

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
December 15, 2016

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, December 15, 2016, at the Central Library pursuant to due notice to trustees. The following members were present:

Frank Housh, Chair
Kathleen Berens Bucki, Secretary
Rhonda Ricks, Treasurer
Michael Amodeo
Alan Bedenko
Sheldon M. Berlow
Katie Burd
Frank Gist
Theodore K. Johnson
Sharon M. Kelly
Wayne D. Wisbaum

Chair Frank Housh called the meeting to order at 4:05 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

Agenda Item B – Approval/Changes to the Agenda. The agenda was amended to include Executive Session under New Business to discuss a personnel matter; the motion was made by Chair Housh, seconded by Trustee Bedenko, and unanimously approved.

Agenda Item C – Minutes of the Meeting of November 17, 2016. On motion by Trustee Amodeo and seconded by Trustee Bedenko, the Minutes of the meeting of November 17, 2016, were approved as mailed.

Trustee Ricks arrived at approximately 4:07 p.m.

Agenda Item D – Report of the Chair. Chair Housh reported the Chairman’s Book Club held at the Audubon Branch Library on November 28th reviewing *Half-Earth: Our Planet’s Fight for Life* went well. At the Central Library on March 10, 2017, the next Chairman’s Book Club will review *All the Single Ladies* and be hosted by Karen King, PhD, Executive Director of the Erie County Commission on the Status of Women.

The first Board meeting of 2017 will take place on January 19, 2017 at 4 p.m. (the routine 3rd Thursday of the month). There were no objections by trustees to continue holding board meetings on the third Thursday of each month at 4 p.m. for 2017. The *Meeting Schedule for 2017* will be included in the January board packet as an information item.

Trustees were reminded to complete, sign, and return the B&ECPL Conflict of Interest Disclosure Statement at their places. These statements are to be signed each year by trustees and senior staff and kept on file.

Agenda Item D.1 – Election of Nominating Committee. Chair Housh stated per the Bylaws, a Nominating Committee shall be selected at the December meeting in each year. It shall consist of 5 members, 2 of whom shall be appointed by the Chairman from the Board of Trustees, and 3 of whom shall be elected by the Board of Trustees from its members. The Chairman of the Board of Trustees shall appoint the Chairman of this Nominating Committee. It shall be the duty of the Nominating Committee to present at the January meeting nomination for Chairman, Vice Chairman, Secretary, Treasurer and 3 members of the Executive Committee. Chair Housh named Teresa Vincent and Katie Burd as his 2 appointees, with Ms. Vincent acting as Chair. From the floor, Mr. Johnson nominated Elaine Panty (who had expressed interest in serving); Mr. Berlow was self-nominated; and Mr. Amodeo was self-nominated. There being no further nominations, Mr. Amodeo moved and Mr. Johnson seconded; the Nominating Committee was approved unanimously as proposed.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Chair Housh summarized the December 8th Executive Committee meeting and asked the written report be entered into the Minutes. Chair Housh moved, Trustee Amodeo seconded, and approval was unanimous. Chair Housh also noted letters have been executed and are being sent to County Executive Mark Poloncarz and members of the Erie County Legislature thanking them for the Library's 2017 Budget increase of 2%.

Present: Chair Frank Housh and Vice Chair Teresa Vincent. Also present were Library Director Mary Jean Jakubowski, Chief Operating Officer Carol Batt, and Chief Financial Officer Kenneth Stone.

The meeting of the Executive Committee began at 4:35 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was not present.

Chair Housh reviewed the proposed agenda for the December 15, 2016 Buffalo & Erie County Public Library (B&ECPL) Board of Trustees meeting.

Director Jakubowski noted the Library Foundation's appreciation of the B&ECPL Board's support of the Gala. Proceeds are being calculated. Each of B&ECPL's 37 libraries will be provided with funding for children's programming. The Special Collections Department – Rare Book Room will also receive funding to support upcoming exhibits. Discussion ensued.

CFO Stone reviewed the proposed budget and finance resolutions. He noted the Library continues to function within budget. Director Jakubowski reviewed proposed policy resolutions.

Chair Housh called for Executive Session at 4:45 p.m. Executive Session concluded at 4:50 p.m. with no action taken. Chair Housh indicated he expects to request the Board to go into Executive Session for a personnel matter at their December 15th meeting. He requested Jeannine Doyle, Assistant Deputy Director - Human Resources Officer, be available.

Director Jakubowski spoke about the report of the John R. Oishei Foundation regarding the Library Foundation of Buffalo & Erie County. Discussion ensued.

Director Jakubowski shared with the Executive Committee a request from *Buffalo Business First* Publisher, Jack Connors, to pursue the development of a Western New York Business Hall of Fame at the Central Library. Discussion ensued. The proposal will be distributed to trustees at the December Board meeting.

The Executive Committee adjourned at 5:00 p.m.

Agenda Item E.2 – Budget and Finance Committee. Budget and Finance Committee Chair Dr. Ricks read the following written report of the meeting of December 7, 2016, and motioned to have it entered into the Minutes; this was seconded by Trustee Johnson, and was unanimously approved.

Budget & Finance Committee Chair Dr. Rhonda Ricks and member Katie Burd were present via telephone. Library Director Mary Jean Jakubowski and Chief Financial Officer (CFO) Kenneth Stone were present.

The meeting began at 4 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

CFO Stone announced the 2017 Erie County Budget passed; this included a \$469,483 increase in operating funds for the Buffalo & Erie County Public Library. Discussion ensued.

Director Jakubowski requested consideration that some of the funds be used for adding additional Sunday hours at the Central Library, Frank E. Merriweather, Jr. Branch Library, Audubon Branch Library, Hamburg Public Library, Julia Boyer Reinstein Library (Cheektowaga), Kenmore Branch Library, and the Orchard Park Public Library. These libraries, who receive funding for Sunday hours via the System, would be open June 4th and June 11th from 12 noon to 5 p.m. – extending Sunday hours to be more conducive with the school year. Discussion ensued. Trustees Ricks and Burd agreed this was a good use of funds and asked Director Jakubowski to bring her proposal to the full Board at their December 15th meeting.

CFO Stone reviewed proposed Budget and Finance items for the December 15, 2016 meeting of the Board of Trustees. He also noted that budget transfers pursuant to proposed Resolution 2016-49 included funding for toner cartridges and a shift in the Travel/Education budget account to accommodate travel expenditures.

The meeting adjourned at 4:15 p.m.

Trustee Bucki arrived at 4:16 p.m., prior to Agenda Item E.2.a below.

