

MINUTES  
REGULAR MEETING OF THE  
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
APRIL 17, 2008

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, April 17, 2008, in the Central Library pursuant to due notice to trustees. The following members were present:

W. Lawrence Buck, Chair  
Rebecca L. Pordum, Vice Chair  
Frank Gist, Secretary  
Sheldon M. Berlow, Treasurer  
Richard L. Berger  
Jack Connors  
Phyllis A. Horton  
Hormoz Mansouri  
Elaine M. Panty  
Mario J. Rossetti  
Judith K. Summer  
Wayne D. Wisbaum

George M. Zimmermann, Trustee Emeritus

Excused:                   Annette A. Juncewicz, ill  
                                  Sharon A. Thomas, out of town

Chair W. Lawrence Buck called the meeting to order at 4:04 p.m. in the Joseph B. Rounds Conference Room.

Agenda Item B - Approval/Changes to the Agenda. Agenda approved as mailed.

Agenda Item C - Minutes of the Meeting of March 20, 2008. Minutes were moved by Ms. Horton and seconded by Dr. Mansouri. Approval was unanimous.

Agenda Item D - Report of the Chair. Mr. Buck was pleased to announce the Library's annual giving campaign had achieved full support from the entire Board of Trustees, and he thanked everyone for their support. He then reported on a meeting held earlier in the day with County Executive Chris Collins. Mr. Collins took a brief tour of the Central Library, followed by an in-depth discussion with a good exchange of ideas.

Mr. Collins is especially interested in the Library's rare book collection. Mr. Buck said the County Executive now has a better understanding of library operations, and he feels it was a very positive first meeting.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Ms. Pordum reported the Executive Committee met on April 10<sup>th</sup>. A memo from County Commissioner of Personnel John Greenan regarding the new County policy of hiring new employees with Regular Part-Time (RPT) status was discussed. Library administration recommended that the Library adopt this policy beginning in June, to be reviewed after six months to assess the result. This will only affect new hires from outside the System. It will not affect employees on recall lists or current County employees.

Mr. Connors asked if RPT status is going to become ingrained in the culture of County government. It creates a whole separate class of employees who will receive reduced benefits. Mr. Connors was assured that RPT employees receive health benefits as well as leave, which accrues at 50% of a full-time employee. Mrs. Quinn-Carey stated it is possible to elevate an RPT employee to full-time status later if it is determined to move in that direction. Mr. Connors believes this policy could create tremendous morale problems, shows a lack of loyalty on the part of Erie County towards its employees, and does not feel it is the best policy going forward. The Director agreed this policy must be monitored closely and reiterated that it will be reviewed after six months. Mrs. Quinn-Carey believes this step is necessary in order to facilitate positive relations with the County and indicate a willingness on the part of the Library to work with the County on new initiatives. Ultimately, the B&ECPL will decide if this policy makes sense.

Ms. Panty asked how new RPT employees differ from the RPT employees the Library already has on staff. Deputy Director Kenneth Stone said current RPT employees work 25-35 hours per week, and this new policy will not affect those employees. He said the County is using the RPT employee classification in a different way than has been used in the past. New RPTs will be more than part-time, but less than full-time. Mr. Rossetti asked if the Library's current RPT employees receive health benefits. Mr. Stone affirmed that current RPT employees, i.e., employees who work at least 20 hours per week – and most work 25-35 hours per week – all receive full medical coverage. Part-time employees work 19 or fewer hours per week and do not receive medical benefits.

Ms. Pordum continued her report. The Library's Human Resources Office and County Personnel are working to re-establish regularly scheduled performance evaluations throughout the Library System. The B&ECPL will be undergoing an e-rate audit beginning in late April. The status of branch construction projects was discussed, including new developments and needs identified at the North Park Library.

Stanton Hudson and Judy Summer reported on progress made by the Policy Committee toward developing a rental policy that will allow the Central Library to be used for events by outside groups. A draft of 2008 Goals and Objectives for the Director was reviewed by the Executive Committee and will be brought back to the full Board at a later date.

Agenda Item E.2 – Budget and Finance Committee. Trustee Richard Berger invited Deputy Director Kenneth Stone to explain Resolution 2008-12.

