

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
April 15, 2010

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, April 15, 2010, in the Central Library pursuant to due notice to trustees. The following members were present:

Sharon A. Thomas, Chair
Sheldon M. Berlow, Treasurer
Richard L. Berger
Phyllis A. Horton
Anne M. Leary
Hormoz Mansouri
Elaine M. Panty
John G. Schmidt, Jr. (via conference call)
Judith K. Summer
Wayne D. Wisbaum

Absent: Jack Connors
Frank Gist
Rick Lewis
Albert L. Michaels
Mario J. Rossetti

Chair Sharon A. Thomas called the meeting to order at 4:06 p.m. in the Joseph B. Rounds Conference Room. Trustee Schmidt was in attendance via conference call.

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

Agenda Item C – Minutes of the Meeting of March 18, 2010. On motion by Ms. Summer and a second by Mr. Wisbaum, the March Minutes were approved as mailed.

Agenda Item D – Report of the Chair. Recognizing a heavy agenda, Chair Thomas opted to move to the Committee reports.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Committee met on April 8, 2010. Present were Sharon Thomas, Rick Berger, Elaine Panty, Mary Jean Jakubowski, Ken Stone, Stanton Hudson, Doreen Woods and Bridget Quinn-Carey.

Chair Sharon Thomas called the meeting to order at 4:05 p.m. Ms. Thomas called the roll and determined no quorum was present.

Ms. Quinn-Carey reported on the ongoing discussions with the North Buffalo Library Planning Committee regarding a new North Buffalo facility; a positive development in the process is the naming of a point person at the City of Buffalo. Brendan Mehaffy, recently appointed head of planning for the City, will be our contact person for the project. The North Buffalo Library Planning Committee (primarily comprised of North Buffalo residents with representatives from area elected officials and library staff; Mr. Berlow has also been attending meetings) will meet on April 12, 2010.

The Committee reviewed the lengthy agenda for the April Board meeting. Ms. Jakubowski reported on the process and status of the Benefit Committee's meetings and discussions and how it will be presented to the Board and members of the Library System community.

The Committee entered into executive session at 4:50 p.m. to discuss employee compensation issues. The Committee exited executive session at 5:15 p.m.

There was no other business to come before the Executive Committee. The meeting adjourned at 5:16 p.m.

Agenda Item E.2 – Budget and Finance Committee. As Mr. Gist was not in attendance at this meeting, Deputy Director Kenneth Stone proceeded with the resolutions on the agenda.

Agenda Item E.2.a – Approve New York State Annual Reports. Copies of the reports were available for review at the meeting. On motion by Ms. Panty and a second by Ms. Horton, approval of Resolution 2010-10 was unanimous.

RESOLUTION 2010-10

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 Buffalo & Erie County Public Library files both a Public Library Report and a Library System Report, while each contracting library also files a Public Library Report, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Buffalo and Erie County Public Library "Annual Report for Public and Association Libraries - 2009" has been reviewed and accepted and that the Library operated under its Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report for Library Systems - 2009" has been reviewed and accepted, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Library System will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner and assures that the "Budget Summary" has been reviewed and accepted, and be it finally

RESOLVED, that the Library Director transmit the completed online reports to the State Division of Library Development.

Agenda Item E.2.b - New York State Construction Grant Awards. This resolution would adopt New York State Construction Grant awards and incorporate those funds into the budget for the Aurora, Cheektowaga Anna Reinstein, Elma, Orchard Park, Tonawanda City, Town of Tonawanda Kenilworth and Kenmore and West Seneca Libraries. Mr. Stone reported that not only were we awarded what we requested, but there were additional state funds available which were allocated to allow a total addition of almost \$95,000 in funding above the normal allocation because other library systems were not able to utilize all of the funds; this allowed the Library to free up the RFID portion of each of these library's projects to a full 50% state match. The construction portions for these libraries were already at the maximum 50% match. Ms. Summer moved and Ms. Panty seconded. In response to a question by Mr. Berlow, Mr. Stone explained that all libraries are made aware of deadlines for submissions for applying for NYS Construction Grant funds and all requests submitted were funded. Mr. Berlow also asked if the Library experiences conflict with this type of thing; Mr. Stone answered no, noting usually the problem is due to the fact that it is a 50% match program and many libraries and communities struggle to find match allocations. While there have been efforts to improve the grant share on the state level, these efforts have not been successful. Approval of Resolution 2010-11 was unanimous.

RESOLUTION 2010-11

WHEREAS, on September 3, 2009 the Executive Committee of the Board of Trustees adopted resolution 2009-40 recommending New York State approval of requests for \$664,117 in New York State \$14 million Library Construction Grant Program funding to help address capital needs at the Anna Reinstein, East Aurora, Elma, Kenilworth, Kenmore, Orchard Park, Tonawanda City, and West Seneca Libraries, and

WHEREAS, on September 3, 2009 the Executive Committee of the Board also adopted Resolution 2009- 39 authorizing the use of funds from the “Designated for Grant Match” balance sheet account to fund the local share of the portion of the above libraries’ requests for the acquisition of Radio Frequency Identification (RFID) systems for those libraries, and

WHEREAS, since the projects’ grant request for which the \$664,117 allocation was approved totaled \$759,100 which was \$94,983 above the amount of grant funds allocated for B&ECPL library projects, the grant share request supporting the RFID portion of the Elma, Orchard Park, Tonawanda City, and West Seneca projects was reduced and the system match amount correspondingly increased pursuant to Resolution 2009-39, and

WHEREAS, the Library has received notice that additional funding was available to support the full original \$759,100 request and New York State Public Library Construction Grant funding totaling \$759,100 has been awarded to support up to 50% of eligible project costs for these projects, and

WHEREAS, the next step to implement the projects is to revise and budget the B&ECPL’s local share for the RFID portions of the approved projects, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approves decreasing the use of designated fund balance for grant match authorized in Resolution 2009-39 from \$348,809 to \$244,324, and be it further RESOLVED, that the Board further approves budgeting the \$244,324 for use in acquiring RFID systems for the libraries listed in Exhibit 1B.