Agenda Item E.2.a – Adoption of 2017 Budget. Trustee Kelly questioned why Grants are listed separately in the budget; CFO Ken Stone replied they are recurring, specific purpose grants from NYS and are tracked separately in the County's SAP system. Chair Housh mentioned at the Erie County Legislature's 2017 Budget Hearing, one issue raised was if the Library gets more money, should hours be increased. Chair Housh expressed he was pleased the Budget and Finance Committee recommended increased Sunday hours and that they are part of the Library's 2017 Budget. Letters will be sent to the Legislature and County Executive explaining the increase, in part, is being used to increase Sunday hours. Trustee Johnson moved for approval and was seconded by Trustee Gist. The 2017 Budget was adopted unanimously as presented.

RESOLUTION 2016-49

WHEREAS, on December 6th, the Erie County Legislature finalized the County's 2017 Budget allocation for the Library, and

WHEREAS, the County's enacted budget provides a 2.0% increase in County Library Tax funding from 2016's \$23,474,134 to \$23,943,617, and

WHEREAS, since this increase is less than the anticipated 5.56% growth in the tax base, the Library portion of the average County Property Tax rate per \$1,000 of equalized full market value will decrease modestly, and

WHEREAS, this funding will allow the Library to maintain current service levels and open hours, and

WHEREAS, it allows the Library to meet its obligations under settled bargaining unit agreements which provide modest wage adjustments as well as employee contributions towards the cost of health care and provisions lowering the employer share of both active and retiree health care costs over the longer term, and

WHEREAS, the Board of Trustees expresses its appreciation to the County Executive for recommending the funding and to the County Legislature in approving the recommended funding, and

WHEREAS, strong public support for the Library reinforces both the continuing need for basic library services; the nationally documented trend of active library use during tough economic times; and the continuing importance of the Library in bridging the "digital divide," and

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library wishes to gratefully acknowledge the support of the public, the Erie County Executive, and the Erie County Legislature, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the 2017 Budget, utilizing the following sources to provide library services in 2017:

\$23,943,617 – County Property Tax for Library Purposes

\$ 2,227,209 – New York State Aid – Operating Budget

\$ 485,186 – Use of Fund Balance

\$ 894,332 – Library Fines, Fees and Other Revenue

\$27,550,344 – Total Operating Budget

\$ 684,450 – Library Grants Budget

\$28,234,794 – Combined Operating and Grants Budget, further detailed in the *2017 Budget in Brief Charts* and the accompanying *2017 Budget Operating and Grants by Line Item* document, and be it finally

RESOLVED, that the budget documents and schedules be promptly posted on the Library's website and all needed forms and accounting entries to implement this budget be promptly completed and transmitted.

Agenda Item E.2.b – Implement Contract Library Extensions. CFO Stone explained proposed Resolution 2016-50 as presented. Trustee Amodeo moved, Trustee Bucki seconded, and approval was unanimous.

RESOLUTION 2016-50

WHEREAS, on June 16, 2016, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2016-22 which authorized executing 2016 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2016 contracts incorporated a provision to extend the 2016 contract into 2017 thus avoiding the November-December rush to extend contracts given many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time, and

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo & Erie County Public Library constitute over 90% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2016 budget allocation was not finalized until December 6, 2016 and New York State's allocation will not likely be finalized before April 2017, and

WHEREAS, this makes it difficult for the Buffalo & Erie County Public Library and the contracting member libraries to develop, consider and approve a full contract prior to the beginning of the 2017 fiscal year on January 1, 2017, and

WHEREAS, the contract extension provision provides for allocations based upon the 2017 requested budget except that, should the local funds for library services be modified from those projected in the budget request, the allocation shall be based upon the modified estimate, and

WHEREAS, the extension provision will remain in effect until such time as a final 2017 contract is adopted, not to exceed July 31, 2017, and

WHEREAS, implementing the contract extension provision may be made by Board adopted resolution notifying contracting member libraries of said extension, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes implementing the 2016 contract extension as described above, with budgetary amounts based upon the 2017 Board adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director is authorized to transmit this resolution to each contracting library.

Agenda Item E.2.c – Monthly Financial Report. The monthly financial report for the period ending October 31, 2016 was included in the board packet for information. Mr. Stone noted the Library continues to be on track and within budget.

Agenda Item E.3. – Policy Committee. In Policy Committee Chair Elaine Panty's absence, Director Jakubowski requested the November 17, 2016, Policy Committee Meeting Report be entered into the Minutes. Trustee Burd moved, Trustee Amodeo seconded, and approval was unanimous.

Present: Policy Committee Chair Elaine Panty; Committee members Alan Bedenko, Kathleen Berens Bucki and Phyllis Horton. Library Director Mary Jean Jakubowski was also present.

The Policy Committee meeting began at 5:00 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

Five policies were brought forth for review/revision.

Confidentiality of Library Records: Director Jakubowski noted language was changed for clarification purposes. In addition, language was added to identify various types of access points for records, and to designate this as a system-wide policy. The Committee agreed to the recommended changes. On a motion by Trustee Horton, second by Trustee Bedenko, the proposed amended policy will move to the full Board for approval.

Policy for Cooperation with Organizations and Agencies: Director Jakubowski noted this is a local policy and language has been added to reflect such. Library Counsel has indicated the policy be amended to reflect more closely how the policy is applied. Language has been clarified and amended. On a motion by Trustee Bedenko, second by Trustee Horton, the proposed amended policy will move to the full Board for approval.

Procurement Policy: Changes noted on pages 6 and 7 include additional joint procurement opportunities. No other changes were made to this policy. On a motion by Trustee Bedenko, second by Trustee Bucki, the proposed amended policy will move to the full Board for approval.

Free Direct Access Plan: Director Jakubowski noted she had received a call from the New York State Department of Education – Division of Library Development who asked that the title of this policy be amended to state the policy is reflective of the B&ECPL's System 5 Year Plan of Service. This is a new requirement in the approval process for the Plan of Service. In addition, Director Jakubowski suggested the addition of language to reflect this is a

system-wide policy. The policy will remain on the schedule for review in 2018 and/or will be reviewed should the regulations affect such change. On a motion by Trustee Bucki, second by Trustee Horton, the proposed amended policy will move to the full Board for approval.

New Construction/Library Expansion Policy: At the November 17, 2016 meeting of the Board of Trustees, by virtue of unanimous agreement, the Board referred this policy back to the Policy Committee for review of recommended changes. Director Jakubowski reviewed the changes recommended by both trustees and her office, which had been sent to the full Board of Trustees for review. In addition, she requested clarifying language be added to Sections II and III. Discussion ensued. Policy changes were approved by the Committee, pending review and any suggested changes by Library Counsel. On a motion by Trustee Bedenko, second by Trustee Bucki, the proposed policy with Counsel recommendations will move to the full Board for approval.

On a motion by Trustee Bucki and second by Trustee Bedenko, the meeting adjourned at 5:20 p.m.