Agenda Item E.2.a – Amend 2008 Budget: State Member Aid. This action will amend the budget to accept member aid sponsored by State Senator Mary Lou Rath for use by libraries within her district. Ms. Pordum moved for approval was seconded by Ms. Horton, whereupon approval was unanimous. In response to a question from Mr. Gist, Mr. Stone said the cautionary language contained in the resolution was included because details regarding the State budget are still unknown. Mr. Stone estimated the B&ECPL may be negatively impacted by approximately \$60,000.

#### RESOLUTION 2008-12

WHEREAS, on March 28<sup>th</sup> the Library received notification from the State Department of Education that “A grant-in-aid in the amount of \$56,000 has been apportioned to your library system,” and

WHEREAS, this member aid item was sponsored by New York State Senator Mary Lou Rath to assist libraries in her district, and

WHEREAS, these proceeds are designated for the benefit of the Amherst Public Library System (\$24,000 for the Audubon, Clearfield and Eggertsville-Snyder libraries), Clarence Public Library (\$8,000), Newstead Public Library (\$8,000), City of Tonawanda Public Library (\$8,000) and the Town of Tonawanda Public Library System (\$8,000), and

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

WHEREAS, given the fiscal challenges facing both Erie County and New York State (hence local and state library aid), authorizing the contracting libraries to retain these funds until such time as they are needed to offset possible 2008 budget cuts and/or future aid reductions is advisable (and strongly encouraged), now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library gratefully accepts the \$56,000 in state aid, and be it further

RESOLVED that the Board of Trustees of the Buffalo and Erie County Public Library approves a budget amendment to the 2008 budget, increasing revenues and expenses as follows:

Fund Center		SAP Commitment Item #	
		Revenue#408160	Expense#516010
		State Aid Special	Contractual Payments
Amherst Library	#4205010	\$24,000	\$24,000
Clarence Library	#4204025	\$ 8,000	\$ 8,000
Newstead Library	#4204065	\$ 8,000	\$ 8,000
Tonawanda City Lib	#4204080	\$ 8,000	\$ 8,000
Tonawanda Town Lib	#4205540	<u>\$ 8,000</u>	<u>\$ 8,000</u>
	<b>TOTAL:</b>	<b>\$56,000</b>	<b>\$56,000</b>

and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the above contracting libraries to retain these funds until such time as they are needed to offset 2008 budget reductions, future state or local aid reductions, or other needs, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library strongly suggests the contracting libraries retain these funds for the above purposes, and be it further

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

Agenda Item E.2.b - Monthly Financial Report. Mr. Stone explained this month's financial report is actually a revised year-end report for 2007. The County's annual audit is now underway, and final numbers will be available when that is complete. Substantial savings were achieved last year in retiree and active employee prescription costs because the County switched to a cheaper mail order service. This saved the Library nearly \$90,000.

Agenda Item F - Report of the Director. Bridget Quinn-Carey reported that she attended the Legislature's Community Enrichment Committee meeting earlier in the day with Deputies Jakubowski and Stone. Legislators asked for an update on service restorations that were funded from the additional \$1.6 million allocated by the Legislature. Mr. Stone prepared a report that detailed the progress that had been achieved during the first quarter of 2008. The presentation was very well received, and legislators encouraged Library staff to continue to work toward improving services.

Later in the day, the Director and Mr. Stone attended the Legislature's Finance and Management meeting to discuss capital projects. The escalator project was discussed. Earlier that week, County Budget Director Beth Kornbrekke was in the Central Library

for a meeting. She was apprised of the necessity of addressing the escalator capital project at the Central Library. There is a possibility that this project could be included in the next round of bonding in order to take advantage of State construction funds that are available now, which would help offset some costs of the project.

Bridget Quinn-Carey shared photos of a recent display and program, put on by staff of the Rare Book Room, pertaining to the Library's copy of "The Map That Changed the World" (*Delineation of the Strata of England* by William Smith, 1815). The B&ECPL would like to do more programs like this in the interest of sharing the Library's many treasures with the community.

