

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 PROPOSED AGENDA
 Thursday, March 19, 2015
 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 February 19, 2015 ACTION
- D. Report of the Chair INFORMATION
- E. Committee Reports
 - 1. Executive Committee
 - a. Liaison Assignments - Contracting Member Libraries
 - 2. Budget and Finance Committee
 - a. Res. 2015-8 – Erie County 2016-2021 Capital Project Request Guidance ACTION
 - b. Res. 2015-9 – RFP Award: Youth & Young Adult Mentoring, Peacekeeping & Library Use Interface Services ACTION
 - c. Monthly Financial Report INFORMATION
 - 3. Buffalo Library Services Committee & Planning Committee (Joint Meeting)
 - a. Res. 2015-4 – Goals and Objectives 2015-2016 ACTION
- F. Report of the Director (sent via e-mail if on file) INFORMATION
- G. Report of the Foundation
- H. The Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report
- I. Public Comment
- J. Unfinished Business
- K. New Business
- L. Adjournment

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
February 19, 2015

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, February 19, 2015, at the Central Public Library pursuant to due notice to trustees. The following members were present:

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

Chair Ted Johnson called the meeting to order at 4:05 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

Agenda Item B - Approval/Changes to the Agenda. Chair Johnson entertained a motion to revise the agenda to add an informational presentation by Oded Rauvenpoor followed by Executive Session for the purpose of discussing a potential change of ownership of Fables Café under Report of the Chair following D.1. Committee Appointments, as well as add Proposed Resolution 2015-6, copies of which had been distributed to trustees at the start of the meeting, under Budget and Finance Committee. Ms. Panty moved, Ms. Glanowski made a second, and approval was unanimous.

Agenda Item C - Minutes of the Meeting of January 15, 2015. On motion by Ms. Panty, seconded by Mr. Berlow, the Minutes were approved as submitted.

Agenda Item D - Report of the Chair. Mr. Johnson reported on a positive and productive meeting he had with County Executive Mark Poloncarz noting the County

Executive is steadfast in his desire to continue to fund the Library and each time the tax base grows, the Library will share in that growth.

Agenda Item D.1 – Committee Appointments. Committee assignment lists for 2015 were distributed to trustees at the beginning of the meeting. Chair Johnson noted pursuant to Article V, Section 6 of the Bylaws: "...All members of the Governance Committee, including the Chairman of the Committee, must be Trustees and must qualify as Independent Trustees, as defined below {in the Bylaws}, and such independence must be documented in the Board minutes. All Trustees selected for membership on the Governance Committee must disclose at the time he or she is selected to the Committee and any time thereafter during his or her service on the Committee any circumstances which would disqualify him or her from serving on the Governance Committee. In the event a Trustee is rendered ineligible during the time of his or her service on the Governance Committee, he or she must resign from the Committee immediately and the Chairman of the Board may fill the vacancy with an Independent Trustee, subject to the approval of the Board and provided the appropriate documentation of such Independent Trustee's qualifications is included in the minutes of the Board meeting where such vacancy is filled." The 2015 Governance Committee members consisting of Trustees Kelly, Bedenko, Bucki and Housh each verbally confirmed they are independent trustees as defined in the Bylaws. There were no objections to 2015 committee appointments as assigned.

Agenda Item D.2 – Informational Presentation by Mr. Oded Rauvenpoor. Director Jakubowski explained the current owner of Fables Café, BrainFood, LLC has expressed an interest in transferring ownership of Fables Café located in the Central Library. The Board of Trustees, pursuant to the contract with BrainFood, LLC, has the ability to make this transfer but must agree with whom the transfer is made with. Mr. Rauvenpoor was asked to make an informational presentation to the Board including his background and services so that trustees can decide if this would be a good match for the Buffalo & Erie County Public Library. Mr. Rauvenpoor's presentation included his history, plans for what Fables Café at the Central Library would be if under his ownership, distribution of a sample menu and answering trustees' questions. After being called on by Trustee Housh, Ms. Leah Wiseman, the would-be onsite Manager, provided information on her background in the restaurant business and answered questions from trustees.

Following this presentation, at 4:31 p.m., on motion by Mr. Housh, seconded by Ms. Horton, the Board went into Executive Session to further discuss the potential change in ownership of Fables Café. Director Jakubowski, Deputy Director Kenneth Stone and Secretary Maria Borowiak were asked to remain for Executive Session.

At approximately 5:10 p.m., on motion by Ms. Glanowski, seconded by Ms. Burd, the Board concluded Executive Session and reconvened in public session to act on assigned Proposed Resolution 2015-7 – Central Library Café Ownership Change and Contract Renewal which was distributed to trustees in Executive Session.

On motion by Ms. Glanowski and seconded by Ms. Horton, the following was approved unanimously:

RESOLUTION 2015-7

WHEREAS, in July 2004, anticipating the opening of the first phase of the Central Library's renovation in Spring 2005, the Library issued a Request for Proposal (RFP) to solicit a qualified private firm to operate a café, and

WHEREAS, the winning café proposal by BrainFood, LLC., also known as Fables Café, led to a contract with a term covering five years from the date of first operation (April 15, 2005) with two five-year options to renew, and

WHEREAS, the Board of Trustees in Resolution 2013-9 authorized the first option to renew for a second five-year period ending April 30, 2015, and

WHEREAS, the ownership of BrainFood, LLC. has approached the Library with a two-part request to: 1) consent to a proposed change in ownership, and 2) authorize exercising the second and final renewal period, which would extend to April 15, 2020, and

WHEREAS, upon review of the proposal, the Board is interested in moving forward, subject to conditions, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Board Chair and Vice Chair or their designees to:

1. Negotiate and resolve the issue of outstanding rent to their satisfaction as a condition of approval of a change in ownership, said approval becoming effective upon the Library's receipt of the agreed upon amount settling the outstanding rent issue; and
2. Execute necessary contract documents to exercise the second renewal period through April 15, 2020, conditioned upon the completion of the proposed change of ownership and settlement of the outstanding rent issue, with go forward monthly rent no less than \$1,000 or 5% of gross sales, whichever is greater.