Agenda Item E.3.a – Adopt New Construction/Library Expansion Policy. Director Jakubowski explained at the November 17, 2016, Board meeting, this proposed policy was referred back to the Policy Committee. She explained the draft policy before them was reviewed again by the Policy Committee and changes were made according to suggestions provided by all, including additional subsequent minor clarification changes made by Library legal counsel. Following discussion, Trustee Kelly recommended additional minor changes and the following 3 additional changes were recommended: in section III.F changing the word “conferring” to “estimating”; Trustee Kelly moved, Trustee Amodeo seconded, and approval was unanimous; 2) in section VII.A – changing the word “should” to “may”; Trustee Kelly moved, Trustee Johnson seconded, and approval was unanimous; and 3) in section VII.C – add the words “have receipt of” following “OR”; Trustee Kelly moved, Trustee Amodeo seconded, and approval was unanimous. Chair Housh entertained a motion to approve the revised, amended New Construction/Library Expansion Policy. Trustee Johnson moved, Trustee Amodeo seconded, and approval was unanimous. Policy Committee member Trustee Bucki voiced she appreciated everyone’s input on this policy.

RESOLUTION 2016-44

WHEREAS, as part of the Buffalo & Erie County Public Library’s (B&ECPL) adopted Organizational Competencies, the Library has a structure for process and review of standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations to the attached Draft III of the New Construction/Library

Expansion Policy which has been vetted by Library legal counsel and would supersede and replace the prevailing Guidelines and Procedures for Approval of New Library Construction, and

WHEREAS, a complete rewrite of the previous policy was driven by multiple factors including but not limited to: simplification of the procedures for approval, clarification of required documentation for approval of projects, libraries should be expanded/built to meet the needs of their communities, and ALA (American Library Association) no longer supports specific standards for library construction which was included in the earlier policy, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the attached New Construction/Library Expansion Policy as presented to supersede and replace the prevailing Guidelines and Procedures for Approval of New Library Construction last amended April 18, 2002.

Trustee Wisbaum arrived at approximately 4:28 p.m.

Agenda Item E.3.b – Amend Confidentiality of Library Records Policy. On motion by Trustee Kelly and a second from Trustee Johnson, the proposed amended policy as presented by Director Jakubowski per Resolution 2016-51 was unanimous.

RESOLUTION 2016-51

WHEREAS, as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has a structure for process and review of standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations to amend the attached draft of the Confidentiality of Library Records Policy which has been vetted by Library legal counsel, and

WHEREAS, recommended changes include language for clarification purposes, language to identify various types of access points for records, and designation as a system-wide policy, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Buffalo & Erie County Public Library's Confidentiality of Library Records Policy to supersede and replace the prevailing policy last amended September 19, 2013, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes policy distribution to all B&ECPL libraries, Contract Library Directors, Contract Library Trustees and authorizes public posting on the Library's website.

Agenda Item E.3.c – Amend Policy for Cooperation with Organizations and Agencies. Director Jakubowski explained this policy has been amended to reflect the actual process being utilized, specifically with focus on use of the Library’s name and logo; this policy includes language designating it as a local policy utilized for the Central Library and Buffalo branches. Trustee Bucki suggested in the presented amended Policy for Cooperation with Organizations and Agencies, in the first paragraph, second line, the word “the” be removed; the Board unanimously approved this change. Trustee Amodeo moved, Trustee Gist seconded, and approval of the revised, amended Policy for Cooperation with Organizations and Agencies was unanimous.

RESOLUTION 2016-52

WHEREAS, as part of the Buffalo & Erie County Public Library’s (B&ECPL) adopted Organizational Competencies, the Library has a structure for process and review of standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations to amend the attached draft of the Policy for Cooperation with Organizations and Agencies which has been vetted by Library legal counsel, and

WHEREAS, recommended language changes provide clarity the amended Policy for Cooperation with Organizations and Agencies affects the Central Library and Buffalo branch libraries, over which the B&ECPL Board of Trustees exercises statutory authority, and language to reflect more closely how the policy is applied, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Buffalo & Erie County Public Library’s Policy for Cooperation with Organizations and Agencies to supersede and replace the prevailing policy last amended October 18, 2012.

Agenda Item E.3.d – Amend Free Direct Access Plan. The amended policy was moved for approval by Trustee Bedenko, seconded by Trustee Johnson, and approved unanimously.

RESOLUTION 2016-53

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) System is required to follow New York Codes, Rules and Regulations – Title 8 Education, and

WHEREAS, Commissioner’s Regulation 90.3 requires the System to have a Free Direct Access Plan, and

WHEREAS, as to meet a new requirement in the approval for the B&ECPL’s System 5 Year Plan of Service, the New York State Department of Education – Division of Library Development requested the title of the Free Direct Access Plan be amended to state the policy is reflective of the B&ECPL’s 5 Year Plan of Service, and

WHEREAS, additional language has been added to the proposed amended Free Direct Access Plan to reflect this is a system-wide policy, and

WHEREAS, the amended policy has been vetted and approved by B&ECPL legal counsel, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves the amended Free Direct Access Plan.

Agenda Item E.3.e – Amend B&ECPL Procurement Policy. Director Jakubowski reminded trustees this policy is reviewed on an annual basis. On motion by Trustee Ricks, seconded by Trustee Burd, approval of the amended B&ECPL Procurement Policy as presented was unanimous.

RESOLUTION 2016-54

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has utilized Erie County's Purchasing Policies to conduct Library procurement, and

WHEREAS, Library specific policies and procedures implementing the requirements of General Municipal Law §103 and 104(b) better address the needs of the Library, and

WHEREAS, on September 18, 2014, the Library Board of Trustees adopted Resolution 2014-30 establishing *Buffalo & Erie County Public Library Procurement Policies and Procedures as required under General Municipal Law Sections 103 and 104-b*, and

WHEREAS, the policy provides that the B&ECPL Board of Trustees shall review this policy and procedures at least annually, having last been reviewed and amended September 17, 2015, and

WHEREAS, recommended changes to the language include adding 2 additional cooperative purchasing organizations, the National Association of State Procurement Officials (NASPO) and the National Purchasing Partners (NPP), to the list of authorized cooperative purchasing agreements in Section II.G as well as reference to the use of cooperative purchasing agreements in Section III.B, and

WHEREAS, the Board's Policy and Executive Committees have reviewed the updated policy and recommend it for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the updated Procurement Policy, and be it further

RESOLVED, that the updated policy supersedes the previously adopted policy and the procurement related stipulations of all previously adopted Board resolutions, and be it finally

RESOLVED, that a copy of the updated Procurement Policy be posted on the Library's website.

Chair Housh thanked the Policy Committee for their hard work; Director Jakubowski personally thanked the Committee as well, noting 17 policies were reviewed in 2016!

