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BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, September 21, 2017
4:00 p.m.

NOTE MEETING TO BE HELD AT: **Aurora Town Public Library**
559 Main St., East Aurora, NY 14052

A. Call of the roll

B. Approval / Changes to the Agenda

C. Minutes of the Meeting of July 20, 2017 — **ACTION**

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

E. Committee Reports

1. Executive Committee

2. Budget and Finance Committee

   a. Res. 2017-34 – NYS Construction Grant Request/Budget - Central Library — **ACTION**

   b. Res. 2017-35 – NYS Library Construction Grant Request/ Budget - Dudley Library — **ACTION**

   c. Res. 2017-36 – NYS Library Construction Grant Request/ Budget – Niagara Library — **ACTION**

   d. Res. 2017-37 – NYS Construction Grant System Evaluation and Recommendations — **ACTION**

   e. Res. 2017-38 – Budget SAM Grant – East Delavan Library Improvements — **ACTION**

   f. Monthly Financial Report — **INFORMATION**

3. Policy Committee

   a. Res. 2017-39 – Amend Internet Safety and Acceptable Use Policy — **ACTION**

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

G. Report of the Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report

H. Public Comment

I. Unfinished Business

J. New Business

1. Res. 2017-40 – Reappointment of Deputy Director – CFO Kenneth Stone (to be distributed at meeting) — **ACTION**

2. Res. 2017-41 – Authorization to Negotiate Settlement - Personnel Matter (to be distributed at meeting) — **ACTION**

K. Adjournment

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
July 20, 2017

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, July 20, 2017, at the Clarence Public Library pursuant to due notice to trustees. The following members were present:

Frank Housh, Chair
Katie Burd, Secretary
Kathleen Berens Bucki
Frank Gist
Phyllis A. Horton
Theodore K. Johnson
Sharon M. Kelly
Joel C. Moore
Elaine M. Panty
Wayne D. Wisbaum

Chair Frank Housh called the meeting to order at 4:20 p.m. in the Meeting Room at the Clarence Public Library. A quorum was present.

Agenda Item B – Approval/Changes to the Agenda. Chair Housh entertained a motion to amend the agenda to add Resolutions 2017-32 and 2017-33 under Budget and Finance Committee as Agenda Items E.2.d and E.2.e. Ms. Burd moved, Ms. Panty made a second, and approval was unanimous.

Agenda Item C – Minutes of the Meeting of June 15, 2017. On motion by Ms. Horton and a second by Ms. Kelly, the June Minutes were approved as mailed.

Agenda Item D – Report of the Chair.

Agenda Item D.1 – Intermit August Meeting. Chair Housh introduced Resolution 2017-24 and entertained a motion to intermit the August Board meeting. Ms. Burd moved and Ms. Panty seconded. Approval was unanimous.

RESOLUTION 2017-24

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 2017, 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 2017 meeting of the Buffalo & Erie County Public Library Board of Trustees is hereby intermitted.

Chair Housh reported the June 16th Chairman's Book Club discussing Randall Fuller's *The Book That Changed America: How Darwin's Theory of Evolution Ignited a Nation* went well; he thanked Trustee Gist for attending. There will be a reprise of this program on August 24th at the Crane Branch Library.

A report on the Library's Mid Year Budget Hearing with the Erie County Legislature held July 19th was provided; Chair Housh conveyed it went well.

Chair Housh recognized and thanked Monica Mooney, Director of the Clarence Public Library, for hosting the meeting. Ms. Mooney provided brief comments about the Clarence Public Library and invited trustees to tour the library following the meeting.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Joint Executive Committee and Planning Committee. Chair Housh summarized the Joint Executive Committee and Planning Committee meeting of July 13th and entertained a motion to have the written report entered into the Minutes. Ms. Panty moved, Mr. Gist made a second, and approval was unanimous.

Trustee Wisbaum arrived at 4:30 p.m. during the above mentioned meeting summary.