EXHIBIT 1A BUFFALO & ERIE COUNTY PUBLIC LIBRARY
Projects Requested for NYS \$14 Million Public Library Construction Grant Program
Project Award Summary - Per Award Letters Dated 03/19/2010

Library	Project Description	Local Funds	NYS Const Grant (50% Max)	Total	Distribution of Added Award Allocation*
Aurora Town Library - East Aurora	Replace interior dome lighting; replace front doors.	\$11,468	\$11,467	\$22,935	\$0
	RFID System (local funds provided by B&ECPL)	\$30,253	\$30,253	\$60,506	\$0
	Totals	\$41,721	\$41,720	\$83,441	\$0
Cheektowaga PL - Anna Reinstein Library	Reconstruct parking lot	\$23,829	\$23,829	\$47,658	\$0
	RFID System (local funds provided by B&ECPL)	\$34,658	\$34,658	\$69,316	\$0
	Totals	\$58,487	\$58,487	\$116,974	\$0
Elma Public Library	Building expansion - expand meeting room; site prep and parking lot replacement.	\$153,046	\$153,045	\$306,091	\$0
	RFID System (local funds provided by B&ECPL)	\$17,518	\$17,518	\$35,036	\$17,518
	Totals	\$170,564	\$170,563	\$341,127	\$17,518
Orchard Park Public Library	Replace 35 yr old HVAC; add R-30 insulation above ceiling; remove/replace sidewalk and parking lot; replace/upgrade fire alarm system and security keypad.	\$214,514	\$214,514	\$429,028	\$0
	RFID System (local funds provided by B&ECPL)	\$37,340	\$37,340	\$74,680	\$37,340
	Totals	\$251,854	\$251,854	\$503,708	\$37,340
Tonawanda City Library	Replace Sidewalks.	\$15,554	\$15,554	\$31,108	\$0
	RFID System (local funds provided by B&ECPL)	\$21,043	\$21,043	\$42,086	\$12,279
	Totals	\$36,597	\$36,597	\$73,194	\$12,279
Town of Tonawanda - Kenilworth Branch	Replace roof; reconstruct Parking Lot	\$66,577	\$66,576	\$133,153	\$0
	RFID System (local funds provided by B&ECPL)	\$17,046	\$17,046	\$34,092	\$0
	Totals	\$83,623	\$83,622	\$167,245	\$0
Town of Tonawanda - Kenmore Branch	Remove deteriorated asphalt parking lot underneath Library and replace with concrete parking lot	\$49,612	\$49,612	\$99,224	\$0
	RFID System (local funds provided by B&ECPL)	\$36,167	\$36,167	\$72,334	\$0
	Totals	\$85,779	\$85,779	\$171,558	\$0
West Seneca Public Library	Door replacement.	\$2,391	\$2,391	\$4,782	\$0
	RFID System (local funds provided by B&ECPL)	\$28,087	\$28,087	\$56,174	\$27,846
	Totals	\$30,478	\$30,478	\$60,956	\$27,846
Grand Total ALL Project Costs:		\$759,103	\$759,100	\$1,518,203	\$94,983
Total Program Grant \$ Available (Base Allocation)			\$664,117		
* Additional Grant Funds Provided (Unused Allocations From Other Library Systems)			\$94,983		

EXHIBIT 1B B&ECPL Matching Funds For RFID

Library (in alphabetical order)	B&ECPL RFID Match	RFID Contingency	Total Not-to- Exceed B&ECPL Match
Aurora Town Library - East Aurora	\$30,253	\$3,025	\$33,278
Cheektowaga PL - Anna Reinstein Library	\$34,658	\$3,466	\$38,124
Elma Public Library	\$17,518	\$1,752	\$19,270
Orchard Park Public Library	\$37,340	\$3,734	\$41,074
Tonawanda City Library	\$21,043	\$2,104	\$23,147
Town of Tonawanda - Kenilworth Branch	\$17,046	\$1,705	\$18,751
Town of Tonawanda - Kenmore Branch	\$36,167	\$3,617	\$39,784
West Seneca Public Library	\$28,087	\$2,809	\$30,896
Totals	\$222,112	\$22,212	\$244,324

Agenda Item E.2.c – 2010 Budget Adjustments: Allocating 2009 Year-end Balance. Mr. Stone and Ms. Quinn-Carey went over recommendations for expenditure of undesignated funds as detailed in the proposed resolution which would help the Library to operate more effectively, save the Library money and/or help to enhance some of the Library's key initiatives which may have been deferred until now. At the request of Mr. Schmidt, Mr. Stone explained the library fund, the county general fund and the different types of fund balance. Mr. Schmidt questioned why these expenditures were not taken out of the operating budget as opposed to reserve funds. Mr. Stone explained we do not load up the operating budget with these types of items because the operating budget is tight; at year-end if we have additional funds, we look at how we can use these funds to affect the operation long-term but don't result in an ongoing commitment. Mr. Stone offered to go into more detail either now or at a later time. Ms. Quinn-Carey pointed out there have been anomalies in the last two or three years because of the volatile economic situations facing the county and the fallout from its major changes and cuts back in 2005 that have lead to the volatility in fund balances. Currently, the Library has been hyper-aware of the fact that coming down the pike in a year or two are going to be some fairly significant financial challenges and the Library is trying to be very aggressive in managing our costs that we budget operationally so we budget very conservatively. The Library did a great job of managing those costs resulting in higher than expected fund balances this year in addition to some one-time savings unanticipated in utilities and in managing staff turnover; she added some of these are unpredictable such as vacancies through attrition that you cannot plan for. Dr. Mansouri inquired as to the percentages of designated and undesignated fund balances. Mr. Stone replied if this recommendation were enacted, the designated and undesignated balances would be about 22%. Ms. Summer moved and Ms. Horton seconded. Resolution 2010-12 was approved by a vote of 9 to 1, with Mr. Schmidt voting in the negative.

RESOLUTION 2010-12

WHEREAS, at its regular meeting of December 17, 2009, the Board of Trustees of the Buffalo and Erie County Public Library adopted Resolution 2009-51 adopting the Library's 2010 budget, and

WHEREAS, subsequent to adopting the 2010 budget a number of 2009 projects and activities not completed or implemented in 2009 are desired to be completed or implemented in 2010, 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," "Designated for Equipment Replacement" and "Designated for Contingency" accounts, and

WHEREAS, sufficient 2009 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 \$500,000 of available 2009 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 \$400,000 of available 2009 ending fund balance to increase the Library's Designated for Contingency balance sheet account, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library allocate \$500,000 of available 2009 ending fund balance to increase the Library's "Designated for Equipment and Technology Replacement" balance sheet account, and be it finally

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library amend the 2010 Operating Budget, increasing the use of fund balance revenue line and expenditures by \$707,584 as detailed in Exhibit 1.

