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 BUFFALO AND ERIE COUNTY PUBLIC LIBRARY ERIE COUNTY LEGISLATURE
 BOARD OF TRUSTEES
 PROPOSED AGENDA 1999 JAN 20 A 10:23
 Thursday, January 21, 1999
 4:00 p.m.

Call of the roll

1. Approval / Changes to Agenda
2. Minutes of the Meetings of 12/1, 12/15, 12/17/98 **ACTION**
3. Report of the Chair **INFORMATION**
4. Committee Reports
 - a. Executive Committee
 - b. Budget & Finance Committee
 1. Res. 99-1 - Contract Library Transfers
 2. Res. 99-2 - Emergency Assistance Contract **ACTION**
Library State Retirement Expenses
 3. Monthly Financial Report
 - c. Library Board's Foundation Review Committee
 - d. Bylaws Committee
 - e. Planning Committee
5. Report of the Nominating Committee
 - a. Election of Officers & Executive Committee **ACTION**
6. Report of the Director **INFORMATION**
7. Report of the Foundation Director **INFORMATION**
8. Public Comment
9. Unfinished Business
10. New Business
11. Adjournment

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PROPOSED
MINUTES
SPECIAL MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, December 1, 1998

The special meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Tuesday, December 1, 1998 in the Central Library pursuant to due notice to trustees. The following members were present:

Rebecca Mahoney, Chair
Phyllis A. Horton, Vice Chair
Simone Mitchell-Peterson, Secretary
David J. Shenk, Treasurer
James W. Burns
Frank Gist
Annette A. Juncewicz
Salvatore R. Martoche
Remy Orffeo
Elaine M. Panty
Robert J. Plache
Daniel T. Roach
Stanley H. Zagora

George M. Zimmermann, Trustee Emeritus

Excused:

Judith K. Summer
Sharon A. Thomas

Roland R. Benzow, Trustee Emeritus
Richard O. Hopkins, Trustee Emeritus
Robert W. Ramsey, Trustee Emeritus
Morton H. Stovroff, Trustee Emeritus
John P. Wickser, Trustee Emeritus

Chair Mahoney called the meeting to order at 4:10 p.m. in the Joseph B. Rounds Conference Room.

Ms. Mahoney welcomed trustees to the special meeting and expressed her appreciation to the Bylaws Committee which has had the current Bylaws under review since 1996.

Ms. Mahoney announced that a meeting of the Budget & Finance Committee has been scheduled for December 7th at 4:30 p.m. to discuss the 1999 Library budget which was adopted by the Erie County Legislature at its meeting on November 25, 1998.

There being no other business, Ms. Mahoney turned the special meeting over to Bylaws Committee Chair Phyllis Horton. Ms. Horton informed trustees that on October 17, 1996, the Library

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Board adopted Resolution 96-43, which established a committee to: "... begin a review of the current Bylaws of the Buffalo and Erie County Public Library and issue a preliminary report on a suggested scope of changes for discussion by the Board of Trustees." This action was taken in response to the Board's September 27-28, 1996 retreat, where participating trustees identified a review of the Bylaws as a priority.

As the committee reviewed the Bylaws, questions arose regarding the statutory requirement of various sections. Rather than contemplate the revision or elimination of specific passages and risk contravening State Law, the Board requested a review of those sections by legal counsel.

Subsequently, B&ECPL Legal Counsel Patrick E. Martin identified various sections required by statute and informed the Bylaws Committee of those sections.

When the Bylaws Committee concluded its review of the current Bylaws on October 9, 1998, it proposed a meeting of the full Board to discuss possible changes, but in an effort to expedite discussion, the Committee recommended that all statutory sections be accepted in toto.

Those sections are: Article I, Sections 1 and 2; Article II, Sections 2, 3 and 6b; and Article VII, paragraph 7.

Ms. Horton Called on Committee member Zagora who presented Proposed Resolution 98-62.

Ms. Panty moved the approval of Proposed Resolution 98-62 and Mr. Orffeo seconded the motion.

Ms. Horton noted that Article I, Section 1 refers to the constitution of the Board and Section 2 relates to the deposit of funds. During discussion of Article II, Section 2, Ms. Horton indicated that the Board's legal counsel Patrick Martin notified the Bylaws Committee in writing that according to New York State Education Law §260, Section 2 of Article II of the B&ECPL Bylaws is incorrect. This section should read "Special meetings shall be held on the call of the Chairman or of any three trustees" rather than "... five trustees." According to Education Law §226 that section should also read "Notices of regular and special meetings shall be mailed not less than five, nor more than ten days ..." rather than "... at least two days before such meetings" Mr. Plache felt that the statute regarding special meetings does not contemplate a fifteen-member Board.

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Following further discussion Ms. Horton indicated that Article II, Section 2 could be referred back to Patrick Martin for further study.

Mr. Orffeo commented that Patrick Martin was very specific regarding Article II, Section 2 and Mr. Orffeo felt it would be a waste of time to refer that section back to him. Ms. Horton felt that this would not be a problem because after the Board approves the bylaws, they will be sent to Mr. Martin again prior to final adoption.

Article II, Section 3 relates to a quorum and Section 6b covers vacancies and unexpired terms. Article VII, paragraph 7 pertains to appointment of deputies.

Following further discussion, Ms. Mahoney moved that Article II, Section 2 be deleted from the last "Whereas" clause of Proposed Resolution 98-62. Ms. Panty seconded the motion.

There being no more discussion, Ms. Panty moved adoption of the following resolution as amended. Mr. Orffeo withdrew his second. Ms. Mahoney seconded Ms. Panty's motion which was approved by a vote of 9 to 3 with Messrs. Orffeo, Shenk and Zagora opposing:

RESOLUTION 98-62

WHEREAS, The Board of Trustees of the Buffalo and Erie County Public Library established a Bylaws Committee on October 17, 1996 and charged it to: "... begin a review of the current Bylaws of the Buffalo and Erie County Public Library and issue a preliminary report on a suggested scope of changes for discussion by the Board of Trustees," and

WHEREAS, the Bylaws Committee completed its review of the current Bylaws on October 9, 1998, and

WHEREAS, in its review of the Bylaws the committee consulted with B&ECPL Legal Counsel Patrick E. Martin to identify specific sections of the current Bylaws that are required by statute and, as such, not subject to elimination or modification by the Board, and

WHEREAS, those sections are: Article I, sections 1 and 2; Article II, sections 3 and 6b; and Article VII, paragraph 7, now, therefore, be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees accept without modification all

statutory sections of the current Bylaws, as enumerated above.

Mr. Roach joined the meeting at 4:35 p.m.

Ms. Horton called attention to the following:

Article I. Tenure of Officers. Sections 1 and 2 were approved by Resolution 98-62.

Article I. Section 3. "Trustee Emeritus." Ms. Horton informed the Board that the Bylaws were amended in March 1980 to establish the title "Trustee Emeritus" and confer that status on Mason O. Damon. On June 20, 1996, Article I, Section 3 was further amended to delete the age requirement of 70 years.

During discussion, Mr. Shenk felt that a clause should be added indicating that a trustee emeritus " ... may serve on any committee to which he may be appointed" but may not serve as Chairman. He further stated that he felt that if a trustee emeritus serves on a committee, he should get a vote.

Trustee Emeritus George M. Zimmermann presented a brief history relating to the addition of this title to the Bylaws. Mason O. Damon was one of the Board's most valuable trustees and when he was not reappointed in 1980, the Board felt that it was very important to retain his wisdom and counsel. Trustees prepared the qualifications (which only Mr. Damon could meet), amended the Bylaws and made him the first "Trustee Emeritus." He served in that position until his death. In later years, six more trustees who met the qualifications were elected Trustee Emeritus.

Ms. Juncewicz felt it is important to have a sense of legacy and history, but she has been disturbed by the fact that some emeritus trustees, who do not have the ongoing attendance of Messrs. Benzow and Zimmermann, may attend a meeting when a "hot" issue is on the agenda and influence other board members who are responsible for the welfare of the Library. She indicated that perhaps Trustee Emeritus be designated an honorary title.

Mr. Orffeo disagreed and felt that the Board should want trustees emeritus to bring their expertise to meetings which include "hot button" issues.

