

MINUTES  
REGULAR MEETING OF THE  
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
June 17, 2010

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, June 17, 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 (via telephone)  
Frank Gist  
Phyllis A. Horton  
Anne M. Leary  
Hormoz Mansouri  
Albert L. Michaels  
Elaine M. Panty  
Judith K. Summer  
Wayne D. Wisbaum

W. Lawrence Buck, Trustee Emeritus

Absent:

Rick Lewis  
Mario J. Rossetti  
John G. Schmidt, Jr.

Chair Sharon A. Thomas requested Vice Chair Jack Connors conduct the meeting due to her anticipated late arrival. Mr. Connors 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. Mr. Connors announced the Agenda was being revised to remove Agenda Item E.5 Planning Committee report as the meeting scheduled for June 14<sup>th</sup> was cancelled and to add Resolution 2010-27 as Agenda Item I.3 under New Business.

Agenda Item C – Minutes of the Meeting of May 20, 2010. On motion by Ms. Panty, seconded by Ms. Horton, the Minutes were approved as mailed.

Agenda Item D – Report of the Chair.

Agenda Item D.1 – Intermit August Meeting. Mr. Connors remarked this same resolution has been put on the past few years' agenda. Ms. Summer moved for approval and was seconded by Ms. Panty, whereupon approval was unanimous to intermit the August Board meeting.

RESOLUTION 2010-20

WHEREAS, Article II, Section 1 of *Bylaws of the Buffalo and Erie County Public Library* states: "...that the Board may, by resolution, intermit meetings for a particular month or months," and

WHEREAS, in the past, the Board has suspended meetings during summer months when Library business permits, and

WHEREAS, the Library Board will meet in both July 2010 and September 2010, and

WHEREAS, Article VI, Section 1 of *Bylaws of the Buffalo and Erie County Public Library* states: The Executive Committee, in intervals between meetings of the Board of Trustees, shall have all the powers and duties of the Board of Trustees not inconsistent with law. All Trustees should be notified of any actions within three (3) business days," and

WHEREAS, absent other urgent business, this action enables the Library Board to intermit its regular August meeting, now therefore be it

RESOLVED, that the August 2010 meeting of the B&ECPL Board of Trustees is hereby intermitted.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Mr. Connors reported the Executive Committee met on June 10<sup>th</sup>. Present were Sharon Thomas, Jack Connors, Elaine Panty, Ken Stone, Stanton Hudson, and Bridget Quinn-Carey. Rick Berger was present via conference call.

Chair Sharon Thomas called the meeting to order at 4:05 p.m. and determined a quorum was present.

Ms. Quinn-Carey reported on a call she received from Erie County Legislator Lynn Marinelli regarding use of restored 2010 funding. Ms. Quinn-Carey, Mr. Stone and Ms. Thomas will meet with Legislators Marinelli and Loughran in the coming weeks to discuss the issue.

They moved to enter into Executive Session at 4:30 p.m. to discuss legal strategy, collective bargaining issues and employee compensation. Ms. Quinn-Carey was asked to remain. No action was taken in Executive Session.

The Committee reviewed the agenda for the June Board meeting.

Trustee Berger joined the Board meeting via conference call at approximately 4:07 p.m.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Authorize Chair to Execute 2010 Contracts with Contracting Libraries. Deputy Director Kenneth Stone introduced this routine resolution and noted there is still no State budget. As in the past, there is a provision to deal with a reduction in State aid should it be reduced further than our already anticipated modest reduction. There is no change in the Employees Benefits Package. Ms. Panty moved and was seconded by Ms. Summer. Approval was unanimous.

#### RESOLUTION 2010-21

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo and Erie County Public Library constitute over 90% of the financial resources supporting the contract with the “Public Library,” and

WHEREAS, Erie County’s 2010 allocation was not known until mid-December, and New York State’s overall allocation is not yet known, and

WHEREAS, this made it difficult for the Buffalo and Erie County Public Library (B&ECPL) and the contracting libraries to develop, consider and approve a contract prior to the beginning of the 2010 fiscal year on January 1, 2010, and

WHEREAS, to meet 2010 operating expenditure needs of the contracting libraries, the B&ECPL Board of Trustees, on December 17, 2009 adopted Resolution 2009-52 implementing the extension provision contained in the 2009 contract until such time as a final 2010 contract is adopted, not to exceed July 31, 2010, whichever was earlier with funding based upon the estimated allocation of the 2010 B&ECPL Board-adopted budget, and

WHEREAS, Erie County’s 2010 budget is now in place, and

WHEREAS, while New York State’s budget has not yet been adopted the contract contains a provision to adjust the budget should the adopted state aid amount be lower than contained in the contract, which already anticipates a modest decrease, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Chair of the Board of Trustees to execute 2010 contracts

continuing the terms and conditions contained in the 2009 contract, utilizing 2010 salary tables and the budget amounts supported by the 2010 B&ECPL adopted budget as approved in Resolution 2009-51.

Agenda Item E.2.b – System Grant Match for 2010-2011 RFID. Mr. Stone explained the next round of NYS construction grants is coming forward over the course of the summer. There is \$14 million dollars for libraries across the state in the Governor’s proposed budget; the Library’s share is about \$664,000. It is a 50% match grant and this resolution recommends authorizing the use of the Library’s equipment replacement designated fund balance to help match construction grants for that portion dealing with installing RFID equipment. Ms. Summer moved to approve Resolution 2010-22. She was seconded by Ms. Horton, and approval was unanimous.

RESOLUTION 2010-22

WHEREAS, the Governor’s proposed budget for the New York State Public Library Construction Grant Program 2010-2011 again includes a \$14 million allocation with an estimated \$664,117 available to support up to 50% of eligible costs for projects benefiting the public libraries located within Erie County, and

WHEREAS, to date, several Buffalo and Erie County Public Library (B&ECPL) libraries considering construction projects are not part of the Radio Frequency Identification (RFID) efficiency grant project and are interested in leveraging state construction grant funds to bring RFID technology to their libraries sooner than would otherwise be possible, and

WHEREAS, converting additional libraries to RFID provides a system-wide benefit by allowing those libraries to streamline workflows and enable labor force restructuring while simultaneously generating vast improvements in library material inventory control and public service, and

WHEREAS, given these benefits, using the B&ECPL’s designated fund balance for grant match to fund the local share for the RFID portion of a proposed project benefits all parties at a cost, including estimated contingency and installation, estimated not to exceed \$200,000, which is available within the designated balance, and

WHEREAS, this amount is available in and an appropriate use of funds in the designated for equipment & technology replacement fund balance, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the use of the Library’s designated fund balance for grant match to support the costs of RFID not covered by New York State Construction Grant funds not to exceed \$200,000.

Agenda Item E.2.c – Monthly Financial Report. The monthly financial report for the period ending April 30, 2010 was included in the board pack for information. Regarding the retirement expense mentioned in the report, Mr. Stone was recently informed by the budget director that they are processing the necessary journal entries to reimburse the Library for that expense. This should show up in the June or July report.

Mr. Berlow inquired if the Library or a committee has looked into any utility savings programs/tax credits. Mr. Stone went over the NYSERDA-funded energy audit program in which every library in the System who hadn't had an audit in recent years was audited. He noted the reports were received in April and we have already moved forward on some of the recommendations. Discussion regarding utility costs and possibilities for use of solar energy incentive programs took place.

Agenda Item E.3 – Policy Committee.

Agenda Item E.3.a – Amend Collection Development Policy. Chair Judy Summer explained the change in this policy was making the distinction between the general collection and the special collections which have different criteria for development. Mr. Berlow requested the second to last paragraph be reworded for clarification with grammatical enhancements; it would not change the meaning. It was agreed Ms. Quinn-Carey would make this minor change and on motion by Dr. Mansouri and a second by Ms. Horton, approval of Resolution 2010-23 was unanimous.

#### RESOLUTION 2010-23

WHEREAS, the Collection Development Policy was last reviewed in 2001,  
and

WHEREAS, the policy remains largely unchanged with the most significant difference in the distinction between general collections and special collections, and

WHEREAS, the Policy Committee recommends these revisions to update the wording for consistency, to enable flexibility in implementation and clarity of collection care and maintenance, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library adopt the proposed revisions of the Buffalo and Erie County Public Library's Collection Development Policy to supersede and replace the prevailing policy, last adopted January 18, 2001.

