

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
June 16, 2016

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, June 16, 2016, at the Central Library pursuant to due notice to trustees. The following members were present:

Frank Housh, Chair  
Teresa Vincent, Vice Chair  
Kathleen Berens Bucki, Secretary  
Rhonda Ricks, Treasurer  
Michael Amodeo  
Alan Bedenko  
Sheldon M. Berlow  
Katie Burd  
Frank Gist  
Phyllis A. Horton  
Theodore K. Johnson  
Sharon M. Kelly  
Elaine M. Panty  
Wayne D. Wisbaum

Chair Frank Housh called the meeting to order at 4:06 p.m. in the Joseph B. Rounds Conference Room. A quorum was present. Trustee Bedenko participated in the meeting by means of Skype; this was identified as such in the notice of the meeting to comply with the Bylaws of the B&ECPL Article II, Section 6, allowing him to be counted for quorum and voting.

Agenda Item B – Approval/Changes to the Agenda. There were no changes to the proposed agenda.

Trustees Berens Bucki, Burd, and Ricks arrived at approximately 4:07 p.m.

Agenda Item C – Minutes of the Meeting of May 19, 2016. Trustee Amodeo motioned to approve the Minutes as mailed. Trustee Vincent seconded, and the Minutes were unanimously approved.

Agenda Item D – Report of the Chair. Chair Housh reported on the success of the first Chairman’s Book Club held June 1<sup>st</sup> which discussed the book *Between the World and Me* by Ta-Nehisi Coates. This was recorded and can be viewed on the Library’s website at <http://www.buffalolib.org/node/3994>. The program will be repeated at the Frank E. Merriweather, Jr. Library on August 16<sup>th</sup> at 6:30 p.m. The second Chairman’s Book Club will be held in October discussing the book *Half-Earth: Our Planet’s Fight for Life*, by Edward O. Wilson. To date, one panelist has been confirmed – UB Professor Linda Schneekloth. Chair Housh commented they are trying to make the panels balanced, inviting activists, elected officials, etc. Caroline Fredrickson’s book *Under the Bus: How Working Women are Being Run Over* has been selected for the March Chairman’s Book Club which falls during Women’s History Month. Vice Chair Vincent will lead the March discussion.

Trustees were reminded the July 21<sup>st</sup> Board meeting will take place at the City of Tonawanda Public Library.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Joint Executive Committee and Planning Committee. Vice Chair Vincent and Planning Committee Chair Amodeo summarized the Joint Executive and Planning Committee meeting of June 9, 2016 and entertained a motion to have the written report entered into the Minutes. Mr. Housh moved, Mr. Amodeo seconded, and this was unanimously approved.

Present: Vice Chair Teresa Vincent, Committee members Michael Amodeo (Chair - Planning Committee), Sheldon Berlow, and Elaine Panty, along with Planning Committee member Frank Gist. Also present were Library Director Mary Jean Jakubowski, Deputy Director – Chief Operating Officer Carol Batt, and Deputy Director - Chief Financial Officer Kenneth Stone.

The joint meeting of the Executive Committee and Planning Committee began at 4:36 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Vice Chair Vincent noted the Chairman’s Book Club was a success with good discussion and many attendees.

The proposed agenda for the June 16, 2016 meeting of the Board of Trustees was reviewed.

Deputy Director Stone reviewed the monthly financials along with proposed Resolution 2016-22 authorizing the Chair to Execute 2016 Contracts with Contracting Libraries. He noted in addition to the financial information changes, updates have been made to EEO language, and various policies

(including the Anti-Harassment, Circulation, and Internet Safety and Acceptable Use Policies) are more directly referenced in the contracts. The Policies will be added as exhibits. Discussion ensued.

Director Jakubowski introduced both the 2017-2021 Five Year Library System Plan of Service and the 2017-2021 Central Library Plan, which was prepared and developed by a Committee made up of system-wide staff, to the Executive and Planning Committees. Information and feedback on library services was obtained through surveys, focus groups, and conversations with constituents. Deputy Director Batt further discussed the details of both Plans. Discussion ensued. The Planning Committee recommended both Plans be brought to the full Board of Trustees at their June 16<sup>th</sup> meeting for review and approval to submit [the Plans] to the New York State Department of Education – Division of Library Development.

The meeting adjourned at 5:15 p.m.

Agenda Item E.2 – Budget and Finance Committee. Budget and Finance Committee Chair Dr. Ricks and Director Jakubowski reported the Committee met June 8<sup>th</sup> and reviewed the monthly financials noting a slight improvement in the Library’s retiree medical costs; trustees were reminded this is an experience-rated policy, and costs can change at any time. The Committee also discussed 2017 budget planning; more information is forthcoming.

Agenda Item E.2.a – Authorize Chair to Execute 2016 Contracts with Contracting Libraries. Director Jakubowski pointed out minor changes in the contract agreements with the contracting libraries as detailed in the June 9<sup>th</sup> Joint Executive/Planning Committee Meeting Report and Resolution 2016-22. Ms. Panty made a motion and Ms. Horton seconded. Trustee Kelly inquired if there were problems with contracting libraries following policies in the past. Ms. Jakubowski noted the contract changes offer greater clarity. Resolution 2016-22 was unanimously approved as presented.