Agenda Item F – Report of the Director. Director Jakubowski referred to a document from the John R. Oishei Foundation she sent trustees under confidential status, and asked the Board to consider referring this report to Committee for review. Trustee Berlow moved, Trustee Bedenko seconded, and approval was unanimous to refer this report to the Development and Advocacy Committee.

Trustees were updated that a request from *Buffalo Business First* Publisher Jack Connors was received to pursue the development of a Western New York Business Hall of Fame at the Central Library. A copy of the proposal was handed out; Director Jakubowski recommended it be referred to the Planning Committee for further review. Trustee Amodeo moved, Trustee Bedenko seconded, and approval was unanimous to refer this proposal to the Planning Committee.

Trustees were reminded the NYLA Advocacy Day in Albany is March 1, 2017; new for 2017, the Western New York Library Resources Council is arranging a bus. If trustees are interested, they are to let the Director's office know.

Director Jakubowski conveyed Trustee Teresa Vincent shared that Independent Health has again chosen the Buffalo & Erie County Public Library as the benefactor for one of their dress down days in 2017; the Director expressed thanks.

Detailed Gala information will be shared during the Report of the Foundation. Director Jakubowski wished to thank those who attended as well as those who helped. She passed around resolutions received honoring the Library on its 180th anniversary along with Trustee Wayne D. Wisbaum who was honored at the Gala. She shared copies of Mr. Wisbaum's remarks from the Gala for those who were unable to attend.

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

B&ECPL Monthly Report November 2016

Library Budget: On Tuesday, November 1, 2016, Buffalo & Erie County Public Library (B&ECPL) Board Chair Frank Housh, Esq., Library Director **Mary Jean Jakubowski**, and Chief Financial Officer **Ken Stone** presented an overview of the Library's 2017 budget request to the Erie County Legislature's Finance & Management/Budget

Committee. Library representatives expressed their gratitude to Erie County Executive Mark Poloncarz for his support and recommendation of increased funds for our libraries in his proposed 2017 Budget and thanked the Legislature for their time and ongoing support. Several questions pertaining to library hours/services were asked and answered. The 2017 Erie County Budget vote is scheduled for Tuesday, December 6, 2016.

Celebrating 70 Years of Service: The Riverside Library celebrated 70 years of service, with 30 years in its current location, with a celebration sponsored by the Friends of the Riverside Library group on November 14th. Richard J. Morrisroe, Esq., Executive Director, Commission on Citizens' Rights and Community Relations for the City of Buffalo, read a proclamation from Mayor Byron Brown's office. Assistant Deputy Director **Dawn Peters**, Chairman of the B&ECPL Board of Trustees **Frank Housh**, President of the Friends of the Riverside Library **Elaine Panty**, and Library Director **Mary Jean Jakubowski** all spoke on the occasion. The program was followed by refreshments courtesy of the Friends' group.

East Delavan Branch Library Improvements - Public Meeting: A Community Question and Answer Session on improvements to the East Delavan Branch Library was held on November 15th. Lovejoy District Common Council Member Richard A. Fontana, representatives from the City of Buffalo Department of Public Works, City of Buffalo Arts Commission, architecture firm Clark Patterson Lee, and the Buffalo & Erie County Public Library System all came together to unveil and describe to the public the plan to improve the East Delavan Branch Library. The presentation included visual renderings of the proposed elevator, the new information desk, and the ground and basement blueprints illustrating the new improved layout. Following the presenters, the floor was opened for questions and comments from the community. Approximately 15 members of various block clubs, community groups, and library patrons attended the presentation.

Crane Branch Library Public Input Sessions: On Tuesday, November 29th, representatives from Kideney Architects conducted a community input session in the main area of the library's first floor. Kideney Architects described tentative plans for the addition of an Americans with Disabilities Act (ADA) compliant elevator and other ways to improve and increase the services and accessibility of the library. Seven participated in the November session, which was advertised through traditional and social media, flyers placed in local businesses, and contacts in the Elmwood Village Association, etc. Trustees and elected officials received e-mail notification. The second briefing session will be held at the Crane Library on Thursday, December 1st at 6 p.m.

Veterans Day Celebrations: The Erie County Chapter of the Links, Inc. hosted "Remembering Our Veterans," an unveiling ceremony for deceased African American veterans of Western New York (WNY) at the Frank E. Merriweather, Jr. Branch Library.

Banners listing local deceased African American veterans were unveiled and are on display in the auditorium. Janet Barnes, President of the Erie County Chapter of the Links Inc., did the welcoming while Archie Amos, Former Sergeant, US Army, was Master of Ceremonies. Bradshaw Matthews, Associate Dean, Hartwick College, Oneonta, New York, was the keynote speaker. New York State Senator Timothy Kennedy, Mayor of Niagara Falls Paul Dyster, and Assistant Deputy Director **Dawn Peters** all spoke at the occasion. The Links is an international, not-for-profit, women's organization, committed to enriching, sustaining and ensuring the culture and economic survival of African Americans and other persons of African ancestry.

The Veterans Outreach Center hosted a celebration of WNY veterans on November 10th in the Central Library's Ring of Knowledge. A flag ceremony was presented by representatives of the 914th United States Air Reserve from the Niagara Falls Air Reserve Station. Veterans shared their military experiences and were recognized for their service. The Veterans Outreach Center provides a variety of referral services for local veterans and their families. Several booths were available for veterans to obtain information on various local services.

Children's Book Expo: The Children's Services Department participated in the Monkey See Monkey Do...Children's Bookstore's Western New York Children's Book Expo at Kleinhans Music Hall on November 6th. Children's Services Manager **Kathryn Galvin**, Children's Services Librarian **Steve Clancy**, and Children's Services Senior Page **Chelsea O'Donnell** represented the Library by offering information about library services and providing children with hands-on activities. Library mascot Reada Book made multiple appearances. She delighted many children and provided numerous photo opportunities. Over 570 attended the program.

Central Library Hosts Humanities New York: The Central Library was the site on November 14th of the second of 2 community forums presented by Humanities New York. *Partnering for Success: Buffalo, Schools, Kids, Parents, Community* featured a panel discussion regarding the state and future of Buffalo's public schools. Speakers included Dr. Barbara Seals Nevergold, Buffalo Board of Education; Samuel Radford, District Parent Coordinating Council of Buffalo; David Rust, Say Yes Buffalo; and John Starkey, Principal, Lafayette High School. The program was moderated by Francisco Vasquez, Child and Family Services. This well received community forum has paved the way for continued partnerships and collaborations between Humanities New York and the Buffalo & Erie County Public Library.