Agenda Item E.3.b – Amend Confidentiality of Library Records Policy. Chair Summer explained the intent of this policy has not changed, but the clarity of the wording has been changed. Mr. Gist moved and was seconded by Ms. Panty. Approval was unanimous.

RESOLUTION 2010-24

WHEREAS, the Confidentiality of Library Records Policy was last reviewed in 1993, and

WHEREAS, the policy remains largely unchanged with the changes recommended for clarity and grammar, and

WHEREAS, the Policy Committee recommends these revisions to update the wording for clarity, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library adopt the proposed revisions of the Buffalo and Erie County Public Confidentiality of Library Records Policy to supersede and replace the prevailing policy, last adopted in 1993.

Agenda Item E.4 – Development Committee. Chair Anne Leary reported on the Development Committee’s first meeting held on June 1<sup>st</sup>. The Committee began to establish goals based upon the strategic goals of the Library as there are no particular development goals within those. They discussed developing a more effective annual campaign which will provide the Library with the most unrestricted funds, the need to create public awareness that funding levels are still as of those from 1998, and getting people to envision what a future library would look like and it’s needs. Raising public awareness and fundraising around special collections and programming was also discussed noting a fundraising event around each exhibit or program’s opening would be ideal. Ms. Leary invited and encouraged trustees to attend the next scheduled meeting on June 25<sup>th</sup> at 9:30 a.m. at the Central Library as the current Development Committee is a small group.

Agenda Item F – Report of the Director. Ms. Quinn-Carey provided an update on Deputy Director Mary Jean Jakubowski’s health and will continue to keep trustees posted on her possible return to work date. She noted Ms. Jakubowski sends out her regards and appreciation for all the cards and well wishes she has received.

A number of administration and additional library staff will be attending the American Library Association’s Annual Conference in Washington DC next week. Trustee Leary inquired if there was Board representation at conferences and if there were sessions related to trustees. Ms. Quinn-Carey mentioned trustees should be receiving mailings about a national trustees association as well as the New York Library Association. Ms. Leary feels someone from the Board should attend these conferences. Ms. Quinn-Carey will look up and pass along conference information to trustees.

Ms. Quinn-Carey encouraged trustees to visit the Library’s website which has undergone some tweaking and take special note of the changes to the Grosvenor Room,

Genealogy and Local History, and Rare Book Room sections. She also welcomed library staff Kara Stock, Dan Caufield and Meg Cheman in the audience, participants of the Public Library Administrator's Certificate Program (PLACP) led by Jerry Nichols, who were observing the meeting.

Mr. Berlow expressed his appreciation for the new format of the Director's written report. He also commented that each month trustees read about more new services and programs being provided by the Library and inquired where the money is coming from and if it has been a big burden on the staff. Ms. Quinn-Carey replied she believes this is a testament of the hard work and dedication of staff. She pointed out we are refocusing on what staff does and are working on different team structures and projects with the resources we have. She added some programs are collaborations with outside organizations. She realizes while this may take a toll on our staff, she believes staff recognizes the important work they do in getting people excited about the Library and what we offer; the public's positive feedback is rewarding. When people see what the Library can offer them, they will hopefully continue funding the Library, both on a public and private level. Mr. Connors reminded trustees to let the Board know of any people or organizations that we can show what the Library has as this can be turned into dollars or collaborations as we move forward. Ms. Summer noted it does not need to be only large organizations, as she has brought in smaller women's groups for tours and this is great for spreading the word on what the Library has to offer. Ms. Quinn-Carey added the hope is the Library will get to a point where it is better set for the future as far as funding and can maintain a consistent level of service.

Ms. Quinn-Carey informed trustees they did an experiment that day in partnership with the Library Foundation in which the Foundation pledged some funds and acted as an agent in bidding on a few items from an auction for a rare book collection. It was a learning experience and, at this point, did not have confirmation if the Library was able to acquire any items.

Chair Sharon Thomas arrived at approximately 4:50 p.m. and requested Vice Chair Connors continue conducting the meeting.

The Director called upon Deputy Director Stanton Hudson for additional updates. Finalists for a Communications replacement will be interviewed June 18<sup>th</sup> with the plan to have someone on board by mid-July at the latest. Mr. Hudson thanked the Library Foundation who at a recent meeting generously granted the Library \$10,000 making the Library the second largest sponsor of the 2010-2011 Babel series which has become a premiere literary series in Western New York.

Ms. Quinn-Carey was excited to announce the Library is celebrating its Summer Reading Kickoff Block Party Saturday. Children's Room Librarians Kathy Goodrich and Mary Ann Budny did a presentation for trustees sharing information on all the

exciting summer programs, contests and prizes planned. Librarian Kara Stock discussed details of the first time offered adult summer reading program. Posters announcing the programs will be at the Central Library and all branches. Ms. Quinn-Carey added the Library is fostering a relationship with the YMCA to share all the summer reading program information with them as well as the City and County to spread the word.

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

### **Report of the Director June 17, 2010**

The month's report showcases a new format, based on the feedback from the Board of Trustees. Activities and project updates will be presented under the headings of the seven Goals which guide our day-to-day activities and strategic initiatives. Several report elements have not yet been fully incorporated into the new format, including the Buffalo Branches and Contracting Member Library reports as well as the Development and Communications Office activities. Those will be included in the new format for the July report.

The new format will continue to evolve in the coming months. We will strive to provide a complete monthly snapshot of the activities, achievements and results facilitated by our staff each day. We will also showcase how users are experiencing our services throughout the System – inside our buildings, at their desktops and within the community.

#### **Goal 1:**

**Ensure that every Library in the System is a key destination for exciting and enriching programs and events**

**In the Garden: Getting Ready to Bloom** was held at the Central Library, on May 22<sup>nd</sup>, featuring guest speakers in the Ring of Knowledge offering their advice and expertise in gardening. Speaker Betsy Moll from the Buffalo & Erie County Botanical Gardens held a hands-on workshop featuring herb gardening; Master Gardener Tom Maloney presented a lecture entitled "What's This Stuff," discussing alternative gardening products such as bone meal and dried blood, and Reneé Lovocat from Lowes discussed and demonstrated equipment and methods for transplanting and pruning flowers and shrubs. Also speaking briefly was Kerri Bentkowski from Buffalo Niagara River Keeper (BNR). "In the Garden: Getting Ready to Bloom" was a great lead-in to the Rare Book Room's summer blockbuster Botanicals display.

Family Fun Nights were presented at all Buffalo Branches and the Central Library. In May the Family Fun Night themes were: Old Time Candy, Breakfast & Off to Bed and Yoga for Kids.

Grosvenor Room Librarian **Carol Pijacki** presided at the May 18<sup>th</sup> Literally Speaking Lunchtime Book Discussion Group that featured *The Last Time They Met*, by Anita Shreve. Children's Room Manager **Kathy Goodrich** led the discussion.

B&ECPL hosted a reception for teachers and students in the Arts in Education Graphic Novel program on May 6<sup>th</sup> with 70 in attendance. On Friday, May 14<sup>th</sup>, Librarian **Britt White** planned and executed a final "Arts in Education" class tour and presentation in conjunction with the Graphic Novel unit with 112 students in attendance. The total attendance for the entire "Arts in Education" program was 1,209!

On May 8<sup>th</sup>, in cooperation with the convention for Community Services for the Developmentally Disabled that was held in downtown Buffalo, the Central Library showed the movie *Riding the Bus With My Sister* for convention goers as well as the general public.

National Children's Book Week was celebrated May 10-15. System libraries were supplied with a copy of *Opposnakes*, one of the Best Book nominees, as well as craft ideas and fingerplays.

## **Goal 2:**

**Build and maintain quality collections, both print and electronic, based on user needs and long-term vision for library collections**

**Paperback Standing Order Plans.** Libraries have not had the opportunity to subscribe to mass market paperback Standing Order Plans since 2005. The Acquisitions Department is pleased to announce a new subscription plan service through Baker & Taylor. Many libraries have opted into the juvenile program which will ship specified genres directly to the library, avoiding sorting and unpacking delays with handling. Adult series will be considered for future purchase contingent upon the success of this program.

**Title Source 3 Classes.** Technical Services Manager **Jennifer Childs** conducted a Baker & Taylor Title Source 3 mini-training session on Wednesday, May 12<sup>th</sup>. Twelve people attended. Topics covered included creating and working with carts and searching tips and suggestions.