Mr. Martoche indicated that trustees emeritus have a sense of history that is important to the library and their counsel and opinions are valuable.

Ms. Mitchell-Peterson felt that while it is important to have a sense of history offered by trustees emeritus, it is necessary for everyone to keep up on what is happening in the Library today.

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Ms. Panty indicated that the Salary Review Committee would never have accomplished what it did if it weren't for Trustee Emeritus George Zimmermann, who chaired that committee. She noted that she is in her third term on the Board but under the current bylaws she would be ineligible for the position of Trustee Emeritus because she has not served as Chairman of the Board.

Ms. Mahoney indicated that this issue has to be weighed very carefully. In response to Mr. Gist's earlier question relating to appointment to the Foundation Board, Ms. Mahoney indicated that the Foundation Board of Directors is self-appointed.

Mr. Zagora asked Acting Director Chrisman her opinion on this issue. Mrs. Chrisman stated that since other public libraries do not have this title, she feels that B&ECPL should not retain this designation.

Mr. Orffeo presented a motion to approve Article I, Section 3 with the following amendment: delete the phrase "... (including a term as Chairman)" The motion was defeated as there was no second.

Following further discussion, Mr. Shenk moved that the existing Section 3 of Article I read: "... and to serve on any committee but not as Chairman" That motion was also defeated for lack of a second.

As there was no further discussion, Ms. Horton indicated that Article I, Section 3 will remain as it is in the current Bylaws.

Article I, Section 4. Mr. Orffeo moved that this section be eliminated since the Grosvenor Society merged with the Library Foundation in 1994 and is no longer in existence. Ms. Juncewicz seconded the motion which was approved unanimously.

Ms. Mitchell-Peterson left the meeting at approximately 5:05 p.m. leaving twelve trustees in attendance.

Article II, Section 1. Ms. Horton reported that it was mentioned at the Committee meetings that the phrase "... provided that the Board may, by resolution, intermit the meetings in the months of July, August and September" be deleted as the Board has been meeting every month for the past few years. Mr. Burns felt that by removing this language, trustees are denying future boards an opportunity to decide if they wish to meet during the summer. If this Board decides that there is a particular month it wishes to skip, it may do so by resolution. Mr. Plache felt this Board cannot do away with meetings. Mr. Martoche wondered if it should be up to the chairman to decide on an annual basis what day of the month the Board should meet subject to the approval of the full Board.

Following a lengthy discussion, Mr. Plache presented a motion to retain Article II, Section 1 as it is in the current Bylaws.

Ms. Juncewicz seconded the motion. Following further discussion Mr. Plache amended his motion to add the suggestion that the Board, at its organizational meeting in January, set the meeting date each month for the year. Mr. Martoche seconded that motion which was approved by a vote of 10 to 2 with Messrs. Orffeo and Shenk opposing.

Article II. Section 2 will be referred to legal counsel.

Article II. Section 3 was included in Resolution 98-62.

Article II. Section 4. Special meetings. Ms. Horton indicated that the bylaws of most boards seem to rely on some parliamentary procedure such as *Robert's Rules of Order*. During discussion Mr. Plache said he felt the Board does not need a parliamentarian at its proceedings. Mr. Martoche indicated that the informality and collegiality of the board might be affected if it tried to put parliamentary procedure in place. The Chair could always ask the Board to consider invoking *Robert's Rules* on an ad hoc basis for "hot button" issues.

There being no further discussion, Ms. Juncewicz presented a motion to retain Article II, section 4 as it is in the current Bylaws. Mr. Roach seconded the motion which was approved unanimously.

Article II, Section 5. Order of business. Ms. Horton indicated that the Committee proposed that the order of business reflect the current agenda. Mr. Shenk moved approval of the committee recommendation and Ms. Juncewicz seconded the motion. During discussion Mr. Orffeo felt the agenda should be consistent with the alphabetical sequence in the current Bylaws such as: A. Call of the Roll; B. Changes to Agenda; etc. rather than numbering those items. Mr. Plache suggested that Nominations and Elections of Officers be inserted after the approval of the minutes so that new trustees can vote on items which occur later in the agenda.

Mr. Plache also proposed that the paragraph beginning "This order of business ..." be deleted. Mr. Shenk presented a motion to delete the paragraph in Article 2, Section 5 beginning "This order of business" Mr. Martoche seconded the motion which was approved unanimously.

As moved and seconded earlier by Mr. Shenk and Ms. Juncewicz, the order of business in Article II, Section 5 was approved as amended to insert "nominations and elections of officers ..." after the approval of the minutes.

Article II Section 6.a. Vacancy among officers. Ms. Horton explained that the Committee felt that the word "hold" should be added in the first sentence to read: "Vacancies among the officers shall be filled by election by ballot at a regular meeting or special meeting and a vote of a majority of the

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trustees present shall be necessary to hold an election." On motion by Ms. Juncewicz and seconded by Mr. Martoche the Committee's recommendation was approved.

Article II Section 6.b. Vacancies for expired and unexpired terms. This section was approved under Resolution 98-62.

Article II, Section 7. Officer terms. Ms. Horton indicated that the Committee had suggested that this section read: "No officer of this Board shall be elected for more than three consecutive one-year terms for the same office." Mr. Plache stated that this is defined later in the Bylaws as one-year terms. There being no further discussion, on motion by Mr. Orffeo and seconded by Ms. Juncewicz the Committee's recommendation was approved unanimously.

Article II, Section 8. Telephone Conferencing. Ms. Horton reported that legal counsel Patrick Martin has proposed the following language for this section. "Any one or more members of the Board or any committee thereof may participate in a meeting of such Board or committee by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting. With regard to Board meetings only, participation by means of a conference telephone or similar communications equipment must also be audible to the general public in attendance at the Board meeting." During discussion Mr. Gist indicated he felt this may create problems because if only seven trustees are in attendance, which trustee should be called to obtain a quorum? Mr. Sherk felt that if a trustee is not in attendance, he does not get to vote. There being no further discussion on motion by Ms. Juncewicz and seconded by Mr. Martoche the Board approved Mr. Martin's proposed language by a vote of 8 to 4 with Messrs. Gist, Roach, Sherk and Zagora opposing.

Article III. Officers. Ms. Horton informed trustees that under parliamentary procedure the word chairman, etc. does not denote gender as those persons are addressed as Madame Chairman or Mister Chairman. There being no discussion on motion by Ms. Juncewicz and seconded by Mr. Gist, Article III was approved as is.

Article IV. Section 1. Chairman. No action required.

Article IV. Section 2. Vice Chairman. No action required.

Article IV. Section 3. Secretary. Retain current language.

Article IV. Section 4. Treasurer and the relationship of the Treasurer to the Chairman of the Budget & Finance Committee. Ms. Horton informed trustees that in 1989 the Board amended its Bylaws to add the position of Treasurer by creating the title

"Secretary-Treasurer." In 1992 the Bylaws were further amended to separate those positions by keeping the title of "Secretary" and adding the title of "Treasurer." During discussion of the relationship between the positions of Treasurer and Chairman of the Budget & Finance Committee, Mr. Orffeo and Mr. Shenk indicated their preference to have one person with a fiscal background serve in both capacities. Ms. Juncewicz and Mr. Martoche disagreed as they felt that the Treasurer is elected as an officer and the Budget & Finance Committee Chair is an appointed position. Mr. Orffeo moved that the Treasurer of the Board also be appointed the Chairman of the Budget & Finance Committee. Mr. Shenk seconded the motion. Mr. Shenk wondered if the Board should appoint the Chairman of Budget & Finance when it elects the officers at the January meeting. Ms. Mahoney indicated that the current Bylaws state that the Chairman of the Board appoints the chairs of all the standing committees, including the chair of the Executive Committee. There being no further discussion the motion as moved and seconded earlier was defeated by a vote of 8 to 3.

On motion by Ms. Juncewicz and seconded by Ms. Mahoney, Article IV, Section 4 was approved as is by a vote of 9 to 2.

Article IV Section 5. Absence of Chairman. Mr. Shenk moved that in the absence or disability of the chairman and vice chairman, the secretary shall preside at the meeting. Mr. Martoche seconded the motion. During discussion, Mr. Plache indicated that the trustees who provided the language in this section were corporate lawyers and there is probably a good reason to keep the language they drafted. There being no further discussion the motion was defeated by a tie vote of 6 to 6.