Present: Chair Frank Housh; Vice Chair Alan Bedenko; Executive Committee members Michael Amodeo, Sheldon Berlow and Kathleen Berens Bucki; Planning Committee member Frank Gist (note Trustees Amodeo and Bedenko are also members of the Planning Committee). Also in attendance were: Trustee Elaine Panty; Library Director Mary Jean Jakubowski; Chief Operating Officer (COO) Carol Batt; Chief Financial Officer (CFO) Kenneth Stone; and Robert Patterson, Esq., of Bond, Schoeneck and King.

The joint meeting of the Executive Committee and Planning Committee began at 4:30 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Following the June 5, 2017 Joint Development and Advocacy Committee and Library Foundation of Buffalo and Erie County (Library Foundation) meeting, Chair Housh requested Mr. Patterson be invited to discuss the role of the Library Foundation and review the questions posed to the Board of Trustees by Mr. Patterson and Patrick Martin, Library Counsel, along with the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees' responses concerning the Library Foundation becoming the fundraising arm of the B&ECPL, potential involvement of the Oishei Foundation in the process, and the drafting of a new, fully revised MOU.

Trustee Gist asked if there was a problem with the B&ECPL's current relationship with the Library Foundation. Chair Housh explained the relationship between the B&ECPL and the Library Foundation is good. The Library Foundation is seeking to move forward and further develop fundraising opportunities. They are seeking an updated memorandum of understanding with the B&ECPL and Library Counsel will begin developing such. Discussion ensued.

Mr. Patterson explained the Library Foundation's tax exempt status and how the Library Foundation's Articles of Incorporation were written. Discussion ensued.

Trustee Berlow explained the process by which the Development and Advocacy Committee would like to structure the next steps. Trustees in attendance agreed the Development and Advocacy Committee should bring forth their recommendations to the full B&ECPL Board of Trustees. A meeting of the Development and Advocacy Committee will be scheduled with Library Counsel.

The proposed agenda for the July 20, 2017 B&ECPL Board of Trustees meeting was reviewed with CFO Stone discussing proposed financial resolutions and Director Jakubowski and Trustee Panty discussing proposed Policy Committee

resolutions. CFO Stone noted the B&ECPL continues to function within its budget.

COO Batt reviewed with the joint Committees the proposed draft B&ECPL 2017-2021 Strategic Plan, including background information on how the plan was devised and by whom. The Committees unanimously agreed to recommend the draft Plan as presented for approval by the Board at their July 20th meeting; this will be added to the proposed agenda.

With no further business, the meeting adjourned at 5:10 p.m. on a motion by Trustee Amodeo, second by Trustee Berlow.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – 2018 Proposed Budget Guidance. Deputy Director CFO Kenneth Stone explained Resolution 2017-25 as presented below. Mr. Johnson asked if the Family and Medical Leave Act (FMLA) was going to affect the B&ECPL. Following discussion, Director Jakubowski responded B&ECPL employees are already covered; it is unpaid leave, but employees can utilize their own time; and this will not affect the B&ECPL. Ms. Kelly questioned if the B&ECPL is being directed to keep its ask with a zero increase, and costs are going up, how does the Library plan to address this. Director Jakubowski pointed out that vacancies are always closely assessed; if positions are no longer needed, the B&ECPL can draw funds from this. Utilization of fund balance is also planned. Mr. Stone added, if there are no major changes, the Library hopes to cover the costs by carving back part-time hours - not affecting filled positions, but vacancies. He also discussed page turnover as well as the change in library usage, pointing out eBooks do not need to be shelved, which is a primary role of pages. Director Jakubowski explained that the B&ECPL always incorporates a note in the B&ECPL's budget request containing the Library's needs should funding become available. Following discussion, on motion by Ms. Horton, with a second by Ms. Bucki, approval of Resolution 2017-25 as presented was unanimous.

