

BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
PROPOSED AGENDA

Thursday, November 20, 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 October 16, 2014 **ACTION**
- D. Report of the Chair **INFORMATION**
- E. Committee Reports
  - 1. Executive Committee
  - 2. Budget and Finance Committee
    - a. Res. 2014-39 – Authorization for Director to approve Year End Transfers in Excess of \$5,000 **ACTION**
    - b. Res. 2014-40 – NY State Senate Library Bullet Aid **ACTION**
    - c. Res. 2014-41 – Authorize Participation in National Grid Energy Savings Incentive Program **ACTION**
    - d. Monthly Financial Report **INFORMATION**
  - 3. Policy Committee
  - 4. Development & Advocacy Committee
- F. Report of the Director (sent via e-mail if on file) **INFORMATION**
  - 1. MakerSpace Demonstration **INFORMATION**
- G. The Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report
- H. Public Comment
- I. Unfinished Business
- J. New Business
  - 1. Res. 2014-42 – B&ECPL Marketing Plan 2015/2016 **ACTION**
  - 2. Res. 2014-43 – The Clerical & Maintenance Union of the B&ECPL – Contracting Libraries, NYSUT/AFT (CMU) Contract Approval (to be distributed at meeting) **ACTION**
- K. Adjournment

PROPOSED  
MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
October 16, 2014

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, October 16, 2014, at the Central Library pursuant to due notice to trustees. The following members were present:

Jack Connors, Chair  
Kathleen Berens Bucki, Secretary  
Michael Amodeo  
Sheldon M. Berlow  
Teresa Glanowski  
Phyllis A. Horton  
Frank Housh  
Sharon M. Kelly  
Rhonda Ricks  
Sharon A. Thomas

Chair Jack Connors called the meeting to order at 4:05 p.m. in the Joseph B. Rounds Conference Room. As a quorum was not yet present, he began the meeting with Agenda Item D – Report of the Chair. Chair Connors acknowledged and thanked County Executive Mark Poloncarz for the County of Erie, State of New York, Office of the County Executive, Executive Proclamation “Bullying Stops Here” proclaiming October as “Bullying Stops Here Month” in Erie County, where bullying in any form, toward any individual or group, will not be tolerated.

Mr. Connors conveyed on October 14<sup>th</sup> Erie County Executive Mark Poloncarz released his 2015 proposed budget which includes an increase of \$451,766 (2%) for Library funding. This is what is in the County Executive’s Four Year Financial Plan per his promise to give the Library a certain percentage of any increase in property tax revenue. In addition, Erie County’s capital budget includes \$1 million for improvements to the Central Library, specifically \$500,000 to rehabilitate the auditorium and \$500,000 to address general necessary repairs for the 50-year-old building. Mr. Connors expressed thanks to the County Executive for this.

Mr. Connors reported he attended the Library Foundation of Buffalo & Erie County Board meeting and the B&ECPL Board of Trustees Planning Committee Working Group: Planning for Our Future meeting to be discussed later in the agenda.

Trustee Glanowski arrived at 4:08 p.m. and a quorum was in attendance.

Agenda Item B – Approval/Changes to the Agenda. Mr. Connors entertained a motion to add Executive Session during New Business to discuss personnel matters. Trustee Thomas made the motion, Trustee Horton seconded, and approval was unanimous.

Agenda Item C - Minutes of the Meeting of September 18, 2014. On motion by Trustee Berens Bucki and seconded by Trustee Housh, the Minutes were approved as mailed.

Trustee Amodeo arrived at approximately 4:13 p.m.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Chair Connors presented the following report of the Executive Committee which met October 9, 2014 at the Central Library.

Present: Executive Committee Chair Jack Connors and Committee members Ted Johnson and Sharon Kelly, along with Library Director Mary Jean Jakubowski, Deputy Director - Chief Financial Officer (CFO) Kenneth Stone, Deputy Director - Chief Operating Officer (COO) Carol Batt and Assistant Deputy Director (ADD) - Human Resources Officer Jeannine Doyle.

The Executive Committee meeting began at 4:05 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

The proposed agenda for the October 16, 2014 meeting of the Board of Trustees was reviewed and approved.

CFO Stone reviewed the New York State Construction Grant requests. He noted the Amherst Public Library withdrew their request. Discussion ensued. The Executive Committee recommends the 5 submitted proposals to extend the life of existing building systems be fully funded and that the 2 remaining requests – the parking lot expansion at the Lancaster Public Library and the building expansion at the West Seneca Public Library be equally reduced by 37.5%. The proposal for such will be brought before the full Board at the October 16<sup>th</sup> meeting.

Chair Connors requested a motion to go into Executive Session to discuss personnel matters including the reappointment of COO Carol Batt, as well as wage and benefits packages for managerial/confidential employees and the unrepresented Contract Library, Library Managers. This was moved by Ms. Kelly, seconded by Mr. Johnson and approved unanimously. Director Jakubowski and ADD Doyle were asked to remain for the first part of Executive Session. At 5:20 p.m., on motion by Ms. Kelly, seconded by Mr. Johnson, the Committee unanimously approved to end Executive Session. No action was taken.

The Executive Committee meeting adjourned at 5:25 p.m.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – NYS Construction Grant System Evaluation & Recommendations. Deputy Director CFO Ken Stone explained the Library has \$641,863 in grant funds available; even after the Amherst Public Library withdrew its request, grant funding requests totaled \$917,612, which is more funding than available under this program. Options were provided for Executive Committee consideration to adjust the recommended awards down to the \$641,863 grant funds available. Resolution 2014-34 reflects their recommendation which prioritized projects to extend the life of existing facilities with the full eligible amount requested and expansion related projects adjusted proportionally. Ms. Thomas moved for approval of Resolution 2014-34 as presented and was seconded by Ms. Horton, whereupon approval was unanimous.

RESOLUTION 2014-34

WHEREAS, up to \$641,863 in the \$14 million state-wide New York State Public Library Construction Grant Program is available to support up to 75% of eligible project costs for libraries serving economically disadvantaged communities and up to 50% of eligible project costs for other public libraries in Erie County, and

WHEREAS, the Buffalo & Erie County Public Library in its role as a Library System must evaluate, and recommend approval of construction applications submitted by public libraries or public library systems, and

WHEREAS, a total of seven projects were submitted for the \$14 million program supporting the City of Tonawanda, Elma, Hamburg's Lakeshore Branch, Lancaster, Town of Tonawanda's Kenilworth and Kenmore Libraries and the West Seneca Libraries, and

WHEREAS, in July 2013 the Board of Trustees of the Buffalo & Erie County Public Library in Resolution 2013-29 set the criteria for qualifying for up to seventy-five percent (75%) funding as:

- Libraries located in communities with a poverty rate as determined by the 2010 U.S. Census, including margin of error, exceeding the Erie County average of 14.0% and/or
- Libraries located within the boundaries of a school district whose student population's participation in the federal free and reduced lunch program is 35% or higher which is the percentage utilized by the e-Rate program to qualify said libraries for a 60% discount on eligible e-Rate services, and

WHEREAS, three of the above libraries, the City of Tonawanda Public Library and the Kenilworth and Kenmore Libraries of the Town of Tonawanda Public Library, qualify to receive up to 75% grant funding as they serve economically disadvantaged communities, specifically: the City of Tonawanda Public Library is located in the City

which has in excess of 42% of students participating in the free or reduced lunch program in the Tonawanda City School District, while the Kenilworth and Kenmore Libraries are located in the Town of Tonawanda and served by the Ken-Ton School District in which in excess of 42% of students participate in the free or reduced lunch program, and

