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BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, June 12, 2014
4:00 p.m.

NOTE MEETING TO BE HELD AT: The Buffalo & Erie County Public Library
Joseph B. Rounds Conference Room
1 Lafayette Square, Buffalo, NY 14203

A.	Call of the roll	
B.	Approval / Changes to the Agenda	
C.	Minutes of the Meeting of April 17, 2014	ACTION
D.	Report of the Chair	INFORMATION
E.	Committee Reports	
	1. Joint Executive Committee & Planning Committee (5/8/14) Executive Committee (6/4/14)	INFORMATION
	2. Budget and Finance Committee	
	a. Res. 2014-11 — Authorize Chair to Execute 2014 Contracts with Contracting Libraries	ACTION
	b. Monthly Financial Report - Month End March 31, 2014	INFORMATION
	c. Monthly Financial Report - Month End April 30, 2014	INFORMATION
	3. Bylaws Committee	INFORMATION
	a. Res. 2014-12 — Amend B&ECPL Bylaws	ACTION
	4. Policy Committee	
	a. Res. 2014-13 — B&ECPL Whistleblower Policy	ACTION
	b. Res. 2014-14 — Replace B&ECPL Conflict of Interest Policy	ACTION
	c. Res. 2014-15 — Replace B&ECPL Ethics Policy	ACTION
	5. Planning Committee	INFORMATION
	6. Review Committee	
F.	Report of the Director (sent via e-mail if on file)	INFORMATION
G.	The Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report	
H.	Public Comment	
I.	Unfinished Business	
J.	New Business	
K.	Adjournment	

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
April 17, 2014

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, April 17, 2014, in the Central Public Library pursuant to due notice to trustees. The following members were present:

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

Chair Jack Connors called the meeting to order at 4:03 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

Agenda Item B – Approval/Changes to the Agenda. Mr. Connors entertained a motion to amend the agenda as follows:

- Add Executive Session during Report of the Chair for the purpose of discussing personnel matter – Evaluation of the Library Director;
- Move New Business to follow Committee Reports;
- Move Public Comment to follow Unfinished Business;
- Add Resolution 2014-8 under Planning Committee, copies of which had been distributed to trustees at the start of the meeting; and
- Add Resolution 2014-9 under New Business, copies of which had been distributed to trustees at the start of the meeting.

Ms. Horton moved, Ms. Panty provided the second, and the motion carried.

Trustee Housh arrived at 4:05 p.m.

Agenda Item C – Minutes of the Meeting of March 20, 2014. On motion by Ms. Panty and a second by Ms. Horton, the March Minutes were approved as mailed.

Agenda Item D – Report of the Chair. At 4:06 p.m., Mr. Connors called for a motion to enter Executive Session to discuss a personnel matter. Mr. Johnson made the motion, seconded by Ms. Panty, and the motion was approved unanimously. Trustee Wisbaum arrived at 4:14 during Executive Session. Trustee Ricks arrived during Executive Session. At 4:16 p.m., it was approved unanimously to re-enter public session. No action had been taken.

Mr. Connors continued with the Report of the Chair. As the Board's Bylaws permit meetings to be intermitted by resolution, he proposed that the May Board meeting be cancelled, the regularly scheduled June 12, 2014 Executive Committee meeting be changed to Wednesday, June 4, 2014 at 4 p.m. at the Central Library, and the regularly scheduled June 19, 2014 Board meeting be changed to June 12, 2014 at 4 p.m., location to be determined. Ms. Panty moved, Ms. Burd seconded, and these changes were approved unanimously (assigned Resolution 2014-10).

As will be reported on in the April 10th Executive Committee Report, copies of the presentation provided at that meeting by CenterSpace, Inc. representative Anthony Armstrong to use part of the 2nd floor space of the Central Library were distributed to trustees for their review. Mr. Connors noted this is for informational purposes only at this time.

Discussions regarding the Library District Initiative will take place later in the agenda.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee and Building Oversight Committee (Joint Meeting). Mr. Johnson read the following report of the Joint Executive and Building Oversight Committee meeting held on April 10, 2014 at the Central Library:

> Present: Chair Jack Connors, Vice Chair Ted Johnson, Executive Committee members Sheldon Berlow, Sharon Kelly and Elaine Panty. Trustee Berlow is the Chair of the Building Oversight Committee of which Board Chair Connors is a member. Also in attendance were Library System Trustee Kathleen Berens Bucki, Library Director Mary Jean Jakubowski, COO Carol Batt and CFO Kenneth Stone.
>
> The meeting began at 4:04 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Board Chair Connors welcomed guests Anthony Armstrong, Making Communities, and Paul Hogan, Oishei Foundation. Mr. Armstrong made a presentation on CenterSpace, Inc., a 501(c)(3) entity that is currently seeking space to rent. Mr. Armstrong described CenterSpace, Inc. as being a non-profit organization that strives to foster an open, cross-sector setting that leverages resources and removes administrative burdens, allowing individuals, small and emerging groups and organizations to focus on their mission. He continued in stating that CenterSpace also strives to create a culture of continual connection, education and improvement, helping tenants and collaborators form new networks, increase their skill sets and learn new approaches.

Mr. Armstrong indicated CenterSpace is seeking approximately 7,500 sq. ft. of 2nd floor space in the downtown Central Library which they will use to create an innovative shared office space and service facility tailored to tenant organizations – non-profits, social entrepreneurs and community groups – who work toward the betterment of Buffalo.

Following the presentation, discussion ensued. Chair Connors thanked Mr. Armstrong for his presentation. Mr. Paul Hogan noted the Oishei Foundation is supportive of the efforts of CenterSpace; they believe CenterSpace to be an incubator for economic development in Buffalo and beyond. He thanked the Board for their consideration of housing CenterSpace at the Central Library. Mr. Armstrong thanked the group as well.

Chair Connors requested copies of the presentation be provided to the System Board at the April meeting for their review. He also suggested follow-up conversations be conducted. Trustee Berlow noted he felt no matter who becomes a tenant, the Library should use a tenant model with a per sq. ft. charge and not a blended model as seen in the presentation. Discussion ensued.

Chair Connors began discussion pertaining to the resolution passed in the County Legislature early on this date in opposition of the library district. Discussion ensued. Chair Connors suggested the timeline be amended to complete the legislation in its current status – which was determined at the March 20, 2014, Planning Committee meeting. He then proposed discussion be held with contracting library trustees, as they were a large part of the process in moving the library district initiative forward and should be included in the next step decision. Discussion ensued regarding putting the initiative on hiatus and working with the Legislature to secure funding.

Vice Chair Johnson suggested the most recent version of the draft legislation be brought to the April 17th Board meeting and distributed. He believed it was important to have elected officials be aware the Board was addressing their questions and concerns. Director Jakubowski will have the draft legislation available in both clean and redlined versions for the Board meeting. Vice Chair Johnson indicated he would, as Chair of the Planning Committee, suggest the document be received and filed in its current form at the April 17th Board meeting.

Chair Connors indicated he would suggest forming a working group of the Board and contracting library trustees to work with the Legislature.

Chair Connors noted Director Jakubowski's appointment concludes in June 2014. Director Jakubowski is interested in reappointment. Chair Connors asked Director Jakubowski to complete a self evaluation for the Board of Trustees, and will request a review committee be appointed at the April 17th Board meeting.

