

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
March 18, 2021

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, March 18, 2021, at the Central Library and remotely via Zoom pursuant to due notice to trustees. The following members were present (all attended the meeting remotely):

Kathleen Berens Bucki, MLS, Chair  
Kimberly Johnson, Vice Chair  
Joel C. Moore, Esq., Secretary  
Alan J. Bedenko, Esq., Treasurer  
Michael Amodeo, Esq.  
Sheldon M. Berlow  
Katie Burd  
Lucy A. Candelario  
John D. Craik  
Carima El-Behairy  
Frank Gist  
Frank Housh, Esq.  
Theodore K. Johnson  
Sharon M. Kelly, Esq.  
Elaine M. Panty

Chair Kathleen Berens Bucki called the meeting to order at 4:02 p.m. A call of the roll was taken. A quorum was present.

In keeping with Executive Order 202.95 issued February 22, 2021 which extended previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through March 24, 2021, this meeting was offered remotely via Zoom, permitting the B&ECPL Board of Trustees to attend this March 18<sup>th</sup> Board meeting by conference call and constitute trustees as present, allowing them to be counted for quorum and voting. As required by the Governor's Order, the public was offered the ability to listen to such proceeding via the provided Zoom call-in number, with the meeting being recorded, transcribed, and made available on the Library's website. This information was included in the meeting announcement.

Chair Bucki pointed out a verbatim transcript of the meeting as recorded by Zoom would be kept on file by the B&ECPL.

She also noted any public present on the call would be provided the opportunity to speak during Agenda Item H – Public Comment. Each speaker was to state and spell their name for the record and be limited to 3 minutes. The Board of Trustees would not respond during the Public Comment period.

Agenda Item B – Approval/Changes to the Agenda. There were no changes to the proposed agenda. Trustee Panty moved to approve the agenda as proposed, Trustee K. Johnson made a second and approval was unanimous.

Agenda Item C – Minutes of the Meeting of February 18, 2021. On motion by Trustee Berlow, seconded by Trustee Panty, the Minutes were unanimously approved as mailed.

Agenda Item D – Report of the Chair. Chair Bucki welcomed John Craik, who was confirmed by the Erie County Legislature on March 4<sup>th</sup>, as a B&ECPL trustee. In addition, the Chair congratulated Trustees Kimberly Johnson, Alan Bedenko, Ted Johnson and Sharon Kelly on their reappointments to the Board.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on March 11, 2021. A copy of the written report was included in the Board packet. Trustee K. Johnson summarized the meeting. Trustee Berlow moved to have the written report entered into the Minutes. Trustee Gist made a second, and this was approved unanimously.

Present via Zoom: Executive Committee Chair Kathleen Berens Bucki; Vice Chair Kimberly Johnson; members Sheldon Berlow and Elaine Panty; and ex-officio members Frank Housh and Ted Johnson. Chief Financial Officer (C.F.O.) Ken Stone and Chief Operating Officer (C.O.O.) Jeannine Doyle also participated via Zoom.

In keeping with Executive Order 202.95 issued February 22, 2021 which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through March 24, 2021, this meeting was offered remotely via Zoom. As required by the Governor's Order, the public had the ability to listen to the proceeding via Zoom, and the meeting was recorded, transcribed, and made available on the Library's website. This information was included in the meeting announcement.

Chair Bucki called the meeting to order at 4:04 p.m. After a call of the roll, it was noted that a quorum was present.

Chair Bucki relayed Library Director Mary Jean Jakubowski is a finalist for the ATHENA Leadership Award. The awards ceremony is being held virtually on April 28<sup>th</sup> and tickets are \$10. Information on the event will be forwarded to all trustees.

The Executive Committee reviewed the proposed agenda for the March 18, 2021 B&ECPL Board of Trustees meeting. C.F.O. Stone reviewed proposed Resolution 2021-3 - Erie County 2022-2027 Capital Project Request Guidance. He noted Capital Budget instructions have not yet been received from Erie County, but requests are typically due at the beginning of April. He described the 3 projects being recommended for the Central Library, and noted it could be a good time to request design for major infrastructure projects due to the potential to utilize other sources of grant funding for construction. He further conveyed the monthly financials for December indicated the B&ECPL remained within budget for 2020.

C.F.O. Stone reported the Central Library had experienced a power failure this morning at around 5:45 a.m., due to a failure of both National Grid lines that run into the building. Power was restored at approximately 7:45 a.m. He also reported construction crews had experienced a water main break at the Crane Branch Library in the course of their demolition; the building was already closed to the public due to the construction.

Chair Bucki relayed the Ad Hoc Committee had met the day before, on March 10<sup>th</sup>, and had agreed on a resolution to address Library Administration compensation. The resolution will be brought before the full Board for a vote next week.

Trustee Housh reported he had received a call from John Craik about joining the Board of Trustees. Mr. Craik is up for appointment to fill the vacant position previously held by Dr. Rhonda Ricks. Chair Bucki indicated she looks forward to welcoming him.

C.O.O. Doyle reported the *Black Doll Exhibit* had opened at the Central Library on February 25<sup>th</sup> and is extremely popular; patrons have indicated they are visiting the library specifically to see the exhibit. Members of Library Administration have been active in the news media lately. This Saturday, March 13<sup>th</sup>, Assistant Deputy Director Dorinda Darden will be the guest on Erie County Clerk Mickey Kearns' radio show. B&ECPL administration and staff have also been participating in library advocacy events with State representatives over the past couple months. C.O.O. Doyle indicated she always emphasized opportunities for collaboration at these events, encouraging legislators to think of the library when they have new initiatives.

C.O.O. Doyle reported the Association of Contracting Library Trustees (ACT) had met on March 10<sup>th</sup>, but she had not yet received any information about the meeting to report.

The public had no comment.

Chair Bucki noted Resolution 2021-5 under New Business. C.O.O. Doyle explained the resolution would approve the B&ECPL Public Health Emergency Operations Plan

(Plan), which is now required under New York State Labor Law. This Plan was developed by Director Jakubowski, and, as per the Law, a draft version of the Plan was submitted for review/comment by unions representing B&ECPL employees. These comments have been received and changes incorporated into the Plan. The Plan must be approved and on file by April 1<sup>st</sup>.

After review, the Committee had no changes for the proposed agenda.

C.F.O. Stone provided a further budget update, noting that of the 20% of State Library Aid withheld in 2020, NYLA has indicated that the full amount will be restored. The B&ECPL has received fully restored Local Library Services Aid, so C.F.O. Stone is optimistic that this may be the case. If all withheld funding is restored, it would equate to over \$500,000 for the B&ECPL.

Trustee Panty asked whether the Crane Branch Library Construction Project is affected by the restoration of State Aid. C.F.O. Stone indicated that State Aid for Library Construction had not been affected by the withheld funding, and that Phases 1 and 2 of the project remain fully funded.

With no further business to discuss, the Executive Committee meeting adjourned at 4:23 p.m. on a motion by Trustee Berlow and a second by Trustee K. Johnson.

#### Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Erie County 2022-2027 Capital Project Request Guidance. Chief Financial Officer (C.F.O.) Ken Stone introduced Resolution 2021-3. He noted he had just received submission guidance from Erie County for capital project requests, due April 16<sup>th</sup>. He elaborated on the Washington Street Entrance Reconstruction and Plaza Commons proposed project, indicating this idea came from the 2012 Re-Imagine Report, and was the aspect of the Re-Imagine project that would have the most direct impact on public facing areas of the building, including bringing the main entrance to ground level, creating a more usable outdoor public gathering space and adding a direct entrance on Washington Street to the newly renovated auditorium. The first phase of the project would include design as well as revision of cost estimates for construction. He also noted that Phase 1 of the Escalator Demolition and Space Conversion Project had been approved for 2021, which would include rehabbing the ground floor to 1<sup>st</sup> floor escalator, enclosing the 1<sup>st</sup> to 2<sup>nd</sup> floor escalators and making existing stairwells more open and user-friendly. The proposed Phase 2 project would remove the 1<sup>st</sup> to 2<sup>nd</sup> floor escalators, opening up space on the 1<sup>st</sup> floor for exhibits and programming. He noted the just-installed ADA compliant elevator opened into that area. Finally, he relayed that maintenance and shipping vehicles are replaced at regular intervals, usually once they reach 150,000 miles.

Trustee Gist queried whether design had already been done for the Washington Street Entrance Reconstruction and Plaza Commons project as part of the Re-Imagine Report.

C.F.O. Stone replied that the Re-Imagine designs were only done at concept level; the proposed project would be for detailed design specifications and cost estimates to be used for actual construction. Following this explanation, on a motion by Trustee T. Johnson, seconded by Trustee K. Johnson, this was approved unanimously.

RESOLUTION 2021-3

WHEREAS, the time of year to prepare and submit capital project requests to Erie County for the following 5 year period is approaching, and

WHEREAS, requests for County Capital funding focus on the County-owned Central Library building and on system-wide capital needs, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library hereby directs the Library Director to prepare, update costs as needed and submit 2022-2027 Erie County capital project requests prioritized as follows:

**FOR THE 2022 FUNDING YEAR**

- Central Library Washington Street Entrance Reconstruction and Plaza Commons – Phase 1 Design - \$180,000;
- Central Library Escalator Demolition and Space Conversion Project – Phase 2 - \$2,000,000; and
- Shipping and maintenance vehicle replacements - \$90,000.

**FOR THE 2023 – 2027 FUNDING YEARS**

- Central Library Washington Street Entrance Reconstruction, Plaza Commons and Interior Improvements – Phase 2 Construction - \$18,000,000 in 2023; and
- Shipping and maintenance vehicle replacements – \$98,000 in 2024; and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library expresses its support for requests submitted by the Erie County Department of Public Works to address Central Library basic building system needs such as protecting the building envelope, including the potential for replacing the roof with a green roof that incorporates alternate energy generation (solar/wind), and be it finally

RESOLVED, that the Library Director or her designee is authorized to transmit the requests to the appropriate County Department pursuant to the County's instructions and timetables and provide a report to the Library Board detailing the requests submitted.

Agenda Item E.2.b – Monthly Financial Report. The monthly financial report as of December 31, 2020 preliminary year-end close was sent to the Board as an information item. C.F.O. Stone reported the B&ECPL ended the year within budget for both revenues (93.3%) and expenses (88.3%), resulting in a net positive position. He further

reported on the State budget process, noting the Governor's proposed budget had included reductions to both Aid to Public Libraries and State Aid for Library Construction. Both the State Assembly and Senate have released counterproposals which include restoring Aid for Library Construction to \$34 million, and restoring Aid to Public Libraries by between \$5-7 million depending on the house. He saw this as a positive sign, but noted there is still a lot of negotiation that will happen before the final budget is enacted.

Agenda Item E.3 – Ad Hoc Committee. The Ad Hoc Committee met on March 10, 2021. A copy of the written report was included in the Board packet. Chair Bucki summarized the meeting. She noted a typo in the report as mailed; the meeting was actually called to order at 4:33. Trustee Panty moved to have the written report entered into the Minutes with this amendment. Trustee Berlow made a second, and this was approved unanimously.

Present via Zoom: Chair Kathleen Berens Bucki and members Sheldon Berlow, Lucy Candelario, Carima El-Behairy, Kimberly Johnson, Joel Moore and Elaine Panty.

Chair Bucki called the meeting to order at 4:33 p.m. A quorum was present.

In keeping with Executive Order 202.95 issued February 22, 2021 which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through March 24, 2021, this meeting was held remotely via Zoom. As required by the Governor's Order, the public had the ability to listen to the proceeding via Zoom, and the meeting was recorded, transcribed, and made available on the Library's website. This information was included in the meeting announcement.

Chair Bucki entertained a motion to enter into Executive Session at 4:38 p.m. to discuss a personnel matter. Trustee Berlow moved, Trustee Panty seconded, and approval was unanimous. All committee members were invited to a private Zoom Breakout Room. The staff member hosting the call remained on the main line; no members of the public were present. Trustee Moore left the meeting at approximately 5:15 p.m. At 5:37 p.m., on motion by Trustee Panty and seconded by Trustee Berlow, the Ad Hoc Committee concluded Executive Session and reconvened in public session.

On a motion by Trustee K. Johnson, seconded by Trustee Candelario, the Ad Hoc Committee recommended the current draft resolution regarding compensation for Library Administration be brought to the full Board for approval on March 18, 2021.

On a motion by Trustee Berlow, second by Trustee El-Behairy, the Ad Hoc Committee adjourned at 5:40 p.m.

Agenda Item E.2.a – Library Administration Salary Adjustments. Chair Bucki introduced Resolution 2021-4 as written. Trustee Gist asked who had drafted the

resolution; Chair Bucki indicated it had been drafted by Chief Operation Officer (C.O.O.) Jeannine Doyle. Trustee T. Johnson interjected the resolution, he felt, was not wholly accurate as written, as the language indicated specific salary adjustments had been approved by the Board of Trustees, which they had not. C.O.O. Doyle suggested a revision to reflect the adjustments had been approved by the Ad Hoc Committee, not the full Board. Discussion ensued. Trustee Moore expressed his reservations about inconsistencies between the current resolution and past practice. Library Director Mary Jean Jakubowski indicated that the process was atypical this year because salary had not been addressed at the time of reappointment for herself, C.F.O. Stone and C.O.O. Doyle due to budget uncertainty during the COVID-19 pandemic. Normally she would have brought forward her recommendation for deputy director salaries at the same time as her recommendation for reappointment.

Trustee T. Johnson quoted B&ECPL Bylaws Article VII Section 1, "The Director shall be the administrative, executive, and fiscal officer of the Buffalo & Erie County Public Library and subject to the supervision and control of the Board of Trustees, have general control and direction of the employees, business affairs and administration of the Buffalo & Erie County Public Library." He noted he interpreted this section as indicating Director Jakubowski had the authority to make salary adjustments for Library Administration without the need for Board approval, expressing it was therefore only necessary for the Board to set the Director's salary with this resolution. Discussion ensued. C.O.O. Doyle suggested removing the 2 sentences referencing Board approval for salary adjustments to Deputy Directors and Assistant Deputy Directors entirely. Trustee T. Johnson asked Trustee Kelly for her opinion on such an amendment; she believed it was a correct interpretation of the Bylaws and the resolution should be amended as indicated. Following this discussion, Trustee Kelly moved to approve the resolution as amended; Trustee T. Johnson made a second, and this was approved unanimously.