New York Library Association Annual Conference: The Buffalo & Erie County Public Library was well represented at the 2016 New York Library Association (NYLA) Annual Conference held in Saratoga Springs, New York, from November 3 - 5, 2016. The conference provided both networking and educational opportunities for library staff and administration. This writer presented 2 programs: *SmackDown: Regents 20/20*

Update and I STILL Don't Want to Talk About It! Other programs attended included: *Connecting Community Through Human Library Events, Developing Staff for Immigrant Reference Services, Kid Sized Software Development Teams, Friends Grow Friends Online, and Dollar Store MakerSpaces.*

Monthly Programming Statistics - November 2016

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	234	2030	4746	45062
Children (age 6-12)	164	1823	2198	34445
Teens	23	604	178	7801
Intergenerational	126	1351	2663	39691
Adults (excludes Technology)	238	2294	2732	30060
TOTAL In Library Programs	785	8102	12517	157059

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	0	0	0
Children (age 6-12)	17	291	17	286
Teens	58	540	58	564
Intergenerational	0	0	0	0
Adults (excludes Technology)	128	1451	128	1461
TOTAL In Library Programs	203	2282	203	2311

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	2	68	14	275
System or Library-owned Cyber Train	13	163	105	1184
One on One	65	707	102	996
TOTAL Adult Technology	80	938	221	2455

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	2	46	37	1272
Children (age 6-12)	4	76	105	4654
Teens	1	10	11	1178
Intergenerational	5	206	1242	17087
Adults (excludes Technology)	10	110	184	3703
TOTAL Outreach (out of Library)	22	448	1579	27894

System-wide Milestones of Science Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	16	164	408	3173
Adult Services	4	48	31	1234
Launch Pad/TechKnow Lab	9	77	130	2267
Development/Communications	0	43	0	719
Grosvenor Room	1	22	1	131
TOTAL	30	354	570	7524

Milestones of Science Exhibit:

	Month	YTD	From Opening 10/2015 to present
Visitors - Non-tour related	2746	31184	
Visitors - Tour/Program	428	5036	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	3174	36220	45754

Highlights:

- November 1st - Library on Wheels Branch Manager **Nicole Jesse**, Senior Page **Alyssa Johnson**, and Information Services and Outreach Librarian **Sandra Courtney** participated at the LitTech Forum held at the Innovation Center, 640 Ellicott Street, Buffalo. Twelve individuals visited the Library on Wheels; out of those, 3 applied for library cards and 4 participated in programming, which included a virtual reality headset, 3D books, and an iPad with an Osmo from the Central Library's Launch Pad. The Library, along with other partners from the Literary Corridor, sponsored the event.

- November 5th – TechKnow Lab Manager **Kara Stock** and TechKnow Lab Library Associate **Sean Goodrich** staffed a table at the Transit Road Barnes and Noble 2nd Annual Mini Maker Faire. Fifty-two people of all ages did coding activities with Bee-Bots, Osmo gaming, and Ozobots, and they experienced virtual reality (VR) with our VR headsets. Many commented that they plan to visit the Launch Pad soon.
- November 3rd – Students from the Amherst Middle School (7th and 8th grade) Studio in Art class visited the Library’s Launch Pad, the Graphics Department, and the Shakespeare Exhibit. Rare Book Curator **Amy Pickard** discussed the different print and illustration processes in the Milestones of Science Exhibit. Students also visited the Western New York Book Arts Center (WNYBAC) as a part of their trip to downtown Buffalo.
- November 8th – Mobile Services & Outreach Manager **Brian Hoth** and Senior Page **Alyssa Johnson** attended the grand opening of the Resource Council of WNY community center located at 347 East Ferry Street for a “School’s Out, Fun’s In” event. The Library on Wheels had 37 visitors applying for library cards, checking out items, and using the public access laptops. Program Director Jerrica DeLaney expressed interest in having the Library on Wheels visit again.
- November 10th – Children’s Services Manager **Kathryn Galvin**, Children’s Services Librarian **Pamela Bigsby**, and Children’s Services Page **Nancy Rypinski** visited Buffalo Public School #6 to promote the school’s participation in the district wide Principal’s Reading Challenge. They took part in the rally “Touchdown to Reading.” In a series of 3 grade level assemblies, Kathy talked about the importance of reading and how the library can help students succeed. Pamela presented the book *Miss Nelson Has a Field Day* and Library mascot Reada Book greeted students and led cheers.
- November 12th – Students from the Holy Name Home School Group were given a tour of the Milestones of Science Exhibit by Children’s Services Librarian **Steve Clancy**. The group of students (grades 3 to 7) then conducted research on scientists as part of a school assignment.
- November 25th - The Crane Branch Library participated in the Elmwood Village’s Black Friday Boutique Crawl. The program featured deals from Elmwood Avenue businesses. Patrons were given lists of participating locations and received signatures at each location. Patrons that checked every business off their list entered their names into a raffle drawing. The Crane Branch Library featured a \$1 Bag Sale in the Mezzanine Bookshop.

- November – Children’s Services Librarian **John Gaff** and Launch Pad Librarian and Manager **Jordan Smith** completed an 8-week session of programs on filming stop-motion animation videos with the Boys & Girls Club’s Elmwood Village Charter School Clubhouse. In groups, participants worked together to create a story, model, and build characters from clay, design set pieces, and film a short scene. Each group completed their film and the Clubhouse was presented with a USB drive with each of their films on it to take with them. Participants were free to explore their own creativity in this series of STEAM (Science, Technology, Engineering, the Arts, and Mathematics) based sessions.

2. Collection Development

Collection Development - November 2016

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	3,694	45,008	306	3,131	535,720
Young Adult Print	861	8,850	81	1,220	73,217
Adult Print	5,379	52,985	889	8,221	1,864,991
Media	4,937	50,105	683	5,050	518,853
Other*	3,198	37,146	5	302	207,820
Subtotal	18,069	194,094	1,964	17,924	3,200,601

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	722	8,787	559	6,384	43,066*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	82	797	76	707	9,059
e-Videos	0	0	0	0	99 +Moving Image Archive Library**
Subtotal	804	9,584	635	7,091	52,224

*Includes 428 EBL titles

**Access to Moving Image Archive (<http://bit.ly/1eMd454>) via mobile website, beginning Nov. 2013

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	804	9,584	635	7,091	52,224

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	417	6.5%	415	69.8%
Staff Initiated	102	2.9%	102	82.4%

*Items in system or on-order at time of suggestion

Highlights:

- Preservation microfilming of early Buffalo newspapers was completed this month. Buffalo newspapers from the early 1800's, including *The Buffalo Patriot*, *The Western Star*, and the *Buffalo Daily Republican*, among others, were microfilmed with a New York State Conservation/Preservation grant. This microfilming ensures these papers, which were in various states of deterioration, will be in a sustainable format long into the future. Digitization of the newspapers, to broaden accessibility, is being explored.
- In November, 692 unique visitors from 13 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>). Countries included: Australia, Canada, Hong Kong, India, Italy, Japan, Mexico, Netherlands, New Zealand, Nigeria, Philippines, United Kingdom, and the United States