**The Stacks Department** began searching the cookbook collection for damaged material. Sr. Pages and pages will be pulling books from the open shelf in the TX section based on condition. Stacks Supervisor **Lettie Marinaro** will be checking to see which books

need repair and which are beyond repair. Lettie will keep track of the number of items discarded.

**Goal 3:**

**Create a warm and welcoming approach in all aspects of library service through renovated and expanded facilities and streamlined services that guarantee quality user experiences**

**Focus: Facilities**

**Multiple Buffalo Branch Improvements Progressing:** The contractor installing the lift at the Niagara Branch Library has begun work. This lift will provide Americans with Disabilities Act (ADA) compliant access to the library's basement meeting space and restrooms. A follow-on project will install an accessible family restroom to supplement the existing restrooms probably during the summer. Another contractor is in the process of installing a modern electronic control system for the library's heating and air conditioning systems. The library's boilers will also be replaced.

Additionally, City contracts have been issued to replace the lighting and ceiling systems at the Niagara, Crane and East Delavan Libraries. Work on these projects will begin shortly.

Maintenance staff is also working with City Public Works personnel on bids to replace the entry doors at the Dudley Branch. The parking lot at the branch is also anticipated to be refurbished this summer.

**County Capital 2011-2016 Capital Project Requests Budget Hearing Held on June 7<sup>th</sup>:** Director **Quinn-Carey** and Deputy Director - CFO **Stone** presented the Library's request at this hearing. The Library's request was developed pursuant to guidance contained in Board Resolution 2010-13. Committee members expressed interest in the proposed Central Library projects. They also discussed the possibility of accelerating the Library's 2011 shipping vehicle replacement request into the current year.

**Central Library - Ellicott Street Entry Reconstruction Project Re-bid Results**

**Favorable:** A total of 5 responses were received for the re-bid construction portion of this project. The low base bid of \$384,100 by Kurst Construction is a significant improvement over the prior bid response of \$539,500. The original April 27<sup>th</sup> bids for the asbestos abatement portion of the project generated 6 responses with the low bid submitted by Arric Corporation in the amount of \$20,928.00. This New York State Construction Grant project will replace the vintage 1963 entrance that is not ADA accessible with a fully ADA accessible ramp and assisted door entry. Construction is now on track to begin by late spring /early summer.

**Focus: Services**

**Disability Service.** At the request of public service staff, Training Lab Coordinator **Sara Taylor** conducted a “Book a Technology Trainer” class on May 11<sup>th</sup> for a deaf adult patron. The participant signed up for an e-mail account and a library card. She, along with her hearing friend, are very interested in attending future training sessions and also asked about getting interpreter services for computer classes. This an example of the Library’s efforts to continue reaching out and providing services to minority populations.

**Book-A-Librarian** continues to provide valuable information and quality time with library customers. **Dan Caufield** met with a patron who is starting a child care business and needed marketing data. He then had a follow-up meeting with the other partner in the developing business, who made this appointment with Dan as a follow-up; she was able to find enormous amounts of pertinent data with Dan’s help. Dan reviewed a few of the most useful resources (RefUSA) and showed the patron how to find industry information concerning child care. **Renee Masters** conducted a “Book a Librarian” session assisting the patron with MRI Images of the cervical spine. **Dan Caufield** met with a patron for a “Book a Librarian” appointment regarding a business. The patron was looking for industry and marketing data on both fields. He left very happy with the resources shown and Dan will e-mail him with more leads from online sources.

Librarian **Hadeen Stokes** gave a presentation involving unique aspects of our website to 5 other 24/7 librarians outside the Erie County System.

Librarians **Dan Caufield** and **Kara Stock** met with representatives from the Buffalo Niagara Partnership. Dan led this group on a tour of the library which ended at the computer lab, where Dan and Kara highlighted our electronic resources.

Librarian **Dan Caufield** attended a meeting with **Mary Jean Jakubowski** and Tom Kerr, Manager of the Broadway Market. They discussed ideas on how the library could share programming and services with the Market.

**Dan Caufield** presented a “Business Resources” workshop for the Small Business Development Center and the ECIDAs Area Managers meeting. He also presented on May 19<sup>th</sup> at the Business Networking International group (BNI).

Librarian **Britt White** and Central Library Manager **Nancy Mueller** helped coordinate 5 different visits from Emerson High School and McKinley High School to the Teen Room serving a total of 48 developmentally disabled students May 10, 13, 17, 20 and 24.

Librarian **Charles Alaimo** provided a tour for 4 adults and 4 students from the Grand Island High School Life Skills class.

Central Reference Manager **Dorinda Darden** gave a building tour to teachers and students from the Adult Learning Center with 22 in attendance.

The Teen Room welcomed 1,000 visitors in May.

Librarians **Andrew Maines** and **Kara Stock** represented the Library at the WNY Career Resource Expo 2010 at ECC City Campus.

Librarian **Renee Masters** presented a "Resources and Services at your Public Library" class at Cybercafé during Developmental Disabilities Awareness Day at the Buffalo Convention Center.

**Renee Masters** conducted a "To Your Health!" presentation at the Grand Island Public Library with 7 in attendance. Renee conducted a "To Your Health!" class at the Eden Public Library and North Collins Public Library with 6 and 7 in attendance respectively.

#### **Goal 4:**

#### **Key initiatives for 2010-2011**

##### **A. Literacy**

**Family Literacy Grant:** We are happy to have **Karen Kwandrans** on board as the grant-funded project administrator for the New York State Family Literacy Grant. She has been working with project staff **Peggy Errington**, **Mary Ann Budny**, **Ann Kling** and other B&ECPL staff, as well as Project Flight and additional community partners. We are scheduled to launch 2 Family Place Library sites this fall (Central and Niagara Branch) and introduce the Parent/Child Workshop program at that time. The grant also enables us to offer training for our staff, and to parents and partner school teachers for child development, reading readiness and library-related programs, collections, services and resources.

**First GED Graduate:** David Seals is the first person to earn a GED through the Buffalo Adult Education-sponsored GED class held at the Central Library. Congratulations to Mr. Seals and to the GED instructor, Sarah Sokday. His achievement is certainly an inspiration to his classmates, and hopefully to others in the community.

##### **B. Special Collections**

*In the Garden: The Art of Botanical Illustration* is the current rare book exhibit that opened on June 1<sup>st</sup> and continues through September 26<sup>th</sup>. The exhibition begins with a

facsimile manuscript from c. 515 AD, continues with herbals made in the cradle of printed books and moves forward through the centuries to the present day. The Rare Book Room houses an abundance of botanical treasures and this exhibit offers a sampling of their beauty and their science. The display in the Ring of Knowledge complements the rare book exhibit. Related programming will be offered for the duration of both displays. Facsimile prints and related merchandise will be offered for sale in the near future.

Two new, custom-designed, flat display cases were delivered to the Grosvenor Rare Book Room and are part of the current "In the Garden" exhibit. The cases were built by Hadley Exhibits, Inc. of Buffalo and were generously paid for by The Library Foundation.

From February 22<sup>nd</sup> to May 23<sup>rd</sup>, 2,123 people visited "The Three Thayers: Murder and Spectacle in Early Buffalo" exhibit. They came from all over Western New York, as well as from New Jersey, Florida, Finland, and Virginia, and left very positive feedback in the comment book.

- "Very nice! You're doing lots of great exhibits!!"
- "Fantastic as usual. I'm looking forward to future displays."
- "Beautiful and informative - thank you!"
- "Very interesting- must come back!"
- "Awesome!"
- "Excellent exhibit. How about an exhibition on architecture? Maybe some prints or postcards or note cards of old Buffalo buildings."

An article on "The Three Thayers: Murder and Spectacle in Early Buffalo" exhibit appeared in *The Buffalo News* on May 10<sup>th</sup>:

<http://www.buffalonews.com/2010/05/10/1045411/exhibit-casts-spotlight-on-triple.html>

Grosvenor Room Librarians and exhibit curators **Sue Cutrona** and **Amy Vilz** wrote an article on the exhibit that appeared in the May issue of *The Buffalo Downtowner*:

[http://www.thebuffalodowntowner.com/Archive/Issues/Web/v05i05\\_may10\\_web.pdf](http://www.thebuffalodowntowner.com/Archive/Issues/Web/v05i05_may10_web.pdf)

On May 7<sup>th</sup>, 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 to be held in Buffalo Tuesday, October 18 - Saturday, October 22, 2011.