#### RESOLUTION 2021-4

WHEREAS, the Unconsolidated Laws of the State of New York authorize the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees to appoint a Director and Deputy Directors for 3-year terms, and authorizes the Director to appoint Assistant Deputy Directors (A.D.D.s) in accordance with Civil Service Law; and

WHEREAS, in May, September and December 2020 respectively, Mary Jean Jakubowski, Library Director, Kenneth Stone, Deputy Director - Chief Financial Officer (C.F.O.) and Jeannine Doyle, Deputy Director - Chief Operating Officer (C.O.O.) were appointed to additional 3-year terms; and

WHEREAS, given the financial uncertainty as a result of the COVID-19 pandemic, compensation and benefits were not addressed at the time of their reappointments; and

WHEREAS, in January 2021, the Board of Trustees approved Resolution 2021-2 granting wage increases for Managerial/Confidential employees for 2021, 2022 and 2023, but wage increases for Library Administration (Director, Deputy Directors and A.D.D.s) were not addressed; and

WHEREAS, during the "Red/Green" budget crisis of Erie County (2006/2007), the B&ECPL Board of Trustees, at the recommendation of Library Administration, moved ahead with a dramatic cost savings plan which included significant cuts in Library Administration and Managerial/Confidential employee benefits and wages; and

WHEREAS, the plan included, but was not limited to: implementing a flat rate salary for Library Administration and Managerial/Confidential employees instead of the preexisting salary scales which provided for increments and cost of living increases, reduction in paid lunch period, a health insurance contribution and reduction in retiree health benefits; and

WHEREAS, thereafter, in order to achieve any salary increases for Library Administration and/or Managerial/Confidential employees, it has been necessary for the Library Director to bring forth recommendations for wage increases to the B&ECPL Board of Trustees, resulting in numerous years without any increase and ultimately a disparity in wages among such B&ECPL employees and their Erie County counterparts; and

WHEREAS, the B&ECPL submitted its 2021 budget request in August of 2020, which included salary increases for Managerial/Confidential employees and Library Administration, however no action was taken to increase the wages of Library Administration on January 1, 2021 or thereafter; and

WHEREAS, there has been a reduction in staff in Library Administration resulting in savings from personnel costs budgeted for 2021; now therefore be it

RESOLVED, that the salary of Director Jakubowski be adjusted to \$150,000 effective January 1, 2021, with her current benefits package to remain the same unless otherwise amended by future vote of the Board of Trustees; and be it further

RESOLVED, that the wage increases approved by the Board of Trustees in Resolution 2021-2 for Managerial/Confidential employees shall be applied to Library Administration for 2022 and 2023.

Agenda Item F – Report of the Director. Director Jakubowski expressed thanks to the Board of Trustees. She welcomed Trustee Craik, and congratulated those trustees who had been reappointed to the Board. She reported the B&ECPL, in partnership with New York State Senator Sean Ryan's office, will begin offering vaccine appointment assistance on March 20<sup>th</sup> at 15 library locations. While library staff are always willing to help with such questions, this program includes scheduled formal appointments for



one-on-one help navigating the New York State vaccine website, which may include steps like creating an email address or printing appropriate eligibility proofs.

Director Jakubowski also reported that New York State Senator Timothy Kennedy's office had purchased signage for the Dr. Eva M. Doyle Auditorium at the Frank E. Merriweather, Jr. Branch Library. The new signage had been installed yesterday. She looks forward to holding an event celebrating the naming of the space at some point in the future.

Trustee Gist asked if the funding for the signage came from the SAM Grant for the Frank E. Merriweather Jr. Branch Library. Director Jakubowski replied that Senator Kennedy's office used different funding. Trustee Gist also expressed his appreciation for the vaccine appointment assistance program, noting that computer literacy is a current barrier for both vaccine and testing access. Trustee Moore asked which locations he should send patrons to for vaccine help. Director Jakubowski answered that any library could provide basic help, and she would have Assistant Deputy Director Joy Testa Cinquino send the Board the flyer about the one-on-one appointments. Trustee Moore further asked if the information had been sent to the City of Buffalo Common Council. Director Jakubowski was not sure if it had yet been sent to them, but would make sure that it was if it hadn't. She noted that County Executive Mark Poloncarz had already tweeted about the program. Trustee El-Behairy asked if there was a phone number that patrons could call for the program; Director Jakubowski indicated there were numbers for each location to schedule an appointment.

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

### **B&ECPL Monthly Report February 2021**

#### **Black History Month:**

In Celebration of *Black History Month*, the Buffalo & Erie County Public Library (B&ECPL) hosted a variety of activities and events, the main highlight of which was the February 2<sup>nd</sup> book launch of *Dear Kamala: Women Write to the New Vice President*. Over 200 people attended this live virtual Zoom session, featuring *Dear Kamala* book editor Dr. Peggy Brooks-Bertram and several contributing women and young girl writers from all over the world. This writer was the mistress of ceremonies.

**Black Doll Exhibit** - The Black Doll Exhibit at the Central Library opened to the public on February 25<sup>th</sup>. Hosted by Erie County Legislature Chair April N.M. Baskin, the exhibit showcases approximately 60 African American and Latina Barbie Dolls to help promote representation, diversity and inclusion to today's youth. Assistant Deputy

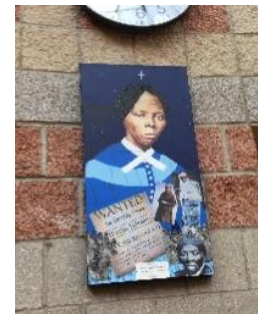
Director (A.D.D.) **Dorinda Darden** participated in the opening ceremonies before 55 attendees.

**Black History in Western New York Exhibit** - Information Services and Outreach Manager **Daniel Caufield** coordinated the exhibit *Black History in Western New York* presented by the Buffalo African American Museum committee, on display at the Central Library. The exhibit engages the public in art, urban planning, civil rights and the rich history and influence of African Americans living in Erie County.

**Leaders are Readers** - The B&ECPL, in partnership with Project Flight, the New York State (NYS) Governor's Office and several State agencies, awarded the *Dr. Martin Luther King, Jr. Leaders are Readers School Award for Literacy* to Buffalo Academy of Science Charter School (BuffSci). The school received over 5,000 new children's books for its students and the school. A virtual assembly program was provided by BuffSci on February 26<sup>th</sup> in recognition of this award; it included a musical performance from K-4 students, artwork, essays, excerpts from Dr. Martin Luther King, Jr.'s *I have a Dream* speech and poetry from the Middle School students. Project Flight Co-Directors Dr. Geraldine Bard and Dr. Elizabeth Cappella, **Dorinda Darden** and New York State Office of General Services Commissioner RoAnn Destito were speakers at the assembly.