#### RESOLUTION 2016-22

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo & Erie County Public Library (B&ECPL) constitute the vast majority of the financial resources supporting the contract with the “Public Library,” and

WHEREAS, Erie County’s 2016 allocation was not known until mid-December, and New York State’s overall allocation was adopted in late March, and

WHEREAS, this made it difficult for the Buffalo & Erie County Public Library and the contracting libraries to develop, consider, and approve a contract prior to the beginning of the 2016 fiscal year on January 1, 2016, and

WHEREAS, to meet 2016 operating expenditure needs of the contracting libraries, the B&ECPL Board of Trustees on December 17, 2015 adopted Resolution 2015-46 implementing the extension provision contained in the 2015 contract until such time as a final 2016 contract is adopted, not to exceed July 31, 2016, whichever was earlier, with funding based upon the estimated allocation of the 2016 B&ECPL Board-adopted budget, and

WHEREAS, Erie County's 2016 budget is now in place and the New York State budget has been adopted, and

WHEREAS, the Library desires to update anti-discrimination language to reflect recent changes in federal and New York State legal guidance and incorporates the Board-adopted Anti-Harassment Policy as a contract exhibit; and

WHEREAS, the Library also desires to add the Board-adopted Circulation and Internet Safety and Acceptable Use Policies as contract exhibits to add clarity to current language which requires member libraries follow B&ECPL rules and regulations in these areas, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Chair of the Board of Trustees to execute 2016 contracts subject to the terms and conditions noted above and with budget figures reflecting the 2016 Board-adopted budget as amended.

Agenda Item E.2.b – The monthly financial report for the period April 30, 2016 month-end was included in the Board packet for information. Director Jakubowski commented the Library is operating within budget.

Agenda Item F – Report of the Director. Director Jakubowski invited trustees to view a special display outside the Board room of the recently conserved Audubon's *Birds of America*, Volume 2 following the Board meeting. She also encouraged trustees to visit the Rare Book Room to see the most recent rare book purchase, another volume of the Kelmscott Press.

Together with Deputy Director - CFO Ken Stone, Director Jakubowski reported she attended the Bar Association of Erie County's Annual 129<sup>th</sup> Dinner at which Sharon Thomas, Trustee Emerita B&ECPL Board of Trustees, posthumous, was honored with the Award of Merit; the program brochure was shared with trustees.

Director Jakubowski expressed she would "love" to offer trustees a tour of the Library's new bookmobile "Library on Wheels," however, it is on the road! The bookmobile schedule was distributed to trustees (also available online). She remarked when there is an opportunity the bookmobile will be made available for viewing.

Flyers for "Library Night at the Ballpark!" being held July 19<sup>th</sup> were at each trustee's place. Tickets are available for purchase from Joy Testa Cinquino. Also distributed were flyers with the schedule for the 10<sup>th</sup> Annual Legislator John Mills Hot Dog Roasts Fundraisers; following the meeting, together with CFO Stone, Ms. Jakubowski was heading to the Boston Free Library for the first one!

Items from the Library's online store were available for viewing in the Board room; Director Jakubowski asked trustees to pass the word on items available for purchase.

Director Jakubowski welcomed and introduced Siobhan Maloney who replaced Jonathan Rivera as the Library's community liaison to Erie County Executive Mark Poloncarz.

Trustee Wisbaum arrived at approximately 4:22 p.m.

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

## **B&ECPL Monthly Report May 2016**

### **2016 Buffalo & Erie County Public Library (B&ECPL) Gala Honoree Announced:**

Library System Trustee Wayne Wisbaum has accepted an invitation to be recognized as the inaugural Grosvenor Award honoree during the Library System Gala scheduled for Friday, December 2, 2016. We are honored to recognize Mr. Wisbaum for his generous contributions and service to the Library System.

**2016 Staff Development Day:** On May 11<sup>th</sup>, the Central Library hosted 288 employees attending B&ECPL's 2016 Staff Development Day. The day was dedicated to learning the application of excellent service to and from all aspects of the Library. Participants were introduced to *A+ Customer Service*, a new initiative developed by the B&ECPL's Customer Service Committee which is expected to be applied as the standard for excellent customer service delivery for both external and internal customers. Employees also attended a variety of training, wellness, and informational sessions including: *All Things Sirsi*, *Anytime Children's Programming*, *Caring for the Caregiver*, *Chair Massage and Coloring*, *Cultural Competency*, *MakerSpace Technology for Libraries*, *Saving for Retirement*, *System Services – How and Where It All Happens!*, *Team Building*, and *Yoga*. The day's events provided opportunities for staff to learn and grow, promote teamwork and positivity, and strengthen camaraderie and connection across the System.

**Library on Wheels:** The B&ECPL's long awaited bookmobile has arrived! A media event was held on May 19<sup>th</sup> as an introduction to our Library on Wheels. The vehicle,

custom built by Farber Specialty Vehicles, was made possible through capital funds from Erie County. The Library on Wheels will bring materials, laptops, WiFi, programming, etc. to communities in Erie County that don't have a physical library building, and to local festivals, events, celebrations, etc. Residents will have the opportunity to get a library card, check out and return materials, download eBooks and music, have access to computers and programs, etc. In attendance at the media event were B&ECPL Board Chair Frank Housh, Trustees Sheldon Berlow and Phyllis Horton, Trustee Emeritus Jack Connors, Erie County Executive Mark Poloncarz, and Legislators Betty Jean Grant, Tom Loughran, Barbara Miller-Williams and Peter Savage. State Senator Tim Kennedy was also present. County Executive Poloncarz checked out the first book from the Library on Wheels and Bookmobile Librarian **Nicole Jesse** held a storytime on the vehicle for children in attendance.

