

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
March 18, 2010

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, March 18, 2010, in the Central Library pursuant to due notice to trustees. The following members were present:

Sharon A. Thomas, Chair
Jack Connors, Vice Chair
Sheldon M. Berlow, Treasurer
Richard L. Berger
Phyllis A. Horton
Anne M. Leary
Hormoz Mansouri
Albert L. Michaels
Elaine M. Panty
John G. Schmidt, Jr.
Judith K. Summer
Wayne D. Wisbaum

Absent:

Frank Gist
Rick Lewis
Mario J. Rossetti

Chair Sharon A. Thomas called the meeting to order at 4:03 p.m. in the Joseph B. Rounds Conference Room.

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

Agenda Item C – Minutes of the Meeting of February 18, 2010. The Minutes were moved by Mr. Berger, seconded by Ms. Panty and approved unanimously as mailed.

Agenda Item D – Report of the Chair. Ms. Thomas reported she, Anne Leary and several staff members went to Albany for 2010 NYLA (New York Library Association) Legislative Day where they were able to speak in person to all of our legislators or their aides. While messages were mixed, they were all very supportive. Both Ms. Thomas and Ms. Leary encouraged more trustees to attend this very important event next year.

Ms. Thomas announced a brief executive session would be held at the conclusion of New Business to discuss the Board of Trustees Survey and the Evaluation of Library Director responses.

She called attention to the revised 2010 Committee List that was included in the envelope with the board packet and thanked trustees for consenting to be a part of those committees. Ms. Leary requested she be added to the Special Collections Committee; a newly revised list will be sent out incorporating this change.

Ms. Thomas called upon Ms. Leary to report on an event they had both attended earlier that day at the Central Library. Ms. Leary positively reported that 12 people representing various community groups were invited to discuss rare books and were taken on a ½ hour tour by Peggy Skotnicki, Assistant Deputy Director – Special Collections, and her team with the hopes of sparking interest in forming a development team from local community leaders with different skill sets with a focus on fund raising. The intent is to reconvene again in June to work on a plan.

Trustee Wisbaum arrived at approximately 4:08 p.m. and Trustee Mansouri entered the room at 4:10 p.m.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Mr. Connors reported the Executive Committee met March 11th and a quorum was present.

They discussed the 2010 NYLA Legislative Day in Albany. Ms. Leary and Ms. Quinn-Carey gave an update on the Rare Books Commission and an interim report will be produced by the end of March and a final report by the Fall of 2010.

Ms. Jakubowski and Ms. Summer reported on the process and status of the Benefit Committee's meetings and discussions.

Mr. Stone provided an overview of the 2010 Fund Balance figures; Ms Quinn-Carey will bring recommendations for appropriating and designating available funds to the April meeting for consideration.

The Committee discussed details of the the inclusion of staff presentations at future Board meetings and how this would work.

The Committee reviewed the agenda for the March 18, 2010 meeting.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Contract Library Transfers. Deputy Director Kenneth Stone explained this resolution involved routine year-end transfers within the budget of the Amherst Public Library. Ms. Panty moved, Ms. Horton seconded, and approval of Resolution 2010-9 was unanimous.

RESOLUTION 2010-9

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

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approve transfers totaling \$5,224 within the budget of the Amherst Public Library.

Agenda Item E.2.b – Monthly Financial Report. Mr. Stone explained the monthly financial report before them was the latest update of the 2009 December month-end clarifying the County has not quite closed the year formally so there are still some outstanding accruals. The biggest change was a booked receivable for the Erie County Fiscal Stability Authority Incentive Grant supporting the AFSCME contract settlement.

Agenda Item E.3 – Building Oversight Committee. Mr. Connors reported the Building Oversight Committee met on February 22nd to discuss the top three companies for the Central Use Analysis RFP. Mr. Stone reported back on questions the Committee had. The Committee asked Ms. Quinn-Carey and Mr. Stone to enter into discussions with Architectural Resources; it was the consensus of the Committee that they appear to provide what the Library is looking for. He pointed out, a detailed plan was just received and the Committee will try to meet within the next 10 – 14 days to go over that fee structure. If the questions are answered after Committee review, the Committee will present a recommendation to enter into an agreement with Architectural Resources at the April meeting. In response to questions by Mr. Berger, Mr. Connors reported Architectural Resources is a local company and the other two top companies were Cannon Design and Hamilton Houston Lownie.

Agenda Item E.4 – Planning Committee. Mr. Berger reported the Planning Committee met on March 15th and was able to reset some of their priorities. At the last meeting they were more concerned with a short-term financial situation that was coming up in 2011. Due to a few positive things happening, the Library has another year to plan and can focus on the second major goal which is to consider the various types of restructuring of the Library System. One thing the Committee came up with initially is to explore the opportunity to do a pilot program with some of the contracting member libraries who are having personnel problems in terms of staffing and work with them

and modify the contracts like was done with the CHR (Centralized Human Resources) aspect of it. In the meantime, the Committee will look into obtaining more information on the various kinds of structures and plans to have speakers come in to future Planning Committee meetings to educate them on what does and doesn't work and invited all trustees to attend.