Assistant Deputy Director **Peggy Skotnicki** showed the *Shakespeare First Folio* to Dr. Lynn Kozlowski, Dean of the School of Public Health and Health Professions at UB.

Grosvenor Room Librarian **Rob Alessi** shared 4 medieval illuminated manuscripts, about 20 leaves from the Otto Ege collection and a few printed items with Eden Library Trustee and ECC Professor Linda Meyer and 10 students from Lettering and Design class.

Grosvenor Room Librarian **Carol Pijacki** created a Music subject guide.

### **C. Career Resources and Skill Training**

Librarian **Kara Stock** presented a “Job Resources at the Library” workshop at the New York State Department of Labor Career Fair for 30 people at Buffalo State College, and at the Buffalo News Career Fest for 25 people on May 25<sup>th</sup>.

**Cyber Trains To Be Upgraded.** Purchased with a combination of LSTA Grant monies and Board-approved fund balance re-appropriation, the technology supporting 2 aging B&ECPL Cyber Trains is being updated. Each Cyber Train will consist of 12 student state-of-the-art laptop computers and a new projector. Information Technology staff have begun developing and customizing the software profile. It is anticipated the updated Cyber Trains will be available for public classes by the end of June. In conjunction with the LSTA Grant, a part-time clerk typist will be hired to assist with public training at libraries throughout Erie County. A series of timely hands-on Web 2.0 (‘social networking’) technology classes have been developed. In addition to introductory Twitter, Facebook, LinkedIn, Flickr and YouTube classes, an Introduction to Skype class will developed for use with the new laptops which include built-in webcams.

**Technology Training Classes.** Twenty-seven classes were conducted at 12 contracting libraries using the B&ECPL Cyber Trains (mobile computer training labs) serving 227 participants.

### **Goal 5:**

**Ensure long-term financial sustainability through public and private investments and create a culture of philanthropy within, and on behalf of, the Library System while enhancing the System's image and visibility throughout the County**

On May 19<sup>th</sup>, Assistant Deputy Director for Special Collections **Peggy Skotnicki**, Rare Book Librarian **Amy Pickard** and Grosvenor Room Librarian **Amy Vilz** presented historical medical books from the Milestones of Science Collection to attendees of a privately-sponsored reception at the Central Library. Revenue from the reception will enhance opportunities for the future.

**Library 2.0.** At the end of May, 2010, the Buffalo & Erie County Public Library – Central Library Facebook page has 1,883 fans. May posts included “look who we

caught reading" feature, posts on Children's Book Week and the Mark Twain exhibit, the Summer Reading Kick-off announcement and more.

@**buffalolibrary**, our System Twitter page, had 1,099 followers. Tweets mentioning the B&ECPL included:



**RepBrianHiggins** Speaking of small businesses & jobs RT @**buffalolibrary** Check out the Job and Career Resources on the Library's Web Site <http://bit.ly/awJlxR>



**LibrarianTorres** Excellent idea !!! RT @**buffalolibrary**: Bookmark Contest! Here are the details <http://bit.ly/9yxSBK>



**senstachowski** Materials for my Summer youth reading program have been distributed. Head to your local *Buffalo Public Library* to pick them up.

Librarian **Hadeen Stokes** and WNYLRC (Western New York Library Resources Council) Virtual Services and Training Librarian Jaclyn McKewan appeared on AM Buffalo with Linda Pellegrino on Friday, May 14<sup>th</sup>. They discussed B&ECPL's Ask Us 24/7 online reference service. The Ask Us 24/7 online reference service was also featured in the May 5<sup>th</sup> issue of *Forever Young*. Quotes from 24/7 Librarians **Keri Thomas-Whiteside**, **Mike Leyland** and **Tim Galvin** were featured in the article.

#### **Goal 6:**

**Streamline workflows and promote system-wide opportunities for improving internal operations**

#### **Operational Initiatives**

**RFID Site Visits:** Assistant Deputy Director **Carol Batt**, Technology Support Manager **Kelly Donovan** and Computer Technician **Dave Kozlowski** spent May 3<sup>rd</sup> through the 6<sup>th</sup> with EnvisionWare, Inc. Sales Consultant Emmett Erwin touring libraries throughout the county that have received New York State Construction Grants which will fund RFID (Radio Frequency Identification) implementation. The team met with library directors, board members, custodians and town officials. The site visits will help insure the appropriate configuration and placement for the detection gates as well as public and staff workstations. The eight libraries are Kenmore and Kenilworth in the Town of Tonawanda, West Seneca, East Aurora, Elma, Anna M. Reinstein in Cheektowaga, City of Tonawanda and Orchard Park. Implementation must be completed at all libraries during the 2-year life of the grant.

**E-Rate Funding Requests For July 1, 2010 – June 30, 2011 Approved:** On May 26<sup>th</sup> the Schools and Libraries Division of the Universal Service Administrative Company (administrator of the Federal e-Rate program) released the first funding wave of

approvals for the new e-Rate funding year which begins July 1, 2010. All of the Library's funding requests were approved as submitted.

This funding helps support the following vital services:

- Internet Access for the entire System
- Fiber optic connections to all libraries
- Voice telephone service for all Buffalo Branch and Contracting Member Libraries and part of the Central Library
- Wireless phone service

In preparation for this e-Rate funding cycle, the Library completed a complex and very competitive Request for Proposals (RFP) process to select a provider for the Library's Wide Area Network (WAN) as the present agreement is set to expire on June 30, 2010. A key factor in the RFP was to address the significantly increased bandwidth needs of libraries throughout the System to improve Internet and overall network performance. This will largely eliminate the network congestion and slow response that some patrons are presently experiencing.

Time Warner Cable Business Class won the competition with their proposal to install fiber optic cable to all our library locations at very competitive pricing. Installing fiber will allow the Library to provide much greater bandwidth to meet continually growing patron needs both now and well into the future. Initially this will include increasing bandwidth (capacity) to each library by at least 3 times over the existing T-1 based network, with many libraries' capacity increasing over 6 times.

In 2010-2011, the e-Rate program will fund an estimated 61% of system-wide telecommunications and Internet access costs and 90% of the cost of the services specific to the Central Library. B&ECPL is now set to receive total funding of up to **\$269,006**. Including current year projections and this newly approved funding, since its inception in 1998, the e-Rate program will have provided over **\$2.6 million** to support Library telecommunications, Internet access, as well as data-related equipment/infrastructure.

### **Staff Development and Community Involvement**

Grosvenor Room Librarians **Rhonda Konig** and **Sue Cutrona**, and Grosvenor Room Manager **Suzanne Colligan** attended the Library of Congress webinar: "Invisible Ancestors: Ideas & Strategies for Recreating Their Stories: Digital Resources from the Library of Congress."

Grosvenor Room Librarians **Rhonda Konig** and **Sue Cutrona** attended WNYLRC's "New York's Historical Records on the Internet: Session 4, The Internet and Local Resources for Researching Military History seminar."

Grosvenor Room Librarians **Amy Vilz, Sue Cutrona, and Carol Pijacki**; Rare Book Librarian **Amy Pickard**, and Rare Book Clerk **Peter Scheck** attended a class on map description and cataloging. The class was held at Central and taught by UB Map Librarian David Bertuca.

**Carol Pijacki** attended "Historic Black Rock" presented by Bogdan Fundalinski and Mark Peszko at the Buffalo & Erie County Historical Society.

**Carol Pijacki** and Grosvenor Room Manager **Suzanne Colligan** attended "Used without Permission: Copyright, Fair Use and the Visual Arts," presented by attorney Stephen Fox at the Queen City Gallery.

**Suzanne Colligan** attended the "Journal of Library Innovation" meeting at WNYLRC. Many staff members from throughout the System attended the "Gadgets and Gear: A Tech Gathering" conference sponsored by WNYLRC which featured speakers focusing on portable and mobile gadgets with an emphasis on library use. **Maureen McLaughlin** was among the "Gadget Expo" testers, demonstrating a Zune media player for attendees.

Librarian **Deborah Geier** attended the Nylink-sponsored webinar "MARC Format for Holdings Data" which introduced the format as well as related content standards needed to create local holdings records in OCLC Connexion.

