

MINUTES  
REGULAR MEETING OF THE  
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
July 18, 2013

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, July 18, 2013, in the Central Public Library pursuant to due notice to trustees. The following members were present:

Jack Connors, Chair  
Elaine M. Panty, Secretary  
Frank Gist, Treasurer  
Michael Amodeo  
Sheldon M. Berlow  
Kathleen Berens Bucki  
Katie Burd  
Teresa Glanowski  
Phyllis A. Horton  
Sharon M. Kelly  
Rhonda Ricks

Chair Jack Connors called the meeting to order at 4:07 p.m. in the Joseph B. Rounds Conference Room.

Agenda Item B – Approval/Changes to the Agenda. Chair Connors entertained a motion to revise the agenda to add Proposed Resolution 2013-24 to be presented under Agenda Item E.2.e – Budgeting NY State Senate Bullet Aid for Libraries; copies were distributed at the start of the meeting. Ms. Horton moved for approval and was seconded by Mr. Gist. Approval was unanimous.

Agenda Item C – Minutes of the Meeting of June 20, 2013. On motion by Ms. Panty and seconded by Mr. Gist, the Minutes were approved unanimously to include the following language change on page 11, second full paragraph, replacing the word “buy” with “but”.

Agenda Item D – Report of the Chair. Mr. Connors attended the County Legislature’s mid-year budget hearing for the Library on July 17<sup>th</sup> and updated trustees: the Library is on pace to work within its budget and is hopeful the Library will not need to use the entire \$700,000 budgeted fund balance allocated. In response to questions from the

Legislature, the Library provided an update on the status of the Library District Initiative.

Agenda Item D.1 – Intermit August Meeting. Chair Connors introduced Resolution 2013-18. As there appears to be no pressing business on the August calendar and based on tradition, Mr. Connors made the motion to intermit the August Board meeting and Ms. Panty seconded. Approval was unanimous.

RESOLUTION 2013-18

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 September 2013, 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 2013 meeting of the Buffalo and Erie County Public Library Board of Trustees is hereby intermitted.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. In Vice Chair Ted Johnson's absence, Mr. Connors presented the following report of the Executive Committee which met July 11, 2013:

Present: Executive Committee Chair Jack Connors; Committee members Sheldon Berlow, Ted Johnson and Elaine Panty; Trustee Frank Gist; Library Director Mary Jean Jakubowski; CFO Kenneth Stone; and Assistant Deputy Director Jeannine Doyle.

Jack Connors called the meeting to order at 4:05 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Brief discussion was held regarding library district training for new trustees. Mrs. Jakubowski noted training continues, great questions were asked and follow-up information was sent as requested. She will send a follow up e-mail once all have gone through training – last scheduled for July 22<sup>nd</sup>.

The Committee reviewed the agenda for the July 18, 2013, Board of Trustees meeting including the proposed resolutions.

Mrs. Jakubowski spoke to Proposed Resolution 2013-18 which intermits the August meeting of the Board of Trustees. Following discussion, Chair Connors suggested it can be determined at the July Board meeting whether or not the August meeting should be intermitted.

Ms. Doyle addressed Proposed Resolution 2013-23 speaking to the County's personnel policies and the definition of part-time employees. She identified the Library as having recognized County personnel policies throughout its history. Ms. Doyle noted one of her "charges" is to develop comprehensive personnel policies for the Library.

Mr. Stone reviewed Proposed Resolutions 2013 - 19, 21 and 16. Discussion ensued. For Proposed Budget Guidance Resolution 2013-20, Mr. Stone explained budget instructions had not yet been received, however, are expected shortly. In so much as the Library is aware of a potential funding cut and has no other knowledge of the 2014 targets but is aware of the County's financial status, library administration believes requesting a modest increase to cover costs of mandated benefits is most realistic. Discussion ensued. The Committee recommended the resolution remain written as presented and be put before the Board.

Mrs. Jakubowski introduced Proposed Resolution 2013-22 and thanked Trustee Gist, Chair of the Building Oversight Committee, for attending. Both Mr. Connors and Mr. Berlow in attendance are also members of the Building Oversight Committee. All agreed the Hamburg Public Library Board of Trustees satisfied the requests for information and assurance of operations being cost neutral that were asked of the Committee and recognize the project as beneficial to the Hamburg community. The Building Oversight Committee recommended moving Resolution 2013-22 to the System Board for approval at the July 18, 2013 Board meeting.

Trustee Berlow suggested the Library take a look at [Makerbot.com](http://Makerbot.com). Discussion ensued. Mrs. Jakubowski will review the website and thanked Trustee Berlow for the suggestion.

Mrs. Jakubowski requested the Board begin to consider adding a Vision Statement to further support the Library's Mission and Principals. Several early drafts were shown. Discussion ensued. Mrs. Jakubowski suggested she research examples of public library vision statements and provide the examples with proposed suggestions to the Board at a future date. Chair Connors and trustees agreed.

Meeting adjourned at 5:30 p.m.

Agenda Item E.2 - Budget and Finance Committee.

Agenda Item E.2.a - Page and Sr. Page Wage Adjustments. Deputy Director - CFO Kenneth Stone presented this resolution which would adjust the page and sr. page wage scales effective January 1, 2014 to reflect the increase in the minimum wage that was enacted into law and maintain the delineation between page and sr. page wages as shown in Exhibit one which also sets the scales for the following two years. He remarked the Library is reasonably confident, in looking at the vacancies, there will be sufficient funding to cover the increase in the minimum wage next year without reducing service hours or existing employee work hours. Ms. Glanowski moved for approval, and Ms. Panty made a second. Ms. Kelly asked how many pages/sr. pages there are. Ms. Doyle replied she believes between pages (approx. 160) and sr. pages, just over 200 total. Approval of Resolution 2013-19 was unanimous.

#### RESOLUTION 2013-19

WHEREAS, the part-time page and sr. page staff perform a variety of important tasks necessary to operate a library, and

WHEREAS, the New York State minimum wage is scheduled to increase to \$8.00 per hour, on January 1, 2014, \$8.75 per hour on January 1, 2015 and \$9.00 per hour on January 1, 2016, and

WHEREAS, the current starting wage is \$7.50 per hour for page staff and \$8.00 per hour for senior page staff, and

WHEREAS, page and senior page wage scales need to be adjusted to reflect the legislated wage increases and maintain the progression between page and senior pages, including the range of several steps awarded based on length of service and performance to aid recruitment and retention efforts, now therefore be it

RESOLVED, the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library to increase the page and sr. page wage scales as shown in Exhibit one, and be it further

RESOLVED, the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library to develop its 2014 and future budget requests using the new wage scales.

