

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
May 20, 2010

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, May 20, 2010, in the Newstead Public Library pursuant to due notice to trustees. The following members were present:

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

Absent:

Rick Lewis
Hormoz Mansouri
Albert L. Michaels
Mario J. Rossetti

Chair Sharon A. Thomas called the meeting to order at 4:10 p.m. in the Newstead Public Library meeting room.

Agenda Item B – Agenda/Changes to the Agenda. Chair Thomas informed trustees the agenda required an amendment to add Executive Session for the purpose of discussing collective bargaining issues. In addition, Item H.2 under Unfinished Business was removed from the agenda.

Ms. Thomas introduced Kristine Sutton, Director of the Newstead Public Library, and thanked her for hosting the Board meeting. Ms. Sutton welcomed everyone and extended an invitation for a tour of the library at the conclusion of the meeting.

Trustee Schmidt arrived at approximately 4:12 p.m.

At 4:13 p.m., Chair Thomas entertained a motion to enter Executive Session. A motion was made by Mr. Connors, seconded by Ms. Summer and approval was unanimous. All members of the staff and audience were dismissed from the room with the exception of Library Director Bridget Quinn-Carey, Deputy Directors Mary

Jean Jakubowski and Kenneth Stone and Assistant Deputy Director - Human Resources Officer Doreen Woods. In addition, Bill Berard of Webster Szanyi, LLP was present for the Executive Session. On motion by Ms. Summer with a second by Ms. Panty, the Library Board reconvened in public session at approximately 4:44 p.m. No action was taken.

Agenda Item C - Minutes of the Meeting of April 15, 2010. Minutes were approved unanimously, as mailed, upon motion by Mr. Berger and a second by Ms. Leary.

Agenda Item D - Report of the Chair. Ms. Thomas commented she attended the ACT (Association of Contracting Libraries) meeting on May 8th and proceeded with the Committee reports.

Agenda Item E - Executive Committee. Mr. Connors reported on the Executive Committee which met on May 13, 2010, where Sharon Thomas, Jack Connors, Richard Berger, Sheldon Berlow, Elaine Panty, Judy Summer, Mary Jean Jakubowski, Ken Stone, Stanton Hudson and Bridget Quinn-Carey were present. A quorum was present.

Ms. Jakubowski reported on the recently authorized 25/55 Retirement Incentive offer which is available to NYSUT members only, and affects B&ECPL librarians throughout the System. More information will be forthcoming in June. The Board will be asked to vote on a 3-month window for offering the retirement incentive.

Ms. Quinn-Carey reported on the May 8, 2010 ACT meeting, particularly the discussion regarding the recommended changes to the *Employee Benefits Package of the Contracting Library Blue and White Collar Employees*.

Ms. Quinn-Carey reported on the ongoing discussions with the North Buffalo Library Planning Committee regarding a new North Buffalo facility.

Ms. Jakubowski distributed the April 2010 quarterly report submitted to the ECFSA regarding the Library's RFID (Radio Frequency Identification) project.

The Committee reviewed the agenda for the May Board meeting.

Agenda Item E.2 - Budget and Finance Committee. Mr. Stone proceeded with budget and finance items as Mr. Gist was not yet present.

Agenda Item E.2.a - Regional Bibliographic Database Grant Award. Mr. Stone introduced this resolution which is to digitize microfilmed copies of the *Buffalo Criterion* from 1989-2006 which is a continuation of a previous project which digitized prior years of the *Criterion*. On motion by Mr. Berger and a second by Ms. Horton, approval of Resolution 2010-18 was unanimous.

RESOLUTION 2010-18

WHEREAS, the Library has been awarded a New York State Regional Bibliographic Database grant in the amount of \$16,874 and

WHEREAS, grant proceeds will support and fund to digitize microfilmed copies of the *Buffalo Criterion* from 1989- 2006 (a continuation of a previous project which digitized prior years of the *Criterion*), and

WHEREAS, a grant budget needs to be established to undertake the program, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library establish a Regional Bibliographic Database grant budget in the following amounts:

Revenue	\$16,874
Grant Program Expenditures	\$16,874

Agenda Item E.2.b - Monthly Financial Report. The monthly financial report for the period ending March 31, 2010 was distributed for information.

Mr. Gist arrived at approximately 4:48 p.m.

Agenda Item E.3 - Policy Committee. Chair Judy Summer reported the Policy Committee met on May 3rd and she invited trustees to the next meeting on June 2nd at noon where they will continue to work on both the Collection Development and Gift and Donor Recognition Policies as well as look at policies for ethics and conflicts of interest.

Agenda Item E.4 - Planning Committee. The Planning Committee met on May 10th and Chair Richard Berger reported Jerry Nichols, retired Director of the Suffolk Cooperative Library System, spoke at the meeting noting he shared excellent information with them. Mr. Berger informed trustees due to personal reasons, he will be attending the next few meetings via conference call. They are working on setting the next date for the Planning Committee to meet.