**Second Saturday Series** - The *Second Saturday Series* of family programs presented in cooperation with Young Audiences of WNY has been reestablished in a virtual format. In honor of Black History Month, the February 13<sup>th</sup> program featured the songs, dances, instruments and history of Guinea presented by Teaching Artist Mohamed Diaby. This lively and colorful program will be followed on Saturday, March 13<sup>th</sup> at 1 p.m. with a poetry program for Women's History Month.

**Harriet Tubman Painting** - Artist and former Buffalo resident Antionette Simmons Hodges donated *Harriet Tubman*, a painting that she created, to the Frank E. Merriweather, Jr. Branch Library, dedicated in memory of her parents Mr. & Mrs. Wiley Hill Simmons, Sr. This beautiful mixed-media work will remain on permanent display.



**Other Activities** - Launch Pad Makerspace Manager **Jordan Smith** selected a list of African American figures who have left a lasting impact on American culture. For each, he created social media images with factual information about who they are and why they are important and scheduled one post on the Central Library's Facebook and Instagram pages each day throughout the month of February. In addition, the Central Library and Buffalo Branches provided virtual *Black History Month* programs throughout the month, and various *Black History Month* displays were created in the branches.

**Extending Access:**

Beginning February 1<sup>st</sup>, the Central Library and Buffalo Branches extended their open hours, providing 60 hours per week of service. Walk-up and curbside service continues.

**Hold Fees Eliminated** – Effective February 1<sup>st</sup>, the fee to request a library book, video, CD, etc. was eliminated. This welcome and user-friendly change ensures more equitable access to materials across the B&ECPL System. An unclaimed hold/restocking fee, assessed only when items are not picked up, remains in place.

**Additional Outdoor WiFi Access Points Installed** – External WiFi Access Points were installed at the Anna Reinstein Memorial Library, City of Tonawanda Library, Dudley Branch Library and Grand Island Memorial Library. This initiative, supported by the IMLS-funded CARES Act grant, extends internet coverage further into each library's parking lot and provides library visitors with free, fast and 24-hour WiFi connections.

**Other Highlights:**

***B is for Book: Online Winter Reading Contest*** - Prizes for children were delivered to winners at the Grand Island Memorial Library, Eggertsville-Snyder Branch Library and Williamsville Branch Library. Prizes for varying age groups included ball pit balls and a caterpillar crawl tube (preschool), a rocket ship tent and a star projector (early elementary) and a tent and 2 sleeping bags (upper elementary). Winners were randomly selected to celebrate *Take Your Child to the Library Day's Winter Campout* theme.

**Blind Date with an International Book** – Information Services and Outreach Librarian **Kuniko Simon** coordinated a *Blind Date with an International Book* free book giveaway. Patrons could contact Kuniko to request a specific language, and a popular fiction or non-fiction title would then be placed in a bag for pick up at any requested library. The most requested languages were Spanish, Portuguese, French and German. The books were kindly donated by Project Flight, with over a 100 books sent out to patrons throughout Erie County.

**Tax Preparation Assistance** – The *Volunteer Income Tax Assistance (VITA)* program began providing free tax preparation service at the Elaine M. Panty Branch Library on Thursdays starting February 11<sup>th</sup> and at the Frank E. Merriweather, Jr. Branch Library on Saturdays and Tuesdays starting February 13<sup>th</sup>, by appointment only. The NYS Department of Taxation and Finance also started providing free virtual tax preparation service in the TechKnow Lab at the Central Library on Thursdays beginning February 25<sup>th</sup>, by appointment only.

***B is for Book Fun Fact!*** – Fairy Tales evolved from early oral storytelling traditions and featured a fantasy or magical land of fairies, giants, goblins or witches, often with a conflict of good versus evil. They were told for entertainment, rather than as a moral tale, and *always* had a happy ending. Charles Perrault (1628-1703) was the most

popular storyteller of his time and is considered the father of the modern fairy tale, writing some of the best known tales such as *Cinderella*, *Puss in Boots* and *Little Red Riding Hood*.

**1. Public Services**

**In Library Group Programs\*:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	3	6	47	113
Children (age 6-12)	16	23	72	151
Teens	6	14	21	45
Intergenerational	3	3	91	91
Adults (excludes Technology)	11	13	56	67
<b>TOTAL In Library Group</b>	<b>39</b>	<b>59</b>	<b>287</b>	<b>467</b>

\*Read Down Your Fines statistics will now be reported on a monthly basis.

**Patron Self-Directed Programs (i.e. Craft Tables and *Take and Makes*):**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	1,132	1,715	1,132	1,715
Children (age 6-12)	1,858	2,695	1,858	2,695
Teens	84	142	84	142
Intergenerational	2,480	3,951	2,480	3,951
Adults (excludes Technology)	300	444	300	444
<b>TOTAL Passive Programs</b>	<b>5,854</b>	<b>8,947</b>	<b>5,854</b>	<b>8,947</b>

**In Library One-on-One Programs\*:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	65	65	65	65
Children (age 6-12)	8	10	8	10
Teens	34	42	34	42
Intergenerational	12	22	12	22
Adults (excludes Technology)	15	23	15	23
<b>TOTAL In Library One-on-One</b>	<b>134</b>	<b>162</b>	<b>134</b>	<b>162</b>

\*Does not include virtual one-on-ones.

**Adult Technology Programs\*:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Training Lab or Library Desktop PCs	0	0	0	0
System or Library-owned Cyber Train	0	0	0	0
One on One	9	17	9	17
<b>TOTAL Adult Technology</b>	<b>9</b>	<b>17</b>	<b>9</b>	<b>17</b>

\*Does not include virtual adult technology programs.

**Outreach (Out of Library):**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	0	0	0	0
Children (age 6-12)	0	0	0	0
Teens	0	0	0	0
Intergenerational	1	1	330	330
Adults (excludes Technology)	0	0	0	0
<b>TOTAL Outreach</b>	<b>1</b>	<b>1</b>	<b>330</b>	<b>330</b>

**Live Virtual Programs:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	27	37	1,012	1,141
Children (age 6-12)	10	11	567	596
Teens	21	38	103	210
Intergenerational	25	41	661	2,421
Adults (excludes Technology)	71	116	1,039	1,600
<b>TOTAL Live Virtual</b>	<b>154</b>	<b>243</b>	<b>3,382</b>	<b>5,968</b>

**Virtual Recordings of Program Content:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	58	122	1,950	4,066
Children (age 6-12)	28	83	902	2,356
Teens	0	0	0	0
Intergenerational	39	91	3,967	7,214
Adults (excludes Technology)	47	70	840	1,294
<b>TOTAL Live Virtual</b>	<b>172</b>	<b>366</b>	<b>7,659</b>	<b>14,930</b>

***B is for Book* Programming:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children's Services	1	1	3	3
Adult Services	0	0	0	0
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	0	0	0	0
Grosvenor Room	1	1	2	2
<b>TOTAL <i>B is for Book</i></b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>5</b>

***B is for Book* Exhibit Visitor Counts** - New people counters are being purchased and installed to ensure accuracy of visitor attendance.