In May, the Director expects to present a resolution for Board approval of a policy that would allow outside parties to rent the Central Library for special events. Working towards this proposal, Deputy Director Stanton Hudson has been in discussions with Jason Davidson of Fables Café. There was a miscommunication about when this policy would be approved, and Mr. Davidson proceeded to book an event for May 6<sup>th</sup>, which is prior to the May Board meeting. Because Library administration feels it is important to maintain good relations with the parties involved, in addition to the fact that a policy allowing these types of events to occur will be presented to the full Board for approval on May 15<sup>th</sup>, staff is inclined to approve this event if the Board agrees. In return, Mr. Davidson will provide the Library with advantageous pricing for an event the Library will be hosting in January in conjunction with the Buffalo Niagara Partnership. The Director thanked Mr. Hudson for negotiating this settlement.

Mr. Buck asked whether insurance coverage would be in place. Mr. Stone said Fables Café has insurance to cover all events catered by the restaurant. Fables will also obtain a temporary liquor license. Ms. Summer suggested the Policy Committee could meet prior to May 6<sup>th</sup> to finalize an agreement, which would allow the Library to have a signed contract with Mr. Davidson before this event takes place. Mr. Connors asked about rental use agreements that are currently in place for outside meetings. Mr. Stone said those rental agreements could help form a base for this new event policy. He also felt the May 6<sup>th</sup> event would serve as a learning experience, aiding in the finalization of a written policy. The Director said Mr. Hudson plans to obtain a written assurance from Mr. Davidson that Fables will offset any potential damages. The Chair asked trustees if anyone had any objections to holding this event at the Central Library on May 6<sup>th</sup>. No objections were voiced, whereupon Mrs. Quinn-Carey stated the rental customer would be notified that approval for the special event had been granted.

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

## **A Fresh Start**

My tour through the System continued through March and early April. The reception at each location has been very positive, and each experience provides me with a deeper understanding of our organizational culture, day-to-day activities, and overall structure. I am most encouraged by the frequent expressions of optimism and excitement about the future, a willingness to look at things with fresh perspective, and by the new ideas shared with me from throughout the System.

And, it's not just the staff and key stakeholders that share their enthusiasm with me: within the first month of my tenure, I received correspondence from three patrons commending the work of two different staff members, Peter Arnold (Amherst) and Ros Damico (E-Branch). We should all be proud of the service-minded approach exemplified by these staff members, and the many other front line staff members that model excellence in public service each day. I plan to work with Human Resources and each department, branch, and suburban library to develop a means of regularly recognizing and highlighting excellence in public and organizational service.

The State of the Library System address will be presented on April 16<sup>th</sup> at 10 AM and 2 PM in the Central Library Auditorium. This is intentionally scheduled during National Library Week, and will be an opportunity for me to meet staff, share successes, introduce initiatives, and convey an inspiring vision for the future. The scope of this presentation has been changed to focus on the staff, and trustees, if they are interested. A public presentation will follow in early summer.

National Library Week (April 13-20) is certainly being celebrated in style throughout the B&ECPLS, with special programs and events at just about every library, including open houses, gaming nights, reading programs, drawings, book sales, films, book talks, craft programs, and science programs.

As noted, most of my time has been spent meeting staff and active community members to build and develop collaborative relationships, touring libraries, and attending meetings and events. In house, I have been working with administrative staff, maintenance staff and City representatives to discuss facility planning (Central and Buffalo Branches, mall and storefront outlets, and suburban libraries) in light of the current State grant request and future requests; we have also started to discuss the state of facilities in general, short-term updates and upgrades, and long-term capital needs.

My first day on the Borrower Services desk was April 9<sup>th</sup>, after spending time on two previous days learning about the department and general procedures. I will be working at the circulation desk from 12-1 each Wednesday.

I am also working with the administrative team to begin a discussion of long-term staffing needs and identifying short-term issues and human resource projects (reviews,

training, educational programs, orientation), which we will coordinate with the County Personnel Department, as they are also updating and reviewing many of their activities and programs.