At approximately 5:11 p.m., Trustee Thomas excused herself from the meeting.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Trustee Housh provided highlights from the February 12, 2015 Executive Committee meeting and requested the following written report be entered into the Minutes. Ms. Horton made the motion, Ms. Glanowski seconded, and approval was unanimous.

Present: Executive Committee Chair Ted Johnson; Committee members: Michael Amodeo, Sheldon Berlow and Frank Housh. Committee member Sharon Kelly participated via Skype. Also present were Trustee Elaine Panty, Library Director Mary Jean Jakubowski, Deputy Director – COO Carol Batt, Deputy Director - CFO Kenneth Stone along with Jonathan Rivera from the County Executive's Office.

The Executive Committee meeting began at 4:08 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Chair Johnson began the meeting with a review of the Agenda for the February 19th Board meeting.

CFO Stone noted he may have a resolution to bring before the Board regarding the e-Rate program. He is currently reviewing RFP responses. Discussion ensued. Trustee Housh suggested signage be developed and placed at all libraries indicating the Internet is faster and being brought to *you* at a lower cost, etc. Language will be developed. All agreed this to be a good marketing topic.

Chair Johnson discussed a request for a potential change of ownership for Fables Café. Currently the contract is between the B&ECPL and BrainFood, LLC. He, Trustee Housh, Director Jakubowski and CFO Stone met with Geno Principe, BrainFood, LLC, on January 30th to discuss Mr. Principe's proposal to transfer ownership. He also noted that the Board of Trustees (BOT) has 2 options: 1) to transfer ownership, or 2) to put the café operations out to RFP. Chair Johnson noted the contract has one extension available. Discussion ensued. A meeting was scheduled and held February 6, 2015 with potential "new" owner; Chair Johnson, Trustee Housh, Director Jakubowski and CFO Stone met with Oded Rauvenpoor and his attorney, Jonathan Schechter, where Mr. Rauvenpoor discussed his business philosophy and proposal. It was during this meeting, Chair Johnson requested a presentation from Mr. Rauvenpoor be brought to the Board of Trustees at their regularly scheduled meeting, Thursday, February 19th. Trustee Berlow requested that whoever would be managing the potential new operations also be present at the BOT meeting. It is understood that Mr. Rauvenpoor will bring his manager, Leah, to the meeting. Director Jakubowski noted she would remind Mr. Rauvenpoor via Mr. Schechter of this request. Discussion ensued with the Executive

Committee. Trustees Berlow and Amodeo requested to see the current contract between the B&ECPL and BrainFood, LLC. Trustee Berlow expressed his preference to flat rate rent versus % of sales. Discussion ensued. Director Jakubowski subsequently electronically sent the contract to Trustees Berlow and Amodeo.

Trustee Berlow requested references be contacted regarding Mr. Rauvenpoor. Director Jakubowski was directed to contact Mr. Rauvenpoor's attorney to receive reference names and contact information and once received, complete reference checks. Trustee Berlow noted the importance of following up with previous landlords in particular – seeking information regarding rent payment including timeliness, tenant-landlord relationship, condition of property, responsiveness to landlord requests, etc. Patron references will also be sought. Discussion ensued.

Discussion continued regarding current status of BrainFood, LLC including the need for the Library to receive back rent payments. CFO Stone noted that with BrainFood being an LLC, and therefore having no assets, there is a better chance of receiving back rent from the current owner if a transfer of ownership occurred. He suggested this be made a condition of the approval for ownership transfer. He referred to the contract between BrainFood, LLC and the B&ECPL. Discussion ensued.

Chair Johnson indicated he would like to bring forth a resolution recommending Trustee Emeritus status for former Board Chair Jack Connors in recognition of his many years of service to the Library and the residents of Erie County. He reviewed Article I, Section 4 of the Bylaws of the Buffalo & Erie County Public Library: "Any Trustee who has served at least one full term and one year as Chairman, may, upon expiration of a final term, be appointed a Trustee Emeritus by vote of a majority of the entire Board of Trustees. A Trustee Emeritus shall not have a vote and shall not be counted in determining whether a quorum is present. A Trustee Emeritus shall receive notice of all meetings of the Board and shall be entitled to participate in its deliberations and to serve as a non-voting member on any Committee to which the Trustee Emeritus be appointed." Discussion ensued. A resolution will be brought forth to the full Board at its February 19th meeting.

Chair Johnson asked the Executive Committee if they had any questions/ comments regarding the proposed Goals & Objectives 2015-2016 (G&O's) that Director Jakubowski sent to trustees. He expressed his interest in expanding services for children ages 12 and older (teens), as he feels this "group" falls off in attendance/participation. He would like to send the G&O's to Committee for further discussion. Director Jakubowski indicated she had not yet received

any feedback from trustees and welcomed the opportunity to discuss the G&O's with a Committee of the Board. Chair Johnson noted he would bring this to the Board on February 19th.