3. Technology

Technology - November 2016

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	739,620	7,250,472
Online Catalog	1,043,459	9,198,092

Social Networking:

	Monthly Staff Activity ¹	YTD Staff Activity	Monthly Public Activity ²	YTD Public Activity	Monthly New Followers	Total Followers ³
Facebook	100	1,131	1,741	33,589	18	6,907
Flickr	0	254	7,723	111,033	1	54
Instagram	30	338	935	8,776	34	988
Pinterest	63	700	450	6,316	16	1,393
Tumblr	4	40	1	74	3	152
Twitter	129	1,513	714	11,254	62	9,224
YouTube	1	10	760	8,915	2	127
Total	327	3,986	12,324	179,957	136	18,845

¹Number of posts, pins, tweets, videos, etc., created by staff

²Number of likes, shares, favorites, repins, clicks, comments, views, retweets, etc., by public

³Total number of followers at end of month

Technology Highlights:

- **Next-Generation ILS Implementation Progress:** The ILS Task Force Teams began a thorough review of the Enterprise discovery interface in November. Team members continue to test all of the product's functions and features and provide feedback on their experiences. A few issues have been identified and are in the process of being addressed. When this phase of testing ends, the new catalog will be shared with all staff members for further review feedback before it is released to the public.
- The Information Technology (IT) Department continued to upgrade public-use computers from the Windows 7 operating system to the Windows 10 Anniversary version. Computers at the Clearfield, Eggertsville-Snyder, Eden, Lake Shore, and North Collins Libraries were upgraded in November. In addition, the Microsoft suite of products is being upgraded to Office 2016 with System project completion targeted for mid-2017.

4. Funding/Fundraising**Fundraising:**

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1 - November 30, 2016	\$117,259.71

Highlights:

The 2017 Year-end Appeal was mailed to 100,000 local residents before Thanksgiving; to date, \$12,065 has been donated. Library Gala sales and sponsorships continue to come in. We will have more details in December.

5. Facilities

Highlights:

Auditorium Rehabilitation Phase One Project to Get Under Way in Early 2017:

On November 17th, the Erie County Legislature authorized entering into contract with the lowest responsible bidders for Phase 1 of the Central Library Auditorium Renovations. Contract awards plus project contingency total \$964,730. Funding for this project in the County-owned Central Library building is from Erie County Capital funds plus anticipated New York State Library Construction Grant funds.

This project will largely address behind the scenes needs for the Central Library's Auditorium. A future phase, whose timing is subject to funding availability, will address the main public space and stage area. The Erie County Department of Public Works (DPW) is responsible for overall project direction. The Auditorium Project is anticipated to begin in early 2017 and conclude by late summer 2017.

The Phase 1 project will focus on:

- Rehabilitating the Auditorium Lobby, including replacing the deteriorated ceiling system and abating the asbestos above;
- Replacing a failing drain above the ceiling adjacent to the northeast corner of the Auditorium Lobby which has caused water damage (the presence of asbestos around plumbing requires this area be abated before permanent replacement plumbing can be installed);
- Addressing severe moisture penetration and damage behind the Auditorium Stage sourced to a planter box located above the north-east section of the Auditorium; and
- Replacing the Auditorium's HVAC system including the air handlers as the system is original (circa 1964) and was designed to operate both heating and cooling 365 days/year, drawing off the building's main boiler and chillers.

Central Library Elevator Project: Asbestos abatement is largely completed and work will now shift to remaining demolition and actual construction of the new, large, ADA compliant passenger elevator. The elevator will transport patrons and staff from the Ellicott Street ground floor entrance to the 1st and 2nd public floors of the Central Library.

The elevator is being constructed adjoining the north side of the Ellicott Street entrance. Entry will be where the Security Office was formerly located. Part of the project involves relocating the Security Office to behind the counter area on the other side of the Ellicott entrance lobby.

The building’s escalators will continue to operate during construction with the intent of being phased out after the new elevator is completed.

6. Staff Development

Staff Development - November 2016

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	216	2369	2	33

Highlights:

- The Human Resources Office offered the following programs in November: *Addressing Computer Viewing Complaints* and *The Discipline Process*.
- Children’s Services Manager **Kathryn Galvin** presented training at the Central Library and the Hamburg Library on conducting the Early Literacy Community Asset Analysis, including information on how to connect with patrons, conduct focus groups, and gather community-specific data. This training is directed to every library in the System. In total, 29 libraries were represented between both sessions. Children’s Services Librarians **Pamela Bigsby, John Gaff** and **Jennifer Hunt** attended the first session.
- Librarian **John Stone** and Administrative Clerk **Erin Weller** completed *Effective Supervisory Practices*, an 11-week course offered through Erie County’s Personnel Office. The final sessions in November included: *Employment Law Issues, Compliance & Disability Awareness, and Time Management*. A ceremony will be held in December to congratulate the employees on their successful completion of the course.

- Children's Services Librarian **John Gaff** and Town of Collins Public Library Director **Abigail Barten-McGowan** were selected to participate in the Public Library Administrator's Certificate Program (PLACP) that is being offered by Long Island University. This 5 course program will begin in April of 2017 and will work to develop and enhance management skills and credentials of participants. An *Advanced Certificate in Public Library Administration* will be awarded for successfully completing the course. The Buffalo & Erie County Public Library is sponsoring both participants as a part of its succession training program.
- **Kathryn Galvin** attended the fifth training component for Ready to Read at New York Libraries, Everyone Serves Families with Young Children, in Saratoga Springs, New York. Everyone Serves Families with Young Children explores the importance of raising the awareness of all library staff about the experiences families have with the library, the role staff plays, and the power they have in creating a positive environment.
- System-wide Youth Services Training – The Fall 2016 Youth Services Group meeting was hosted by **Kathryn Galvin**. Presentations were given by TechKnow Lab Manager **Kara Stock** on mobile MakerSpaces and the technologies available for creating library MakerSpaces; a representative from the Help Me Grow Western New York organization provided information on services available to parents and families on child development and screenings. Tracey Banks, Child Development and Inclusion Specialist at Kaleida Health's Early Childhood Direction Center, spoke on behalf of Help Me Grow Western New York.
- Employees attended Erie County's offering of *Situational Leadership II*, a course aimed to provide managers and supervisors with the knowledge and tools to recognize the development level of their employees and implement a flexible leadership style to individualize their approach and get the most out of each associate. Five staff members attended the workshop on November 1st.
- Catalog Librarian **Allison Lund** participated in the Western New York Library Resources Council (WNYLRC) Preservation Institute 2016 by attending 2 workshops, *Digitization of AV Materials* and *Copyright: Best practices and Laws*. Grosvenor Room Librarian **Sue Cutrona** attended a Documentary Heritage & Preservation Services webinar on *Collections Care Basics: Agents of Deterioration*.
- Staff continued to pursue a variety of webinar training opportunities on a wide range of topics in November, including: *Better Together: Boosting Engagement by Pairing Fiction Series and Nonfiction* (presented by Library Journal); *Fix It at the Library with DIY Repair Programs* (presented by Techsoup); *Linked Data: Building the Future for Libraries* (presented by NoveList); *Reference USA Training* (presented

by RefUSA); *Collection Maintenance*; *Building a Collection*; *Communicating Your Results* (PLA Project Outcome); *KIOSK Mode in MobileCirc* (SirsiDynix) and *Serving Older Adults in a Changing World* (presented by WebJunction). A total of 30 different webinars were viewed by staff from the Central, Buffalo branch, and contracting libraries.