Agenda Item E.5 - Special Collections Committee. Chair Elaine Panty reported the Special Collections Committee met on April 15th after the April Board meeting. Present were Assistant Deputy Director Peggy Skotnicki, Director Bridget Quinn-Carey, Trustees Thomas, Horton, Summer, Wisbaum and Panty. Mr. Michaels was not in attendance nor was Ms. Leary who had a conflict. Ms. Skotnicki went over 2010 Goals and Priorities as well as the event schedule for the Rare Book Room exhibit from April 2010 through January 2012, answering questions as she went along. This meeting provided additional insight into the workings of the staff, the maintaining and caring for the collections and also adding to it when the budget allows. After

discussion with Ms. Skotnicki and the Director, it was decided the Committee's charge is as an aid to promotion and information. Recommendations of people or materials that could enhance the collection or exhibits should be passed along to Ms. Skotnicki. The decision was made that the Committee would meet quarterly, or more often if needed. For convenience sake, meetings would try to be scheduled before Board meetings when possible.

Mr. Schmidt commended staff and Trustee Anne Leary for a private event hosted by Ms. Leary and her husband featuring the Library's medical special collections and commented what a priceless resource the Library has that the rest of Erie County does not know we have. It was noted that part of the long-range goals is to make sure everyone here and everyone around the rest of the world knows what the Library has. Ms. Leary added this was an attempt at a corporate sponsorship event and the Development Committee hopes to develop these packages for target audiences such as these. Mr. Connors remarked the plan is to approach different firms, bring in their client base, and share with them the parts of the Library's collection that are pertinent to their industry. This could turn into significant fundraising and friendraising. Various fundraising ideas were discussed. Ms. Quinn-Carey pointed out many of these discussion are already happening at the Rare Books Commission meetings and reported a new Rare Books Commission Working Group was recently formed.

Agenda Item F – Report of the Director. Ms. Quinn-Carey highlighted items from her written report sent out prior to the meeting and updated trustees that related to Special Collections, the Morgan Library has requested the Library loan them portions of the Huck Finn manuscript for their exhibit later this year. Negotiation terms for publicity and recognition are being worked on. She noted this is a start for the Library to be put on the map for these world class exhibits.

Ms. Quinn-Carey shared with trustees a very heartfelt thank you note from the first GED graduate from the Library hosted GED program. She and several staff will be attending the graduation and plans to include his story in the Library's Annual Report.

A handout was distributed of upcoming Library events. In addition the new *Handbook for Library Trustees of New York State – 2010 Edition*, by Jerry Nichols, was given to each trustee and will also be distributed to all Contracting Member Library trustees.

A presentation by the Children's Room staff about the Summer Reading program and all the activities planned will be done at the June 17th Board meeting at the Central Library.

The Director called on Deputy Director Stanton Hudson to share any highlights from his report sent out. He was pleased to announce the Library recently received a check for just under \$21,000 from National Book Auction of Ithaca, New York for a series of online auctions. He explained, last fall the Library entered into a relationship with

this company and was guaranteed at least \$7,500. A major “weeding” project at the Central Library is getting under way and discussions are being planned for a longer term relationship. Mr. Hudson will report on this further in next month’s report.

The Buffalo Philharmonic Orchestra (BPO) was successful in getting a \$46,000 Perry Fund grant from the Community Foundation that will help to create both a physical and online exhibit that will feature BPO materials collected by the Library throughout its nearly 75 year association with the BPO.

To raise funds for Special Collections, a limited edition book featuring materials related to Mark Twain’s time in Buffalo, NY, will be produced and sold thanks to Patrick Martin, Robert Hirst and William S. Hein LLC who will all donate all of their services to produce this book. Ms. Leary thanked the Development Office, Mr. Hudson and Anne Conable for all their help.

On a final note, Ms. Quinn-Carey was pleased to announce the Library is making progress on the \$125,000 promised by Assembly Member Sam Hoyt for the Niagara and Crane Branch Libraries for physical improvements.

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

Report of the Director May 20, 2010

The Buffalo and Erie County Public Library System (B&ECPLS) is partnering with the Palmer Institute for Public Library Organization and Management and the School of Continuing Education and Professional Studies, C.W. Post Campus of Long Island University to offer a comprehensive management training program for public librarians in the Buffalo and Erie County region.

The Public Library Administrator’s Certificate Program (PLACP) is designed to develop and enhance the management skills and credentials of professional librarians working within the public library sector and to train the leaders of tomorrow.

Applicants were required to have an MLS and at least two years of experience to be considered. B&ECPLS librarians were given the first opportunity to apply for the seats in the course and to receive a full scholarship; the program accepted nineteen B&ECPL staff members and one additional participant who will pay for the cost of the program. Funding for B&ECPLS staff to participate was allocated from the staff development component of the operating budget and from a contribution from the Western New York Library Resources Council (WNYLRC).