Mobile Services and Outreach Supervisor **Brian Hoth** and **Nicole Jesse** took the new Library on Wheels to its first event, the Hamburg Reading Invasion held in the Hamburg Town Park on May 23<sup>rd</sup>. The event, organized by Librarian **Chelsey Lonberger** from the Hamburg Public Library, was just the beginning for our new vehicle, which is quickly being booked for events. Service to the towns of Colden, Evans, Holland, Sardinia, and Wales will begin in June, with the Village of Depew and South Buffalo – near the former Cazenovia Branch Library beginning in July.

**United States Holocaust Memorial Museum Exhibit:** A new exhibit from the United States Holocaust Memorial Museum opened at the downtown Central Library on May 26<sup>th</sup> entitled “Nazi Persecution of Homosexuals – 1933- 1945.” It will be on display until July 16, 2016. The exhibit was made available through a partnership with the Holocaust Resource Center of Buffalo. Well received, the *Buffalo News* and WBFO radio covered the story.

**NASA Training:** Librarians **Dan Lewandowski** and **John Gaff** participated in the NASA Space Science Training: Explore Mars held at the Waterville Public Library from May 4<sup>th</sup> – May 5<sup>th</sup>. During the workshop, many of the activities specifically required attendees to talk about science, manipulate technology, use engineering logic, and use mathematical reasoning. Over the course of 2 days, attendees participated in a total of 9 activities in addition to lectures on the history of space exploration, the science behind the activities, and had opportunities to sit and talk to groups on how to implement these activities. The activities will be incorporated into B&ECPL's STEM learning programming.

**Western New York Invention Convention:** The Western New York Invention Convention held its annual daylong student competition at the Central Library May 1<sup>st</sup>. For the second year, hundreds of children and their families were spread out throughout the library exhibiting their inventions, and participating in library programming in the Launch Pad and STEM Education Center. Tours were provided of

the *Milestones of Science: Books That Shook the World!* and *Celebrating 400 Years of Shakespeare* exhibits.

**Sensory Storytime:** Children's Services Librarian **Maria Lowe** presented Sensory Storytime at the downtown Central Library. This storytime is specifically targeted to children on the autism spectrum and any others whose needs may not be met through traditional storytime procedures. As part of the program, extension activities are offered after the storytime. Two of the activities were sand painting and exploration with sensory tubs. Families participating in this program have indicated their appreciation and are very pleased the Library reaches out to present these wonderful programs to children that are often overlooked. One of the parents stated "Great concept for challenged kids. We need more activities and programs like this in all areas of WNY." The B&ECPL is making plans for continued programming.

**Buffalo Public Schools' Student Art Show:** The Annual Buffalo Public Schools' Student Art Show is on display at the downtown Central Library through June 10<sup>th</sup>.

**Monthly Programming Statistics - May 2016**

**1. Public Services**

**In Library Group Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	210	981	4665	21817
Children (age 6-12)	135	666	1956	10664
Teens	43	136	505	1689
Intergenerational	105	560	2317	13304
Adults (excludes Technology)	186	1063	2022	16325
<b>TOTAL In Library Programs</b>	<b>679</b>	<b>3406</b>	<b>11465</b>	<b>63799</b>

**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)	27	103	22	98
Teens	146	356	140	385
Intergenerational	0	0	0	0
Adults (excludes Technology)	137	706	138	716
<b>TOTAL In Library Programs</b>	<b>310</b>	<b>1165</b>	<b>300</b>	<b>1199</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	7	40	46	173
System or Library-owned Cyber Train	10	85	60	629
One on One	52	321	68	435
<b>TOTAL Adult Technology</b>	<b>69</b>	<b>446</b>	<b>174</b>	<b>1237</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	8	22	252	798
Children (age 6-12)	18	32	828	1401
Teens	0	3	0	182
Intergenerational	10	28	1322	3924
Adults (excludes Technology)	7	53	165	2123
<b>TOTAL Outreach (out of Library)</b>	<b>43</b>	<b>138</b>	<b>2567</b>	<b>8428</b>

**Summer Reading Programs**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	0	0	0
Children (age 6-12)	0	0	0	0
Teens	9	9	64	64
Intergenerational	0	0	0	0
Adults	0	0	0	0
<b>TOTAL Summer Reading Programs</b>	<b>9</b>	<b>9</b>	<b>64</b>	<b>64</b>

**System-wide Milestones of Science Programming:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	18	86	397	1,526
Adult Services	2	21	50	351
Launch Pad/TechKnow Lab	8	29	407	618
Development/Communications	3	*26	104	462
Grosvenor Room	4	12	22	72
<b>TOTAL</b>	<b>35</b>	<b>*174</b>	<b>980</b>	<b>3,029</b>



**Milestones of Science Exhibit:**

	Month	YTD	From Opening 10/2015 to present
Visitors - Non-tour related	3,599	*13,702	
Visitors - Tour/Program	608	*2,102	
<b>TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)</b>	4,207	15,804	25,338

\*YTD Totals reflect corrected figures.