Agenda Item F – Report of the Director. Ms. Quinn-Carey referred to handouts on the table of “Snapshot BECPLS” that were created and handed out to legislators at NYLA’s 2010 Legislative Day in Albany. She explained these put together a picture of what happens on a typical day in the B&ECPL System. This was a tangible example of how busy our libraries are, the number of people served and kinds of services offered. This was also done on a statewide level. She thanked everyone who was part of putting this together, noting it was a System-wide effort.

On March 19th the Library, along with Project Flight and several other partners, is launching the annual Books for Kids. The launch was moved to the Central Library in honor of the Library being a major partner with Project Flight this year. She explained this is a county-wide book drive for the month of April; books go to Project Flight to be distributed to community centers, families, daycares, etc. The plan is to have bins in all libraries by early April for people to donate books.

She asked trustees to note the beautiful mural on the landing of the escalator between the first and second floors and thanked the Graphics Department for this. Also, at the top of the escalators in approximately a week, Literacy Volunteers will be moving in which makes this space much more inviting.

She shared some sad news that State Librarian Bernie Margolis has been diagnosed with a rare form of blood cancer and asked trustees to keep him in their prayers.

She thanked the IT staff who has completed and will be sending off to the State Library a revised three-year Technology Plan. A pdf of this Technology Plan will be on the Library website and encouraged trustees to read it.

Ms. Quinn-Carey updated trustees on the Rare Books Commission who have been meeting just about monthly. Rare Books Commission Chair Victor Rice and Trustee Anne Leary were interviewed by County Executive Chris Collins for his television show and Ms. Quinn-Carey and Ms. Peggy Skotnicki were interviewed regarding some of the items in the Mark Twain and Rare Book Room area. The airing schedule will be shared with trustees. The Commission has been visiting libraries and making connections with other institutions in WNY inquiring about their collections, what they do for exhibits, how they handle operations and if they are open to forming a partnership. An interim report is up for consideration at their next meeting to be filed with the County Executive at the end of this month which lays out all the visits that have been made and

all the discussions they have had. She noted at this point the focus is very broad stating we have all these wonderful treasures and we want to start dialogs with all the organizations to make everyone feel comfortable about working together. There is thought about putting together a working group. Mr. Berger asked if there had been any definitive discussions on where physically it might end up. Ms. Quinn-Carey replied while it would be great to have a central exhibit space, there does not need to be one building that holds everything – that concept really is not being discussed. It is more on how do we ensure that there is a mechanism to bring together all these wonderful things for a public showcase. Mr. Wisbaum added we want institutions to be comfortable with what we are seeking to do to have their wonderful collections available for scholars nationwide, local communities, visitors, tourists, for research, public access, for cataloging, for digitization, etc. which may not necessarily be in one place and we want them to buy into our vision of making these treasures available so people have accessibility to them.

Mr. Michaels asked if there was any research about the relationship/effectiveness between rare books and tourism. Ms. Quinn-Carey was not aware of any.

Mr. Wisbaum added they feel this is a cultural tourism draw opportunity to showcase not only what we have for residents but others and as we develop our thinking, this is a critical component and will formally be addressed. Ms. Thomas mentioned a woman from the Convention and Visitors Bureau who attended the rare book tour earlier that day suggested she come over and take snapshots and send them out which may be a way to ignite some interest. Mr. Wisbaum added when the time comes and we are prepared, the media needs to be enlisted.

In closing, Ms. Quinn-Carey acknowledged another wonderful partner of the B&ECPL - Buffalo Public Schools Adult Education who has daily programs for English as a second language as well as basic GED classes at Central. She met with their Coordinator John Iorio who shared some improvement rates. In the few months they have been here, all of the students have been making progress and she feels this is a real testament that the people coming here really want to be here, the staff is dedicated and she believes this is a very important public service.

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

Report of the Director
March 12, 2010

With final budget figures and statistics now in hand, we're evaluating our 2009 Goals and Priorities, finalizing targets for 2010 and developing our 2009 Annual Report.

Early evaluation shows that as a System we accomplished significant achievements in 2009 including implementation of key technology projects, new public service offerings, facility improvements, exciting and well-attended programming and exhibitions and developing key partnerships. These achievements are part of our focus on the core initiatives of literacy and special collections, along with the high-demand services related to job and career-related public service offerings and small business support. A more detailed review of our accomplishments, and continuing challenges, will be presented at the April meeting along with our scope and focus for 2010.

The Buffalo & Erie County Public Library (B&ECPL) descended on Albany for the New York Library Associations' Legislative Day on March 2nd. Thank you to Sharon Thomas, Anne Leary, Mary Jean Jakubowski, Roseanne Butler-Smith, Dorinda Darden, Lucy Stanton, Brian Hoth and Jack Edson for joining me and representing our System. Our team visited all the Western New York Senators and Assemblymembers who represent our library districts to discuss issues important to our libraries and Library System. We were greeted warmly and had an opportunity to share our library stories and successes and our concerns about the proposed library funding cuts.

Connecting with our state legislators is more than a once a year endeavor, although this event is important to ensure that our libraries have a voice at the state level and are positioned as key community and educational institutions. We hope to increase the number of people that attend this event next year and encourage all library staff, volunteers, board members and library supporters to join us!