Chair Johnson noted he had met with County Executive Mark Poloncarz (CE) earlier that day. He indicated the meeting was cordial. The CE expressed interest in expanding educational programming and the marketing of B&ECPL's special collections. Chair Johnson also noted in attendance at the meeting was Deputy Budget Director Timothy Callan who requested the Library spend the capital funds it receives in the fiscal year received. In particular, Mr. Callan was referring to monies received for the purchase of a bookmobile. Chair Johnson indicated to the CE and Mr. Callan the Library did not wish to expend extensive staff time developing needed documentation to purchase the vehicle until bonding for the funds was approved and the status of the project was known. Discussion ensued. Director Jakubowski noted staff had worked diligently on the RFP (what they thought was to be an RFP) as a bookmobile is a much customized vehicle with specifications from the wheel wells to the bookshelves included. After review in County Purchasing, the RFP became an RFB and was reworked as such. The RFB was returned to County Purchasing February 5, 2015. Director Jakubowski indicated she would follow up with Mr. Callan.

Director Jakubowski noted she had been approached by an individual regarding the naming of a Buffalo Branch after a family member. She further noted the Library does not have a written protocol in place on this matter and would like the Board to consider developing such a proposal. She also noted that in the case of a Buffalo Branch, the City would need to be involved as they own the building. Trustee Housh agreed that a protocol and process should be developed. Chair Johnson indicated he would send this to Committee.

The Executive Committee meeting adjourned at 5:20 p.m.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Wide Area Network RFP Award. Proposed Resolution 2015-6 was distributed at the beginning of the meeting. Deputy Director Kenneth Stone explained the proposed resolution would name Time Warner Cable Business Class as the successful bidder as detailed in the resolution. Mr. Stone further informed trustees that the Library's last contract had an option to renew which the Library did not entertain exercising because the market had changed sufficiently and it was the thought the Library could do better by putting this out for bid again. Mr. Stone was happy to report that not only would this new contract get all libraries up to a minimum of 30 MB, it would be at a cost of about \$1,000 less than the Library is presently paying, with e-Rate

picking up 62% of the cost. The contract also has the options of pricing going all the way up to 1 GB if ever decided on. He also explained the technical advantage of Time Warner Cable Business Class' proposal as it is a simpler solution than the other vendors. Ms. Panty moved, Ms. Burd seconded, and approval of Resolution 2015-6 as presented below was unanimously approved.

RESOLUTION 2015-6

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) System utilizes a complex wide area network (WAN) connecting the Central Library to each of the thirty-six (36) City branch and contracting member libraries allowing the system to efficiently provide patron access to the Internet, and

WHEREAS, these services are eligible for e-Rate program discounts, which currently pay 62% of the cost of the Library System's WAN service, and

WHEREAS, pursuant to e-Rate program requirements, on January 9, 2015 the Library posted an online *FCC Form 470 Description of Services Requested and Certification* and issued a Request for Proposals (RFP), and

WHEREAS, a total of three (3) vendors submitted proposals in response to the RFP, with two (2) of those submitting valid proposals for WAN services, and

WHEREAS, the Library's RFP review committee determined that the annual costs for the service levels needed by the Library as proposed by Time Warner Cable Business Class were lower than the other proposal, and

WHEREAS, the committee's review of vendor qualifications, technical and service proposals, found the Time Warner Cable Business Class proposal as highly qualified, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library System designates the services proposed by Time Warner Cable Business Class as the best and lowest cost response for the Library's wide area network at the projected bandwidths needed, and be it further

RESOLVED, that the Library Director and/or her designee(s) is authorized to negotiate and execute the necessary documents to enter into a 5-year agreement with Time Warner Cable Business Class pursuant to the terms and conditions of the RFP and response, and be it further

RESOLVED, that if an agreement with Time Warner Cable Business Class is not successfully negotiated and executed, the Library Director and/or her designee(s) is authorized at her/his discretion to negotiate and execute the necessary documents to enter into a 5-year agreement with the next lowest responsive proposer, Windstream, and be it finally

RESOLVED, that the Library Director and/or her designee(s) is authorized to file all necessary e-Rate forms and certifications on or before the respective e-Rate filing deadlines throughout the term of this agreement.

Agenda Item F - Report of the Director. Director Jakubowski invited trustees and their families to attend the Tradition Keepers: Black Storytellers of WNY program being held at the Frank E. Merriweather, Jr. Branch Library on March 14th, remarking it is a great event.

The contingent of 7, consisting of representatives of the Central Library, Contracting Member Libraries, Central Library Administration as well as the System Board and a trustee from the Amherst Public Library Board, who will be participating in the NYLA Advocacy Day in Albany met earlier that day. They will report back next month.

Ms. Jakubowski reminded trustees the Library continues to grow its relationship with the Buffalo Public Schools and shared a note of thanks received from Interim Superintendent Don Ogilvie demonstrating his personal appreciation for all the Library is doing for the Buffalo Public Schools. She commented over the past couple months, over 33,000 library card applications were distributed to Buffalo Public School children. Statistics on the Desktop initiative will be shared in the future.

In December, the Library hosted *Champions of Change* for the homeless people of Erie County sponsored by a wonderful family out of Rochester. Ms. Jakubowski shared with trustees a note from them, photos of the event, their new book *Champions of Change: Live to Give*, and ideas they have for ongoing programming.