The program is led by Gerald (Jerry) Nichols, the Director of the Palmer Institute for Public Library Organization & Management; Mr. Nichols is Interim Dean of the Palmer School of Library and Information Science and the retired Director of the

Suffolk Cooperative Library System. Mr. Nichols has recently offered the PLACP program at the Mid-Hudson Library System and at the Queens Library.

An investment in our leaders of the future is essential to ensure the success and sustainability of this library system. We commenced the program on May 10, 2010 and the first course in the 5-course series will conclude in July 2010. Students are expected to complete projects, maintain at least a B average and attend all sessions in order to pass the course. Current participants have first option for the second course in the series which is anticipated to be offered in the spring/summer of 2011.

B&ECPLS and WNYLRC will be co-sponsoring a New York Library Association (NYLA) networking event on October 1, 2010 at the Central Library. The event is designed to attract new membership to NYLA and to provide an opportunity for current NYLA members to get together. Please save the date and join us if you can. Reservations can be made at the WNYLRC website: <http://www.wnylrc.org/> closer to the date of the event, probably in September. The event is free, and will include light hors d'oeuvres and a cash bar.

I encourage staff feedback and discussion through monthly Staff Forums, which are held on an alternating basis between the Central Library and a branch or member library. The last few sessions have attracted between 10-20 attendees who come with questions, suggestions and complaints. This is an opportunity for staff members at any level to voice their thoughts and concerns in a safe and considerate forum. Issues that can be resolved easily are addressed immediately, and other issues provide discussion opportunity or a chance for further exploration and explanation. All staff members are encouraged to attend the Forums.

I continue to work on the Borrower Services desk at the Central Library about once each week, but am not alone in my front line duties! All of the Deputy Directors and Assistant Deputy Directors are working front line shifts on a regular basis. They will be seen (or heard) working at the Popular Materials desk, at the e-Branch service desk, the main Reference and Information Services desk, the Children's Room desk and patrolling with Security. This is a key component of ensuring that our leadership connects with library users and with their coworkers to experience the day-to-day operations of the library from the public service perspective.

As the Chairwoman of the Regents Advisory Council on Libraries (RAC), I presented the RAC's annual report to the Board of Regents' Cultural Education Committee in Albany at the end of April. The full text of the report is available at: <http://www.nysl.nysed.gov/libdev/adviscns/rac/2010rept.htm>; or there is a link on our website from the *About The Library* page.

We continue to make progress with other key initiatives including special collections planning, literacy initiatives – including implementation plans for two of the four new Library Literacy Centers – and helping job seekers and the underemployed with new technology training classes.

The reports that follow detail some of these projects and the people that are making it happen.

Report of the Chief Operating Officer

Highlights:

Big Read Grant Awarded. B&ECPL System programming staff, **Peggy Errington** and **Kara Stock**, under the direction of System Programming Chair **Meg Cheman**, applied for and have been awarded a National Endowment for the Arts/ Arts Midwest Grant for this year's Big Read. The grant, \$17,050, was one of only 75 awarded. Funds will be used to support this year's Big Read title *Great Tales and Poems of Edgar Allan Poe*. October 2010 will feature B&ECPL's Big Read with a multitude of "Poe-ssibilities." **Peggy Errington** will serve as Big Read Committee Chair.

Hold the Month! System programming staff is hard at work confirming speakers and authors! September 2010 is expected to bring a variety of key authors and speakers. Rescheduled is Ira Flatow, from NPR's Science Friday at 2 p.m., Saturday, September 11th, at the Central Library. Later in the month is children's author Jon Scieszka of *Stinky Cheese Man* and *Boy's Read* fame – Mr. Scieszka will be scheduled to present at multiple onsite and offsite locations. Continuing into October, Max Brooks, author of the *Zombie Survival Guide* and *World War Z*, is scheduled for an author talk and book signing at the Central Library at 2 p.m., Saturday, October 23rd.

LSTA Grant Awarded. The B&ECPL has received official notification that the Library's LSTA Grant application for \$17,400 has been approved by New York State's Division of Library Development. Funds from the grant will be used to replace a dated Cyber Train (mobile computer lab) used to provide high-speed online access for public technology training at libraries throughout Erie County, facilitating a more informed adult and senior citizenry, better versed in Web 2.0 skills. Training will be done by Training Lab staff and a part-time Computer Technology Specialist will be hired to assist with equipment setup and conduct sessions throughout the B&ECPL System.

2010 is the Year of Mark Twain and it officially began at the B&ECPL on April 24th. This year marks the 175th anniversary of Twain's birth, the 100th anniversary of his death and the 125th anniversary of the American publication of *Adventures of Huckleberry Finn*. The Library's exhibit, 125 Years of Huck, opened on that day. Essayist and short story writer George Saunders and local Mark Twain scholar Thomas Reigstad delivered "An Afternoon of Twain" program to over 80 people in the Mason O. Damon Auditorium. Saunders read from "The United States of Huck," his introductory essay to the 2005 Modern Library Classics *Adventures of Huckleberry Finn*, and backed it up with a few readings from *Huck Finn* itself. A review from *Buffalo Rising* can be found at: <http://www.buffalorising.com/2010/05/beyond-the-edge-of-my-education-twain-saunders-and-the-becpl.html>.