WHEREAS, grant funding requested totals \$917,612, which is \$275,749 above the \$641,863 allocation available under this program, and

WHEREAS, after reviewing alternatives presented by staff, the Board's Executive Committee recommends a two-tiered approach to adjust the recommended awards as follows: projects extending the life of existing facilities would be awarded the full eligible amount requested, while projects involving expansions would have the requested amounts lowered proportionally so that the combined total of all project requests equals the \$641,863 allocation available, a process that would allow the largest number of libraries to benefit from the program this year, now, therefore be it

RESOLVED, that pursuant to grant requirements and the above criteria, the Board of Trustees of the Buffalo & Erie County Public Library recommends approval of the requested projects, in the following amounts:

Library	Total Eligible Cost	Grant Request	Recommended Award
• City of Tonawanda Library Replace boiler	\$ 38,538	\$ 28,904	\$ 28,904 (75%)
• Elma Public Library Window and door replacements	\$ 57,921	\$ 28,960	\$ 28,960 (50%)
• Lakeshore Library - Hamburg Replace roof and skylight	\$ 97,165	\$ 48,582	\$ 48,582 (50%)
• Lancaster Library Parking lot expansion	\$ 134,080	\$ 67,040	\$ 42,181 (31.5%)
• Kenmore (Tonawanda Town) Elevator rehabilitation	\$ 67,055	\$ 50,291	\$ 50,291 (75%)
• Kenilworth (Tonawanda Town) Door and window replacement	\$ 22,980	\$ 17,235	\$ 17,235 (75%)
• West Seneca Library Expansion Phase 1	<u>\$1,353,200</u>	<u>\$ 676,600</u>	<u>\$ 425,710 (31.5%)</u>
<b>TOTALS:</b>	<b>\$1,770,939</b>	<b>\$ 917,612</b>	<b>\$ 641,863 (36.2%)</b>

, and be it finally

RESOLVED, that the Director or her designee is authorized to transmit the necessary online grant application, forms and documents in time to meet the October 16, 2014 filing deadline.

Agenda Item E.2.b – Monthly Financial Report. The monthly financial report for the month ending August 31, 2014 was included in the Board packet for information. Chair Connors asked Mr. Stone to comment on retiree medical costs; he responded it is problematic and an area he is concerned about going forward because it is extremely volatile. He will continue to monitor this. He pointed out that overall the fringe benefits budget is still within budget due to savings from turnover and retirement rates.

Agenda Item E.3 – Planning Committee Working Group: Planning for Our Future. Working Group Chair Amodeo reported the Group met October 15, 2014 and had a good discussion with Legislator Kevin Hardwick who was in attendance. He provided many good ideas for talking points for when the Library begins meeting with the Legislators to discuss how to move forward with achieving its goal of creating reliable funding for the Library System. Legislator Hardwick's proposed legislation was discussed. Albeit a good discussion, nothing was determined. Discussions will continue to see what input the other Legislators have. The Group continues to pair up System Trustees and Contract Library Trustees to meet with Legislators. The hope is to begin this outreach program in the near future.

Agenda Item F – Report of the Director. Assistant Deputy Director Joy Testa Cinquino spoke on the Library's upcoming largest and most sophisticated rare collections exhibit featuring major works from the treasured Milestones of Science 197 book collection being called *Milestones of Science – Books that Shook the World!* planned to open in spring 2015 for approximately 1 ½ years. The exhibit will be accessible, free and open to the public and is being designed to appeal to all ages. The newly renovated 2<sup>nd</sup> floor gallery space will be used to showcase a selection of the most significant volumes from the Milestones collection. This exhibit is expected to draw attention both regionally and globally through state-of-the-art technology marking a turning point in the Library's commitment to exhibit the outstanding holdings of the Grosvenor Room's rare books and special collections. Ms. Testa Cinquino continued, the new gallery will provide a tremendous opportunity to establish a robust museum-like exhibition program with professional exhibit designs, appropriate security and lighting, and integrated technology and programming. The Library's main outcomes and expectations from this exhibit include: raising library awareness, raising sponsorship dollars, obtaining new library card holders, increasing the Library's web activity and increasing community partnerships within the Library's marketing and advertising footprint. Trustees were provided a letter from Maureen Germaine, Development Manager, regarding raising the funds necessary to finance the exhibit and sharing contacts who may be interested in helping. Mr. Connors asked the Board to keep in mind there are opportunities for private receptions around the exhibit. Mr. Berlow recommended getting the New York Times Science section tuned in to what is going on.

A slideshow on the Milestones of Science collection took place and Meg Cheman, Manager of Special Collections, brought in 3 rare books for trustee viewing and provided an overview of each.

A listing of the Milestones of Science collection can be found on the Library's website at: <http://milestones.buffalolib.org/booksBrowser/Books.asp>. The book *Milestones of Science*, not officially part of the collection, was given to each trustee.

Opportunities from a fundraising perspective were discussed as well as further partnerships.

Following this presentation, Director Jakubowski continued with her report updating trustees that after this exhibit, an exhibit commemorating the 400<sup>th</sup> anniversary of the death of Shakespeare is being planned and in 2017 and 2018 the Library will be having a significant exhibit on World War I.

Ms. Jakubowski gave an update on the bookmobile noting the RFP/RFB is now in the hands of CFO Ken Stone. In addition, the RFP for the conservation of the remaining 4 volumes of the *Audubon Birds* will be published on October 24<sup>th</sup>.

A sample of a tentative lease agreement for the new 2<sup>nd</sup> floor west space was received October 15<sup>th</sup> from Jaeckle Fleischmann & Mugal LLP. This will be reviewed; Trustee Berlow will take part in the review.

Director Jakubowski joined Chair Connors in expressing gratitude to County Executive Mark Poloncarz for providing the Library monies asked for in the Library's 2015 budget request. The next step is for the budget to go before the Erie County Legislature. The Library is beginning a letter writing campaign requesting Legislative support of the County Executive's 2015 proposed budget allocation for the Library. Support letters will be available throughout the Library System and on the website. Trustees were provided a support letter and were asked to share with friends, neighbors, etc. Letters can be returned to the Library, whereupon they will be delivered to respective Legislators.

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

## B&ECPL Monthly Report September 2014

September brought good news to the Buffalo & Erie County Public Library (B&ECPL) with System Trustee Elaine Panty having been named Outstanding Library Advocate by the Western New York Library Resources Council (WNYLRC). A twenty-six year plus trustee, Ms. Panty is a true believer in library systems and systems working together with member libraries. She has participated in Library Advocacy Day in Albany and tirelessly touts the value of libraries to elected officials, community groups, businesses, organizations – to anyone who will listen. Congratulations Trustee Panty and thank you from all of us throughout the B&ECPL System.

The 2<sup>nd</sup> floor west construction project of the downtown Central Library is essentially complete, with minor punch list items remaining.

The echo Art Fair was held in the 2<sup>nd</sup> floor west space September 5<sup>th</sup> – 7<sup>th</sup>; attendance topped 2,850. Library card holders received a \$1 discount to the Fair. Many compliments were received and many encouraged the continuation of art in the Library.