**Highlights:**

- May 2<sup>nd</sup> – In partnership with Young Audiences of Western New York (YAWNY), the East Delavan Branch hosted the dance and music duo Le Ballet Touba (with accompanying musicians) whose performance and audience participation really engaged the children and parents. All were introduced to the West African dance, the Kortebea, and given a brief history on the dance and its importance in African and African-American culture.
- May 7<sup>th</sup> – Director **Mary Jean Jakubowski**, Special Collections Manager **Meg Cheman**, and Grosvenor Room Librarian **Rhonda Konig** provided a tour of the Central Library for UB Library School students, with special emphasis on the Grosvenor Room, Mark Twain Room, and the *Celebrating 400 Years of Shakespeare* and *Milestones of Science: Books That Shook the World!* exhibits.
- May 7<sup>th</sup> – TechKnow Lab Manager **Kara Stock** and Technical Specialist **Jacob Rohr** staffed a table at the Buffalo Museum of Science’s 3<sup>rd</sup> Annual Buffalo Mini Maker Faire. Three hundred and four (304) attendees received hands-on experience with a variety of technology from the Launch Pad.
- May 10<sup>th</sup> – Information Services and Outreach Librarian **Renée Masters** facilitated the Mental Health Awareness Month event and “flash mob.” The event included outreach tables from 10 local mental health-related organizations, remarks from Erie County Mental Health Commissioner Michael Ranney, and culminated with a “flash mob” rally on the front ramp of the downtown Central Library that drew media attention from WIVB-TV.
- **Poetry and Storytelling Workshop with Celes Tisdale:** On May 16<sup>th</sup>, in partnership with YAWNY, Mr. Celes Tisdale held his poetry and storytelling workshop for a dozen or so children (and their parents) at the East Delavan Branch. Mr. Tisdale engaged attendees by using traditional oral stories, as well

as his own works, and encouraged them to use the oral storytelling method as a means of self-expression.

- **Story Cloths - Quilt Designs that Tell Stories with Phyllis Thompson:** On May 24<sup>th</sup>, in partnership with YAWNY, Phyllis Thompson held a workshop for children at the East Delavan Branch. This workshop was about quilting, its place as a storytelling medium, and its use in the Underground Railroad.
- Tuesday May 24<sup>th</sup>, the West Buffalo Charter School's kindergarten classes visited the Crane Library. The visit was part of the 2016 Project Flight Dr. Martin Luther King, Jr. Leaders are Readers initiative. Library cards, issued as part of the initiative, were given to teachers for distribution at the school. Staff members **Caitlin Goodrich, Joshua Mitch, and Kate Shea** presented the program for the group of students.
- May 25<sup>th</sup> - **Kara Stock** and Launch Pad Manager **Jordan Smith** staffed a table at STEAMfest hosted by Erie 1 BOCES. They highlighted the technology offerings from the Launch Pad to 12 teachers from across Western New York. Many stated they will be contacting us to schedule interactive Launch Pad tours for their classrooms.
- May 28<sup>th</sup> - Children's Services Librarian **Danielle Burning** hosted the second Manga Club meeting for teens at the Central Library. Attendees learned about the history of bento boxes (Japanese lunches) and made a paper version to take home with them!
- May 31<sup>st</sup> - **Kara Stock** and Librarians **Andy Aquino, Jacqueline Hovey,** and Library Associate **Sean Goodrich** gave a tour of the Launch Pad to 15 individuals that attended the noon "IMAGINE The Arts + STEM = STEAM: [ImagineGreaterBuffalo](#)" presentation. The staff assisted the group with setting up their free Google Cardboard devices they received compliments of WNY STEM.

## 2. Collection Development

### Collection Development - May 2016

#### Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	4,844	16,897	310	1,095	529,642
Young Adult Print	1,133	3,531	95	504	72,206
Adult Print	4,066	21,671	582	3,557	1,866,627
Media	4,077	20,496	352	1,842	509,030
Other*	3,546	17,109	13	243	203,193
Subtotal	17,666	79,704	1,352	7,241	3,180,698

\*Includes magazines, generic copies, and other

#### Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	618	2,912	418	1,846	37,210*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	65	309	55	267	7,670
e-Videos	0	0	0	0	99** +Moving Image Archive Library
Subtotal	683	3,221	473	2,113	44,979

\*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	18,349	82,925	1,825	9,354	3,225,677

#### Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	480	5.0%	480	68.1%
Staff Initiated	98	3.1%	98	82.7%

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

**Highlights:**

- In May, 1,049 unique visitors from 8 countries (Australia, Canada, Germany, India, Philippines, South Korea, United Kingdom, and United States) viewed the Library’s Subject Guides (<http://bit.ly/1BgHwzj>).

**3. Technology**

**Technology - May 2016**

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	643,474	3,226,734
Online Catalog	856,500	4,212,427

**Social Networking:**

	Monthly Staff Activity <sup>1</sup>	YTD Staff Activity	Monthly Public Activity <sup>2</sup>	YTD Public Activity	Monthly New Followers	Total Followers <sup>3</sup>
<a href="#">Facebook</a>	89	536	3,872	15,703	67	6,531
<a href="#">Flickr</a>	96	169	12,863	62,686	0	52
<a href="#">Instagram</a>	31	153	679	3,826	31	762
<a href="#">Pinterest</a>	88	331	671	2,681	16	1,285
<a href="#">Tumblr</a>	5	16	19	44	4	123
<a href="#">Twitter</a>	94	675	658	3,677	85	8,730
<a href="#">YouTube</a>	0	7	1,446	4,527	0	121
Total	403	1,887	20,208	93,144	203	17,604

<sup>1</sup>Number of posts, pins, tweets, videos, etc., created by staff

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

<sup>3</sup>Total number of followers at end of month

#### 4. Fundraising

##### Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1, 2016 – May 31, 2016	\$37,974.00
Borrower Services Donation Box	May 2016	\$22.00
Niagara Book Sale	May 25 <sup>th</sup>	\$249.33
Niagara Donation Box	May 25 <sup>th</sup>	\$59.84

##### Highlights:

- The team of **Mary Jean Jakubowski, Dawn Peters, and Joy Testa Cinquino** made a presentation, including a slide show and Q &A, on the topic of the Library’s grant request for “Rotary Reads - Kids Clubs” to committee members from the Rotary Club of Buffalo on May 25<sup>th</sup> at the downtown Central Library. If approved, the grant will fund improvements (furniture and wall features) in the children’s sections of Buffalo libraries. The team will next present to the Rotary membership in mid-June.
- The Development Office was notified in May that the B&ECPL had not advanced to the final round of the Knight News Challenge Immigrant & Refugee programming award.
- The Library submitted a grant application to Google to become a *Maker Camp* affiliate. The request is pending.