A "Meet and Greet" for new staff members will be held quarterly, on the first Tuesday of the month at 9:30AM, beginning in May. The May 6<sup>th</sup> mixer will be held at the Central Library, with future gatherings hosted at different libraries throughout the County. New staff members will be able to meet administrators and department heads and have a tour of the host facility. Board members are welcome to attend.

This month's report features two 'pull out' sections: one highlighting the news from the Buffalo Branches and Community Connections, and one that details the events, meetings and programs I have attended. Next month, news from the suburban libraries will also be featured as a 'pull out' to highlight library activities throughout the County. Each suburban library has been asked to contribute information once per year, so we can feature one or two each month.

By May, we will have a documented plan of action for 2008 and 2009 that will serve as our road map towards making the B&ECPL System an innovative, inviting, creative, proactive, collaborative, public-minded, and program rich service organization for our entire County. We're on the way!

## **Report of the Chief Operating Officer**

### **Library Staff Making Connections:**

- Central Library Administrator **Peggy Skotnicki** represented the B&ECPL at the New York State Central Library Directors meeting on March 12<sup>th</sup> in Albany.
- Chief Operating Officer **Mary Jean Jakubowski** attended a meeting of the Public Library System Directors (PULISDO) group on March 10<sup>th</sup> in Albany.
- COO **Mary Jean Jakubowski**, Chief Information Officer **Shirley Whelan**, Extension Services Administrator **Ann Kling**, Coordinated System Services Administrator **Carol Batt**, City of Tonawanda Library Director **Beverly Federspiel**, and Support Services Manager **Maureen McLaughlin** attended the 12<sup>th</sup> Public Library Association (PLA) Conference in Minneapolis, Minnesota, March 26-29, 2008. This national conference provided an opportunity to hear renowned speakers, meet with current as well as prospective vendors, and allowed a plethora of networking opportunities. Crane Branch Manager **Peter Lisker** presented *Changing Cultures: Experiences in Fostering Innovations from Within* on the final day of the Conference.
- Prior to PLA, COO **Mary Jean Jakubowski** and Extension Services Administrator **Ann Kling** attended the PLA/3M Company *Leadership Institute*. The Institute was held March 24<sup>th</sup> at 3M Headquarters in St. Paul. Both Ms. Jakubowski and Ms. Kling were selected to participate via competitive application.

- Business, Science and Technology Department Manager **Nancy Mueller** attended a meeting of the Erie County Records Commission on March 5<sup>th</sup>. Ms. Mueller is the appointed representative from the B&ECPL.
- Administrators **Carol Batt, Ann Kling, and Peggy Skotnicki** participated in various Western New York Library Resources Council committee meetings.

**Headphones Available at the Central Library:** Headphones for personal use on library PCs went on sale March 10<sup>th</sup> at the Central Library. Priced modestly at \$3, 25 sets were sold the first month. This popular service will be phased into branch and contracting libraries as PC upgrades are made, allowing convenient user access at these locations when the headphones are plugged into jacks.

**Envisionware Update:** During March, eight libraries were upgraded to provide B&ECPL cardholders self-service use of library PCs with EnvisionWare software. New libraries include Alden, Clarence, Eden, Elma, Hamburg, Lake Shore, Marilla and Newstead. These implementations increase the number of libraries offering this popular service to 30 locations.

**Get Graphic:** Eight classroom kits featuring **Art Spiegelman's** *Maus* are circulating among 22 Erie County high school classes this semester. The response to this pilot portion of the grant is gratifying and bodes well for the circulation of additional kits to be developed in year two of the grant. Focus groups of participating teachers are scheduled to be held in May and early June, where formal feedback will be solicited. Mr. Spiegelman is scheduled to appear at the Central Library on May 22<sup>nd</sup>. **Gene Yang**, Printz Award winner for his graphic novel, *American Born Chinese*, will speak at the Central Library on July 9<sup>th</sup>. The following day, he will conduct a workshop for teens about writing graphic novels.

