

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, May 19, 2016
4:00 p.m.

NOTE MEETING TO BE HELD AT: **The East Delavan Branch Library**
1187 East Delavan Avenue
Buffalo, NY 14215
(716) 896-4433

- A. Call of the roll
- B. Approval / Changes to the Agenda
- C. Minutes of the Meeting of April 21, 2016 ACTION
- D. Report of the Chair INFORMATION
 - 1. Fables Management Change INFORMATION
- E. Committee Reports
 - 1. Executive Committee
 - 2. Budget and Finance Committee
 - a. Res. 2016-19 – Securing Cyber Liability Insurance Coverage ACTION
 - b. Monthly Financial Report INFORMATION
- F. Report of the Director (link sent via e-mail if on file) INFORMATION
- G. Report of the Foundation
- H. Report of the Association of Contracting Library Trustees (ACT)/
Contracting Library Trustee Report
- I. Public Comment
- J. Unfinished Business
- K. New Business
 - 1. Res. 2016-20 – Appointment of Records Management Officer ACTION
 - 2. Res. 2016-21 – Appointment of Freedom of Information Law
(FOIL) Officer ACTION
- L. Adjournment

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
April 21, 2016

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, April 21, 2016, at the Central Library pursuant to due notice to trustees. The following members were present:

Teresa Vincent, Vice Chair
Kathleen Berens Bucki, Secretary
Michael Amodeo
Alan Bedenko
Sheldon M. Berlow
Katie Burd
Frank Gist
Phyllis A. Horton
Sharon M. Kelly
Elaine M. Panty
Wayne D. Wisbaum

Vice Chair Teresa Vincent called the meeting to order at 4:03 p.m. in the Joseph B. Rounds Conference Room. A quorum was present. Chair Frank Housh joined the meeting via conference call, however, he was not counted for quorum or voting per Bylaws of the Buffalo & Erie County Public Library (B&ECPL) Article II, Section 6.

Agenda Item B – Approval/Changes to the Agenda. The agenda was approved as mailed.

Trustee Wisbaum arrived at approximately 4:04 p.m.

Agenda Item C – Minutes of the Meeting of March 17, 2016. Minutes were approved unanimously as mailed, upon motion by Trustee Panty and a second by Trustee Amodeo.

Trustee Berens Bucki arrived at approximately 4:05 p.m.

Agenda Item D – Report of the Chair. Vice Chair Vincent reminded trustees the May 19, 2016 Board meeting will take place at the East Delavan Branch Library.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Vice Chair Vincent entertained a motion to enter the written report of the April 14th Executive Committee meeting into the Minutes. Trustee Burd made the motion, Trustee Amodeo seconded, and approval was unanimous.

Present: Chair Frank Housh, Vice Chair Teresa Vincent, and Committee members Michael Amodeo, Sheldon Berlow, and Elaine Panty. Also present were Library Director Mary Jean Jakubowski and Deputy Directors Carol Batt - Chief Operating Officer, and Kenneth Stone - Chief Financial Officer.

The Executive Committee meeting began at 4:34 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

The proposed agenda for the April 21, 2016 meeting of the Board of Trustees was reviewed. Chair Housh noted he would be using Skype to attend the meeting and requested Vice Chair Vincent run that meeting.

Deputy Director Batt briefly discussed the 2015 B&ECPL Annual Reports. Deputy Director Batt noted the change in the 2015-2016 Goals & Objectives is as a result in an error of baseline holdings for English Speakers of Other Languages (ESOL) collections. The proposed resolution corrects this error when adopted. She then reviewed the request for funds to replace obsolete hardware and upgrade all library computers to Microsoft Office 2016 productivity suite.

Director Jakubowski indicated the proposed changes recommended by legal counsel to the B&ECPL's Bylaws, Conflict of Interest Policy, and Whistleblower Policy are needed as a result of changes to the Not-For-Profit Corporation Law (NFPCL). The Governance Committee has reviewed said changes and is recommending the amended policies and Bylaws be brought to the April 21st Board meeting for approval. A summary of changes will be included in the Board packet and posted on the Library's website.

Deputy Director Stone reviewed the amendments to the B&ECPL's contract with Young Audiences of Western New York.

Deputy Director Stone then reviewed the impact of the changes to the minimum wage laws and the effect to the Library's 2017 through 2021 operating budgets. Discussion ensued.

Chair Housh requested Vice Chair Vincent provide an Immigration Outreach Report at the Board meeting. This will be added to the agenda under New Business.

The meeting adjourned at 5:15 p.m.

In addition to this written report, Vice Chair Vincent added that while there was discussion at the Executive Committee meeting on the impact of changes to the minimum wage law and the effect on the Library's 2017-2021 operating budget as well as the financial impact of maintaining separation between pages and senior pages once the minimum wage increases, there is no formal proposal to discuss at this time. CFO Ken Stone is doing further analysis, and a formal proposal will be brought back to the Board when available.

Vice Chair Vincent reported on a March meeting she attended with Buffalo Branch managers to discuss both current and future immigration outreach programs offered by the Library. Folders containing information on the multilingual resources available at the B&ECPL including Pronunciator, a language resource database, and SCOLA, which offers web services in native languages, as well as charts showing breakdowns on where immigrants the Library is serving are from, etc. were handed out to System trustees. She added the Library will continue to maintain and strengthen relationships with the International Institute of Buffalo and Journey's End Refugee Services.

Agenda Item E.2 – Budget and Finance Committee. In Budget and Finance Committee Chair Dr. Rhonda Rick's absence, Vice Chair Vincent entertained a motion to enter the written report of the April 13, 2016 Budget and Finance Committee meeting into the Minutes. Trustee Amodeo moved, Trustee Panty seconded, and this was unanimously approved.

Present: Committee Chair Dr. Rhonda Ricks. Also present were Library Director Mary Jean Jakubowski and Deputy Directors Carol Batt - Chief Operating Officer, and Kenneth Stone - Chief Financial Officer.

The Budget & Finance Committee meeting began at 4:01 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Deputy Directors Batt and Stone discussed proposed Resolution 2016-13 Obsolete Hardware Replacement and Technology Support. Deputy Director Batt reviewed the list of needed hardware to be replaced and the need to upgrade to Microsoft Office 2016.

Deputy Director Stone reviewed the minimum wage change impact on the B&ECPL's 2017 and beyond operating budget. Director Jakubowski discussed

strategies. No final recommendations were made by the Committee at this time. This subject will be brought back to the Committee during the annual budget development process.

The meeting adjourned at 4:40 p.m.

Agenda Item E.2.a – Approve NYS Annual Reports. Deputy Director CFO Kenneth Stone explained this resolution would authorize filing the System’s New York State Annual Reports for 2015. The reports were sent to System trustees via e-mail, and hard copies were mailed to those System trustees without an e-mail address on file. Trustee Horton made a motion, Trustee Panty seconded, and approval was unanimous.