***Programming Highlights:***

**Central Library – Children’s Services**

- Take and Make Crafts: *Take Your Child to the Library Day Virtual Winter Campout Kits, Black History Activity Bags, Valentine’s Crafts*
- Take Your Child to the Library Day Virtual Winter Campout Videos: *Come Sit By the Fire, The Chicken in the Library, The Other Day, I Met a Bear, The Yellow Ribbon: A Sorta Scary Camp Fire Tale, Make a Woodland Creature Pendant, Make a Paper Bag Backpack*
- Virtual Storytimes: *Valentine’s Day, Dental Health Month*
- Virtual Bilingual Storytime (Spanish): *That is Not a Good Idea*

**Central Library – Information Services**

- Black History Month Virtual Programs in cooperation with the United States Patent and Trademark Office: *Three Contemporary Black Women Inventors: Aprille Ericsson, Ayanna Howard, and Arlyne Simon; A Focus on Business*
- Virtual Programs: *Banking on Email Marketing – Part I: No Sales without Marketing, How to Find a Book in Your Language: Using Interlibrary Loan (ILL), Book Club in a Bag, Getting Started with Google Analytics Part I*

**Central Library – Special Collections**

- Virtual Genealogy Programs: *Finding Living Descendants, Unique Grosvenor Room Resources, Genealogy 101*
- Virtual Conference panel discussion: *Genealogy Experts Q&A at the New York Genealogical and Biographical Society’s Empire State Exploration Conference*

**Central Library – TechKnow Lab/Launch Pad**

- Thursdays @ 3 Grow with Google Virtual Workshops: *Coach Your Team to Success, Develop Skills for Working Remotely, Use YouTube to Grow Your Business, Boost Your Money Management Skills for Your Small Business – Part 1*
- Virtual Lunchtime Learning: *Budgeting and Financial Wellness, Ancestry Library Edition*

**Central Library – Teen Programming**

- *Teen Advisory Group (TAG) Virtual Meeting*
- *Teen Virtual Take and Make Craft Hangout*
- Virtual Programs: *Reader’s Quest Book Group, Rising Voices Social Justice Book Discussion Group*

**Crane Branch Library**

- Take and Make Crafts: *Black History Month Activity Bag, Dream Catcher, Valentine’s Day*
- In-Library Program: *Who are You Celebrating and Honoring this Black History Month?*
- Virtual Program: *Crane Library Book Club*

**Dudley Branch Library**

- Take and Make Craft: *Black History Month Activity Bag*
- Virtual Craft Tutorials: *Snow and Ice Twirler, Love Monster, CD Button Snail, Tissue Paper Turtle*

**East Clinton Branch Library**

- Take and Make Crafts: *Black History Month Activity Bag; Take, Write and Send Valentine's Day Cards!*
- Virtual Program: *Snow People Challenge*

**Elaine M. Panty Branch Library**

- Take and Make Crafts: *Black History Month Activity Bag, Heart-Hog Craft Bag*
- In-Library Program: *Take Your Child to the Library Day: Scavenger Hunt* with prizes that included a Valentine's Day Take and Make craft and a gift bag provided by Fidelis Care with school supplies, notebook, crayons and a youth-sized mask
- Virtual Storytime: *The Runaway Valentine*
- Virtual Program: *African American History Month 2021*

**Frank E. Merriweather, Jr. Branch Library**

- Take and Make Crafts: *Black History Month Activity Bag, Valentine Day's Heart Bears, All Skin Color is Beautiful Wreath*

**Isaías González-Soto Branch Library**

- Take and Make Crafts: *Black History Month Activity Bag, Valentine's Day Cards*
- Virtual Craft Tutorials: *Valentine's Day Tic-Tac-Toe, President Face Cut-Outs, Pompom Garland*

**Leroy R. Coles, Jr. Branch Library**

- Take and Make Crafts: *Black History Month Activity Bag, Beaded Bracelet, Valentine's Day Emergency Kit, Paper Dragon*
- Virtual Program: *Black History Month Trivia* - participants were encouraged to share their score to enter a raffle for a chance to win a \$25 gift certificate

**North Park Branch Library**

- Take and Make Craft: *Black History Month Activity Bag*
- In Library Program: *Take Your Child to the Library Coloring Contest featuring the Library Owl Mascot Read-a-Book*
- Virtual Program: *Teen Manga Club*

**Library on Wheels Bookmobile** – Visits including drop off and pick up service were provided at Bethel Estates Senior Apartments, Asbury Pointe Senior Apartments, Garden House Senior Facility, Stonegate Senior Apartments, Blessed Mary Angela, Union Square Senior Apartments, Boys & Girls Club of Holland, Rural Outreach Center, Orchard Place Apartments, Seneca Pointe Apartments and Jericho Road Community Health Center – Broadway Clinic and Barton Clinic.

**Library by Mail Program** – Sixty-two patrons have registered for the *Library by Mail Program*, and 110 items have circulated.

## 2. Collection Development

### Physical Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Juvenile Print	2,233	5,078	313	580	544,462
Young Adult Print	668	1,786	243	380	77,860
Adult Print	2,350	5,610	700	1,251	1,812,813
Media	2,821	6,397	354	712	567,473
Other*	1,905	4,673	38	135	176,742
<b>Subtotal</b>	<b>9,977</b>	<b>23,544</b>	<b>1,648</b>	<b>3,058</b>	<b>3,179,350</b>

\*Includes magazines, generic copies, and other

### Electronic Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
eBooks	1,515	3,073	982	2,099	111,843*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	921	2,170	199	430	26,827
eVideos	0	0	0	0	200
<b>Subtotal</b>	<b>2,436</b>	<b>5,243</b>	<b>1,181</b>	<b>2,529</b>	<b>138,870</b>

\*Includes 428 EBL titles

### All Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
<b>Total</b>	<b>12,413</b>	<b>28,787</b>	<b>2,829</b>	<b>5,587</b>	<b>3,318,220</b>

### Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	655	5.6	648	52.4
Staff Initiated	16	6.3	16	87.5

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

**Orchestral Sets Donated** – The Amherst Symphony Orchestra donated 148 orchestral sets to the Grosvenor Room. These compositions, which range from popular to classical music, are being added to the Grosvenor Room’s orchestration collection. This prestigious collection, the foundation of which is the Arturo Toscanini led NBC Orchestra’s collection, circulates to local orchestras for performances in Western New York.

**Digital Collections** – Grosvenor Room Librarian **Sue Cutrona** added “A walk around Hamburg at the turn of the century” to the Grosvenor Room’s Digital Collections. This is a video recreation of a slide presentation and narration by historian Elton R. Heath



at the Hamburg Public Library in 1978. Heath shares his memories and photographs of Hamburg residents, homes, streets, schools and businesses circa 1902-1908, the time when he was a teenager. This collection will be featured during the yearlong Erie County Bicentennial celebration. It can be found at: [digital.buffalolib.org/document/2084](http://digital.buffalolib.org/document/2084).