125 Years of Huck, curated by Rare Book Room Assistant **Peter Scheck**, features many manuscript leaves never before displayed and shows a bit of the quirky side of the young Sam Clemens in Buffalo. This exhibit will be up for the remainder of the year in the Mark Twain Room. The Library commissioned a limited edition, numbered, four-color, silkscreen art poster from Hero-Design to commemorate 125 Years of Huck in Buffalo. The posters were on sale at the event and can currently be purchased in Novel Ideas for \$25. Proceeds will be used for conservation of the Library's rare book collection.

Celebrating Earth Day. On April 22nd, environmental speaker Fred Stoss presented "Climate Change: Hope or Hype? Ramifications for Western New York" at the Central Library for the 40th Anniversary of Earth Day.

CSI Comes to the Central Library. John P. Simich, Ph.D., Laboratory Director of the Erie County Central Police Services Forensic Laboratory, presented "CSI Buffalo." Mr. Simich detailed the use of modern forensic techniques in local cases and how they might have been used to assist in the notorious Thayer Brothers murder case in 1825, subject of the Library's current exhibition "The Three Thayers: Murder and Spectacle in Early Buffalo." National Library Week kicked off on Thursday, April 8th.

Typing Tutor Application Upgraded. The Information Technology team has released Individual Software "*Typing Instructor for Business*" for use on all public computers. The program provides enhancements and features that far exceed the functionality of the older Mavis Beacon software. In addition to expanded training and testing options, typing sessions are now saved to a secure server.

"El Dia de los Ninos, El Dia de los Libros." On Wednesday, April 28th, the Niagara Branch Library celebrated its 4th annual "El Dia de los Ninos, El Dia de los Libros" event. Seventy-five children and adults enjoyed an evening of stories, crafts, music and refreshments. The children were treated to stories read by several community leaders including Erie County Legislator Maria Whyte, Buffalo Zoo Director Dr. Donna Fernandes, Lieutenant Kevin Harris of the Buffalo Fire Department, Robert Wilson, Aide to Senator Antoine Thompson, and members of the Latino Lions Club. Music was performed by Latin Jazz Project Buffalo. Crafts were supervised by members of the Puerto Rican Day Parade Borinquen Pageant contestants. Community organizations including Literacy Volunteers, Journey's End Refugee Center, Holy Cross Head Start, The Belle Center, Hispanics United of W.N.Y., and West Buffalo Charter School set up information tables. Crissy Calixte from First Hand Learning set up a science activity table. A reading contest was held during the month and prizes were awarded to all children who entered. Coupons for a free hamburger from Burger King were also handed out. Two baskets including certificates for tickets to a Buffalo Bisons game were raffled off to a lucky boy and girl. Project Flight donated 200 books which were distributed to attendees. The evening was dedicated to the memory of Tumaini Philbert. Tumaini's family and teachers attended the program.

“Tell Me A Story-2.” A 2-day storytelling festival was held on April 23-24 at the Frank E. Merriweather, Jr. Branch Library. Participants conducted a storytelling concert and participated in various workshops. Branch Manager **Sandra Williams Bush** conducted a workshop entitled “Caught in the Web: Storytelling and Technology.”

Author Visit. The Crane Branch Library hosted a visit from Dr. Scott Eberle who spoke about his book *Classic Toys of the National Toy Hall of Fame: A Celebration of the Greatest Toys of All Time!* While the adults discussed the book, children played with some of the toys highlighted including a 1954 Lionel train, Slinky, Legos, Barbie dolls and Silly Putty.

Computer Training Classes Conducted. During the month of April, 20 Cyber Train classes were held with 121 attendees at branch and contract libraries. The Central Library Training Lab offered 4 classes to a total of 40 enthusiastic attendees.

Program Statistics:

	<u>April 2010</u>	<u>Year to Date</u>
Buffalo Branches/Community Connections:		
Programs:	129	477
Attendance:	2,169	7,125
System Programming		
Programming:	50	226
Attendance:	933	5,876
	TOTAL:	Programs: 703
	TOTAL:	Attendance: 13,001

Meetings/Conferences/Training:

Staff from throughout the Buffalo Branches and Central Library attended, participated and conducted a variety of training programs throughout the month of April. Highlights are listed below:

CIL 2010. Assistant Deputy Director **Carol Batt** attended the Computers in Libraries Conference April 12-14 in Arlington, VA. This is the most comprehensive North American conference and exhibition on all aspects of library and information delivery technology. At a time when computers, Internet access and web-based services are increasingly valued in public libraries, it is imperative that staff attend quality programs such as this to keep up with technology and learn about emerging trends. The conference focus was on leading edge technology that is building information fluency and transforming library operations. Topics included social media initiatives