#### 5. Facilities

##### Highlights:

- **East Delavan Library Improvements:** On May 31<sup>st</sup>, library staff met with City of Buffalo staff and representatives from Clark Patterson Lee – Architecture, Engineering, Planning to kick off the design process for the East Delavan Library Americans with Disabilities Act (ADA) project. Clark Patterson Lee was hired by the City of Buffalo to provide architectural, engineering, and environmental services from design development to construction. The project should bring the library into full ADA compliance and rehabilitate impacted spaces.

Phase 1 of this project will add an ADA compliant elevator to access the basement meeting space and public restrooms, presently accessible only by stairs. It will also add ADA compliant restroom facilities and rehabilitate the existing restrooms and surrounding public spaces. Design for this phase is

estimated to be completed in time to solicit bids late this summer, which will allow the Library to apply for New York State Aid for Library Construction to supplement City of Buffalo 2016 Adopted Capital Budget funds.

Phase 2 will reconstruct the 1<sup>st</sup> floor entrance from East Delavan Avenue to make it ADA compliant and address other 1<sup>st</sup> floor areas to improve accessibility. Timing for phase 2 is dependent on funding.

- Central Library Elevator Project:** On May 25<sup>th</sup>, library staff met with Erie County Department of Public Works staff and representatives from HHL Architects and their subcontractors to review cost estimates and finalize plans for issuing bids to add an ADA compliant elevator serving the public floors of the Central Library. The large cab elevator would serve the Ellicott street ground floor entrance, the 1<sup>st</sup> floor north side of the building adjacent to the Ring of Knowledge, and the 2<sup>nd</sup> floor. Erie County issued a notice to bidders on June 1<sup>st</sup>, with bids due June 24<sup>th</sup>.
- Mark Twain Room HVAC to be Replaced:** Pursuant to the Library’s request, Erie County issued a purchase order to replace the specialized 20+ year old heating/ventilation/air conditioning (HVAC) system serving the Mark Twain Room. This system ensures that temperature and humidity conditions within the Mark Twain Room are maintained at levels to best preserve the rare items displayed. The system operates 24/7 to protect the room and its contents. The current system is at the end of its useful life and must be replaced to avoid a prolonged failure.

## 6. Staff Development

### Staff Development - May 2016

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	331	1496	7	25

#### *Highlights:*

- Nellie Brown, Director of Workplace Health & Safety Programs at Cornell University School of Industrial and Labor Relations, presented 3 health and safety programs at the Central Library in May: *Green Cleaning* on May 10<sup>th</sup> described cleaning methods that are both personally healthy and environmentally friendly, and 2 sessions on *Bloodborne Pathogens* on May 2<sup>nd</sup> and May 10<sup>th</sup> provided participants the knowledge to identify pathogens and protect against exposure.

- In partnership with the Western New York Library Resource Council (WNYLRC), the B&ECPL co-sponsored a 3-week session of NYLA’s Library Assistants Training Program. NYLA’s high level program is open to support staff already working or newly hired in public and academic libraries. Students are given an introduction to the history of libraries, the foundations of library service, and instructed in 3 major areas of library work: reference, public, and technical services.
- All B&ECPL staff completed Kantola Productions’ annual compliance training modules, *Harassment: Sex, Religion, and Beyond* and *Workplace Violence: the Early Warning Signs*, ahead of the May 31<sup>st</sup> deadline.
- Staff also attended other courses and programs outside the B&ECPL this month including: *COSUGI 2016 Conference* from May 23<sup>rd</sup> to May 25<sup>th</sup>, attending exhibits, information sessions, and training workshops on SirsiDynix systems and services; *Urban Libraries Conference 2016* at the Brooklyn Public Library on May 6<sup>th</sup>; *Coordinated Outreach Organizer’s Conference* on May 11<sup>th</sup> (sponsored by the New York State Education Department); and WNYLRC’s *Human Library* event on May 24<sup>th</sup>.
- Staff pursued webinar training opportunities on a wide range of topics in May including but not limited to: *Shoot Me an Email, Library Style* (presented by NoveList); *Rare Book Cataloging* (presented by Midwest Collaborative for Library Services); *How to Market Your Large Print Collection* (presented by Booklist); *“Making” Readers: Makerspaces and Literacy* (presented by ALA); *BLUEcloud Analytics – Basics* (presented by SirsiDynix); *Social Media for Trainers* (presented by InSync Training); and *Planning for Growth with Inclusive Engagement* (presented by Demco). A total of 39 different webinars were viewed by staff from the Central, Buffalo branch and contracting libraries.