On a local level, the Library is a proud partner in several recent programs and initiatives including the Women's History Month community calendar, Babel, WNED's Hubbard/Roycroft educator event, the Buffalo Niagara Partnership's Twist event, Literacy Volunteers' SCRABBLE Fest finals, Project Flight's Books for Kids launch, and the Uncrowned Queen's new digital literacy kiosk located at the Frank E. Merriweather, Jr. Library. Details about some of these projects and more are enclosed in the reports that follow.

Please note in the pages that follow the accomplishments and activities of so many of our staff members, on all levels of the organization. I am proud of our entire Library System team and the work they do to serve our community and our visitors.

We are watching with excitement as Project Flight and Literacy Volunteers move into their new spaces and become part of the library family. If you have not seen the areas where these partners will be located, please feel free to stop in or ask for a tour.

Report of the Chief Operating Officer

Highlights:

SnapShot in a Day - B&ECPLS: Collection Development Librarian **Kathy Smith** and Sr. Computer Operator **Roseann Hausrath** collected statistics, comments, and photographs/videos for B&ECPL's participation in SNAPSHOTNY: A Day in the Life of a Library to provide tangible proof that libraries consistently provide invaluable services to our communities. Ms. Smith created a Google Docs survey for branches to enter data from their day. Door count, reference questions, programs, meetings and comments of the day were counted. Every library sent in photos and 30 were uploaded to the SnapShot site. <http://www.protectnylibraries.org/home>. Ms. Smith then combined the information to create SnapShot in a Day - BECPLS for Legislative Education Day, March 2nd.

Partnership to be Highlighted: Programming and Outreach Librarian **Kara Stock** presented in a statewide Webinar on February 4th about partnerships between public libraries in New York State and the New York State Department of Labor One Stop Centers. Kara partnered with Colleen Cummings, the Director of the Buffalo Employment and Training Center. Kara also worked with Cassie Artale, Library Development Specialist from The New York State Library. The other two library/one stop partnerships were from Queens County and Sullivan County. An estimated 41 public library staff participated as well as staff from 28 of New York's One Stop Employment Centers. This Webinar is currently available on The New York State Department of Labor's website and the link was shared via the NYLINE listserv. This Webinar will also be shared at an upcoming conference for state librarians across the country, so the Buffalo & Erie County Public Library will be receiving national attention for this partnership.

"Wild Things" at Central: The February 6th *Wild Things* family programming, in conjunction with the Darwin exhibit, was a "wild" success. It featured a visit from the Zoomobile with special guest Darwin the skink. Hawk Creek, Beaver Meadow, Reinstein Nature Preserve and the Buffalo Orchid Society were also represented. Children created fun nature themed crafts and stayed to watch the animated film *Madagascar*. Regrettably, Author Ira Flatow needed to be cancelled as Mr. Flatow's travel plans were interrupted due to an East Coast blizzard. He will be rescheduled for a later date.

Carter G. Woodson Essay Contest: The 35th Annual Carter G. Woodson Essay Contest program was held on Saturday, February 20th. The essay theme for student participants was "the most important African-American event in Western New York" in the last 35 years. One of the winning essays was about the Frank E. Merriweather, Jr. Library. Seventy-five attended this event.

Big Read Grant: The grant application for the 2010 Big Read program featuring *The Stories and Poems of Edgar Allen Poe* was submitted this month by Programming Manager **Peggy Errington**. The B&ECPL has once again requested the maximum grant award of \$20,000 for materials and related programming. Selection announcements for Big Read grant funds will be made by the NEA and Arts Midwest in April 2010.

Robots and Robotics: February crossed the finish line with *The Race is On! Robots and Remote Controls*, a family program held at the Central Library Saturday, February 27th. Tied into the System's programming theme for 2010, *Science: Fact to Science Fiction*, patrons were offered a daylong look at robotics with lectures from the University at Buffalo's Robotic Club, hands on competitions with remote control cars/robots and a showing of the animated film, *The Iron Giant*. Remote controlled cars were provided to all B&ECPL locations in advance of the program to encourage System-wide participation in the competition, which featured 3 different age groups and 5 different race mazes of varying difficulty. Over 200 people attended the day's activities and the program received rave reviews. Programming and Outreach Librarian **Dan Caufield** took the lead in organizing this event.

The Three Thayers: Murder & Spectacle in Early Buffalo exhibition opened in the Rare Book Room on February 22nd, curated by Grosvenor Room Librarians **Amy Vilz** and **Sue Cutrona**. Seven new educational panels highlighting various Rare Book Room collections were also installed for the opening. Content for the panels was developed by Grosvenor Room Librarians **Amy Vilz** and **Rob Alessi**.

CNN Interview: On February 18th, Rare Book Room Clerk **Peter Scheck** was interviewed and quoted about Huck Finn for the "Intriguing People for February 18, 2010" section on CNN.com:

<http://www.cnn.com/2010/US/02/18/mip.thursday/index.html> (scroll down to "Huck Finn"). The day was the 125th anniversary of the publication of the American edition of *Adventures of Huckleberry Finn*.

Technology Training Continues. Eighteen Cyber Train (portable computer training lab) sessions were conducted this month at 7 libraries where 119 patrons took advantage of the free classes that included Internet Basics, Basic Computer Use, Google Search, Basic Word and e-Mail Online. All sessions were a success that helped in improving the county's digital literacy. In addition, 4 public classes were held in the Central Library Training Lab. Dozens of classes are scheduled over the next few months and a tentative summer schedule has already been established. It appears that our users cannot get enough technology training, always asking for more and being very appreciative for the programming we provide. Here's one attendees report: "I'm glad to see my tax money used in such a helpful manner. Thank you."