(Web 2.0), evaluating web-presence, open source technology, crafting an online persona and reference for a digital world.

e-Library Training. Assistant Deputy Director **Carol Batt**, Information Technology Administrator **Toni Naumovski**, Technical & Technology Support Division Manager **Maureen McLaughlin**, Technical Support Services Specialist **Johnny Hsu** and webmaster **Terri Dickson** participated in eleven hours of interactive webinar instruction covering gateway elements configuration and working with labels, images, messages, and environment variables, sponsored by Sirsi Dynix. e-Library is the next generation of the electronic catalog and this training provided the foundation for site customization. The e-Library OPAC, with its fresh interface and updated features, is expected to replace the Web2 Catalog later this year.

Popular Materials Department Librarian **Britt White** attended "Chicago Comics and Entertainment Expo" (C2E2) from April 15-18 in Chicago. While there, she presented a "Get Graphic!" program to 62 teachers and librarians attending the conference.

Library Director **Bridget Quinn-Carey**, B&ECPL Trustee **Anne Leary** and Assistant Deputy Director for Special Collections **Peggy Skotnicki** visited Toronto on April 26th to gather information for the Erie County Rare Books Commission. Dr. Richard Landon, Director of the Thomas Fisher Rare Book Library at the University of Toronto, provided a tour of the library and information on development efforts. The exhibit space at the Fisher Rare Book Library is ideal. Two rare book collections at the Toronto Public Library were also visited. The Osborne Collection of Early Children's Books and the Merrill Collection of Science Fiction, Speculation and Fantasy are both housed in the Lillian H. Smith Branch Library.

Other:

Collections Recognized. Special Collections was approached by the Morgan Library & Museum and New York Public Library (NYPL) to borrow leaves from the *Adventures of Huckleberry Finn* manuscript for an exhibit this fall in New York City. Library staff is working with staff from the New York Public Library to accommodate the loan request.

Report of the Chief Financial Officer

County 2011-2016 Capital Project Requests Submitted on April 19th:

Pursuant to Board Resolution 2010-13, the Library's 2011-2016 Capital Budget was submitted to Erie County on its due date. The County's Capital Projects Committee has scheduled hearings on capital projects for June 7th, with the Library's requests scheduled for 2:30 p.m.

Central Library Public Restroom Reconstruction Completed This Week: Miller Construction completed work on the 2nd floor public restrooms on Monday, May 10th and they were reopened for public use on Tuesday, May 11th.

Central Library – Ellicott Street Entry Reconstruction Project Portion to be Re-bid: Bid responses were received on April 27th. Bids for the asbestos abatement portion of the project generated six responses with the low bid submitted by Arric Corporation in the amount of \$20,928.00. Unfortunately, only one response was submitted for the main construction component with a bid amount of \$539,500, well above the architect's estimate. The architectural firm contracted by Erie County to develop the plans and specifications, local firm Zaxis Architectural, P. C., was tasked to reassess the package which has now been put out to bid again, with a due date of May 28, 2010. 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. Construction is anticipated to begin by this summer.

NYSERDA Funded Energy Audits at Library Facilities Completed, Results

Distributed: Last fall, the Library took advantage of a New York State Energy Research and Development Authority (NYSERDA) program to commission an energy audit for eligible B&ECPL library outlets. NYSERDA funded all but a token amount of the cost of the utility audit since the audits were performed by their designated contractor. CJ Brown is their designated contractor for this region.

Since the System pays for most utilities, the System made the token payment (which is refundable if improvements are made). C.J. Brown Energy, P.C. completed work and in late April provided an Energy Audit Report for each facility studied. A completed energy audit is essentially a prerequisite for filing for energy saving improvement grants administered by NYSERDA.

One of the recommendations in several reports identified a modest number of incandescent lamp fixtures that can be easily retrofitted with "screw-in" compact fluorescent lamps (CFL's). Payback for these recommendations is swift, averaging 0.7 years.

Since the Library System already provides standard lighting supplies, we are working with staff at the 15 library facilities involved to rapidly implement this recommendation. To date, CFL's have been received and sent to the Lancaster Public Library and order requests have been submitted by the Hamburg, Lakeshore and Lackawanna Libraries.

Many of the remaining items recommended qualify for both NYSERDA funding opportunities and New York State Library Construction Grants. NYSERDA funding may be used to help meet the 50% match requirement for the New York State Library Construction Grant Program. Between the funding opportunities provided by the New York State Construction Grant and NYSERDA, much of the cost of these improvements will be covered allowing libraries to replace components that in many cases would soon need replacement due to normal age (wear and tear) at a fraction of the local share than would be the case if the building owner had to undertake the project on their own.

As we all know, each dollar we save on utilities is one more dollar available to support library services in the community!

