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BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, September 15, 2016
4:00 p.m.

NOTE MEETING TO BE HELD AT: **The Angola Public Library**
34 North Main St., Angola, NY 14006

A. Call of the roll

B. Approval / Changes to the Agenda

C. Minutes of the Meeting of July 21, 2016 — **ACTION**

D. Report of the Chair — **INFORMATION**

E. Committee Reports

1. Executive Committee (8/11/16 & 9/8/16)
2. Budget and Finance Committee (8/10/16 & 9/7/16)
   - a. Res. 2016-33 – Amend 2016 Budget: NYS Grant in Aid — **ACTION**
   - b. Res. 2016-34 – NYS Construction Grant Request – E. Delavan Library — **ACTION**
   - c. Res. 2016-35 – NYS Construction Grant Request – Central Library — **ACTION**
   - d. Res. 2016-36 – NYS Construction Grant System Evaluation and Recommendations — **ACTION**
   - e. Res. 2016-37 – Budget NYS Library Construction Grants - E. Delavan Library — **ACTION**
   - f. Res. 2016-38 – Conservation of John James Audubon's *Birds of America* - Volume 4 — **ACTION**
   - g. Monthly Financial Report — **INFORMATION**

F. Report of the Director (link sent via e-mail if on file) — **INFORMATION**

G. Report of 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. 2016-39 – Cost of Living Adjustments Contract Library - Library Managers — **ACTION**
2. Res. 2016-40 – Amend Managerial/Confidential Wage Package — **ACTION**
3. Res. 2016-41 – Reauthorize Participation in National Grid Energy Savings Incentive Program — **ACTION**

L. Adjournment

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

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

Frank Housh, Chair
Teresa Vincent, Vice Chair
Kathleen Berens Bucki, Secretary
Rhonda Ricks, Treasurer
Michael Amodeo
Alan Bedenko
Katie Burd
Frank Gist
Phyllis A. Horton
Theodore K. Johnson
Sharon M. Kelly

Chair Frank Housh called the meeting to order at 4:03 p.m. in the City of Tonawanda Public Library meeting room. A quorum was present.

Agenda Item B – Approval/Changes to the Agenda. Chair Housh entertained a motion to move up the Public Comment segment of the meeting to follow Agenda Item C – Minutes of the Meeting of June 16, 2016 at the request of a patron with time constraints. Ms. Vincent moved, Ms. Horton seconded, and approval was unanimous.

Agenda Item C – Minutes of the Meeting of June 16, 2016. On motion by Ms. Burd and seconded by Ms. Vincent, the Minutes were approved as mailed.

Agenda Item I – Public Comment (taken out of order). Raymond Tylicki, identifying himself as a resident of Cheektowaga, spoke of his dealings with the Lackawanna Public Library and being banned from that library. Following his comments and some discussion, Chair Housh asked Mr. Tylicki to provide his contact information; the situation will be looked into and he will be contacted.

Trustee Gist arrived at approximately 4:07 p.m.

Agenda Item D – Report of the Chair. Chair Housh thanked the staff at the City of Tonawanda Public Library for hosting the meeting. Mr. Housh acknowledged together with Director Jakubowski and Deputy Director-CFO Stone, they addressed the Erie County Legislature Finance & Management Committee at the Mid-Year Budget Hearing July 13th.

Chair Housh reminded trustees there will be a reprise of the Chairman's Book Club on August 16th at 6:30 p.m. at the Frank E. Merriweather, Jr. Branch Library.

Agenda Item D.1 – Intermit August Meeting. The Chair introduced Resolution 2016-25 and entertained a motion to intermit the August Board meeting. Ms. Horton moved and Ms. Vincent seconded. Approval was unanimous.

RESOLUTION 2016-25

WHEREAS, Article II, Section 1 of *Bylaws of the Buffalo & Erie County Public Library* states: "…that the Board may, by resolution, intermit meetings for a particular month or months," and

WHEREAS, in the past, the Board has suspended meetings during summer months when Library business permits, and

WHEREAS, the Library Board will meet in September 2016, and

WHEREAS, Article VI, Section 1 of *Bylaws of the Buffalo & Erie County Public Library* states: "The Executive Committee, in intervals between meetings of the Board of Trustees, shall have all the powers and duties of the Board of Trustees not inconsistent with law. All Trustees should be notified of any actions within three (3) business days," and

WHEREAS, absent other urgent business, this action enables the Library Board to intermit its regular August meeting, now therefore be it

RESOLVED, that the August 2016 meeting of the Buffalo & Erie County Public Library Board of Trustees is hereby intermitted.

Chair Housh reminded trustees the Board's Executive Committee is still scheduled to meet on August 11, 2016.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Ms. Vincent summarized the Executive Committee meeting of July 14th and asked that the written report be entered in the Minutes. Mr. Amodeo made the motion, Ms. Bucki seconded, and approval was unanimous.

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

The meeting of the Executive Committee began at 4:30 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Chair Housh reviewed the proposed agenda for the July 21st meeting of the Board of Trustees with CFO Stone and Director Jakubowski reviewing resolutions. Discussion ensued.

Trustee Panty remarked she was thankful for the funds provided by NYS Assemblyman Robin Schimminger to the Riverside Branch Library. The City of Tonawanda and the Town of Tonawanda Public Library also are designated recipients.

Director Jakubowski noted the Association of Contracting Library Trustees (ACT) Board met in June and expressed their gratitude for trustee training; particularly for the thorough presentations regarding System services. ACT has requested the continuation of and expansion of trustee training.

Director Jakubowski indicated she has heard from the City of Buffalo regarding the potential expansion of the North Park Branch Library and understands negotiations are in process. She will keep the Board apprised.

Following discussion led by Trustee Panty, the Executive Committee requested a resolution honoring the occasion of Assistant Deputy Director Workforce Development Officer Doreen Woods' retirement be included/presented at the July 21st Board meeting.

The Executive Committee meeting adjourned at 4:45 p.m.

Agenda Item E.2 – Budget and Finance Committee. Dr. Ricks summarized the Budget and Finance Committee meeting of July 13, 2016 and requested the written report be entered into the Minutes. Ms. Bucki moved, Ms. Vincent seconded, and approval was unanimous.

Present: Chair Dr. Rhonda Ricks, Deputy Director - Chief Financial Officer Kenneth Stone, and Library Director Mary Jean Jakubowski.