The Agenda for the April 17th meeting of the Board of Trustees was reviewed. No changes were noted. Proposed resolutions were reviewed.

The meeting adjourned at approximately 5:45 p.m.

Agenda Item E.2 – Budget and Finance Committee. Deputy Director – CFO Kenneth Stone presented the three resolutions under Budget and Finance.

Agenda Item E.2.a – Approve New York State Annual Reports. Copies of both reports were sent via e-mail or U.S. mail to trustees prior to the meeting. Mr. Stone explained NYS requires these forms be entered online and the format is hard to read. Ms. Bucki asked when these need to be filed by. Ms. Batt explained we are on an extension through Monday. Ms. Jakubowski explained we are on an extension because of the way the finances work; information is needed from the County who does not close out their books until later. Ms. Bucki commented she proofed only one section of the reports where she feels items need to be fixed and she has not finished proofing the other part. The following resolution was approved unanimously authorizing the Library to submit the reports after receiving and incorporating Ms. Bucki's suggested amendments to the reports on motion by Ms. Burd and seconded by Ms. Thomas.

RESOLUTION 2014-4

WHEREAS, the Library System Basic Aid, Local Library Services Aid (LLSA), Local Services Support Aid (LSSA), Central Library Book Aid (CLBA), Central Library Development Aid (CLDA), Coordinated Outreach Library Services Aid, State

Correctional Facilities Aid and Services to County Jails (Interinstitutional) Aid are annual New York State statutory aid programs aimed at assisting library systems, central libraries and local libraries in developing collections and providing services to their constituents, and have provided significant funding for many years, and

WHEREAS, in order to maintain the Library's charter as well as qualify for State Aid funds, each library files reports annually with New York State Library's Division of Library Development (DLD) summarizing achievements, activity and financial performance, and

WHEREAS, the Buffalo & Erie County Public Library files both a Public Library Report and a Library System Report, while each contracting library also files a Public Library Report, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Buffalo & Erie County Public Library "*Annual Report for Public and Association Libraries – 2013*" has been reviewed and accepted and that the Library operated under its Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this *"Annual Report for Library Systems – 2013"* has been reviewed and accepted, and be it finally

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Library System will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner and assures that the "Budget Summary" has been reviewed and accepted.

Agenda Item E.2.b – Obsolete Hardware Replacement and Technology Support. Ms. Horton moved and Ms. Panty seconded, and approval of Resolution 2014-5 as presented was unanimous.

RESOLUTION 2014-5

WHEREAS, hundreds of PCs and laptops using the dated XP operating system require replacement or software update, and

WHEREAS, in order to provide quality resources for the public and the staff, the Library needs to replace printers, branch servers and wireless access points in several community libraries, and

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) needs to fund laptops for the Kenmore Library and Frank E. Merriweather, Jr. Branch Library to expand public computer capacity, and

WHEREAS, three one-time special projects require new support including the equipment and technology needs in the Central Library 2nd Floor West renovation area, the building expansion at the Hamburg Library and the creation of a Maker Space area at the Central Library, and

WHEREAS, the Library needs to begin a full scale assessment of the SirsiDynix ILS (Integrated Library System) which has been in place since 2004, and

WHEREAS, the Library needs to fund a network project to replace the Exchange server and upgrade licenses for all e-mail accounts, and

WHEREAS, staff estimates the cost for these replacements at $275,000, and

WHEREAS, the Library has planned for equipment replacements and built up a committed fund balance over a period of years to accommodate this expense, and

WHEREAS, these funds are maintained in the Library Fund's balance sheet as a "Committed fund balance – for equipment and technology replacement" and now total $970,104, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees authorizes the use and budgeting of up to a maximum of $275,000 from the Library Fund's "Committed fund balance – for equipment and technology replacement" balance sheet account to replace hardware, software and support technology initiatives.

Agenda Item E.2.c – Erie County 2015-2020 Capital Project Request Guidance.
Mr. Stone explained projects as presented in Resolution 2014-6 below. Mr. Housh made a motion, Ms. Burd seconded, and approval was unanimous.

Mr. Gist inquired how much more of the building needs asbestos abatement. Mr. Stone explained we are approaching the silver anniversary of the County's ten year asbestos abatement plan and estimates we are past 50% complete; he provided additional detail.

RESOLUTION 2014-6

WHEREAS, the time of year to prepare and submit capital project requests to Erie County for the following five-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 2015-2020 Erie County capital project requests prioritized as follows:

FOR THE 2015 FUNDING YEAR

- Central Library Auditorium Rehabilitation and Asbestos Abatement ($850,000).

FOR THE 2016 – 2020 FUNDING YEARS

- Library flexible use bookmobile/techmobile acquisition – phase 2 in 2016 -estimated cost $260,000;
- Shipping and maintenance vehicle replacements (2 shipping; 1 maintenance) in 2016 – estimated cost $97,000; 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 (DPW) to address Central Library basic building system needs such as renovation/replacement of aging life safety and mechanical/electrical/plumbing systems; and post elevator project escalator demolition & space restoration, 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.3 – Policy Committee. Policy Committee Chair Elaine Panty read the following report of the meeting held on April 10, 2014 at the Central Library:

Present: Policy Committee Chair Elaine Panty, Committee members Kathleen Berens Bucki and Sharon Kelly, along with Assistant Deputy Director (ADD) Jeannine Doyle.

Meeting began at 3:15 p.m. in the Joseph B. Rounds Conference Room.

Jeannine Doyle distributed draft copies of a Whistleblower Policy, Conflict of Interest Policy, and Ethics Policy. The Whistleblower Policy is a new policy required under the 2013 Nonprofit Revitalization Act. The Conflict of Interest Policy needs to be revised in order to be in compliance with the Act. It has been recommended by Library Counsel Patrick Martin, the Conflict of Interest and Ethics Policy become two separate policies.

Whistleblower Policy: noted some modifications to the Bylaws are required before the Policy can be implemented. Discussion ensued. Policy remains under discussion and will be revisited following Bylaws Committee meeting.

Pursuant to the 2013 Nonprofit Revitalization Act, this policy must be in place by July 1, 2014.

Conflict of Interest Policy: Library Counsel recommended the Conflict of Interest Policy be separated from the Ethics Policy. Discussion ensued. ADD Doyle noted the recommended changes in policy are being driven by Nonprofit Revitalization Act. The new policy has been reviewed by Library Counsel. The policy remains under discussion and will be revisited following the Bylaws Committee meeting. Pursuant to the 2013 Nonprofit Revitalization Act, this policy must be in place by July 1, 2014.

Ethics Policy: Discussion ensued. Question as to whom the policy applies in its current format – Board, administration, senior employees, all employees? Suggestion noted – more clarification needed and terminology should be applied consistently. Policy remains under discussion.

The Policy Committing meeting adjourned at 3:45 p.m.

Agenda Item E.4 – Bylaws Committee.

Agenda Item E.4.a – Amend Bylaws. Sharon Kelly, Chair of the Bylaws Committee, explained Resolution 2014-7 was introduced in public session March 20, 2014 and is to be voted upon at this meeting. She reminded trustees changes were to Bylaws Article II, Section 6 which deletes the telephone conference option for presence and voting at Board meetings and substitutes videoconferencing to comply with Not-for-Profit Corporation Law. To answer Trustee Berlow's question, Ms. Kelly confirmed that trustees could still phone in for meetings; however, they would not be counted for quorum or to vote. Ms. Panty moved for approval of Resolution 2014-7. Mr. Johnson seconded. Approval was unanimous.