**7. Media Coverage/Media Releases**

<b>Type of Communication</b>	<b>Topic</b>	<b>Air Date/Publish Date</b>
Media Advisory and Media Event	Library on Wheels, New Bookmobile	The Buffalo News, Buffalo Rising, WBFO, Channel 2, Channel 4, Channel 7, TWC News, May 19 <sup>th</sup>
Live Interview with Mary Jean Jakubowski and Amy Pickard	Shakespeare Exhibit & Bookmobile	WGRZ TV 2, Kevin O’Neill aired on May 18 <sup>th</sup>

Series of Interviews with Buffalo News Reporter Sandra Tan	Erie County library charts new path with bookmobile and other high-tech offerings	The Buffalo News, May 18 <sup>th</sup>
Media Interview with Mary Jean Jakubowski	Library Happenings	Radio interview (Cumulous stations 97 Rock, WHTT) with Kris Klein. Will air in late June.
Crane : WNY Family Magazine	Catalog of Spring Events to Date	May 1 <sup>st</sup>
Dudley: WNY Family Magazine: <a href="http://www.wnyfamilymagazine.com/">http://www.wnyfamilymagazine.com/</a>	Events Calendar, Library Events	Web-based, updated continuously
Riverside Review	Mother's Day Program	May 4 <sup>th</sup>

**Highlights:**

- May 18<sup>th</sup> – Library Director **Mary Jean Jakubowski** and Rare Book Curator **Amy Pickard** appeared on Channel 2 Daybreak with Kevin O’Neill. Spots included an introduction to B&ECPL’s new bookmobile – *Library on Wheels* and the *Celebrating 400 Years of Shakespeare* exhibit.

**8. Partnerships**

**Highlights:**

- May 4<sup>th</sup> – Working with WNYLRC and NYS Historic Newspapers Project, Special Collections Manager **Meg Cheman** sent 66 microfilm reels of the *Buffalo Republic*, a Buffalo newspaper, from 1847-1886 to be digitized - free of charge. The digitized newspapers will be published on the NYS Historic Newspapers site.
- May 19<sup>th</sup> – **Meg Cheman**, Information Services Manager **Dan Caufield**, and Community Engagement Manager **Anne Conable** met with Scott Behrend from Road Less Traveled Theater, to discuss how the Library can provide exhibit and programming support for an upcoming production of Mary Shelley’s *Frankenstein*, as well as link to our Milestones exhibit.



## 9. Planning for the Future

### *Highlights:*

- Work continues on the B&ECPL Five Year Library System Plan of Service and Central Library Plan of Service. The Committee is expected to bring forth the DRAFT of both Plans to the Board of Trustees in June.

## 10. Director Activities

### Meetings and Events:

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

DATE	MEETING / EVENT
May 3, 2016	Meeting - Joy Testa Cinquino
May 3, 2016	Meeting - Oded Rauvenpour, Tara McKenna, Frank Housh, Teresa Vincent
May 4, 2016	Meeting - Ken Stone, Tim Benten - Erie County Risk Manager
May 4, 2016	Interview - Sandra Tan - Buffalo News
May 5, 2016	Meeting - Heidi Bamford - Western New York Library Resources Council (WNYLRC)
May 5, 2016	Meeting - Ken Stone
May 5, 2016	Tour - New Employee Orientation - Meet and Greet
May 7, 2016	Meeting - Heidi Bamford - WNYLRC, and Lena Levine - Girl Develop It
May 7, 2016	Tour - Central Library - University at Buffalo Library School Students
May 9, 2016	Meeting - Dan Brinkerhoff - Erie County Sheriff
May 9, 2016	Meeting - Chris Mathias - International Institute of Buffalo - Employment Division
May 10, 2016	Event - Buffalo Public Schools Annual Art Show Opening
May 11, 2016	Staff Development Day
May 11, 2016	Meeting - Buffalo & Erie County Public Library (B&ECPL) Board of Trustees Budget & Finance Committee
May 12, 2016	Meeting - Administrative Team
May 12, 2016	Meeting - Doreen Woods
May 12, 2016	Meeting - B&ECPL Board of Trustees Executive Committee
May 16, 2016	Tour - Hamburg Book Club - Judith Engberg
May 16, 2016	Meeting - Carol Batt, Joy Testa Cinquino, Kelly Donovan

May 18, 2016	Media Event - Kevin O'Neill - Channel 2 - Bookmobile
May 18, 2016	Event - Meals on Wheels - Breakfast of Hope
May 18, 2016	Meeting - Library Foundation of Buffalo & Erie County
May 19, 2016	Media Event - "Library on Wheels" Bookmobile
May 19, 2016	Meeting - B&ECPL Board of Trustees
May 23, 2016	Meeting - Dawn Peters, Kathy Galvin
May 23, 2016	Meeting - Joy Testa Cinquino
May 24, 2016	Media Event - WGRZ - 97 Rock WHTT Radio Taping
May 25, 2016	Media Event - Albright-Knox Art Gallery
May 25, 2016	Conference Call - WNYLRC Business & Finance Committee
May 25, 2016	Meeting - WNYLRC Board of Trustees
May 25, 2016	Meeting - Erie County Department of Public Works
May 26, 2016	Meeting - Administrative Team
May 26, 2016	Event - Nazi Persecution of Homosexuals Exhibit Opening and Reception
May 27, 2016	Meeting - Douglas Love - Explore & More Children's Museum
May 31, 2016	Meeting - Jeannine Doyle

**Other:**

**Contracting Member Library Activity Reports**

**Hamburg Public Library** – submitted by Jack Edson, Director

Highlights of events and activities at the Hamburg Public Library:

- We have a great deal of activity in our expanded building, which has been open for a full year as of April 26<sup>th</sup>.
- We are still working to accomplish the finishing touches, including some ambitious landscaping projects, such as the Secret Garden and the Welcome Wall at the library entrance.
- We have had a series of art shows in the library, spin offs from the partnership with the Public Art Initiative of the Albright-Knox Art Gallery and the County of Erie. In July, we will welcome fabric artist Amanda Browder and volunteers from the community who will create a special piece of art. *Buffalo News* reporter Colin Dabkowski wrote an article about the great art shows in the Hamburg Public Library for *Gusto* magazine.
- Librarian **Chelsey Lonberger** organized Small Business Day, featuring numerous speakers, on April 12<sup>th</sup> and the Reading Invasion in the Hamburg Town Park on May 23<sup>rd</sup>, which included a special appearance of the new B&ECPL bookmobile "Library on Wheels".