RESOLUTION 2016-12

WHEREAS, the Library System Basic Aid, Local Library Services Aid (LLSA), Local Services Support Aid (LSSA), Central Library Book Aid (CLBA), Central Library Development Aid (CLDA), Coordinated Outreach Library Services Aid, State Correctional Facilities Aid and Services to County Jails (Interinstitutional) Aid are annual New York State statutory aid programs aimed at assisting library systems, central libraries and local libraries in developing collections and providing services to their constituents, and have provided significant funding for many years, and

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

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

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Buffalo & Erie County Public Library “*Annual Report for Public and Association Libraries – 2015*” has been reviewed and accepted and that the Library operated under its Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this “*Annual Report for Library Systems – 2015*” has been reviewed and accepted, and be it finally

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Library System will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the

Commissioner and assures that the "Budget Summary" has been reviewed and accepted.

Agenda Item E.2.b – Obsolete Hardware Replacement and Technology Support. Mr. Stone explained Resolution 2016-13. Trustee Amodeo moved for approval and Trustee Bedenko seconded. In response to a question by Trustee Kelly, Director Jakubowski conveyed no other monies are planned to be spent this year; however, if an opportunity presents itself with new technologies, it could be considered. Resolution 2016-13 was approved unanimously as presented.

RESOLUTION 2016-13

WHEREAS, public PCs at 4 libraries in the Town of Amherst, public laptops at 9 B&ECPL libraries, and laptops used to support Cyber Train initiatives need to be replaced, and

WHEREAS, funds are needed to replace RFID gate equipment that has reached end-of-life and will no longer be covered under maintenance contract, and

WHEREAS, on a System level, there is a need to purchase iPads and peripherals to support new SirsiDynix MobileCirc technology and licenses to upgrade all computers to the Microsoft Office 2016 productivity suite, and

WHEREAS, staff estimates the total cost at \$170,000, and

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

WHEREAS, these funds are maintained in the Library Fund's balance sheet as a "Committed fund balance – for equipment and technology replacement" and totaled \$1,000,104 as of December 31, 2015, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees authorizes the use and budgeting of up to \$170,000 from the Library Fund's "Committed fund balance – for equipment and technology replacement" balance sheet account for currently needed equipment, software licenses, and support for technology initiatives.

Agenda Item 3 – Governance Committee. Governance Committee Chair Sharon Kelly requested the following written report of the March 30, 2016 Governance Committee meeting be entered into the Minutes. Trustee Amodeo moved, Trustee Panty seconded, and approval was unanimous.

Present: Committee Chair Sharon Kelly; Committee members Alan Bedenko and Kathleen Berens Bucki. Library Director Mary Jean Jakubowski and Assistant Deputy Director Jeannine Doyle were also present.

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

The Governance Committee reviewed proposed recommended changes to the Bylaws of the Buffalo & Erie County Public Library, Conflict of Interest Policy, and Whistleblower Policy by Library Counsel Bond, Schoeneck & King required by recent amendments to the Not-For-Profit Corporation Law. A summary from Bond, Schoeneck & King detailing changes was provided and will be included with proposed resolutions.

The Governance Committee recommends the presented proposed changes to the following and that they be brought before the Board of Trustees for approval at their next scheduled meeting April 21, 2016:

- Amended Bylaws of the Buffalo & Erie County Public Library; motion by Trustee Bedenko, second by Trustee Bucki. A resolution including the proposed changes in the Bylaws will be sent to the Board of Trustees for approval with the April agenda.
- Amended B&ECPL Conflict of Interest Policy; motion by Trustee Bucki, second by Trustee Bedenko.
- Amended B&ECPL Whistleblower Policy; motion by Trustee Bedenko, seconded by Trustee Bucki.

As Chair of the Governance Committee, Ms. Kelly acknowledged receipt of 2016 written Disclosure Statements from each System trustee and Key Employee as required in the B&ECPL Conflict of Interest Policy, Article III, Section 3.2. Following approval of the amended B&ECPL Conflict of Interest Policy, new Disclosure Statements will need to be obtained and submitted.

With no further discussion or business, the meeting adjourned at 4:15 p.m.

Trustee Kelly proceeded to summarize the amendments for the following 3 resolutions explaining all are based on additional changes to the Not-For-Profit Corporation Law (NFPCL) that clean up some issues that were in the NYS Non-Profit Revitalization Act of 2013. Library counsel of Bond, Schoeneck & King prepared amendments to the Bylaws, Conflict of Interest Policy, and Whistleblower Policy to conform with the new provisions in the law; their summary of said changes was included in the Board packet and posted on the Library's website.

Agenda Item E.3.a – Amend B&ECPL Bylaws. Trustee Panty questioned why the specific terms of trustees are not stated in the Bylaws; Director Jakubowski replied the Bylaws refer to Chapter 768 of the Laws of 1953 of the State of New York which describe terms in detail. In response to a second question by Trustee Panty, Ms. Jakubowski clarified someone who is present at a meeting but unable to vote because of a conflict of interest is still counted as part of the quorum but they cannot vote. Trustee Amodeo made a motion to approve Resolution 2016-14 as presented and Trustee Horton seconded. Trustee Gist inquired how previous work done for the Library by Hadley Exhibits Inc. was not a conflict of interest in relationship to System Trustee Ted Johnson. Director Jakubowski replied Hadley Exhibits Inc. was hired through the Library Foundation of Buffalo & Erie County. She added, Trustee Johnson listed his relationship with Hadley Exhibits Inc. on his Conflict of Interest Disclosure Statement. Following this discussion, Resolution 2016-14 was approved unanimously as presented.

RESOLUTION 2016-14

WHEREAS, amendments to the Not-For-Profit Corporation Law (NFPCL) that took effect December 11, 2105 making clarifications to the changes enacted by the New York State Non-Profit Revitalization Act of 2013 which were previously addressed, created the need for changes in the Buffalo & Erie County Public Library's (B&ECPL) Bylaws, and

WHEREAS, B&ECPL legal counsel at Bond Schoeneck & King has reviewed and updated the current Bylaws of the B&ECPL to be in compliance with said amendments, also providing a summary document containing the changes that affect the B&ECPL Bylaws, and

WHEREAS, the Governance Committee of B&ECPL Board of Trustees at its March 30, 2016 meeting completed its review of the proposed amended Bylaws of the B&ECPL, and

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

WHEREAS, due notification was given to the Board of Trustees as required by the current Bylaws, indicating that said Bylaws were subject to amendment at the April 21, 2016, meeting of the Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed Bylaws of the Buffalo & Erie County Public Library as presented to supersede and replace the prevailing Bylaws, last amended October 15, 2015.

Following approval of the amended Bylaws, Governance Committee Chair Sharon Kelly and members Alan Bedenko and Kathleen Berens Bucki confirmed they qualify as Independent Trustees and have no circumstances which would disqualify them from serving on the Governance Committee at this time.