LIST of VISITS and MEETINGS ATTENDED by BRIDGET QUINN-CAREY

April 12, 2010 – May 14, 2010

APRIL

- 12 B&ECPL Planning Committee meeting
- 12 B&ECPL Policy Committee meeting
- 12 North Buffalo Library Planning Committee meeting
- 13 WNY Planned Giving Consortium program
- 14 Library Managers & Directors meeting – Central Library
- 14 Meeting with Jim Stelzle, Director Lancaster Public Library
- 14 Meeting with patron
- 15 Meeting with Robie Carmina, Buffalo & Erie County Historical Society
- 15 Lunch meeting with Kevin Marmion and Scott Fiddler, William S. Hein & Co.
- 15 B&ECPL Board meeting – Central Library
- 15 B&ECPL Special Collection Committee meeting
- 19 Regents Advisory Council meeting – Albany, NY
- 23 Erie County Commissioners meeting – Rath Building
- 24 Author George Saunders reading/book signing event – Central Library
- 26 Visited University of Toronto, Fischer Rare Book Library, and Toronto Public Library: Lillian Smith Branch with Anne Leary, B&ECPL Trustee, and Peggy Skotnicki, Assistant Deputy Director Special Collections
- 27 Meeting with Karen Kwadrans regarding State Family Literacy Grant
- 27 Buffalo & Erie County Historical Society Board meeting
- 28 WNY Launch of the State University of New York Strategic Plan
- 28 Meeting with Federal Depository Library Program representatives
- 29-30 NYLA Spring Conference – Ithaca, NY

MAY

- 03 Meeting with John G. Schmidt, Jr., B&ECPL Trustee
- 03 B&ECPL Policy Committee meeting
- 03 North Buffalo Library Planning Committee meeting
- 05 Staff Forum: Q&A with the Library Director – Aurora Town Public Library
- 05 Meeting with Karen Kwadrans regarding State Family Literacy Grant
- 05 Meeting with Michael Frisch, UB, regarding NEH Grants
- 08 ACT meeting – Orchard Park Public Library
- 10 Meeting with Carol Barber, Jill Holbrook and Carol Tauriello of Erie 1 BOCES
- 10 WNED Think Bright and Well Advisory Board meeting
- 10 B&ECPL Planning Committee meeting
- 11 Rare Books Commission meeting
- 11 Imagining Buffalo in the 21st Century Lunchtime Series

- 11 Meeting with Cornelia Dopkins, Garret Club
- 11 United Way Community Impact presentation and reception
- 12 Library Managers & Directors meeting – Central Library
- 12 Junior League lunch event with Anne Leary, B&ECPL Trustee
- 13 Meeting with Karen Kwandrans regarding State Family Literacy Grant
- 13 Tour of the Rare Book Room with Lynn Kozlowski, Dean, School of Public Health and Health Professions, University at Buffalo
- 13 B&ECPL Executive Committee meeting
- 14 Meeting with Dan Killian, Interim Director Niagara Falls Public Library, and Don King, Niagara Falls Public Library board member
- 14 Meeting with Dr. Paul Wietig, Core Curriculum Director, University at Buffalo

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: April 1-April 30, 2010
Development & Communications Office Activities

DATE: May 12, 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.
- Wrote and submitted mid-term NEH Report on Depression/New Deal project grant (submitted 4/29)
- Continued discussions with BPO on collaboratively celebrating the Orchestra's 75th 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

Development

- **Approximately 1,050 contributions recorded, totaling just nearly \$63,000 in contributions through April 30.**
- **Because of the difficulties associated with filling the position of Community Outreach Specialist (formerly the Assistant Deputy**

Director/Public Relations & Development Officer), the job title and job description were re-shaped and submitted to Erie County's Civil Service area for review and approval.

- **A meeting of the Library Foundation has been scheduled for June 1. The Foundation granted a \$22,000 request for the purchase of display cases purchased through a \$22,000 grant from the Foundation for future Rare Book Room exhibitions. They have been ordered and are being fabricated. They will be introduced in time for the Library's next exhibition of botanical illustrations, slated to be unveiled in June. Training of select Development & Communications staff on the relationship management/fundraising software (i.e., The Raisers Edge) purchased by the Foundation (\$25,000) has been scheduled to begin in May. 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. Since January 2010, the Foundation has expended more than \$60,000 on behalf of the Library System.**
- 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 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. **A decision on the grant is expected in May.**
- Continued discussions with representatives of Better World Books to discuss opportunities to enhance revenues from the sale of 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.**
- **A grant was submitted to the Community Foundation by the BPO 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). The Perry Fund grant was submitted in early April. Word is expected on this grant in May.**
- **With the Director and Special Collections' Peggy Skotnicki, met with representatives of William S. Hein to discuss various potential future initiatives that have development implications. One such project may**

involve the creation 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.