RESOLUTION 2014-7

WHEREAS, the Bylaws Committee of the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees completed its review of the current Bylaws Article II, Section 6 on March 19, 2014, to comply with changes in Not-for-Profit Corporation Law regarding participation in Board and committee meetings by telephone and videoconferencing, and

WHEREAS, copies of proposed amendments were provided for the Board's consideration at a public meeting, March 20, 2014, and

WHEREAS, all proposed changes have been reviewed and approved by B&ECPL legal counsel, and

WHEREAS, due notification was given to the Board of Trustees as required by the current Bylaws, indicating that said Bylaws were subject to amendment at the March 20, 2014 meeting of the Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopt the proposed Bylaws of the Buffalo & Erie County Public Library to supersede and replace the prevailing Bylaws, last amended, September 19, 2013.

Agenda Item E.5 – Planning Committee. The Planning Committee met on March 20, 2014 following the March Board meeting. The report below was included in the board packet as an informational item:

Present: Planning Committee Chair Ted Johnson; Committee members Frank Gist and Elaine Panty; System Trustees Katie Burd and Teresa Glanowski; Contract Library Trustees Suzanne Jacobs – Lancaster, and George Oliver – Aurora; Nelson Starr, County Executive's office; Director Mary Jean Jakubowski; COO Carol Batt; CFO Kenneth Stone; and Assistant Deputy Directors Joy Testa Cinquino, Dawn Peters and Doreen Woods. Attorney Ellen Bach, of Whiteman, Osterman & Hanna participated in the meeting via telephone.

Chair Johnson called the meeting to order at 5:35 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Discussion Section 2 - Election

Meeting began with a discussion regarding petitions for trustee candidates. Trustee Glanowski commented that 25 was a low requirement for the number of signatures on a nominating petition. Discussion ensued.

- 2(1)(a) - Committee recommends the number of signatures required to put district referendum on the ballot be increased to 75 per legislative district.

- 2(1)(g) - Committee recommends increasing the number of required signatures for trustee candidates to get on ballot to 75.

Trustee Glanowski asked about the wording of section 2(1)(c), and specifically the intended meaning of the language, "unless there is no issue to be determined by the voters of a particular legislative district in a particular year." Atty. Bach suggested that she rework that language to add clarity.

A question arose as to who would provide the nominating petitions required under 2 (1)(g) – the Library or the Erie County Board of Elections (BOE). Discussion ensued. It was noted that there should be an official form. Atty. Bach indicated that typically in library districts it is the Library that produces the petition form to be completed by candidates. Concern was discussed regarding certification of signatures. BOE will be conducting the election. The Committee asked Library Director Jakubowski to hold discussion with BOE regarding distribution of trustee petitions and certification of signatures. Director Jakubowski was asked to inquire whether there would be any cost associated with those tasks.

Discussion was held regarding withdrawal, death of trustee candidate or other within 7 days of election (section 2(1)(g)). Atty. Bach indicated that, as a practical matter, the nominating could not be reopened within seven days of an election because there would not be time to print new ballots.

- 2(1)(g) - Committee confirmed that elections will be coordinated by the BOE. Atty. Bach agreed to check that the language of section 2(1)(g) is consistent with the way the BOE would handle the issue under the Election Law.

After brief discussion regarding language in section 2(2) referring to the opportunity for the board of trustees of the library district to call an election at a time and place other than the General Election, the Committee confirmed an earlier determination to hold all elections at the General Election in Erie County.

- 2(2) - Committee recommended the elimination of the following language in 2(2): "The library district may, in its discretion, conduct special elections, at a time and place designated by the board of trustees of the library district, for any proper library purpose, including, but not limited, the resubmission of a defeated library appropriation or a modification thereto.

<u>Discussion Section 3 - Organizational Structure</u>

A question arose regarding what happens to trustee districts upon a reconfiguration of Erie County Legislative Districts. Atty. Bach explained that, under the current draft, if Erie County Legislative Districts are reconfigured, then so would be the Library trustee districts. All trustee positions would be eliminated and trustees would be required to run for office again at the next general election. Length of initial terms would be determined by lot in the same fashion as provided for the first Board. (Section 3(3).)

Discussion was held regarding the qualifications of trustees set forth in section 3(2):

- 3(2) - Committee recommends 3(2) read: Only qualified voters of Erie County who reside in the legislative district from which they shall be chosen shall be eligible for election to, appointment to <u>and service on</u> the board of trustees.

  It was noted that if a trustee moves out of the legislative district he or she represents, he or she immediately becomes ineligible to hold that office.

Discussion was held regarding terms of office in section 3(3):

- 3(3) - Committee recommends terms of office of 4 years. Atty. Bach will revise section 3(3) to make the necessary changes in the staggering of initial terms.

Discussion was held regarding term limits:

- Committee concluded that term limits, if any, should be included in the bylaws of the new library district, rather than in the legislation.

Discussion was held regarding the process set forth in section 3(3) for appointment to the Board of Trustees to fill a vacancy between elections or where there are no candidates from a legislative district:

- Committee recommends that a nominating process be included in the bylaws of the newly created library district.

<u>Discussion Section 4 - Finances</u>

Discussion was held regarding section 4(6) and the options for bonding to finance library facilities projects. Committee members acknowledged the concerns of County elected officials about this section and discussed whether the County could retain discretion whether to issue bonds once bonding has been approved by the voters. Atty. Bach indicated that special district legislation generally gives to the voters the final say on whether bonds should be issued to fund library construction, but she noted that libraries usually get agreement from the municipality before holding a public vote on bonding, even though such agreement is not required. Further discussion ensued. It was

noted that the Dormitory Authority of the State of New York can issue bonds for library facilities projects pursuant to section 4(7).

- 4(6) - The Committee requested that Atty. Bach rework the language to give the County an option to bond.
- It was noted that if voters approve bonding, they assume responsibility of debt.

Discussion Section 5 - Charter

- 5(1) - Committee recommends removing the 90 day timeframe for the charter application, as the Division of Library Development does not require a deadline.

Other Discussion

- 3(4) - Committee recommends that trustee terms begin January 1 following their election. Language should be added to 3(4) for this purpose.
- Trustees on existing B&ECPL Board at time of first election shall remain active for purposes of the transition to the new district, while the charter application is being prepared and filed.
- All trustees, System and contract library, remain until the new charter is granted by the Regents.
- The question was asked whether, if voters vote down increases in funding, the County or municipalities can provide funds if they so choose. Atty. Bach responded that Education Law allows municipalities to provide an appropriation to support a library providing services to municipal residents.
- Question: What happens if a trustee does not perform duties, including not attending meetings? Should there be a provision in the Legislation to remove a trustee. Per Atty. Bach, there are provisions in Education Law (i.e., section 226 (4) & (8)) that describe how and by whom a trustee can be removed.
- Question: Can anyone who is convicted of a crime, including a misdemeanor, be considered ineligible to be a trustee? Atty. Bach suggested that NYS public policy might argue against this but said she would explore that possibility.
- Question: What happens if someone gets on the Board who is an anti-taxer and only wants to reduce the budget? Discussion ensued. It was noted that the Board makes budget determinations as a whole and the budget proposal would need to be brought to a vote of the people.

Voters will determine by their election of trustees whether a trustee is doing what voters want for the Library.