Agenda Item E.3.b – Amend B&ECPL Conflict of Interest Policy. On motion by Trustee Panty, seconded by Trustee Amodeo, approval of Resolution 2016-15 as presented was unanimously approved. Vice Chair Vincent informed trustees they will need to complete and sign a new, amended Disclosure Statement; these were distributed to trustees.

RESOLUTION 2016-15

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) adopted a Conflict of Interest Policy on June 12, 2014, which had superseded previous versions, and

WHEREAS, B&ECPL legal counsel of Bond Schoeneck & King has reviewed and updated the current Conflict of Interest Policy to be in compliance with amendments to the Not-For-Profit Corporation Law (NFPCL) that took effect December 11, 2015 to make clarifications to the changes enacted by the New York State Non-Profit Revitalization Act of 2013 which were previously addressed, and

WHEREAS, B&ECPL legal counsel recommended changes to: the definitions of “Relative,” “Key Employee” and “Affiliate” in Sections 2.3, 2.7 and 2.8 of the Conflict of Interest Policy; trustee compensation; and transactions with a Related Party; to comply with the amendments, and

WHEREAS, the Governance Committee recommends the attached proposed amended Conflict of Interest Policy for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Conflict of Interest Policy (attached) to supersede and replace the prevailing policy last adopted June 12, 2014, and be it finally

RESOLVED, that each Contracting Library Board be instructed to review and amend their own Conflict of Interest Policy.

Agenda Item E.3.c – Amend B&ECPL Whistleblower Policy. Trustee Amodeo motioned to approve Resolution 2016-16 as presented and Trustee Panty seconded. Approval was unanimous.

RESOLUTION 2016-16

WHEREAS, the Buffalo & Erie County Public Library’s (B&ECPL) Board of Trustees adopted a Whistleblower Policy on June 12, 2014, and

WHEREAS, in accordance with amendments to the Not-for-Profit Corporation Law (NFPCL) which took effect December 11, 2015 making clarifications to the changes enacted by the New York State Non-Profit Revitalization Act of 2013 previously addressed, new distribution requirements are to be included in the B&ECPL's Whistleblower Policy, and

WHEREAS, B&ECPL's legal counsel of Bond Shoeneck & King has recommended changes to amend its Whistleblower Policy Article IV Application and Distribution of Policy which provides not-for-profit organizations the option of posting the policy to its website or posting the policy in its offices in a conspicuous place to satisfy this distribution requirement, and

WHEREAS, the Governance Committee recommends the attached proposed amended Whistleblower Policy for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the B&ECPL's Whistleblower Policy (attached) to supersede and replace the prevailing policy adopted June 12, 2014, and be it finally

RESOLVED, that a copy of this Whistleblower Policy shall be made available to all applicable persons who provide substantial services to the B&ECPL via the B&ECPL's website or at the B&ECPL's office in a conspicuous location accessible to employees and volunteers.

Per the Whistleblower Policy Article II, as Compliance Officer of the Governance Committee, Trustee Kelly reported there was no new compliance activity.

Agenda Item F – Report of the Director. Director Jakubowski thanked Chair Housh for agreeing to do the introductions at the Library's event *A Pageant of Shakespearean Proportions – Celebrating the 452nd Birthday of the Bard* taking place at the Central Library April 23rd at 5 p.m. Trustees were encouraged to attend. Following the Board meeting, a tour of the exhibit led by Amy Pickard was offered for those interested.

Copies of the NYS Assembly's Committee on Libraries and Education Technology 2015 Annual Report were available for viewing at the meeting. Director Jakubowski noted libraries who received NYS Construction Grant funds are inclusive.

Director Jakubowski was excited to report the Library is a finalist for 2 grants. The first being the Buffalo Rotary Club Grant "Rotary Reads - Kids Club Across Buffalo" which would improve the physical spaces in the children's areas of the Buffalo Branch libraries. The second being the national Knight News Challenge which is based on immigrant and refugee populations. Out of 621 applicants, the Library is one of 47 selected for the second round. The award is upwards of approximately \$450,000. The Library is working on responses to additional questions and preparing presentations.

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

B&ECPL Monthly Report March 2016

Library Advocacy - The Buffalo & Erie County Public Library (B&ECPL) joined colleagues from across the state that traveled to Albany as part of the New York Library Association's (NYLA) Library Education/ Advocacy Day, March 2, 2016. With a delegation of 10, B&ECPL visited State representatives to advocate for improved state funding for libraries. Participants included Frank Housh, B&ECPL Board Chair; **Carolyn Giambra**, Amherst Library Trustee; **Mary Jean Jakubowski**, Library System Director; **Ken Stone**, Deputy Director-CFO; **Joy Testa Cinquino**, Assistant Deputy Director, Development & Communications; **Roseanne Butler-Smith**, Amherst Public Library Director; **Meghan Marong**, Eden Library Director; **Shannon Jakubowski**, Marilla Free Library Director; **Kathy Goodrich**, West Seneca Public Library Director; and **Jacob Rachwal**, Library Associate, Hamburg Public Library.

B&ECPL's efforts contributed to improve funding for libraries announced on March 31st as the Governor and Legislature wrapped up budget negotiations for the New York State 2016-17 Budget which starts April 1, 2016. See Section 4 Funding/Fundraising for details.

NEW Rare Book Exhibit - As 2016 marks 400 years since William Shakespeare's death, we celebrate the Bard's life and work with *Celebrating 400 years of Shakespeare: Reflecting on the Life of the Bard*, an exhibit that includes the First, Second, Third, and Fourth Folios along with his *Poems*. Historical, religious, literary, and scientific works that potentially influenced Shakespeare's writing including Holinshed's *Chronicles*, Bibles, the *Book of Common Prayer*, Plutarch's *Lives*, Ben Jonson's *Works*, and Foxes' *Acts and Monuments* are presented as well. Rare Book Curator **Amy Pickard** with Graphic Artists **Dawn Stanton** and **Darlene Pennachi** debuted the exhibit March 14th. Associated programming is scheduled. On March 28th, Emma Smith of Oxford University presented "From the Barbican to Buffalo: Why Shakespeare's First Folio Matters" in the Ring of Knowledge.

TechKnow Lab 3D Printing News - After several months of printing individual pieces, a patron completed 3D printing of the necessary parts to re-build the controls of an electric wheelchair. Another patron 3D printed various parts to build a pair of drones.

B&ECPL Continues on YouTube - B&ECPL is happy to announce the release of our newest YouTube videos [Battle of the Books](#) and [Gladys "the Smile Lady" loves the Buffalo & Erie County Public Library](#) produced by Launch Pad Manager **Jordan Smith**.

A variety of videos including but not limited to technology training, Tour Your Library, downloading eBooks, etc. can be found here.