### Monthly Programming Statistics – September 2014

#### 1. Public Services

##### In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	115	1453	2516	31159
3.3 Children (age 6-12)	82	1581	1043	29936
4.4 Teens	31	1115	104	6021
Intergenerational	54	669	4504	30536
5.3 Adults (excludes Technology)	224	2056	1628	19422
<b>TOTAL In Library Programs</b>	<b>506</b>	<b>6874</b>	<b>9795</b>	<b>117074</b>



**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	18	104	52	527
System or Library-owned Cyber Train	21	251	157	1856
One on One	54	524	60	663
<b>TOTAL Adult Technology</b>	<b>93</b>	<b>879</b>	<b>269</b>	<b>3046</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	7	46	111	974
Children (age 6-12)	2	62	261	3177
Teens	0	10	0	813
Intergenerational	2	38	283	8248
Adults (excludes Technology)	11	77	645	3283
<b>TOTAL Outreach (out of Library)</b>	<b>22</b>	<b>233</b>	<b>1300</b>	<b>16495</b>

**Highlights:**

- The Central Library TechKnow Lab Training Team kicked off the back-to-school season by teaching 25 classes and 51 one-on-one appointments for public and staff during the month of September. The Team continues to receive high rating scores and collect positive comments from the 223 total attendees at 18 libraries.
- On September 5<sup>th</sup>, an international group of 7 from the Bauhaus Institute Dessau (Germany) visited the Grosvenor Room researching all aspects of our region's grain elevators. Planning to spend only one day at this library and the Buffalo History Museum, the group's leader decided more days would be necessary due to the volume of material Grosvenor Room staff helped them find.
- *The Wonderful Wizardry of Baum* rare book exhibit concluded at the end of the month having been in place since the end of November 2013. Several exhibit visitors came from Toronto, others from Los Angeles, Providence, Chicago, Denver, Cincinnati, Niagara-on-the-Lake, Nashville, NYC, DC, Boston and places in Florida, Pennsylvania, Virginia, Louisiana and Washington, etc. To celebrate the author of these beloved children's books and commemorate the 75<sup>th</sup> anniversary of the *Wizard of Oz* movie, many supplementary exhibits and programs took place throughout the Library System.

- On September 16<sup>th</sup>, Information Services Librarian **Andrew Maines** led the Literally Speaking Lunchtime Book Discussion for the title *Before you Know Kindness*, by Chris Bohjalian. When learning of this discussion through the Library's Twitter feed, Bohjalian tweeted back that he "*was* Lobster Boy," a reference to a character in his book and he was "flattered" we were discussing his book!
- On September 27<sup>th</sup>, Information Services and Outreach Librarians **Danielle Burning** and **Andrew Maines** helped coordinate activities of Comics Fest at the Clarence Public Library. In addition to running trivia tables and organizing free comic book giveaways, Ms. Burning also gave a comic book presentation to a Clarence Girl Scout Troop which helped all 14 scouts earn their Comic Artist badge.
- All 8 City branches hosted a Block Club Day on September 27<sup>th</sup>; an event where City Block Club members were welcomed to their area libraries to get more information about their local library and the services offered. Participating in the Niagara Branch event was City of Buffalo Common Councilmember David Rivera as well as Deborah Tucker from Council President Darius Pridgen's office.

## 2. Collection Development

### Collection Development – September 2014

#### Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	147,348	377	3,779
3.1 Juvenile Fiction	362,509	2,450	26,295
4.1 Young Adult Fiction	69,319	797	6,306
5.1 Adult non-Fiction	1,355,440	2,313	17,331
6.1 Adult Fiction	533,560	3,583	34,864

#### Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	64,109	566	6,678
4.2 Young Adult audiobooks only	2,482	26	141
6.2 Adult	400,367	6,376	43,369

## Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	*42,149	309	32,678	-5.1%
Music (Freegal)	Unlimited SONY Library		4,655	+7.2%
e-Audiobooks	7,184	67	8,492	+4.7%
e-Videos	370+ **Moving Image Archive Library	0	204	+3.0%

\*e-Book collection size includes 13,918 EBL titles

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

**Highlights:**

- Collection Development staff responded to 439 patron purchase suggestions and 141 staff suggestions in September.
- Library Subject Guides (<http://bit.ly/mInDZS>) continue to be popular internationally, receiving 766 unique visitors from 7 countries in September.
- On September 10<sup>th</sup>, 8 maps were successfully returned having been conserved with a New York State Conservation/Preservation Discretionary Grant. These largely one-of-a-kind maps from the Rare Book Room, ranging in dates from early 1800s to 1909, represent and chronicle the growth and changes of Buffalo, from fledgling village to burgeoning city. The recently conserved maps will be part of an upcoming maps exhibit scheduled to open in mid-October.

**3. Technology****Technology – September 2014**

## Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr. to Date
Facebook Fans/Likes	5,317	+ 59	1.1%	13.0%
Twitter Followers	6,370	+ 187	3.0%	29.1%
Flickr Views	240,095	+ 11,418	5.0%	102.0%
Pinterest Followers	924	+ 16	1.8%	19.2%

*September Social Networking Highlights:*

- Social network statistics continue to rise demonstrating the importance of using alternate forms of communication regarding library happenings. Links and information on each of B&ECPL's social networking sites are as follows:
  - **Facebook:** The Buffalo & Erie County Public Library – Central Library Facebook page can be viewed at <http://on.fb.me/ZseqZ8>. \*\*In addition to the Central Library Facebook page, most B&ECPL Libraries have their own individual Facebook pages.
  - **Twitter:** The @buffalolibrary twitter feed can be viewed at <http://bit.ly/10bPpyO>.
  - **Flickr:** New albums included photos from the Hispanic Heritage Month Kickoff and echo Art Fair events have been added to the Library's Flickr page. The Library's photostream can be viewed at <http://bit.ly/xDPsx4>.
  - **Pinterest:** The Library's 37 Pinterest Boards feature 3,575 Pins and can be viewed at <http://pinterest.com/buffalolibrary/>.

*Technology Highlights:*

- Per Board-approved Resolution 2014-31, the B&ECPL has entered into a consulting contract with RMG Consultants, Inc. to assist with a full scale evaluation and procurement process for the Library's Integrated Library System (ILS). Library staff members have already participated in several telephone conferences with consultant Rob McGee and are completing an exhaustive System IT Survey as background information. Consultant McGee will be onsite in Buffalo for 2 weeks beginning October 20<sup>th</sup> to compile information and assist the Planning Team with RFP (Request for Proposal) preparation. Included in the process will be 4 Focus Group sessions to solicit staff, public and trustee comment.
- COO **Carol Batt**, RFID Project Coordinator **Kelly Donovan**, and Amherst Library Director **Roseanne Butler-Smith** met with a representative from Bibliotheca to begin planning for the implementation of an Automated Materials Handling (AMH) system. The AMH will interface with RFID technology to provide a building-exterior drop box system that will automatically discharge and sort returned items. This technology will significantly restructure labor-intensive staff work patterns using a seamless public interface. Installation and implementation are targeted for the first quarter of 2015 and this is being paid for with designated Erie County Fiscal Stability Authority grant funds.