- Expenditures to become a library district were discussed. Trustee Johnson stated "the Board has a responsibility to look out for the best interest of the Library and those the Library serves. Having been through several budget cycles of not knowing what the funding is from year to year and looking at the Library's history, I firmly believe to do nothing to solidify long term stability would be irresponsible on the part of the Board. This Initiative has been a thoughtful and thorough, all inclusive process. Yes, we still have a ways to go. I believe amount of funds expended for the District Initiative is an investment in the Library's future." Attorney and consultant fees for the District Initiative began in 2010. In 2011 fees were less than 7/10 of 1% of operating budget. The percentage remained the same in 2012 and in 2013 fees were less than 6/10 of 1% [of the operating budget]. In addition to the District Initiative, consultant fees have included work associated with library education including but not limited to budget advocacy - *Turn the Lights Back On* and *Hug Your Library,* library focus groups, along with staff and trustee training.

The Planning Committee meeting adjourned at 7:45 p.m. on motion by Trustee Panty, second by Chair Johnson.

Agenda Item E.5.a – Accept and File Draft Legislation for SLDPL (Special Legislative District Public Library). Copies of Resolution 2014-8 were distributed at the beginning of the meeting which contained both clean and redline versions of the draft legislation with recommended changes from the March 20th Planning Committee meeting. Planning Committee Chair Johnson explained, based on the recent Erie County Legislature's resolution of April 10, 2014 opposing the Library's creation of a SLDPL, this resolution would recommend the Board approve this version of the draft legislation to be accepted and filed making it a public document. Following lengthy discussion amongst trustees, Mr. Housh moved to table this resolution and refer it back to the Planning Committee. Mr. Wisbaum made a second and it was unanimously agreed to refer this resolution to the Planning Committee.

Trustee Gist inquired on the status of paying the attorneys [Whiteman Osterman & Hanna LLP] for work on the draft legislation. Mr. Connors noted they are not on a retainer and would be paid only if we ask for additional changes. Mr. Amodeo commented he does not want any more attorney fees incurred for changes on this draft legislation.

Mr. Gist asked about paying Libby Post of Communication Services and what she does for the Library on a day-to-day basis. Mr. Connors explained she is on a different type

of contract. Ms. Jakubowski pointed out there is a 10 day notification clause in her contract if the Board wishes to change or break the contract with her. Ms. Jakubowski explained Communication Services was retained to do any number of things including Library advocacy, and Ms. Post has conducted focus groups for the library, the results which will be used for the Library to develop Goals and Objectives. Ms. Glanowski asked if there were parts of the contract that refer specifically to the Library District Initiative and if trustees could see a copy of that contract. Mr. Connors added, Ms. Post has provided the Library with things we do not have in-house people for. Ms. Jakubowski read aloud *Section 1 - Performance* of the Library's contract with Communication Services. Ms. Burd asked if some of the items she is under contract for are done in-house already. Ms. Jakubowski replied Communication Services significantly supports and enhances what we do in-house; Communication Services does what we are not able to accomplish as we have a limited number of staff. Discussion ensued. Ms. Jakubowski suggested a renegotiation of this contract to be on an hourly basis as opposed to a contractual retainer basis. Ms. Jakubowski asked for Board direction on whether she should re-negotiate this contract and/or investigate in continuing to grow the in-house component of this. It was agreed for her to research, do a contrast and comparison of scope of work, and bring this information back to the next Board meeting. Mr. Connors also pointed out Ms. Post was asked to begin breaking down what she does on an hourly basis. Ms. Burd inquired if you take the district work away, how much will Ms. Post be doing for the Library. Ms. Jakubowski commented that is why it is her recommendation to re-negotiate this contract with Ms. Post.

Agenda Item K – New Business. (taken out of order)

Agenda Item K.1 – Legal Services Retainer Contract Revision. Resolution 2014-9 was distributed to trustees at the beginning of the meeting. Mr. Connors explained Patrick Martin of Kennedy, Stoeckl & Martin, P.C. has been the Library's attorney since 1993. Mr. Martin's firm has joined Jaeckle Fleischmann & Mugel, LLP effective May 1, 2014. There is no change in the retainer arrangement of his current contract; this resolution is simply to accept the change of law firms. Ms. Panty moved for approval. Ms. Horton seconded. Approval of Resolution 2014-9 was unanimous.

RESOLUTION 2014-9

WHEREAS, in October, 1993, the Library entered into a legal services agreement with Patrick E. Martin, Esq., on behalf of Kennedy, Stoeckl & Martin, P.C., to provide all legal services necessary to the regular operation of the Buffalo & Erie County Public Library, and

WHEREAS, these services are provided under a retainer fee with a provision to address litigation and extraordinary matters on an hourly basis, subject to prior approval, and

WHEREAS, Mr. Martin's depth of knowledge, institutional memory, and innovative approaches to resolving library legal issues have served the Library exceedingly well over the years, and

WHEREAS, Mr. Martin and his staff will join the firm of Jaeckle Fleischmann & Mugel, LLP effective May 1, 2014, and

WHEREAS, Mr. Martin and Jaeckle Fleischmann & Mugel, LLP will provide legal services in the same manner and at the same cost as provided heretofore, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Chair of the Board of Trustees to execute a new contract with Patrick E. Martin, Esq. on behalf of Jaeckle Fleischmann & Mugel, LLP to cover all legal services necessary to the regular operation, fundraising, and events of the Buffalo & Erie County Public Library, including office and telephone/electronic conferences with Library personnel, preparation of business documents, contracts, and letters, and provision of legal opinions and legal advice to the Board and officers of the Buffalo & Erie County Public Library, when requested, and be it further

RESOLVED, that the fee for the above service for the balance of 2014 shall be a fixed retainer of $4,325.00 per month, with an annual increase in successive calendar years beginning January 1, 2015 not to exceed 3%, and with the ability for either party to terminate the agreement upon 90 days' notice, and be it finally

RESOLVED, that the retainer does not include the preparation for or the trial of any litigated matters or services for other extraordinary matters and that any said service or matter will be discussed in advance with officers of the Board so that the Board will have an estimate of the cost of such services beforehand and Mr. Martin and Jaeckle Fleischmann & Mugel, LLP will not undertake such legal service without specific direction to do so from the Library Director or the Board.

Trustee Frank Housh announced he wished to present another item under New Business and passed out a resolution to immediately halt work on the Library District Initiative (LDI) by all consultants, attorneys, management and staff, until such time as this work may be reauthorized by the B&ECPL Board and that no further expenses be incurred for work on the LDI after the passage of the resolution. Lengthy discussion ensued. Mr. Connors commented as this proposed resolution would have an impact on the contract member libraries, he called upon Suzanne Jacobs, President of the Lancaster Public Library Board of Trustees and Vice President of the Association of Contracting Library Trustees (ACT), to speak. Ms. Jacobs stated she does not pretend to speak on behalf of all the contract member library trustees, but suspects they would share her disappointment in the direction this is going, not just because of all the time put in on this project, but because they believe the special district was the best answer

to their financial problems and sustainability. She expressed she hoped it is not shelved for life, and that at some point the Library can turn around the opinions of the people that seem to matter and change the governance and the fiscal management of the Library System. Mr. Connors called upon Judy Hilburger, President of the Clarence Public Library Board of Trustees, who commented it seems like a whole lot of work is just being thrown away. Following further discussion, Mr. Housh withdrew this resolution and it was agreed a revised resolution would be worked on jointly by the Planning Committee and Executive Committee. A working group will be formed to work with the Legislature to explore other options for stabilized funding; this is to be brought back to the next Board meeting on June 12th.