Foundation Centers Expand: Central Reference Librarian **Kevin Wall** trained librarians from the Lancaster, Audubon, Kenmore, and Collins Libraries on February 19th in the use of the Foundation Center Professional database for the upcoming expansion of that database to those locations.

Milestones of Science: Assistant Deputy Director for Special Collections **Peggy Skotnicki** gave a presentation on the astronomy books in the Milestones of Science rare book collection to the Buffalo Astronomical Association at their February 12th meeting at Buffalo State College. The astronomers were enthusiastic in their response and plan a follow-up visit to the Rare Book Room.

Programs:

Year to Date: System Programming Team (includes Children's Room), Buffalo Branches and Community Connections

Total Children's Programs	115
Total Children's Attendance	1356
Total YA Programs	51
Total YA Attendance	502
Total Adult Programs	41
Total Adult Attendance	767
Other Programs	56
Total Other Attendance	1980
Total Programs	263
Total Attendance	4604

Tours/Class Visits:

On February 8th, Assistant Deputy Director for Special Collections **Peggy Skotnicki** and Grosvenor Room Librarian **Rob Alessi**, along with Deputy Director for Development and Communications **Stanton Hudson**, conducted a tour of the Darwin exhibit, Rare Book Room and Tier B for William and Shannon Hein, Kevin and Shane Marmion, Scott Fiddler and Al Gerhart of William S. Hein & Co. The Library has a very active partnership with the company. On February 16th, Grosvenor Room Librarian **Sue Cutrona** lead a tour of the Library's BPO collection for BPO Development representative Jennifer Koch Gibson and Deputy Director for Development and Communications **Stanton Hudson**. Reference Librarian **Renee Masters** provided a tour of Disability Services for Susan Sizemore from the Erie County Office for the Disabled on February 11th.

Meetings/Conferences/Training: A plethora of meetings/conferences /training was received and given in the month of February. Highlights include: Popular Materials Department Librarian **Britt White** presented a Graphic Novel workshop to Graduate Students of Education at Buffalo State College on February 13th with 10 participants. Assistant Deputy Director **Carol Batt** and Information Technology Administrator **Toni Naumovski** attended a Webinar regarding Intel Litigation involving x86 CPUs, a class of microprocessors used in most office and personal computer products and in many servers, February 2nd. Catalog Librarians **Deborah Geier** and **Aga Chen** attended *RDA Toolkit: A Guided Tour*, a Webinar sponsored by ALA Publishing, February 9th. Assistant Deputy Director **Carol Batt**, along with Information Technology staff members **Toni Naumovski**, **Johnny Hsu**, **Roseann Hausrath** and Technical Services & Technology Support Managers **Maureen McLaughlin**, **Kelly Donovan** and **Jennifer Childs**, attended the Handheld Librarian II Conference, February 17-18. Catalog Librarian **Deborah Geier** participated in the NYLINK webinar Cataloging *e-Books*, February 24th. Book Repairer **John Farah** attended the Preservation Institute at WNYLRC, February 25th. Assistant Deputy Director **Carol Batt** and Technical Services Manager **Jennifer Childs** attended the WNYLRC Committee Members Focus Group on February 26th. On February 4th, Central Reference Librarian **Renee Masters** attended the Consumer Health Information Access committee meeting at WNYLRC. On February 17th, Assistant Deputy Director for Special Collections **Peggy Skotnicki**, Rare Book Librarian **Amy Pickard** and Grosvenor Room Librarian **Rob Alessi** met with John Edens from the University at Buffalo regarding a collaborative exhibit on architecture being planned to coincide with the National Trust for Historic Preservation Conference to be held in Buffalo Tuesday, October 18 - Saturday, October 22, 2011. On February 17th, Grosvenor Room Librarian **Suzanne Colligan** attended the final session of WNYLRC's Digital Bootcamp. Her project is "1825: a Pivotal Year on the Niagara Frontier," featuring images from the Thayers' documents, the Erie Canal and Ararat. The images will be posted to WNYLegacy.com prior to the close of the *The Three Thayers: Murder & Spectacle in Early Buffalo* rare book exhibit. Children's Department Manager **Kathy Goodrich** attended a Buffalo West Even Start Family Literacy Program's Advisory Board meeting on February 10th, and with Programming Manager **Peggy Errington** met with Otis Barker - Executive Director, Division of Youth City of Buffalo, on February 11th to discuss Summer Reading. Programming and Outreach Librarian **Kara Stock** presented a *Job Resources at the Library* workshop on February 16th at St. Joseph's University Church in North Buffalo for 20 members of the job networking group, Professionals in Transition. Programming and Outreach Librarian **Dan Caufield** presented a *Market Research* workshop for 23 participants of the SBDC Restaurant Institute at Buffalo State College on February 22nd.

Other: New Record: The Teen Room welcomed 1,512 visitors this month with a total of 16 open days. Open hours are currently Monday - Friday 3:00 p.m. to 5:45 p.m. Grosvenor Room librarian **Rhonda Konig** developed guides for the database "Sanborn

Maps of New York 1867-1970." The guides are found in the Special Collections section of the website: <http://www.buffalolib.org/libraries/collections/about.asp?sec=digital>.