- System IT staff upgraded the PC Reservation and LPTOne Print management software on all public computers at the Central Library. The upgrade brings the PCs to the most currently supported version and allowed for the implementation/ activation of Windows 7 accessibility features which include a screen magnifier and verbal narration. These features will be made available at all community libraries as the software upgrade is rolled out in each location. Librarian **Renee Masters** is evaluating the accessibility features and will develop instructions that can be used by staff and the public.
- The Library's RFP for a bookmobile to re-establish B&ECPL Mobile Library services is in the final stages of review. It is anticipated that the RFP will be issued and advertised in October with service implementation in 2015.
- Thirty-five of the 37 B&ECPL libraries are now circulating items using RFID (Radio Frequency Identification) software. Of the 35, Concord is scheduled to be 100% live later this month when their security gates are activated and the Hamburg 100% 'live' launch will coincide with gate installation following their building expansion and remodeling project which is expected to be complete in January 2015. The remaining 2 libraries, Angola and Lackawanna, are expected to begin onsite collection conversion shortly, with gate installations anticipated during the first quarter of 2015.
- The Lancaster Library now has 2 public use laptops which supplement standard desktop computers. They are available for in-library checkout with a valid library card and were purchased with New York State Senator Patrick M. Gallivan Bullet Aid funds.
- *Tour Your Local Library: Hamburg Public Library* (<http://bit.ly/Yci90O>) is the first in a series of virtual visits to all 37 public libraries through Erie County. Filmed by TechKnow Lab Librarian **Jordan Smith**, the videos will showcase the unique qualities and treasures of B&ECPL libraries. The videos will be available through the Library's website and used for advocacy and marketing purposes.

#### 4. Funding/Fundraising

##### **Funding:**

Multiple libraries spent their September finalizing proposals for New York State Library Construction Grant funding. The share of funds available for projects supporting the 37 public libraries in Erie County is \$641,863 to support up to 75% of eligible project costs for libraries serving economically disadvantaged communities and up to 50% of eligible project costs for other libraries. Requests were due to the B&ECPL on October 3<sup>rd</sup>.

B&ECPL in its role as a Library System must evaluate and recommend approval of construction applications submitted by public libraries, which are then forwarded to the New York State Library for their review. A total of 8 projects were submitted. Five projects, at the City of Tonawanda, Elma, Lake Shore, Kenmore and Kenilworth Libraries would extend the life of their existing facilities by replacing or rehabilitating major building components such as a roof, boilers, windows/doors, as well as an elevator. Three projects involve expansions: of the Audubon and West Seneca Library buildings and the parking lot at the Lancaster Library. Subsequently, the Amherst Public Library withdrew the Audubon Branch Library request indicating they plan to apply next year.

Grant funding requested totals \$917,612, which is \$275,749 above the \$641,863 allocation available under this program. Staff is reviewing applications and will offer options to balance to available funding for consideration by the Board at their October meeting.

### **Fundraising:**

Campaign Name	Campaign Dates	Raised to Date
Annual - Includes all fundraising through the System Development Office	January 1, 2014 - Year-to-date	\$185,611.95
Borrower Services Donation Box		\$21.00
Crane Book Sale	September 10, 2014	\$404.00
Crane Donation Box	September 10, 2014	\$25.00
Niagara Book Sale		\$293.92
North Park Book Sale	Ongoing	\$106.75
North Park Donation Box		\$8.00

### **Highlights:**

- The Development & Communications Department has started to actively seek sponsorship funding for the Milestones of Science exhibit which will open in spring 2015; levels range from \$150,000 to \$1,000. A preliminary pitch (for a letter of intent) was made to the Western New York Foundation. The Library Foundation of Buffalo & Erie County will receive a co-presenter request as will other local foundations including the Wendt Foundation, Baird Foundation, John R. Oishei Foundation, etc.
- Tickets for the *Best Sellers Fundraising Party* are on sale and can be purchased by calling **Maureen Germaine** at 858-7197. The event is Friday, November 21<sup>st</sup>.

- Grants submitted in September include: Kelly for Kids Foundation for Dia Programming at the Niagara Branch Library \$2,000 and the Knights News Challenge for Milestones of Science - exhibit accessibility funding.

## 5. Facilities

### *Highlights:*

- The Library continues to work with the Erie County Department of Public Works (DPW) regarding a project which includes the installation of new elevators and the removal of the escalators at the downtown Central Library. This project has been bid twice with no response. Together with DPW, the Library is brainstorming other ideas including the placement of elevators on the exterior of the building in an effort to reduce costs and provide more conducive accessibility.
- The Library also continues to work with the City of Buffalo on issues/concerns at the Niagara Branch Library and Frank E. Merriweather, Jr. Branch Library as well as construction projects at the Dudley Branch Library.
- Library Maintenance staff is coordinating work at the Crane Branch Library which is being funded by a \$15,000 East Hill Foundation Grant received earlier this year.

## 6. Staff Development

### Staff Development - September 2014

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	145	1180*	3	15*

\*September year-to-date figures correct errors reported in July & August.

### *Highlights:*

- Librarian **Melissa Blattner** participated in a series of WebJunction-sponsored webinars in September, including *Community Connections: Break with Tradition* and *How Libraries Can Meet the Evolving Needs of Patrons in the Digital Age*.
- On September 20<sup>th</sup>, Information Services Librarian **Rhonda Konig** attended a presentation titled "Forgotten People, Forgotten Places: The Erie County Poorhouse Cemetery Project" which focused on the history of the poorhouse and the records related to deaths that occurred at the poorhouse.

- Assistant Deputy Director **Doreen Woods** conducted 2 training sessions with Central library Senior Pages reviewing public service policy and procedures.
- Librarian **Gwen Collier** presented “Creating Inclusive Library Environments for Patrons with Mental Illnesses” at the September 10<sup>th</sup> Managers/Directors meeting.

## 7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Release	Buffalo Common Council Member Scanlon Secures \$5,000 for Dudley Branch Library Signage	Sent September 23
Media Release, interview and photo - with Mary Jean Jakubowski	New Library Mascot	September 23 Buffalo News
Media Releases	Lauren Belfer @ City of Tonawanda Library Judy Summer Concerts in September Block Club @ Buffalo Libraries	Artvoice & Buffalo News Gusto Buffalo News
Aging is for Everyone TV program on Channel 7 Buffalo - Dan Caufield interviewed	Public library resources available to all and how seniors lead the way in technology training	September 27 5:30 a.m.
Interview - Rhonda Konig for Penny Wolfgang's Radio Show	Genealogy Research	September 6 & 7
Crane: Elmwood Village Assoc. Neighborhood Happenings	Library Card Sign-up Month Computer Class Preschool Storytime It's a Mystery!	September 9 September 16 September 29
Merriweather (MRW) : The Buffalo Challenger	September is Library Card Sign-up Month (also list of MRW activities)	Submitted August 29 <sup>th</sup> and published twice in September
West Side Little Paper	Block Club Day	Sept. 27 <sup>th</sup> - Oct. 10 <sup>th</sup> ed. Hispanic Heritage Month Film Festival



Riverside Review	Ongoing bag sale; Computer class; Family Storytime; Block Club open house; Tax assistance	September 3, 10, 17, 24
------------------	---	-------------------------

***Highlights:***

- On September 24<sup>th</sup>, Information Services and Outreach Manager **Dan Caufield** was a guest on Channel 7's *Aging is for Everyone*. Dan spoke about library resources and how seniors are leading the way in technology training.
- **Rhonda Konig** was interviewed for Judge Penny Wolfgang's radio show which aired on September 6<sup>th</sup> and 7<sup>th</sup> on the following Buffalo radio stations: WWKB, WWWS, KISS, WLKK and STAR. The interview focused on genealogy research.
- The *Buffalo News* featured the Library's new Owl mascot with an article and large color photos in late September – part of Library Card Sign-up Month and the "Name the Owl" contest. System Director **Mary Jean Jakubowski** was interviewed.