Exhibit One

**Current Wage Rate Ranges:**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Page:	\$7.50	\$7.75	
Sr. Page:	\$8.00	\$8.20	\$8.40

**Effective January 1, 2014:**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Page:	\$8.00	\$8.25	
Sr. Page:	\$8.50	\$8.70	\$8.90

**Effective January 1, 2015:**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Page:	\$8.75	\$9.00	
Sr. Page:	\$9.25	\$9.45	\$9.65

**Effective January 1, 2016:**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Page:	\$9.00	\$9.25	
Sr. Page:	\$9.50	\$9.70	\$9.90

Agenda Item E.2.b – 2014 Proposed Budget Guidance. Mr. Stone presented an amendment to Proposed Resolution 2013-20 to correct the amount of “County funding amount provided in 2013” to read “ \$22,172,457”. On motion by Ms. Horton and seconded by Ms. Panty, the amendment was approved unanimously. Mr. Stone updated trustees the Library just received 2014 budget guidance from the Erie County Director of Budget & Finance which suggests submitting a status quo budget. Proposed Amended Resolution 2013-20 recommends the Library 1) develop a base budget request starting with the status quo County funding amount provided in 2013 of \$22,172,457; and 2) request additional funding only to the extent necessary to address the net

impact of contractually obligated rate increases on the Library's ability to maintain existing programs and services. It also contains that should the County's fiscal environment improve as the budget process goes forward, he and the Director would be tasked with developing service restoration options for consideration during budget deliberations. In response to Mr. Connors inquiry if the 2013 allocation included the \$300,000 amount, Mr. Stone replied it did. Discussion ensued regarding the prospects of the sales tax getting better and the potential opportunity to get additional funding if this would happen. The following resolution as amended was approved unanimously on motion by Trustee Panty and seconded by Trustee Berens Bucki.

RESOLUTION 2013-20

WHEREAS, the Library anticipates receiving Year 2014 budget instructions and preliminary targets from the Erie County Budget Office on or about July 15, 2013, with budget requests due to the Erie County Budget Office on or about August 15, 2013, which may be before the next scheduled Board meeting, and

WHEREAS, in order to provide a timely response to the County, budget preparation and review alternatives were discussed by the Board's Executive Committee, and

WHEREAS, the Executive Committee recommends that Library trustees articulate guidelines for preparing the 2014 budget request; designate the Library Director as responsible for preparing a draft budget request consistent with these guidelines; provide for feedback on the draft budget by the Budget and Finance Committee to aid the Library Director in finalizing the budget submission to Erie County, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library hereby directs the Library Director to complete the 2014 budget request utilizing the following criteria:

- Develop a base budget request starting with the County funding amount provided in 2013 (\$22,172,457); and
- Request additional funding only to the extent necessary to address the impact of contractually obligated rate increases on the Library's ability to maintain existing programs and services, and be it further

RESOLVED, that the Director transmit the resulting request to the County of Erie's Division of Budget, Management and Finance as close to the deadline as schedules and preparation time will allow, and be it finally

RESOLVED, that should the County's fiscal environment improve as the budget process goes forward, the Director is authorized to prepare service restoration options for consideration during budget deliberations.

Agenda Item E.2.c – Project Flight – Grant Budgeting. This resolution would allow the Library to assume operation of the book bank, with recurring grant funding from Project Flight as described in the resolution below. Mr. Amodeo moved to approve. Ms. Glanowski made a second, and the resolution was approved unanimously.

RESOLUTION 2013-21

WHEREAS, since November 2009 the Buffalo & Erie County Public Library (B&ECPL) has maintained a successful collaboration with Project Flight, LLC., a not-for-profit organization devoted to promoting literacy in school and at home through school and family literacy initiatives, and

WHEREAS, that collaboration included Project Flight's operation of a book bank in Central Library basement space which provides free books for distribution to those in need throughout the County including access to approximately \$200,000 in free materials for library use, and

WHEREAS, Project Flight has offered recurring grant funding to allow the Library to assume operation of the book bank, and

WHEREAS, this arrangement would benefit both the Library and Project Flight in their efforts to continue this successful program, and

WHEREAS, since Project Flight's fiscal year runs from November 1<sup>st</sup> to the following October 31<sup>st</sup>, the initial grant period would run from July 29, 2013 through October 31, 2014, with the grant amount totaling \$23,100, while subsequent grant periods would run from November 1<sup>st</sup> to October 31<sup>st</sup>, now therefore be it

RESOLVED, the B&ECPL Board of Trustees authorizes amending the 2013 Grants Budget by appropriating grant revenues and expenditures in the amount of \$23,100 to support the Library's operation of the Project Flight book bank.

Agenda Item E.2.d – Monthly Financial Report. Financials for the month ending May 31, 2013 were included in the board packet. Overall, the Library operated within its budget for the period.

Agenda Item E.2.e – Budgeting NY State Senate Bullet Aid for Libraries. Mr. Stone conveyed this is the second year in a row the Senate has sponsored aid to individual libraries in their districts. As described in the proposed resolution, Ms. Panty moved for approval and was seconded by Mr. Gist, whereupon approval of Resolution 2013-24 was unanimous.

RESOLUTION 2013-24

WHEREAS, the Library received notification that the New York State Legislature had approved aid in the amount of \$128,000 for 28 libraries, and

WHEREAS, this allocation, known as "Bullet Aid" was sponsored by New York State Senators Patrick Gallivan, Mark Grisanti and Michael Ranzenhofer to assist designated libraries within their districts, and

WHEREAS, supplemental private and public grants are regularly sought to augment library equipment materials and other needs, and

WHEREAS, given the fiscal challenges facing both Erie County and New York State (hence local and state library aid), authorizing the contracting libraries to retain these funds until such time as they can be used for purposes consistent with the sponsor designation is warranted, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library gratefully accepts the award of \$128,000 in state aid, and be it further

RESOLVED, that subsequent to receipt of the proceeds, the Buffalo & Erie County Public Library will work to promptly utilize these funds for purposes consistent with the sponsor designation, and be it further

RESOLVED that the Board of Trustees of the Buffalo and Erie County Public Library approves a budget amendment to the 2013 operating budget, increasing revenues and expenses as follows:

Fund Center		SAP Commitment Item #	
		Revenue # 408160 State Aid Special	Expense # 516010 Contractual Payments
Amherst - Audubon	4205010	\$ 9,000	\$ 9,000
Amherst - Clearfield	4205020	\$ 9,000	\$ 9,000
Amherst - Eggertsville	4205030	\$ 9,000	\$ 9,000
Amherst - Williamsville	4205040	\$ 9,000	\$ 9,000
Angola Public Library	4204015	\$ 3,000	\$ 3,000
Aurora Town Public Library	4205110	\$ 3,000	\$ 3,000
Boston Free Library	4204020	\$ 3,000	\$ 3,000
City of Tonawanda Public Library	4204080	\$ 3,000	\$ 3,000
Clarence Public Library	4204025	\$ 9,000	\$ 9,000
Eden Public Library	4204040	\$ 3,000	\$ 3,000
Elma Public Library	4204045	\$ 3,000	\$ 3,000