**Carol Batt, Maureen McLaughlin, Kelly Donovan,** and Technical Services Manager **Jennifer Childs** attended ALA TechSource webinar "Organization 2.0: Building the Participatory Library."

Several staff members attended seminars on Outcomes-Based Evaluations.

Humanities and Business, Science and Technology senior pages attended a brief lesson on how to use our scanners. This session was taught by Information Technology Field Engineer **Dennis Lance**.

Catalog Department Librarians **Deborah Geier, Susan Kriegbaum-Hanks,** and **Aga Chen** joined staff members from the Special Collections Division in a map cataloging workshop at the Central Library conducted by David Bertuca, Map Librarian at UB.

Buffalo Branches Manager **Linda Rizzo** and Children's Room Manager **Kathy Goodrich** attended a Community Wellness Day sponsored by D'Youville College held at Bennett High School.

Congratulations to Erie County Home Library Clerk **Nicole Thomas**, recipient of an Arthur A. Schomburg Fellowship at the University at Buffalo's Library and Information

Studies Department. The fellowship includes her tuition and a \$9,000 stipend per year for 4 semesters!

Central Reference Manager **Dorinda Darden**, Librarian **Hadeen Stokes** and Librarian **Keri Thomas -Whiteside** attended the Western New York Reference Services Forum Spring 2010. They met with public and academic librarians to discuss trends in library services and technologies. The meeting was held at the McGrath Library at Hilbert College on May 20<sup>th</sup>. **Keri** serves as Co-Chair of this organization.

**Kudos to New Staff Member.** Librarian I RPT **Tom Carloni** officially joined the Technical Services team on Monday, May 24<sup>th</sup> as the Manager of the Processing Department. We are very happy to have Tom on board and he has already resolved a previously irresolvable problem with an unusable DVD repair machine. His hard work paid off: the machine is now cleaning silver coated CDs without scratching them or removing the hub labels, saving the library hundreds of dollars in costly repairs and reprocessing costs!

#### Goal 7:

#### **Enhance Technology Infrastructure**

**SisiDynix Symphony Upgrade.** A major system software upgrade was scheduled for the Library's ILS (Integrated Library System) Memorial Day weekend. The ILS manages the Library's operations software including circulations functions, bibliographic records, acquisitions, cataloging, serials management and the Web2 Catalog. In preparation for the upgrade, the JavaJabber blog was resurrected to provide a staff information portal. Working from a variety of reports, Borrower Services staff tirelessly edited or deleted more than 15,000 user accounts in preparation for the upgrade. Extensive successful testing of the upgrade processes and post-upgrade operability was performed on a test server prior to the actual production server upgrade. Unfortunately, due to unanticipated technical difficulties, the upgrade was not successful. Technical Support Services Specialist **Johnny Hsu** worked tirelessly to restore the system from back-up tapes and insure that all libraries were fully operational prior to reopening after the Memorial Day holiday. Information Technology staff will work with service provider SirsiDynix to troubleshoot the cause of the server crash and reschedule the upgrade at a later date. The upgrade will provide several feature enhancements and position the migration to e-Library, replacing the current Web2 Catalog.

**Fiber Installation Update.** Library Information Technology Administrator **Toni Naumovski** and Technical Support Services Specialist **Johnny Hsu** have been working diligently with CFO **Kenneth Stone** to ensure a successful migration from AT&T broadband access service to Time Warner. Library representatives participated in conference calls with Time Warner project management to review the fiber cable

installation progress at all libraries. The target completion date is June 22<sup>nd</sup> to insure that all lines will be fully operational beginning July 1, 2010. Library staff also submitted the disconnect notifications to AT&T for forty-three T-1 data lines currently serving the Library System.

**Technology Training Classes.** Twenty-seven classes were conducted at 12 contract libraries using the B&ECPL Cyber Trains (mobile computer training labs) serving 227 participants.

**Stimulus Fund (BTOP) Grant.** Assistant Deputy Director **Carol Batt**, Information Technology Administrator **Toni Naumovski** and Library Administrative Manager **Tracy Palicki** assisted Cheektowaga Public Library Director **Salvatore Bordonaro** with the preparation of a federal stimulus grant application affiliated with the Broadband Technology Opportunities Program (BTOP). The grant will establish a Public Computing Center with teleconferencing capabilities at the Julia Boyer Reinstein Library and provide staff funding for 2 years.

### Buffalo Branches

#### Crane Branch

- Three computer classes were held in May. Participants were pleased with the teaching and learning environment.
- Charter, Nardin and Nichols schools were contacted regarding the branch's new parent/kids summer reading program. Librarians at these schools will help get the word out for this program.

#### Dudley Branch

- The spring preschool session concluded in mid-May. Family Fun Night was held on May 20<sup>th</sup>, with a theme of Old Time Candy. That was the last program led by Children's Room Library **Kate Puehn** as she will be moving to the Elma Public Library as a full-time librarian. Branched Out Science continued through the month. Teen Gaming was held on Thursday evenings.
- Signs promoting Battle of the Books were taken to local schools Southside Elementary, Notre Dame Academy, St. Ambrose, Global Concepts Charter, Discovery School and South Buffalo Charter School this month.
- Library Associate **Susan Carson** delivered introductory letters and informational brochures to several local daycares inviting them to visit the library.

### East Clinton Branch

- The East Clinton Branch Library held its Second Annual 'Plant Exchange' on Saturday, May 22, 2010. Approximately 15 plants, both houseplant and garden variety, found new homes.
- On Monday afternoons the library sets up the Wii system for their patrons. The 'Adults Only' session runs from 1 - 3 p.m., after which all ages are invited to play. Wii Gaming attendance for May was 9.
- Librarian **Patti Foley** attended the WNYLRC Conference, Gadgets and Gear on May 7, 2010.
- The East Clinton Branch collected 20 entries for the system-wide Design-A-Bookmark contest. The branch winners were Jalyn Meacham, Alexis Zimmer and Antoinette Rozek. Their entries were submitted to the Children's Room for further consideration.
- A tree was planted in front of the library as an initiative of the Clinton Street Revitalization Committee. It adds a nice touch to the streetscape.
- The East Clinton Branch Library now has a presence on the new website of the Kaisertown Coalition - [www.kaisertowncoalition.org](http://www.kaisertowncoalition.org).

### East Delavan Branch

- Almost 20 Read to Succeed daycares, Bethel Head Start and Starlight Family Daycare have been coming to the East Delavan Branch weekly for visits.
- Financial literacy classes held in conjunction with Buffalo Urban League have begun. There will be a total of 10 sessions held on alternating Tuesdays.

### Frank E. Merriweather Branch

- Librarian **Sandra Blackman's** afterschool craft hour was held on May 4<sup>th</sup>. There were 9 children in attendance.
- The Urban League began a Financial Literacy series on May 18<sup>th</sup>.
- There are 10 children signed up for the Battle of the Books. Coach **Sandra Blackman's** first planned meeting for the Battle of the Books is June 22<sup>nd</sup> at 5 p.m. This will be an informational meeting with weekly meetings to follow.
- On May 8<sup>th</sup>, Mrs. Eva Doyle held a program honoring African American Educators in the community with an exhibit in the Resource Room.
- Bethel Head Start at 1485 Jefferson visited the library on May 13<sup>th</sup>, 20<sup>th</sup> and 27<sup>th</sup> for their regularly scheduled storytime. There were 20 in attendance at each session.
- On May 15<sup>th</sup>, a Malcolm X program was held by Malika Kambe Umfazi Sorority, Inc.

- On May 25<sup>th</sup>, a representative from U.B. had an information table in the foyer to inform people about **iSciWNY** -- a gateway program to the life sciences industry in Western New York.