On motion by Mr. Orffeo and seconded by Ms. Mahoney the Board approved the Committee's recommendation to keep Article IV, Section 5 as is.

Article V, Section 1. Standing Committees. Ms. Horton indicated that the Bylaws Committee has recommended some adjustments to the standing committees because of advancements in technology and other changes. The Committee recommends the following: retain the Executive and Budget & Finance Committees; change the Book Committee to Library Materials Policy Committee to incorporate the prevalence of videos and other media and technology; change the Buildings & Grounds Committee to Building Committee because the intent of the committee is focused more on new buildings and not the grounds maintenance; and, replace the Community Relations Committee with a Human Resources Committee. Ms. Juncewicz moved to accept the Committee's recommendation and Mr. Gist seconded the motion. During discussion of the Human Resources Committee Ms. Horton noted that Assistant Deputy Director Mahaney and former Library Director Walters proposed that: "The Human Resources Committee shall support the development of policy to assure consistent

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treatment of personnel regardless of assignment or location and promote the recruitment, development and retention of a staff that reflects the community and advances the system's service mission." Ms. Panty felt that Human Resources has to do with personnel and that community relations is an outreach service. Mr. Orffeo indicated that the Committee felt that the Executive Committee is responsible for the direction of community relations. There being no further discussion the Committee's recommendations were approved as moved and seconded earlier by a vote of 11 to 0. Ms. Panty abstained.

Article V, Section 2. Executive Committee. On motion by Mr. Sherk and seconded by Mr. Martoche the Board approved retaining Section 2 as is.

Article V, Sections 3, 4, 5 and 6. The Committee recommends changing the language in Sections 3-6 to read: "... shall consist of not less than three and not more than five members" Following discussion, on motion by Mr. Martoche and seconded by Mr. Burns Article V, Sections 3-6 were approved as recommended by the Committee.

Article V, Section 7. Standing Committees. On motion by Mr. Martoche and seconded by Ms. Mahoney the Board approved retaining this section as is.

Article V, Section 8 - Minutes and Actions. Ms. Horton indicated that since no committee, other than the Executive Committee, has been keeping minutes of its meetings, the Bylaws Committee recommends deleting the first sentence of Section 8. They also felt that if the Board approved Article V, Sections 3-6 relating to the number of trustees on each committee, that the last sentence: "The chairman shall have the power, in his discretion, of increasing the number of members on any committee and of appointing such additional members to any committee subject to the approval of the Board." should be deleted. Mr. Sherk moved approval of the Committee's recommendation and Mr. Martoche seconded the motion. During discussion Ms. Juncewicz felt that deleting the last sentence would take away the power of the Chairman to appoint more than five people to a committee which may require a more representative group. She agreed with the deletion of the first sentence but not the last sentence. As moved and seconded earlier the Committee's recommendation was approved by a vote of 9 to 3 with Ms. Juncewicz, Ms. Mahoney and Mr. Plache opposing.

Article V, Section 9. Nominating committee. Mr. Orffeo felt that the Bylaws should be changed to allow the Chairman to appoint the Chairman of the Nominating Committee and the Board to elect the other four members of that committee. He indicated that the current Bylaws give the Chairman an unfair advantage by allowing him to appoint the chair of that committee plus one other trustee. Following discussion Mr. Plache moved that Article V, Section 9 remain as is. Ms. Juncewicz seconded the

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motion. A show of hands indicated that the vote was 6 to 5 in favor of the motion. Ms. Horton, who was chairing the meeting, was asked to cast her vote. She voted in favor of the motion making the vote 7 to 5.

Article V, Section 10. Special Committees. Mr. Plache moved to delete the second sentence in its entirety. Ms. Juncewicz seconded the motion which was approved unanimously.

Mr. Burns and Mr. Roach left the meeting at 6:10. p.m.

Mr. Plache noted that the next sentence pertains to the appointment of emeritus trustees as members of special committees. Mr. Sherk called attention to Article I, Section 3 which the Board approved as is earlier in the meeting. That reads "A Trustee Emeritus ... shall be entitled to participate in its deliberations and to serve on any committee to which he may be appointed." Following further discussion, on motion by Mr. Orffeo and seconded by Mr. Gist the Board approved that the rest of this section be retained

Article V, Section 11. Reports. On motion by Mr. Orffeo and seconded by Mr. Plache the Board approved that this section be retained as is.

On motion by Ms. Mahoney and seconded by Mr. Sherk the meeting was adjourned at approximately 6:15 p.m.

Respectfully submitted,

Simone Mitchell-Peterson
Secretary

PROPOSED
MINUTES
SPECIAL MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, December 15, 1998

The special meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Tuesday, December 15, 1998 in the Central Library pursuant to due notice to trustees. The following members were present:

Rebecca Mahoney, Chair
Phyllis A. Horton, Vice Chair
Simone Mitchell-Peterson, Secretary
James W. Burns
Annette A. Juncewicz
Remy Orffeo
Robert J. Plache
Daniel T. Roach
Judith K. Summer
Sharon A. Thomas

Excused

Frank Gist
Salvatore R. Martoche
Elaine M. Panty
David J. Shenk
Stanley H. Zagora

Roland R. Benzow, Trustee Emeritus
Richard O. Hopkins, Trustee Emeritus
Morton H. Stovroff, Trustee Emeritus
John P. Wickser, Trustee Emeritus
George M. Zimmermann, Trustee Emeritus

Chair Mahoney called the special meeting to order at 4:00 p.m. in the Joseph B. Rounds Conference Room.

She turned the meeting over to the Chair of the Bylaws Revision Committee Phyllis Horton.

Ms. Horton noted that this meeting is a continuation of the December 1st special meeting on the Bylaws revision. She called attention to the following:

Article VI, Duties of the Committees, Section 1, Executive Committee. Legal counsel Patrick Martin has proposed that the following sentence be added to this section: "All members should be notified of any action within three (3) business days." His letter states that "Given the great power of the Executive Committee, it is worth considering whether there should be additional obligations of reporting to the full board

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placed upon the B&ECPL Executive Committee. Not-for-profit corporation executive committees are given great power and therefore, it is a principle necessity that most decisions are made by a small sub-group." The proposed additional sentence refers to actions taken by the Executive Committee in lieu of a regular board meeting. Following a brief discussion, on motion by Mr. Roach and seconded by Mr. Burns Article VI, Section 1 as amended was approved unanimously.

Article VI, Section 2. Budget and Finance Committee. Ms. Horton reported that the second sentence in Section 2 states that the budget request may be "... required by the Comptroller or other fiscal officer of the County and submit the same to the Board on or before September 10th in each year." Currently the Library submits its budget request to the Director of Budget and Finance in a timely fashion (not necessarily before September 10th). The Bylaws Committee recommends that sentence be revised to read: "It shall prepare, assisted by the Director, a budget request in such form and at such time as may be required by the County and submit the same to the Board each year." Following discussion on motion by Mr. Burns and seconded by Mr. Roach the second sentence of Section 2 as revised was approved unanimously.

Discussion ensued regarding the last sentence in Section 2 which stipulates that "The Committee shall name two of its members to attend with the Director any hearing before ... any fiscal officer of the County in connection with such budget request." Budget & Finance Committee Chair Mitchell-Peterson indicated that she, along with Chair Mahoney, attended the budget hearings with the Budget Director and the Erie County Legislature. She did not name two members to attend. The consensus of the Board appeared to be that this is a procedural matter and does not need to be in the Bylaws. On motion by Ms. Summer and seconded by Ms. Mahoney the Board approved the deletion of the last sentence in Section 2.

Article VI, Section 3. Book Committee. Ms. Horton reminded trustees that the Board approved changing the name of this committee to the Library Materials Policy Committee at the December 1st meeting. The proposed new language regarding the duties of that committee reads: "The Library Materials Policy Committee shall support the development of policies that govern and guide library staff in areas of collection development, materials de-accession, equal access, and such other matters as pertain to providing library resources in all formats." On motion by Mr. Roach and seconded by Mr. Burns Article VI, Section 3 as amended was approved unanimously.