Ewell Free Library (Alden)	4204010	\$ 3,000	\$ 3,000
Grand Island Memorial Library	4204050	\$ 3,000	\$ 3,000
Hamburg PL - Lake Shore Branch	4205330	\$ 3,000	\$ 3,000
Hulbert Library (Concord Town)	4204035	\$ 3,000	\$ 3,000
Lancaster Public Library	4205420	\$ 6,000	\$ 6,000
Marilla Free Library	4204055	\$ 3,000	\$ 3,000
Newstead Public Library	4204065	\$ 9,000	\$ 9,000
Orchard Park Public Library	4204075	\$ 4,000	\$ 4,000
Town of Collins Public Library	4204030	\$ 3,000	\$ 3,000
Town of North Collins Public Lib.	4204070	\$ 3,000	\$ 3,000
Town of Tonawanda - Kenilworth	4205530	\$ 3,000	\$ 3,000
Town of Tonawanda - Kenmore	4205540	\$ 4,000	\$ 4,000
West Seneca Public Library	4204085	\$ 6,000	\$ 6,000

		<b>Revenue #408160</b>	<b>Expense #530000</b>
		<b>State Aid</b>	<b>Special</b>
			<b>Other Exp.</b>
Buffalo - Crane Branch Library	4203315	\$ 3,000	\$ 3,000
Buffalo - Niagara Branch Library	4203360	\$ 3,000	\$ 3,000
Buffalo - North Park Branch Lib.	4203370	\$ 3,000	\$ 3,000
Buffalo - Riverside Branch Library	4203380	\$ 3,000	\$ 3,000
<b>Grand Total</b>		<b>\$ 128,000</b>	<b>\$ 128,000</b>

and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the above contracting libraries to retain these funds until such time such time as they can be used for purposes consistent with the sponsor designation, and be it further

RESOLVED, that the amounts allocated to Buffalo Branch libraries may be transferred amongst system accounts as needed to accomplish the purposes consistent with the sponsor designation, and be it further

RESOLVED, that a copy of this resolution and a revised Exhibit A be transmitted to the above cited contracting libraries to implement the change at said contracting libraries.

Agenda Item E.3 - Building Oversight Committee. For the benefit of the new trustees, Ms. Jakubowski provided a brief overview of what this Committee is responsible for.

Mr. Gist, Chair of the Building Oversight Committee, read the following report from the meeting of June 26, 2013:

Present: Building Oversight Committee Chair Frank Gist; Committee members Sheldon Berlow and Wayne Wisbaum; along with Director Mary Jean Jakubowski, COO Carol Batt, CFO Ken Stone and Information Technology Administrator Steve Hovey. Also in attendance, Hamburg Public Library Board President Martha Salzman, Hamburg Public Library Trustee Beverly Halligan, Library Director Jack Edson and Douglas Hutter, Architect - Zaxis Architectural, P.C.

Chair Gist called the meeting to order at 4:08 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Chair Gist asked Hamburg Library Director Jack Edson to present background information on the expansion project. Mr. Edson spoke to the increase in the Town of Hamburg's population, increase in service demands, changes in services and need for additional meeting room space. Mr. Edson noted the library is an integral part of the Hamburg community. The expansion project would expand the library from approximately 9,900 sq. ft. to approximately 16,000 sq. ft. - adding greater meeting, programming and computer space. The project includes new HVAC (currently air-conditioning is not working), new ADA compliant restrooms, a new ADA ramp and provide new ceilings and refurbished lighting throughout. Estimated cost of the project is \$2.2 million. Mr. Edson also noted the Town of Hamburg is the predominant funder of the project - with additional funds being raised privately. The Hamburg Library is a recipient of NYS Library Construction Funds and anticipates applying for additional funds during the next funding cycle.

Discussion ensued.

Mr. Hutter of Zaxis Architectural presented the current architectural designs and conceptual photographs of the project to the Committee. He noted the meeting room will increase capacity to 66 (currently low 40's), and also the inclusion of a coffee shop - services for which will be contracted by the Town of Hamburg. He indicated he is working with the town engineer; the town will be putting the project out to bid. Mr. Hutter also described a "secret" garden concept included in the plan as an attractive, creative use of space, designed as a key visual component of the library.

Mr. Hutter and Hamburg Library Board President Salzman spoke to the requirement of cost neutrality. Mr. Hutter explained the changes in the efficiency levels of the new mechanicals as well as window replacements

and refurbishing of lighting including use of high efficiency LED light bulbs. Mr. Edson addressed the efficient layout of the building and his belief staffing patterns may change slightly, however he and the Board are committed to being operating cost neutral. Board President Salzman concurred. Discussion ensued.

Trustee Berlow spoke about solar programs and suggested geothermal energy also be investigated. Mr. Hutter noted Solar Liberty program will be introduced after construction as the current budget does not cover this [program.] CFO Stone noted any agreements with such a program need to have the System involved/included as the System pays the utility bills. He also noted the Orchard Park Public Library is running a similar program. CFO Stone suggested a meeting with Mr. Hutter to further discuss said program. Mr. Hutter agreed and indicated NYSERTA funds are also being investigated - as are National Fuel rebates. Rainwater harvesting is expected to be used to feed the "secret" garden. Mr. Hutter will get back to the Committee following his discussion with town engineers regarding geothermal energy.

Chair Gist asked about new windows and the skylight being tinted, noting challenges at the Merriweather Library. Mr. Hutter indicated the skylights and window replacements will be insulated glass with tints. The skylights and windows, in the addition, will also have motorized shades.

Chair Gist asked the anticipated timeline of the project. Timeline described as start date of late summer 2013, framework and enclosure completed by November, interior work to begin in winter, with exterior completion and parking lot work expected in the spring of 2014.

The Building Oversight Committee thanked the Hamburg Public Library for their presentation. The Committee will consider providing a recommendation of support to the System Board following a briefing to absent Committee members. It was suggested the Building Oversight Committee be invited to the July meeting of the B&ECPL Executive Committee.

Director Jakubowski introduced 2 building projects at the Central Library; 1) Second floor future partner, exhibit, meeting space; and 2) Elevator installation and escalator removal project.