The Budget & Finance Committee meeting began at 4:03 p.m. in the Joseph B. Rounds Conference Room of the Central Library. Proposed Budget and Finance Items for the July 21st meeting of the Board of Trustees were reviewed.

Deputy Director Stone reviewed the proposed 2017 budget guidelines explaining the B&ECPL has just begun receiving 2017 budget instructions from the Erie County Budget Office.

The proposed resolution to amend the Grants Budget for bullet aid received from Assemblyman Schimminger's office for the Riverside Branch library was discussed. The total amount of the award is $6,000. The Library has received notification the initial payment of $1,500 is being processed. Director Jakubowski requested Tracy Palicki, Library Administrative Manager, and Mr. Stone work with the Riverside Branch Manager Patricia Foley and Buffalo Branches Manager Linda Rizzo on the next steps to receive remaining funds as well as the reporting process.

Monthly financials ending 5/31/2016 were reviewed. Mr. Stone reported on the Library's presentation at the Erie County Legislature's Budget and Management Committee Mid-Year Budget Hearing earlier on this date. Discussion ensued.

This writer [Chair Ricks] asked if the B&ECPL has sought capital funds through the National Park Service. Discussion ensued. Director Jakubowski will request Maureen Germaine, Development Manager, look into the Library's eligibility.

The meeting adjourned at 4:30 p.m.

Agenda Item E.2.a – 2017 Proposed Budget Guidance. Mr. Stone introduced this resolution in which guidelines for the Library's proposed 2017 budget request follows the County Executive's guideline of status quo. He noted the Library is trying to address costs of the minimum wage increase, and fringe benefits which can go in either direction, with the same budget allocation as 2016. As always, the Library is looking at vacancies, including part-time vacancies, to try and reprogram some of that money to help generate some savings. Ms. Kelly moved, Ms. Horton second, and approval was unanimous.

RESOLUTION 2016-26

WHEREAS, the Library received Year 2017 budget instructions from the Erie County Budget Office on July 8, 2016, with budget requests due to the Erie County Budget Office no later than August 15, 2016, which is before the next scheduled Board meeting, and

WHEREAS, in order to provide a timely response to the County, budget preparation and review alternatives were discussed by the Board's Budget & Finance and Executive Committees, and

WHEREAS, the Executive Committee recommends that Library trustees articulate guidelines for preparing the 2017 budget request; designate the Library Director as responsible for preparing a draft budget request consistent with these guidelines and submitting the request to Erie County, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library hereby directs the Library Director to complete the 2017 budget request utilizing the following criteria:

- Assume County support is unchanged from 2016 at $23,474,134; and
- Incorporate the cost impact of the December 31, 2016 scheduled New York State minimum wage increase of $0.70 per hour; and
- Incorporate the increased costs of contracted bargaining unit agreements and for unrepresented personnel pursuant to previously approved board resolutions along with rate changes for contractually obligated fringe benefits including health insurance and employer contributions to the New York State and Local Retirement System; and
- Prioritize the provision of public services in any budget adjustments needed to balance the 2017 budget request, and be it further

RESOLVED, that the Director transmit the resulting request to the County of Erie's Division of Budget, Management and Finance as close to the deadline as schedules and preparation time will allow.

Agenda Item E.2.b – Amend Grants Budget: NYS Special Legislative Grant. Mr. Stone introduced Resolution 2016-27. On motion by Ms. Horton, second by Ms. Vincent, approval was unanimous of Resolution 2016-27 as presented.

RESOLUTION 2016-27

WHEREAS, the Library received notification from the State Department of Education that Special Legislative Project TM06D66, sponsored by New York State Assemblyman Robin Schimminger in 2015, had been granted and the initial disbursement is in process, and

WHEREAS, this special aid, totaling $6,000, is designated for the purchase of furnishings and computer equipment for the Riverside Branch Library, and

WHEREAS, supplemental private and public grants are regularly sought to augment library equipment, materials and other needs, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library gratefully accepts the award of $6,000 in state aid, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes amending the Library Grants budget by appropriating grant revenues and expenditures in the amount of $6,000 for this project.

Agenda Item E.2.c – Monthly Financial Report. The monthly financial report for the month ending May 31, 2016 was included in the Board packet as an information item.

Agenda Item E.3 – Policy Committee. In Policy Committee Chair Elaine Panty's absence, Director Jakubowski introduced the following 4 resolutions which the Policy Committee, who met June 16, 2016, recommended for Board approval. Chair Housh voiced in abstentia compliments to Ms. Panty for her work chairing this Committee, noting many policies have been amended/updated as of late, and having clear policies is very important. Chair Housh entertained a motion to enter the written June 16th Policy Committee meeting report in the Minutes. Mr. Bedenko made a motion, Mr. Amodeo seconded, and approval was unanimous.

> Present: Committee Chair Elaine Panty; Committee members Alan Bedenko (via Skype), Kathleen Berens Bucki, and Phyllis Horton. Library Director Mary Jean Jakubowski, Deputy Director - COO Carol Batt, and Assistant Deputy Directors Joy Testa Cinquino and Dawn Peters were also present.
>
> The meeting of the Policy Committee began at 5:05 p.m. in the Joseph B. Rounds Conference Room of the downtown Central Library. A quorum was present.
>
> The Committee reviewed the following draft policies mailed to them prior to the meeting, all vetted by Library legal counsel:
>
> - Amended Collection Development Policy
> - Special Collections Development Policy (new)
> - Amended Gift and Donor Recognition Policy
> - FOIL (Freedom of Information Law) Policy (new)
>
> Ms. Batt informed trustees the draft amended Collection Development Policy is a system-wide policy. It defines the Library's role in selection of and maintenance of Library collections. Removed from the existing policy is the section on "Special Collections" because there is a proposed new policy which addresses special collections. The Committee, incorporating 2 minor suggested changes, unanimously recommended the revised draft amended Collection Development Policy be approved by the full Board at its July 21st meeting.
>
> Ms. Peters explained the draft Special Collections Development Policy is a new policy created primarily for the purpose of defining the importance of our special, rare and unique collections housed in the Central Library and Buffalo Branch Libraries. It addresses guidelines for acquisition, evaluation of materials, and nature of ownership. Contracting libraries with special collections can use this as a guide for adopting their own policy.
>
> Ms. Testa Cinquino explained the draft amended Gift and Donor Recognition Policy is for the Central Library and Buffalo Branch Libraries. Contracting libraries may desire to use this as a guide for creating and adopting their own policy. She explained most of the text was revised from the current Gift and Donor Recognition Policy for clarity

purposes. B&ECPL does encourage gifts (financial and material) and will provide timely acknowledgement.