Article VI, Section 4. Buildings and Grounds Committee. Ms. Horton reminded trustees that the Board approved changing the name of this committee to the Building Committee at the December 1st meeting. The proposed new language relating to the duties of that committee reads: "The Building Committee shall support the

development of policies to ensure that adequate facilities are designed, situated, constructed and maintained to meet the library service needs of the community." Ms. Juncewicz moved the approval of Article VI, Section 4 as amended. Ms. Summer seconded the motion. During discussion, Mrs. Chrisman explained that the *Guidelines for Approval of New Library Construction* established the Building Advisory Committee which is comprised of library staff, a contract library director and trustee, and a member of the B&ECPL Board which reviews the building requests. Mr. Mahaney indicated that the Building Committee is a standing committee of the Board which is participatory and covers the whole system. The Building Advisory Committee refers its recommendation to the Library Director who in turn refers his recommendation to the full Board. The Board may choose to refer that recommendation to the Building Committee which then presents its information to the full Board. There being no further discussion, as moved and seconded earlier Article VI, Section 4 was unanimously approved as presented.

Article VI, Section 5. Community Relations Committee. Ms. Horton reminded trustees that the Community Relations Committee was eliminated and replaced with the Human Resources Committee at the December 1st meeting. The proposed new language reads: "The Human Resources Committee shall support the development of policies to assure consistent treatment of personnel regardless of assignment or location (Central Library, Extension Services, and Contracting Libraries) and promote the recruitment, development and retention of a staff that reflects the community and advances the System's services mission." During discussion Mr. Mahaney noted that in the past the Community Relations Committee handled programs, activities and events and larger issues were brought to the Executive Committee. Mr. Orffeo indicated that Mr. Mahaney deals with many of the community relations situations and that the Board does not need a committee for that. There being no further discussion, on motion by Mr. Roach and seconded by Ms. Mahoney, Article VI, Section 5 was unanimously approved as presented.

Article VII. Paragraph 1. Authority of Director. Ms. Horton called attention to the Bylaws Committee recommendation to delete sentences 2 and 3 of this section beginning with "He shall be authorized to approve any expenditure from the endowment funds of the Library not exceeding the sum of One Hundred (\$100.00) Dollars, and any transfer of funds in the budget of a contracting library ..." and ending with "... must be approved by the Board." Former Director Walters had brought up the fact that most board transfer policy is adopted by resolution. Mr. Stone indicated that the contracting library agreements specify transfer limits for those libraries and when their cumulative totals equal \$5000, those transfers are brought to the B&ECPL Board for approval. Ms. Horton indicated that the Library no longer has an endowment fund. On motion by Mr. Roach and seconded by Mr. Burns the Bylaws Committee recommendation was approved unanimously.

Ms. Summer noted that she was unable to attend the December 1st meeting and wondered if there was any discussion regarding non-gender specific language at that meeting. Ms. Horton responded that there was and the Board elected to retain the language as Chairman, Vice Chairman, "he" rather than "he/she". Ms. Summer indicated she was sorry she could not attend that meeting.

Mr. Orffeo indicated that at the conclusion of discussion of Article VII the Board should consider numbering the paragraphs and calling them sections.

Article VII, Paragraph 2. Communication with Board. On motion by Mr. Burns and seconded by Mr. Roach the Board unanimously approved retaining this paragraph as is.

Article VII, Paragraph 3. Supervision of Deputies, etc. On motion by Mr. Plache and seconded by Mr. Burns the Board unanimously approved retaining this paragraph as is.

Article VII, Paragraph 4. Vacancies. Ms. Horton called on Mrs. Chrisman who explained that this paragraph was added to the Bylaws in 1975 when Library Director Rounds retired and his successor was immediately appointed. The Erie County Executive and Legislature felt this was inappropriate as there was no search conducted nor were either of those two groups notified prior to the appointment. Ms. Mahoney felt that this paragraph puts limits on the Board's ability to make decisions. On motion by Ms. Juncewicz and seconded by Ms. Mitchell-Peterson the Board unanimously agreed to delete paragraph 4 of article VII.

Article VII, Paragraph 5. The Annual Report. Ms. Horton called attention to the Bylaws Committee's recommendation to delete this paragraph. Mr. Orffeo indicated that the Board's requirement that the Director present an annual report is by policy rather than bylaws. There being no further discussion on motion by Ms. Mahoney and seconded by Ms. Juncewicz the Board unanimously approved the Bylaws Committee recommendation to delete this paragraph.

Mr. Plache brought up the fact that the annual report is published so late in the year. Mr. Mahaney explained that the annual report contains statistics which take time to obtain and the project has to be put out for bid. Much of the content of the annual report is transmitted to the County Executive's Office during the first week of January of each year.

Article VII, Paragraph 6. Attendance at meetings. On motion by Mr. Plache and seconded by Mr. Burns the Board unanimously approved the Bylaws Committee's recommendation to retain this paragraph as is.

Article VII, Paragraph 7. Appointment of Deputies. This paragraph was approved at the December 1st meeting under Resolution 98-62.

Article VII, Paragraph 8. Terms of Appointment. Statutory. This paragraph will remain as is.

Mr. Orffeo presented a motion to re-number the paragraphs to indicate Sections 1, 2, 3, etc. to keep them consistent with the rest of the Bylaws. The motion was seconded by Ms. Mahoney and approved unanimously.

Article VIII. Amendments. Ms. Horton informed trustees that Mr. Walters had proposed that the language be revised to read: "No Bylaws shall be altered or repealed nor shall any new Bylaws be made by the Board of Trustees unless at a meeting of the Board of Trustees, notice of which shall have (delete word 'been') referred to the proposed action." During discussion, Trustee Summer felt the language was very awkward and should be reworked. Following further discussion which included different proposals, Ms. Horton indicated that this section should be revised and tabled the matter.

Article IX. Ms. Horton indicated that there is no conflict with Statute and the Committee recommended that it be retained as is. On motion by Ms. Summer and seconded by Mr. Roach the Board unanimously approved the Committee's recommendation

Mr. Horton expressed her appreciation to trustees for their participation and indicated that the Committee will meet again and prepare a draft to be presented to Patrick Martin prior to bringing the Bylaws back to the full Board.

Ms. Mahoney called on Deputy Director Kenneth Stone to update the Board on the fire which occurred in the Central Library earlier in the day. Mr. Stone reported that a small fire erupted in the new book storage room on the second floor adjacent to the freight elevator at about 9:30 a.m. The building was evacuated and the fire department promptly responded. The fire department estimated damage at about \$500. It appears that no library materials were lost. A ballast in an original light fixture burst, causing sparks to ignite the plastic grating and drip hot plastic onto the floor. Mr. Stone indicated that he will meet with County Public Works officials on December 29th to review the situation and accelerate the program to replace the old lighting.

Mr. Orffeo suggested recognizing the building guard who handled the situation so efficiently with a certificate of merit. Following some discussion Mrs. Chrisman indicated that she includes recognition of staff who perform meritorious service in her monthly reports.

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There being no further business, on motion by Ms. Mahoney and seconded by Mr. Roach the meeting was adjourned at approximately 4:45 p.m.

Respectfully submitted,

Simone Mitchell-Peterson
Secretary

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
December 17, 1998

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, December 17, 1998 in the Central Library pursuant to due notice to trustees. The following members were present:

Rebecca L. Mahoney, Chair
Phyllis A. Horton, Vice Chair
Simone Mitchell-Peterson, Secretary
David J. Shenk, Treasurer
James W. Burns
Frank Gist
Annette A. Juncewicz
Remy Orffeo
Elaine M. Panty
Robert J. Plache
Daniel T. Roach
Judith K. Summer
Stanley H. Zagora

Roland R. Benzow, Trustee Emeritus
George M. Zimmermann, Trustee Emeritus

Excused: Salvatore R. Martoche, out of town
Sharon A. Thomas

Richard O. Hopkins, Trustee Emeritus
Morton H. Stovroff, Trustee Emeritus
John P. Wickser, Trustee Emeritus

Chair Mahoney called the meeting to order at 4 p.m. in the Joseph B. Rounds Conference Room.

Agenda Item 1 - Approval / Changes to Agenda. The Agenda was approved as presented on motion by Ms. Panty and seconded by Ms. Horton.