**Programs at/from Central:**

- Business, Science and Technology Manager **Nancy Mueller** gave a one-hour presentation on the Central Library's resources for small business entrepreneurs at a workshop sponsored by the Small Business Administration on March 11<sup>th</sup>.
- Children's Room Librarian **Kate Puehn** conducted F.R.E.E. Time programs on two Thursday evenings. Sixteen children and 11 adults learned about Community Helpers on March 13<sup>th</sup>. A Spring Fling was experienced by nine children and five adults on March 27<sup>th</sup>.
- Librarians **Suzanne Colligan** and **Amy Vilz** gave a tour of the Grosvenor Room to an English class from Iroquois High School on March 13<sup>th</sup>. The 11<sup>th</sup> grade students were researching a variety of local history topics.
- Librarians **Amy Pickard** and **Amy Vilz**, along with staff member **Peter Scheck** of the Grosvenor Room, brought William Smith's 1815 map, *A delineation of the strata of England and Wales...* along with several other treasures from the "Milestones of Science" collection to the Geological Society of America Northeastern Section conference on



Friday, March 28<sup>th</sup>, at the Hyatt Regency. The conferees loved the exhibit and offered many compliments on such a fine collection being housed in a public library.

### **Report of the Chief Financial Officer**

**New York State Budget Adopted on April 9<sup>th</sup>**, details to follow: While detailed information on specific allocations to libraries is not yet available, the New York State Assembly's press release announcing the Education Budget passage stated that the budget included restoration provisions that would "Provide for an additional \$85 million for other education programs such as libraries, adult education and Independent Living Centers (ILC)."

A quick review of the Education Budget implementation bill (A. 9807-C) shows the net impact based upon this information would be in the area of \$60,000, including grants. This will be verified once detailed aid schedules are issued by the New York State Division of Library Development (DLD).

**2008-2009 New York State Construction Grant Timetable Announced:** The recently adopted New York State budget continues both the \$14 million and \$800,000 Statewide Library Construction Grant Programs. Application forms and instructions have just been posted on the New York State DLD website. **Ken Stone** and **Mary Jean Jakubowski** are scheduled to attend training on the grant requirements in early May. Grants from individual libraries must first be reviewed and ranked by the Library System. The deadline for B&ECPL libraries will be August 11, 2008. Applications will be reviewed and presented for B&ECPL Board consideration at the August 21<sup>st</sup> meeting. Final grant recommendations are due to New York State by September 12, 2008.

### **Work on Prior Year's State Construction Grants for City of Buffalo Branches**

**Continues:** Working with the City of Buffalo and Central Library Maintenance and Branch staff, a number of items are completed or in progress. A catch basin has been replaced at the East Clinton Branch; flooring, shelving, and the circulation desk at the Crane Branch have been replaced; and new gutters and fencing have been installed at the North Park Branch.

Unfortunately, during preparation for additional work at the North Park Branch, staff found that while walls on the main floor in most areas appeared to be in fair shape, plaster behind the paint has deteriorated in numerous areas, apparently due to moisture penetration from outside. Additional tests are being ordered to determine the scope of the problem. City Public Works staff have been advised of the situation.

**Erie County Legislature's Finance & Management Committee to Discuss County Executive's 2008 Budgeted Capital Projects Recommended for Bonding:** The Committee received an overview of the County Executive's recommended project list

and briefings on requests from County Departments on April 2<sup>nd</sup>. The Committee scheduled a meeting to review requests from cultural institutions, including the Library, on April 17<sup>th</sup> at 11 AM in Legislative Chambers on the 4<sup>th</sup> floor of Old County Hall. CFO **Ken Stone** will provide a briefing of the Library's project requests.

The County Executive's initial recommendation included the Library's request to replace the fuel tank, deteriorated sidewalks, and space reconfiguration to create mezzanine storage. It did not include the \$2.2 million for replacing the escalator system with elevators and related asbestos abatement.

**"E-Rate" audit to commence April 21<sup>st</sup>:** The Library was recently notified that it was selected for audit as part of a Federal Communications Commission-sponsored audit of the E-Rate program. Ernst & Young Auditors are expected to spend up to two weeks of field work in Buffalo undertaking the audit. Library staff is pulling together the voluminous set of documents requested for review.