While the Library continues to prepare for the Milestones of Science exhibit which is set to open in September, it had been moved back as the Foundation is in need of time to continue fundraising efforts, people are beginning to take advantage of the Central Library's second floor west space. This past month, the Library hosted the Community Congress involved with the One Region Forward's planning process, a new way to plan for Buffalo Niagara, which will launch an Implementation Council to continue to move the work of the plan forward. Posters and information regarding this are now throughout the Library on the first floor.

Now that Committees have been assigned, Ms. Jakubowski requested the Policy Committee plan to meet to discuss suggested language changes for the B&ECPL's Rules of Conduct; this comes on the heels of finds from the Government Publishing Office with regards to access to their materials. She would also like to meet with the Governance Committee to discuss suggested changes to the B&ECPL's Conflict of Interest Policy.

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

B&ECPL Monthly Report January 2015

On behalf of the Buffalo & Erie County Public Library (B&ECPL), I would like to express my sincerest thanks to everyone who donated to the Library in 2014. Funds raised are being used for children's, teens and adult programming, programming materials and supplies, book purchases, technology purchases, conservation/preservation, and to support large events including but not limited to Battle of the Books, Winter and Summer Reading (programs, events, contests), etc. The extensiveness of these services would not be possible without the generosity of others. We are grateful for all donations and will continue to provide such events, programs and services to the residents of Erie County.

The 2014 year-end appeal raised \$76,431.66. In 2014, there were 292 online donors – a 10.6% increase in online individual donors from 2013. In 2014, total online donations were \$27,823 – an 8.5% increase from 2013.

It is important to note in 2014, 100% of the Library System Board of Trustees and 100% of Library System Administration made a tax-deductible donation(s) to the Library. This is a very important statistic to use when the Library seeks grants, especially those from local foundations.

The B&ECPL celebrated its 37th annual *Tribute to Martin Luther King, Jr.* on January 15th. Community activist and small business counselor Clifford Bell acted as Master of Ceremony for this lunchtime program held in the Central Library's auditorium. Featured speakers included U.S. Congressman Brian Higgins, Deputy Mayor of Buffalo Ellen E. Grant, City of Buffalo Comptroller Mark Schroeder, President of the Buffalo Urban League Brenda McDuffy, and readings from Enterprise Charter School students. Attendees also experienced the music of the Colored Musicians Club of Buffalo and a performance by Michele Costa of Theatre Figures. Information Services Librarian **Rhonda Konig** coordinated the program.

In mid-January, the B&ECPL received a copy of its 2014 Public Access Assessment from the U.S. Government Printing Office (GPO). The last assessment was conducted in 1999. The Library has been a participant in the Federal Depository Library Program since 1895. Currently the Library participates in the depository program at a 3% item number selection rate – selecting materials to meet the needs and format preferences of our patrons. Positive notations were made toward collection development, staff knowledge of materials, bibliographic control, and physical facilities. Three

recommendations were noted: (1) Provide access to the library for school age visitors seeking government information during school hours (currently B&ECPL's Rules of Conduct reflect Article 65 Section 205 of NYS Education Law), (2) Indicate in the Library's Internet Safety and Acceptable Use Policy that underage library users may use a separate computer for online government information research, and (3) When needed, claim material that is missing or damaged from GPO shipments.

Library Administration is addressing recommendations 1 and 2 with Library Counsel, and recommendation 3 with staff. No follow-up report is requested by the GPO at this time.

Monthly Programming Statistics – January 2015

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	82	82	1567	1567
Children (age 6-12)	91	91	1026	1026
Teens	75	75	161	161
Intergenerational	53	53	1213	1213
Adults (excludes Technology)	235	235	1955	1955
TOTAL In Library Programs	536	536	5922	5922

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	15	15	47	47
System or Library-owned Cyber Train	20	20	153	153
One on One	46	46	59	59
TOTAL Adult Technology	81	81	259	259

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	9	9	299	299
Children (age 6-12)	1	1	30	30
Teens	0	0	0	0
Intergenerational	2	2	97	97
Adults (excludes Technology)	7	7	528	528
TOTAL Outreach (out of Library)	19	19	954	954

Highlights:

- January 13th – Rare Book Curator **Amy Pickard** and Rare Book and Map Librarian **Charles Alaimo** provided tours and presentations to 14 members of the 20th Century Club. The enthusiastic members were shown the closed stacks, Mark Twain Room, the current exhibit of maps *You are Here* and many items in the Rare Book Collection including Washington and Jefferson letters, the Federalist Papers, the First Folio and a selection from the Milestones of Science collection.
- January 21st – Information Services and Outreach Librarian **Susan Kriegbaum-Hanks** coordinated activities for the Job Fair held at the Central Library. Thirty-nine companies and support agencies reserved and staffed tables to accept employment applications and meet potential hires. Shane Stephenson and Joyce Faines of Buffalo Employment & Training reviewed and helped create resumes for individuals throughout the event. Approximately 400 job seekers attended the event.
- The New Year rang in with a high demand for eDevice training. The TechKnow Lab Team traveled throughout Erie County to show residents how to use their tablets and how to borrow library eBooks. A total of 41 Book a Technology Trainer appointments were conducted at 7 libraries in January. In addition, the Team held 23 public classes for 156 attendees at 11 library locations.