Ms. Panty spoke on the LDI and expressed thanks for all who worked on the LDI including Sue Jacobs, all the ACT members, all the people who attended meetings, Library staff, Ken Stone, Ted Johnson for Chairing the Planning Committee, Chair Jack Connors, fellow Board members and Director Mary Jean Jakubowski.

Sharon Thomas left the meeting at approximately 5:10 p.m.

Agenda Item F – Report of the Director. Ms. Jakubowski shared a letter received from the Donald H. Cloudsley Foundation pledging additional artwork to the B&ECPL from former Director Donald H. Cloudsley. In response to questions from Mr. Berlow, Ms. Jakubowski informed trustees what artwork the Library already received from Mr. Cloudsley. She also discussed maintenance of the artwork. She believes we have the in-house capabilities of housing, hanging and maintaining the materials. She conveyed she is not suggesting the Library go out and collect artwork, but this particular collection was part of a former director's life and shows the Library's recognition of him and his longevity – it is an honor for the Library to receive this artwork, and she believes we have the ability to take care of and exhibit it. In addition, the artwork comes with the caveat that we can go back to this Foundation as well as other foundations to help take care of it if necessary. While the Library does not have a specific budget line for this, we have in the past received donations for things like the conservation of artwork.

Mrs. Jakubowski shared with trustees a group of Library staff attended the Computers in Libraries conference to explore and see what is going on in the world of MakerSpaces. She expressed excitement toward the information they brought back and the Library is seeking collaborative opportunities to develop some type of space at the Central Library and also something that would be mobile to take to other libraries.

Mr. Housh returned to the topic of the Cloudsley donation and inquired about having an art school maintain the art. Ms. Jakubowski commented we have worked with Buffalo State College Division of Art quite regularly; they have maintained other works for us through grants. Through the Division of Education, we have had conversations

about having art students on site to do other work for us as part of an internship or class work. Discussion ensued regarding the special maintenance of artwork. Ms. Jakubowski added that all the artwork being donated by the Donald H. Cloudsley Foundation to the Library has been professionally encased in glass and framed.

Ms. Jakubowski reminded trustees the Bylaws Committee will be meeting following the Board meeting as Bylaws will be changing significantly due to the 2013 Non-Profit Revitalization Act. On behalf of the Library System, she has requested the ACT meeting on May 3rd being held at the Elma Public Library encompass updates on the 2013 Non-Profit Revitalization Act so contract member library trustees are aware of how these changes may impact their bylaws.

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

B&ECPL Monthly Report
March 2014

Monthly Programming Statistics – March 2014

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	444	747	4608	9704
3.3 Children (age 6-12)	139	307	1799	4257
4.4 Teens	155	284	327	898
Intergenerational	76	187	2202	5456
5.3 Adults (excludes Technology)	271	714	3661	8325
TOTAL In Library Programs	1085	2239	12597	28640

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	12	27	72	179
System or Library-owned Cyber Train	33	94	255	739
One on One	63	184	77	260
TOTAL Adult Technology	108	184	404	995

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	6	14	112	263
Children (age 6-12)	5	6	237	281
Teens	4	6	69	89
Intergenerational	3	4	451	605
Adults (excludes Technology)	7	29	717	1591
TOTAL Outreach (out of Library)	25	59	1586	2829

Highlights:

- The TechKnow Lab Training Team conducted 36 public classes for 289 attendees at 20 library locations in March. Students continue to offer overwhelmingly positive feedback and comments that demonstrate the value of this important service.

- The Book a Technology Trainer one-on-one program continues to post impressive results. In March, 17 appointments were conducted at the Central Library and 13 sessions were held at 5 community libraries.

- The B&ECPL continues to support Project Flight initiatives. In addition to the March "Books for Kids" collection campaign and ongoing sorting of donations into the Book Bank housed at the Central Library, staff are reviewing agency applications and will be scheduling dates and times for book distribution.

- On March 5th, Legislator Betty Jean Grant held a community meeting with the theme "Young, Black and Uninsured" at the Frank E. Merriweather, Jr. Branch Library. The panel consisted of insurance representatives, funeral homes, cemetery representatives, the NYS Office of Crime Victims and STOP the Violence Coalition.

- The Old First Ward Community Association set up an information table at the Dudley Branch with homebuyer grant information on March 11th and 27th. They provided information about various grants for South Buffalo residents and first-time homebuyers.

- Erie County Legislator Lynne Dixon's *Annual Prom Dress Drive* was held this month at the Dudley Branch; 23 dresses were donated!

- The Dudley Branch received a generous donation from Project Flight of several Spanish-English dictionaries and a box of children's materials, varieties of picture books and j-fiction, in both Spanish or bilingual formats.

- March 15th - Information Services and Outreach Librarian **Rebecca Pieszala**, wrapped up the Adult Winter Reading Contest this month. Winter Reading participants were asked to write brief book reviews, each of which counted as an entry in a prize drawing. This year's contest was a great success with over 370 reviews submitted. There were entries from 18 libraries and each library had 1 winner, who received a $25 Amazon gift card. The grand prize winner of the Kindle Fire HDX was Kathleen Sinicropi who registered from the Kenilworth Branch Library.

- March 17th - Information Services and Outreach Librarian **Dan Caufield** and Librarian **Kara Stock** attended a 3D printer workshop at Buffalo Labs on Northampton Street. A variety of 3D printers were in operation and the operators answered many questions. This visit was part of an information gathering phase to determine what future technologies will be offered through the Library.

- "Rince Na Tiarna" (RNT) School of Irish dance performed on March 18th at the Dudley Branch. This annual St. Patrick's Day performance from RNT yielded a very large crowd in the library and was a favorite event, as always.

- On Saturday, March 22nd, Rare Book and Map Librarian **Charles Alaimo** provided a tour of Rare Book, Grosvenor and Ring of Knowledge exhibits to trustees from contracting libraries.

- On March 25th, following a Center for the Study of Art, Architecture, History & Nature speaker, Rare Book Curator **Amy Pickard** showed a plate and spoke about the Library's Audubon *Birds of America* set. Loren Smith, Director - Buffalo Audubon and Beaver Meadows Nature Center, presented "Exploring Nature & Celebrating Milestones of Science" in the C-SAAHN lunchtime series after which the group of 16 filed into the Grosvenor Room to hear about the *Birds* and the conservation of volume one.

- Also on March 25th, immediately following the *Birds* talk, **Amy Pickard** gave a tour of the Rare Book Room to Deborah Miller and her guest. Ms. Miller is the niece of Jane Van Arsdale, former Grosvenor Library and B&ECPL Rare Book Curator, since deceased. Ms. Miller visited out of the spirit of kinship she feels for this Library's Rare Book Collection and said that she thought her aunt would have been pleased with the progress we have made since she knew the collection.

- The second session of the Dia Family Book Club was held on Tuesday, March 25th. The featured book was *Nabeel's New Pants An Eid Tale*. Several children and their families participated. Amari, 2013 Miss Borinquen Queen, was the guest reader. The Dia Family Book Club is supported by the Dollar General Literacy Foundation and the Association for Library Service to Children.