**Marilla Free Library** – submitted by Shannon Jakubowski, Director

Highlights of events and activities at the Marilla Free Library:

- We are preparing for another exciting and fun-filled summer with programs for all ages. Programs and events center around our *On Your Mark, Get Set, Read!* theme. There will be Storytime with Miss Shannon for preschoolers ages 3 to 5 and Summer Fun Club for children ages 6 to 12. We are excited to have special programs for all ages, which include a visit from Buffalo Animal Adventures, The Charlie Show, Aquarium of Niagara, Magician Cris Johnson, and Punkin' the Clown. The Central Programming Team will also be visiting our library to present 2 fun-filled programs, Teddy Bear Olympics and Minute Olympics.
- We will be encouraging children to read all summer by joining our independent reading program. Children will record reading time in their reading logs to earn great prizes each week.
- Friday, May 20<sup>th</sup>, we hosted 11 classes from the Marilla Primary School for Community Day.
- We have begun to collect books for the annual Book Sale in September, and will be collecting them until September 7<sup>th</sup>.
- Marilla Library Book Clubs include an adult book club that meets the fourth Tuesday of the month at 2 p.m., a young adult book club that meets the third Thursday of the month at 6 p.m., and lastly an adult book club that meets the fourth Thursday of the month at 6 p.m.
- **Shannon Jakubowski** will be attending the Kiwanis Club of Marilla dinner on June 30<sup>th</sup> to discuss the programs and services provided to the community, as well as the opportunity to reach out to community members about our upcoming expansion project.
- August brings our first major fundraiser for our expansion project, with a Family Fun Fest, which will be held Saturday, August 13<sup>th</sup> from 4 p.m. to 7 p.m. Tickets will be on sale in the library.

Agenda Item G – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. While there was no report from ACT, Ms. Jakubowski shared she attended the June 15<sup>th</sup> ACT Board meeting; members are looking forward to ongoing workshops, particularly dealing with System services. The next meeting of ACT is to be held in October, date and location to be announced.

Agenda Item H – Public Comment. Steve, identifying himself as a frequent library user, having used many Buffalo City branches, expressed he feels the Library does an excellent job, but wished to offer some suggestions:

- 1 – Have the Library offer Skype, i.e. for face-to-face job interviews; he suggested a private area for this.

2 - General comments - He expressed there is a moving line between what is a library and what is a lounge - referencing talking loudly on cell phones; there are areas for children playing while patrons are doing research/studying - he feels the two may not go together well.

3 - Have Library security be stringent enforcing rules regarding loudness of cell phones; with signage posted. He added, people may be unaware of what the rules are.

4 - Consider cleanliness of computer keyboards. Ms. Batt pointed out at all libraries, sanitary wipes are available to patrons prior to using the computer. Staff is encouraged to wipe down keyboards when they look like they are in need. Staff will be reminded of these two things. Steve suggested signage, perhaps on the screen itself, with rules for patrons so they know what is expected and considered appropriate and not appropriate, especially in regard to noise levels, sanitation, food, etc.

In response to the above, Director Jakubowski was happy to share the Library is working with its Network Department to have Skype available in all Buffalo City Branches. Deputy Director - COO Batt pointed out they are currently working on some issues concerning software/computers. In response to Steve's question on how people will be notified when Skype is available, he was informed a media release will be done and it will be put on the Library's website and Facebook. Ms. Batt made mention that at some libraries a private space for Skype may not be possible due to space restrictions. Steve was asked to leave his personal information so he could be contacted when Skype was available.

Trustee Gist thanked Steve for speaking out, commenting he appreciates public comment which lets the Library know what is going on.

Agenda Item I - Unfinished Business. No unfinished business.

Agenda Item J - New Business.

Agenda Item J.1 - Approve 2017-2021 Five Year Library System Plan of Service. Per Trustee Kelly's request, Deputy Director Batt summarized the System and Central Library Five Year Plan of Service explaining they are a requirement of the NYS Education Department - Division of Library Development. Essentially in the two documents, the Library is explaining what it plans to do with its State funding over the next five year period. She pointed out there was a core committee of approximately 20 members consisting of administrators, contract member library directors and staff, City branch staff, and Central Library staff, information received through surveys, public forums, ACT and System Trustee input sessions, all used to put these Plans together,

formulating a series of projects and initiatives based upon a general outline the State had provided. The System Plan is essentially what the System is planning to do for the contract member libraries over the next five years and what the System is doing for the public. The Central Plan is specifically oriented to two grants we receive from New York State, Central Library Book Aid (CLBA) and Central Library Development Aid (CLDA). What the Library has been doing with the CLBA funds is purchasing and supplementing databases. What the Library anticipates doing in addition to database purchases, starting in 2017 it intends to use some of the funds to support its foreign language collection, particularly addressing the needs of immigrants and refugees throughout the County. With CLDA, the Library has been expending much of the funds on Grosvenor staff for genealogical research, reference, and projects like the Milestones project and technology training. Ms. Batt explained the Plans give the Library a blueprint for where we want to go in the future, being general enough so changes can be made along the way. If the Board approves the draft Plans, they will then go to New York State for their approval. Once approved, these will become the basis for the Library's Goals and Objectives over the next five years as well as the System's Organizational Competencies.