7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Release and Media Advisory	Celebrating 180 Years of Library Services Fundraising Gala <i>Community Leader Wayne D. Wisbaum Honored with Inaugural Grosvenor Award</i>	Sent mid November The Buffalo News Spree Magazine
Media Advisory	Chairman's Book Club @ Audubon Library in Amherst on Monday, November 28, 2016	Sent November 11 th
Media Advisory	Community Briefing and Q & A at East Delavan Branch Library	The Buffalo News
Media Advisory	Community Briefing and Q & A at Crane Branch Library	The Buffalo News
Media Interview - with Amy Pickard, RBR	Anniversary of Mark Twain's Birthday	WKBW TV News, November 30 th
Deaf Access Services (DAS) Newsletter	Advertising for Central Library Video Phone	November 2016
Crane Library - WNY Family Magazine Online	November Programs	November 1 st
Elmwood Village Association's "Neighborhood Happenings"	Upcoming Community Briefings at the Crane Library on November 29 th and December 1 st	Monday, November 21 st
Elmwood Village Association Director's Update #2, via Association's e-mail listserv	Community Briefings at the Crane Branch Library on November 29 th and December 1 st	Wednesday, November 23 rd
Crane Library - Elmwood Village Association's "Black Friday Boutique Crawl" Pamphlets and e- mail listserv	Local vendors participating in the Boutique Crawl	Friday, November 27 th
Niagara Library - Mail	Sent calendars to government officials and various agencies	End of the month

Niagara Library - Bee Newspapers	Various programs submitted to online calendar event suggestion form	Online submission
Niagara Library - WNY Family Magazine	3 events published to their calendar	Online submission
Riverside Library - Riverside Review	Preschool Story Time, Magical Creatures, Book a Technology Trainer, Job Club	November 9 th

Highlights:

- The Deaf Access Services (DAS) newsletter featured the Z20 video phone available for public use in Central Library’s Assistive Technology Room. Information Services & Outreach Librarian **Renée Masters** worked with Gloria Mathews, Community Relations Assistant for DAS. Bookmarks promoting the video phone were designed and produced in-house. In addition, “video phone available” was added to the existing directional signage for the Assistive Technology Room.

8. Partnerships

Highlights:

- November 9th - East Clinton Branch Manager **Kate Shea** met with Buffalo Public School #69 Art Teacher William Cavanaugh about partnering in the new year by displaying students’ artwork in East Clinton’s community room.
- November 15th - Information Services and Outreach Librarian **Shanley Olszowy** conducted a Job and Career Resources class for 17 staff members at Heritage Centers. Shanley discussed different resources that the Library offers as well as the Assistive Technology Room. Basic catalog searching was also discussed along with the possibility of future specialized classes for their clients.
- November 22nd - **Kathryn Galvin** met with Patricia Truesdale, MSW - Healthy Steps Specialist at Main Pediatrics. Main Pediatrics will be participating in the program “Reach Out and Read” where physicians “prescribe” reading and give patients a new book at periodic visits. Kathy provided Ms. Truesdale a fuller understanding of current public library services to families and children and shared information that will assist the agency with referring their clients to their local library. Future activities discussed included the library doing parent presentations about the importance of reading and how to read with their children.

- November 22nd - **Dawn Peters** and **Kathryn Galvin** met with Katie McMahon, Associate Director of Day Habilitation Services at Heritage Centers. They provided Katie a tour of the library and demonstrated the types of activities volunteers can do at the library. The library is collaborating with Heritage Centers to provide volunteer opportunities for folks who work at Heritage Centers as a means of gaining experience in other work environments.
- On Tuesday, November 29th, **Joshua Mitch** attended an Elmwood Village Association (EVA) meeting led by the new EVA Executive Director Tony Maggiotto, Jr. The group discussed various ways organizations can work together to promote the different businesses located in the Elmwood Village.

SPECIAL PROJECTS

- November - **Kathryn Galvin** and **Pamela Bigsby** compiled an order of books and imprinted bags to be used as new parent giveaways in conjunction with the Family Literacy Grant. These bags will be provided to libraries to give to new families in order to help them develop a love of reading with their children, and inspire continued reading by visiting their local library. Libraries can distribute the bags upon library card sign up, in cooperation with their local clinic or doctor’s office, or even by holding a new parent “shower.”

9. Director Activities

Meetings and Events:

**LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
November 2016**

DATE	MEETING / EVENT
November 1, 2016	Event - Linda Pellegrino, IMAGINE Buffalo Series
November 1, 2016	Meeting - Erie County Legislature 2017 Budget Hearing
November 2, 2016	Meeting - Public Library Systems Directors Organization (PULISDO), NYS Department of Education - Division of Library Development & New York Alliance of Library Systems (NYALS)
November 3-5, 2016	New York Library Association (NYLA) Conference
November 7, 2016	Meeting - NYS Assemblyman Sean Ryan
November 8, 2016	Meeting - Carol Batt
November 9, 2016	Meeting - Managers/Directors
November 9, 2016	Meeting - B&ECPL Board of Trustees Budget & Finance Committee
November 9, 2016	Meeting - B&ECPL Board of Trustees Executive Committee