### Niagara Branch

- On Monday, May 3<sup>rd</sup>, Niagara Branch Librarian **Brian Hoth** visited CAO Head Start at The Old First Ward Community Center. Brian presented a program on spiders to 2 classes of 39 children and their teachers.
- On Monday, May 3<sup>rd</sup>, Councilman Curtis Haynes held a community meeting to talk about a proposed public housing project. Some of those in attendance were Lourdes Iglasias from Hispanics United; Eric Walker from PUSH Buffalo; Stephanie Simeon from Heart of the City Neighborhoods, who recommended the location to Councilman Haynes; and Councilman David Rivera.
- On Wednesday, May 5<sup>th</sup>, Librarian **Maxime Chawki** visited Hispanics United of W.N.Y. and spoke with Marina Insausti, parent specialist, regarding GED classes in Spanish and bilingual story hour.
- On Friday, May 7<sup>th</sup>, Niagara Branch Librarian **Brian Hoth** and Library Clerk **Stephen Carson** dropped off 3 boxes of discarded books to Friends of the Night People.
- On Wednesday, May 19<sup>th</sup>, Niagara Branch Librarian **Brian Hoth** visited CAO Head Start at Ferry Center. Brian read books to 4 classes of 70 students and their teachers.
- On Wednesday, May 20<sup>th</sup>, Niagara Branch Librarian **Brian Hoth** made his monthly visit to Holy Cross Head Start. Brian read books on food to 9 preschool classes of 145 students and teachers. Brian dropped off 3 classroom collections.
- On Monday, May 17<sup>th</sup>, Niagara Branch Librarian **Brian Hoth** visited D'Youville Porter Campus @ PS 77. Brian presented a Space theme to 20 students and teachers reading books about the planets. He also dropped off fliers for summer programming and sent e-fliers to Principal Silvia Baines to include in the school's newsletter. Brian's next visit is scheduled for Wednesday, June 16<sup>th</sup>.
- The teens began coming back to the branch after a brief absence. They have expanded their club to include those interested in art and music as opposed to just anime. They have asked to repaint the teen room to reflect their change of focus. Niagara Branch Librarian **Brian Hoth** spoke with Alexandra Ozoria, the club's president, regarding members becoming mentors for the science programs being offered through First Hand Learning.

### North Park Branch

- Librarian **Dale Schmid** conducted 4 kindergarten, 2 first grade and 1 high school class visits in May. (total attendance = 181) Clerk **Cindy Yusczyk** and Sr. Page **Sarah Barry** helped the kindergarteners and first graders make their crafts. Page

**Karen Leonard** is North Park's resident "artist" who traces, designs and cuts out our patterns for these class visits.

- Children's Room Librarian **Sarah Gallien** held 3 Preschool Story Times in May. (total attendance = 25)
- Children's Room Librarian **Mary Ann Budny** held a Family Fun Night on June 14<sup>th</sup>. The theme was Yoga for Kids. (total attendance = 5)
- Librarian **Dale Schmid** held a Battle of the Books informational meeting for parents and students on May 28<sup>th</sup>.
- Librarian **Dale Schmid** gave a brief tour of the library to Mrs. Clarks' first grade class from School 81. It was their first class visit to the library.

### Riverside Branch

- Librarian **Wanda Collins** from the Children's Department presented Preschool Story Hour at the Riverside Library. Attendance included 3 adults and 2 children.
- Librarian **Mary Ann Budny** from the Children's Department conducted the Breakfast & Off to Bed program which 8 children and 2 adults attended.
- The Design a Bookmark contest had 3 winners. Iris Hollmer won the contest for ages 6 to 9, Andrew Gould won the contest for ages 10 to 13 and Diamond Andrews won the contest for ages 14 to 19.
- Candice Tortorice, a fiber artist, is holding an essay contest called "Ancient Scroll" from May to August. The contest is targeting kids between 7 to 14 years of age.
- Library Associate **Sean Goodrich** held an Ironman program. Giveaways included free comics, prizes were raffled and the movie *Ironman* was shown. (attendance: 19 children and 6 adults)

### LIST of VISITS and MEETINGS ATTENDED by BRIDGET QUINN-CAREY

May 17, 2010 - June 11, 2010

#### MAY

- 17 Meeting with Patrick Martin, Esq., Library Counsel
- 17 Buffalo & Erie County Historical Society Marketing Committee meeting
- 18 Meeting with Susan McClaren, Esq. of Webster Szanyi LLP
- 18 Meeting with Drs. Bard and Cappella of Project Flight and Karen Kwandrans
- 18 First Rare Books Commission Working Group meeting
- 19 Lunch/tour with Kathy Konst, Erie County Commissioner of Environment & Planning, and Darren Kempner
- 19 Development invitational event at Central Library
- 20 B&ECPL Board meeting - Newstead Public Library

- 21 First GED graduation event
- 22 "In the Garden: Getting Ready to Bloom!" event - Central Library
- 24 Meeting with Barbara Miller-Williams, Legislative Chair, and Jack Connors, Vice Chair B&ECPL Board of Trustees
- 25 Buffalo & Erie County Historical Society Board meeting
- 26-27 New York Library Association mini Legislative Day - Albany, NY
- 28 Erie County Commissioners meeting - Rath Building

## JUNE

- 1 Library Foundation Board meeting
- 1 B&ECPL Development Committee meeting
- 2 Staff Forum: Q&A with the Library Director - Central Library
- 2 B&ECPL Policy Committee meeting
- 2 Meeting with Drs. Bard and Cappella of Project Flight and Karen Kwandrans
- 3 Meeting with Sal Bordonaro, Director Cheektowaga Public Library
- 7 County Capital Projects Committee Hearing
- 7 North Buffalo Library Planning Committee meeting
- 8 Buffalo Niagara Partnership event - UB Center for the Arts
- 8 Lunch meeting with Paul Hogan, Oishei Foundation
- 9 Buffalo Adult Education breakfast meeting
- 9 Library Managers & Directors meeting - Central Library
- 10 Meeting with Mary Jo Sicurella, Kenmore Branch Library Librarian
- 10 Meeting with Drs. Brooks-Bertram & Nevergold - Uncrowned Queens Institute, and Sandra Williams-Bush - Frank E. Merriweather, Jr. Library
- 10 Meeting with Patrick Martin, Esq., and William S. Hein & Co.
- 10 B&ECPL Executive Committee meeting
- 10 Speaker at WNED-TV - PBS Ready to Learn Symposium
- 11 Meeting with Mary Sue Iddings - OCLC

## 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:** May 1-May 31, 2010  
Development & Communications Office Activities

**DATE:** June 10, 2010

## **OVERVIEW**

Major activities centered on:

- Continued implementation of work plan for National Endowment for the Humanities (NEH) Digital Humanities Planning Grant
- Receipt of proceeds from public online auctions involving sale of antiquarian books—investigating mechanisms for future sales tied in with major Central Library “weeding” project
- Initiative to host a local group of medical professionals and developing a model that can be marketed in the future relative to private facility rentals at the Central Library
- Planning and implementation of a sales strategy/program to market specialty items related to the new Rare Book Room exhibit “In the Garden” opening June 1
- Continued discussions with BPO on collaboratively celebrating the Orchestra’s 75<sup>th</sup> Anniversary season (as a major tie-in to the NEH Digital Humanities Grant). Components planned include actual and virtual exhibits, a chamber concert series, and educational programming (BPOvations) in the Central Library and select other library facilities.

## **SPECIFIC ACTIVITIES/TASKS/ACCOMPLISHMENTS**

### **Goal 5:**

**Ensure long-term financial sustainability through public and private investments and create a culture of philanthropy within, and on behalf of, the Library System while enhancing the System’s image and visibility throughout the County**

- Approximately 1,060 contributions recorded, totaling \$63,000 in contributions through May 31.
- **Create new job description for the position of Public Affairs Manager. Post/advertise the position. Review resumes. Select candidates to be interviewed (planning for an approximate July 1 start date).**
- **Selected various images from the Library’s next major Rare Book Room exhibition “In the Garden.” Chose various specialty items that will incorporate the images on items including tee shirts, tote bags, women’s scarves, men’s ties, coffee mugs, and coasters. Devised a means of making minimum orders so that items could be ordered and paid for online.**
- **Received a nearly \$21,000 payment for the public sale of a large number of antiquarian books stored at the Central Library for the past 3-4 years. The room where the books had been is now the headquarters for Literacy Volunteers of Western New York.**
- Prepared materials for the next meeting of the Library Foundation on June 1. Display cases purchased through a \$22,000 grant from the Foundation for future Rare Book Room exhibitions fabricated and prepared for delivery. Exhibit designer, paid for through a \$7,500 Library Foundation grant, working with the Rare Book Room staff to create materials to be displayed during the “In the

Garden” exhibition. Preparations for the training of select Development & Communications staff on the relationship management/fundraising software (i.e., The Raisers Edge) purchased by the Foundation (\$25,000) put in place. The software will be made available to the Library to support its development/fundraising efforts. Conversion of data related to fundraising will follow in June and July. In-class training in Buffalo for all appropriate Library staff will take place in August. The new system is planned to be operational in September for use in the next annual appeal campaign.