Ms. Jakubowski explained the draft FOIL (Freedom of Information Law) Policy is new to the library. We had previously used Erie County's FOIL Policy. This Policy and referenced FOIL Application Form and FOIL Appeal Form are for the Central Library, Buffalo Branch Libraries, and B&ECPL System functions. Revised draft Application and Appeal Forms were handed out with the header now reflecting who the forms are applicable for use by. Ms. Jakubowski noted the forms are referenced in the Policy but not a part of the Policy and, therefore, can be revised in the future if needed without Policy Committee approval.

Ms. Panty asked if the Library has received FOIL requests. Ms. Jakubowski responded FOIL requests are received periodically.

The Policy Committee unanimously recommended the draft Special Collections Development Policy, Amended Gift and Donor Recognition Policy, and FOIL Policy as presented be approved by the full Board at its July 21st meeting.

The meeting adjourned at approximately 5:40 p.m.

Agenda Item E.3.a – Amend Collection Development Policy. Director Jakubowski introduced Resolution 2016-28 explaining the proposed amended Collection Development Policy contains language clarification and wording that this is a system-wide policy. Most significant is that a separate Special Collections Development Policy has been created and will be coming up next for approval. Ms.Vincent moved, Mr. Gist seconded, and approval of Resolution 2016-28 as presented was unanimous.

RESOLUTION 2016-28

WHEREAS, as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has a structure for process and review of standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations to amend the attached draft of the Collection Development Policy which has been vetted by Library legal counsel and includes clarification that this is a system-wide policy for application to all B&ECPL libraries; clarification that policies relating to the management and ownership of special collections at the Central Library and/or Buffalo City Branches shall be contained in a separate policy which does not apply system-wide; clarification that the referenced Library Bill of Rights is the American Library Association Bill of Rights document; and reformatting to provide a clearer and more standardized policy, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Buffalo & Erie County Public Library's

Collection Development Policy to supersede and replace the prevailing policy, adopted January 18, 2001 and last amended on September 19, 2013, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes policy distribution to all B&ECPL libraries, Contract Library Directors, Contract Library Trustees, and authorizes public posting on the Library's website.

Agenda Item E.3.b – Special Collections Development Policy. Director Jakubowski explained this proposed new policy is a localized policy pertaining to the libraries where the B&ECPL has direct administrative authority including the Central Library and Buffalo Branch Libraries, and focuses on the special collections of the Rare Book Room at the Central Library and the Frank E. Merriweather, Jr. Branch Library. On motion by Ms. Burd, seconded by Ms. Vincent, approval of Resolution 2016-29 as presented was unanimous.

RESOLUTION 2016-29

WHEREAS, as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has a process to establish new and to review standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft of a Special Collections Development Policy which has been vetted by B&ECPL legal counsel, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed Buffalo & Erie County Public Library's Special Collections Development Policy.

Agenda Item E.3.c – Amend Gift and Donor Recognition Policy. Ms. Jakubowski explained this proposed amended policy was an entire rewrite to clarify language; it now also states the policy is specifically for application to libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries) and B&ECPL System functions. On motion by Ms. Horton, seconded by Ms. Vincent, approval of Resolution 2016-30 as presented was unanimous.

RESOLUTION 2016-30

WHEREAS, as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has a structure for process and review of standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations to amend the attached draft of the Gift and Donor Recognition

Policy which has been vetted by Library legal counsel and includes clarification of the types of gifts that can donated at any time during the year, now, therefore, be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Buffalo & Erie County Public Library's Gift and Donor Recognition Policy to supersede and replace the prevailing policy, adopted April 18, 2002 and last amended on September 19, 2013.

Agenda Item E.3.d – FOIL (Freedom of Information Law) Policy. Ms. Jakubowski communicated this proposed new policy is for application to libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries) and B&ECPL System functions. Previously, Erie County's guidelines were utilized. This policy was developed with specific language pertaining to B&ECPL libraries. Associated with this policy is a FOIL Application and FOIL Appeal form which were created, but not a formal part of the policy so they can be changed without having to come back to the Board. Mr. Bedenko moved, Mr. Johnson seconded, and approval of Resolution 2016-31 as presented was unanimous.

RESOLUTION 2016-31

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) is obligated to furnish to the public the information and records required to be disclosed by the New York State Freedom of Information Law (Article 6, Sections 84-90, of the Public Officers Law), and other applicable laws, and

WHEREAS, the proposed policy has been developed for libraries and System functions under the direct administrative authority of the B&ECPL Board of Trustees, and

WHEREAS, the Library's legal counsel has reviewed the proposed policy, and recommends the proposed policy for adoption by the B&ECPL, and

WHEREAS, the Policy Committee has reviewed this policy and recommends it for approval by the Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed FOIL Policy.

Director Jakubowski commented the above approved policies will appear on the B&ECPL website and be sent to contract member library directors and trustees; the last 3 for informational purposes, and the first (Amended Collection Development Policy) for adherence, as it is a system-wide policy.

Agenda Item F – Report of the Director. Director Jakubowski was happy to share with trustees notification was just received that the Central Library elevator project was approved by the Erie County Legislature.

Director Jakubowski referred to handouts which included the final *B&ECPL's Annual Report of the Director 2014-2015*, a copy of the Library Journal's article "*Service to immigrants and new Americans, an integral part of the public library mission, is being taken to the next level*" in which the B&ECPL is mentioned and pictured, and a *One Buffalo Community Library Card!* flyer. The Development Office has been working with the Library's new friend, Pegula Sports & Entertainment, which demonstrates B&ECPL's collaborations with the community and the One Buffalo campaign. Director Jakubowski asked trustees to watch for upcoming press releases on the One Buffalo library card; once the new library cards are available, for a period of time, they will be replaced free of charge. In addition, the Director passed around an article from the American Library Association which included the B&ECPL's Launch Pad, recognizing MakerSpaces.