Trustee Kelly asked for examples of where the Library wants to be in five years. Ms. Batt replied one example is for the public to be more aware of the Library and all the services it provides; many people do not take advantage of these because they are not aware they exist. Director Jakubowski added, the continuation of ongoing development/involvement with cutting edge technologies so the Library can continue to progress forward with the services we provide.

In response to a question from Trustee Berlow, Ms. Batt noted one pattern seen in the public surveys dealt with marketing/communication, the idea that people are not aware of what the Library has to offer. When asked about anything new in the Plan, Ms. Batt pointed out a new emphasis is on the immigrant and refugee population along with some green initiatives in our buildings so they are more comfortable and inviting for patrons and staff as well. Ms. Batt conveyed the State mentioned to the Library that CLBA funds can be used for foreign language materials, so the State is also becoming aware this is an issue libraries need to be aware of and involved in. Technology dealing with younger children also has been included. Mr. Berlow brought up opportunities for capital funds, ie. if there are electrical needs, etc. Director Jakubowski noted the Library actively looks at utility incentives and capital needs.

Ms. Batt and Ms. Jakubowski publicly thanked the Committee, recognizing they were very much invested in this. Following this discussion, Ms. Vincent made a motion, Ms. Panty seconded, and approval of Resolution 2016-23 as presented was unanimous.

RESOLUTION 2016-23

WHEREAS, the New York State Education Department – Division of Library Development requires the development and approval of a Five Year Library System Plan of Service, and

WHEREAS, the current Plan will expire December 31, 2016 and Public Library Systems are required to formulate a new Plan to be effective January 1, 2017 through December 31, 2021, and

WHEREAS, the Five Year Library System Plan of Service must integrate current ongoing services and plans for the next five years as well as provide a picture of the intended results of its services for both member libraries and individual users, and

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) conducted an exhaustive process over a several month period to ensure comprehensive input and data evaluation to assist in needs assessment regarding library services, programs, and technology, and

WHEREAS, a working group consisting of B&ECPL administrators, staff, and member library representatives was tasked with researching library trends; reviewing operational data; formulating/administering surveys and community input sessions; evaluating results; and compiling a preliminary draft Plan, and

WHEREAS, The Library Director and Administrative Team participated in the development of the Plan and reviewed/updated the draft Plan, and

WHEREAS, The B&ECPL's Board of Trustees Executive Committee and Planning Committee also reviewed the final draft Plan, and

WHEREAS, the B&ECPL's Board of Trustees has reviewed the draft B&ECPL 2017-2021 Five Year Library System Plan of Service, now therefore be it

RESOLVED, that the draft B&ECPL 2017-2021 Five Year Library System Plan of Service be approved and, now therefore be it

RESOLVED, that the B&ECPL 2017-2021 Five Year Library System Plan of Service be transmitted as required to the New York State Library's Division of Library Development no later than October 1, 2016 for approval, and finally be it

RESOLVED, once the B&ECPL 2017-2021 Five Year Library System Plan of Service is approved by the New York State Education Department – Division of Library Development, it be considered fully adopted by the B&ECPL Board of Trustees.

Agenda Item J.2 – Approve 2017-2021 Central Library Plan. As summarized in the agenda item above, Ms. Vincent moved, Mr. Amodeo seconded, and approval of Resolution 2016-24 as presented was unanimous.

RESOLUTION 2016-24

WHEREAS, the New York State Education Department – Division of Library Development requires the development and approval of a Central Library Plan, and

WHEREAS, the current Central Library Plan expires December 31, 2016, and

WHEREAS, the 2017-2021 Central Library Plan will ensure that Central Library Development Aid (CLDA) funds provide collaborative outreach and programming opportunities; technology support; access to Central Library reference services; access to current special and rare collections; and that Central Library Book Aid (CLBA) funds will support collection development and access to electronic resources, and

WHEREAS, the 2017-2021 Central Library Plan was developed in conjunction with the Buffalo & Erie County Public Library's (B&ECPL) 2017-2021 Five Year Library System Plan of Service and the planning process included researching library trends; reviewing operational data; evaluating surveys; and reviewing community input session results, and

WHEREAS, The B&ECPL's Board of Trustees Executive Committee and Planning Committee also reviewed the draft 2017-2021 Central Library Plan, and

WHEREAS, the B&ECPL's Board of Trustees has reviewed the draft 2017-2021 Central Library Plan, now therefore be it

RESOLVED, that the draft 2017-2021 Central Library Plan be approved and, now therefore be it

RESOLVED, that the 2017-2021 Central Library Plan be transmitted as required to the New York State Library's Division of Library Development no later than October 1, 2016 for approval, and finally be it

RESOLVED, once the 2017-2021 Central Library Plan is approved by the New York State Education Department – Division of Library Development, it be considered fully adopted by the B&ECPL Board of Trustees.

There being no further business, on motion by Ms. Panty, seconded by Mr. Amodeo, the meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Kathleen Berens Bucki  
Secretary