- **Prepared a request to the Foundation for \$10,000 to allow the Library System to become the other major sponsor of the highly-successful and acclaimed literary series “Babel.” The Library System is collaborating with Babel creator Just Buffalo Literary Center to establish ways in which the Library can maximize its exposure through these world-renowned author visits/presentations.** Since January 2010, the Foundation has expended more than \$60,000 on behalf of the Library System.
- **Coordinated various aspects of a private reception at the Central Library hosted by Surgical Associates of Western New York, Inc. The event, which covered all direct staff costs associated with the event, produced revenues for the Library through the catering of the event, and generated a generous contribution from the organization and was designed as a “test” to fine-tune a model that can be used subsequently for future events.**
- 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. A complementary programming grant to the New York State Humanities for \$20,000 was researched, prepared, and submitted in March.
- Continued discussions with representatives of Better World Books to discuss opportunities to enhance revenues from the sale of more modern used library books. Focus has been on finding a way to be able to responsibly respond to an impending major “weeding” project at the Central Library.
- **The grant submitted to the Community Foundation by the BPO (with assistance from the Development & Communications Office) to fund, among other things, an exhibition of BPO materials collected by the Library throughout its nearly 75 year association with the BPO was successful. The BPO will receive \$42,000 from the Perry Fund for the project.**
- Progress has been made on the production of a high-quality, hard cover, limited edition book featuring materials related to Mark Twain’s time in Buffalo, NY that would be available for purchase in the fall. Special Collections Director Peggy Skotnicki, working with partners William S. Hein, author Robert Hirst, and Patrick Martin, has been leading this effort.

- Continued discussions with representatives of Fables Café/Palate Catering. Trustee Sheldon Berlow is assisting in the negotiations. Provided various financial documents to Trustee Berlow as background information to be used in formulating an approach to the talks.
- Continued to hold discussions with representatives of the Ravenchase organization in Richmond, Virginia on a possible fundraiser to tie in with this October's "The Big Read," featuring the works of Edgar Allan Poe.
- **Researched and ordered select merchandise and supplies for Novel Ideas.** Monitored sales from Novel Ideas on a weekly and monthly basis.

**Goal 1:**

**Ensure that every Library in the System is a key destination for exciting and enriching programs and events**

- **Coordinated luncheon programs by outside groups (programs are all co-sponsored by the Library to provide additional no-cost marketing opportunities)—Working for Downtown on 5/5 (representatives of the Buffalo Economic Renaissance Corporation) and the Center for Buffalo Art, Architecture, History, and Nature on 5/11 (Albright-Knox Art Gallery Executive Director Louis Grachos) and 5/25 (Kerry Mitchell of the Canadian Consulate).**
- **Coordinating Library involvement in National Buffalo Garden Festival (June 19-July 25). The Garden Festival is linked directly to the Library's major 2010 Rare Book/Special Collection's exhibit featuring items from the Botanicals collection. The Development & Communications Office is securing an ongoing series of lunchtime programs for July and August and coordinated logistics "Getting Ready to Bloom" event on May 22.**
- **Coordinated various public relations/promotional aspects for the introduction of energy-measurement devices/kits provided through a grant from HSBC, North America.**
- Ongoing coordination of Upstate New York Transplant Services Blood Drives at the Central Library. **Future plans call for expansion of these drives into other interested Libraries throughout the System.**
- Continued discussions with the Visiting Nursing Association to set up flu shot clinics in select library facilities throughout the System.
- Continued coordination of Library branch/Member Library involvement with a "Censorship in Libraries" exhibit that is being featured in select System libraries throughout the remainder of 2010.
- **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." Well-known author and Buffalo native Lauren Belfer ("City of Light") will be featured during the Friday event.**
- **Held discussions with representatives of the BPO and BPO Chamber Music group to determine parameters for including the latter in a Grosvenor**

**Music Series that is being planned to re-commence in the fall of 2010, after a hiatus of nearly ten years.**

- Coordinating Library involvement in National Disabilities Month (October).
- Working on various aspects of the Library's 2010 Summer Reading programs, including the 6/19 Block Party kickoff at the Central Library.
- Met with other members of the Library's Exhibit Programming Committee.
- **Produced and distributed media releases and made follow-up contacts for all library activities (including Thayer Brothers exhibit, Niagara Branch Bi-Lingual literacy event, "Imagining Buffalo" lunchtime series, the "In the Garden" exhibition, and the "Getting Ready to Bloom" event).**
- Ongoing copywriting and promotional material development for upcoming exhibits and programs.

**Goal 6:**

**Streamline workflows and promote system-wide opportunities for improving internal operations**

**Operational Initiatives**

- 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
- Attended/participated in B&ECPLS Policy Committee meeting
- Attended/participated in weekly Development & Communications Office staff meetings

**Staff Development and Community Involvement**

- **Met with Development Director of Read to Succeed Buffalo to discuss various literacy initiatives in the community.**
- **Attended luncheon and reception hosted by the Oishei Foundation to welcome the Executive Director of the New York State Council for the Humanities to Western New York. Discussed possible future funding opportunities for the Library System with staff members.**
- **Represented the Library at a reception for youngsters and parents who participated in Arts in Education programming held at the Central Library during the past year. More than 1100 youngsters took part in the sessions.**
- **Attended Preservation Buffalo Niagara Luncheon.**
- **Arranged for tour of the Rare Book Room with UB Dean of the School of Public Health and Health Professions.**
- **Met with new Executive Director of CEPA Gallery to discuss possible installation at the Central Library to be done in conjunction with other**

**cultural organizations throughout the community that will be hosting a summer-long exhibition entitled “The Art of War.”**

- **With the Director, attended a tour of various archival materials in the County’s Office for Environment & Planning. The tour and lunch following were hosted by the Department’s Commissioner and Deputy Commissioner.**
- **With the Director and other Deputy Directors, attended a briefing for Erie County Legislature Chair Barbara Miller-Williams.**
- **Attended board meeting of Western New York Artists Group.**
- **Attended preliminary strategic planning meeting at the Theodore Roosevelt Inaugural Site.**

### **Contracting Member Library Activity Reports – June 2010**

**Newstead Public Library** – submitted by Kristine Sutton, Library Director

This 2010 we are offering more adult programming to our community. We ran a very successful 6 week Introduction to Signing class. The participants enjoyed it so much that we are beginning Part 2 this month. Our once a month Reminisce Fridays has a loyal following of about 6-8 folks that enjoy remembering times past. The Women’s Book Club, now in its 12<sup>th</sup> year is reading strong as ever!

We have many school classes that visit us each month, 27 so far this year. Our local Headstart faithfully visits every 3 weeks; they enjoy a story and borrow books. We had the honor of hosting their year-end family celebration at the library in May. Nearly 20 families enjoyed stories and entertainment at the library.

In celebration of Children’s Book Week we had library favorite, cartoonist Tom Paul Fox share his talent of drawing funny faces. He always leaves some wonderful artwork for us to display. We also had our most attended program ever of 120 people for Nickel City Reptiles, what FUN!

The Newstead Library was proud to host the B&ECPL Board of Trustees May meeting. Trustees took the lovely drive out to Akron and enjoyed a tour of the library.

The staff at the Newstead Library is gearing up for a Splashy Fun Summer! We are offering programs for all ages, with storytime beginning in June. We are excited to offer a Surf’s Up for Teens program, to bring back all of those teens that have outgrown the Battle of the Books. Of course we are gathering our team for the Battle of the Books. We will have some fantastic family entertainment this summer with: Mike Randall, Smudge Fundaes, Touch Tank of Niagara Falls and Nature Ed-Ventures to name a few.

We have a little something to keep everyone busy reading and visiting the library this summer!

**City of Tonawanda Public Library** – submitted by Bev Federspiel, Library Director  
May is usually a month of endings and beginnings and this year is no different. Winter programs are wrapping up, yet we are in full planning mode for summer events. Toddler Time and Preschool Storytime were available for our youngest patrons. These programs continue to be popular and well attended. Late Nite @ the Library (program for tweens) wrapped up with an ice cream party. The Cyber Train visited Tonawanda and presented a series of computer classes for the public. The trainers do an excellent job and our public was impressed and enthused. The library's Adult Book Club discussed its final title before summer recess.