2. Collection Development

Collection Development – January 2015

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	3,442	3,442	324	324	514,476
Young Adult Print	642	642	70	70	69,107
Adult Print	5,363	5,363	693	693	1,881,189
Media	5,000	5,000	510	510	464,001
Other*	3,747	3,747	16	16	168,602
Subtotal	18,194	18,194	1613	1613	3,097,375

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	803	803	135	135	32,849*
Music (Freegal)	NA	NA	NA	NA	Unlimited SONY Library
e-Audiobooks	74	74	12	12	7,589
e-Videos	0	0	0	0	370** +Moving Image Archive Library
Subtotal	877	877	147	147	40,808

*Includes 5,251 EBL titles

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

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	19,071	19,071	1760	1760	3,138,183

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	525	17.0%	524	60.1%
Staff Initiated	121	2.5%	121	95.0%

*Items in System or on-order at time of suggestion

Highlights:

- More than 1,000 unique visitors from 13 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>) in January. Taxes, Job and Career Resources, and Health Insurance Marketplace were the month's most popular guides.
- Librarian **Wanda Collins** developed a survey pertaining to board books which was distributed to all 37 libraries; results are pending. The results of the recently distributed juvenile materials survey were tabulated and will be used to create a schedule of format-based and topical checklists from which local library selectors will select titles.

3. Technology

Technology - January 2015

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	455,202	455,202
Online Catalog	307,292	307,292

Social Networking:

	Monthly Activity ¹	YTD Activity	Monthly Audience ²	Total Audience	Monthly Engagement ³	YTD Engagement
<u>Facebook</u>	103	103	70	5542	3160	3160
<u>Flickr</u>	188	188	1	52	19951	19951
<u>Instagram</u>	34	34	58	113	502	502
<u>Pinterest</u>	65	65	30	1001	600	600
<u>Tumblr</u>	8	8	1	52	6	6
<u>Twitter</u>	159	159	180	7059	1075	1075
<u>YouTube</u>	1	1	5	96	1321	1321
Total	558	558	345	13915	26615	26615

¹Number of posts, pins, tweets, videos, etc., created by staff

²Number of followers

³Number of likes, shares, favorites, re-pins, clicks, comments, views, re-tweets, etc.

Social Networking Return on Investment:

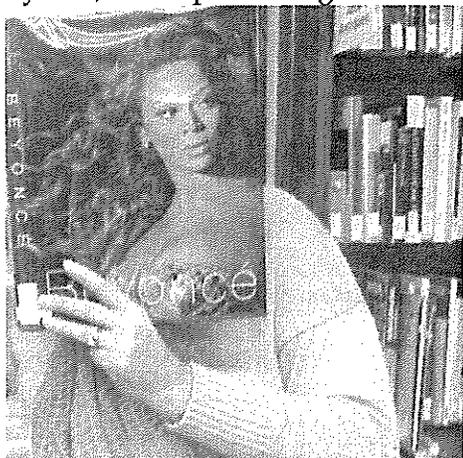
	Current Month	Year to Date Average
Number of visits to Library website per post ¹ created (all sites)	2.8	2.8
Number of engagements ² per post created (all sites)	47.7	47.7

¹Posts, pins, tweets, videos, etc. created by staff

²Likes, shares, favorites, repins, clicks, comments, views, retweets, etc.

January Social Networking Highlights:

- Book Face Friday is a popular feature that debuted in the Library's newest social media channel, Instagram. A staff member appears in a photo holding a book cover in front of his/her face. This gives the impression of a biblio-human hybrid, while promoting libraries and reading.



Highlights:

- Radio Frequency Identification (RFID) Update: Currently 34 libraries are fully up and running using RFID technologies, while 35 are live with Circulation. Collection clean-up continues at the Angola Public Library and conversion has started at Lackawanna. Due to Hamburg Public Library construction delays, their gate installation was rescheduled for February 2015. Gate installation at the final 2 B&ECPL libraries (Lackawanna and Angola) is currently scheduled for the week of March 2nd.
- Responses to the Library's Request for Proposal (RFP) for a Next Generation Integrated Library System (NGS) and Related Services were received and are being evaluated by the B&ECPL ILS Planning Team. Vendor responses were received from SirsiDynix, Innovative, and TLC. The evaluation will continue into February when ILS Consultant Rob McGee meets with the Planning Team and members of Task Groups who are assigned to evaluate specific ILS features and components. On-site vendor demonstrations will be scheduled for early March 2015.
- TechKnow Lab and Information Technology staff researched equipment and software that is being purchased through the IMLS Digitized Commons Grant to support the grant program and enhance the Central Library MakerSpace "The Launch Pad" initiatives. Computers and audio recording equipment, as well as

book scanners, will provide the Library with new and exciting programming opportunities as well as increase digitization support.

4. Funding/Fundraising

Funding: No report.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
2015 Annual (includes sales for Best Sellers after 1/1/2015)	January 1 - 31, 2015	\$27,355.98
2014 Annual (recap) - (includes year-end appeal, events - Mark Russell, Bucks for Books, Spring it On!, Judy Summer concert sponsorship, Summer Reading sponsorship, bequests, etc.	January 1 - December 31, 2014	\$307,251.61
Borrower Services Donation Box	January 2015	\$16.00
Crane Book Sale	January 15, 2015	\$352.50
Crane Donation Box	January 15, 2015	\$60.00

Highlights:

- The Best Sellers fundraising party (postponed from November 2014 because of the weather) was held on January 16, 2015. Preliminary numbers show: 230 attendees, with approximately \$39,675 in gross funds. Each library will receive approximately \$715 for children's materials and programs. A BIG thank you to the Nickel City Professionals for all their hard work on the event and continued dedication to the Library.
- Grant Update - In January, grants/letters of intent were submitted for:
 - \$25,000 WNY Foundation - second round, responses to a Milestones of Science request. Next steps included a meeting with the Foundation.
 - Coretta Scott King Book Award - for the Frank E. Merriweather, Jr. Branch Library - pending.
 - \$15,000 Community Foundation for Greater Buffalo (CFGB), letter of intent for Milestones of Science - pending.
 - Assisted Meg Cheman, Grosvenor Room, with the NYS Conservation /Preservation Discretionary Grant, \$10,000, for restoration of Buffalo newspapers - pending.