**Subject Guides** - The Library's Subject Guides were viewed by 1,563 visitors from 25 countries in February. In addition to the United States, visitor countries of origin included Australia, Bangladesh, Canada, China, Colombia, Finland, Germany, Hong Kong, India, Ireland, Italy, Jamaica, Kenya, Malaysia, Mexico, the Netherlands, Pakistan, the Philippines, South Korea, Spain, Uganda, Ukraine, United Arab Emirates, and the United Kingdom.

### 3. Technology

**Thinking Money for Kids** - A link to the *Thinking Money for Kids* website icon was added to the Children's profile computers in the Kids' Space at the Central Library. The American Library Association (ALA), in partnership with the Financial Industry Regulatory Authority (FINRA) Investor Education Foundation, released a collection of free online games to teach children basic financial skills related to earning, saving and spending money. The 4 interactive games are designed for children ages 7 to 11, but are appropriate for other ages as well.

**Device Charging Station** - The Elaine M. Panty Branch Library received a new device charging station for public use.

### 4. Funding/Fundraising

#### Funding:

**Library Advocacy Day** - On February 26<sup>th</sup>, a delegation of B&ECPL representatives, including trustees, directors and line staff, virtually "traveled to Albany" to meet with Western New York legislators and/or their staff to thank them for past support and to advocate for improved library funding as part of New York Library Association's 2021 Library Advocacy Day.

B&ECPL representatives met online with the following elected officials and/or their staff (in alphabetical order):

- Assemblymember Patrick Burke
- Assemblymember William Conrad
- Assemblymember David DiPietro
- Senator Patrick Gallivan
- Assemblymember Karen McMahan
- Assemblymember Michael J. Norris
- Senator Edward A. Rath III
- Assemblymember Jonathan Rivera
- Senator Sean M. Ryan
- Assemblymember Monica Wallace

Meetings included a sense of urgency this year, as Governor Cuomo’s proposed budget would reduce Library operating and recurring grant aid by \$7.1 million (7.5%) compared to the 2020-21 budget as enacted by the Legislature last year, reducing statewide general aid to libraries to \$87.0 million (the B&ECPL’s reduction being approximately \$215,689, from \$2.87 to \$2.65 million). Additionally, the Governor’s budget would continue reduced funding of \$14 million for the NYS Library Construction Aid program (from \$34 million statewide 2 years ago to \$14 million, which reduces the share available for projects at B&ECPL system and member libraries from \$1.558 million to \$641,863).

Legislators voiced their interest and support for libraries, while acknowledging that this year presents a very challenging State budget picture. Letters of gratitude and an informational folder have been sent to the legislators’ Albany offices.

**Fundraising:**

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1 – February 28, 2021	\$13,486.46

**5. Facilities**

**Crane Branch Library Improvement Project** - The *Crane Branch Library Improvement Project Neighborhood Update Meeting* was held via Zoom on February 23<sup>rd</sup>. Crane Branch Manager **Dan Lewandowski** and this writer presented along with Peter Murad from Architectural Resources. Mobile Services and Buffalo Branches Manager **Samantha Purpora**, Chief Financial Officer **Ken Stone**, Chief Operating Officer **Jeannine Doyle**, and A.D.D.s **Dorinda Darden**, **Joy Testa Cinquino** and **Maureen McLaughlin** were among those in attendance.

**Central Library Public Address System Replacement** - Work on this County-funded capital project began with a project kickoff meeting on February 22<sup>nd</sup>. Many of the components of the building’s public address system date to the 1960s and have failed. The work is estimated to be completed by early summer.

**6. Staff Development**

	Number of Program Attendees		Number of Programs Presented	
	Month	YTD	Month	YTD
Staff	165	260	1	1

**Staff Training Offered/Attended** - *Facebook for B&ECPL Editors* (presented by B&ECPL Development & Communications).

**Virtual Conferences Attended** - *Library Journal Winter Summit* (presented by Library Journal); *SCBWI Winter Conference: Inside Children’s Publishing* (presented by SCBWI).

**Webinars Viewed – 60 webinars, including** *After Emergency Response Mode: Approaching Virtual Storytimes with Intention* (presented by CLRC); *Increasing Morale in*

*the Workplace* (presented by SirsiDynix); *Lifting Voices: Books Like Us – The Power of Seeing Yourself Reflected in a Book* (presented by Mackin Educational Resources); *Teaching Play and Leisure Skills to Students with Autism* (presented by Monarch Center for Autism); *The Brain and Reading: Why Learning to Read is Hard and What to Do About It* (presented by edWeb); *Tools for Tense Situations: Reducing Conflicts with Patrons as Libraries Return to the New Normal* (presented by CLRC).

**Other** – *Become a Customer Service Specialist* (online course presented by LinkedIn Learning); *Budgeting and Finance for Public Libraries* (online course presented by University of Michigan/edX); *NYLA Developing Leaders Program* (presented by NYLA).

### 7. Communications//Media Coverage/Media Releases/Social Media

**Media:**

Type of Communication	Topic	Air Date/Publish Date
Media interview with Director Jakubowski, recorded	1 Million+ eContent downloads in 2020	WIVB TV Channel 4, February 2 <sup>nd</sup>
Media Release	Library System Announces 2021 Board of Trustees - Kathleen Berens Bucki to Serve Third Term as Board Chair	Sent February 4 <sup>th</sup>
Media interview with Director Jakubowski, recorded	Library by Mail Program	Bee Publications, February 19 <sup>th</sup>
Media Release - jointly with Overdrive and Kenmore-Town of Tonawanda Schools	Buffalo & Erie County Libraries Team Up with Kenmore-Town of Tonawanda Schools to Expand Access to eResources	Sent and posted February 15 <sup>th</sup>
Mass Email – Message from the Library Director	Library System updates including removal of hold fees	Sent and posted on February 17 <sup>th</sup>
Media interview and photos with Director Jakubowski, recorded	Journey to wellness through reading	Buffalo Rising, February 17 <sup>th</sup> and 18 <sup>th</sup>
Media interview with Director Jakubowski, recorded	Partnership with OverDrive and Ken-Ton Schools	WKBW TV Channel 7, February 18 <sup>th</sup>
Media interview with Director Jakubowski, recorded	Partnership with OverDrive and Ken-Ton Schools	The Buffalo News, February 21 <sup>st</sup>
Media Release	Neighborhood Update meeting for the Crane Branch Library	The Buffalo News, Spectrum News, February 23 <sup>rd</sup>
Media Release (issued from Erie County Legislative Chair April N.M. Baskin) and Media Event - exhibit launch	The Black Doll Exhibit @ Central Library	WKBW TV, Channel 7, The Buffalo News photo desk, WIVB TV Channel 4, February 25 <sup>th</sup>
Media Release and event attended via Zoom by A.D.D. Dorinda Darden	Project Flight's <i>Leaders are Readers</i> program presents the literacy award to the Buffalo Academy of Science Charter School	Sent and posted on February 26 <sup>th</sup>

Media interview and photos with Grosvenor Room Librarians Meg Cheman and Amy Pickard	<i>B is for Book</i> Exhibit	The Buffalo News (interview took place on Feb. 26 <sup>th</sup> , expected to run in early March)
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**Social Media:**

	Staff Activity		Public Activity		Followers	
	Month	YTD	Month	YTD	Month - New	Total
Facebook	169	368	3,473	6,998	39	10,234
Flickr	45	67	7,001	4,527	-	57
Google Ads <sup>1</sup>	N/A	N/A	3,517	7,034	N/A	N/A
Instagram	52	96	2,792	4,044	46	3,345
Pinterest	27	93	193	446	2	2184
Podcast <sup>2</sup>	4	7	N/A	N/A	N/A	N/A
Twitter	74	184	1,005	4,028	27	10,744
YouTube	6	10	217	276	13	286
<b>Total</b>	<b>377</b>	<b>825</b>	<b>18,198</b>	<b>27,353</b>	<b>127</b>	<b>26,850</b>

<sup>1</sup> Google Ads is provided to the Library through a grant. Monthly activity based on public clicks and verified calls from the Library's online advertisement.