Report of the Chief Financial Officer

E-Rate Funding Requests Completed Online: All requests were submitted on time and in e-Rate parlance "Certified in-window." Time Warner Cable Business Class, winner of the e-Rate related Request for Proposals process in support of the Library's Wide Area Network is working to install fiber optic cable to all B&ECPL libraries. Their personnel have already visited a majority of our libraries to plan their installations. E-Rate discounts are anticipated to cover 61% of the cost of this service.

New York State Construction Grant - 2009 Award Announcements Expected Soon - 2010 Grant Preparation Under Way: 2009 Construction Grant Awards, for those applications submitted last fall, are anticipated to be announced around the ides of March. The State Library notifies local legislators first to give them the opportunity to announce grant awards, followed by an award letter to the requesting library. A total of 8 projects were submitted involving the Anna Reinstein, East Aurora, Elma, Kenilworth, Kenmore, Orchard Park, Tonawanda City, and West Seneca Libraries. Grant funds requested, \$664,117, leveraged with local and System funds, would support a total of just over \$1.5 million in projects. The System contribution, approved in Resolution 2009-40, supports the local match share to install RFID systems in each of the above libraries.

2010 Construction Grant planning is also under way. The State Library has scheduled training for late April and early May, which will include a stop at the Pittsford Library just outside Rochester on May 7th and a Webinar opportunity on May 19th. State Library Development's Construction Grant web page <http://www.nysl.nysed.gov/libdev/construc/index.html> will be updated regularly. Based upon the estimated timeline for the grant, B&ECPL libraries requesting funds would need to submit them to the CFO's office by September 1, 2010 to allow time for review and recommendations to be developed for System Library Board consideration at the September regular meeting.

NYSERDA Funded Energy Audits at Library Facilities Nearing Completion: Under contract with the New York State Energy Research and Development Authority (NYSERDA), CJ Brown Energy staff are wrapping up energy audits for library facilities that have not had such a study done in recent years. Having a completed energy audit is essentially a prerequisite to successfully file for future energy saving improvement grants administered by NYSERDA. They can also be useful in identifying potential Library Construction Grant projects.

Under this program NYSEDA funds all but a token amount of the cost of the utility audit. A total of 32 B&ECPL library facilities are being studied at a cost of \$4,700, with reports expected to be delivered in April. Since the System pays for most utilities, the System budget funded this cost (which is refundable if improvements are made). Each dollar we save on utilities is one more dollar available to support library services!

Work Converting 2nd Floor Space for Literacy Volunteers Nearing Completion: The grant and Literacy Volunteer funded glass wall has been installed. Lightly used surplus furnishings obtained by Literacy Volunteers are being set up in the space across from the escalators on the 2nd floor.

Central Library Public Restroom Reconstruction Progressing: Miller Construction is nearing completion on the 1st floor restrooms. Once work of the 1st floor restrooms is complete, the contractor will move up to the 2nd floor public restrooms. To fill the gap during construction, the auditorium restrooms have been open all day, with signage to guide patrons to these alternative facilities.

Central Library - Ellicott Street Entry Reconstruction Project Out to Bid: This New York State Construction Grant project will replace the vintage 1963 entrance that is not American with Disabilities Act (ADA) accessible with a fully ADA accessible ramp and assisted door entry. A pre-bid walk-through for potential contractors is scheduled for March 19th with bids due on March 25th. Construction is anticipated to begin later this spring. The work is coming none too soon as the steps within the current entry have deteriorated to the point that a portion has been closed off.

LIST of VISITS and MEETINGS ATTENDED by BRIDGET QUINN-CAREY

February 16, 2010 - March 12, 2010

FEBRUARY

- 16 Meeting with Victor Rice, President Library Foundation of Buffalo and Erie County
- 16 Community Health Fair
- 18 B&ECPL Board meeting - Riverside Branch Library
- 19 Mayor Byron Brown's State of the City Address/Luncheon
- 22 Meeting with Jack Connors, Vice Chair B&ECPL Board of Trustees and Mike Schmand and Peggy Beardsley of Buffalo Place
- 22 Meeting with Elaine Panty, B&ECPL Trustee, and Peggy Skotnicki, Assistant Deputy Director B&ECPL
- 22 B&ECPL Building Oversight Committee meeting
- 22 Meeting with Cindy Sterner, Marketing Director The Buffalo News
- 22-23 Regents Advisory Council meetings with Legislators - Albany, New York
- 24 Rare Books Commission meeting

- 25 Lunch meeting with Judge Barbara Howe
- 26 Meeting with George Emery regarding N. Buffalo Library Planning Committee
- 26 Erie County Commissioners meeting – Rath Building
- 26 Meeting with John Iorio, Coordinator BPS Adult Education Division

MARCH

- 1-2 New York Library Association Legislative Day – Albany, NY
- 3 Staff Forum: Q & A with the Library Director – Eggertsville-Snyder Branch Library
- 3 Attend Working for Downtown Brown Bag Lunch Series
- 4 Meeting with Wayne Wisbaum, Trustee B&ECPL
- 4 Press conference Women’s History Month and reception
- 6 Uncrowned Queens Kiosk unveiling at Frank E. Merriweather, Jr. Branch Library
- 9 Western New York Library Resources Council Roundtable
- 10 Library Managers & Directors meeting – Frank E. Merriweather, Jr. Branch Library
- 11 County Executive Chris Collins’ State of the County Address – Harbor Club
- 11 B&ECPL Executive Committee meeting
- 12 Rare Book Room photo op