## 8. Partnerships

***Highlights:***

- On September 12<sup>th</sup>, Rare Book Curator **Amy Pickard** and Special Collections Manager **Meg Cheman** held an initial meeting with Barbara Bono, Professor and Shakespeare expert from the University at Buffalo, to discuss a collaborative exhibit with UB featuring Shakespeare's First Folios. This exhibit will be held in 2016, the 400<sup>th</sup> anniversary of Shakespeare's death, and will engage our community through fun and educational programming and events.

## 9. Planning for the Future

- The next scheduled meeting of the B&ECPL Board of Trustees Planning Committee Working Group: Planning for Our Future is scheduled for Wednesday, October 15<sup>th</sup> at 5:00 p.m. in the new meeting room of the 2<sup>nd</sup> floor west space at the downtown Central Library.

## 10. Director Activities

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

DATE	MEETING / EVENT
September 3, 2014	Meeting - Staff Forum
September 3, 2014	Meeting - 2015 City of Buffalo Capital Improvement Program - BFD, DPW, Culturals
September 3, 2014	Meeting - Board Presidents (Boston Free, Eden, N. Collins) - Re: Library Managers
September 4, 2014	Meeting - Carol Batt
September 4, 2014	Meeting - Administrative Team
September 4, 2014	Meeting - Sheryl Knab, WNYLRC
September 4, 2014	Meeting - Mimi Harrison, Levenger Press - Re: Huck Finn Proposal
September 4, 2014	Meeting - Board Presidents (Ewell Free and Marilla Free) - Re: Library Managers
September 5, 2014	Meeting - Carol Batt, Melissa Blattner, Kelly Donovan and Dawn Peters - Bookmobile
September 6, 2014	Event - echo Art Fair VIP
September 6, 2014	Meeting - Doreen Woods and Sr. Pages - Re: Adult Content Viewing Training
September 7, 2014	Event - echo Art Fair
September 8, 2014	Meeting - Carol Batt, Maureen Germaine, Dawn Peters, Joy Testa Cinquino and Doreen Woods - Re: Knight Foundation Library Initiative (Grant)
September 9, 2014	Meeting - Anne Conable and Patrick Martin - Re: Cloudsley Exhibit Reception
September 9, 2014	Meeting - Anne Conable - Re: Donated Artwork (Ani Hoover) Placement
September 9, 2014	Conference Call - PULISDO
September 9, 2014	Conference Call - NYS/PLS - Directors
September 10, 2014	Meeting - Managers/Directors
September 10, 2014	Meeting - Trustee Sheldon Berlow and Ken Stone - Re: RFP 2nd Floor West Review
September 10, 2014	Meeting - Anne Conable
September 11, 2014	Meeting - B&ECPL Board of Trustees Policy Committee
September 11, 2014	Meeting - B&ECPL Board of Trustees Joint Executive & Building Oversight Committees
September 12, 2014	Event - Judy Summer Concert Series - Barbara Levy Daniels
September 15, 2014	Event - Hispanic Heritage Month Kickoff
September 15, 2014	Meeting - Carol Batt, Maureen Germaine, Dawn Peters, Joy Testa Cinquino and Doreen Woods - Re: Knight Foundation Library Initiative (Grant)
September 16, 2014	Meeting - WNY STEM Hub

## Minutes of the Board of Trustees

### Page 18

September 16, 2014	Conference Call - Regents Advisory Committee
September 17, 2014	Meeting - Chip Campbell, Maureen Germaine, Dawn Peters and Joy Testa Cinquino - Re: Crane Library and East Hill Foundation Grant
September 17, 2014	Meeting - Kevin and Sean Marmion, Meg Cheman, Amy Pickard and Dawn Peters - Re: B&ECPL Card Digitized Catalog Demo
September 17, 2014	Meeting - Meg Cheman, Dawn Peters and Amy Pickard - Re: Special Collections Board Presentation Discussion
September 18, 2014	Meeting - Administrative Team
September 18, 2014	Conference Call - Mike Piette, Jaeckle Fleischmann & Mugel, LLP - Re: RFP 2nd Floor West
September 18, 2014	Meeting - B&ECPL Board of Trustees Special Collections Committee
September 18, 2014	Meeting - B&ECPL Board of Trustees
September 19, 2014	Event - Diane Chrisman, Twentieth Century Club
September 19, 2014	Media - Charity Vogel, Buffalo News
September 19, 2014	Meeting - Anne Conable
September 22, 2014	Media - Buffalo News - Re: B&ECPL Mascot
September 22, 2014	Meeting - Doreen Woods and Sr. Pages - Re: Adult Content Viewing Training
September 23, 2014	Meeting - WNYLRC Business and Finance Committee
September 23, 2014	Meeting - WNYLRC Board of Trustees
September 24, 2014	Meeting - Ken Stone
September 24, 2014	Meeting - Dan Frisa - Re: Presentation of Book
September 24, 2014	Meeting - Meg Cheman, Anne Conable, Dawn Peters, Joy Testa Cinquino - Re: ALA Exploring Human Origins
September 25, 2014	Meeting - Scott Wood, Anne Conable and Joy Testa Cinquino - Re: Milestones of Science
September 26, 2014	Event - Judy Summer Concert Series - Amherst Saxophone Quartet
September 29, 2014	Meeting - Carol Batt, Dan Caufield, Jordan Smith and Kara Stock - Re: Central Library MakerSpace
September 30, 2014	Meeting - Circulation Committee

Other:

### **Contracting Member Library Activity Reports**

**Boston Free Library** – submitted by Laura McLeod, Director

Highlights of events and activities at the Boston Free Library:

- As the children head back to school and families gear up for fall, the Boston Free Library continues to be a vital part of the surrounding community. The theme for September was “Welcome back to Books” with beautiful displays of books, movies, and media for area families.
- September brought back our popular Preschool Storyhour, offered twice a week, as well as LEGO Club and our Adult Reading Club.
- Fall programming continues in October with a Spider program (October 4<sup>th</sup>) and a visit from Charlie and Checkers (October 11<sup>th</sup>).
- October rounds out with our 32<sup>nd</sup> Annual Gala Fundraiser and Booksale. This much anticipated event includes basket raffles, food, drink and, of course, mingling with old friends.

**Lancaster Public Library** – submitted by Jim Stelzle, Director

Highlights of events and activities at the Lancaster Public Library:

- July and August were busy months with 19 family programs, 17 youth programs, 19 toddler and preschool programs, 20 adult programs, 16 juvenile programs and various tutor sessions and class tours.
- September highlights included: 2 book clubs, 1 toddler program, 3 preschool programs, 4 Lapsit programs, a family movie program, a craft program, a children’s “Music with Mar” program, a VNA Flu Shot program, a financial program and various meeting room uses by the community.
- The library has acquired several computer readers and tablets, a new TV and 2 new public laptop computers over the last 2 months. It was a busy summer at the Lancaster Public Library.

Agenda Item G – Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo & Erie County met October 15<sup>th</sup> and agreed to invest \$175,000 in the Milestones of Science exhibit with their main interest of underwriting most of the capital needs for an exhibition program. This fits perfectly with the priorities the Foundation has established to support rare books and special collections, particularly public access of them. In addition, based on past precedent for special events and other larger projects done in conjunction with the Library, the Foundation will be the receiver

of funds for this project. Ms. Jakubowski thanked the Foundation for the monies being provided for this.