<sup>2</sup> Podcast public activity measurement cannot be tracked accurately because it is available through multiple applications.

**8. Partnerships**

**Buffalo Public School (BPS) #32 Bennett Park Montessori** - Children’s Services and Outreach Manager **Kristi Dougherty** was contacted by BPS #32 Bennett Park Montessori about providing a virtual reading of books to include in their virtual *Black History Month* celebration. Children’s Services and Outreach Senior Page **Nancy Smith** was filmed reading *Mae Among the Stars* and *Chocolate Me*, and additional educational facts about Black History were included in the video that was sent to the school.

**Homelessness Youth Task Force** - Children’s Services and Outreach Librarian **Susan Buttaccio** attended a virtual workgroup meeting of the Homelessness Youth Task Force Community and Education Subcommittee on February 5<sup>th</sup>.

**Mental Health Peer Connection** - The Mental Health Peer Connection hosted an informational table at the Frank E. Merriweather, Jr. Branch Library on February 16<sup>th</sup>.

**Every Person Influences Children (EPIC)** - **Susan Buttaccio** met virtually on February 17<sup>th</sup> with Program Coordinator Alexis Tabacchi and Director of Family Engagement Jamie Rackl from EPIC regarding a partnership with the B&ECPL to provide weekly storytimes at the Buffalo Waterfront Canalside on Wednesday mornings from June 23<sup>rd</sup> through August 25<sup>th</sup>.

**Child Care Resource Network** - Kristin Macha, Director of Community and Family Engagement from Child Care Resource Network reached out to **Kristi Dougherty** to provide information about their free childcare referral services on February 18<sup>th</sup>. The

information has been shared with libraries in the B&ECPL system to post on their social media pages.

**Infancy Leadership Circle (ILC) Erie - Kristi Dougherty and Susan Buttaccio** attended a virtual meeting on February 19<sup>th</sup> of the ILC Erie as part of the New York Zero-to-Three Network (NYZTT).

**Penn Dixie Fossil Park & Nature Reserve - Kristi Dougherty and Dan Caufield** met via Zoom on February 19<sup>th</sup> with Dr. Holly Schreiber, Director of Education and Catherine Konieczny, Director of Science from Penn Dixie Fossil Park & Nature Reserve to discuss library display and programming ideas for a grant that Penn Dixie Fossil Park & Nature Reserve will be applying for.

**PathStone Enterprise Center - Information Services and Outreach Librarian Sandra Courtney** participated in a podcast interview with Yahaira Zapata and Adam Tidrow from the PathStone Enterprise Center on February 24<sup>th</sup>. The focus was on celebrating *Black History Month*, events happening at the B&ECPL and resources available for small businesses and for those looking to start a business.

**New York State Youth Services Consultants - Kristi Dougherty** attended a virtual meeting on February 26<sup>th</sup> with other New York State Youth Services Consultants to discuss summer reading.

**Explore & More - The Ralph C. Wilson, Jr. Children's Museum (E&M) -** The B&ECPL continued to coordinate Take and Make STEAM activities with E&M in February. Kits were distributed to all Buffalo Branch Libraries including the Central Library, as well as the Lackawanna Public Library. E&M provided all materials and a link to a video with guided instructions. February's activity was *Rangoli Sand Art*.

## 9. Director Activities

### LIST of MEETINGS and EVENTS

ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI

February 2021

DATE	MEETING / EVENT
February 1, 2021	Virtual Meeting - NYS Senator Timothy Kennedy
February 1, 2021	Meeting - Joy Testa Cinquino
February 1, 2021	Conference Call - ALA National Network
February 2, 2021	Media Interview - Channel 4
February 2, 2021	Viewing of County Executive Mark Poloncarz's Press Conference
February 2, 2021	Conference Call - B&ECPL Board Chair Kathleen Berens Bucki
February 2, 2021	Virtual Event - <i>Dear Kamala</i> Book Launch
February 3, 2021	Virtual Meeting - Chamus Hawk
February 3, 2021	Meeting - Erie County Legislator April Baskin, Lisa Jacob Watson
February 3, 2021	Virtual Meeting - Public Library System Directors Organization (PULISDO) Diversity Working Group

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February 4, 2021	Conference Call - Abigail Barten-McGowan
February 5, 2021	Virtual Event - NYS Education Department Digital Equity Summit
February 5, 2021	Virtual Meeting - NYS Assemblymember Jonathan Rivera
February 5, 2021	Virtual Meeting - NYS Senator Edward Rath III
February 8, 2021	Conference Call - Steve Bachman, Four County Library System
February 8, 2021	Viewing of Governor Andrew Cuomo's Press Conference
February 8, 2021	Virtual Meeting - Gabby Harrington, NYS Senator Sean Ryan's Office
February 9, 2021	Conference Call - PULISDO
February 9, 2021	Viewing of County Executive Mark Poloncarz's Press Conference
February 9, 2021	Conference Call - McKayla Mulhern, NYS Senator Timothy Kennedy's Office
February 10, 2021	Virtual Meeting - Managers/Directors
February 10, 2021	Virtual Meeting - Brock Templin, Farber Specialty Vehicles
February 10, 2021	Meeting - Mitch Martin, US Representative Chris Jacob's Office
February 10, 2021	Conference Call - Chair Bucki
February 11, 2021	Meeting - Administrative Team
February 11, 2021	Media Interview - Buffalo Rising
February 11, 2021	Meeting - B&ECPL Board of Trustees Executive Committee
February 12, 2021	Media Interview - Bee Publications
February 16, 2021	Conference Call - Larra Clark, ALA
February 16, 2021	Virtual Meeting - Dorinda Darden, Samatha Purpora
February 16, 2021	Viewing of County Executive Mark Poloncarz's Press Conference
February 16, 2021	Conference Call - Mark Sheer, Investigative Post
February 17, 2021	Meeting - Marguerite Cheman
February 17, 2021	Virtual Event - Willie Brown Author Talk
February 17, 2021	Webinar - Increasing Morale in the Workplace
February 17, 2021	Virtual Meeting - Valerie Nessel, University at Buffalo
February 18, 2021	Virtual Meeting - NYS Library, Division of Library Development (DLD)/PULISDO
February 18, 2021	Conference Call - Jason Hurley, Erie County Executive's Office
February 18, 2021	Media Interview - The Buffalo News
February 18, 2021	Media Interview - Channel 7
February 22, 2021	Virtual Event - Reflections on Race Equity and Long Island Libraries
February 22, 2021	Conference Call - Carol Desch, DLD
February 22, 2021	Virtual Event - NYLA Pre-Advocacy Day Briefing
February 23, 2021	Meeting - James Hearn, Erie County Department of Public Works
February 23, 2021	Meeting - Marguerite Cheman
February 23, 2021	Viewing of County Executive Mark Poloncarz's Press Conference
February 23, 2021	Conference Call - Adam Traub, Monroe County Library System
February 23, 2021	Virtual Event - Crane Branch Library Improvement Projects Community Meeting
February 24, 2021	Conference Call - Robert Patterson, Bond, Schoeneck & King
February 26, 2021	Virtual Meeting - NYS Assemblymember Jonathan Rivera
February 26, 2021	Virtual Meeting - NYS Assemblymember Monica Wallace
February 26, 2021	Virtual Meeting - NYS Senator Sean Ryan
February 26, 2021	Virtual Meeting - NYS Assemblymember Michael Norris
February 26, 2021	Virtual Meeting - NYS Assemblymember Pat Burke