MEMORANDUM

TO: Bridget Quinn-Carey, Director
Buffalo & Erie County Public Library

FROM: Stanton H. Hudson, Jr., APR, Fellow PRSA
Deputy Director & Chief Development and Communications Officer

SUBJECT: February 1-February 28, 2010
Development & Communications Office Activities

DATE: March 10, 2010

OVERVIEW

Major activities centered on:

- Recording of 2009-2010 Annual Fund appeal response-thank you letters and personal notes to all donors.
- Continued implementation of work plan for National Endowment for the Humanities (NEH) Digital Humanities Planning Grant.
- Meetings with Buffalo Public Schools to discuss possible inclusion in US Department of Education grant-linkage with current NEH Digital Humanities grant.

- Working with Erie County's Commission on the Status of Women to implement strategies for celebrating National Women's History Month (March 2010).
- Continued discussions on renewal of lease with Fables Café/Palate Catering.

SPECIFIC ACTIVITIES/TASKS/ACCOMPLISHMENTS

Development

- More than 900 contributions recorded, totaling more than \$53,000 in contributions through February 28. The average gift to date continues to exceed significantly gifts from the campaign last year (2008-09). Nearly two-fifths of these gifts are new, and the new gifts are averaging a higher dollar amount overall than repeat gifts.
- Conducted phone interviews with six candidates for the position of Community Outreach Specialist (the former position of Public Relations/Development Officer). Reviewed nearly 50 resumes, created questions for interviews. Next steps are to create a writing/creative thinking project for potential finalists and to conduct in-person interviews in early March.
- A meeting of the Library Foundation is being scheduled for the latter part of March. A wish list of potential funding opportunities submitted on behalf of the Library in January has been refined and further detailed. The relationship management/fundraising software (i.e., The Raisers Edge) is in the process of being purchased, pending receipt and consideration of a final proposal from company vendor Blackbaud. The software will be made available to the Library to support its development/fundraising efforts.
- Working with outside consultants, including Randforce Corporation of UB's incubator program, continued to move forward with research on the Library's \$25,000 NEH Digital Humanities grant to capture and catalogue information related to the project. The goal of "Re-Collecting the Great Depression and New Deal as a Civic Resource in Hard Times" is to encourage and strengthen the teaching, study, and understanding of American history and culture through the support of projects that explore significant events and themes in the nation's history and culture and that advance knowledge of the principles that define America. Particular focus will be made to the Buffalo Philharmonic Orchestra, a WPA project in 1935, its 75th anniversary in 2010-2011. The Library is represented on the BPO's 75th anniversary celebration committee. A second emphasis will be on The Milestones of Science. The 198 items in this one-of-a-kind collection were purchased during the Depression. In 2013, this important asset of the Library's will be 75 years old. A grant to the New York State Humanities for \$20,000 has been researched and prepared for a March 15 submission. The grant is planned to dovetail with the NEH grant and will provide funding for programming associated with the Great Depression/New Deal.
- Met with representative of the Buffalo Philharmonic Orchestra's development staff to discuss the possibility of pursuing a joint grant through the Community

Foundation to fund, among other things, an exhibition of BPO materials collected by the Library throughout its nearly 75 year association with the BPO. The exhibition would be presented both physically throughout the System (select libraries) and online (both organizations' websites).

- The cultivation event for donors featuring NPR commentator/science reporter Ira Flatow slated for Saturday, February 6, was postponed due to a major storm along the coast of the eastern US. The event, which was to feature a tour of the Rare Books exhibit, a private lunch, signed copies of Mr. Flatow's new book, and reserved seating for his address, will be re-scheduled for later in 2010.
- The February 6 "Wild Things" Family Day at the Central Library did go on as planned and was an unqualified success. Hundreds of individuals and families were treated to demonstrations/informational sessions featuring a number of local non-profits (Audubon Society, Hawk Creek, for example) who appeared gratis.
- Continued discussions with representatives of Fables Café/Palate Catering. Have requested the advice/counsel/expertise of Trustee Sheldon Berlow in fashioning an approach to the negotiations. Provided various financial documents to Trustee Berlow as background information to be used in formulating an approach to the negotiations.
- Began discussing possible fundraisers to tie in with this October's "The Big Read," featuring the works of Edgar Allan Poe. Researched various ways in which to involve the Poe Museum in Richmond, VA, while visiting there recently.
- Met with area attorney and a gentleman who has decided to leave his estate to the Library. Reviewed the gentleman's extensive art collection subsequent to the meeting.
- Monitored sales from Novel Ideas on a weekly and monthly basis.
- Met with representatives of the Buffalo/Niagara Partnership to discuss the March 23 "Networking with a Twist" event that last year brought more than 200 business owners/business professionals to the Central Library. Self-guided tours, with staff from the Rare Books/Special Collections area on hand in the Rare Book and Mark Twain Rooms, will provide additional information/answer questions. The Library will also have a booth where information related to our business databases will be disseminated.