Agenda Item 2 - Minutes of the Meeting of November 19, 1998. On motion by Mr. Shenk and seconded by Ms. Panty the Minutes were approved as presented.

Agenda Item 3 - Report of the Chair. Ms. Mahoney reminded trustees that at its November 19th meeting the Board had adopted Resolution 98-61 requesting that the Erie County Legislature take the necessary action to make the Library Protection Act permanent. She informed board members that at its meeting earlier in the day the Legislature extended the LPA for one year. She indicated that some legislators feel the Library is in a

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"state of flux" with its development of a strategic plan and its search for a new director. Before the LPA expires at the end of 1999 the Board will again advocate permanency of the Act.

Ms. Mahoney noted that letters have been transmitted to elected officials with offers to meet with them regarding the Strategic Plan. Meetings have been scheduled with Legislator Peoples and the supervisors of the Towns of Tonawanda and Cheektowaga.

Executive Committee

Ms. Horton reported that the Executive Committee met on December 10th and approved the agenda for the December 17th meeting. Committee reports were presented and discussed and Deputy Director Stone reported on the 1999 budget.

Budget & Finance Committee.

Agenda Item 4.b.1 - Contract Library Transfers. On motion by Mr. Sherk and seconded by Ms. Panty the following was approved unanimously:

RESOLUTION 98-63

WHEREAS, requests for budget transfers have been received from the Amherst Public Library, the Aurora Town Public Library, and the Cheektowaga Public Library, now, therefore, be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approves transfers totaling \$8,896 within the budget of the Amherst Public Library, \$15,515 within the budget of the Aurora Town Public Library, and \$7,412 within the budget of the Cheektowaga Public Library.

Agenda Item 4.b.2 - 1999 Budget. Mr. Stone called attention to the 1999 recommended budget which was included in board members' packets.

He informed trustees that on November 25th, the Erie County Legislature passed the 1999 County Budget by a vote of 13-4. The adopted "County Share" budget maintains all current services and includes modest demand driven service enhancements.

Following the direction of the Executive and Budget & Finance Committees, the proposed 1999 budget will utilize an additional \$285,046 in estimated available ending fund balance to address items requested but not included in the County Share budget. These items include: an additional \$121,924 to help offset the effects of inflation on the Library Materials budget; \$108,695 to offset a "negative" budget amount in the personal services account; and a net \$54,427 for several items such as maintaining corporate counsel, training and other operating items.

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The additional estimated fund balance results from aggressive management and evaluation of all positions becoming vacant during the year, lower than anticipated estimated State retirement charges and weather-related utility savings. The Library's contingency reserve will remain untouched at the 1998 revised amount of \$304,468.

The next step in the process is for the Board of Trustees to adopt its 1999 operating and grants budget.

Mr. Burns moved adoption of the Library's 1999 budget as presented. Ms. Panty seconded the motion.

During discussion, in response to Ms. Panty's question, Mr. Stone indicated that the 1999 budget proposal would not affect the Library's contingency account. In response to Mr. Plache's question relating to the Library's additional estimated fund balance, Mr. Stone indicated that the projected ending fund balance is based upon managing employee turnover by evaluating each position prior to filling. One of the contributing factors in surpassing that projection this year has been the difficulty in filling part-time positions.

Mr. Orffeo requested that the first and second Resolves in Proposed Resolution 98-64 be amended to read: " ... adopts a 1999 Operating Budget ... " and " ... adopts a 1999 Grants Budget" The motion was seconded by Ms. Panty. There being no further discussion the following was approved as amended:

Resolution 98-64

WHEREAS, the Erie County Legislature has recently adopted the Erie County Executive's recommended 1999 budget for the Library totaling \$28,578,293 for operating and \$745,712 in estimated grants, and

WHEREAS, that amount sustains current operations and provides modest demand driven service improvements, and

WHEREAS, the County's 1999 allocation did not include some of the Library's requested items, and

WHEREAS, the Board's Executive Committee and members of the Budget and Finance Committee reviewed the County budget and determined that an additional \$285,046 is required to fund the most needed items, and

WHEREAS, the Library's aggressive management of ongoing library expenditures, including controlling the filling of positions as they become vacant, combined with reduced utility expenditures associated with mild weather and lower than anticipated estimated 1998 state retirement charges, is expected to generate an available fund balance above the \$500,000 amount already factored into the budget,

and this amount is sufficient to support the \$285,046 needed, and

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library desires to provide \$285,046 to fund these needed items, specifically: \$121,924 to offset the effects of inflation on the Library Materials budget; a net \$54,427 to restore amounts for corporate counsel, training and other miscellaneous items; and \$108,695 to offset a "Reduction from personal services account", now, therefore, be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library adopts a 1999 Operating Budget in the amount of \$28,862,779, consisting of a county share of \$24,953,953, Library Revenues of \$3,123,780, and use of available fund balance of \$785,046, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library adopts a 1999 Grants Budget in the amount of \$745,712, and be it further

RESOLVED, that the Library Acting Director be instructed to transmit this adopted budget to the appropriate Erie County Office for input into the County Solutions for Government Financial System.

Agenda Item 4.b.3 - Disposition/\$550 Donations. Ms. Mahoney called on Trustee Emeritus and Library Foundation Board President George Zimmermann. Mr. Zimmermann indicated that the Foundation's Select Committee had discussed Proposed Resolution 98-65 and noted that in the past, donations comparable to those in this resolution were forwarded to the Library Foundation. He requested that this matter be tabled until a meeting can be scheduled between the Foundation's Select Committee and the Library's Foundation Review Committee. On motion by Mr. Orffeo and seconded by Ms. Horton, Proposed Resolution 98-65 was tabled until the January meeting.

Agenda Item 4.b.4. The Monthly Financial Report was included in Board members' packets for their information.

Bylaws Committee

Ms. Horton reported that the Board of Trustees met in special session on December 1st and December 15th to consider proposed revisions to the Bylaws. The Committee will meet again to prepare a draft of the amended Bylaws as approved by the Board. The document will then be forwarded to counsel Patrick Martin for his review. The final draft will be presented to the Board at a later date. Ms. Mahoney expressed her appreciation to the Committee and to the trustees who participated in the two special meetings.

Planning Committee

Ms. Juncewicz reported that the Committee met on December 1st to review the proposed mission statement and principles included in Agenda Item 10.a. They discussed an informal calendar for further review of the Strategic Plan. She requested that copies of letters received by trustees relating to this matter be forwarded to the Library Administration for consideration by the Planning Committee.

Report of the Acting Director

In addition to her written report Acting Director Chrisman informed the Board that at its meeting earlier in the day the Erie County Legislature approved the reappointment of Ms. Mahoney, Ms. Juncewicz and Mr. Roach to five-year terms on the B&ECPL Board of Trustees.

Mrs. Chrisman also informed board members of the death of Trustee Emeritus Robert W. Ramsey who served on the Board of Trustees from 1974 through 1988 and served as Chairman of the Board from 1977 to 1979. Mrs. Chrisman indicated that she will attend the memorial service for Mr. Ramsey on December 19th. Mr. Zimmermann requested that when the Board adjourns today's meeting, it does so in memory of Mr. Ramsey.

Mrs. Chrisman reported that a number of letters have been received from members of the community relating to the Strategic Plan. She has responded to all the letters and indicated this will be a continuing process. Mrs. Chrisman further reported that she has met with staff members Stone, Mahaney and Skotnicki regarding a schedule of community meetings to be presented to the Planning Committee. She plans to bring that schedule to the January board meeting along with an outline of a work plan relating to the one hiring authority proposed in the Plan.

As reported at the December 15th meeting there was a fire in the book storage room on the second floor of the Central Library on the morning of the 15th. Although no books were destroyed, about \$500 worth of damage was sustained to the physical plant. Mrs. Chrisman expressed her appreciation to Assistant Deputy Director Lucille DeFranks and her staff for their efforts to preserve and clean the books that were affected by the fire.

Mrs. Chrisman presented the following update on the "Milestones of Science" projects: a contract has been submitted by Frank Frost Productions regarding the video production and a second proposal has been received from Soundprint relating to the radio project. There will be further discussions with Soundprint regarding various elements of that proposal.