**Appendix**  
**Contracting Member Library Activity Reports**

**Alden Ewell Free Library** – submitted by Rebecca Moe, Director

Highlights of events and activities at the Alden Ewell Free Library:

**Take-and-Make Crafts** – Take-and-Make Crafts have been very popular this year at the Alden Library. Crafts for February included making a Chinese dragon to celebrate the Lunar New Year and a Kiss-in-a-Box to give (or keep!) for Valentine’s Day.

**Construction Project** – Our New York State Aid for Library Construction project is nearly complete! Patrons frequently compliment our new circulation desk and carpeting – the resurfaced roof is less noticeable to the public but nonetheless appreciated. The automatic door opener is the last project on the list; it is expected to be finished this spring.

**New and Improved!** – The staff of the Alden Library has been hard at work trying to make visits to our library a better experience for our patrons! Our collections have been consolidated on the shelving to allow for more display of materials, and juvenile fiction is now shelved according to book series. We recently replaced outdated patron laptops with newer technology, and we are in the process of looking for updated displays for our newer audio-visual materials to improve the patron browsing experience in our media room.

**Aurora Town Public Library** – submitted by Paula Klocek, Director

Highlights of events and activities at the Aurora Town Public Library:

**February 2021 Programs**

- *Create-a-Card Club* – On February 8<sup>th</sup>, adults ages 17 and up were invited to create a handmade Valentine’s Day greeting card. Twelve participants worked on the take-home craft kits.
- *Unwind and Design: Whimsical Pom-Pom Flowers* – On February 9<sup>th</sup>, adults ages 17 and up were invited to make 5 cheerful pom-pom flowers with wooden sticks for stems. Twenty participants worked on the take-home craft kits.
- *“Home is Where the Heart Is” Coaster Set* – On February 9<sup>th</sup>, families of all ages were invited to create a set of “Home Is Where the Heart Is” coasters. This to-go craft kit included materials to make 4 ceramic tile coasters that featured a heart-shaped map of Western New York. Twenty-eight participants worked on the take-home craft kits.

**Upcoming Programs**

- *Create-a-Card Club* – On March 8<sup>th</sup>, adults ages 17 and up are invited to pick up take-home kits to create a handmade “Thinking of You” greeting card.

- *Unwind and Design: Floral Chalkboard Plaque* – On March 9<sup>th</sup>, adults ages 17 and up are invited to welcome spring with a hanging floral chalkboard plaque take-home kit.
- *Story Time To-Go* – Children ages 3-5 are invited each week to pick up program kits which include a book to keep, an activity and a craft. Upcoming dates include the weeks of March 16<sup>th</sup>, March 23<sup>rd</sup>, March 30<sup>th</sup>, April 13<sup>th</sup> and April 20<sup>th</sup>.
- *Reading Club* – On March 16<sup>th</sup> and April 20<sup>th</sup>, children ages 6-12 are invited to pick up a program kit that includes a book to keep, an activity and a surprise.
- *“L” is for Library Bags for Babies* – On March 16<sup>th</sup> and April 20<sup>th</sup>, children ages birth-2.5 years are invited to pick up program kits that include a book to keep, an activity and a coloring sheet.
- *Unwind and Design: Papel Picado Banner* – On April 13<sup>th</sup>, adults ages 17 and up are invited to pick up program kits to make decorative perforated paper in the style of Mexican folk art.

Agenda Item G – Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. There was no representation from ACT. C.O.O. Doyle indicated she had no further information to report beyond what was included in the Executive Committee report.

Agenda Item H – Public Comment. Chair Bucki noted Jason Hurley from the County Executive’s Office had written a question in the chat box about whether information on the vaccine appointment assistance program had been shared with Senior Services. Director Jakubowski commented that it would be.

Agenda Item I – Unfinished Business. None.

Agenda Item J – New Business.

Agenda Item J.1 – Approve B&ECPL Public Health Emergency Operations Plan. C.O.O. Doyle explained Resolution 2021-5 as presented. On motion by Trustee Panty, seconded by Trustee Gist, this was approved unanimously.

#### RESOLUTION 2021-5

WHEREAS, on September 7, 2020, the Governor of the State of New York, Andrew Cuomo signed the Public Health Emergency Operations Plan Law (Law); and

WHEREAS, the Law requires public employers, including the Buffalo & Erie County Public Library (B&ECPL), to adopt a Public Health Emergency Operations Plan (Plan); and

WHEREAS, the B&ECPL Board of Trustees oversees operations at the Central Library, Buffalo Branch Libraries and System Services; and



WHEREAS, the B&ECPL Plan meets the required components per the Law including: a list and description of positions considered essential as defined in the Law, descriptions of protocols to allow all non-essential employees to work remotely, a description of how the employer would stagger work shifts to reduce overcrowdings, protocols for Personal Protective Equipment (PPE), a protocol for when an employee is exposed to the disease for which the health emergency is declared, a protocol for documenting hours and work locations for essential workers, a protocol for working with essential employees' localities for identifying emergency housing if needed and any other requirement determined by the New York State Department of Health; and

WHEREAS, per the Law, the draft Plan was submitted to labor unions representing employees of the B&ECPL for comment prior to adoption; and

WHEREAS, the labor unions responded with suggested changes, several being incorporated into the Plan; and

WHEREAS, the Plan has been vetted by B&ECPL legal counsel; now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the attached Public Health Emergency Operations Plan for the Central Library, Buffalo Branch Libraries and System Services; and be it further

RESOLVED, that the Board of Trustees directs the Library Director or her designee to post the Plan on the B&ECPL website and staff intranet.

Trustee Panty reported the *Riverside Review* is no longer in business, but a new local paper, the *River Rock Times*, has started circulating in the Riverside neighborhood. She indicated the new paper included correct information about B&ECPL libraries in their first 2 editions.

There being no further business, on a motion by Trustee Berlow with a second by Trustee K. Johnson, the meeting was adjourned at 5:07 p.m.

Respectfully submitted,

Joel Moore  
Secretary