- Twenty-nine librarians representing 29 libraries attended the spring Youth Services Group meeting on March 26th to learn about summer programming, crafts, and contests based on this year's theme, "Fizz, Boom, Read!" Director **Mary Jean Jakubowski** gave the opening remarks.

- On March 27th, **Amy Pickard** provided DLIS (UB Library School) students a tour of the Grosvenor Room, *The Wonderful Wizard of Oz* exhibit, the Gluck display and the Mark Twain Room. Although a small group, all were very engaged and asked great questions. One of the students took photos and "tweeted" them along the way to those classmates who could not make it.

- Mrs. Eva Doyle held her "Legends & Legacies" on March 27th at the Frank E. Merriweather, Jr. Branch Library.

- On March 29th, children and adults of all ages took part in the Family Literacy Day event celebrating families and literacy. The Children's Programming Team coordinated with the Information Services Team to put on a wide range of activities and programs. Diane Gratton, site coordinator for Child and Adolescent Treatment Services, contacted Children's Programming Team Manager **Brian Hoth** about organizing this event for the "Building Brighter Futures" program, which included 4 Buffalo Public Schools and the Gloria J. Parks Community Center. Numerous activities were planned including: storytime, crafts, tours, science demonstrations, and a presentation on graphic novels. **Dan Caufield** and Sr. Pages **Mandy Leli**, **Krzy Dembinski** and **Erin Keenan** added to Family Literacy Day activities by presenting a short talk about science literacy and working 5 science tables with various hands on science experiments for children and their parents to try.

- The Grosvenor Room's Digital Collection now includes the "Nelson Fischer WWII Scrapbook, 1940-1944," a unique scrapbook documenting a Buffalo family's experiences during wartime. Rare Book Room Senior Page **Nataliia Salansky** scanned the pages and Grosvenor Room Librarian **Sue Cutrona** created the digital scrapbook using Issuu.com. The project aimed to preserve a very fragile scrapbook while making it easily accessible to patrons.

- Women's History Month Kick-off took place at the Central Library on Friday, March 7th. Library Director **Mary Jean Jakubowski** welcomed the attendees for the noon-hour presentation.

- The New York State Commission for the Blind held an anniversary celebration at the Central Library on March 19th. The Library unveiled new large print and Braille books purchased with a $1,300 donation from the Blind Commission.

2. Collection Development

Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	148,637	301	1,201
3.1 Juvenile Fiction	359,178	3,093	6,769
4.1 Young Adult Fiction	68,445	429	1,495
5.1 Adult non-Fiction	1,355,056	1,526	5,154
6.1 Adult Fiction	537,624	3,708	11,041

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	63,414	723	2,170
4.2 Young Adult audiobooks only	2,483	4	56
6.2 Adult	392,486	5,451	16,054

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	36,704	673	33,510	+10.3%
Music (Freegal)	Unlimited SONY Library		4,905	+17%
e-Audiobooks	6,894	32	8,207	+11.3%
e-Videos	370 + Moving Image Archive Library*	0	158	+39.8%

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

Highlights:

- Collection Development staff responded to 490 patron purchase suggestions and 125 staff suggestions in March.

- Circulation of eBooks continues to be strong. This month, 33,510 eBooks circulated to patrons. This compares to 28,727 in March of 2013. This month, 673 eBooks were added to the collection.

- Freegal Music continues to be popular. In March, 715 patrons downloaded a total of 4,905 titles.

- In March, the Library's Subject Guides (http://bit.ly/mInDZS) received 1,154 unique visitors from 30 countries! The Health Insurance Marketplace and Affordable Care Act (Obamacare) guide continues to be the most popular, followed by the newest guide, Bully Prevention, and Small Business.

3. Technology

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr. to Date
Facebook Fans/Likes	4,929	+ 66	1.4%	4.7%
Twitter Followers	5,433	+ 187	3.6%	10.1%
Flickr Views	149,181	+ 6,720	4.7%	25.5%
Pinterest Followers	830	+ 20	2.5%	7.1%

March Social Networking Highlights:

Facebook: In addition to providing a full complement of program and event announcements, as well as informative reading and viewing suggestions, the Central Library Facebook page also focused on advocacy projects and initiatives in March. "Library Education Day in Albany," the "Spring it On 24 hour Give-A-Thon," and Special Library District planning information was shared with the Central Library's 4,929 Fans. The page can be viewed at http://onfb.me/AseqZ8.

Twitter: In March, @buffalolibrary's Twitter page maintained its popularity while also attracting 187 new followers. At the end of the month, the total reached an impressive level with 5,433 followers! @buffalolibrary can be viewed at (http://bit.ly/10bPpyO).

Flickr Views: The "Women's History Month Kickoff" program, "NYS Commission for the Blind 100 Year Celebration", and the "Books for Kids" event generated 62 new

photos for Flickr in March. The Library's photostream was visited more than 6,500 times throughout the month. It can be viewed here: http://bit.ly/xDPsx4 .

The Library's **Pinterest** site attracted 20 new followers in March. Featuring 35 Boards and 2,962 Pins, it can be viewed at http://pinterest.com/buffalolibrary/ .

Highlights:

- Information Technology staff continues to update computers with Windows XP operating systems to Windows 7 to address the end of life support for the XP platform in April 2014. Upgrades were completed at the Clearfield, Eggertsville and Williamsville Libraries and OPACs were upgraded in several City branches.

- Laptops are now available for public use at the Frank E. Merriweather, Jr. Branch Library. Six new laptops were deployed for in-library use, expanding public computing capacity at the branch.

- The Amherst Libraries, Lancaster, Central Library and Buffalo City branches have been invited to participate in the "Edge" initiative project that was developed by a national coalition of leading library and local government organizations and initially funded by the Bill and Melinda Gates Foundation. This management and assessment tool is designed to help libraries create a path for the continuous growth and development of their public technology services. Data input into the assessment tool has begun and all factors will be collated for New York State libraries by the Division of Library Development. Library Information Technology Administrator **Steve Hovey** conducted the required upload and download bandwidth speed tests for the participating libraries.

- In support of the B&ECPL's e-Rate Technology Plan 2013-2016, a Summary of Accomplishments 2013 has been compiled and posted on the Library's website at http://bit.ly/1pWfQpF.

- Servers were upgraded and replaced at the Crane, Niagara and North Park Libraries.

- **RFID (Radio Frequency Identification) Developments**: At the end of March, 31 libraries were fully up and running using RFID technologies, while 32 were live with Circulation. Collection conversion continues at the Hamburg and Collins Libraries.

- Technology Support Librarian **Kelly Donovan** was the invited speaker for the March 10th "Public Libraries" class in UB's Library and Information Studies

program. She presented *RFID Implementation & Use at the B&ECPL* and used the opportunity to highlight the TechKnow Lab Training Team's initiatives.

- **Authority Control Project Update**: The Library's automated authority control project is gaining momentum. The profile that will guide the provision of up-to-date subject, genre, and name headings has been submitted to the selected vendor, MARCIVE, Inc. In addition, a number of indexing changes and database preparations were undertaken in anticipation of receiving updated bibliographic records and an entirely new set of authority records. Information Technology and Technology Support staffs continue to test the extract and import procedure. When fully implemented, this project will provide better customer service and improve accessibility to materials through both staff and public interfaces.