Ms. Jakubowski invited trustees to join the Library Wednesday, July 27th from 2-4 p.m. in the Central Library Board Room to honor and celebrate Assistant Deputy Director – Workforce Development Officer Doreen Wood's retirement; flyers were distributed to trustees. Director Jakubowski called upon Siobhan Maloney, Community Liaison to Erie County Executive Mark Poloncarz, who presented a Certificate of Appreciation from the County Executive to Ms. Woods.

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

B&ECPL Monthly Report
June 2016

Buffalo & Erie County Public Library (B&ECPL) Anchors Literary Corridor: On June 8th, Buffalo Mayor Byron Brown announced the designation of Washington Street between Clinton Street and Virginia Street as Buffalo's Washington Street Literary Corridor at his 15th Annual "Reading Rules" Kids Summer Reading Challenge kick-off which was held on the Central Library ramp. The B&ECPL, Just Buffalo Literary Center, Plur·al·ity Press, and the Western New York Book Arts Center are all key partners in the Corridor. Plans are under way for future literary events.

Summer Reading Launched: The "On Your Mark, Get Set, Read!" summer reading program began with a Summer Reading Bash at the Central Library on June 8th. A variety of physical activities such as balance beams, Hula-Hoops, games, along with story time and other fun reading activities took place. Gravitational Bull provided juggling and comedy. David Wasik, Create A Mini-Book, provided the opportunity to create a sports-themed mini-book. Programs and activities for children, teens, and adults are planned throughout the summer at all B&ECPL libraries and online. Information can be found at www.buffalolib.org.

B&ECPL at Canalside: The summer season for the Library at Canalside officially began Tuesday, June 28th. Children's Services Librarian **John Gaff** and Senior Page **Chelsea O'Donnell** welcomed children and their families to the Library's site on the great lawn. In the spirit of "On Your Mark, Get Set, Read!" 87 participated in various physical, reading, and craft activities. B&ECPL will be at Canalside every Tuesday from 11 a.m. to 1 p.m. through August 30th.

Library on Wheels is on the Move: Bookmobile Branch Manager **Nicole Jesse** and Mobile Services and Outreach Supervisor **Brian Hoth** have been busily traversing Erie County. In addition to regularly scheduled stops in the communities of Brant, Colden, Depew, Evans, Holland, Sardinia, South Buffalo and Wales, the Library on Wheels has participated in various festivals and events including: Springville's Western New York Dairy/Ag Festival, 2016 Explore & More's Touch-A-Truck, Discover Kenmore, Larkinville, Juneteenth Festival, and the Taste of Diversity Festival. All totaled, at the festivals/events, the Library on Wheels had over 1,700 visitors.

Open eBooks: The B&ECPL is participating in Open eBooks App – an open educational resource promoted by First Lady Michelle Obama. Sponsored by a coalition of library, publishing, and technology partners, Open eBooks provides free access to eBooks for children in need. The Library's overall e-Rate score of 90% qualifies the System for the program. Access codes and pins are issued by the program and distributed at libraries to children who can then download an app and gain access to thousands of eBooks. Titles are available for early, middle school, and high school readers. Children may borrow up to 10 titles at once for a loan period of 8 weeks.

Buffalo Creative Mornings: Buffalo Creative Mornings held their monthly meeting with 75 attendees in the Collections Gallery at the Central Library. Launch Pad Manager **Jordan Smith** and TechKnow Lab Manager **Kara Stock** hosted a table in the STEM Education Center and Rare Book Curator **Amy Pickard** provided guided tours of the Milestones of Science and Shakespeare exhibits.

Summer Job Fair: Information Services and Outreach Librarian **Susan Kriegbaum-Hanks** coordinated activities for the Library's annual Summer Job Fair. Thirty employers and organizations met with approximately 250 job seekers.

B&ECPL Staff Present State and National Programs: Special Collections Librarian **Rhonda Konig** participated as a panelist speaker at the New York Archives Conference at SUNY Plattsburgh. The panel session was titled *Genealogy as Critical Endeavor in the Archives*. Rhonda's presentation was called *Embracing Genealogists* and focused on library and archive partnerships with genealogists and genealogical societies. B&ECPL's partnerships with the Western New York Genealogical Society and the Polish Genealogical Society of New York State were highlighted as part of the presentation.

Information Services and Outreach Manager **Dan Caufield** participated in a national webinar for the Public Libraries Association. The webinar entitled *Project Outcome User Panel: Survey Lessons Learned* presented a panel format to discuss best practices for libraries registering with Project Outcome, a new national survey system to track the benefits of public library programming.

Equipment Dedication: Friends of the Riverside Branch Library held a dedication ceremony for the installation of a new podium named in honor of Jeanne Pollard. Ms. Pollard had been a member of the Riverside Friends group for many years. Forty-five people attended the dedication including B&ECPL System Trustee and Riverside Library Friends member Elaine Panty and Buffalo Common Councilmember Joseph Golombek, Jr. We are grateful for this much needed equipment.

Monthly Programming Statistics – June 2016

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	84	1065	1625	23442
Children (age 6-12)	117	783	2387	13051
Teens	95	231	843	2532
Intergenerational	94	654	2870	16174
Adults (excludes Technology)	191	1254	2045	18370
TOTAL In Library Programs	581	3987	9770	73569

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)	14	117	8	106
Teens	29	385	23	408
Intergenerational	0	0	0	0
Adults (excludes Technology)	146	852	146	862
TOTAL In Library Programs	189	1354	177	1376

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	6	46	19	192
System or Library-owned Cyber Train	15	100	83	712
One on One	68	389	93	528
TOTAL Adult Technology	89	535	195	1432

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	8	30	192	990
Children (age 6-12)	14	46	1861	3262
Teens	2	5	420	602
Intergenerational	7	35	826	4750
Adults (excludes Technology)	11	64	327	2450
TOTAL Outreach (out of Library)	42	180	3626	12054

Summer Reading Programs

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	31	31	423	423
Children (age 6-12)	16	16	290	290
Teens	30	39	278	342
Intergenerational	18	18	889	889
Adults	6	6	42	42
TOTAL Summer Reading Programs	101	110	1922	1986

System-wide Milestones of Science Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	9	95	303	1,829
Adult Services	2	23	114	465
Launch Pad/TechKnow Lab	7	36	193	811
Development/Communications	5	31	106	568
Grosvenor Room	2	14	6	78
TOTAL	25	199	722	3,751

Milestones of Science Exhibit:

	Month	YTD	From Opening 10/2015 to present
Visitors - Non-tour related	2,370	16,072	
Visitors - Tour/Program	433	2,535	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	2,803	18,607	28,141

Highlights:

- **Launch Pad: Kara Stock** gave a tour of the Launch Pad and recording studio to teachers from Orleans and Niagara County. The teachers are interested in setting up STEAM activities in their classrooms and wanted an opportunity to receive hands-on practice with the technology before purchasing it.