Resolution 2010-12 Exhibit 1: Appropriation of Undesignated Balance

Recommended Use of Available Undesignated Funds

Undesignated Balance Remaining After Recommended Designations:	\$1,910,833
Reserve for one-time costs Contract Settlements	(\$300,000)
Replace public copier/printer change machines (33 units plus programming); acquire cash counter	(\$84,000)
Central Use Study reimbursables and contingency	(\$75,000)
Graphics Production and Portable Exhibit Equipment	(\$50,000)
Special Collections Exhibit Support (including portable cases & design)	(\$40,000)
Programming/Event Support Services	(\$35,000)
Replace small pickup used for maintenance & snow plowing activities	(\$25,636)
Family Place™ furnishings and equipment	(\$20,000)
Supplement Internet Access Bandwidth - To meet bandwidth needs which have dramatically increased in part as a result of the struggling economy	(\$17,500)
High efficiency cleaning equipment	(\$15,778)
Cyber Train - additional unit	(\$11,500)
Supplement table/chair inventory for events	(\$10,170)
Buildings & grounds equipment (lawnmowers, snow-throwers, etc.)	(\$10,000)
Maintenance Space Reconfiguration - would improve workflow and supply	(\$8,000)
Partial cost - North Park Library Facility Options Study	(\$5,000)
Total Recommended Use of One-time Funds	(\$707,584)
Remaining Available Undesignated Balance	\$1,203,249

Agenda Item E.2.d – Erie County 2011-2016 Capital Project Requests. This resolution lists recommendations for submittal for Erie County Capital Projects for the 2011-2016 period. Mr. Stone noted these requests are due to the County later this month and, given we are about to undertake a Central Library Use Study which will probably affect many of the recommendations, together with the Executive Committee members present at the last meeting it was agreed to take what was requested last year, update and put a couple projects together and submit this with the caveat that the recommendations would be subject to change as the Central Library Use Analysis moves forward. Mr. Stone detailed the 2010 and 2011 and beyond requests as written in the proposed resolution. He also reminded trustees all of this was subject to Erie County’s review and approval. Ms. Thomas called for a motion. Ms. Panty moved and

Ms. Summer seconded. Resolution 2010-13 was approved by a vote of 9 to 1, with Dr. Mansouri voting in the negative.

RESOLUTION 2010-13

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

WHEREAS, the Library received 2011-2016 Capital Budget preparation forms and instructions in March, with a due date of April 19, 2010, and

WHEREAS, given that the Central Library Use Analysis Project is not expected to begin until later this year, amounts for estimated Central Library needs will be subject to significant revision in future years to reflect the results of the study and related collaborative opportunities identified, and

WHEREAS, recognizing these unknowns, recommendations for the 2011-2016 Erie County Capital Budget focus on extending and updating those projects prioritized in the 2010-2015 request, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library hereby directs the Library Director to prepare, update costs as needed, and submit 2011-2016 Erie County capital project requests prioritized as follows:

FOR THE 2011 FUNDING YEAR

- Central Library Space Reconfiguration/Infrastructure Renewal/Collaborative Opportunities Phase 1 - Estimated cost \$5.725 million; and
- Shipping vehicle replacements (2) - Estimated cost \$60,000.

FOR THE 2011 AND BEYOND FUNDING YEARS

- Central Library Space Reconfiguration/Infrastructure Renewal/Collaborative Opportunities - future phases (one project area per year 2012-2014) - Estimated cost \$8.275 million;
- Shipping vehicle replacements (2) in 2013 - Estimated cost \$65,000; and
- Additional Library Replacement Project Incentive Funds (1 project in 2012 and 1 project in 2014) - Estimated cost \$5 million, and be it further

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

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

Agenda Item E.2.e – Central Library Use Analysis RFP Award. Mr. Stone presented this resolution which recommends an award for the Central Library Use Analysis RFP. To sum up the lengthy background information and response evaluation report that was included in the board packet, Mr. Stone stated of the 14 firms that were scoped down to 6 for interviews that were scoped further down to 4 for reference checks, the one that came to the forefront was a proposal led by Architectural Resources, a local Buffalo area firm who is teaming with Meyer, Scherer & Rockcastle which is a well-known library architectural engineering expert, Susan Kent who is a well-known library operations analyst and Global Library Consulting who are also library operations consultants. Their concept was judged by the Building Oversight Committee, which included outside representatives' Robert Shibley, Richard Stieglitz and Michelle Mazzone who is the County Director of Real Estate, who recommended this firm for your consideration. This resolution would authorize finalizing a contract and submitting this for any necessary county approvals, because the principal funding source for this is a \$200,000 allocation of the Erie County Capital Budget. Ms. Thomas called for a motion. Ms. Summer moved and Ms. Panty seconded. Mr. Schmidt commented the presentation of the material by the Committee to the Board and updates received have been very well done and, while Architectural Resources appears to have everything we need, asked if their proposal was going to be converted into an actual contract. Ms. Quinn-Carey answered yes. Mr. Schmidt asked if that contract would be subject to further approval by the Board or if this was the one shot the Board had at looking at the details. Mr. Stone explained the way this is structured it would task the Director to finalize the contract, which could be amended if the Board wished to have additional review of the Board Chair or the Committee. It would also be subject to the recommendations of the Erie County attorney's office because they are the funding agent. Any contract the Library would propose may be a joint contract or may require approval by the County Executive or even the County Legislature. It is unclear on how the approval process goes where the Library is making a determination to bring on a consultant but the principal funding source is the Erie County Capital Budget which the Library does not directly control and they are working on this. Mr. Schmidt offered to provide input on this with Ms. Quinn-Carey who agreed to work with him to convert this over and there was no objection to this. Ms. Quinn-Carey reminded trustees that Library counsel is involved with this. Mr. Berlow suggested it go to the Committee again before being signed off on and Ms. Quinn-Carey agreed this could be done. Mr. Schmidt inquired if hazardous materials testing and remediation design was included as it could be a big dollar amount when we get to that. Mr. Stone stated the focus of this is not at that detailed level – this takes the Library through the design, schematic and public input stages and the Library would then look to negotiate an agreement for more detail of the drawings and specifications and this is where the environmental items would come in. He added this was designed to get us to a point where this is what we want the building to be and then we would start dealing with the environmental issues which would have to be dealt with even if we didn't change a thing in the way the building is laid out; the asbestos issue has to be dealt with no

matter what is decided. Ms. Panty added the asbestos abatement program is the County's responsibility and has been going on for over ten years. Ms. Summer moved for approval. Ms. Panty made a second. Resolution 2010-14 was approved by a vote of 9 to 1, with Dr. Mansouri voting in the negative.