**Fine Revenue Results for March 2008:** System-wide receipts for 37 libraries in the month totaled \$97,280.69. This compares to a total of \$97,112.11 in 2007, or an increase of \$168.58 and 0.17%. Year-to-date receipts totaled \$273,436.88, up \$1,809.03 and 0.67% over the same period in 2007. This month's results compared to last year are impacted by the Good Friday and Easter holidays occurring in March 2008 vs. April in 2007.

The 2008 adopted budget of \$977,179 anticipated a 5% decrease from 2007, reflecting the continued impact of e-mail due date reminder notices and allowing an additional renewal period; both services improve on-time return rates. In addition to providing better customer service, the due date reminder feature reduces patron wait times for popular titles, ultimately lowering the quantity of individual popular titles that need to be ordered.

Additionally, the budget anticipated a revenue shift from the 37 physical library outlets to the System account with the introduction of E-commerce. The shift from the Central Library would be slightly greater as the Central Library had previously processed phone credit card charges for other libraries that can now be performed using E-commerce. At this point, early in the E-commerce venture, the magnitude of shift has been lower than budgeted, impacting the SAP revenue account that covers the receipts of the Central Library, E-commerce and Buffalo Branch fine collections with a corresponding offset in contracting library accounts.

## **Report of the Human Resources Director**

### **Meetings Attended:**

- Wellness Meeting with BlueCross® BlueShield® Representative **Shannon Day**,

Labor-Management Healthcare Fund Wellness Coordinator **Chick Vicario**, and **Mary Jean Jakubowski** re: B&ECPL wellness initiatives on March 9<sup>th</sup>.

- **Gail Golden**, Dramatic Solutions re: Sexual Harassment Training for B&ECPL Supervisors on March 14<sup>th</sup>.
- Western New York Library Resources Council (WNYLRC) Leadership Task Force telephone conference re: 2008 leadership session on March 14<sup>th</sup>.
- Association of Contracting Library Trustees (ACT) Workshop on March 15<sup>th</sup>.
- B&ECPL System Trustee Board Meeting on March 20<sup>th</sup>.

Agenda Item G – Public Comment. No members of the public were present.

Agenda Item H – Unfinished Business. Mr. Buck asked Mr. Connors for an update on Library Foundation activities. Mr. Connors said he met with Mrs. Quinn-Carey and Mr. Hudson about Development Committee issues. As Chair, it is Mr. Connors' intention to have this Committee meet every month. He believes a Library Foundation Board meeting will be held in the near future. Lines of communication are opening up and things are moving in the right direction.

Mr. Connors was asked about the status of financial statements and was asked to provide a copy of the Foundation's annual budget to the Library. Mr. Connors said the most recent document, a draft budget, indicated the annual budget will be less than \$20,000. Ms. Panty asked if the Library Foundation had any staff who could work with the Library on projects. Mr. Connors said the Foundation employs a part-time person who works one day per week. He went on to say the Foundation's ultimate goal is to move Foundation operations back into the Central Library, working directly under Stanton Hudson. Assurance was given that progress is being made towards this end.

Deputy Director Stanton Hudson, Jr. was asked to update the Board on his activities. Mr. Hudson disseminated copies of recent news articles relating to library activities, which indicate the high level of publicity the B&ECPL has received recently. He asked Assistant Deputy Director Paula Sandy to elaborate. She explained there was a TV and radio media blitz upon Bridget's arrival to allow the community to become acquainted with its new Library Director. More media coverage is being planned to get word out about all the great services the B&ECPL provides. Mr. Hudson pointed out the synergy between development and communication operations. Greater awareness *of* the Library helps to raise dollars *for* the Library.

Mr. Wisbaum arrived at approximately 4:30 p.m.

Agenda Item I – New Business.

Agenda Item I.1 – Use of United Way Donations. Deputy Director Mary Jean Jakubowski explained this resolution would allow the B&ECPL to utilize \$8,500 of the

Library's United Way funds to purchase various assistive devices for use in libraries throughout the System, as well as two electric scooters for use at the Central Library. In addition, this new equipment will be very useful in conducting outreach programs at nursing homes. This expenditure was moved for approval by Ms. Horton, seconded by Ms. Summer, and approved unanimously.