- **STEM Outreach: Dan Caufield**, Launch Pad Manager **Jordan Smith**, and Children Services Librarians **Erin Burke** and **Danielle Burning** presented a STEM (Science, Technology, Engineering, and Mathematics) program for 289 students at Mullen Elementary School in the City of Tonawanda. Invited by Renee Brady, Tonawanda's STEM educational coordinator, library staff set up 3 different science areas leading students through such principles as what is light and color, the science of sound, and how air and pressure affect the world around us. The students were thrilled with the hands-on nature of the experiments and Ms. Brady is planning for B&ECPL to visit the other schools in the Tonawanda System next fall and winter.

2. Collection Development

Collection Development – June 2016

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	3,970	20,867	250	1,345	529,030
Young Adult Print	931	4,462	86	590	72,511
Adult Print	5,510	27,181	822	4,379	1,866,864
Media	4,232	24,728	482	2,324	509,014
Other*	3,817	20,926	1	244	204,596
Subtotal	18,460	98,164	1,641	8,882	3,182,015

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	1,220	4,132	939	2,785	38,423*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	59	368	55	322	7,729
e-Videos	0	0	0	0	99** +Moving Image Archive Library
Subtotal	1,279	4,500	994	3,107	46,251

*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	19,739	102,664	2,635	11,989	3,228,266

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	505	2.6%	505	70.9%
Staff Initiated	122	1.6%	122	77.9%

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

Highlights:

- **Subject Guides:** In June, 690 unique visitors from 11 countries viewed the Library's Subject Guides (http://bit.ly/1BgHwzj). Job & Career Resources, Business & Finance, and the Immigrants, Refugees & Non-Native Speakers guides are the most used.

- **Baker & Taylor Title Source 360 (TS360) Migration Completed:** Training on TS360 was completed in June by staff members responsible for ordering at all B&ECPL locations, and the site is now live. TS360 is a state-of-the-art ordering system that introduces features designed to find titles easily and manage orders more efficiently. Technical Services Manager **Jennifer Childs** coordinated all TS360 training and migration preparations.

3. Technology

Technology – June 2016

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	548,796	3,775,530
Online Catalog	601,971	4,814,398

Social Networking:

	Monthly Staff Activity[1]	YTD Staff Activity	Monthly Public Activity[2]	YTD Public Activity	Monthly New Followers	Total Followers[3]
Facebook	86	622	2,638	18,341	69	6,600
Flickr	0	169	6,955	69,641	0	52
Instagram	30	183	739	4,565	48	810
Pinterest	57	388	645	3,326	21	1,306
Tumblr	6	22	7	51	12	135
Twitter	130	805	645	4,322	96	8,826
YouTube	0	7	607	5,134	1	122
Total	309	2,196	12,236	105,380	247	17,851

[1]Number of posts, pins, tweets, videos, etc., created by staff
[2]Number of likes, shares, favorites, repins, clicks, comments, views, retweets, etc., by public
[3]Total number of followers at end of month

Technology Highlights:

- **3D Printing Helps Patron:** A library patron who suffers from diabetes used the Launch Pad's 3D printer to print a new casing for her blood sugar monitor, saving her $600 in the process.

- **Next-Generation ILS Implementation Progress:** The ILS Implementation Team focused on training and testing in June. Basic and advanced workshops were held June 2nd and 3rd for BLUEcloud Analytics, the reporting and visualization tool that will replace Director's Station. The Team has begun using the interface and attended a June 17th follow-up session designed to answer questions and confer about custom reports that will be created for the B&ECPL. End-user training for Enterprise, the enhanced discovery portal and online catalog, was

conducted June 21st. Hands-on administration training took place over 2 sessions, June 22nd and June 24th. An Enterprise configuration questionnaire was completed and submitted this month. Site customization will begin in July.

4. Funding/Fundraising

Funding:

Highlights:

- **Bullet Aid for Libraries:** On June 17, 2016 the NYS Senate adopted Resolution 6507 in which $4.9 million was awarded to 541 libraries through a program of targeted aid via education funding, referred to as 'Bullet Aid'. Seventeen B&ECPL libraries were awarded funding totaling $95,000. Eleven of the libraries are located in the 59th Senate District represented by Senator Patrick M. Gallivan and 6 are located in the 61st District represented by Senator Michael Ranzenhofer.

- **2017-2022 County Capital Budget Hearing Held:** In mid June, Chief Financial Officer Ken Stone and this writer attended a meeting of the County's 2017 Capital Budget Committee to provide a brief overview of the Library's capital request and answer questions. The request focused on the Central Library as it is the only County-owned facility used by the B&ECPL to provide public library services.

  Earlier this year, the B&ECPL Board of Trustees adopted Resolution 2016-4 requesting a multi-year project to implement the 2012 Re-imagine the Central Library Report recommendations. The final Re-Imagine Report may be viewed online at: http://www.buffalolib.org/content/re-imagine/report-presentations. This project would bolster the Central Library's role as a unique downtown family destination near the core of a revitalized Buffalo.

  Included in the project are both asbestos abatement and replacement components of the 52-year-old Central Library's aging infrastructure. Replacement will allow for more effective and efficient operation of the Central Library. Exterior modifications include the creation of a plaza commons area to create a vibrant open space in the heart of downtown Buffalo. The project would utilize green design and energy efficiency features; provide more self-service opportunities; and provide additional opportunities for collaborative use of this prime downtown space amongst area educational/non-profit institutions. In addition to preserving a major County asset, the project will allow those assets to be made more broadly available to residents, businesses, and tourists.

The 2017 request, totaling $6.0 million, would allow for the first phase of renovation and provide for the further design of specific project components that will include interim phasing stages to provide incremental solutions. Steps to implement the exterior modifications needed to create the plaza commons are included in phase one.

Staff further expressed support requests submitted by the Erie County Department of Public Works (DPW) to address Central Library basic building system needs outside of the Re-imagine project.