RESOLUTION 2010-14

WHEREAS, one of the major initiatives of the Board's Building Oversight Committee is to assess the role and current configuration of the Central Library in light of evolving trends in library service delivery and community needs to improve the overall use of the facility, and

WHEREAS, this assessment includes exploring opportunities to reconfigure space and reorganize resources to consolidate service points, introduce new functions, support area economic development and/or accommodate collaborative opportunities with other related entities, and

WHEREAS, given the magnitude and scope of potential changes, the Committee determined that a comprehensive use/needs assessment was required, and

WHEREAS, a Request for Proposals (RFP) to select a firm(s) with architectural, engineering, and Library operations expertise to undertake this project, was developed, issued and 14 responses evaluated, and

WHEREAS, after extensive proposal review, interviews of the top six responders and reference checks, the proposal submitted by a team of firms lead by Architectural Resources of Buffalo, was determined to best meet the Library's needs, and

WHEREAS, under the guidance of Committee Chair Jack Connors, the Library Director and CFO negotiated with Architectural Resources, adjusting the scope of services to address the evolving nature of the proposed project, and

WHEREAS, a revised scope of services and fee schedule has been reviewed and is recommended for approval, and

WHEREAS, funding for the \$194,905 fee is available within the Erie County Capital Project allocation for Central Library Rehabilitation while funding for reimbursable expenses and contingency is available within the Library operating fund, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library designates the Architectural Resources proposal with the attached revised scope of services/fee schedule as the best performance response, and be it further

RESOLVED, that the Library Director and/or her designee(s) is authorized to negotiate and execute necessary documents to enter into an agreement to undertake the Central Library Use Analysis contingent upon and subject to any Erie County approvals needed to fund and undertake the project as it impacts the County owned Central Library building and would be funded in part by County Capital funds.

Agenda Item E.2.f – Amend Family Literacy Library Services Grant Budget. Mr. Stone explained this resolution simply amends the Family Literacy Library Services Grant budget the Board adopted last year based on a preliminary notice from New York State in September. The Library was to receive final notice shortly thereafter, but did not receive notice until late March 2010, whereupon notice was received the amount was reduced modestly from \$80,517 to \$71,760. The Library had not begun to undertake the grant, so the Library can rescope the proposal to live within these reduced means. Mr. Berger moved, Ms. Leary seconded, and approval of Resolution 2010-15 was unanimous.

RESOLUTION 2010-15

WHEREAS, on September 17, 2009 the Board adopted Resolution 2009-42 which established a budget for this two-year grant based on a preliminary indication of award provided by New York State Library, and

WHEREAS, the formal award notice, received in March 2010, reflected a \$8,757 reduction in the award amount, and

WHEREAS, the Library wishes to adjust the grant budget to reflect the revised award amount, now, therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approves amending the Family Literacy Library Services Grant budget to implement the following revenue and offsetting expenditure budget change:

Grant	Current SAP Budget	Revenue and Expense Change	Revised Grant Budget
Family Literacy Library Services Grant - Ready-to-Read, Ready-to-Learn at the Library	80,517	(8,757)	71,760

Agenda Item E.2.g – Monthly Financial Report. The monthly financial report for the period ending February 28, 2010 was presented for information. Ms. Quinn-Carey announced the Library has been notified by the Comptroller’s Office that the independent audit by Deloitte & Touche LLP starts next week. Mr. Berger questioned

how long the audit would take. Mr. Stone replied it would probably go into June - it is based in the Rath Building, and they typically sample financial transactions in the various entities throughout the County including the Library.

Agenda Item E.3- Building Oversight Committee. Chair Jack Connors was not in attendance, but Ms. Thomas reported the outcome of the Building Oversight Committee meeting was reflected in Resolution 2010-14 reported by Mr. Stone.

Agenda Item E.4 - Policy Committee. Chair Judy Summer reported the Policy Committee met and looked at the list of Library policies and when they are up for review. Three policies will be on the agenda for the next Policy Committee meeting May 3rd at noon and they are the Gift and Donor Recognition Policy, which was originally discussed last September where it was tabled, the Collection Policy and the Policy for Confidentiality of Library Records. They will also be reprioritizing some of the other policies to look at in the coming months. As Mr. Berlow asked many very good questions about the Gift and Donor Recognition Policy at past board meetings, he was invited to attend the next meeting to offer some input on how to proceed.

Agenda Item E. 5 - Planning Committee. Chair Richard Berger reported the Planning Committee met on April 12th where Ms. Quinn-Carey provided an excellent summary of discussions she had with an individual in New York who went through a library restructuring. The Committee decided to prepare a list of services the Library centrally provides today and what it doesn't and prioritize these. The Committee plans to discuss the pros and cons and then approach one or two of the outlying area libraries and work with them to see what kind of improvements can be made, very similar to what was done with CHR (Centralized Human Resources). If this works, they will expand on that. The next Planning Committee meeting is May 10th and all trustees are invited to attend.

Agenda Item F - Report of the Director. Ms. Quinn-Carey remarked she would be discussing a great deal later in the meeting with 2010 Goals and Priorities and updated trustees on a bomb scare which occurred at the Central Library the previous day. She assured trustees everything is fine and stated she was very impressed with how all staff handled this incident.