Mrs. Chrisman went on to express her appreciation to Library Foundation Director Kathryn Vedder for arranging the visit of children's author/illustrator Paul Zelinsky who presented

wonderful programs at the Central Library and the Audubon Library in Amherst on December 4th and 5th.

Mrs. Chrisman informed the Board that Library staff welcomed the many retirees who were in attendance at the holiday party on December 16th. She thanked trustee Panty for joining Extension Services staff at their holiday party in the evening of the 16th.

Chair Mahoney asked trustees to bring their calendars to the January meeting as there will be twenty-two community meetings to schedule regarding the Strategic Plan.

Mr. Gist commended Acting Director Chrisman and Assistant Deputy Director Mahaney for an outstanding job during their appearance on the Mary Davis Show on public access television the previous week. Mrs. Chrisman indicated that their goal was to make sure people understand the Strategic Plan. She indicated that she hoped she and Mr. Mahaney were successful in explaining the Plan thoughtfully and clearly.

Ms. Summer noted that a friend who is a children's librarian raved to her about the Paul Zelinsky appearance at the Library.

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

B&ECPL Reaches Technology Milestone as It Unveils Home Page and First Internet Access Workstations: On Monday, December 21st, the Buffalo and Erie County Public Library opens a new electronic doorway to the public and establishes its presence on the World Wide Web. Since 1997, B&ECPL's **Internet Team** has volunteered thousands of hours to design and construct the B&ECPL Home Page, which features the Online Public Access Catalog (OPAC), links to information databases and a wealth of information about B&ECPL operations, programs and services. As the result of a \$30,000 grant from MCI LibraryLINK, B&ECPL was able to extend Erie County capital funding for automation and obtain its web server at no additional charge to taxpayers.

In addition to unveiling B&ECPL's new home page, the Central Library will receive 38 new OPAC workstations, 9 of which will provide public access to the Internet. These new PCs were funded in part by a \$425,000 grant from the Gates Library Foundation. The Learning Center and Children's Department will serve as test sites for the introduction of graphical Internet access during this initial phase. With this gradual phase-in, it will be possible to fine-tune procedures before they are introduced in other departments or community libraries. This approach will ensure the best public service as technology deployment continues. By mid-1999, there will be more than one hundred new PCs available for public use in the Central Library. Sixty-three of these will allow Internet access. Custom furniture for these workstations was funded by a quarter-million dollar grant from the Library Foundation of Buffalo and Erie County, Inc.

Visit the Library virtually at www.buffalolib.org.

Central Library Training Lab Opens: The Library's Training Lab began operations on November 18th with the first phase of training classes. Forty-seven staff members are participating in this cycle, which concludes on December 17th. Each trainee receives instruction in B&ECPL Internet and personal computing services and policies, basic computing skills, Windows, the Internet, the Online Public Access Catalog, periodical databases and troubleshooting. The training program is a condensed, intensive endeavor to provide staff the tools and skills needed for the December 21st rollout of computer services.

A second training cycle will begin on January 5, 1999 with the same number of participants. The cycle will be repeated until all staff members have completed the initial training. Training in productivity applications is scheduled to begin February 4th and will be followed by a series designed for the public. Dates for public training have not been determined.

Assistant Deputy Director **Patricia Angstadt** and librarians **Jane Rosenfeld** and **Mary Ann Ozimek** deserve the Library's appreciation for their dedication and commitment to the success of the initial training program.

The Strategic Plan: Numerous articles and letters to the editor have appeared in *The Buffalo News* and other newspapers regarding the Strategic Plan. As noted in **Peggy Skotnicki's** report, the plan has received wide distribution and staff meetings are underway to ensure that the Library's most important ambassador's understand the plan's recommendations. The Acting Director will schedule briefings with local municipal officials during the first two months of 1999. To date, one session is planned for January 7th with the Town of Tonawanda Supervisor and Board. Board Chair **Rebecca Mahoney** will attend the meeting.

The Acting Director and Assistant Deputy Director **Mahaney** discussed the strategic plan on the **Mary Davis Show**, a cable television program, aired on Channel 18. They appeared as Mary Davis' guests on a WGR radio program also.

Milestones of Science Projects: Contract negotiations with Frank Frost Productions will be completed soon. **Frank Frost**, who will oversee the Milestones film project, plans to be in Buffalo on December 17 and 18 to confer with staff.

A revised scope of work was received from **Moira Rankin** and **Anna Maria de Freitas** of Soundprint, but the proposal still appeared to focus on the development of programs about scientific concepts, without sufficient attention to the Milestones collection. After considerable thought and discussion, Assistant Deputy Director **Michael Mahaney**, B&ECPL Counsel **Patrick Martin** and the Acting Director composed a letter to Soundprint representatives highlighting concerns. Further, the letter

acknowledged the possibility that the Library may have to explore other options to obtain the kind of radio program that meets B&ECPL and grantor expectations.

Board and Committee Meetings: A special meeting of the Board of Trustees was held on December 1, 1998 to review the Bylaws of the Buffalo and Erie County Public Library. Committee Chair **Phyllis Horton** guided Board members in their discussion. Since all issues could not be addressed at the session, another meeting has been scheduled for December 15th to complete the bylaws review.

Committee Chair **Annette Juncewicz** conducted a brief meeting of the Planning Committee prior to the special Board meeting to consider the draft Mission Statement and Principles, which will be presented to the full Board at its December 17th meeting.

On December 7th, the Budget and Finance Committee met to review the 1999 proposed budget prior to consideration by the entire Board. Since a quorum was not present, Committee Chair **Simone Mitchell-Peterson** recommended a budget review by the Executive Committee at its December 10th meeting.

Managers' Meeting Serves as Year-end Review: The last Managers' Meeting of the year, held on December 9th, was an opportunity for the Acting Director and Administrators **Angstadt, Mahaney, Collins, DeFranks, and Whelan** to provide information on the status of several 1998 initiatives and ongoing projects to Central, Extension and Contract Library Managers. Briefings on the Director Search Process, Strategic Plan Implementation: Responding to public comment, Circulation Issues, Evaluation of Electronic Resources, Support Services Procedural Changes, Technology Installations as well as some "nuts and bolts" items were followed by librarian staff reports on specific projects. These presenters included project or department managers: **Elaine Barone** and **Jane Rosenfeld** on RECON, **Pat Blackett** on Patron Re-registration and Request Plus, **Judylee Loos** on Acquisitions, **Ward Pautler** on Automated Services at Central, and **Peggy Skotnicki** on Output Measures.

In addition to serving as a year-end "review" of what was accomplished, the session was useful in providing Managers with a "preview" of the important work that will engage them in 1999.

Programs at Central Attract Crowds: The Business, Science and Technology department and the Small Business Association co-sponsored a SCORE workshop for entrepreneurs on November 17th that drew sixty-seven persons. *The Buffalo News* subsequently featured an article about the program and quoted reference librarian, **Bruce Weymouth** about the Library's business (financial) collection.

A total of fifty-six children attended the Children's Department's annual Canned Film Festival and brought in non-perishable food items. Librarian **Chris Moesch** delivered seven

full bags of food to the City Mission in time for Thanksgiving in the name of the children.

The following reported was submitted to the Acting Director by the Deputy Director, Chief Financial Officer and transmitted to the Board for information:

Erie County's Budget For the Library has been Adopted by the County Legislature: No changes were made to the Executive's recommendations for the Library. The budget includes all existing positions, contracting library allocations as requested by the Library Board, funding for Sunday Hours at the Crane and Dudley Libraries in the City of Buffalo and the service hour improvements requested for the Contracting Libraries.

Not all of the Library's request was recommended for funding. Amounts for legal services, training related travel, and maintenance supplies, while increased, were less than projected need and, in most cases, prior year experience. A review of 1998 ending fund estimates and the non-funded items resulted in a recommendation that the Library Board utilize an additional \$285,046 in ending fund balance to fund these items. The proposed Budget was presented to Budget & Finance Committee Chairperson **Simone Mitchell-Peterson** and member **James Burns** on December 7th (due to scheduling difficulties a quorum was not present) and to the Executive Committee on December 10th.

Erate Funding Commitment Letter Received by Orchard Park Library: Orchard Park became the first B&ECPL library to receive confirmation of Erate funding. The full amount requested was funded. This office promptly filed the "Form 486" to confirm that services are being received, which is the next step in the process. More paperwork must be filed to obtain retroactive reimbursement for 1998 discounted services received. We expect to see the first payment in the March-April 1999 timeframe.