Agenda Item H – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. No report was provided. It was noted several ACT members were in attendance at the October 15<sup>th</sup> Planning Committee Working Group: Planning for Our Future meeting.

Agenda Item I – Public Comment. There was no public comment.

Agenda Item J – Unfinished Business. No unfinished business.

Agenda Item K – New Business. The Chair entertained a motion to enter into Executive Session at 4:46 p.m. to discuss personnel matters. This was moved by Trustee Amodeo, seconded by Trustee Kelly and approved unanimously. Director Jakubowski and Assistant Deputy Director - Human Resources Officer Jeannine Doyle were asked to remain in the room. At approximately 4:56 p.m. Ms. Doyle was excused from Executive Session

At approximately 5:05 p.m. Trustee Rhonda Ricks arrived during Executive Session. At 5:10 p.m., upon motion by Ms. Horton and a second by Ms. Thomas, the Board reconvened in public session to act on the following 4 resolutions.

Agenda Item K.1 – Reappointment of Deputy Director – COO Carol Batt. Chair Connors entertained a motion to approve Resolution 2014-35 as presented to reappoint Deputy Director – COO Carol Batt. Ms. Horton moved for approval and was seconded by Ms. Thomas, whereupon the resolution was approved unanimously. Chair Connors congratulated Ms. Batt on her reappointment.

#### RESOLUTION 2014-35

WHEREAS, the Library Director has determined that the performance of Deputy Director - Chief Operating Officer (COO) Carol Batt has been exemplary, and

WHEREAS, the Library Director recommends her reappointment to the position of Deputy Director - Chief Operating Officer, and

WHEREAS, Ms. Batt has indicated a willingness to accept another three-year appointment, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library hereby approves the reappointment of Carol Batt to the position of Deputy Director - Chief Operating Officer, for a three-year appointment, effective October 23, 2014, under the Deputy Director – COO Wage and Benefits Package.

## Deputy Director – Carol Batt, COO Wage/Benefits Package

Effective at time of (Re) Appointment unless otherwise noted

Benefit	Deputy Director	
<b>WAGES</b>	Salary: \$92,500. Effective 1/1/2015 \$94,350. Effective 1/1/2016 \$96,237. Effective 1/1/2017 \$98,162.	
<b>VACATION</b>	<p>20 days/ 0 - 14 years/ bank max 45 days 25 days/ 15 - 24 years / bank max 50 days 30 days/ 25 or more years/ bank max 60 days</p> <p>Effective 1/1/2015, employees shall be eligible to sell back up to forty (40) hours of vacation each year. Such employees must have at least eighty (80) hours of vacation leave in their bank in order to be eligible for such sell back. Payment for such sell back shall be made in payroll period 24.</p> <p>Upon termination of employment, she will be entitled to receive a cash payment equal to her accrued vacation time. In no event will such payout exceed the maximum bank days.</p>	
<b>HOLIDAYS</b>	Eight (8) paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving and Christmas. Two (2) floating holidays: Presidents' Day and Good Friday, which may be taken on the day the holiday is observed OR work on the holiday and subsequently "float" that holiday to a day more beneficial to Library operations. All floating holidays must be taken within the calendar year, in eight (8) hour increments.	
<b>SICK LEAVE</b>	<p>15 days per year - accumulates on a bi-weekly basis to 225 day bank.</p> <p>If retire from library service with 10 years of service, shall be eligible for sick leave bonus deposited in a health reimbursement account as follows:</p> <ul style="list-style-type: none"> <li>• Minimum of 800 hours accumulated sick leave as of date of retirement - \$2000</li> <li>• Minimum of 1200 hours accumulated sick leave as of date of retirement - \$3000</li> <li>• Minimum of 1800 hours accumulated sick leave as of date of retirement - \$5000</li> </ul>	

<b>INSURANCE</b>	<p>Health - Individual or family coverage after one month of employment. BlueCross/BlueShield - 3 plan levels (Core, Value and Enhanced). Employee pays 15% of monthly premium of Core or Value, plus additional charge for Enhanced Plan.</p> <p>Effective 1/1/15, eliminate 105 (h) for Value Plan.</p> <p>Waiver - \$100-F/67-S per month paid (no payment if spouse is a Library/County employee) to waive health insurance.</p> <p>Dental - Single coverage at no cost; family coverage at 10% of premium.</p>	
<b>RETIREE HEALTH</b>	<p>Hired before 7/1/2006 - 85% employer contribution of Core premium.</p> <p>Hired on or after 7/1/2006 - 50% employer contribution of Core premium.</p> <p>Hired on or after 10/1/2014 - 50% employer contribution of Value premium.</p>	
<b>PERSONAL LEAVE</b>	4 days per year after one full year of continuous employment.	
<b>LUNCH</b>	One-half hour paid.	

Agenda Item K.2 - Amend Library Managers Wage/Benefits Package. Chair Connors entertained a motion to approve Resolution 2014-36 as presented. Mr. Amodeo moved for approval and was seconded by Ms. Kelly, whereupon the resolution was approved unanimously.

#### RESOLUTION 2014-36

WHEREAS, there are five (5) contracting libraries of the Buffalo & Erie County Public Library (B&ECPL) who have employees in the title of Library Manager whom are not represented by a bargaining unit, and

WHEREAS, historically, the Library Managers have been included in the Benefits Package for Contracting Library Blue and White Collar Employees and have followed the associated Contracting Library Blue and White Collar Employee pay scale which was last modified in 2006, and

WHEREAS, the Library Managers have not experienced any change in benefits since prior to 2006, and

WHEREAS, the Librarians Association and CSEA have recently ratified contracts, and the B&ECPL remains in active negotiation with the CMU; the Library Administration felt it was important to review the Wage and Benefits Package of the unrepresented Library Managers, and

WHEREAS, in consideration of recent benefit concessions made by the aforementioned bargaining units, cost of living increases and increases in health insurance premiums, the B&ECPL Director has reviewed the current wages and benefits of the Library Managers and proposed recommended revisions, and

WHEREAS, in September 2014, a proposal was taken by Director Mary Jean Jakubowski and Assistant Deputy Director Jeannine Doyle to the presidents of the respective contracting library boards, in which Library Managers are employed, for review and input, and

WHEREAS, the respective library board presidents or their representatives have indicated their support of the recommendations, and

WHEREAS, on October 9<sup>th</sup> the recommended Wage and Benefits Package was shared with the Board's Executive Committee and approved for transmittal to the full Board, now, therefore be it

RESOLVED, in recognition of the level of managerial responsibilities associated with the title of Library Manager, effective October 1, 2014 the Library Manager position will be upgraded from a job grade 6 to a job grade 7 utilizing the current Contracting Library Blue and White Collar Employee pay scale from 2006, now, therefore be it

RESOLVED, effective January 1, 2015 and January 1, 2016 those holding the Library Manager titles will receive a 2.5% wage increase, and be it finally

RESOLVED, all terms and conditions provided in the Library Managers Wage and Benefits Package provided to the Board of Trustees, which includes changes to health insurance benefits and the reduction in paid time off, shall be implemented October 1, 2014 unless otherwise indicated.