Integrated Library System (ILS) Contract Finalized - Contract negotiations between the B&ECPL and the Library's Integrated Library System (ILS) provider SirsiDynix have been completed. The negotiation which was authorized by Board Resolution 2015-19 resulted in a contract dated March 31, 2016 which will allow the Library to move forward with the implementation of a new online Catalog as well as take advantage of new products and features that will benefit the B&ECPL and create an enhanced user experience. The Library is also addressing outstanding FOIL requests related to the Request for Proposal (RFP) process and contract award.

Buffalo Spree Magazine - *Buffalo Spree* held their monthly *Happy Hour* at the downtown Central Library in the Milestones of Science Gallery on Wednesday, March 23rd. Over 100 guests attended, most seeing the exhibit for the first time. The Library sold several items from the Online Store during the event raising \$225.

Monthly Programming Statistics - March 2016

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	233	556	5176	11863
Children (age 6-12)	157	396	2816	5685
Teens	19	64	242	714
Intergenerational	115	319	2755	7138
Adults (excludes Technology)	254	647	3851	9422
TOTAL In Library Programs	778	1982	14840	34822

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	0	0	0
Children (age 6-12)	15	61	15	61
Teens	53	152	53	187
Intergenerational	0	0	0	0
Adults (excludes Technology)	138	385	138	394
TOTAL In Library Programs	206	598	206	642

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	9	25	25	93
System or Library-owned Cyber Train	17	57	141	463
One on One	75	205	112	286
TOTAL Adult Technology	101	287	278	842

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	5	11	167	429
Children (age 6-12)	7	11	279	462
Teens	2	3	32	182
Intergenerational	4	9	560	1008
Adults (excludes Technology)	12	32	445	1433
TOTAL Outreach (out of Library)	30	66	1483	3514

System-wide Milestones of Science Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	27	57	436	968
Adult Services	5	12	57	154
Launch Pad/TechKnowLab	4	15	25	147
Development/Communications	6	18	181	337
Grosvenor Room	3	7	6	35
TOTAL	45	109	705	1641

Milestones of Science Exhibit:

	Month	YTD	From Opening 10/2015 to present
Visitors - Non-tour related	2819	7356	
Visitors - Tour/Program	443	1012	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	3262	8368	17902

Highlights:

- March 2nd - Children's Services Librarians **Mary Ann Budny**, **Wanda Collins**, and **John Gaff** celebrated Dr. Seuss's Birthday during a Read Across America program in the Central Library auditorium with a group of 71 children and adults from the Westminster Early Childhood Center. Assistant Deputy Director **Dawn Peters** was the special guest reader of the book *The Cat in the Hat*.
- March 3rd - Technical Specialist **Jeff Stenzel** hosted a group of 10 teens from Young Audiences of Western New York in the Launch Pad's recording studio, helping them to record audio performances using ProTools.
- March 10th - Information Services and Outreach Librarian **Renée Masters** provided an overview of library resources useful to small businesses and entrepreneurs for the Minority and Women-owned Business Enterprise (MWBE) meeting held at the Erie County Medical Center.
- March 15th - Ninety-two people enjoyed watching the Rince na Tiarna Irish Dancers perform in the Dudley Library.
- March 16th - Information Services and Outreach Librarians **Renée Masters** and **Shanley Olszowy** hosted 24 students and 4 instructors from the Gow School of East Aurora, a college-prep boarding and day school for students, grades 7-12. The students were provided a hands-on exploration of the Launch Pad and its recording/video studios and other technology by **Jordan Smith** and TechKnow Lab Library Associate **Sean Goodrich**. Tours were given of the Milestones of Science exhibit, Mark Twain Room, and Grosvenor Room.
- Sabretooth paid a visit to the Dudley Library on March 19th to visit the children painting a rain barrel for the Erie County Department of Environment & Planning's painting contest "Rain Barrels - Every Drop Counts!"
- The Riverside Library hosted Journey's End Spring Break Mini-Camp, March 21st through 25th. Children of refugees were invited to create, learn, and socialize. The program was run by Donna Pepero and Rebecca Severson of Journey's End. Children were introduced to library services by Librarian **Patti Foley**.
- Among the many STEM related programs held throughout the libraries during Buffalo Public Schools STEM Week, Mr. K's Mobile Dome Planetarium visited the Dudley Library on March 22nd. A giant, inflatable planetarium was set up for kids and their parents to crawl into and watch the show.

- March 22nd – Library Director **Mary Jean Jakubowski** and Assistant Deputy Director **Dawn Peters** along with Librarians **Dan Caufield**, **Suzanne Colligan**, **Patti Foley**, **Susan Kriegbaum-Hanks**, **Dan Lewandowski**, **Joshua Mitch** and **Linda Rizzo** met with System Trustee Teresa Vincent at the Niagara Branch Library to discuss the Library’s activities and resources to assist immigrants, refugees, and non-native speakers of English. The overview of our current services both at the Central Library and through the City branches was very informative to all who attended and helped set a stage for further engagement to this growing population.
- March 22nd – Information Services and Outreach Manager **Dan Caufield** and Librarian **Hope Dunbar** attended the Native American Community Center Job Fair and spoke with job seekers about employment opportunities and resources available at the Library. They also spoke with several of the local community organizations present, such as the Westminster Economic Development Initiative (WEDI) and the Veterans Outreach Center of the Consumer Credit Counseling Service of Buffalo, and discussed ways to collaborate on programming and services to the public.
- March 30th - Children’s Services Manager **Kathryn Galvin** represented the Library at Buffalo Public School #6 Buffalo Elementary School of Technology’s Family Literacy Night.
- March - Children's Services Librarian **John Gaff** welcomed the Elmwood Village Charter School Clubhouse of the Boys & Girls Club to the Central Library for hands-on STEM (Science, Technology, Engineering and Mathematics) programming. The Clubhouse spent time in the Milestones of Science STEM Education Center where the activities continue to offer a creative outlet for youth across the City of Buffalo in which critical thinking skills are developed.
- March - Information Services and Outreach Librarian **Rebecca Pieszala** monitored and posted book reviews for the 2016 Online Adult Winter Reading program. The contest concluded on March 18th. This year’s Adult Winter Reading program had 96 individuals read and submit a total of 736 book reviews. For every book read, individuals received tickets for a random draw to win a prize. The more one read, the better the chance to win. The overall winner of a Kindle Fire HD was Audrey Wack of the North Park Library.
- March – Children’s Services Librarian **Erin Burke** monitored the Online Winter Reading Contest for Kids and Teens. The contest drew in 31 active participants across 18 branches – an increase from last year! Altogether, 241 reviews were written for 268 books. Joshua Friedrich of the North Collins Library was the

winner of a Kindle Fire. All other participating libraries awarded an Amazon gift card to a winner selected by random drawing.

Milestones of Science: Books That Shook the World!