Discussion ensued. The floor plan of the second floor space was shown to the Committee and reviewed. CFO Stone asked the Committee for thoughts on hiring a property manager. Discussion ensued. Trustee Berlow indicated he did not think the size of the area - approximately 25,000 sq. ft., required a full-time property manager. He suggested the Library consider hiring someone

internally or possibly a leasing consultant. Director Jakubowski and CFO Stone thanked Trustee Berlow for his input and expertise. Both will work with him further as this project progresses.

CFO Stone discussed the elevator installation and escalator removal project. Discussion ensued.

Director Jakubowski indicated she would brief and provide minutes to absent Committee members Jack Connors and Sharon Thomas.

Chair Gist thanked everyone for attending and adjourned the meeting at 6:30 p.m.

In regards to a property manager for the second floor space, for the record Mr. Berlow reiterated perhaps somebody on staff could do this part-time so as not to have to hire a new person to take care of the space. Mr. Berlow mentioned for the new trustees on the Board, as seen in the Hamburg Library expansion drawings that were passed around, this is a very ambitious project and feels it is important they know there was some concern on the part of the Committee as to whether everything they wanted done could be done for the budget they had. They have been made aware they cannot go over budget and come back to the System to make it up; they have to remain dollar neutral.

Agenda Item E.3.a – Reaffirming Support for the Hamburg Library Expansion. Ms. Panty motioned to approve. Ms. Horton seconded. Ms. Kelly questioned why we need to reaffirm. Mr. Connors explained the scope/costs changed a bit and this reaffirms cost neutrality. Following discussion, Resolution 2013-22 was approved unanimously as presented.

#### RESOLUTION 2013-22

WHEREAS, the Hamburg Public Library Board of Trustees and staff have worked diligently to develop a library renovation and 6,590 sq. ft. expansion project that addresses building deficiencies, improves the public's ability to access and utilize their public library while maintaining a neutral operating cost impact in compliance with Buffalo & Erie County Public Library's (B&ECPL)'s guidelines, and

WHEREAS, the Hamburg Public Library Board of Trustees has provided written assurance of the operating cost neutrality of the proposed improvements, and

WHEREAS, the Buffalo and Erie County Public Library Board of Trustees indicated its initial support for the project on September 20, 2012 when it adopted Resolution 2012-36, endorsing the Hamburg Public Library's request for New York

State Construction Grant funding to combine with Town of Hamburg proceeds to allow the project to move forward, and

WHEREAS, B&ECPL guidelines for new construction, including major expansion projects require that such projects “must be expenditure neutral (when adjusted for inflation) in the context of B&ECPL's overall operating budget,” and

WHEREAS, the Hamburg Public Library Board of Trustees have developed a project with cost neutrality as a guiding factor, and

WHEREAS, B&ECPL staff, Building Oversight Committee, and Executive Committee review of the proposed project confirms its significant benefit to Hamburg Library patrons and community at large while utilizing design and energy efficient components to maintain operating cost neutrality, and

WHEREAS, this improvement will benefit library service in Erie County, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library finds that the proposed Hamburg Public Library expansion project satisfies and is consistent with B&ECPL guidelines regarding operating cost neutrality, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library enthusiastically approves of and reaffirms its support for the Hamburg Public Library expansion project.

Agenda Item 4 – Policy Committee. Policy Committee Chair Elaine Panty reported the Committee met at 3 p.m. prior to the Board meeting. In addition to herself, Committee members Berens Bucki, Connors and Horton were present as well as Director Jakubowski and Deputy Director Batt. The Committee reviewed the following 3 policies with recommended changes by Administration and Library legal counsel, Patrick Martin: Gift and Donor Recognition Policy, Collection Development Policy, and Confidentiality of Library Records Policy. The Policy Committee recommends approval of these 3 revised policies to be brought to the next meeting of the Board of Trustees via resolution.

Agenda Item 5 – Bylaws Committee. Proposal to Amend Bylaws. Bylaws Committee Chair Sharon Kelly reported the Committee met June 20, 2013 at 3 p.m – discussions of that meeting were included in the June Board Minutes. The proposed revisions to the Bylaws Article I, Section 4, regarding Trustee Emeritus, were reviewed and approved by Buffalo & Erie County Public Library’s legal counsel. Ms. Kelly noted the proposed revisions do not change the meaning of the current Bylaws but help to clarify. Copies of proposed Bylaw changes were included in this month’s board packet as an

informational item to comply with the requested time period for review by trustees. Proposed revisions will be voted on at the next Board meeting, September 19, 2013.

Agenda Item F – Report of the Director. Director Jakubowski had asked the Executive Committee to give consideration to adding a Vision Statement to support the Library’s Mission and Principals. As requested, Ms. Jakubowski is working on examples to share with trustees and will send those out.

She thanked everyone for participating in the *Hug Your Library* events. Of the 25 libraries who completed their *Hug* events (the Grand Island Memorial Library’s event is next week), over 1,500 people did participate and there was great press; this reflected how much the communities do appreciate their libraries.

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

## **B&ECPL Monthly Report June 2013**

A rousing Summer Reading Kick-Off was held Wednesday, June 12<sup>th</sup> in the Ring of Knowledge. Students from Buffalo’s Enterprise Charter School and Bennett Park Montessori Buffalo Public School #32 joined library staff for the event. The Hill Brothers entertained the group with lively songs about reading. Various programs and contests are under way throughout the Library System.

Twenty-five libraries held “Hug Your Library...so it’s here tomorrow” rallies during the second half of June. (Grand Island Memorial Library will hold their event on July 24<sup>th</sup>.) By all accounts, the *Hugs* have been successful – upbeat events with community participation, support from some elected officials and some media exposure. Pictures of the events can be found on the Library’s website [www.buffalolib.org](http://www.buffalolib.org).

Battle lines have been drawn for the 2013 *Battle of the Books* with teams working hard to perfect their knowledge of this year’s selected titles. The final battle is scheduled for Saturday, August 3<sup>rd</sup> at ECC’s South Campus gym. All are invited to this fast paced, exciting event. Volunteers are needed for timekeepers, readers, runners, etc. Last year over 500 cheered on as the Marilla Free Library captured victory in 2012.

Public surveys continue, the results of which are being assessed. Surveys for July/August are focused on the satisfaction of current adult, teen and children’s programs. Surveys are distributed following completion of programs. Additional

surveys to ascertain program interests from non-program attendees are under development.