- Librarian **Melissa Blattner** has been researching mobile library services around the country supporting the Library's goal to identify the appropriate model(s) for new mobile services in Erie County. In this information gathering stage, a general questionnaire has been developed to solicit details about vehicles, staffing and collections as well as request copies of "Requests for Proposal" (RFP) documents that other libraries have used. Several Bookmobile Services/Outreach Services Managers have been consulted and a summary document is being prepared for B&ECPL administrative review.

4. Funding/Fundraising

Funding:

New York State adopted another "on-time" budget, finalizing negotiations at the end of March for adoption on April 1st. What could have been a $4 million/4.7% statewide library aid reduction per the Governor's proposed budget ended up being a $1 million/1.2% increase. For B&ECPL that translates into a potential $120,000 reduction turning into a $30,000 increase ($23,000 in the Library Operating fund and $7,000 in Library Grants).

Library advocates from across the state, including B&ECPL representatives, worked with their legislators in the State Senate and Assembly to support library programs and services. The Governor's proposed budget pegged Library Aid at $81.6 million, down $4 million from the 2013-14 enacted budget. The Assembly proposed increasing the Executive's proposal by $2M to $83.6M. The Senate proposed increasing Library Aid beyond the Executive's proposal by $8M to $89.6M. The end result pegs 2014-15 Library Aid at $86.6 million.

In actual dollars, not adjusted for inflation, Public Library Aid under the Governor's 2015 Proposed Budget would have fallen to mid 1990's levels, the enacted budget level is close to 1997 levels (and the highest since 2007).

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual – includes Bequests, Buck for Books, Summer Reading Grants	Year-to-date	$107,845.04
Spring It On Campaign	March 20, 2014	$1,000+ for Bucks for Books campaign
Crane Book Sale		$352.00
North Park Book Sale		$106.81
North Park Donation Box		$42.00
Dudley Book Sale	Ongoing	$326.00

Highlights:

- Summer Reading secured sponsorships include: $1,500 – Rich Products, $750 - National Fuel, and $3,500 - Buffalo Sabres Foundation. The Buffalo News and WGRZ TV Channel 2 will also provide in-kind advertising.

- Buffalo & Erie County Public Library participated in the United Way's "Spring It On" – one day, online, fundraiser raising $1,020 from 43 donors. More than 200 local not-for-profits participated.

- Tickets are now on sale for the Mark Russell fundraising performance on Sunday, May 18th @ 2 p.m. Pricing has been revised to $10 students, $30 general admission ($25 with a library card), and $75 VIP which includes an after the event meet & greet reception with Mr. Russell.

- A" Bucks for Books" solicitation mailing will go to 10,000 households in mid-April.

5. Facilities

- No report provided.

6. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	70	358	2	4

Highlights:

- Assistant Deputy Director Workforce Development Officer **Doreen Woods** attended the University at Buffalo's Department of Information and Library Science Advisory Board meeting on March 6th.

- March 18th - Information Services Librarians **Dan Caufield**, **Suzanne Colligan**, **Susan Kriegbaum-Hanks**, **Andrew Maines**, **Renée Masters**, **Shanley Olszowy**, **Rebecca Pieszala**, **Patty Pohl, Mary Schiffhauer** and **Bruce Weymouth** attended a Reference USA training session provided by Info Group representative Bill Logues.

- March 18th - **Renée Masters**, **Mary Schiffhauer** and Library Associate **Sandy Schamber** attended a 2 hour training session given by George Lama, IT instructor from the Olmsted Center for Sight, on the ZoomText 10 Reader and Stand Alone Reading Appliance (SARA) technology used in the Assistive Technology Room at Central Library.

- March 24-27th – **Andrew Maines** attended the Patent & Trademark Resource Center conference in Alexandria, Virginia. The annual conference focused on orientation and training to the processes of patent and trademark searching. While there, Andrew received hands-on training using PubEast and the Trademark Electronic Search System (TESS).

- Librarians **Kelly Donovan**, **Angela Pierpaoli** and **Kara Stock** attended *How Do You Energize Your Patrons? Pecha Kucha & Panel*, a March 4th program at the Western New York Library Resources Council (WNYLRC). In addition, Kara and Angela served as presenters using the concise and fast-paced Pecha Kucha style. Kara presented *Innovations from the Training Lab* and Angela shared the B&ECPL's successes with *Using Social Networks to Reach Patrons*.

- The webinar *60 Sites in 60 Minutes,* sponsored by WNYLRC, was viewed by TechKnow Lab Team members **Andy Aquino** and **Kara Stock** on March 11th.

- Library Associate **Diane Doster** attended the March 20th WNYLRC-sponsored workshop, *Using Your Strengths as a Library Assistant/Getting More From Your Kindle or iPad*.

- On March 25th, Technical Services Manger **Jennifer Childs** viewed *Low Tech Storage Solutions: Photographs,* a webinar in the Care and Storage of Historic Collections series sponsored by the Greater Hudson Heritage Network.

- The WebJunction-sponsored webinar, *Community Connections*, was viewed on March 31st by TechKnow Lab Team member **Chelsey Lonberger.**

7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Event / Media Release– **Mary Jean Jakubowski**	Love Your Library Logo Design contest winner	March 5, covered by The Buffalo News, Channel 4 and Bee Publications
Media Interview – **Mary Jean Jakubowski**	Project Flight Books for Kids	March 18, Channel 2
Media Interview – **Joy Testa Cinquino**	Books for Kids – day long drive @ Wegmans	March 21 – Channel 2 Live interview
Interview(s) **Mary Jean Jakubowski** and Buffalo News Reporter Harold McNeil, **Ken Stone** also contributed	Creation of a Special Library District	Buffalo News Published on March 30
Media Release	Upcoming Community Perspective Focus Groups	March 11
Media Release	Research Reinforces Creation of Special Library District	March 17
Media Release	Judy Summer Concert Series Begins April 2 with the Buffalo Chamber Players	March 11 and 24 Buffalo News, Artvoice, WBFO Radio (PSAs)
Media Releases	This Week @ Central	March 3,10, 17, 24, 31 Various items covered by YNN, The Buffalo News, Artvoice, Channel 2, 4, 7
Traffic East magazine interview of Rare Book Curator **Amy Pickard**	Rare Book Collection	Upcoming Summer issue
Elmwood Village Association –'Neighborhood Happenings'	Create a Mini-Book program	March 13
West Side Little Paper	Dia Family Book Club	March 15 -28 edition

Artvoice	Spring Evening Book Discussion	March 27 - April 2 edition
Riverside Review	Tax prep; Bubble-Juggle Man; Computer classes	March 5
Riverside Review	Coming Events	March 12, 19, 26
Buffalo News, The Challenger, The Buffalo Criterion	Announcement of the 37th Annual Carter G. Woodson Contest at Merriweather Library	Various dates
The Challenger	Master Gorino and Tae Kwon Do Program at the East Delavan Branch	March 5

8. Partnerships

Highlights:

- On March 6th, **Linda Rizzo** attended an Explore & More Partnership meeting. The focus of the meeting was revolved around the question: "*How can Explore & More work with your organization to benefit the children and families of Buffalo, while fitting each of our missions?*" Linda was asked to speak on the Library's successful partnership with Explore & More by discussing the Encompass Outreach program and the Museum passes in several of our branches.