Highlights:

- March 8th – Rare Book Curator **Amy Pickard** provided a tour of Milestones of Science: Book that Shook the World! to Courtney L. Young, Immediate Past President of the American Library Association.
- March 9th – Rare Book and Map Librarian **Charles Alaimo** and **Amy Pickard** provided tours of and answered questions about the Milestones of Science exhibit for Leadership Buffalo’s “education day” attendees before their meeting convened in the Gallery Space meeting room.
- March 23rd – **Charles Alaimo** participated in the *Buffalo Spree* Happy Hour event by providing brief tours and discussions of the Milestones of Science books and scientists.
- March 31st - **Rhonda Konig** provided tours for participants at a Literacy New York Buffalo-Niagara Scrabble tournament.

2. Collection Development

Collection Development - March 2016

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	3,666	9,134	265	596	526,847
Young Adult Print	772	1,741	219	325	72,279
Adult Print	4,167	12,191	917	2,000	1,866,848
Media	5,112	12,857	333	886	507,619
Other*	3,463	10,301	1	216	202,423
Subtotal	17,180	46,224	1,735	4,023	3,176,016

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	713	1,775	436	1,116	36,078*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	74	182	61	156	7,543
e-Videos	0	0	0	0	99** +Moving Image Archive Library
Subtotal	787	1,957	497	1,272	43,720

*Includes 428 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	17,967	48,181	2,232	5,295	3,219,736

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	528	4.7%	527	71.4%
Staff Initiated	149	0.7%	149	85.9%

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

Highlights:

- In March, 982 unique visitors from 15 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>); countries included Brazil, Canada, Greece, India, Japan, Malaysia, Netherlands, Pakistan, Philippines, Saudi Arabia, Singapore, Taiwan, United Kingdom, United States and the US Virgin Islands.

3. Technology

Technology - March 2016

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	689,764	1,927,764
Online Catalog	952,057	2,450,918

Social Networking:

	Monthly Staff Activity ¹	YTD Staff Activity	Monthly Public Activity ²	YTD Public Activity	Monthly New Followers	Total Followers ³
<u>Facebook</u>	97	318	3,282	8,831	61	6,387
<u>Flickr</u>	7	73	11,622	38,614	0	52
<u>Instagram</u>	31	91	741	2,396	68	701
<u>Pinterest</u>	37	133	653	1,332	15	1,252
<u>Tumblr</u>	2	8	5	16	5	115
<u>Twitter</u>	158	427	933	2,077	101	8,563
<u>YouTube</u>	3	6	559	2,123	3	121
Total	335	1,056	17,795	55,389	253	17,182

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

²Number of likes, shares, favorites, repins, clicks, comments, views, retweets, etc., by public

³Total number of followers at end of month

March Social Networking Highlights:

- The Library’s Collection Development Team is using social media tools to highlight new, interesting, and relevant titles. Weekly posts aim to entice readers, listeners, and viewers to check out the wide variety of materials available to borrow or download. Announcements are shared via the Central Library’s equally popular Facebook (<https://www.facebook.com/buffalolibrary.central>) and Twitter (<https://twitter.com/buffalolibrary>) sites.

The American Library Association calls Anthony Marra's "The Tsar of Love and Techno: Stories" one of the Notable Books of 2016. The nine interconnected stories are set in the Soviet Union and Russia between 1937 and the present. Check it out and experience Marra's remarkable cast of characters and the ways their lives intersect.
<https://www.buffalolib.org/vufind/Union/Search...>

Published by Melissa Ann Kania 1/1 - March 11 at 7:02am - e8

Norwegian author Jo Nesbø delivers the latest installment in his Blood on Snow Series: "Midnight Sun." It's the fable-like story of a benevolent hit man who flees to a small town above the Arctic Circle in hopes of escaping a drug lord called the Fisherman- his former employer...
<https://www.buffalolib.org/vufind/Union/Search...>

F I C T I O N

Published by Melissa Ann Kania 1/1 - March 18 at 7:00am - e8

In bestselling author Debbie Macomber's latest, a woman and her ex-mother-in-law rely on each other as they navigate through traumatic break-ups. Check out "A Girl's Guide to Moving On."
<https://www.buffalolib.org/vufind/Record/1989296>

F R I D A Y S

Published by Melissa Ann Kania 1/1 - March 18 at 7:00am - e8

"Mermaid Moon," book two in Colleen Coble's Sunset Cove Series, returns to Folly Shoals, Maine the island we first visited in book one, "The Inn at Ocean's Edge." Even though her mother has been dead for fifteen years, Malloy's father's last words to her were "find... mother." Can Malloy stay alive long enough to connect the dots?
<https://www.buffalolib.org/vufind/Union/Search...>

Highlights:

- Technology Support Librarian **Angela Pierpaoli** introduced the SirsiDynix MobileCirc app to the North Park Library on March 21st. In a pilot effort, staff members **Paul Guminski** and **Debbie Law** began testing the software's various functions using an iPad Mini and handheld scanner. North Park staff will evaluate the effectiveness of the product to register new users, create weeding lists, and process holds, etc. The goal of piloting MobileCirc is to assess use from beyond Library's circulation desk including, but not limited to offsite events.
- On March 31st, Collection Development Librarian **Kelly Donovan** was the guest speaker at Public Libraries, a course in UB's Library and Information Studies program. Her presentation focused on the B&ECPL's RFID (Radio Frequency Identification) initiative.
- In March, the Borrower Services Department at the Central Library began piloting the use of an in-library self-registration (library card registration) station. Prospective card-holders fill out an online application form using a computer dedicated to this activity. The user record is immediately populated with the borrower's information. This process saves staff time and minimizes data entry input errors. The initiative will continue to be evaluated and may ultimately be available at all B&ECPL libraries.

4. Funding/Fundraising

Funding:

STATE LIBRARY AID IN 2016-17 STATE BUDGET

Operating & Grants - \$4.0 million (+4.3%) increase: If the \$4.0 million is distributed in the same manner as the \$5.0 million increase last year, B&ECPL would receive an additional \$93,834 in the Operating fund and \$28,828 in the Grants fund for our calendar year 2016 Budget.

Library Construction - \$5.0 million increase (+35% - first increase in nearly a decade): If done proportionally, the \$5.0 million addition to construction aid would provide an additional \$229,237 to B&ECPL's current allocation of \$641,863 for a new total of \$871,100 to support rehabilitation and improvements to library facilities.

Along with the state aid increase, the State's 2016-17 Budget also raises the minimum wage, which impacts our Page/Sr. Page wages in 2017 and beyond.