Monthly Programming Statistics – June 2013

**1. Public Services**

**In Library Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	62	1015	1252	18377
3.3 Children (age 6-12)	82	577	2182	11665
4.4 Teens	82	210	803	2307
Intergenerational	73	379	4485	14508
5.3 Adults (excludes Technology)	198	1545	1081	14988
<b>TOTAL In Library Programs</b>	<b>497</b>	<b>3726</b>	<b>9803</b>	<b>61845</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	50	257	167	1005
System or Library-owned Cyber Train	35	211	255	1785
<b>TOTAL Adult Technology</b>	<b>85</b>	<b>468</b>	<b>422</b>	<b>2790</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	10	80	418	3013
Children (age 6-12)	25	54	5783	7904
Teens	2	3	144	235
Intergenerational	6	12	601	1461
Adults (excludes Technology)	12	84	235	2254
<b>TOTAL Outreach (out of Library)</b>	<b>55</b>	<b>233</b>	<b>7181</b>	<b>14867</b>

**Summer Reading Programs**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	30	39	405	542
3.4 Children (age 6-12)	43	57	980	1346
Teens	47	59	498	661
Intergenerational	24	32	1276	1453
<b>TOTAL Summer Reading Programs</b>	<b>144</b>	<b>187</b>	<b>3159</b>	<b>4002</b>

---

**Highlights:**

- Information Services & Outreach Librarians answered 10 *Book a Librarian* requests. The *Book a Librarian* program allows individuals with in-depth questions to meet with a Librarian for one-on-one service.
- Seven patrons took advantage of the *Book a Technology Trainer* – a new service program which provides one-on-one training to meet individualized technology instruction needs.
- On June 4<sup>th</sup>, the Buffalo Genealogical Society of the African Diaspora (BGSAD) co-sponsored a half-day genealogy conference that included 8 workshops at the Frank E. Merriweather, Jr. Branch Library (MRW).
- On June 6<sup>th</sup>, Information Services Manager **Dan Caufield** presented a Small Business Marketing workshop to members and clients of the Small Business Development Center. Attendees were so interested in the Library's resources that they called the Central Library for follow-up *Book a Librarian* appointments to learn more.
- New equipment and furniture have been ordered for the Central Library's Assistive Technology Room.
- Information Services and Outreach Librarian **Renee Masters** is developing a partnership with [Starlight Studio](#). Starlight Studio is an art studio and gallery located downtown which supports adults with disabilities in their artistic development. The artwork from Starlight Studio is in and around the Central Library's Assistive Technology Room.
- On June 10<sup>th</sup>, the Library kicked off the Adult Summer Reading Program and contest titled "Beach Reads."
- On June 15<sup>th</sup> and June 16<sup>th</sup>, Frank E. Merriweather, Jr. Branch Manager **Sandra Williams Bush** represented the Merriweather Library at the Heritage Tent of the annual Juneteenth Festival held in Martin Luther King Jr. Park. In addition, Central Programming Team members, RPT Senior Page **Nancy Smith** and Librarian **Mary Ann Budny** also participated in Juneteenth.
- June 18<sup>th</sup>, **Renée Masters** and Librarian **Michelle Hurley** participated in an outreach event in collaboration with the City of Tonawanda Library for a Cancer Awareness outdoor festival at Clint Small Stadium. Access to consumer health information was promoted along with summer library programs, *Hug your*



*Library* events and a craft for youngsters. Thirty-eight adults and 43 children visited the Buffalo & Erie County Library table.

- On June 25<sup>th</sup>, Information Services and Outreach Librarian **Susan Kriegbaum-Hanks** attended a summer job orientation session for 14 to 17-year-olds and their parents conducted by the Buffalo Employment and Training Center. Many demonstrated an ongoing interest in the Library’s job resources and GED help available through the *Job Now!* database.

## 2. Collection Development

Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	154,994	387	2,392
3.1 Juvenile Fiction	360,245	3,736	21,780
4.1 Young Adult Fiction	69,789	679	4,912
5.1 Adult non-Fiction	1,378,970	2,420	14,865
6.1 Adult Fiction	558,701	5,269	26,338

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	64,040	554	2,101
4.2 Young Adult audiobooks only	2,492	0	16
6.2 Adult	371,347	4,386	24,231

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	*17,599	273	27,528	+6.1%
Music (Freegal)	Unlimited SONY Library		4,575	-2.5%
e-Audiobooks	6,368	61	7,081	+10%
e-Videos	370	0	161	+5.9%

\*e-Book “collection size include 150 free promotional MaxAccess titles for 1 year

**Highlights:**

- Collection Development staff responded to 389 patron purchase suggestions and 96 staff suggestions in June.

- Circulation of eBooks continues to be strong. This month, 27,528 eBooks circulated to patrons. This compares to 20,581 in June of 2012. Added to the collection this month were 273 eBooks.
- Freegal music continues to be popular. In June, 747 patrons downloaded a total of 4,575 titles compared to 4,157 titles in June of 2012.
- Phase two of the *[Book] Arts Inspired by Science [Books]* exhibit was installed on June 27<sup>th</sup>. All new content – artists’ books and science books – occupies the display cases in the Grosvenor Rare Book Display Room now. Works by Rich Kegler (founder of WNYBAC), Tim Frerichs (of SUNY Fredonia), Doug Beube (nationally/internationally acclaimed sculptural artist), and Amandine Nabarra-Piomelli (Californian photographic book artist).
- This month, Rare Book and Map Librarian **Charles Alaimo** provided image reproductions for 3 remote researchers using 3 unique collections from the Rare Book Room. Plates from *Costumes des peuples qui habitent les pays* were sent to New York City; two letters of Charles Sumner to Theodore Tilton from the Gluck Manuscript Collection; and photographs from the Grosvenor Family Genealogy: the Sardis L. Chrissey papers were sent to California.
- The Grosvenor Room received as a donation, 35 reels of gently used microfilm covering the *Daily Courier* and *Courier Express* newspaper from 1842-1921. The reels will replace heavily scratched and deteriorating film currently in the collection.

### 3. Technology

#### Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr.
to Date				

Facebook Fans/Likes	4,323	+ 74	1.7%	19.2%
Twitter Followers	4,178	+ 134	3.3%	27.8%
Flickr Views	56,198	+ 1,741	3.2%	12.0%
Pinterest Followers	577	+ 20	3.6%	76.5%

**June Facebook Highlight:** Long after the last B&ECPL library building closed on June 11<sup>th</sup>, conversations about books and reading continued well into the evening on Facebook. More than 30 Buffalo & Erie County Public Library - Central Library fans shared the titles they were currently reading. By the next morning, the “back and forth” resulted in more than 50 exchanges and several “Likes”!

A total of 133 new photos highlighting the 2013 Summer Reading Kick-Off and several *Hug Your Library* events were posted to **Flickr** in June. The Library's photostream can be viewed here: <http://bit.ly/xDPsx4>.

The Library's **Pinterest** site now features 33 Boards and 2,102 Pins. It can be viewed at <http://pinterest.com/buffalolibrary/>.