- **Participated in a webinar entitled "Give by Cell."**
- **With the Director, met with representatives of Congress member Brian Higgins to discuss possible funding opportunities for the Library System.**
- **With the Director, attended a presentation by Surrogate Judge Barbara Howe, sponsored by the Planned Giving Consortium of Western New York.**
- **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. More documentation has been requested.**
- **Held 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.**

Community Contacts

- **Met with representative of association of City of Buffalo Block Clubs to discuss possible future collaborative initiatives.**
- **Attended board meeting of the Western New York Artists Group.**
- **Met again 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.**
- **Served as a panelist for the April program of the Public Relations Society of America, Buffalo/Niagara Chapter. The theme was the careers of public relations practitioners.**
- **Met with WBFO's Bert Gambini to discuss future possible collaborations with the station.**
- **Attended the Community Foundation's 21st Century Fund final vote at the studios of WNED.**
- **Met with officials of Buffalo State College and Project Flight to discuss the Library's collaboration with the latter group.**
- **Attended the Elbert Hubbard documentary preview at WNED. Distributed materials on behalf of the Library.**
- **Attended the opening of the Buffalo Society of Artists' Spring Show at the Castellani Art Center.**
- **Met with former Buffalonian and author Laura Pedersen.**

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 4/7 (members of the City of Buffalo’s Planning Board) and the Center for Buffalo Art, Architecture, History, and Nature on 4/13 (Darwin Martin Complex Executive Director Mary Roberts) and 4/27 (WNED President Donald Boswell).**
- **Coordinating Library involvement in National Buffalo Garden Festival (June 19-July 25). The former is linked directly to the Library’s major 2010 Rare Book/Special Collection’s exhibit featuring items from the Botanicals collection.**
- **With the Director, met with representatives of Just Buffalo Literary Center to discuss future collaborations linked to the highly successfully literary series Babel. Participated in a follow-up meeting to explore specific ideas generated at the initial meeting.**
- **Coordinated various public relations/promotional aspects for the introduction of energy-measurement devices/kits provided through a grant from HSBC, North America.**
- **Coordinated set up of Upstate New York Transplant Services Blood Drive at the Central Library (4/8). These blood drives will be held on a monthly basis at Central going forward.**
- **Began discussions with the Visiting Nursing Association to set up flu shot clinics in select library facilities throughout the System this coming fall/winter.**
- **Coordinating Library branch/Member Library involvement with a “Censorship in Libraries” exhibit that is being featured in select System libraries throughout the remainder of 2010.**
- **Provided event support for author talk/book signing/reception for Twain program featuring George Saunders.**
- **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 installation of the Buffalo Public Schools’ Student Art Show and Opening Reception.**
- **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.**
- **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 Thayer Brothers exhibit, Niagara Branch Bi-Lingual literacy event, “Imagining Buffalo” lunchtime series, and the George Saunders event).**
- **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 – May 2010

Alden Ewell Free Library – submitted by Kris Rogers, Library Manager

Alden Library had a lovely April. We began the month with our second annual indoor egg hunt for our younger patrons on Saturday, April 3rd. Each participating child was given a decorated bag and was told to hunt six plastic eggs. The eggs were returned to a staff member in exchange for small prizes. In addition, there were six special prize eggs that earned stuffed animals. Our families loved this event. The Alden Ewell Free Library also celebrated its 109th birthday this month.

We celebrated National Library Week with a puppet/magic show with Mr. J. All the attendees got a balloon animal and had their faces painted by Mrs. J. Judging by the laughter that was ringing from downstairs, this show was a huge success.

Armed with our dusty book reports from Central, we went through our collection and removed items that have not been circulated in several years. These materials will be sold at our next book sale on May 15th. We can see where we need to expand the selections in some non-fiction areas. We also were able to recycle some old equipment when the Village of Alden held its spring “junk” collection day on April 26th.

The great spring weather has made the tulips and other plantings around our building show off their colors. We have received many compliments from patrons about the red tulip display under our library sign.

Preschool Storytime resumed on the 26th with twelve children registered for two sessions. We meet on Monday mornings at 10:30 and on Tuesday evenings at 6:30. The spring sessions run until June 15th. We most recently studied pigs and the letter P.

Our staff has been busy planning for a fun and educational summer reading program. We will have craft sessions for school age children and have booked four family programs for the month of July. Preschool children will have special storytimes. We will have our summer reading challenge once again where prizes may be earned for each 100 minutes that the children read or are read to over the summer months.

We look forward to continuing our service to the community and to meeting the needs of our patrons.

Aurora Town Public Library – submitted by Lee Ainsworth-Mahaney, Library Director

Spring, and the focus of the Aurora Town Public Library (ATPL) turns to book sales. Programming has temporarily ceased as our meeting room fills with boxes of discards. Collections are being culled for condition and use, and discards will be sold at the end of the month to raise funds for much-needed reorganizing and remodeling in preparation for RFID and expanded public access computer services.