A community partnership between the Boys & Girls Club, the Kiwanis of the Tonawandas and the library brought children in grades 2-4, to the library for a book discussion. The kids came twice (some received cards) and after the second visit each child was given a copy of the book (purchased by the Kiwanis) to take home for their own collection. This "trial" was successful and the intentions are that the visits continue in the fall.

As programming wrapped up, the Friends of the Library got to work on the 2<sup>nd</sup> Annual Rummage Sale. Donations of gently used items were accepted for sale. The sale was a success, and the Friends were able to add to the programming fund.

The City of Tonawanda Public Library wrote and received a literacy grant from Target. Modeled on PLA's Every Child Ready to Read, Children's Librarian **Carol Veach** held 2 workshops for parents with more workshops scheduled in the coming months. These workshops are to help parents understand the importance of reading to the very young and to give them techniques to be successful in reading.

The library's construction project, a renovated foyer, funded by a New York State Construction grant was completed in mid April. The benefits really became evident in May. Patrons with personal laptops have been using the newly designated Wi-Fi area. They finally have a safe space to plug in their equipment. Tutors have also given positive feedback on the foyer area. They have an area that is somewhat quiet, but still out in the open. The public has been very happy with the updated look of the exterior of the building.

Summer is just around the corner and many fun events are planned for the community. The library also moves forward on another construction project – replacing badly deteriorating sidewalks and a tentative step taken towards the installation of RFID.

The City of Tonawanda Library staff wishes everyone a safe and fun summer!!

Agenda Item G – Public Comment. No public comment.

Agenda Item H – Unfinished Business.

Agenda Item H.1 – Amend Gift and Donor Recognition Policy. Judy Summer, Chair of the Policy Committee, reminded trustees this resolution was originally on the Board of Trustees agenda September 17, 2009, motioned to move to the October 15, 2009 agenda and then referred back to the Policy Committee. It has be changed and reviewed by Library Counsel, Patrick Martin, Esq. Ms. Summer moved, Ms. Panty seconded, and approval of Resolution 2009-45 as presented was unanimous.

RESOLUTION 2009-45

WHEREAS, the Board of Trustee’s Policy Committee has completed its review of the current Gift and Donor Recognition Policy, and

WHEREAS, incorporating the recommended revisions will provide consistency in wording, clarified provisions for donor confidentiality and flexibility in implementation while retaining Board oversight, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library adopt the proposed revisions of the Buffalo and Erie County Public Library’s Gift and Donor Recognition Policy to supersede and replace the prevailing policy, last adopted April 18, 2002.

Agenda Item I – New Business.

Agenda Item I.1 – New York State United Teachers (NYSUT) 55/25 Retirement Incentive Program. Ms. Quinn-Carey reminded trustees she previously mentioned this resolution would be brought to trustees this month - it is not optional and the Library must offer this to anyone interested and eligible in taking it. This resolution is to set a three-month window for eligible employees to take advantage of this incentive. For the Library, this is for any librarians who are covered through the Librarian’s Association and represented by NYSUT. This resolution recommends the last three months of the year, October 1, 2010 through December 31, 2010. From preliminary calculations the Library has approximately less than 20 eligible employees. There are other State retirement incentive programs out there but the Board has not yet had the chance to meet and talk internally about the pros and cons or put numbers together on whether these programs would be offered. They may have something to bring back to the Board in July noting these programs are optional for the Board to approve to offer. On motion by Ms. Panty and a second by Dr. Mansouri, approval of Resolution 2010-25 was unanimous.

RESOLUTION 2010-25

WHEREAS, pursuant to recently passed state law, the New York State Retirement System in cooperation with the New York State United Teachers union (NYSUT), in conjunction with New York State, is offering a 55/25 Early Retirement Incentive (ERI) Program, and

WHEREAS, only staff members currently represented pursuant to a negotiated agreement with NYSUT are eligible for the proposed 55/25 ERI Program, and

WHEREAS, it is mandatory for the employer (Buffalo & Erie County Public Library) to honor requests from NYSUT represented employees who elect to take this ERI opportunity, and

WHEREAS, the Board of Trustees must identify a three-month period within 2010 in which eligible employees may choose to file for retirement benefits, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library hereby sets the 2010 NYSUT Early Retirement Incentive Program retirement filing period as October 1, 2010 through December 31, 2010.

Agenda Item 1.2 – Fables Contract Amendment Extension. Deputy Director Stanton Hudson explained this resolution would keep in place the payment terms amended by the Board through Resolution 2007-25 (the greater of \$1000 per month or 5% of gross receipts of all sales through July 31, 2010.) If no new agreement is reached by July 31, 2010, the base rent of 10% on café gross sales and 5% of gross receipts from outside catering will be applied beginning with the August 2010 invoice. Mr. Berlow added this is a simple extension of the present agreement until Mr. Hudson can finish negotiations as it took an ordinate amount of time gathering figures and getting everyone informed. Mr. Hudson thanked Trustee Berlow for reviewing all the compiled figures. Ms. Panty inquired what will happen if this is not settled before July 31<sup>st</sup>. Mr. Berlow answered their rent will increase. Ms. Panty moved for approval. Ms. Horton seconded her, and approval of Resolution 2010-26 was unanimous.

RESOLUTION 2010-26

WHEREAS, in June 2007 the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees amended the terms of the Central Library Fables Café contract due to cutbacks in staffing at the Central Library and the adverse effect those cutbacks were having on the successful operation of the facility at the time, and

WHEREAS, the original terms of the contract (a base rent of 10% or \$500 per month, whichever was greater, on café gross sales plus 5% of outside catering gross receipts) were adjusted to the greater of \$1000 per month or 5% of gross receipts of

all sales, including catering (effective April 11, 2007), with annual cost of living escalators to the \$1000 monthly minimum added annually (beginning April 11, 2008 and annually thereafter), and

WHEREAS, the first contract term ended on April 11, 2010, and

WHEREAS, the changes made by the Board through Resolution 2007-25 would revert to the original contract terms for renewals beyond April 11, 2010 unless mutually agreed, and

WHEREAS, negotiations on a new agreement are ongoing, and

WHEREAS, Fables Café has been a tremendous asset to the Central Library and the intention of the Library is to continue to have a positive and mutually beneficial relationship with Fables Café going forward, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approve an extension of the amended 5% rate as established through Resolution 2007-25 until July 31, 2010, and be it

FURTHER RESOLVED, that if a new contract is not negotiated by July 31, 2010, the original base rent of 10% or \$500 per month, whichever is greater, on café gross sales, plus 5% of outside catering gross receipts, will be applied beginning with the August 2010 invoice.

Mr. Connors entertained a motion to enter Executive Session to discuss legal strategy. A motion was made by Dr. Mansouri, seconded by Ms. Panty, and approved unanimously at 5:03 p.m. Director Quinn-Carey, Deputy Directors Hudson and Stone and Assistant Deputy Director Woods were asked to remain in the room. At 5:15 p.m., on motion by Ms. Panty, seconded by Dr. Mansouri, the Board voted unanimously to reconvene in public session. Mr. Connors announced that no action had been taken in Executive Session.

Agenda Item I.3 – Approve MOA for Contracting Libraries – Representation concerning NYSUT Collective Bargaining Action. Mr. Connors requested a motion to approve Resolution 2010-27. Dr. Mansouri moved for approval. Ms. Panty seconded him, and approval was unanimous.

#### RESOLUTION 2010-27

WHEREAS, the Board of Trustees of the Buffalo and Erie County Public Library is offering to provide, through a Memorandum of Agreement, each B&ECPL system contracting member library legal representation on behalf of the contracting member library regarding collective bargaining in response to the letter from the New York State United Teachers dated May 14, 2010, and now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library hereby approves the Memorandum of Agreement as presented and directs the Chairwoman to execute the same on behalf of this Board.

Before adjournment, Chair Sharon Thomas presented a thank you gift from the current Board and some former Board members, and some current and former Library staff to former Board Chair W. Lawrence Buck. She took the liberty of saying both the City of Buffalo and County of Erie have been genuinely served well by him. The Board has grown under his stewardship. Ms. Rebecca Pordum was detained and unable to attend the meeting to receive a thank you gift for her former service on the Board. This will be delivered to her.

There being no further business, on motion by Dr. Mansouri, seconded by Ms. Panty, the meeting was adjourned at approximately 5:18 p.m.

Respectfully submitted,

Frank Gist  
Secretary