To answer a question raised by Mr. Berlow, Ms. Quinn-Carey noted the Special Collections Department does have a long-range plan and discussed plans for promotion of such. Deputy Director Hudson reminded trustees they were invited to an event by George Saunders at the Central Library on April 24th which is tied into rare books and special collections. Ms. Quinn-Carey pointed out these are community treasures and the Library is working on a mechanism to spread this around for other branches to showcase the materials.

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

Report of the Director
April 9, 2010

Envisioning, defining, refining, and creating quality library services for the future is no easy task. It is a process and an ongoing project that involves people at all levels of our organization and in many cases represents fundamental change in approach, tasks, workflow and attitude.

We are well under way, but there is no final end. The key to our future success is to embrace the means to continually evaluate and evolve, as user needs continue to change and evolve. As a System we have a very strong core, and from that solid center can flourish and explore in new and exciting ways.

This System exists to serve our users, and we need to confirm that we can not only exceed their service expectations, but do so while simultaneously proving to be good stewards of their substantial investment in us, and encouraging future investment and support.

The next several months will bring several significant, core library service issues to consideration: collection development and circulation/borrowing policies and procedures. The collections we offer and the mechanisms for using those collections are part of our core, and we need to ensure that all levels of those services – from the selection available in each library to borrowing rules and procedures for issuing borrower cards – will be under review, and in some cases are already undergoing some trial changes. We may not hit on the ultimate solution on the first try, and that is part of the process of finding the right fit for our System.

Leveraging the strength and experience of other library organizations will also help to determine our future. Working with neighboring and complementary Western New York library systems ensures that the State's investment in library services is being used as effectively as possible. I have been working with colleagues at the Rochester Public Library and other systems to think about the future of library systems and if there are opportunities to share services and other opportunities across systems. In some situations the established practice is the best one, but we cannot determine that to be the case until we explore and consider other options and develop best practices.

The accomplishments and activities of our organization and some individual staff members, on all levels of the organization, are detailed in the following departmental, branch and member library reports. I hope you are as proud of our team as I am, and share the good news of the work they do to serve our community and our visitors in your conversations with friends and colleagues.

Report of the Chief Operating Officer

Highlights: March was an exceptionally busy month throughout the Central Library and City Branches. Turnstile counts are up 8.1% at the Central Library, circulation statistics and computer use statistics continue to rise.

Staff is busily working with RFID (Radio Frequency Identification) installations and conversions. All Buffalo Branches with the exception of the East Clinton Branch are up and running. East Clinton is fully converted and currently awaiting the completion of construction projects necessitated as a result of RFID. The team has moved into the Amherst Libraries and begun preparation for conversion and installation. Plans are also under development for future installations at 8 member libraries who have received funding as a part of the New York State Construction Grant program.

The Grosvenor Room and Rare Book Room have been seeing an increase in traffic flow as a result of the high quality exhibits and presentations being offered. Tours are plentiful (11 in March) with participants ranging from scholarly visitors, to middle and high school students.

Tours were also plentiful in both the Children's Room and Popular Materials Department. Various staff members conducted more than 20 tours. Fourteen tours were conducted under the auspicious of Arts in Education. Seven hundred and thirty-two students and 41 teachers participated.

Partnerships continue to grow and expand. Throughout the month, this writer met with representatives from the YMCA, Buffalo Urban League, and Block Clubs & Neighborhood Association to discuss potential initiatives. The Uncrowned Queens unveiled the Uncrowned Queens kiosk at the Frank E. Merriweather Library, Project Flight and Literacy Volunteers are now on site at the Central Library, literary agents have been contacted for future presentations, Kohl's Department Store was contacted and agreed to donate prizes for the Summer Reading Program System-wide coloring contest, application was made to the National Endowment for the Arts for Big Read funds, Family Place™ and Literacy Centers plans are under way – the list goes on and on.

The 2010 - 2013 Technology Plan, which provides a framework and migration path to insure state-of-the-art technology services supporting public demand and staff needs, has been submitted to the New York State Division of Library Development for review. **Carol Batt**, Assistant Deputy Director - Information Technology, and her staff must be commended for the timely completion and thoroughness of this extensive document.

Technology training is going strong with Cyber Train sessions conducted at 11 different libraries. Classroom sessions on Internet Basics, Basic Computer Use, Google Search, Basic Word and e-Mail Online were held.

WNED *Raising Readers Library Corner(s)* are being developed. Each of the 6 Buffalo and Erie County Public Libraries selected for the program - Angola Public Library, Niagara Branch, North Collins Public Library, North Park Branch, Anna B. Reinstein Branch and the City of Tonawanda Public Library, will host the *Corner* for a period of 8 weeks. Both the East Delavan Branch and the Children's Room will receive permanent *Raising Readers Corners*.

Under the direction of B&ECPL Trustee Judy Summer, Assistant Deputy Director **Doreen Woods**, Deputy Director **Kenneth Stone** and this writer worked with the Benefits Committee to review the Blue and White Collar Non-Bargained Employees Benefits Package. The Committee is made up of both Library Directors and Member Library Board members.

Programs: Year to Date: System Programming Team (includes Children's Room), Buffalo Branches and Community Connections. Will be reported next month.

Meetings/Conferences/Training: A plethora of meetings, conferences and training opportunities were attended by staff in the month of March. Key programs include the COSUGI 2010 - SIRSI Dynix Users Group Conference, Public Library Association Conference (PLA), Western New York Library Resources Council (various), etc. Staff attending programs present summations of programs at monthly Managers/Directors meetings. This writer continues to serve on the Western New York Library Resources Council Board of Trustees, Explore & More Children's Museum Board of Trustees and on the University of Buffalo's Department of Library and Information Studies Accreditation Committee.

Report of the Chief Financial Officer

County Capital 2011-2016 Capital Project Requests Due April 19th: The Library received Erie County Division of Budget, Management and Finance's 2011-2016 Capital Budget preparation forms and instructions on March 17th, with a due date of April 19, 2010.

Given that the Central Library Use Analysis Project is not expected to begin until later this year (county bonding authorization for the \$200,000 capital budget allocation was finally approved last month), amounts for estimated Central Library needs will be subject to significant revision in future years to reflect the results of the study. Recognizing these unknowns, recommendations for the 2011-2016 Erie County Capital Budget are being developed focusing on extending and updating those projects

prioritized in the 2010-2015 plan. These recommendations will be presented for the Board's review at their meeting on April 15th.