### **Highlights:**

- Information Services and Outreach Librarian **Brian Glanowski** coordinated with the IT Department in order to get the PubEAST patent searching workstation up and running and designed a flyer for Library Patent resources.
- **System Upgrade:** Information Technology staff members **Johnny Hsu** and **Stephen Hovey** upgraded the SirsiDynix Symphony Workflows client and remotely deployed the new software to all staff workstations. The upgrade ensured compatibility with WorldCat, the chief source of the Library's catalog records. The upgrade also provided a few "fixes" and introduced some features that are being evaluated for future implementation.
- **"PIN" Reset Feature Debuts:** In June, the ability to reset or create a PIN (Personal Identification Number) online was introduced to the new catalog. Developed by IT Manager **Stephen Hovey**, this long-awaited feature was immediately welcomed by patrons who can now access their accounts, place holds, and pay bills without staff assistance when their PINs are lost or forgotten.
- **RFID (Radio Frequency Identification) Developments:** A total of 26 libraries are fully up and running using RFID technologies. North Collins is also circulating material with RFID self-checks and staff stations. Grand Island and Newstead are using RFID staff stations and will begin using RFID self-checks by mid-July. All 3 of these locations will have gates installed during the last week of July. Collection conversion continues at the Boston, Lake Shore, and Collins Libraries.
- **New Public Training Video:** Technology Trainer **Chelsey Lonberger** developed a new online tutorial, *Introduction to Dropbox* (<http://bit.ly/15n3NH9>). Dropbox is a free online file hosting service that allows users to upload and store their photos, documents, videos, and other files.

#### 4. Funding/Fundraising

Funding:

New York State Library Construction Grant Awards were announced on June 27<sup>th</sup>. Funding was requested for a total of 8 projects. Grant funding requested totaled \$1,228,284, which was \$586,421 above the \$641,863 allocation available under this program. Each library requesting funds received a share of the available grant funds as follows:

<b>Library</b>	<b>Award</b>
• <b>Audubon Library - Amherst</b> Replace 2 HVAC units	\$ 36,575
• <b>Angola Library</b> Meeting room/rest room addition	\$118,572
• <b>Clarence Library</b> Expand parking lot	\$ 19,740
• <b>Dudley Library</b> Replace roof & HVAC, add windows & restore masonry	\$119,108
• <b>Hamburg Library</b> Building expansion	\$290,084
• <b>Lancaster Library</b> Acquire land for parking expansion	\$ 34,611
• <b>Newstead Library</b> Automated door openers	\$ 3,731
• <b>West Seneca Library</b> Exterior masonry restoration	<u>\$ 19,442</u>
<b>TOTALS:</b>	<b>\$641,863</b>

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual (including <i>After Hours</i> event, donations, Summer Reading, cash sponsorships and bequests)	Jan. 1 - year-to-date	\$37,093.98
Crane Book Sale	Ongoing	\$386.15
Crane Donation Box		\$20.00
North Park Book Sale	Ongoing	\$111.25
North Park Donation Box		\$56.56
Riverside Book Sale	Ongoing	\$28.00

**Highlights:**

- The Library and System Trustee Wayne Wisbaum are planning a noon-hour concert series at the Central Library to begin in 2014. Mr. Wisbaum will obtain sponsorships to offset concert costs.

**5. Facilities**

- Air conditioning stopped working mid-month at the Crane Library. Both the Maintenance Department and City of Buffalo were in to assess the unit. Repair bids were requested from 3 companies and have been submitted to the City of Buffalo. The City, as owner of the building, is responsible for major system repairs and replacements.
- On loan from Richard "Flick" Williams is his plaque from the Recording Industry Association to commemorate the "Gold Record" for the Motown release "Come Get It" as a member of the Rick James Stone City Band. It is hanging in the William A. Miles Center for African and African-American Studies at the MRW Library.

**6. Staff Development**

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	100	706	1	15

**Highlights:**

- On June 17<sup>th</sup>, Librarian **Pat Covley** traveled to Omaha, Nebraska for a Reference USA User conference. Twenty-five librarians from throughout the country learned more about the Reference USA databases and served as a focus group to help determine future changes to the database.
- June 23<sup>rd</sup> – 26<sup>th</sup>, Rare Book Curator **Amy Pickard** attended the 2013 Rare Books and Manuscript Section (RBMS) Preconference in Minneapolis. The theme of the conference was “Performance in Special Collections” with emphasis on performing arts special collections but broadly interpreted “performance” meant access and service in special collection. Rare was the presence of public libraries at this conference because so few have special collection rare books such as B&ECPL’s. Hennepin was the only other public library listed among the registered attendees.
- Buffalo Branch Managers have been briefed on the revised and amended Facility Use Policy with Assistant Deputy Director **Joy Testa Cinquino**. The meetings focus on changes in the room reservation fee structure and guidelines.

**7. Media coverage/Media Releases**

<b>Type of Communication</b>	<b>Topic</b>	<b>Air Date/Publish Date</b>
Media Invitation & Press Release	Dudley Library in Buffalo Awarded State Construction Grant	July 3 and July 8 Covered by WKBW TV Channel 7
Photographs taken at Central Library	Summer Reading	June 29 The Buffalo News Refresh section
Interview -with Children’s Librarian Kathy Goodrich and members of <i>Battle of the Books</i> teams’. The article was written by Kayla Reumann (a former member of the Marilla Battle Team).	<i>Battle of the Books</i>	June 20 The Buffalo News – Teen section
Press Release and Media Invite to <i>Hug</i> Events	<i>Hug Your Library</i> Events	June 20, Buffalo News photo, WNYmedia net livecast, Buffalo Challenger- photo WBFO interview with Mary Jean Jakubowski

TV Interview	<i>Hug Your Library</i> and Summer Reading	June 20 AM Buffalo interview with Mary Jean Jakubowski
Research	Battle of Gettysburg	June 30 - Buffalo News Series - used photos from the Library's collection
Ads (free of charge)	Summer Reading	Various dates throughout the summer in The Buffalo News and WGRZ TV 2
Media Release and Media Event - Mary Jean Jakubowski	Dig Into Reading - Summer Reading 2013	June 12 Interview with WBFO radio aired June 17 - 18
Buffalo Rocket - Grapevine	Summer Reading Kick Off and <i>Hug Your Library</i>	June 13, 2013
Facebook Postings	In Jest, Nickel City Reptiles, AYC, Book Discussion and Summer Reading Kick-Off	June 1, 3 and 19
Buffalo Rocket - Grapevine	Summer Reading Kick-Off and <i>Hug Your Library</i>	June 13, 2013
Riverside Review Buffalo Rocket	Donations for Friends Book Sale	June 1, 2013
Riverside Review	Preschool Storytime and Donations for Friends Book Sale	June 22, 2013
Riverside Review Buffalo Rocket	Preschool Storytime, Mike Randall and Friends, and Donations for Friends Book Sale	June 29, 2013
A.B.L.E.Y Advisor	ECL Programs	June 7, 14, 21
East Clinton Shopper	ECL Programs	June 21
Buffalo Challenger	Article on George Frasier to speak at MRW	May 1, 2013; p2
Buffalo News	Article on George Frasier to speak at MRW	May 6, 2013