Community Contacts

- Attended Graycliff Conservancy Executive Committee and Board meetings.
- Attended Western New York Artists Group Board meeting.
- Attended Buffalo Society of Artists Trustees meeting.
- Attended Theodore Roosevelt Inaugural Site Foundation meetings.
- Attended a Citizen Naturalization Ceremony at the Theodore Roosevelt Site on Presidents Day.

- Met with representatives of Housing Opportunities Made Equal (HOME) to assist the organization in developing a strategic public relations plan to complement its soon-to-be-launched capital campaign for new facilities at Main and West Ferry Streets.
- Attended a reception for the new President of the Buffalo/Niagara Convention & Visitors Bureau.
- Met with representatives of Upstate New York Transplant Services to discuss development of a regular schedule of blood drives at the Central Library and other potential drives throughout the year at other libraries within the System.
- Met with representatives of the Tapestry Charter School to discuss ways in which the Library and its staff can assist as they plan for the school's own library, currently being developed for a site on Great Arrow Avenue, approximately one block from the B&ECPLS's North Park Branch.

Programming/Public Relations/Marketing

- Coordinated luncheon programs by outside groups (programs are all co-sponsored by the Library to benefit additional no-cost marketing opportunities)—Working for Downtown on 2/3 and the Center for Buffalo Art, Architecture, History, and Nature on 2/9. Because of the demand for these programs, the former have been moved to the Central Meeting Room and the latter will henceforth be held in the Ring of Knowledge.
- Coordinated various aspects of a major Buffalo Public Schools Health Fair held at the Central Library on February 16. The event featured more than 20 exhibitors, free programs and testing, and the availability of Swine Flu shots and a blood donation area.
- Coordinating Library involvement in National Buffalo Garden Festival (June 19-July 25) and Women Veterans Advisory Council (Erie County). The former is linked directly to the Library's major 2010 RareBook/Special Collection's exhibit featuring items from the Botanicals collection. Also exploring the potential to create a "Library Garden Trail" in conjunction with the six-week long festival. More than a dozen libraries have expressed interest in participating.
- Represented Library in all meetings related to the local activities associated with the celebration of National Women's History Month. This major thrust is co-presented by the Library System and the Erie County Commission on the Status of Women, with significant additional involvement by numerous major area women's groups/organizations. Coordinating the March 4 kickoff news conference/reception to be held at the Central Library. Also, with the talents of the Library's Graphics area, designing posters and flyers for the month-long calendar of activities, as well as invitations for the kickoff.
- Again, with the Graphics staff, developed a Ring of Knowledge display to honor WNY women of distinction. Also arranged for artifacts from the National Women's Museum to be on display in conjunction with the ROK display.
- Accompanied staff of the Rare Book/Special Collections area on a tour of the facility with representatives of Hein & Co. The tour was a prelude to future meetings to discuss ways in which the two entities could work more collaboratively and seek out mutually beneficial projects to pursue.

- Coordinating Library branch/Member Library involvement with a “Censorship in Libraries” exhibit that will be featured in up to eight System libraries throughout the remainder of 2010.
- Discussions have begun related to the Library’s featured participation in Citybration (June 24-27). The event was formerly known as Buffalo Homecoming. Tentatively, the Central Library will be the site of a major Friday afternoon event called “Celebrating Buffalo’s Successes.”
- Discussions under way for Library involvement in National Disabilities Month (October).
- Coordinating site visits and planning for MUSE/Bennett Park Montessori opera production to be held in the Central Library Auditorium in March 2010. Coordinated copywriting, calendar layout, related Ring of Knowledge display, and a March 4 kickoff press event for National Women’s History Month.
- Met with other members of the Library’s Exhibit Programming Committee twice during the month.
- Produced and distributed media releases and made follow-up contacts for all library activities (including Women’s History Month kickoff, Rare Book/Special Collections “The Three Thayer Brothers” exhibit, Robotics Activity Day, author John Wray presentation, and the Uncrowned Queens Institute kiosk project at the Merriweather Branch).
- Ongoing copywriting and promotional material development for upcoming exhibits and programs.

B&ECPL Meetings

- Attended/participated in B&ECPL Senior Management meetings
- Attended/participated in B&ECPL Administrative Team meetings
- Attended/participated in B&ECPL Managers/Directors meeting
- Attended B&ECPL Executive Committee meeting
- Attended/participated in B&ECPL Board meeting

Contracting Member Library Activity Reports – March 2010

Angola Public Library – submitted by Mary Truby, Library Director

February at the Angola Public Library was a month filled with activity. The program that was the most popular with our patrons was the Fat Tuesday-Mardi Gras Celebration. The day was studded with Mardi Gras themed events. The library and staff were decorated with feathers, masks, crowns and hats in the traditional colors of green, purple and gold. Each patron was given colorful beaded necklaces when they came in. Zydeco music was played and refreshments of King cake, cookies and coffee or soda were served. Children could color Mardi Gras pictures to take home or to decorate the library. Instruction and supplies were provided for each child to make colorfully decorated crowns to wear along with their beads. Popular with both children

and adults was the Mardi Gras Golden Ball Toss, a game of skill and luck. The person with the highest score at the end of the day won a prize.

Our children's programs, Toddler Time and Roars & Snores with Miss Laurie, resumed after a brief holiday hiatus. Both parents and children are always happy to attend these popular programs and share some together time. This session will continue until April 28th. We also continued to provide books for the YMCA Pre-K program to help them supplement their collection of books and foster a love of reading and books which will hopefully continue throughout their lives.