In addition, the Friends of the ATPL are collecting thousands of books for their sale during the East Aurora Roycroft Festival at the end of June. The book sale, now in its 26th year, is one of the largest and most profitable in the Library System, and occupies two large cafeteria rooms in the Presbyterian Church across the street from the library. The library benefits both from the addition to our collections of hundreds of new paperbacks and hardcovers, and from the proceeds of the sale, which underwrite programming and special projects.

As this is written, the Town of Aurora has not decided whether to hold a referendum this fall to expand the current library building to house village, town and library services in one location. Expansion was the unanimous decision of the Shared Municipal Services Committee, but the Town of Aurora, as lead agency, must decide whether to proceed to referendum on the \$8.9 million project, or explore other options for the library's needs, as the Town has purchased a former school for possible use as the town hall.

Soon, we hope to learn whether our library will benefit from additional space, or whether we will have to undertake extensive reorganizing and renovation as a temporary stopgap to maximize existing space until a permanent solution is found. This building is bursting at the seams, and we face continuously increasing demands for services. In just 7400 square feet, the ATPL circulated 116.3 items per hour every hour that the library was open in 2009!

Agenda Item G – Public Comment. No public comment.

Agenda Item H – Unfinished Business.

Agenda Item H.1 – 2010 Goals and Priorities. Ms. Quinn-Carey explained this was presented as an informational item at April's Board meeting and trustees were asked to make comments prior to this meeting. No comments were received so the 2010 Goals and Priorities before trustees were unchanged. In response to a recommendation by Mr. Berlow that a Development goal be added with specific goals for sponsorships, fundraising, etc, Ms. Quinn-Carey stated this document is a framework as there is so much activity on a detailed level that goes on for each of

these goals. This is a small part of the Library's existing Five Year Plan which is very detailed and coming up to be redone. She acknowledged these discussions need to be a component of that long-range plan. This document is an attempt to provide an overview. Summer moved, Ms. Panty seconded, and approval of Resolution 2010-16 as originally presented was unanimous.

RESOLUTION 2010-16

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) administrative team has compiled Goals and Priorities that reflect the Library's Five-Year Plan of Service, the Technology Plan, key initiatives, ongoing programs, major projects and other issues that demand attention, and

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

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

RESOLVED, the Board adopts the attached Goals and Priorities for 2010.

Agenda Item H.2 - Amend/Revise Employee Benefits Package: Contracting Member Library Blue and White Collar Full-time and Part-time. This item was removed from the agenda.

Agenda Item I - New Business.

Agenda Item I.1 - Approval of Big Read Grant. Ms. Jakubowski introduced this resolution which enables the Library to create a grant budget and utilize the \$17,050 received from the National Endowment for the Arts for this year's *Big Read* program. She thanked the public service staff who worked tremendously on this, noting this year there were only 75 grants that were handed out as opposed to over 200 in years' past. Information will be forthcoming on the many great activities planned. Mr. Berger moved and was seconded by Ms. Horton. Approval was unanimous.

RESOLUTION 2010-19

WHEREAS, the National Endowment for the Arts (NEA) has announced recipients of the 2010-2011 *Big Read* grant funds, and

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) proposed a project that would provide Erie County residents of all ages with programs focused on Edgar Allen Poe's *The Stories and Poems of Edgar Allen Poe* as a means of highlighting the Library System's commitment to literature, literacy, and diversity; engaging countless individuals in the reading of a classic American literature; and increasing child, adult and family library use, and

WHEREAS, the B&ECPL will partner with various other educational and cultural institutions, including Just Buffalo Literary Center, the Buffalo Museum of Science, the Buffalo Public Schools and the Educational Opportunity Center, and

WHEREAS, the goals of this proposal are consistent with the B&ECPL Five-Year Plan of Service, *Back to Basics...and Beyond*, and would result in an increase in literacy and lifelong learning in children and adults and improved service delivery to the community, and

WHEREAS, the Buffalo and Erie County Public Library has been awarded an NEA *Big Read* grant of \$17,050, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library establish a *Big Read* grant budget in the following amounts:

Revenue	\$17,050
Grant Program Expenditures	\$17,050

On a final note, Mr. Connors provided an update on the Building Oversight Committee stating they have been talking to Architectural Resources about getting their proposal down in cost and, in parallel to that, will be meeting with Barbara Miller-Williams, Chair of the Erie County Legislature, to provide her with an update on what we are doing. We still are not sure whether the Legislature will need to sign off on this or not. A packet has been assembled by the Director and her staff with articles from around the country on revitalization of urban libraries and how they have led to economic development initiatives and been catalysts for economic development. The plan is to meet with all the legislators individually and some of the downtown developers to inform them what the process will be and that public input will be sought for the future of the Central Library.

There being no further business, on motion by Ms. Panty, seconded by Ms. Horton, the meeting adjourned at approximately 5:25 p.m.

Respectfully submitted,

Frank Gist, Secretary