Building Oversight Committee, Subcommittee Reviewing Central Library Use Analysis RFP Responses Developing Recommendations for Board Consideration:

The subcommittee met on March 31st to review a response evaluation report, discuss recommendations and provide direction to staff for preparing a final recommendation for the Board's consideration at the April 15th meeting.

Central Library Public Restroom Reconstruction on the Home Stretch: Miller

Construction completed work on the first floor restrooms which are now reopened. The contractor is now working on the second floor public restrooms, with completion expected by the end of April. 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 Bidding Delayed:

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. The pre-bid walk-through for potential contractors, previously scheduled for March 19th, has been pushed back to April 15th with bids due date pushed back from March 25th to April 27th. Construction is anticipated to begin in late spring.

Erie County Completes An Early Payoff Option to a Retirement System Amortization

Payment Plan: With the recently completed February month-end closing, the Erie County Comptroller's office charged the principal balance payoff of \$443,735 to the Library Budget. Yesterday, the Erie County Budget Director indicated that the county intended to cover the cost of this charge for the Library and road funds. Staff will work with the budget office on this matter.

Erie County elected to take an early payoff option offered by the New York State Retirement System. The amortization, which allowed employers to smooth out the cost of a sharp increase in employer contributions which took place in 2003-04 over a 10 year period (at approximately 8% interest) would have continued payments through February 1, 2015. The Library had been paying \$102,492 per year for its share of this amortization. Paying \$546,227 now (the regular \$102,492 payment plus the principal balance of \$443,735) eliminates future year payments that would have totaled \$614,952, saving the Library \$68,725 and eliminating the \$102,492 recurring cost in 2011 and beyond.

LIST of VISITS and MEETINGS ATTENDED by BRIDGET QUINN-CAREY

March 15, 2010 – April 9, 2010

MARCH

- 15 B&ECPL Planning Committee meeting
- 16 Orchard Park Public Library Board meeting
- 16 Lunch meeting with Joan Bukowski, President Buffalo & Erie Co. Historical Society
- 18 Meeting with Peter Murad, Architectural Resources
- 18 Lunch meeting with Dan Killian, Interim Library Director Niagara Falls Public Library
- 18 B&ECPL Board meeting – Central Library
- 19 Book for Kids kick off breakfast
- 19 Lunch/tour with Kathy Konst and Darren Kempner – Dept. of Environment & Planning
- 20 ACT Trustees meeting/workshop – Central Library
- 22 Meeting with Drs. Betty Cappella and Geraldine Bard, Project Flight
- 22 Meeting with Doug Kohler, Erie County Historian
- 23 Rare Books Commission meeting – Central Library
- 23 Buffalo & Erie County Historical Society Board meeting
- 23 Buffalo Niagara Partnership networking event – Central Library
- 24 Meeting with Michael Kelleher and Laurie Dean Torrell, Just Buffalo Literary Center, regarding Babel sponsorship
- 25 Introduction at Women and the Law event – Central Library
- 25 *Best Places to Work in WNY* luncheon
- 29 Meeting with Patty Uttaro, Director Rochester Public Library & Monroe County Library System
- 30 Meeting with Brendan Mehaffy, City liaison to North Buffalo Library Planning Committee
- 30 Lunch meeting with Sharon Thomas, Chair B&ECPL Board of Trustees
- 31 Meeting with Rich Lee, Block Club
- 31 Lunch meeting with Laurie Dean Torrell, Executive Director Just Buffalo Literary Center
- 31 B&ECPL Building Oversight Committee meeting

APRIL

- 1 ACT Board meeting – Lancaster Public Library
- 1 Lunch meeting with Carolyn Liljequist regarding Family Place™
- 5 Meeting with Ted Pietrzak, Burchfield Penney Art Center
- 6 Grant Coordinator candidate interviews with Drs. Geraldine Bard and Betty Cappella, Project Flight

- 7 Staff Forum: Q&A with the Library Director – Central Library
- 7 Meeting with Bonnie Kane Lockwood and Chris Fahey, Congressman Higgins staff
- 8 Grosvenor Room tour with Dr. Robert Cotsen and Brenda Cotsen
- 8 B&ECPL Executive Committee meeting
- 9 Lunch meeting with Chris Gibas, Executive Director Literacy Volunteers

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: March 1-March 31, 2010
Development & Communications Office Activities

DATE: April 7, 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.
- Coordinate B&ECPLS involvement with Buffalo Public Schools “Teaching American History” US Department of Education grant
- Working with Erie County’s Commission on the Status of Women to implement strategies for celebrating National Women’s History Month (March 2010).
- Researched and wrote New York Council for the Humanities grant to dovetail with NEH Great Depression project and BPO 75th anniversary (submitted March 15)

SPECIFIC ACTIVITIES/TASKS/ACCOMPLISHMENTS

Development

- Nearly 1,000 contributions recorded, totaling just under \$60,000 in contributions through March 31. The average gift to date continues to exceed significantly gifts from the campaign last year (2008-09). More than 40% of these gifts are new, and the new gifts are averaging a higher dollar amount overall than repeat gifts. There are still more than 900 givers from 2008-09 who have not given yet this year. They will be re-contacted in April.

- An offer was made to a finalist for the position of Community Outreach Specialist (the former position of Public Relations/Development Officer).
- A meeting of the Library Foundation was held on March 23. The Foundation granted a \$22,000 request for the purchase of display cases to be used in conjunction with future Rare Book Room exhibits. This is in addition to the \$7500 expenditure approved in January for display panels for the Rare Book Room. The relationship management/fundraising software (i.e., The Raisers Edge) has been purchased by the Foundation from vendor Blackbaud (\$25,000). The software will be made available to the Library to support its development/fundraising efforts. The Foundation also approved an expenditure of \$1500 to support a cultivation event on April 24, following a presentation on Mark Twain to kickoff several 2010 commemorations of Twain to be highlighted by the Library.
- 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 was researched, prepared, and submitted on March 15. The grant is planned to dovetail with the NEH grant and will provide funding for programming associated with the Great Depression/New Deal.
- Coordinated a tour of the Special Collections area/luncheon for approximately 14 community members representing various organizations/businesses. The purpose of the gathering was to elicit ideas on developing a more entrepreneurial approach to the Library's Rare Book/Special Collections and creating avenues for revenue generation to support preservation/conservation, exhibits, and marketing efforts related to the treasures.
- With the Director, met with Erie County Department of Environment & Planning Commissioner Kathy Konst and Deputy Commissioner Darren Kempfer. Toured the Rare Book/Special Collections area and discussed various Library initiatives, including the space use study.
- With COO, met with representative of Better World Books to discuss opportunities to enhance revenues from the sale of used library books.