Buffalo Criterion	Article on George Frasier to speak at MRW	May 4-10, 2013; front page
-------------------	---	----------------------------

## 8. Partnerships

### *Highlights:*

- Holland Speedway has teamed up with the Library System and is offering a reading incentive and a Library Day at the Races on Saturday, August 10<sup>th</sup>.
- Legislator Betty Jean Grant visited with **Mary Schiffhauer** at the Crane Branch on June 7<sup>th</sup> and discussed numerous activities going on at the Crane Branch Library. Legislator Grant commenting “she was very pleased to see so many patrons sitting in the library and just reading.” Ms. Schiffhauer noted this a daily occurrence in this neighborhood as a destination point and plays an integral role in the community.

## 9. Governance

- The Library District Initiative Staff Leadership Team enthusiastically came together for *Train the Trainer* workshops. The Team, which consists of staff from throughout the System including: **Jack Edson**, (Hamburg Library), **Kathy Galvin** (Niagara Branch), **Paul Guminski** (Crane Branch), **Brian Hoth**, (Riverside Branch), **Monica Mooney** (Clarence Library), **Mary Muscarella** (North Collins Library), **Tracy Palicki** (Business Office), **Patti Ross** (Amherst Library) and **Linda Rizzo** (Buffalo Branch West Cluster) participated in a *Train the Trainer* workshop with Libby Post from Communication Services. Plans for training System staff will be scheduled over the summer. **Joy Testa Cinquino** and this writer are the administrative staff liaisons.
- Library trustees continue to meet and discuss various elements of the District Initiative.
- A System library trustee orientation was held.
- Introduction to the District Initiative for new System library trustees was conducted. Sessions continue in July.



## 10. Director Activities

### LIST of MEETINGS and EVENTS ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI June 2013

DATE	MEETING / EVENT
June 1, 2013	New Trustee Orientation Session
June 3, 2013	Conference Call - Libby Post, Communication Services
June 3, 2013	Conference Call - Roseanne Butler-Smith and Kaleida Health
June 3, 2013	Meeting - Carol Batt, Jason Aronoff
June 4, 2013	Meeting - Jeannine Doyle, Doreen Woods
June 5, 2013	Lily Berlyn - Explore & More at Canalside
June 5, 2013	Dedication - Flowerboxes, Lackawanna Public Library
June 6, 2013	Meeting - echo Art Fair - John Massier Hallwalls
June 6, 2013	Meeting - Explore & More, Barbara Park Leggett
June 7, 2013	Meeting - Daniel Caufield, Dawn Peters
June 11, 2013	Meeting - Jeannine Doyle, Doreen Woods
June 11, 2013	Conference Call - PULISDO
June 11, 2013	Conference Call - DLD/PULISDO
June 12, 2013	Conference Call - Regents Advisory Council
June 12, 2013	Meeting - Managers/Directors
June 12, 2013	Media Announcement - Summer Reading
June 12, 2013	Meeting - Linda Rizzo, Buffalo Branch West Cluster Manager
June 12, 2013	Media Appearance- WBFO Radio, Eileen Buckley
June 13, 2013	Meeting - Administrative Team
June 13, 2013	Meeting - B&ECPL Executive Committee
June 13, 2013	Meeting - B&ECPL Planning Committee
June 14, 2013	Meeting - Milestones of Science Committee
June 18, 2013	Conference Call - Ellen Bach, Whiteman, Osterman & Hanna
June 18, 2013	Meeting - Jeannine Doyle, Doreen Woods
June 18, 2013	Meeting - WNYLRC Board
June 18, 2013	Meeting - Marilla Free Library Board
June 18, 2013	Meeting - Libby Post, Communication Services
June 19, 2013	Meeting - <i>Hug Your Library</i> Run-through
June 20, 2013	Media Appearance - A.M. Buffalo

June 20, 2013	Meeting - B&ECPL Bylaws Committee
June 20, 2013	Meeting - B&ECPL Board of Trustees
June 20, 2013	Media Event - <i>Hug Your Library</i>
June 21, 2013	Meeting - Libby Post, Communication Services
June 21, 2013	Meeting - LDI (Library District Initiative) Brainstorming
June 21, 2013	Meeting - B&ECPL Elevator Project
June 23, 2013	Trustee Training - LDI
June 24, 2013	Dr. Richard Lee Memorial Service
June 24, 2013	Media Event - Concord Public Library <i>Hug</i>
June 25, 2013	Meeting - Ken Stone
June 25, 2013	Meeting - Jeannine Doyle, Doreen Woods
June 25, 2013	Meeting - Project Flight
June 26, 2013	Meeting - Carol Batt, Dawn Peters re: Maker Space
June 26, 2013	Meeting - Sheryl Knab, WNYLRC
June 26, 2013	Media Event - Marilla Free Library <i>Hug</i>
June 26, 2013	Meeting - Library Foundation of Buffalo & Erie County
June 26, 2013	Meeting - B&ECPL Building Oversight Committee
June 27, 2013	Meeting - Administrative Team
June 27, 2013	Meeting - Chris Gibas, Literacy New York
June 27, 2013	Media Event - East Delavan Branch Library <i>Hug</i>
June 27, 2013	Meeting - Cynnie Gaash, YAWNY
June 28, 2013	Meeting - Bullying Stops Here Committee
June 28, 2013	Meeting - Ken Stone, Joy Testa Cinquino

Other:

**Boston Free Library** - submitted by Laura McLeod, Director

Highlights of events and activities at the Boston Free Library:

- The month of June began with the formation of a new *Battle of the Books* team. Drawing from 4 area school districts as well as local homeschooling families, these children meet as strangers and become good friends by the end of the summer.
- Summer Programming kicked off on June 14<sup>th</sup> with Legislator John Mills hosting a hot dog roast and Nickel City Reptiles for entertainment. Over **250** people attended this exciting event. The Town Supervisor even took a hand at the grill!
- The love of libraries was the theme at the *Hug Your Library* event of June 21<sup>st</sup>.

Following our popular afternoon Lego Club, 49 people formed a circle, held hands, and took turns speaking about the importance of libraries in their lives.