5. Facilities

Highlights:

- **Chip Campbell** and **Mark Kross** of the Library's Maintenance Department met with the County's new energy manager, **Eric Walker**, and a representative from National Grid to introduce them to the energy saving techniques currently employed at the Central Library and to explore options and possible incentives for additional energy savings.
- We await response regarding the draft RFP and draft lease document pertaining to use of the Central Library's 2nd Floor West space which were submitted in December to the Erie County Attorney's Office for review.

6. Staff Development

Staff Development - January 2015

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	65	65	4	4

Highlights:

- January 20th - Librarians **Mary Ann Budny**, **Erin Burke**, **Steve Clancy**, **Wanda Collins**, **Brian Hoth**, **Maria Lowe**, **Renée Masters**, **Josh Mitch** and Library Associate **Cyndy Lenzner** attended *Autism Spectrum Training* presented by Dr. Kathy Doody and Jana Mertz of Buffalo State College. Information relevant to providing inclusive library services was shared by the presenters. Contacts were made for future collaboration.
- January 21st - Staff attended a *Personal Safety & Self Defense* class presented by Officer Genevieve Rak of the Buffalo Police Department.
- Additional training and development attended by staff during the month of January included: *Safety Data Sheet Training* presented by Nellie J. Brown of Cornell University School of Industrial and Labor Relations and *Computer Training - eBooks and eReaders* presented by the Training Lab. Staff also took advantage of webinar opportunities including: *Biography in Context* (presented by Gale Cengage Learning); *Weeding: Collection Development's Evil Twin* (presented by the South Central Regional Library Council); *Developing Irresistible Teen Programs* (presented by Demco) and *DIY Toolbox: Library Innovation on a*

Shoestring (SUNYLA-sponsored). A total of 20 different webinars were viewed by staff from the Central, Buffalo branch, and contracting libraries.

7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Release and Job Fair Event	Upcoming Job Fair http://www.buffalolib.org/content/news-releases/job-fair-wed-jan-21-2015	January 13, Covered by The Buffalo News
Media Release, Media Reminders and Media Event	Buffalo Sabres Left Wing Marcus Foligno & Sabretooth Join the Library for Winter Reading 2015 Kickoff http://www.buffalolib.org/content/news-releases/buffalo-sabres-left-wing-marcus-foligno-sabretooth-join-library-winter-reading	January 14
Media Release, Media Reminders and Event	Celebrating Dr. Martin Luther King, Jr.'s Legacy - Thursday, January 15 @ noon, Central Library	January 15, covered by The Buffalo News and WBFO radio
Phone Interview with Mary Jean Jakubowski	Most popular books	January 2, covered by the Tonawanda News
New York Researcher magazine	Article on Special Collections Resources by Rhonda Konig	Winter 2014 issue
Dudley - South Buffalo News	List of upcoming free programs at Dudley Branch Library	January 14
Dudley - South Buffalo News	List of upcoming free programs at Dudley Branch Library	January 28

Highlights:

- The Grosvenor Room's social history resources were featured in an article called "Buffalo and Erie County Public Library" written by Librarian Rhonda Konig, which was published in the New York Researcher's Winter 2014 issue.
- Chief Operating Officer Carol Batt participated in the 50th Annual Millard Fillmore Commemoration Program at Forest Lawn on January 7th. Local media attended the program.
- Buffalo Sabres Marcus Foligno kicked off Winter Reading at the Central Library during a media event with 40 local school children.

8. Partnerships

Highlights:

- January 20th - Special Collections Manager **Meg Cheman**, with Director **Mary Jean Jakubowski**, Assistant Deputy Director **Joy Testa Cinquino** and Community Engagement Manager **Anne Conable**, showed off a few Milestones of Science books during a presentation to potential partners George Detitta and Jane Griffin.

9. Planning for the Future

- No report.

10. Director Activities

Meetings and Events:

LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
January 2015

DATE	MEETING / EVENT
January 6, 2015	Meeting - 2015/2016 Goals & Objectives Committee
January 7, 2015	Speaker - Working for Downtown
January 7, 2015	Meeting - Jeannine Doyle and Ken Stone
January 8, 2015	Meeting - Carol Batt, Ken Stone and Dawn Peters
January 8, 2015	Meeting - Jeannine Doyle and Doreen Woods
January 8, 2015	Meeting - Library Foundation of Buffalo & Erie County
January 8, 2015	Meeting - B&ECPL Board of Trustees Executive Committee
January 13, 2015	Meeting - 2015/2016 Goals & Objectives Committee
January 13, 2015	Conference Call - Division of Library Development & Public Library System Directors Organization
January 14, 2015	Meeting - Erie County Leadership Giving Society: What's New in Buffalo?
January 14, 2015	Media Event - Winter Reading
January 14, 2015	Conference Call - Amanda Travis & Susan Mitchell, Onondaga County Public Library System
January 15, 2015	Media Appearance - AM Buffalo
January 15, 2015	Media Event - Martin Luther King, Jr. Annual Celebration
January 15, 2015	Meeting - Administrative Team
January 15, 2015	Meeting - B&ECPL Board of Trustees