MINIMUM WAGE IMPACT - The adopted budget would implement a two-tiered minimum wage to \$15.00 in New York City in stages through 12/31/2018, with upstate/Western New York going to \$12.50 over 5 years in \$0.70 increments at the end of each calendar year (12/31/2016 to \$9.70, etc.). A "pause" is built into the law, so if or how the Western New York rate would get to \$15.00 is not defined. Rates for B&ECPL budget years would be as follows:

2017	\$ 9.70
2018	\$10.40
2019	\$11.10
2020	\$11.80
2021	\$12.50

The Library's 2017 Budget will be directly impacted by approximately \$55,000 (wages and percent driven fringes) as a result of the 2017 (12/31/2016) minimum wage increase. Addressing salary compaction would add to that cost.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
2016 Annual Campaign including all fundraising initiatives	January 1 – March 31, 2016	\$19,280.27
Spring It On – one day 24 hour online fundraising campaign	March 24 th	\$3,805.00
Borrower Services Donation Box	March 1 st – March 31 st	\$22.00
Crane Book Sale	March 8 th	\$352.50
Crane Donation Box	March 8 th	\$34.00
North Park Book Sale	March 9 th	\$134.00
North Park Donation Box	March 9 th	\$33.50
Riverside Book Sale	March 9 th	\$76.13
Riverside Donation Box	March 9 th	\$62.50

Highlights:

- Grants sent during the month of March included:
 - Canalside Programming - this has been approved. The Library will be stationed at Canalside on Tuesdays (11 a.m. – 1 p.m.) in July and August.
 - Knight News Challenge - for Immigrant & Refugee programming, pending.
 - New York State Council on the Arts (NYSCA) - for funding for the upcoming “Books into Buildings, Buildings into Books” exhibit (opening in March 2017) and catalog. The grant is pending and was written in collaboration with the Library Foundation of Buffalo & Erie County.
- Planning has begun for the Library’s Milestones/ Anniversary Gala to be held on Friday, December 2, 2016. Anyone interested in joining the planning committee should contact **Joy Testa Cinquino** at 858-7182.

5. Facilities

Highlights:

- A kickoff meeting for a City of Buffalo funded concept design process was held at the East Delavan Branch Library. Working with the Library, the City has hired Kideney Architects to provide professional architectural and engineering services (Analysis, Program Development, Concept Design, Capital Program, and Construction Phasing Plans) for both the Crane and East Delavan Branch Libraries. This will be an inclusive process providing stakeholders, particularly the public, with opportunities to contribute their thoughts as to facility rehabilitation needs as well as how these facilities can be updated to better serve the community well into the future.

- The City of Buffalo has also awarded a contract to Clark Patterson Lee to begin design work for a project to install an Americans with Disabilities Act (ADA) compliant elevator, and add a family restroom and related ADA improvements at the East Delavan Branch Library. East Delavan’s heavily used community meeting space and public restrooms are located in the building’s lower level and currently reachable only by stairs. This project will be coordinated with the overall concept design efforts for this library.

6. Staff Development

Staff Development - March 2016

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	589	825	4	13

Highlights:

- In March, the B&ECPL presented 4 staff training programs. *Build Community-Business Partnerships Through Embedded Librarianship*, an ALA webinar, focused on establishing and maintaining relationships between libraries and local businesses through expertise-sharing, speaking engagements, and training. *Transforming Library Spaces*, by SCRLC, provided information on reconfiguring existing library spaces to accommodate new and innovative uses. On March 7th, Human Resources began system-wide annual compliance training with *Harassment: Sex, Religion and Beyond* and *Workplace Violence: The Early Warning Signs* presented by Kantola Productions. In the first month of training, 51.4% of staff completed both modules, well ahead of schedule for the May 31st completion date.
- Staff also attended courses and programs outside the B&ECPL this month including: *Native Voices: Native Peoples’ Concepts of Health and Illness*, *Social Media and Internet Marketing Secrets 2016*, and *Bringing Your Best Game to the 2016 Summer Reading Program*.
- Staff also pursued a variety of webinar training opportunities on a wide range of topics in March, including: *Gear Up for Research Papers and Projects* (presented by Gale NovelNY); *Preparation for the Naturalization Test* (presented by USCIS); *Patron-Driven Weeding* (presented by Empire State Library Network); *Did You Hear That? The Exploding World of Audiobooks and Listeners’ Advisory* (presented by Novelist); *Library Services to Immigrants and Refugees* (presented by IFLA); *Make a Splash with Project Outcome: Measuring the Success of Summer Reading Programs* (PLA); *BLUEcloud Lists Product Overview* (SirsiDynix); *Strategies for turning angry customers into loyal fans* (Zendesk); and a Syrian Refugee Symposium (UB School of Social Work). A total of

38 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 Advisory	Your Opinion Counts Help Plan for the Future of the Buffalo & Erie County Public Library System <i>Community Encouraged to Participate in Public Input Sessions</i>	The Buffalo News, March 1 st ; WBFO Radio, March 4 th
Media Advisory	AUTHOR JAMES BALDWIN'S WRITINGS TOPIC OF FREE LIBRARY SERIES <i>Programs begin Tuesday, March 22 @ Frank E. Merriweather, Jr. Library</i>	The Buffalo News, The Buffalo Challenger, The Buffalo Criterion, March 10 th - 30 th
Media Interview - Carol Batt was interviewed for Channel 4 News	Turning the Pages on eBooks	WIVB-TV Channel 4, March 10 th
Media Interview - Mary Jean Jakubowski - Channel 2	Project Flight's Books for Kids Drive @ Wegmans	WGRZ-TV Channel 2, March 18 th
Media Interview - Mary Jean Jakubowski	The Future of Public Libraries to be Determined by Public	WBFO Radio, March 10 th
Media Interview - Mary Jean Jakubowski	Milestones of Science Breathes Life into Field of Science	Buffalo State Record, March 9 th
Article - Featuring the Library	400 Years of Bard	The Daily Public Newspaper, March issue
Media Interview - Mary Jean Jakubowski	Women's History Month	WBFO Radio, March 3 rd
CRA: WNY Family Magazine	Catalog of Spring Events to Date	March 1 st
DUD: WNY Family Magazine http://www.wnyfamilymagazine.com/	Events Calendar, Library Events	Web-based, updated continuously
MRW: Challenger Community News	James Baldwin Discussion Groups	March 9 th
MRW: Criterion	James Baldwin Discussion Groups	March 12 th

NIA: WNY Family Magazine and Bee Newspapers	Added April Children’s events to online calendars.	
NPK: BeeNews.com	Botanical Gardens Terrariums – March 6 th ; SPCA Wildlife Div. – March 20 th ; Star Wars Training – May 4 th ; In-Jest – June 1 st ; Wondermakers – July 7 th ; Zoomobile – July 27 th ; Checkers Show - August 8 th	Various
Riverside Review	Miss Maria’s Story Time Learn to Knit Rainbow Magic Easter Fun!	March 9 th
Riverside Review	Story Time Easter Fun!	March 16 th

8. Partnerships

Highlights:

- March 9th – Library Director **Mary Jean Jakubowski** welcomed the 2016 Leadership Buffalo class to the Library – demonstrating current library services and providing examples of the value/benefits of public libraries to the community. A tour of the Milestones of Science Exhibit was also offered.
- March 10th - Director **Jakubowski** welcomed Western New York STEM to the downtown Central Library for their monthly meeting. Over 50 WNY STEM members participated.
- March 11th - **Suzanne Colligan, Paul Guminski, and Joshua Mitch**, along with the Western New York Library Resources Council (WNYLRC), visited NYS Assemblyman Sean Ryan’s office to advocate for library funding increases and increased state construction aid.
- March 15th - **Hope Dunbar** met with the Executive Director of The Foundry (thefoundrybuffalo.org) to discuss small business resources and future training session scheduling for board members and non-profit organizations that work with The Foundry as part of their economic development initiative.
- March 21st - Librarian **Dan Lewandowski** attended a Botanical Gardens Education Committee meeting during which he finalized story hours and dates for various upcoming Botanical Garden events.