Minutes of the Board of Trustees

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November 9, 2016	Meeting - Association of Contracting Library Trustees Board
November 10, 2016	Meeting - Anne Conable
November 10, 2016	Event - Veterans Day Commemoration
November 14, 2016	Meeting - Carol Batt
November 14, 2016	Meeting - Erie County Assistant District Attorney Candace Vogel
November 14, 2016	Event - NY Council for the Humanities, Town Hall Public Education
November 14, 2016	Event - Riverside Branch Library - 70th Anniversary Celebration
November 15, 2016	Meeting - East Delavan Branch Renovations - Public
November 16, 2016	Meeting - Erie County Executive 2017 Budget Presentation - Public
November 17, 2016	Meeting - Maria Borowiak
November 17, 2016	Meeting - B&ECPL Board of Trustees
November 17, 2016	Meeting - B&ECPL Board of Trustees Policy Committee
November 18, 2016	Meeting - Dawn Peters
November 18, 2016	Meeting - Jeannine Doyle
November 18, 2016	Conference Call - Patrick Martin, Robert Patterson
November 18, 2016	Meeting - Grand Jury
November 18, 2016	Meeting - Joy Testa Cinquino
November 21, 2016	Meeting - Patrick Martin
November 21, 2016	Meeting - Erie County Legislature 2017 Budget Public Hearing
November 22, 2016	Meeting - Dawn Peters, Dan Caufield, Kara Stock, Jordan Smith
November 23, 2016	Meeting - Administrative Team
November 28, 2016	Meeting - Martha Connor, President - Lackawanna Public Library Board of Trustees
November 28, 2016	Event - Chairman's Book Club, Audubon Library
November 29, 2016	Conference Call - Karen Spaulding, The John R. Oishei Foundation
November 29, 2016	Conference Call - Susan Sabers Chapman, President - Ewell Free Library
November 29, 2016	Meeting - Lackawanna Public Library Board of Trustees
November 30, 2016	Meeting - Karen King, PhD., Exec. Director - Erie County Commission on the Status of Women
November 30, 2016	Conference Call - Sarah Welcome, Asst. Curator of Rare Books & Manuscripts -Yale Center for British Art

Other:

Contracting Member Library Activity Reports

Collins Public Library – Submitted by Abigail Barten-McGowan, Director

Highlights of events and activities at the Collins Public Library:

November

- We finished off another Music in the Library Concert Series with Grammy nominated polka band, The Buffalo Touch! We are starting to plan next year's series and looking forward to some more great music.
- We held a meeting with our newly established Teen Advisory Board, who are looking to actively volunteer in the library as well as be a great source of information in bringing more teens and young adults into the library.
- November 13th we had a special presentation about phone scams presented by Legal Services for the Elderly, Disabled, and Disadvantaged of W.N.Y. filled with lots of useful information.
- November 19th we had our first International Games Day @ the Library, and had lots of fun with kids and adults of all ages playing games in the library.

December

- December 1st we had a special teen Zentangle drawing program.
- December 8th our Board of Trustees will be meeting and will discuss and vote on some new technology for the library that we're very excited about!
- December 13th Explore & More Children's Museum will be visiting to help us build festive graham cracker houses.
- December 15th we will be decorating special holiday cookies with families.

January

- January 6th our Friday afternoon movie group will partner with the Collins 50+ Seniors to watch *Florence Foster Jenkins!*
- January 12th our Teen Advisory Board is holding a game night for teens at the library, where teens can play board games and video games.
- January 19th we will have a special family movie night, and watch *Finding Dory* and make a fun craft and snack.

West Seneca Public Library – submitted by Kathleen J. Goodrich, Director

Highlights of events and activities at the West Seneca Public Library:

- The West Seneca Public Library was awarded \$4,000 in Special Aid Funds sponsored by New York State Senator Patrick M. Gallivan.

- On October 27th, West Seneca hosted its first interactive “Mystery Party” for teens (13 - 17). Twenty-three teens attended in costume to figure out who committed the crime, and also enjoyed food and prizes. This program was extremely well received and the teens are looking forward to the next one!
- “Books and Barks” is to be a very successful adult program at the West Seneca Library. It’s a reader’s advisory book club which uses a small therapy dog as part of the club. The attendees enjoy interacting with Miki, and at times her presence facilitates conversation. Miki is quite famous in West Seneca and even had an article about her in the *Buffalo News* (8/27/16 - [Angela Demerle: Therapy Dog brings Joy to Everyone She Meets](#)). Books and Barks met on November 15th.
- On November 18th, Library Director **Kathleen Goodrich** attended the 20th Anniversary and Open House of Eden Heights Assisted Living and Memory Care Facility.
- On December 3rd, the West Seneca Library held “Painting at the Library” for the first time. This was a self-guided painting session that brought a few newcomers into the library.

Agenda Item G - Report of the Foundation. Anne Conable reported Library Foundation of Buffalo & Erie County trustees were very appreciative of the support of Library Board members who attended, sent donations and/or helped secure auction items for the December 2nd Gala. There were 197 attendees. The net proceeds were approximately \$33,500; proceeds are being split with \$500 going to each of the 36 libraries for children’s programming, \$1,000 to the Central Library/System for children’s programming which includes the bookmobile, and, after finalizing outstanding receivables, \$10,000 - \$13,000 to the Special Collections Department - Rare Book Room to support 2017 exhibits on architecture and World War I. Mr. Berlow asked if final results matched expectations. Assistant Deputy Director Joy Testa Cinquino remarked more donations were received than expected, clearly in part due to donations made in honor of Mr. Wisbaum. She expressed we ended up where we wanted to be. Chair Housh acknowledged the Gala was a wonderful event. Mr. Wisbaum said a few words thanking Mary Jean Jakubowski, Anne Conable, Joy Testa Cinquino, and all the amazing staff who worked on the Gala.

Agenda Item H - The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. Bill Josefiak reported ACT met at the Clearfield Branch Library on December 10th. The purpose of the meeting was to talk about trustee training; Director Jakubowski did a morning presentation on what is involved in being a trustee. Chair Housh discussed advocacy. The program was well received. Mr. Josefiak conveyed the bonds have been approved for the West Seneca Public Library and construction will probably begin sometime in January. It is anticipated the shell to be up by June of 2017. If possible, the library will be kept open; use of the bookmobile is also being considered.

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

Agenda Item J – Unfinished Business. None.

Agenda Item K – New Business.

Trustee Berlow shared complimentary remarks about the Library made by Elisabeth Fairman, Chief Curator of Rare Books & Manuscripts, Yale Center for British Art, following a tour of the Central Library and its rare books and exhibits. Director Jakubowski commented the Library has had conversations with her and her staff about different opportunities regarding conservation and preservation. She thanked Mr. Berlow for making the connection.

At 4:53 p.m., Chair Housh called for a motion to enter Executive Session to discuss a personnel matter. This was moved by Trustee Amodeo and seconded by Trustee Johnson. Director Jakubowski and Assistant Deputy Director – Human Resources Officer Jeannine Doyle were asked to remain; other staff and public were excused from the room. Trustee Johnson exited the session at approximately 5:10 p.m. and Mrs. Doyle exited at 5:28 p.m. At 5:43 p.m., on motion by Trustee Amodeo, seconded by Trustee Bedenko, the Board concluded Executive Session. No action was taken.

There being no further business, on motion by Trustee Amodeo and seconded by Trustee Ricks, the meeting adjourned at approximately 5:45 p.m.

Respectfully submitted,

Kathleen Berens Bucki
Secretary