RESOLUTION 2008-13

WHEREAS, the B&ECPL serves the residents of Erie County, and

WHEREAS, persons with disabilities require special equipment and tools to be optimally served, and

WHEREAS, the Library's current assistive equipment and tools are focused on specific disabilities such as impaired vision and hearing, and

WHEREAS, the Buffalo & Erie County Library Board of Trustees desires to provide for the library needs of persons with disabilities, and

WHEREAS, sufficient funds are available from the proceeds donated directly to the B&ECPL via the United Way and are currently on deposit in the Buffalo & Erie County Public Library's private funds, held in trust by the Erie County Comptroller, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees authorizes the Director to disburse \$8,500 of the Library's private funds to purchase two (2) electric scooters and hand held carrying baskets for the Central Library, BIGtrack track balls for all B&ECPL locations, and additional Bifolkal and Themed Programming Kits for the Division of Community Connections.

Mr. Berlow asked that important information regarding library activities be communicated to trustees if they are not in attendance at meetings. For instance, he would like to know the reasons for executive sessions, which is problematic since confidential matters are not discussed in a public forum and, therefore, cannot be included in official records of the meetings. He would appreciate it if staff made an extra effort to be sure that important information is disseminated to trustees as quickly as possible via e-mail.

In regard to the recent Trustee Workshop, which Mr. Berlow attended in March, he felt that all trustees should be given tours of library facilities, and he asked that he be given a tour of the Central Library. The Chair suggested that a tour of the Central Library could be arranged at the conclusion of an upcoming, regularly scheduled Board meeting.

Mr. Berlow was very happy to see the “Books for Kids Drive” gaining momentum and to see the Library’s involvement in this initiative. However, he would like to see follow-up information. What happens after the child receives the book? How effective is this program? Mrs. Quinn-Carey agreed this was an excellent observation. While she does not know the answer to these questions, an initiative the Director would like to have the Library System focus on in the next few years is literacy efforts. Erie County has serious literacy issues. With 37 service points throughout the County, it is important for the Library to learn how it can make a real difference in combating illiteracy, person by person. If the B&ECPL is going to expend resources and staff time on literacy efforts, it needs to be sure those efforts are getting to the people who really need help. If the B&ECPL is going to help an organization deliver books, what is the follow-up act for the Library to ensure that these folks get to their libraries for more books? She believes a community survey should be done to find out what all the different literacy efforts are throughout the city and county. Let the B&ECPL be a key player in making sure that literacy efforts are coordinated, systematic and effective. Measures can be built in to make sure that those donated books are having an effect, because Mr. Berlow’s observation is troubling. It is easier to determine the effects of literacy efforts on adults than it is with children.

Regarding library tours, some trustees said they had been taken on tours when they were first appointed to the Board, including various service outlets, not just the Central Library. Ms. Summer suggested the Orientation Committee could assist new trustees. Ms. Pordum said the Executive Committee had discussed holding B&ECPL Executive Committee or Board meetings at different library branches throughout the County. This would familiarize Board members with various library locations and encourage people associated with different branches to participate and become better acquainted with the Library and its System-wide governance.

Mr. Rossetti agreed it would be a good idea for the Board to travel to various locations. Publicize these meetings, invite the public, get people interested in the Library. It would help the Library System by getting trustees closer to the community, which in turn should help with fundraising. Mr. Wisbaum heartily endorsed this idea and proposed **a resolution\* approving the concept of traveling Board meetings**, charging the Executive Committee to prepare a schedule implementing this new practice, and allowing all trustees to have input before the schedule is finalized. The new schedule can then be implemented with the meeting following that discussion. Mr. Rossetti seconded the resolution. The Chair called for a vote, and Wayne Wisbaum’s resolution was approved unanimously (\*Resolution #2008-14).

In closing, Mr. Hudson reminded trustees to mark May 22<sup>nd</sup> on their calendars for the Art Spiegelman program at 4 p.m. Invitations will be going out soon for a private VIP reception that will follow his talk.

Minutes of the Board of Trustees

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There being no further business, on a motion by Ms. Pordum and a second by Ms. Panty, the meeting adjourned at approximately 4:50 p.m.

Respectfully submitted,

Frank Gist  
Secretary