- March 23rd - Central Library welcomed the Mobile Integration Team (MIT) of Megan Bartolomei and Kathy Bauer from the Buffalo Psychiatric Center. MIT provides a wide variety of multidisciplinary services including crisis assessment and intervention, consultation and information, family and caregiver support, skills building and behavioral support. Their presence will provide complementary services to those offered by the Greater Buffalo United Accountable Healthcare Network (GBUAHN) who have been a presence at the Central Library, Monday through Friday since mid-November. Bimonthly visits are being scheduled. **Renée Masters** has spearheaded the effort to bring these services to the Library.

9. Planning for the Future

- In preparation for the writing of the 5 Year Plan of Service, **Joy Testa Cinquino** moderated 3 Public Input Sessions (March 10th at the Frank E. Merriweather, Jr., Branch Library in Buffalo; March 11th at the Hamburg Public Library; and March 15th at the Kenmore Branch Library). Additionally, public opinion was received via paper and online surveys available in libraries, through library outreach, and at the Walden Galleria mall. Staff and trustee Input Sessions also took place at the System Managers/Directors meeting on March 9th and a B&ECPL Board of Trustees meeting on March 17th. Sessions for staff and ACT Trustees are planned for early April. Results of the meetings and surveys (including a staff survey) are currently being tabulated. The results and raw data will be presented to the 5 Year Planning Committee for use in preparing the Plan’s strategies and goals.

10. Director Activities

Meetings and Events:

**LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
March 2016**

DATE	MEETING / EVENT
March 1, 2016	Meeting - Public Library System Directors (Albany, NY)
March 2, 2016	Event - Legislative Day (Albany) New York State Library Association
March 3, 2016	Event - Women's History Month
March 3, 2016	Meeting - Western New York Library Resources Council (WNYLRC) Board of Trustees
March 4, 2016	WNYLRC Conference (Speaker)
March 7, 2016	Meeting - Annual Report

Minutes of the Board of Trustees

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March 8, 2016 Meeting - Courtney L. Young, Past President American Library Association; Heidi Julien, University of Buffalo

March 8, 2016 Meeting - Brett Jaros, Erie County Division of Information Services (DISS)

March 8, 2016 Event - Bobinski Lecture

March 9, 2016 Meeting - Managers/Directors

March 9, 2016 Meeting - Dawn Peters and Joy Testa Cinquino

March 9, 2016 Event - Leadership Buffalo

March 9, 2016 Meeting - B&ECPL Board of Trustees Budget & Finance Committee

March 9, 2016 Meeting - B&ECPL Board of Trustees Policy Committee

March 10, 2016 Meeting - WNY STEM Hub Group

March 10, 2016 Meeting - City of Buffalo Real Estate Division; North Park Library

March 10, 2016 Event - State of the County Address 2016 - County Executive Mark Poloncarz

March 10, 2016 Meeting - B&ECPL Board of Trustees Executive Committee

March 11, 2016 Meeting - Oded Ravenpour, Fables Café

March 11, 2016 Meeting - Erie County Division of Public Works - B&ECPL Elevator

March 11, 2016 Media Event - WBFO Michael Wozniak

March 14, 2016 Event - WNYLRC Anniversary Celebration

March 15, 2016 Meeting - Refugee/Immigrant Population Discussion

March 15, 2016 Meeting - Sandra Tan, Buffalo News

March 15, 2016 Meeting - Joy Testa Cinquino

March 16, 2016 Meeting - Dawn Peters and Joy Testa Cinquino

March 16, 2016 Presentation - WNED Donor Group Luncheon

March 16, 2016 Meeting - Catherine Schweitzer, Jack Connors, Nick Adams, Frank Kowsky - Architecture Exhibit

March 17, 2016 Meeting - Administrative Team

March 17, 2016 Meeting - Anne Conable and Joy Testa Cinquino - NYSCA Grant

March 17, 2016 Meeting - B&ECPL Board of Trustees

March 18, 2016 Media Event - Books for Kids @ Wegmans Sheridan Drive (am)

March 18, 2016 Meeting - Dawn Peters

March 18, 2016 Media Event - Books for Kids @ Wegmans Sheridan Drive (pm)

March 21, 2016 Meeting - Farber Vehicles (Columbus, OH)

March 22, 2016 Meeting - Winter Fundraiser Committee

March 22, 2016 Meeting - System Trustee Teresa Vincent and Buffalo Branch Managers - Refugee/Immigrant Population

March 23, 2016 Meeting - Young Adult Services Group

March 23, 2016 Meeting - Carol Batt, Dawn Peters, Kelly Donovan and Maureen McLaughlin

March 23, 2016 Meeting - Library Foundation of Buffalo & Erie County Board of Trustees

March 23, 2016 Event - Buffalo Spree Happy Hour @ the Library

March 24, 2016 Meeting - Jennifer Potter - LaSalle Branch Library Tour

March 30, 2016 Conference Call - NewsBank

March 30, 2016	Meeting - B&ECPL Board of Trustees Governance Committee
March 31, 2016	Meeting - Administrative Team
March 31, 2016	Meeting - Carol Batt, Dawn Peters, Kelly Donovan, Stephen Hovey and Maureen McLaughlin
March 31, 2016	Webinar - IFLA/ALA "Library Services to Immigrants and Refugees"
March 31, 2016	Event - Young Audiences of Western New York (YAWNY)

Other:

Contracting Member Library Activity Reports

Elma Public Library – submitted by Karen Korpanty, Director

Highlights of events and activities at the Elma Public Library:

- New energy efficient windows were installed at the library during the month of March, replacing the original from 1958. The deteriorating 18 foot high floor to roof feature window was completely rebuilt with a more modern appearance. The project has been funded by the Town of Elma and a 2014-2015 New York State Public Library Construction Grant.
- On March 9th Children’s Librarian **Kate Puehn** made her monthly outreach visit to the EMW Boys and Girls Club afterschool program at the Elma Primary School to entertain all with a story and a craft. She then met with the older children to speak to them about the Battle of the Books.
- “Gardening for Butterflies” was the topic of an adult program from the Buffalo & Erie County Botanical Gardens on March 9th.
- The B&ECPL Cyber Train was in Elma for a March 15th I Pad class.
- The Central Programming Team staff offered their Star Wars Jedi program to a full house of children on March 16th.
- On March 21st children planted Fairy Gardens with staff from the Buffalo & Erie County Botanical Gardens. This program was in great demand.
- The Annual Teen Lego Night was held by Librarian **Kate Puehn** on March 30th and prizes were awarded for those projects voted most creative by the teens.
- Tales from *The Story Hat* with Anne Marie Jason is a family program scheduled for April 11th in honor of National Library Week.
- On April 12th the Friends of the Elma Library are sponsoring an adult Watercolor Painting Workshop with local author and illustrator Wende Essrow.
- The Erie County Fair and its 177 year tradition will be the topic of a presentation by Marty Biniasz from the Erie County Agricultural Society on April 13th.
- Lego Club will create scenes from favorite movies on April 16th.
- The National Library Week celebration ends with a family fun-time Magic and Balloon Show with Mr. No on April 16th.