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January 15, 2015 Event - Young Audiences Holiday Gathering
January 16, 2015 Event - Western New York Library Resources Council Legislative Breakfast
January 16, 2015 Event - B&ECPL Best Sellers Fundraiser
January 20, 2015 Meeting - Milestones of Science - George DiTitta, Jane Griffin, MOS Committee
January 20, 2015 Meeting - Maureen Germaine
January 20, 2015 Meeting - Western New York Library Resources Council Board of Trustees
January 21, 2015 Meeting - Carol Batt
January 21, 2015 Meeting - Milestones of Science Committee
January 21, 2015 Meeting - Dottie Gallagher-Cohen and Joy Testa Cinquino
January 21, 2015 Meeting - Ken Stone, Joy Testa Cinquino and Tracy Palicki - Re: Online Store Planning
January 21, 2015 Conference Call - Michael Siragusa, Erie County Attorney
January 22, 2015 Meeting - Administrative Team
January 22, 2015 Meeting - Dawn Peters, Dan Caufield, Andrew Maines and Jacob Rachwal
January 24, 2015 Meeting - Association of Contracting Library Trustees (ACT)
January 26, 2015 Meeting - Nelson Starr
January 27, 2015 Meeting - Ted Johnson, Chair, B&ECPL Board of Trustees
January 27, 2015 Meeting - 2015/2016 Goals & Objectives Committee
January 28, 2015 Meeting - Project Flight, Books for Kids Partners
January 28, 2015 Meeting - Marie Carone and Ed Watts - Re: 2nd Floor West
January 28, 2015 Meeting - Catherine Schweitzer - Re: FinnFest
January 29, 2015 Meeting - Joy Testa Cinquino - Re: New York Library Association Advocacy Day
January 29, 2015 Meeting - Tara Vogel - Literacy New York Buffalo-Niagara, Inc.
January 29, 2015 Meeting - Jeannine Doyle and Doreen Woods
January 30, 2015 Meeting - Ted Johnson, Chair, B&ECPL Board of Trustees, Frank Housh, Vice Chair, B&ECPL Board of Trustees, and Ken Stone
January 30, 2015 Meeting - Dawn Peters

Other:

Contracting Member Library Activity Reports

Angola Public Library – submitted by Mary Truby, Director

Highlights of events and activities at the Angola Public Library:

- We are moving along in the process of joining the ranks of RFID libraries. Our collection has been coded and equipment is being delivered. Within the next month we should be live.

- Our new Lego Club is up and running. Our young patrons have shown much interest and enthusiasm resulting in larger than anticipated attendance. The results of the first month's theme are being displayed throughout the library.
- We are excited to partner with one of our local schools, the John T. Waugh Elementary School, which won Honorable Mention in Project Flight's Martin Luther King Jr. Literacy Initiative Program. They will receive 2,000 books to distribute to their students and are required to work together with their local public libraries. We hope to see many new faces in our library.
- Our very popular Preschool Story Time resumes this month.
- We are always amazed by the hardiness of our patrons. Even though we got a foot of snow overnight, people still showed up for the iPad Basics class. We even had 2 more people call to sign up.

Clarence Public Library - Submitted by Monica Mooney, Director

Highlights of events and activities at the Clarence Public Library:

- The Clarence Public Library hosts an array of monthly afterschool programs for children including our ever-popular Lego Club and Craft Hour with the Clarence Youth Bureau. On February 3rd, we offered a unique twist to our regular afterschool programs when Nature Ed-Ventures presented *Amazing Animal Tracks & Traces*. This program was an engaging hands-on workshop for young learners where they used an array of animal skulls and skins along with other animal signs such as cuttings, droppings and smells to identify local animals. Each participant in this program had the opportunity to make a plaster cast of an animal track to take home!
- The Clarence Library has partnered with the AARP to be a host location for the Clarence Free Tax Service. Assistance by trained tax preparers from the AARP is available every Wednesday through Saturday afternoon through April 11th. This free service, now in its 14th year at the Clarence Library, is traditionally very busy. In the first 4 days of the program alone, more than 250 tax returns were filed.
- The Clarence Library's monthly Senior Activity Day was held on January 17th. The Clarence Public Library is working in conjunction with the Clarence Senior Center to offer additional Saturday programming for seniors. Participants rediscover the simple pleasures of games such as Pinochle, Rummikub, Backgammon and Dominoes. Classic movies and special presentations by library staff are also available on specified dates. The next Senior Activity Day will take place February 28th.
- Part-time Librarian **Nancy Churchill** will represent the Clarence Public Library at the annual Lion's Club of Clarence Pancake Breakfast on February 22nd. Nancy will be on-hand to demonstrate the assistive technology devices that the Clarence Library makes available to patrons, including the new Pebble HD

which was purchased with funds donated to the Clarence Library by the Clarence Lion's Club. Nancy will also have an "Assistive Technologies/ Accessibility Resources" information table with pertinent literature.

