and/or sale to the general public at any B&ECPL public library sales event at an initial fixed price of \$100, and be it further

RESOLVED, that the System Library Director or her designee is authorized to change the fixed sale price of \$50 for a Pentium 2 and \$75 for a Pentium 3, set in Resolution 2007-51, and \$100 for a Pentium 4 set in this resolution to different fixed pricing in advance of a sales event to respond to change in demand.

RESOLVED, that subsequent to a sale, the operating revenue budget of the library (libraries) offering such sale shall be amended to reflect the revenue from said sales and the operating expense budget amended to recover the sale costs, if needed, with remaining proceeds added to the library (libraries) expense budget to support programs and services in said libraries

Agenda Item E.2 – 2008 Goals and Priorities. Mrs. Quinn-Carey reminded trustees that last month she shared her own personal goals and objectives relating to the entire organization. This month, the 2008 Goals and Priorities for the entire administrative staff were presented. This document sets a tone and vision, and details how those initiatives will be implemented. The focus is on public service, how to deliver services to patrons, and positioning libraries as destinations for the services, programs and collections that people want. Ms. Pordum moved. Dr. Mansouri made the second and approval was unanimous.

RESOLUTION 2008-20

WHEREAS, the B&ECPL administrative team has compiled Goals and Priorities that reflect the Library's Five-Year Plan of Service, its Technology Plan, ongoing programs, major projects and other issues that demand attention, and

WHEREAS, these Goals and Priorities are criteria by which the Library evaluates success in achieving its mission of service to the community, and

WHEREAS, the staff has compiled these Goals and Priorities and presented them to the Board of Trustees for information and action, now therefore be it

RESOLVED, the Board adopts the attached Goals and Priorities for 2008.

Agenda Item I.3 – System Grants for Library Construction. Mr. Stone reminded trustees the State is again offering \$14 million in construction grant funds for 2008-2009, and combined with the regular State program there is approximately \$700,000 available for construction work at B&ECPL libraries at a 50% match, which translates to \$1.4 million in project costs. Last year, due to insufficient match funding, approximately \$120,000 was not utilized by the B&ECPL. This proposal would allow the B&ECPL to offer a System grant match based upon the approved amount of State construction grant funding. The percentage of the System grant would be based upon discounts used by the E-rate program, which is based on poverty measurements. Mr. Stone went on to give examples of how the matching grant formula would work and answered questions from trustees. Ms. Pordum requested that information about the State construction grant funds be disseminated to local elected officials to facilitate pre-planning. Mrs. Quinn-Carey agreed that was a good suggestion and said this information would be shared with elected officials.

Dr. Mansouri asked if Library administration had an estimate of total System-wide construction needs. Mr. Stone replied the estimated total is in the \$50 million range. The Director stated there is no comprehensive study of what the needs are, which is why one of her stated goals is to prepare an up-to-date System-wide facility plan. Ms. Juncewicz suggested that guidelines on how to obtain local match funds should be sent to all library directors. Mr. Stone replied that this information will be sent to

contracting library directors once the Board approves the matching grant proposal, with a suggestion that local officials be contacted immediately if a project is being proposed. Mrs. Quinn-Carey mentioned the advocacy information that Mr. Hudson and Ms. Sandy presented at the March Trustee Workshop and felt it could be useful for this purpose. Mr. Stone said Central administrators review all project requests and then the System Board reviews and ranks all applications. The deadline for project requests is August 1st. This will allow time for administrative review prior to the September deadline. Dr. Mansouri inquired about advertising costs to publicize projects and asked whether the municipality or the library itself would be applying for these grants. Mr. Stone said the B&ECPL will apply for all of these grants, municipalities do not apply. Mr. Stone said he would research the public advertising requirements and get back to Dr. Mansouri. Mr. Buck called for a motion. Dr. Mansouri moved, Ms. Juncewicz made a second, and approval was unanimous.