- **Mid-Year Budget Hearing Scheduled:** In late June, the Library received confirmation that the Erie County Legislature's Mid-Year Budget Hearing for the B&ECPL is scheduled for Wednesday, July 13th at 1:15 p.m. in Erie County Legislative Chambers, 92 Franklin Street in Buffalo. Staff is preparing information to present at the meeting, much of it derived from the monthly financial reports.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1, 2016 – June 30, 2016	$44,061.66
Borrower Services Donation Box	June 1 - June 30, 2016	$22.00
Crane Book Sale	June 8th	$921.00
Dudley Book Sale	Ongoing - June 8th	$263.50
North Park Book Sale	June 8th	$518.50
North Park Donation Box	June 8th	$11.00
Riverside Book Sale	June 6th	$103.31
Riverside Donation Box	June 6th	$90.00

Highlights:

- **Rotary Reads – Kids Clubs: Mary Jean Jakubowski**, **Dawn Peters**, and **Joy Testa Cinquino** made a formal presentation, including a Q&A, to approximately 75 members of the Rotary Club of Buffalo in regards to the Library's "Rotary Reads – Kids Clubs" grant request. The B&ECPL is one of 2 finalists for the Buffalo Rotary Foundation funding. A final decision on the grant will be made in late July – August.

- **Google Maker Camp Affiliate:** The Library was notified that the Central Library was selected to be a Google Maker Camp Affiliate. This is the Library's second year participating.

5. Facilities

Highlights:

- **Central Library Elevator Project:** On June 24th, Erie County's Department of Public Works (DPW) received competitive bids for the Central Library Elevator Project. The project will add a large full-service Americans with Disabilities Act (ADA) compliant elevator adjacent to the Library's Ellicott Street entrance.

  Multiple contractors submitted bids in several of the categories with the low bids for each category (general construction including asbestos abatement, electrical, the elevator itself, and mechanical/plumbing) being recommended for award by the DPW. The recommended awards total $1.6 million.

  The award recommendations are expected to be submitted to the Erie County Legislature in July, with anticipated construction to begin in the fall.

6. Staff Development

Staff Development – June 2016

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	63	1,559	3	28

Highlights:

- **In-house Training:** B&ECPL presented 3 staff training programs in June; In partnership with Western New York Council on Occupational Safety and Health (WNYCOSH) the Library hosted 2 sessions of Accident Investigation training for managers and supervisors. The program, presented by Nellie Brown, Director of Workplace Health & Safety Programs at Cornell University School of Industrial and Labor Relations, provided participants with information on how to respond to and report accidents, incidents, and near-misses. Eleven Central Library and Buffalo City branch building guards received mandated New York State 8 Hour Annual In-Service Training. Guards were instructed in the role of a building guard, legal powers and limitations, emergency situations and responses, communications and public relations, access control, ethics and conduct, report writing, and first aid situations. Training also focused on active shooter situations and responses, A+ Customer Service, and incident report writing. An additional session of this training is scheduled for July.

- **Conferences:** Staff attended 2 conferences in June, including the American Library Association Annual Conference in Orlando, FL (June 23rd – 28th) and the New York Archives Conference held at SUNY Plattsburgh. Programs and other courses attended outside the B&ECPL were WNYLRC's *AskUs 24/7 Refresher Training* on June 24th; and Syracuse iSchool's Project ENABLE (Expanding Non-discriminatory Access by Librarians Everywhere).

- **Webinars:** Staff pursued a variety of webinar training opportunities on a wide range of topics, including: *Building for your Future: Public Library Renovation and Construction from Dream to Dedication* (presented by NYSL & LTA); *Evaluating Youth Lit – What Makes a Good Book Good?* (presented by Ingram & Library Journal); *Getting Your Library Visible on the Web* (presented by NoveList); *Ready for Robotics? Addressing the Missing T and E of STEM in Early Childhood Education* (presented by SimpleK12 & Kinderlab Robotics); and *Survive & Thrive as a Library Director* (presented by ALA). A total of 37 different webinars were viewed by staff from the Central, Buffalo City branch and contracting libraries.

7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Event	Mayor Byron Brown's Summer Reading Challenge Kick-off and designation of Washington St. as a "Literary Corridor"	All TV, The Buffalo News, June 8th and June 9th
Media Event, Media Release and Interview with Library Director Mary Jean Jakubowski	"On Your Mark, Get Set, Read! Summer Reading Announcement"	June 10th & 11th, WBFO Radio, WBEN Radio, Channel 2
Media Release	Complete Set of Shakespeare's Folios on Display at Central Library	June 21st covered by various media including The Buffalo News
Media Interview with Library Assistant Deputy Director Dawn Peters	Summer Reading and Library Initiatives	"On Target" hosted by Penny Wolfgang, taped in late June, aired on July 3rd on WKSE, 102.5, 107.7 FM and 1520 AM radio stations
Media Interview with Mary Jean Jakubowski	Launch Pad MakerSpace and Shakespeare's Folios	WIVB TV Channel 4 on June 20th
Media Interview	Launch Pad	Channel 2 News Daybreak, June 5th

Crane: WNY Family Magazine	Catalog of Summer Events to Date	June 1st
Dudley: WNY Family Magazine: http: //www. wnyfamilymagazine. com/	Events Calendar, Library Events	Web-based, updated continuously
Riverside Review	Summer Programs, Book Sale Donations	June 15th
Riverside Review	Full page color ad paid for by Friends of the Riverside Library	June 29th

Highlights:

- June 3rd – TechKnow Lab Library Associate **Sean Goodrich** and Library Director **Mary Jean Jakubowski** were interviewed by Erica Brecher of Channel 2 News Daybreak about The Launch Pad MakerSpace. The story was featured on Sunday, June 5th.

- June 23rd – Rare Book Curator **Amy Pickard** escorted and assisted *Spree Magazine* photographer KC Kratt as he took several photos of the Shakespeare and Milestones of Science exhibits.

8. Partnerships

Highlights:

- **National Grid:** Miguel Santos of National Grid arranged a Customer Assistance Expo at the Riverside Branch Library on June 1st. In addition to National Grid, the following organizations were present to speak with community members: United Health Services, Clear Captions Phone Service, University at Buffalo School of Dental Medicine, EmPower New York, Mobile Safety Net, Catholic Charities WIC, Kaleida Health, Kidney Foundation of WNY, Alzheimer's Association, Century Wellness, American Heart Association, Roswell Park - Breast Cancer Division, and Unyts.