- Met again with representatives 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 (on both organizations' websites).
- 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.
- Held further discussions on possible fundraisers to tie in with this October's "The Big Read," featuring the works of Edgar Allan Poe.
- Attended 100th birthday celebration for former Library employee and benefactor Robert North, Jr. Presented him with a reproduction of an image from the Library's Special Collections.
- Monitored sales from Novel Ideas on a weekly and monthly basis.

Community Contacts

- Attended Theodore Roosevelt Inaugural Site Foundation meetings.
- Attended County Executive's State of the County address.
- Met with representative of Canisius College (Director of its Contemporary Writers series) to discuss future collaborative initiatives.
- Met with representatives of the Tapestry Charter School to continue discussion on ways in which the Library and its staff can assist as the school plans for its own library, currently being developed for a site on Great Arrow Avenue, approximately one block from the B&ECPLS's North Park branch.
- Addressed a student class at Buffalo State College on careers in public relations and Library initiatives in the community.

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 3/3 (developer Rocco Termini) and the Center for Buffalo Art, Architecture, History, and Nature on 3/9 (Burchfield-Penney Art Center Director Ted Pietrzak) and 3/23 (UB President John Simpson).
- Coordinating Library involvement in National Buffalo Garden Festival (June 19-July 25). The former is linked directly to the Library's major 2010 RareBook/Special Collection's exhibit featuring items from the Botanicals collection. Represented Library at Garden Festival news conference on March 23.

- 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. Coordinated the March 4 kickoff trade show and news conference/reception held at the Central Library.
- Coordinating Library branch/Member Library involvement with a "Censorship in Libraries" exhibit that is being featured in System libraries throughout the remainder of 2010.
- Provided event support for Literacy Volunteers Scrabblefest finale held at the Central Library on 3/7.
- Coordinating Library's featured participation in Citybration (June 24-27). The event was formerly known as Buffalo Homecoming. The Central Library will be the site of a major Friday afternoon event called "Celebrating Buffalo's Successes."
- Coordinating Library involvement in National Disabilities Month (October).
- Coordinated final planning for MUSE/Bennett Park Montessori opera production held in the Central Library Auditorium in March 2010.
- Implemented "Women and the Law" program on 3/25; Books for Kids kickoff breakfast on 3/19 (held in the Central Library's Administrative Offices); and The Partnership's "Networking with a Twist" business social event on 3/23.
- Coordinating various aspects of the U.S. Census's use of the Central Library as a public assistance site (3/19-4/19).
- Working on various aspects of the Library's 2010 Summer Reading programs, including the 6/19 Block Party kickoff at the Central Library.
- Coordinating the Buffalo Public Schools' Annual Student Art exhibit to be held at the Central Library in April 2010.
- 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, "Women and the Law" program, author John Wray presentation, Lucille Clifton tribute, Fred Stoss environmental talks, Buffalo CSI program, 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&ECPLS Senior Management meetings
- Attended/participated in B&ECPLS Administrative Team meetings
- Attended B&ECPLS Executive Committee meeting
- Attended/participated in B&ECPLS Board meeting
- Attended/participated in B&ECPLS Planning Committee Meeting

Contracting Member Library Activity Reports - April 2010

Eden Library – submitted by Joyce Maguda, Library Director

Since computer usage at Eden increased over 50% in 2009, 2 laptops were recently purchased to help meet patron demand. Circulation continues to maintain a 5% increase.

The Friends of Eden Library calendar photo contest was a great success, and 2010 calendars were a sell out! The Friends are currently funding a startup collection of Blu-Ray DVD's.

The Centennial Committee has been planning events and activities to celebrate the library's "century of service" to the community. Festivities will kick off at the Annual Family Picnic on July 21, 2010. Special programs will continue throughout the following months, and conclude at a gala dinner on May 14, 2011. Stay tuned! Currently candy bars and items handmade by members of the Yarn Club are being sold to help defray costs of special events.

Yarn Club members, under the guidance of Senior Library Clerk **Helga Antonou**, have now donated a total of 1363 items to various charities since September 2007.

The "Library Ladies" again participated in the Boys and Girls Club of Eden annual game night fundraiser "Are you Smarter than a Club Kid." The "Ladies" were not able to bring back the trophy, but had a good time competing!

In March, Director **Joyce Maguda** manned the storytime room at Eden Elementary's "Reading Rocks" PARP Night Out for 3rd and 4th graders. One hundred students and 66 adults enjoyed "The Three Billy Goats Groove" (a rock 'n roll fairy tale) and a "doo-wop" sing-along.

Special thanks go to Library Clerk **Pat Nagle** for setting up the library's Facebook page.

The library continues to host UNYTS blood drives, as well as Erie County Legislator Lynne Dixon's monthly outreach meetings. Census assistance was also available from mid-March through mid-April.

Looking Ahead: Legos @ the library
Spring Used Book Sale April 28 - May 1
Children's Book Week: Storyteller Annmarie Jason & Book Bingo
Computer classes: "To Your Health" in May & Facebook in June

Grand Island Memorial Library – submitted by Lynn Konovitz, Library Director

Bad economic conditions continue to mean good library business for the Grand Island Memorial Library. As soon as our doors open, patrons jump on computers. A lack of discretionary spending has brought us new patrons, realizing for the first time that the library has other things to offer besides books.

The winter series of children's preschool and toddler programs has just ended with the usual question; when are the next programs starting? Perhaps the highlight of winter programming was the Nickel City Reptiles during the February break. Over 100 children and adults enjoyed the performance that was paid for by the B&ECPL programming budget. The response was so overwhelming, that the library has scheduled another program during the April break as part of National Library Week. Doug Rougeux (aka the Bubbleman) will present *Juggling, Bubbling and Mime*. Adult programming has also been very well received at the Grand Island Library. Once again the talents of **Sara Taylor** and the B&ECPL Cyber Train brought huge numbers to 6 weeks of programs. Despite doing double sessions, we were forced to disappoint some patrons. However, we are pleased to be able to offer this wonderful service again in June.