9. Governance

- Buffalo & Erie County Public Library hosted the annual ACT (Association of Contracting Library Trustees) workshop on March 22nd. CFO **Kenneth Stone** presented the Library's Ten Year Financial projections and **Mary Jean Jakubowski** and consultant Libby Post, Communication Services, presented the crosstab data from the Siena Poll showing by district how voters rated their library and their interest/support/non-support for the Special Library District.

10. Director Activities

Meetings and Events:

LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
March 2014

DATE	MEETING / EVENT
March 3, 2014	Meeting - 2nd Floor West Renovations
March 3, 2014	Meeting - Harold McNeil - Buffalo News Reporter
March 4, 2014	Meeting - Jane Kwiatkowski - Buffalo News
March 5, 2014	Meeting - Attorneys Patrick Martin, Nicole Tzetzo and Dennis Schaeffer
March 5, 2014	Media Event - Love Your Library Month Design contest winner
March 6, 2014	Meeting - Administrative Team
March 6, 2014	Meeting - Mobile Services Team
March 6, 2014	Meeting - Milestones of Science Team
March 6, 2014	Tour - Dana Saylor - Emerging Leaders in the Arts Buffalo (ELAB)
March 7, 2014	Media Event - Women's History Month Kick-off
March 8, 2014	B&ECPL System Trustee Training
March 10, 2014	Meeting - Melissa Brown, History Museum
March 13, 2014	Meeting - Mike Palmer, Biels
March 13, 2014	Conference Call - Attorneys Patrick Martin and Nicole Tzetzo
March 13, 2014	Meeting - B&ECPL Executive Committee
March 14, 2014	Library Representative - Walter Mohn Memorial Service
March 14, 2014	Meeting - Legislator Ted Morton
March 15, 2014	Library Representative - Rick Berger Memorial
March 17, 2014	Meeting - Stefan I. Mychajliw, Erie County Comptroller
March 18, 2014	Meeting - Legislator Patrick Burke
March 18, 2014	Media Event - Project Flight interview with Channel 2
March 19, 2014	Meeting - Libby Post, Communication Services
March 19, 2014	Conference Call - Ellen Bach, Esq., Whiteman, Osterman & Hanna

March 19, 2014	Media Event - NYS Commission for the Blind Ceremony
March 19, 2014	Meeting - Board of Trustees, Bylaws Committee
March 20, 2014	Meeting - Legislators John Mills and Joseph Lorigo
March 20, 2014	Meeting - Administrative Team
March 20, 2014	Meeting - Board of Trustees, Policy Committee
March 20, 2014	Meeting - B&ECPL Board of Trustees
March 20, 2014	Meeting - Board of Trustees, Planning Committee
March 21, 2014	Buffalo News Books for Kids
March 21, 2014	Meeting - Christopher Musialowski, Deputy Comptroller for Audit, and David Kinda, Auditor
March 21, 2014	Erie County Library Conference Call with Donna Gonser of Lumsden & McCormick
March 21, 2014	Meeting - Patrick Martin, Esq.
March 22, 2014	ACT (Association of Contracting Library Trustees) Annual Workshop
March 24, 2014	Meeting - Jeannine Doyle
March 24, 2014	Meeting - Mark Poloncarz, Erie County Executive
March 25, 2014	Meeting - Carol Batt, Ken Stone and Joy Testa Cinquino
March 25, 2014	Meeting - Western New York Library Resources Council Board of Trustees
March 26, 2014	Meeting - Youth Services Group - Summer Reading
March 26, 2014	Conference Call - Regents Advisory Council
March 26, 2014	Meeting - Library Foundation of Buffalo & Erie County Board of Trustees
March 27, 2014	Meeting - Aaron Ott, Albright-Knox Public Art Curator
March 27, 2014	Presentation - Erie County Legislature Community Enrichment Committee
March 27, 2014	Meeting - Cazenovia Resource Room
March 27, 2014	Conference Call - Leana Testani, Broome County Public Library
March 31, 2014	Meeting - Carol Batt and Ken Stone
March 31, 2014	Meeting - Joy Testa Cinquino and Dawn Stanton
March 31, 2014	Meeting - 2nd Floor West Renovations
March 31, 2014	Media Event - Superintendent Pam Brown for Listening Tour
March 31, 2014	Meeting - Dawn Peters

Other:

Contracting Member Library Activity Reports

Collins Public Library – submitted by Karen McClure, Director

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

- It is movie time the first Friday of each month in Collins. This month we are showing *Saving Mr. Banks* for our movie buffs.
- On April 11th, the Cyber Train will teach 2 classes – *iPad Basics* and *eBooks & eReaders*.
- Our concert series begins on April 11th. *Creekbend* will lead off the 6 month series of concerts in our library.
- The Easter Bunny is coming! On April 19th, we will host our Easter Egg Hunt with photos of the Easter Bunny and prizes.
- April 21st will be a wild time in our library with a visit from the Zoomobile.
- On April 25th, we will have a technology trainer teaching individuals on computer use. Our library users love this new service that the library provides for them.

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

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

- New Server and 2 Wireless Access Points were installed with the funds provided by a Bullet Aid grant courtesy of Senator Patrick Gallivan.
- Librarian **Taylor Harding** started a Lego Club in January and it has been very successful. The children meet once a month and it is always a full house.
- Miss Emily's Story Hours began in February and will continue through May.
- Computer classes have been extremely well received. The *eReader* class held on April 1st was full. The *Family History Research* classes which will be held on April 16th and April 23rd are now full. There is a waiting list for both classes.
- Librarians **Kathy Goodrich** and **Emily Moser** attended a meeting with the West Seneca School librarians (March 19th).
- Librarian **Kathy Goodrich** attended Family Literacy Night at Allendale Elementary (March 19th) and the Health and Wellness Fair at West Middle School (March 26th).
- The West Seneca Library will be having an Open House on April 16th as part of the National Library Week celebrations.

Agenda Item G – Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo & Erie County met on March 26, 2014 and finished up the fiscal year at the end of March in good shape. They continue to work on the re-launch

planning for the Grosvenor Society. They continue to work in collaboration with the Library in an active way on the Milestones Exhibit planning, the care and keeping of the special collections and rare books and also the Library's fundraising activities.

Agenda Item H – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. Suzanne Jacobs invited trustees to the May 3rd ACT meeting at the Elma Public Library.

Agenda Item J – Unfinished Business. (taken out of order) No unfinished business discussed.

Agenda Item I – Public Comment. Mr. Paul Egan noted for the record, he shared a concern pertaining to a donated book with Director Jakubowski during the Executive Session break. She will look into this and get back to him.

Linda Rizzo, Manager of the West Cluster City Branches, thanked Board and ACT Trustees for their hard work and dedication to the Library District Initiative and more importantly to the Library, its patrons and its staff. She shared budget concerns and shared that the district initiative has brought us closer together in working together as a team on many levels and hopes that the momentum continues as so many good things can come of this. She shared that unfortunately the Legislature has chosen, based on incorrect information, not to support the district, but feels it does not mean the public will not support the district. She expressed frustration and disappointment that the Legislature chose not to have their constituents have a say in this. She urged not to let this stumbling block take our eyes off the ultimate goal, establishing stable funding so the Library can continue to provide superior services to our patrons. She hopes the Board continues to follow their hearts to do what is right for the patrons since ultimately they are the ones most directly affected by their decisions.

There being no further business, on motion by Ms. Panty with a second by Ms. Horton, the meeting adjourned at approximately 5:43 p.m.

Respectfully submitted,

Kathleen Berens Bucki
Secretary