### Library Managers Wage and Benefits<sup>1</sup> Package

<b>WAGES</b>	Upgrade from JG 6 to JG 7 (Library Manager current payscale) effective 10/1/2014 2.5% effective 1/1/2015 2.5% effective 1/1/2016
--------------	--

---

<sup>1</sup> All benefits are prorated for RPT positions.



<b>VACATION</b>	<p>Match current + sell back &amp; max payout language</p> <p>(FT accrual rate shown - prorated for RPT)</p> <p>10 days/ 0-2 years / bank max 20 days</p> <p>15 days/3-9 years/bank max 30 days</p> <p>20 days/10-15 years/bank max 40 days</p> <p>25 days/16-24 years/bank max 50 days</p> <p>30 days/25+ years/bank max 60 days</p> <p>Effective 1/1/2015, employees shall be eligible to sell back up to forty (40) hours of vacation each year. Such employees must have at least eighty (80) hours of vacation leave in their bank in order to be eligible for such sell back. Payment for such sell back shall be made in payroll period 24.</p> <p>Upon termination of employment, employee will be entitled to receive a cash payment equal to accrued vacation time. In no event will such payout exceed the maximum bank days.</p>
<b>HOLIDAYS</b>	<p>Eliminate Columbus &amp; Election</p> <p>Ten (10) paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving and Christmas.</p>
<b>SICK LEAVE</b>	<p>15 days per year - accumulates on a bi-weekly basis to 225 day bank. <i>(no change)</i></p> <p>If retire from library service with 10 years of service, shall be eligible for sick leave bonus deposited in a health reimbursement account as follows:</p> <ul style="list-style-type: none"> <li>• Minimum of 800 hours accumulated sick leave as of date of retirement - \$2000</li> <li>• Minimum of 1200 hours accumulated sick leave as of date of retirement - \$3000</li> <li>• Minimum of 1800 hours accumulated sick leave as of date of retirement - \$5000</li> </ul>
<b>ACTIVE HEALTH INSURANCE</b>	<p>Individual or family coverage after one month of employment. BlueCross/BlueShield - 3 plan levels (Value, Core, and Enhanced.)</p> <p>Hired before 10/1/2014 - 100% Value employer premium contribution, Eliminate 105(h) contribution (employee pays difference between Value and Core or Value and Enhanced.)</p> <p>Hired on or after 10/1/2014 - 85% Value employer premium contribution</p> <p>Waiver - \$100-F/67-S per month paid (no payment if spouse is a Library/County employee) to waive health insurance.</p> <p>Dental - Single coverage at no cost; family coverage at 10% of premium.</p>

<b>RETIREE HEALTH</b>	<p>Employees hired before 10/1/2014, with fifteen (15) or more years of completed service <u>at the time of the employee's retirement</u> – one hundred percent (100%) VALUE employer premium contribution.</p> <p>Employees hired before 10/1/2014, with five (5) years of completed service <u>at the time of the employee's retirement</u>, but less than fifteen (15) years of completed service – seventy five percent (75%) VALUE employer premium contribution.</p> <p>Hired on or after 10/1/2014 - 0% employer premium contribution.</p>
<b>PERSONAL LEAVE</b>	<p>(FT accrual rate shown - prorated for RPT)</p> <p>6 days per year after one full year for those on payroll before 10/1/2014.</p> <p>4 days per year after one full year of continuous employment hired on or after 10/1/2014.</p>
<b>SUMMER COMP</b>	Eliminate.
<b>LUNCH</b>	No paid lunch ( <i>no change</i> )

Agenda Item K.3 – Amend Managerial/Confidential Employees Wage/Benefits Package. Chair Connors entertained a motion to approve Resolution 2014-37 as presented. Mr. Amodeo moved for approval and was seconded by Ms. Horton, whereupon the resolution was approved unanimously.

#### RESOLUTION 2014-37

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has employees whom are designated as Managerial or Confidential and are therefore excluded from participation in a bargaining unit, and

WHEREAS, the Wage and Benefits Package of its Managerial and Confidential employees of the Buffalo & Erie County Public Library has not been reviewed since April 2006, when considerable benefit reductions were made, including contributions to health insurance, and

WHEREAS, no wage increases were given to Managerial and Confidential employees at the time of the benefit reductions and a decision was made not to give across the board wage increases while several B&ECPL bargaining units remained in expired collective bargaining agreements, and

WHEREAS, all Managerial employees are paid at a flat salary rate without eligibility for incremental wages increases, merit based or otherwise, and

WHEREAS, in consideration of recent benefit concessions made by B&ECPL bargaining units, cost of living increases and increases in health insurance premiums, the B&ECPL Director has reviewed the current wages and benefits of its Managerial employees and proposed recommended revisions, and

WHEREAS, the B&ECPL Director has also reviewed the current wages and benefits for Confidential employees and proposed recommended revisions, and

WHEREAS, on October 9<sup>th</sup>, the recommended Wage and Benefits Packages were shared with the Board's Executive Committee and approved for transmittal to the full Board, now, therefore be it

RESOLVED, in recognition of the additional reduction of benefits set forth in the Wage and Benefits Packages provided to the Board of Trustees, the Board authorizes the Director to grant all Managerial and Confidential employees wage increases of 2.5% effective October 1, 2014 and 2.5% January 1, 2015, and be it finally

RESOLVED, effective January 1, 2016, it shall be in the discretion of the Director, with the advice and recommendation of the direct supervisor, to grant up to but not to exceed an additional 2.5% wage increase; such increase shall be based solely on merit and in coordination with a satisfactory performance evaluation.

### Managerial Confidential Wage/Benefits Package

<b>Benefit</b>	<b>Managerial designation</b>	<b>Confidential designation</b>
<b>WAGES</b>	Effective 10/1/2014 - 2.5% Effective 1/1/2015 - 2.5% Effective 1/1/2016 - up to 2.5% in discretion of supervisor with approval of Director	Effective 10/1/2014 - 2.5% Effective 1/1/2015 - 2.5% Effective 1/1/2016 - up to 2.5% in discretion of supervisor with approval of Director
<b>VACATION</b>	20 days/0-14 years/bank max 45 days 25 days/15-24 years/bank max 50 days 30 days/25+ years/bank max 60 days  Effective 1/1/2015, employees shall be eligible to sell back up to forty (40) hours of vacation each year. Such employees must have at least eighty (80) hours of vacation leave in their bank in order to be eligible for such sell back. Payment for such sell back shall be made in payroll period 24.	10 days/ 0-2 years/bank max 20 days 15 days/3-9 years/ bank max 30 days 20 days/10-15 years/bank max 40 days 25 days/16-24 years/bank max 50 days 30 days/25+ years/bank max 60 days  Effective 1/1/2015, employees shall be eligible to sell back up to forty (40) hours of vacation each year. Such employees must have at least eighty (80) hours of vacation leave in their bank in order to be eligible for such sell back. Payment for such sell back shall be made in payroll period 24.