RESOLUTION 2008-21

WHEREAS, New York State Public Library Construction Grant Program funding included in the 2008-2009 State Budget, regularly \$37,950 per year, is supplemented by \$664,117 to support up to 50% of eligible costs for projects benefiting the public libraries located within Erie County, and

WHEREAS, given the fiscal challenges faced by many communities in Erie County, assembling the 50% local match is difficult, growing in difficulty with the size of the project, and

WHEREAS, lack of local match resulted in the collective libraries of the B&ECPL losing over \$120,000 in grant funds in the 2007-2008 funding year, and

WHEREAS, to help address this need, B&ECPL's designated fund balance for grant match can be utilized to offer grants to help B&ECPL libraries meet the local match requirement of the 2008-2009 New York State Library Construction Grant program, and

WHEREAS, Board Resolution 2008-15 provides more than sufficient funding to support this initiative, and

WHEREAS, to ensure these funds will be directed to the areas of most need, support would be allocated using the same funding methodology used to administer the "E-Rate," or Telecommunications Discount program, to schools and libraries nationwide, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the use of the Library's designated fund balance for grant match to offer System grants to all B&ECPL public libraries for the purpose of assisting said libraries in meeting the 2008-2009 New York State Library Construction Program local match requirement, and be it further

RESOLVED, the System grant would be calculated as a percentage of the New York State Construction Grant amount, with that percentage equal to each library's "discount rate" under the "E-Rate" program, and be it further

RESOLVED, that the Library Director is authorized to issue guidelines and procedures necessary to implement this program, and be it finally

RESOLVED, that System grant funding recommendations will be brought back for Board of Trustee review and action in conjunction with their review and action on 2008-2009 New York State Library Construction Grant Applications.

Trustee Panty arrived at approximately 5:05 p.m.

Agenda Item I.4 – Susan Maggiore Recognition. Mr. Buck recited Trustee Susan Maggiore's efforts on behalf of the B&ECPL during her term on the Board. Mrs. Pordum added that Susan was a good member of the Board, but due to family commitments was unable to attend this Board meeting to receive her resolution in person. Ms. Juncewicz moved and was seconded by Mrs. Pordum. Approval was unanimous.

RESOLUTION 2008-22

WHEREAS, SUSAN MAGGIORE served on the Board of Trustees of the Buffalo and Erie County Public Library System from September 11, 2003 to December 31, 2007, and

WHEREAS, she chaired the Board's Legislative Committee in 2004 and 2005, and the Advocacy Committee in 2006 and 2007, and

WHEREAS, she served as a member of the Board's ACT Liaison Committee in 2005, the Buffalo Library Services Committee from 2004 through 2006, the Building Oversight Committee in 2006 and 2007, the Project Review Committee in 2004, and the Rare Books Committee in 2005, and

WHEREAS, SUSAN MAGGIORE executed all of these responsibilities with faithfulness and integrity, now therefore be it

RESOLVED, that in recognition of SUSAN MAGGIORE's dedication and diligence, so generously demonstrated in the service of the Buffalo and Erie County Public Library, the Board of Trustees expresses on behalf of the Library and the community at large its profound gratitude, abiding affection and deepest respect.

Agenda Item I.5 – Resolution to Honor Janice D. McCloskey. The Chair read this resolution as Mrs. McCloskey was presented with a framed plaque by Mrs. Quinn-Carey. Ms. Pordum moved, Mr. Buck seconded, and approval was unanimous. The

Director invited everyone to attend a farewell reception for Mrs. McCloskey following the Board meeting.

RESOLUTION 2008-23

WHEREAS, JANICE D. McCLOSKEY has served the Buffalo and Erie County Public Library System first as Secretarial Stenographer for the Chief Financial Officer and most recently as Secretary to the Director, from August 20, 1990 through her retirement on May 30, 2008, and

WHEREAS, she brought her extensive experience from positions with the Erie County District Attorney's Office, the Erie County Health Department, the New York State Urban Development Corporation, P.W. Braun and Associates, and Canisius College to the Library System, and

WHEREAS, she demonstrated exemplary organizational skills, poise, professionalism, ability to prioritize projects, meet deadlines and overall dedication to the organization, and

WHEREAS, she most recently coordinated the office and official business of the Library Director, Library Trustees and Association of Contracting Library Trustees with distinction, and

WHEREAS, JANICE D. McCLOSKEY executed all of these responsibilities with dependability, faithfulness and integrity, now therefore be it

RESOLVED, that in recognition of JANICE D. McCLOSKEY's dedication and diligence, so generously demonstrated in the service of the Buffalo and Erie County Public Library, the Board of Trustees expresses on behalf of the Library Director, the Library Staff and the community at large its profound gratitude, abiding affection and deepest respect.

There being no further business, on motion by Ms. Pordum with a second by Ms. Juncewicz, the meeting adjourned at approximately 5:10 p.m.

Respectfully submitted,

Frank Gist
Secretary