- Local author and television host Jackie Albarella, will discuss “Common Sense Gardening” on April 20th. She will also be signing copies of her newest book.

Lackawanna Public Library – submitted by Jennifer Johnston, Director

Highlights of events and activities at the Lackawanna Public Library:

- Mr. Rob from Earth Spirit Educational Services visited the Lackawanna Library in March to show us how spring wakes up nature! Mr. Rob brought animal pelts, floor puzzles, and his nature know-how.
- We also hosted a Wacky Wednesday program based on the popular children’s movie character Kung Fu Panda. We made panda masks and peacocks with colored feathers. We had a fortune cookie snack that both children and adults enjoyed.
- We guided several tours of the library for Lackawanna High School students, Lackawanna High School teachers, and teens from Baker Victory Services. Everyone was impressed with the scope of our services.
- Our meeting rooms were booked daily with tutoring sessions, ESL classes, and tax assistance from New York State volunteers.
- We are looking forward to April and have planned a few new things. We are hosting an adult coloring class and a charcoal drawing class for the kids.
- We have been invited to join the Truman School Book Fair in April. It’s always a pleasure to be included in community events.
- We are hosting a blood drive in conjunction with Legislator Lynne Dixon’s office in April as well.
- We are very excited about trying new things and forging new partnerships this spring.

Agenda Item G – Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo & Erie County met on March 23rd and welcomed Dr. Rhonda Ricks as their newest trustee. Together with the B&ECPL, the Foundation is collaborating on a major gala December 2nd which will be called *Celebrating our Milestones*. In addition, a request has been put in with the NYS Council on the Arts for an architecture project which involves an exhibit of some highly significant books from the Library’s collection on the history of architecture. This will also include a catalog of the exhibit and a symposium for graduate students to take place starting in March of next year.

Agenda Item H – Report of the Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report. A representative was not present, however, Director Jakubowski reported an ACT meeting was held April 9th at the Clarence Public Library. Presentations were done by Lawley Insurance, discussing the various types of insurance the System provides to the contract member libraries, and Assistant Deputy

Director Joy Testa Cinquino, regarding the Library's Five Year Plan of Service. Both presentations were recorded and can be found on the trustee website; trustees were notified of this via e-mail.

Agenda Item I – Public Comment. Chair Frank Housh announced via conference call that the first Chairman's Book Club is all set; they met with 2 of the panelists. Graphic work has been done; a poster will be displayed at Talking Leaves Books and trustees were asked to take posters to display to help get the word out. Facebook and Twitter announcements have gone out. Panelists for the second event in October dealing with ecology and global warming are being solicited. Chair Housh also brought up the passing of the minimum wage legislation, but Vice Chair Vincent pointed out this was discussed at the start of the meeting.

Agenda Item J – Unfinished Business. None.

Agenda Item K – New Business.

Agenda Item K.1 – Immigration Outreach Report. Vice Chair Vincent discussed this under Agenda Item E.1 Executive Committee.

Agenda Item K.2 – Amend B&ECPL System Goals & Objectives – 2015-2016. Director Jakubowski introduced this resolution noting in 2015 the Board approved the Goals & Objectives and explained this resolution corrects an inaccurate baseline figure for the English Speakers of Other Languages (ESOL) collection size under 4.6 originally reported as 16,960 to 8,383 due to the way the catalog was set up. Trustee Panty moved for approval and was seconded by Trustee Amodeo, whereupon approval was unanimous.

RESOLUTION 2016-17

WHEREAS, The Buffalo & Erie County Public Library (B&ECPL) Administrative Team is responsible to compile Goals and Objectives that reflect the Library's Five-Year Plan of Service, key initiatives, ongoing programs, and major projects, and

WHEREAS, on March 19, 2015, through Resolution 2015-4, the B&ECPL Board of Trustees approved the System Goals and Objectives 2015 – 2016, and

WHEREAS, the Buffalo & Erie County Public Library System Goals and Objectives 2015 - 2016 are the basis for the 2011 – 2016 Plan of Service and must be updated annually, and

WHEREAS, the statistical update impacts the current Goals and Objectives as adopted, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts this amendment to its Buffalo & Erie County Public Library System Goals and Objectives 2015 - 2016.

Agenda Item K.3 – Amend Contract with Young Audiences of Western New York. Director Jakubowski introduced this resolution which would adjust YAWNY’s compensation for utilization of space within the Central Library as described in Resolution 2016-18 as presented. Trustee Kelly asked how the Library values in-kind services. Ms. Jakubowski replied YAWNY values it for the Library, either by number of hours/cost of the entertainer or program provider. Following discussion, Trustee Horton motioned for approval. Trustee Panty made the second, and approval was unanimous.

RESOLUTION 2016-18

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) and Young Audiences of Western New York (YAWNY), the lead provider of arts education programs in Western New York, have operated under a contract dated February 9, 2012 which includes allocation of space in the Central Library for their operations, and

WHEREAS, this contract provides for amendment at any time by mutual written agreement, and

WHEREAS, both parties have reviewed the agreement resulting in a recommendation to adjust the compensation, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves amending the contract with YAWNY to include the following compensation, effective July 1, 2016:

- 1) Cash space rent of \$2,515.44 per year, remitted monthly;
- 2) In-kind programming valued at a minimum of \$5,000 annually;
- 3) For subsequent years the cash space rent would adjust automatically on July 1st of each year based upon the change in the Consumer Price Index – All Urban Consumers (CPI-U) for the calendar year ending the previous December 31st compared to the prior calendar year, with a floor of 0% and a cap of 2.0% per year; and
- 4) Should the CPI-U increase more than 2.0% in any given year, both parties agree to review the cash payment and implement an additional adjustment as mutually agreed upon.

There being no further business, on motion by Trustee Amodeo, seconded by Trustee Horton, the meeting was adjourned at 4:39 p.m.

Respectfully submitted,

Kathleen Berens Bucki
Secretary