- On February 14th, the Clarence Library presents an "American Girl Sweetheart Tea Party" for children ages 6-11. Bring your favorite American Girl Doll! Play American Girl Games! Make-and-Take an American Girl Craft! Enjoy a Special Valentine American Girl Tea Party & Refreshments!
- On March 5th at 7 p.m., the Clarence Library will host an Author Event featuring Francis Kowsky, Ph.D. Professor Kowsky will discuss his latest book *The Best Planned City in the World: Olmsted, Vaux, and the Buffalo Park and Parkway System*. Francis Kowsky is a notable architectural historian and Distinguished Professor of Fine Arts Emeritus at Buffalo State College.
- The Clarence Library Book Club for adults, *Bookmarks*, meets at the library every 2nd Tuesday of the month at 7 p.m. February's selection is *Cutting for Stone* by Abraham Verghese and in March the Club will be discussing *The Giver* by Lois Lowry.
- To celebrate National Education Association's *Read Across America Day*, the Clarence Library will be hosting a prize package raffle on Monday, March 2nd. To get a ticket for the prize drawing, simply visit the Clarence Library between February 23rd and March 2nd - check out 5 children's books, bring your receipt to the front desk and receive an entry ticket. There is no age limit and no limit on the number of entries. Plus on Saturday, February 28th, and Monday, March 2nd, we will give away some cool Dr. Seuss bags, bookmarks and reading logs for our young readers. *Thanks to the Friends of the Clarence Public Library for supporting our programs.

Agenda Item G - The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. Ms. Jakubowski reported Suzanne Jacobs extended her apologies for not being able to attend the meeting due to another commitment and asked that she remind System Trustees of the annual Trustee Workshop on March 21st at the Central Library. This workshop is being designed around the different types of technologies and media at the Library and utilizing social media for advocacy. Registration forms were distributed which are due back March 18th.

Agenda Item H - Public Comment. None.

Agenda Item I - Unfinished Business. There was no unfinished business.

Agenda Item J - New Business.

Agenda Item J.1 - Goals and Objectives 2015-2016. Ms. Jakubowski explained the *Goals and Objectives 2015-2016* in proposed Resolution 2015-4 reflect feedback from System trustees in addition to a substantial committee of 14 people throughout the Library

System. The focus of these are categorized differently from the past as the committee looked at survey and poll results and communications received from patrons and public officials, etc. The categories are Education, Technology, Community, Resources as well as Space. Revised proposed *Goals and Objectives 2015-2016* were at each trustee's place which included recent recommended language changes from System Trustee Sharon Kelly as well as changes in the FY 2014 figures reported under category 1 - Education 1.9 and 1.10 dealing with teen programming which failed to include the number of programs and attendees for services conducted by B&ECPL partner Young Audiences of WNY. At the Executive Committee meeting of February 12, 2015, it was suggested perhaps referring Proposed Resolution 2015-4 to Committee. Mr. Johnson discussed the low figures for teen group programming and attendance and recommended a joint meeting of the Planning Committee and Buffalo Library Services for additional discussion on how the Library can change and make a difference in this area. Discussion ensued. Director Jakubowski explained to trustees the *Goals and Objectives 2015-2016* are formulated on statistically based information. The *Organizational Competencies*, which is the next document to be developed, will contain the content of what the Library specifically plans to do to address the *Goals and Objectives 2015-2016*. Following discussion, the decision was made to refer Proposed Resolution 2015-4 *Goals and Objectives 2015-2016* to the Planning and Buffalo Library Services Committees.

Agenda Item J.2 - Jack Connors Recognition. Mr. Connors was unable to be present due to a prior commitment and sent his apologies; Chair Johnson read Proposed Resolution 2015-5 as follows:

RESOLUTION 2015-5

WHEREAS, JACK CONNORS served on the Board of Trustees of the Buffalo & Erie County Public Library from January 20, 2005, through January 15, 2015, and

WHEREAS, he served as Chairman of the Board from 2012 through 2014, and Vice Chair from July 18, 2009 through 2011, and

WHEREAS, he served as Chairman of the Board's Executive Committee in 2012 through 2014, Budget & Finance Committee in 2013, Building Oversight Committee in 2009 through 2012, Community Partnerships/Development in 2009, Development in 2008, and Special Collections in 2014, and

WHEREAS, he served as a member of the Board's Advocacy Committee, Budget and Finance Committee, Buffalo Library Services Committee, Building Oversight Committee, Bylaws Committee, Community Partnerships/ Development Committee, Development Committee, Development & Advocacy Committee, Executive Committee, Planning Committee, Policy Committee, Project Review Committee, and Special Collections (Rare Books) Committee, now, therefore, be it

RESOLVED, that in recognition and appreciation of the many years of leadership, wisdom and exemplary service JACK CONNORS devoted to this institution, the Buffalo & Erie County Public Library Board of Trustees expresses on behalf of the Library and the community at large its profound gratitude and deepest respect, and be it further

RESOLVED, that by virtue of JACK CONNORS' outstanding contributions to the Library and under the terms of Article I, Section 4 of the Library's Bylaws JACK CONNORS be appointed Trustee Emeritus of the Buffalo & Erie County Public Library.

Ms. Panty moved for approval; she was seconded by Mr. Gist. Approval was unanimous. The framed resolution will be presented to newly appointed Trustee Emeritus Jack Connors at a future date.

Before adjournment, Chair Johnson officially welcomed new B&ECPL Trustee Alan Bedenko who expressed he was honored to be present.

There being no further business, on motion by Mr. Wisbaum, seconded by Ms. Bucki, the meeting was adjourned at approximately 5:40 p.m.

Respectfully submitted,

Kathleen Berens Bucki
Secretary