- **Jericho Road:** Information Services and Outreach Librarian **Susan Kriegbaum-Hanks** met with Julia Gartman of Jericho Road Community Health Center to demonstrate the Library's resources for immigrants, refugees, and non-native speakers of English.

  Thanks to our partnership with Jericho Road, the Riverside Branch Library's *Summer 2016 Fun* flyer has been translated into Burmese.

- **Greater Buffalo United Accountable Healthcare Network (GBUAHN):** Information Services & Outreach Librarian **Renée Masters** met with Thomas Lewis from GBUAHN to review GBUAHN's ongoing presence at the Central Library. Mr. Lewis reiterated his desire to continue staffing an information table Monday through Friday at Central. GBUAHN has been very successful in enrolling eligible individuals and in providing library patrons with ongoing support services.

- **Erie County Department of Health: Renée Masters** had a planning meeting with Kelly Asher, Erie County Department of Health Community Coalition Coordinator. Kelly and her department are providing the Library with content for upcoming Wellness Wednesday programs from September of 2016 through May of 2017.

9. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
June 1, 2016	Meeting - Dr.'s Geraldine Bard and Betty Cappella, Project Flight
June 1, 2016	Event - Chairman's Book Club
June 1, 2016	Meeting - Laurie Dean Torrell, Just Buffalo Literary Center
June 2, 2016	New Employee Orientation Tour - Meet and Greet
June 3, 2016	Media Event - Mayor Byron Brown's Summer Reading & Library's Summer Reading
June 5, 2016	Event - Explore & More, Touch-A-Truck - Library on Wheels
June 6, 2016	Meeting - Joy Testa Cinquino
June 6, 2016	Meeting - Stan Wyner, Vistage
June 6, 2016	Meeting - Angela Pierpaoli, Maria Borowiak
June 6, 2016	Meeting - Dawn Peters, Joy Testa Cinquino
June 7, 2016	Meeting - Gala Committee
June 7, 2016	Meeting - Joy Testa Cinquino, Jordan Smith, Dawn Peters
June 7, 2016	Meeting - Marisa Wigglesworth, CEO, Buffalo Society of Natural Sciences (Buffalo Museum of Science)
June 7, 2016	Meeting - Reddy Bike Share - Anders Gunnersen, Jennifer White
June 8, 2016	Meeting - Managers/Directors
June 8, 2016	Media Event - B&ECPL Summer Reading Announcement
June 8, 2016	Meeting - B&ECPL Board of Trustees - Budget & Finance Committee

June 8, 2016	Event - Bar Association of Erie County Annual 129th Dinner
June 9, 2016	Meeting - Crane Branch Library Capital Improvement(s)
June 9, 2016	Meeting - B&ECPL Board of Trustees - Joint Executive & Planning Committee
June 10, 2016	Event - Creative Mornings
June 10, 2016	Media Interview - Scott Scanlon, Buffalo News Refresh
June 10, 2016	Meeting - Jennifer Foley, Director of Education and Community Engagement, Albright-Knox Art Gallery
June 13, 2016	Meeting - Dawn Peters, Joy Testa Cinquino
June 13, 2016	Meeting - Sheryl Knab, CEO Western New York Library Resources Council
June 14, 2016	Conference Call - Public Library System Directors Organization (PULISDO)
June 14, 2016	Conference Call - PULISDO and NYS Department of Education, Division of Library Development
June 14, 2016	Meeting - Marilla Free Library Board of Trustees
June 15, 2016	Meeting - Dawn Peters, Joy Testa Cinquino
June 15, 2016	Meeting - Association of Contacting Library Trustees (ACT) Board
June 16, 2016	Presentation - Rotary Club of Buffalo
June 16, 2016	Meeting - B&ECPL Board of Trustees
June 16, 2016	Meeting - B&ECPL Board of Trustees - Policy Committee
June 16, 2016	Event - Boston Free Library - 10th Annual Legislator John Mills Hot Dog Roast
June 17, 2016	Meeting - Stan Wyner, Vistage
June 17, 2016	Meeting - Amy Ozay, Buffalo BookBike
June 20, 2016	Meeting - Ken Stone, Erie County Department of Public Works, LaBella Associates
June 20, 2016	Media Interview - Channel 4
June 21, 2016	Media Interview - Buffalo News (photo)
June 21, 2016	Event - New Employee Orientation Tour - Meet and Greet
June 21, 2016	Meeting - Dawn Peters, Dan Caufield
June 21, 2016	Conference Call - Les Leopold, Buffalo Public Schools Adult Education
June 21, 2016	Presentation - ZONTA Club of Buffalo
June 23, 2016	Meeting - Administrative Team
June 23, 2016	Meeting - Carol Batt, Steve Hovey, Dawn Peters
June 23, 2016	Meeting - Jeannine Doyle
June 23, 2016	Conference Call - Alden (Ewell) Free Library
June 23, 2016	Conference Call - Patrick Martin, Mike Hickey, Dennis Schaeffer - Bond, Schoeneck & King
June 24, 2016	Meeting - NYS Assemblyman Sean Ryan
June 27, 2016	Meeting - Bob and Mary Ann Kresse
June 28, 2016	Conference Call - Jeannine Doyle, Mike Hickey, Dennis Schaeffer - Bond, Schoeneck & King

Other:

Contracting Member Library Activity Reports

Alden Ewell Free Library – submitted by Jamie Craft, Clerk

Highlights of events and activities at the Alden Ewell Free Library:

- The library recently completed a remodel of our meeting room. It was repainted, new room darkening shades were installed, and the hardwood floor was refinished.
- We also recently had the front of the building landscaped for a new fresh look.
- Our recent June used book sale was very successful. We are already collecting books for our next sale in September.
- Summer programs have already begun, a few highlights include: Gravitational Bull, Buffalo and Brandy, Mike Randall, SPCA Story Time, Penn Dixie, and In Jest.
- This fall we are looking forward to an art display by our local Art Club.