Erate Funding Window for 1999-2000 Opened on December 1st: An eighty day request window for the July 1, 1999-June 30, 2000 funding period is now open. Funding requests are being developed and will be submitted within the timeframe.

No Snow Saves Money: Since November had no snowfalls over 2", no payment was required under our snowplowing contract for several Buffalo Branches, saving \$1,705. Significant system-wide utility savings are also expected as a result of this mild weather year.

A fond farewell: Business Office staff wished 19 year employee **Richard Ferber** a fond farewell and best of luck in his promotion to Accountant in the County Sewer Department. He'll be missed.

The following reported was submitted to the Acting Director by the Deputy Director, Corporate Information Officer and transmitted to the Board for information:

Gates Library Foundation Urban Leadership Grant: To support the Central Library's implementation of the web catalog and patron Internet access, modifications were made to the public access model provided to B&ECPL through the Gates Library Foundation.

OPAC - Central Library Infrastructure Upgrade: Several meetings were held this month to discuss 1) the addition of a standalone air conditioner to the Network Center in order to ensure adequate cooling for the equipment at all times and 2) asbestos abatement work above the Network Center.

OPAC - Branches and Towns: Classic OPAC training and installation has been completed for the **Depew** branch in Lancaster.

Bids will be solicited in the *Buffalo News* on December 11th and 12th for data cabling of 15 branch and town libraries. Responses will be opened December 22nd. Also, the additional cabling required for the existing OPAC libraries being supplied with computers from the Gates Library Foundation Grant has been planned.

With these infrastructure upgrades complete, all libraries will be positioned for installation of the new Web catalog and Internet access in early 1999. Plans will be finalized once the administration has an opportunity to review the results of the Central Library "pilot" project. As important as the technology is, the new policy and procedures are critical to the successful introduction of these new services to our patrons.

MCI LibraryLINK Grant and the B&ECPL Web Site: MCI and the American Library Association will be notified when our web site is available. We will again thank both organizations for their support.

Telecommunications Act of 1996 and E-Rate 1998 and 1999/2000: While B&ECPL has received only one official "e-rate" funding commitment letter for the Orchard Park Library, the application process for 1999/2000 is underway.

The following reported was submitted to the Acting Director by the Service Evaluation and Planning Coordinator and transmitted to the Board for information:

Distribution of Strategic Plan: 196 copies of the complete, 3-volume set of the plan have been distributed to each library, trustees, the administration, the consultants, public officials, the media and others.

150 copies of a single volume summary were printed, containing 109 pages of Volume 1 and the overall conclusions from the Insight Associates, Inc. report. All copies were distributed to staff, libraries for circulation, the Library Foundation Board of Trustees, public officials and other interested parties. The

summary volume has gone into a second printing.

Staff Meetings: The Acting Director, the Chief Financial Officer, the Assistant Deputy Director for Community Relations and the Service Evaluation and Planning Coordinator have conducted staff meetings to review the plan in depth. Managers were briefed on November 18th. All staff were encouraged to participate in one of the meetings held on December 4th at Central, December 8th at the Julia Boyer Reinstein Library, December 9th at the Riverside Library and December 14th at Central. Turnout has been high and the overall response has been positive.

Arrangements are being made for a series of staff focus groups on the plan to be conducted in January. Development of a public meetings schedule will begin this month.

Nominating Committee

Chair Mahoney reminded trustees that the *Bylaws of the Buffalo & Erie County Public Library* stipulate that a Nominating Committee consisting of five members, two of whom shall be appointed by the Chairman and three of whom shall be elected by the Board from its members shall be selected at the December meeting. Ms. Juncewicz nominated Ms. Summer, Mr. Martoche and Mr. Roach. Mr. Gist seconded the nomination.

Mr. Shenk's nomination of Frank Gist was seconded by Mr. Orffeo. Ms. Mahoney indicated that she had planned to appoint Mr. Gist and asked Mr. Plache to serve as chair of the committee. As there were no further nominations, Mr. Plache moved the adoption of the slate as presented. Ms. Panty seconded the motion.

During discussion, Mr. Orffeo indicated that he feels it is not advisable for the Board to appoint trustees to committees when those trustees are unable to attend meetings. He noted that he has mentioned this before. He stated, "This is a comment which doesn't require an answer, a motion or a second." He felt the Board ought to be cognizant of what is happening on a regular basis.

There being no further discussion the Nominating Committee slate was approved as moved and seconded earlier by a vote of 12-0 with Mr. Orffeo abstaining.

Report of the Foundation Director

In addition to her written report which included information on meetings between the Foundation Executive Director and the B&ECPL Acting Director, the John R. Oishei Foundation, the Children's Author Series and OPAC Workstations, Foundation Executive Director Kathryn E. Vedder informed the Board that by the first of the year, the Library Foundation will have paid invoices in the amount of \$230,000 for the benefit of the Library.

Agenda Item 8 - Public comment. No public comment.

Agenda Item 9 - Unfinished Business. Ms. Mahoney called on Assistant Deputy Director of Human Resources Patricia Angstadt to speak about the Director's search process. Ms. Angstadt reported that search consultant Ronald Dubberly met with the various stakeholder groups on November 30th to help develop a profile for a new director. He also met with the Executive Search Committee which approved an initial salary offer of \$100,000 per year. Work has commenced on vacancy notification announcements to be placed in the *Hotline*, *American Libraries*, *Library Journal* and *The Buffalo News* around the first of the year. Recruitment will continue through February 12th. Mr. Dubberly's suggestion regarding the development of a brochure about the Library, the position and the community is still under discussion. Applications will be screened as soon as they are received and will continue to be accepted until March 3rd. The initial interview process will run from March 5th through April 11th with final interviews with the Board of Trustees occurring on April 8th, 9th and 10th, depending on schedules. Hopefully an appointment will be made between April 11th and 27th.

Ms. Mahoney indicated that the consultant is hoping to bring three to five finalists in on April 8th through 10th for Board interviews and asked trustees to mark those dates on their calendars.

Agenda Item 10.a - Adoption of B&ECPL Mission Statement, Principles and ALA Library Bill of Rights. Ms. Juncewicz informed the Board that like all institutions that serve the community, the Buffalo and Erie County Public Library must focus on embracing and advancing a new Mission that is both activist in orientation and clear in its message.

As part of the planning process, the Aaron Cohen Associates (ACA) planning team worked with B&ECPL and contract library trustees, management and staff to articulate this new Mission and its related Principles. Draft Mission and Principles Statements were developed for the consideration of the Planning Committee of the B&ECPL Board of Trustees.

The Library's strategic planning report, *The Buffalo and Erie County Public Library in the Third Millennium* states: "Once the B&ECPL Board adopts the Mission and Principles, they will become the basis for all decisions, especially those that move the institution forward. The Mission and Principles outline the library-to-be. Although the organization has already begun to change, more and even greater changes must be made so that B&ECPL can evolve into the library the people of Buffalo and Erie County really want. Some changes require hard decisions with which not everyone will agree. Some changes may even become political."

The proposed principles refer to the American Library Association's "Library Bill of Rights" which affirms that all libraries are forums for information and ideas, and that the basic policies contained in the "Library Bill of Rights" should guide their services.

The Board's Planning Committee has reviewed the Mission Statement, Principles and "Library Bill of Rights" and recommends their adoption by the Board of Trustees. There being no discussion, on motion by Ms. Panty and seconded by Mitchell-Peterson the following was approved unanimously:

RESOLUTION 98-66

WHEREAS, the Buffalo and Erie County Public Library last adopted a Mission Statement and supporting goals and objectives in 1991, and

WHEREAS, the strategic planning process initiated by the Board in 1997 included the development of a new Mission Statement and objectives or principles to support that Mission, and

WHEREAS, through the facilitation of the Aaron Cohen Associates planning team, B&ECPL trustees, administration and staff engaged in activities to develop a Mission and Principles for the Library, and

WHEREAS, the Mission and Principles rely on fundamental concepts contained in the American Library Association's "Library Bill of Rights," and

WHEREAS, the Planning Committee of the B&ECPL Board of Trustees has reviewed the preceding documents and endorses their adoption by the Board of Trustees, now therefore be it

RESOLVED, that the Buffalo and Erie County Public Library Board of Trustees adopt the proposed Mission Statement, Principles and "Library Bill of Rights" as presented.