Those adult patrons who prefer books will be pleased that we have 3 authors visiting the library to discuss their work. Laura Pedersen will visit on April 9th. Local author, Deborah Williams, has just agreed to be the guest speaker for the Friends of Grand Island Memorial Library annual meeting. She will discuss her book on the Erie Canal. In November, Catherine Gildiner will speak on her books, *Too Close to the Falls* and *After the Falls*.

Recently, the Grand Island Memorial Library was notified that it had been selected to receive a second Regional Bibliographic Data Bases grant. This will allow the library to continue its program of microfilming and digitizing the local newspaper, the *Island Dispatch*. The Town of Grand Island is also working to finish our New York State Construction grant by replacing our boilers and putting in new energy efficient ballasts. Our goal is to finish these projects by the end of the year and provide the residents of Grand Island the best possible facility.

Agenda Item G – Public Comment. No public comment.

Agenda item H – Unfinished Business. No unfinished business.

Agenda Item I – New Business.

Agenda Item I.1 – 2010 Goals and Priorities. Draft 2010 Goals and Priorities were distributed to trustees at the meeting. Ms. Quinn-Carey explained this is an informational item. There is a lot of information and this will be put on the proposed May 20th agenda as an action item for Board approval. 2009 Goals and Priorities were handed out as well with the objectives reflecting accomplishments. Acknowledging this was an incredibly ambitious plan, the Director thanked staff for being able to accomplish so much in a year. She added while we did not get through all the goals and objectives, the vast majority were done; some have been rolled over, reprioritized, rolled into something else or eliminated if it was something no longer being pursued. She proceeded to go over each of the 2010 goals in more detail. If trustees had any questions, she asked them to call or e-mail her. Ms. Leary asked if there was a way these goals and the Five Year Plan could be worked into her report. Ms. Quinn-Carey thought this was a good idea and reminded trustees the Five Year Plan is on the Library's website for viewing and a new plan will be needed for the fall of 2011.

Agenda Item 1.2 – Amend Non-bargained Employees Benefits Package. Benefits Committee Chair Judy Summer thanked all members of the Benefits Committee for the many hours spent in coming to a consensus on the draft amended non-bargained Employees Benefits Package which was distributed for review at the meeting and also thanked Roseanne Butler-Smith, Director of the Amherst Public Libraries, for her hospitality in hosting most of the meetings. She commended the contract member library directors and trustees for their willingness to commit to this process. Deputy Director Mary Jean Jakubowski explained she, Assistant Deputy Director Doreen Woods and Deputy Director Kenneth Stone were representatives in an advisory capacity. Ms. Jakubowski explained the recommendations before trustees are for changes, revisions, adaptations and language clarifications to the Employees Benefits Package which was a product of discussion beginning back with the Centralized Human Resources project in 2001. As a result of discussions in 2003, a benefits package for consistency purposes of benefits allocated to the non-bargained blue and white collar employees of our contract member libraries was put together by a committee chaired by Judy Summer and represented by contract member library directors throughout our System. The Benefits Committee comes together as needed to review, discuss and make recommendations for changes to the full benefits package which is part of the annual contract between the Buffalo & Erie County Public Library and the contract member libraries. She explained the Committee again came together in the beginning of the fall of 2009 to review the package and now comes before trustees with recommendations for some changes in the benefits that are included. She reminded trustees this is an informational item and in draft format. Sue Jacobs, President of ACT (Association of Contracting Library Boards of Trustees), who also was very participatory in this program and a member of the Committee, will send this recommended package out to presidents of the contract member library boards for

review and they will be walking through proposed changes at the May 8th ACT meeting. Subsequently, the Committee will report to the B&ECPL Board any comments and/or concerns at the May 20th B&ECPL Board meeting. Ms. Thomas commented that trustees have time to look through this before the vote on May 20th. Ms. Jakubowski asked that if anyone had any questions, they were to contact her and this will be communicated to Judy Summer, Chair of the Benefits Committee. Ms. Jakubowski also noted if trustees are interested in viewing the full benefits package that is associated with the contract between the Library System and the member libraries, this can be sent electronically and there were also copies available on the table for viewing. Ms. Quinn-Carey invited trustees to attend the May 8th ACT meeting beginning at 9:30 a.m. at the Orchard Park Public Library. Roseanne Butler-Smith, Director of the Amherst Public Libraries, commented on the good timing of this noting there is time for B&ECPL Trustees to review this and hear what the actual trustees of the contract member libraries feel about this document before being asked to vote on May 20th.

Ms. Panty asked for clarification, if at the May 20th B&ECPL Board meeting trustees would be voting on this package as presented for information today with no changes to it. Ms. Quinn-Carey explained what will come before the Board is this exact motion and packet. If voted in, it will be in this format or it can be referred back to Committee or completely defeated. Mr. Berger questioned if they had an issue with one part of the package, could that be changed or is this in whole. Ms. Quinn-Carey responded it is up to the Board; the System Board is responsible for the contents of this benefits package. Mr. Berlow asked if this has been a friendly negotiation thus far or antagonistic. Ms. Summer remarked it was a consensus Committee but it took giving everyone a chance to say what they had to say until it was finished and the group came to a consensus, it was not antagonistic. Ms. Butler-Smith agreed with this, stating there was a lot of give and take and the opportunity was there for all directors and trustees from all libraries to participate. Ms. Summer further explained when this was started, not only were the contract member libraries contacted as a group, many of them were contacted individually to ask if they would like to have someone on this Committee. There was a lot of outreach for wider participation on the Committee. The Committee's feeling is that each library had a chance to have input at any time in the process to affect the end product.

Ms. Thomas entertained a motion to enter a short executive session. A motion was made by Dr. Mansouri, second by Ms. Summer, and approved unanimously at 5:15 p.m. Trustee Schmidt excused himself from the meeting via conference call. At 5:25 p.m., on motion by Mr. Berger, 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. Panty, the meeting was adjourned at approximately 5:26 p.m.

Respectfully submitted,

Frank Gist
Secretary