The library was the site for meetings of many of our local organizations. Evans Garden Club, the Red Hats, and the Friends of the Village as well as our library book club, the Liberwyrms, held their monthly meetings here. We have also seen a large increase in the number of tutors using the library as a safe site to instruct their pupils.

We have just begun our Easter Jelly Bean Contest. Everyone is invited to make a guess when they check out. The winner will not only win an adorable white stuffed bunny; they will also be able to stuff themselves because they also win the jar full of delicious jelly beans.

We are planning to offer some basic computer classes in the coming months because we have had a new senior housing complex open within walking distance of our library. We hope these classes will be an introduction to our new residents of the community both to our library and the world of computers. Children will be invited to attend a remote control racecar competition in the near future.

Clarence Public Library - submitted by Monica Mooney, Library Director

It has been a busy start to 2010 at the Clarence Public Library. Circulation was up in January and February. During the month of February the Clarence Library ranked #3 or #4 in highest circulation in the System on 8 of 23 days open. In addition to increased activity at the circulation desk, we have also seen an increase in program attendance, both for children and adults. The AARP is here providing free tax help with fully trained volunteers. This service has been extremely popular with 529 returns filed so far this year. The Clarence Public Library is also a site for U.S. Census testing and training, and beginning in mid-March a representative from the U.S. Census Bureau will be available to assist people who may have questions about the 2010 Census.

In January, we began a new Saturday morning program called "Just Stories." This program is in partnership with the Clarence Youth Bureau. Teens from the Clarence Youth Volunteer Program are on-hand Saturday mornings to read stories to children 3 and up accompanied by a caregiver. The program is available on a drop-in basis and no pre-registration required. It's a nice program for families "on-the-go" who want their

children to experience the joy of reading at the library. Other regular programs include our ever-popular preschool story time, toddler time, and "Wee" Read and our monthly craft hour for children ages 5-12 sponsored by the Clarence Youth Bureau. Our book discussion group, Bookmarks, met in January and February to discuss the books *The Zookeeper's Wife* by Diane Ackerman and *I Capture the Castle* by Dodie Smith. We also host a "Classic Movie Fridays" on Friday afternoons at 2:30 pm. Patrons can sit back, relax and enjoy films from Hollywood's Golden Era.

In February, the Clarence Library offered 3 unique programs for Black History Month, all tied together by a month's display of African American memorabilia, assembled by one of our longtime library volunteers. On February 8th, the Daughters of Creative Sound made the Clarence Library come alive with rhythm and storytelling in a wonderful performance that "touched the hearts" of the audience. On February 11th, Michele Costa from Theatre Figuren brought her Marionette Puppet Program "Underground Over the Moon" to the library in a lively and talented performance. And on February 23rd, Erie County Historian and Clarence native Doug Kohler presented "Buffalo and the Underground Railroad." These programs were made possible with support from the Friends of the Clarence Library.

On February 11th, I participated in the "Great Clarence Center Read Aloud" by reading the book *Stellaluna* to Ms. McClaren's first grade class at Clarence Center Elementary School. Also, the children from our preschool story time made valentines which were collected by a representative from New York State Assemblywoman Jane Corwin's office and distributed to homebound seniors in the community. Other programs for the month included 2 computer classes presented by **Sara Taylor** from the Central Library: "Google It" and "Manage Your Files." We will also be offering "Online Medicare Training" through Erie County Senior Services on March 10th and the "To Your Health" computer class in April.

We have begun to encourage our public to follow the Clarence Library on Facebook where we can highlight some upcoming events. With so many exciting programs already scheduled for this spring and summer, we and the Clarence community have much to look forward to.

Agenda Item G - Public Comment. None. Chair Thomas informed everyone there would be a presentation at this time. Deputy Director Mary Jean Jakubowski invited trustees to step out into the hall where a presentation by Peggy Skotnicki, Assistant Deputy Director - Special Collections, and Rob Alessi, Grosvenor Room Librarian, on rare books took place along with a display of some rare book acquisitions.

Mr. Michaels, Dr. Mansouri and Mr. Berlow left the meeting at 5:02 p.m., 5:08 p.m. and 5:10 p.m. respectively.

Agenda Item H - Unfinished Business. At the conclusion of the presentation, Mr. Schmidt asked if there was a written plan for the Special Collections Department and if workers were specifically trained to work with rare books. Ms. Quinn-Carey and Ms. Jakubowski stated there was a plan, staff members are cross trained and they have a staff member they are sending to Rare Book School, a postgraduate program, who will bring back information and train other employees. Employees have also been sent to conferences and seminars.

Agenda Item I - New Business. No new business.

Chair Thomas entertained a motion to enter executive session. A motion was made by Ms. Summer, seconded by Ms. Panty, and approved unanimously at 5:14 p.m. At 5:50 p.m., on motion by Ms. Summer, seconded by Ms. Horton, the Board voted unanimously to reconvene in public session. Ms. Thomas announced that no action had been taken in executive session.

There being no further business, on motion by Mr. Berger, seconded by Ms. Horton, the meeting was adjourned at approximately 5:56 p.m.

Respectfully submitted,

Frank Gist
Secretary