	Upon termination of employment, employee will be entitled to receive a cash payment equal to accrued vacation time. In no event will such payout exceed the maximum bank days.	Upon termination of employment, employee will be entitled to receive a cash payment equal to accrued vacation time. In no event will such payout exceed the maximum bank days.
<b>HOLIDAYS</b>	<p>Eight (8) paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving and Christmas.</p> <p>Two (2) floating holidays: Presidents' Day and Good Friday, which may be taken on the day the holiday is observed OR work on the holiday and subsequently "float" that holiday to a day more beneficial to Library operations. All floating holidays must be taken within the calendar year, in eight (8) hour increments.</p>	<p>Eight (8) paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving and Christmas.</p> <p>Two (2) floating holidays: Presidents' Day and Good Friday, which may be taken on the day the holiday is observed OR work on the holiday and subsequently "float" that holiday to a day more beneficial to Library operations. All floating holidays must be taken within the calendar year, in eight (8) hour increments.</p>
<b>SICK LEAVE</b>	<p>15 days per year - accumulates on a bi-weekly basis to 225 day bank.</p> <p>If retire from library service with 10 years of service, shall be eligible for sick leave bonus deposited in a health reimbursement account as follows:</p> <ul style="list-style-type: none"> <li>• Minimum of 800 hours accumulated sick leave as of date of retirement - \$2000</li> <li>• Minimum of 1200 hours accumulated sick leave as of date of retirement - \$3000</li> <li>• Minimum of 1800 hours accumulated sick leave as of date of retirement - \$5000</li> </ul>	<p>15 days per year - accumulates on a bi-weekly basis to 225 day bank.</p> <p>If retire from library service with 10 years of service, shall be eligible for sick leave bonus deposited in a health reimbursement account as follows:</p> <ul style="list-style-type: none"> <li>• Minimum of 800 hours accumulated sick leave as of date of retirement - \$2000</li> <li>• Minimum of 1200 hours accumulated sick leave as of date of retirement - \$3000</li> <li>• Minimum of 1800 hours accumulated sick leave as of date of retirement - \$5000</li> </ul>

<b>INSURANCE</b>	<p>Individual or family coverage after one month of employment. BlueCross/BlueShield - 3 plan levels (Core, Value and Enhanced).</p> <p>Employee pays 15% of monthly premium of Core or Value, plus additional charge for Enhanced Plan. Effective 1/1/2015, eliminate 105 (h) for Value Plan.</p> <p>Waiver - \$100-F/67-S per month paid (no payment if spouse is a Library/County employee) to waive health insurance. Dental - Single coverage at no cost; family coverage at 10% of premium.</p>	<p>Individual or family coverage after one month of employment. BlueCross/BlueShield - 3 plan levels (Core, Value and Enhanced).</p> <p>Effective 1/1/2015, 95% Employer Contribution to Core OR 100% Employer Contribution to Value [no 105 (h)].</p> <p>Waiver - \$100-F/67-S per month paid (no payment if spouse is a Library/County employee) to waive health insurance. Dental - Single coverage at no cost; family coverage at 10% of premium.</p>
<b>RETIREE HEALTH</b>	<p>Hired before 7/1/2006 - 85% employer contribution of Core premium.</p> <p>Hired on or after 7/1/2006 - 50% employer contribution of Core premium.</p> <p>Hired on or after 10/1/2014 - 50% employer contribution of Value premium.</p>	<p>Hired before 7/1/2006 - 100% employer contribution of Core premium.</p> <p>Hired on or after 7/1/2006 - 95% employer contribution of Core premium OR 100% employer contribution of Value premium.</p> <p>Hired on or after 10/1/2014 - 75% employer contribution of Value premium.</p>
<b>PERSONAL LEAVE</b>	4 days per year after one full year of continuous employment.	<p>6 days per year after one full year of continuous employment, if hired before 10/1/2014.</p> <p>4 days per year after one full year of continuous employment if hired on or after 10/1/2014.</p>
<b>LUNCH</b>	One-half hour paid.	One hour paid.
<b>SUMMER COMP</b>	Previously eliminated.	Eliminate.

Agenda Item K.4 – Amend Director Mary Jean Jakubowski’s Benefits Package.  
Chair Connors entertained a motion to approve Resolution 2014-38 as presented.  
Mr. Amodeo moved for approval and was seconded by Ms. Thomas, whereupon the resolution was approved unanimously.

RESOLUTION 2014-38

WHEREAS, Library Director Mary Jean Jakubowski was reappointed via Resolution 2014-16 approved June 12, 2014, and

WHEREAS, the Library Director’s Benefits Package remained unchanged at the time of reappointment, and

WHEREAS, the Benefits Package for Deputy Directors has been modified, and

WHEREAS, Mrs. Jakubowski requests the Library Director Benefits Package be modified to reflect the changes to the Deputy Directors Benefits Package, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library hereby approves the requested changes to the Library Director’s Benefits Package effective immediately unless otherwise noted.

**Amended 10/16/2014**

**Library Director Mary Jean Jakubowski Wage/Benefits Package**  
Effective at time of (Re) Appointment unless otherwise noted

<b>Benefit</b>	<b>Director</b>
<b>WAGES</b>	Salary: \$120,000. Effective 1/1/2015 \$120,000. Effective 1/1/2016 \$120,000. Effective 1/1/2017 \$120,000.
<b>VACATION</b>	20 days/ 0 - 14 years/ bank max 45 days 25 days/ 15 - 24 years / bank max 50 days 30 days/ 25 or more years/ bank max 60 days  Effective 1/1/2015, employees shall be eligible to sell back up to forty (40) hours of vacation each year. Such employees must have at least eighty (80) hours of vacation leave in their bank in order to be eligible for such sell back. Payment for such sell back shall be made in payroll period 24.  Upon termination of employment, she will be entitled to receive a cash payment equal to her accrued vacation time. In no event will such payout exceed the maximum bank days.

<b>HOLIDAYS</b>	<p>Eight (8) paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving and Christmas. Two (2) floating holidays: Presidents' Day and Good Friday, which may be taken on the day the holiday is observed OR work on the holiday and subsequently "float" that holiday to a day more beneficial to Library operations. All floating holidays must be taken within the calendar year, in eight (8) hour increments.</p>	
<b>SICK LEAVE</b>	<p>15 days per year - accumulates on a bi-weekly basis to 225 day bank.</p> <p>If retire from library service with 10 years of service, shall be eligible for sick leave bonus deposited in a health reimbursement account as follows:</p> <ul style="list-style-type: none"> <li>• Minimum of 800 hours accumulated sick leave as of date of retirement - \$2000</li> <li>• Minimum of 1200 hours accumulated sick leave as of date of retirement - \$3000</li> <li>• Minimum of 1800 hours accumulated sick leave as of date of retirement - \$5000</li> </ul>	
<b>INSURANCE</b>	<p>Health - Individual or family coverage after one month of employment. BlueCross/BlueShield - 3 plan levels (Core, Value and Enhanced). Employee pays 15% of monthly premium of Core or Value, plus additional charge for Enhanced Plan.</p> <p>Effective 1/1/2015, eliminate 105 (h) for Value Plan.</p> <p>Waiver - \$100-F/67-S per month paid (no payment if spouse is a Library/County employee) to waive health insurance.</p> <p>Dental - Single coverage at no cost; family coverage at 10% of premium.</p>	
<b>RETIREE HEALTH</b>	<p>Hired before 7/1/2006 - 85% employer contribution of Core premium.</p> <p>Hired on or after 7/1/2006 - 50% employer contribution of Core premium.</p> <p>Hired on or after 10/1/2014 - 50% employer contribution of Value premium.</p>	
<b>PERSONAL LEAVE</b>	4 days per year after one full year of continuous employment.	
<b>LUNCH</b>	One-half hour paid.	

There being no further business, on motion by Ms. Kelly and a second by Ms. Horton, the meeting was adjourned at 5:14 p.m.

Respectfully submitted,

Kathleen Berens Bucki  
Secretary