Aurora Town Public Library – submitted by Robert Alessi, Director

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

- Our summer programming session is now officially in full swing, and there is something for EVERYONE! There are weekly children's programs like Family Story Time, Preschool Story Time, Lego Club, Summer Reading Club (morning and afternoon sessions), Summer Fun Club and our brand-new Words+Art program (for kids and teens) being offered along with specials such as "Kidding Around Yoga", "Science Below Zero" with the Buffalo Museum of Science and Mr. K's Mobile Dome Planetarium. The library will also be offering many shows for the whole family to enjoy together as Hawk Creek, the Buffalo Zoo and the Primate Sanctuary will all be visiting this summer with live animals! The Cyber Train will be here to do a series of classes such as "Internet Basics" and "Internet Intermediate: Using Google". Plus, the Buffalo & Erie County Botanical Gardens will present "The Victorian Language of Flowers" and Tina Ames will host a "Coloring Party" for adults. (There are so many more programs too, so please visit www.buffalolib.org for more details and listings on our calendar!!!!)
- Book Sale season just wrapped up at the Aurora Town Public Library. First up was the Library Discards Sale in the community room from Thursday, May 26th through Friday, June 10th. Less than 2 weeks later, the Friends of the Aurora Town Public Library held their annual book sale across the street from the library at the First Presbyterian Church from Thursday, June 23rd through Saturday, June 25th. The Friends use the funds raised from their sale to support the library,

especially when it comes to the many programs offered for the community to enjoy. We can't thank the Friends enough for their support!

- The library has hosted a variety of exhibitions from artists of all ages over the course of the last few months. Artwork by Parkdale Elementary School students was on view in the children's area, and the most recent exhibitions in the community room have featured everyone from kids to seniors going from the Aurora Senior Center Wednesday Painters Club followed by the East Aurora Preschool, and then a quilt show by Penny McDowell followed by the current painting display by Doug Brown. Each of the displays have been absolutely wonderful and enjoyed by many patrons!
- The library (through the generous support of the Friends of the Aurora Town Public Library) is currently in the process of adding another brand new, low and mobile shelving unit to replace a taller unit. Ultimately, lowering these shelves (which are right inside the front entrance) will make a dramatic difference in how the building looks for patrons when they first enter the library. Plus, both staff and patrons alike will now have a relatively clear view between the service desk and the children's area which should enhance customer service for all!

Agenda Item G – Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo & Erie County met on July 18th. She conveyed in their last 2 meetings, policies have been approved and thanked Sharon Kelly, as the Foundation's attorney, for helping to draft these policies. Trustees are moving along on the hiring of a Development Officer for the Foundation and have agreed on a final draft of the job description. The Foundation continues to work on the Gala; they are seeking sponsors, the caterer is in place, and the invitation and invitation list are under development. They are also seeking sponsors for the Architecture project opening in March of 2017. Trustees were asked to contact her or Joy Testa Cinquino with any sponsor ideas/leads for either.

Agenda Item H – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. Ms. Jakubowski shared there was no report.

Contract Member Library System Liaison Report – Trustee Bucki reported on the July 13, 2016 Amherst Public Library Board of Trustees meeting she attended. She did bring back a question as to the origin of the food/drink restriction policy at public computer work stations, laptops and tablets that will go into effect August 1st. Director Jakubowski noted this is something that has been discussed at length with the Administration Team and staff, a gentleman did come to the last Board meeting who raised the issue again, and a determination was made to implement food/drink restrictions. She added, the System purchases, owns, and maintains the computers and, therefore, that is why this determination affects contract member libraries. Director Jakubowski agreed to contact the Director of the Amherst Public Library regarding this subject.

Agenda Item J – Unfinished Business. There was no unfinished business.

Agenda Item K – New Business. Director Jakubowski invited Assistant Deputy Director Doreen Woods to come forward. Ms. Jakubowski remarked it was with great honor that she ask the Board to approve Resolution 2016-32 honoring Ms. Woods on her upcoming retirement.

Agenda Item K.1 – Honoring Doreen M. Woods on her Retirement. Copies of proposed Resolution 2016-32 were at each trustee's place. Chair Housh presented Assistant Deputy Director Doreen Woods with a framed resolution and read its highlights. The following resolution was unanimously approved, on motion by Ms. Vincent and seconded by Ms. Kelly. Ms. Woods commented it has been a pleasure.

RESOLUTION 2016-32

WHEREAS, DOREEN M. WOODS joined the Buffalo & Erie County Public Library (B&ECPL) on May 5, 1979 as a Page at the Kensington Branch Library, and

WHEREAS, in subsequent years, she contributed her talents and energies as a Senior Page RPT to the Total Online Library Information System (TOLIS) project including holding the positions of Site Supervisor and Project Coordinator, and

WHEREAS, in August 1989 she was appointed to the position of Librarian I, having received her Master of Library Science degree from the State University of New York at Buffalo in May 1989, and

WHEREAS, in subsequent assignments within various departments and locations of the B&ECPL, she demonstrated energy and aptitude, subsequently being promoted to a Librarian II position, and

WHEREAS, as a Librarian II she successfully managed the East Delavan Branch Library, the East Clinton Branch Library, and the Fairfield Branch Library, and

WHEREAS, in 2002 she was named as Coordinator of B&ECPL's Process Improvement Project (PIP) working diligently to review processes and procedures of library activities throughout B&ECPL's Buffalo Branches and Contract Libraries, and

WHEREAS, in 2006 she joined Library Administration as Assistant Deputy Director, Human Resources, and

WHEREAS, in this role she successfully completed the Centralized Human Resources project – bringing all 22 Contract Libraries onto B&ECPL's payroll and benefits system; developed and conducted Staff Development Day; represented the B&ECPL on the Labor- Management Healthcare Fund; conducted employment candidate interviews; and participated in bargaining unit negotiations and labor-management discussions; etc., and

WHEREAS, in November 2011 she assumed the role of Workforce Development Officer, where she continued to contribute providing innovative and enduring services to B&ECPL and Contract Library employees, including but not limited to: wellness initiatives; mandated training programs; an employee orientation program; and opportunities for skill development and training; and

WHEREAS, she has made contributions to the B&ECPL and beyond, always in a professional, kind, and caring manner, now therefore be it

RESOLVED, that in recognition and appreciation of the decades of commitment, talent, and leadership DOREEN M. WOODS has demonstrated in service 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 on the occasion of her retirement after 37 years of faithful service.

There being no further business, on motion by Mr. Johnson with a second by Ms. Horton, the meeting adjourned at approximately 4:34 p.m.

Respectfully submitted,

Kathleen Berens Bucki
Secretary