Ms. Mahoney expressed her appreciation to staff for all their efforts in preparing the Mission Statement and Principles.

Agenda Item 10.b - Library Foundation Grant to Support Rare Book Room Initiatives. Mrs. Collins reported that the Library Foundation included as part of the John R. Oishei Foundation grant application a proposal to hire special librarian assistance for expanded access to the Rare Book Collection. A multi-year commitment totaling \$120,240 was approved for this purpose.

The primary features of this proposal included: inventory and organization of items in the Library rare book collection and

gift items for inclusion in the on-line public access catalog; increased availability of the Rare Book Curator to assist patrons with use of the collection; and enhanced service and promotion of the collection through Rare Book Room orientations and tours conducted by trained Special Collections staff.

The recruitment process will identify internal and external candidates who have demonstrated collection development expertise and an interest in rare and special materials.

Proposed Resolution 98-67 requests the release of funds in the amount of \$40,080 and establishes a Rare Book Room grant in that amount in the Library's 1999 budget.

On motion by Ms. Summer and seconded by Ms. Panty the following was approved unanimously.

RESOLUTION 98-67

WHEREAS, the Library Foundation sought funding from, and was successful in gaining approval from, the Oishei Foundation for special librarian assistance for expanded access to the Rare Book Collection, and

WHEREAS, the multi-year commitment of funds totals \$120,240, now therefore be it

RESOLVED, that the Library Board of Trustees requests that the Library Foundation release the initial funds to establish a Rare Book Room grant in the 1999 budget in the sum of \$40,080.

In response to Ms. Summer's question regarding the Library's compliance with Y2K issues as we approach the year 2000, Ms. Whelan indicated that both Digital Equipment, the Library's mainframe computer vendor, and DRA, the vendor which maintains the Library's automation software, have given assurances that their latest releases will be Y2K compliant.

There being no further business, at approximately 4:50 p.m. Chair Mahoney asked trustees to observe a moment of silence and adjourned the meeting in memory of former Trustee and Board Chairman Robert W. Ramsey.

Respectfully submitted,

Simone Mitchell-Peterson
Secretary

**Acting Director's Report
Buffalo & Erie County Public Library
January 1999 Meeting of the Board of Trustees**

Strategic Planning: On January 7th, Board Chair **Rebecca Mahoney** and the Acting Director met with Town of Tonawanda Supervisor **Carl Calabrese** and Town Board members. This was the first in a planned series of meetings with local municipal officials to discuss recommendations of the Aaron Cohen Associates, Ltd. consulting team. Tonawanda officials were reassured that an open and comprehensive process to solicit community input will precede B&ECPL Board action on ACA recommendations. Meetings with Hamburg representatives and Collins officials are scheduled later in the month.

On January 13th, Deputy Director **Kenneth Stone**, Assistant Deputy Director **Patricia Angstadt** and the Acting Director met with Deputy County Executive **James Keane**, Budget Director **Kenneth Kruly** and Commissioner of Personnel **Leonard Lenihan** to discuss ACA's recommendation to move toward one hiring authority. B&ECPL staff explained the advantages of this concept, but noted the many issues that must be addressed.

Page Recruitment and Retention: Reportedly a dilemma throughout the System, the Central Library is experiencing record-high turnover in the page and senior pages titles. Last year the turnover rate for pages was 115%; the senior page rate was 70%. At this time of year the need for these employees is greatest because of increased materials' retrieval and shelving requirements combined with tasks related to computer sign-up. The competition for minimum wage employees is keen even among local businesses with private sector employers' raising the bar closer to \$6 for beginning workers. The cost of parking and/or public transportation and common misconceptions about safety downtown make Central Library even more difficult to staff.

OPAC and Internet Arrive!: Public service staff throughout Central hailed the long-awaited arrival of the on-line catalog on December 21st. The low-key introduction of graphical Internet workstations allowed network support and public service staff to make technical and procedural adjustments for smooth service delivery.

Word travels fast! The seven Internet workstations in the Learning Center are in constant use. On the whole, public reaction is very favorable. The fact that the Central Library will have an additional 56 Internet access points by mid-year is welcome news for all concerned.

Sunday Hours at Crane and Dudley: The Crane and Dudley branch libraries began Sunday service hours on January 3, 1999. Although both branches experienced low circulation on that date, the following Sunday saw Crane's circulation more than double. Dudley's circulation remained about the same, but with improved



weather conditions and public awareness of the service, both branches anticipate increased business.

1999 Materials Budget: On January 6th the Materials Budget Committee, chaired by Assistant Deputy Director **Lucille DeFranks**, met to discuss the distribution of the \$3.8 million materials budget approved by the Board at the December 17th meeting. After putting aside a modest amount for expenses like freight, the Committee responded to the opinions expressed in the focus groups conducted by Insight Associates last October by earmarking additional money to purchase books and to provide technology. The Committee recommended a 2% increase to each library's book budget and an amount of \$151,437 for software and/or database subscriptions for the System. The Library administration approved these recommendations.

Fire on December 15th - Clean up and Recovery: Thanks to the tremendous effort of staff in Maintenance, Shipping, Processing, Catalog and Acquisitions, the clean up and recovery from the electrical fire which occurred in the new book storage area on December 15th is just about complete. The ceiling tiles have been replaced; the walls, floor, shelves, books and supplies have been washed. Recon activity was cut back and mending was put on hold, while all available staff tended to processing the new material that had been in the storage area. As a result, over 30,000 new books were sent to System libraries in less than a month!

Inclement Weather Closes Libraries: The Central Library and all City branches were closed on January 4th because of a severe snow storm and City of Buffalo driving ban. Most contract libraries were closed also. On January 14th, the Executive Committee meeting was cancelled; the annual tribute to Dr. Martin Luther King Jr. scheduled for the Mason O. Damon auditorium was postponed; and Central as well as City branches closed at 5 p.m.

Library Highlights: Enclosed with the packet of materials for the January 21, 1999 Board meeting is a memorandum to the County Executive outlining the Library's 1998 accomplishments and anticipated 1999 activities.

Board Committee Meetings: The Nominating Committee and Planning Committee held meetings on January 12th.

Special Events for Children & Families: The Children's Department's Kwanzaa Program (December 26th) featured the African Cultural Center Children's Dance and Drum Group and the St. John Christian Academy music students and attracted over one hundred and eighty five children. Central's **Sharon Holley** served as co-coordinator for Citywide Kwanzaa activities in Buffalo. North Jefferson branch manager **Sandra Williams Bush** was the featured storyteller at the Langston Hughes Center Kwanzaa celebration.



Radio Broadcast Covers Internet Issues: On Monday, January 11, WBEN-AM's **Sandy Beach** devoted his afternoon call-in show to Internet access at the public library. Beach cited cases in Livermore, CA where parents are suing the library over pornographic content their son downloaded from the Net, and Loudin County, VA where the ACLU won its lawsuit against the public library for using filters to obstruct access to constitutionally protected information. Assistant Deputy Director **Michael C. Mahaney** spoke on the air with Beach, explaining elements of B&ECPL's Internet policy that make comparable situations here unlikely, if not impossible. He reminded listeners that parents, not the library, are responsible for what their children read and view and that B&ECPL requires parents to authorize children's use of the Net at the Library. The exchange was cordial and informative, and feedback has been positive.

White House Contacts the B&ECPL: A woman representative of the White House contacted Niagara and North Jefferson branches to get a sense of the concerns of the Buffalo community, since the President will be visiting next week. She asked about staff's personal concerns as well as the issues on the minds of library patrons. She was interested in B&ECPL's Altogether Now Toddler Time program and the exciting work at North Jefferson Branch with the LSTA-funded programming directed at single, urban, black female parents. The representative then inquired about the "beef on weck" sandwich, wanting to know if the sandwich is as popular as the Buffalo chicken wing, how it is made (what is the weck part?) and at what type of restaurant could one order such a sandwich. B&ECPL staff had all the answers, of course!

Respectfully submitted,

Diane J. Chrisman

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Acting Director