- A family program featuring Charlie and Checkers rounded out the month, with magic, comedy and laughs around.

**Lancaster Public Library** – submitted by Jim Stelzle, Director

Highlights of events and activities at the Lancaster Library for June:

- Programming included: Lapsits, toddler storytime, teen gaming, Battle of the Books preparation, Cyber Train classes, a children's craft, class visits, a movie showing, chess club, adult book club, a Social Security educational workshop and a *Hug Your Library* program.
- Displays this month included: The Blue and the Gray: Songs of the Civil War, wool processes and an art display from the Twin Village Art Society.
- Two new children's computers and 6 new adult computers were added for the public thanks to a grant from Senator Patrick Gallivan, and help from **Carol Batt** and Network Support.
- July kicks off our family summer programming with acts such as "Primate Sanctuary", Nickel City Reptiles and "Bubble Man."

Agenda Item G – Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo & Erie County trustees met on June 26, 2013 to discuss relaunching what was previously known as the Grosvenor Society as the "new" Grosvenor Society which will be a high-end giving society raising money to support public access for the Library's rare books and special collections. More information is forthcoming.

Agenda Item H – Public Comment. There was no public comment.

Agenda Item I – Unfinished Business.

Agenda Item I.1 – Consolidated NYS Library Aid 2013-2014 Application. Trustees agreed to postpone Resolution 2013-16 until the next Board meeting as the State's online system to generate the request is still not available.

Agenda Item I.2 – Adopt Proposed Terms and Conditions of B&ECPL Personnel Policies Regarding Part-time and Dual Employment. Jeannine Doyle, Assistant Deputy Director – Human Resources, explained B&ECPL's Organizational Competency Initiative #10.4, due by the end of this year, charges Administration with developing a comprehensive set of Library personnel policies and procedures. Ms. Doyle clarified this relates to employees at City Branches and the Central Library. Should any of the contract member libraries choose to adopt these policies, they can if they would like to.

Ms. Doyle further explained, at the present time, the B&ECPL adheres to the Erie County Personnel Policies. This resolution deals with part-time and dual employment and the Library wishes to adapt these policies to provide clarity and fit the Library, which is unique. Through these policies the hope is to define part-time employment for our employees as working 19 hours (or fewer than 20 hours) per week at this library or in a combination of libraries, so it is clear. It would revert back to a strict interpretation of the policy that part-time employees are eligible to work up to 19 hours per week.

The second part of the resolution is to adopt a policy which clarifies the County's dual employment policy. The County's policy talks about dual employment in terms of County departments; this does not necessarily fit the Library. This resolution would clarify the policy the Library puts in place with regards to dual employment as described in the proposed resolution. Ms. Panty made the motion, and Ms. Glanowski made a second. Ms. Doyle pointed out to trustees, there is a pending grievance by the Librarians Association on this topic. The Librarians Association feels this violates the Collective Bargaining Agreement by limiting the hours of part-time librarians. Ms. Doyle commented the Librarians Association defines part-time librarians as librarians who work up to 19 hours per week. Trustee Berens Bucki asked how many people this would affect. Ms. Doyle explained the idea of this policy was not to affect any employees hired prior to January 1, 2013. There are only a handful of employees in that situation prior to that date. If the Library District would come into existence, this would essentially be moot. It would be clear that the Library is one employer and that practice would no longer be allowed. Following discussion, Resolution 2013-23 was approved unanimously as presented.

#### RESOLUTION 2013-23

WHEREAS, the Buffalo & Erie County Public Library ("B&ECPL") has historically adopted and adhered to the personnel policies of Erie County (the "County"); and

WHEREAS, the County currently has two personnel policies in place which define part-time employment as "fewer than twenty (20) hours per week" [Erie County Personnel Policy, Chapter II, Section 2, "Type of Appointment"] or "less than fifty percent of the time prescribed as a normal work week" [Erie County Personnel Policy, Chapter IV, Section 9, "Part-time and Seasonal Employment and Emergency Defense Appointments"]; and

WHEREAS, two applicable collective bargaining agreements which cover employees of the B&ECPL also define "part-time" as "less than 20 hours per week" in the [AFSCME Art. II, (d)] or "fewer than (20) hours per week" [Librarians Association Article 2, 2.11(n)]; and

WHEREAS, the County also has a personnel policy in place which prohibits full-time, regular part-time, seasonal or part-time employees from holding more than one County position without the written approval of the Commissioner of Personnel [Erie County Personnel Policy, Chapter IV, Section 9, "Dual Employment in County Service"]; and

WHEREAS, some part-time employees of the B&ECPL hold or have held more than one part-time position within the Library System; and said employees are often caused to work more than 19 hours in a given work week when the hours are combined; and

WHEREAS, in January 2013, the B&ECPL reverted to strict adherence of the aforementioned policies and stopped allowing its part-time employees to exceed 19 hours per week by holding more than one part-time position within the Library System; and

WHEREAS, the B&ECPL desires to adapt the aforementioned Erie County policies in order to provide clarity among the various policies and to appropriately reflect the structure of the Library System; and

NOW THEREFORE BE IT,

RESOLVED, B&ECPL Human Resources shall draft personnel policy(ies) specific to the B&ECPL related to part-time and dual employment; and

IT IS FURTHER RESOLVED, that the B&ECPL will strictly adhere to the definition of "part-time" and not cause any "part-time" employee to work more than 19 hours in any given work week; and

IT IS FURTHER RESOLVED, that the B&ECPL defines "part-time" employee as an employee who works less than 20 hours per work week in any library or combination of libraries within the B&ECPL System; and

IT IS FURTHER RESOLVED, that any B&ECPL employee who holds a part-time position may not accept an additional position which would result in working hours more than 19 hours per week; and

IT IS FURTHER RESOLVED, that should a contracting library cause any part-time employee to work more than 19 hours per week at their library or in combination with any other library within the System, said contracting library will be responsible for any costs and/or liability associated with such employee working more than 19 hours without seeking financial assistance from the B&ECPL; and

IT IS FURTHER RESOLVED, that unless otherwise negotiated through the process of collective bargaining, no full-time, regular part-time, seasonal or part-time employee may serve concurrently in another part-time position within the Library System without the written approval of the System Library Director; and

IT IS FURTHER RESOLVED, that no dual employment will be approved in the same department or in different departments, branches, or contracting libraries absent extenuating circumstances, in which case a short-term appointment may be considered.

Agenda Item I - New Business. There was no new business.

There being no further business, on motion by Ms. Panty with a second by Mr. Gist, the meeting adjourned at approximately 5:08 p.m.

Respectfully submitted,

Elaine M. Panty  
Secretary