RESOLUTION 2017-25

WHEREAS, the Library received Year 2018 budget instructions from the Erie County Budget Office on July 11, 2017, with budget requests due to the Erie County Budget Office no later than August 15, 2017, which is before the next scheduled Board meeting, and

WHEREAS, in order to provide a timely response to the County, proposed budget preparation and review criteria were transmitted electronically for review by the Board's Budget & Finance Committee and discussed by the Board's Executive Committee, and

WHEREAS, the Executive Committee recommends that Library trustees articulate guidelines for preparing the 2018 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 2018 Budget request utilizing the following criteria:

- Assume County support is unchanged from 2017 at $23,943,617; and
- Incorporate the cost impact of the December 31, 2017 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 2018 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 – Obsolete Hardware Replacement – e-Rate. CFO Stone explained Resolution 2017-26 as presented below. He described the e-Rate process per Mr. Gist's request. Mr. Gist made the motion. Ms. Bucki noted on the resolution 2 words were duplicated. Ms. Panty moved to approve Resolution 2017-26 as amended. Ms. Kelly made the second. Approval was unanimous.

RESOLUTION 2017-26

WHEREAS, the Library needs to replace the Library's firewall and Central Library fiber optic cabling between the data center and wiring closets, with lowest bid costs totaling $33,377, and

WHEREAS, this past May, the Library submitted requests for $20,649 in Federal e-Rate funding to support the cost of these replacements, and

WHEREAS, the e-Rate review process can be very lengthy, ranging from several weeks to many months, and

WHEREAS, Library IT staff recommends advancing these projects to best address the Library's needs, 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 $1,030,104 pursuant to Resolution 2017-15, approved on May 18, 2017, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees authorizes the use and budgeting of up to $33,377 from the Library Fund's "Committed fund balance – for equipment and technology replacement" account to allow these projects to proceed promptly, with any e-Rate funds reimbursed used to credit this expense, reducing the overall impact on the Library's budget.

Trustee Panty questioned if there will no longer be telephone landlines in libraries. Mr. Stone explained we will continue to have them, however, they will not be funded by e-Rate.

Agenda Item E.2.d - (taken out of order). Amend 2017 Budget – NYS Grant in Aid. Mr. Stone introduced Resolution 2017-32 which was distributed to trustees at the beginning of the meeting. The Library is appreciative for the special aid funds sponsored by NYS Senators Gallivan, Jacobs and Ranzenhofer benefitting the libraries in their districts. Ms. Panty moved for approval. Mr. Johnson made the second. Approval was unanimous.

RESOLUTION 2017-32

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) received notification that the New York State Legislature has approved aid in the amount of $206,500 for the libraries located within Senate Districts 59, 60 and 61, and

WHEREAS, this special aid was sponsored by New York State Senators Patrick M. Gallivan (District 59), Chris Jacobs (District 60) and Michael H. Ranzenhofer (District 61), and

WHEREAS, supplemental private and public grants are regularly sought to augment library equipment, materials, programs 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 $206,500 in state aid, and be it further

RESOLVED, that the Buffalo & Erie County Public Library will encourage the receiving libraries to promptly utilize these funds for purposes consistent with the sponsor's designation, and be it further

RESOLVED, that the Board of Trustees approves, upon receipt of the grant proceeds, implementing a budget amendment to the 2017 operating budget, increasing revenues and expenses as follows:

2017 Operating Budget		**SAP Commitment Item #**	
Revenue and Expense Increase		**Revenue #408160 State Aid Special**	**Expense # 516010 Contractual Payments**
Contracting Member Libraries	**Fund Center**	**Amount**	**Amount**
Ewell Free Library (Alden)	4204010	$ 2,500	$ 2,500
Aurora Town Library	4205110	$ 2,500	$ 2,500
Boston Free Library	4204020	$ 2,500	$ 2,500
Town of Collins Public Library	4204030	$ 2,500	$ 2,500
Concord Public Library	4204035	$ 2,500	$ 2,500
Eden Library	4204040	$ 2,500	$ 2,500
Elma Public Library	4204045	$ 2,500	$ 2,500
Lancaster Public Library	4205420	$ 5,000	$ 5,000
Marilla Free Library	4204060	$ 2,500	$ 2,500
North Collins Public Library	4204070	$ 2,500	$ 2,500
West Seneca Public Library	4204085	$ 5,000	$ 5,000
	Subtotal District 59:	**$ 32,500**	**$ 32,500**

2017 Operating Budget **Revenue and Expense Increase**		**SAP Commitment Item #** **Revenue #408160 State Aid Special**	**Expense # 516010 Contractual Payments**
Contracting Member Libraries (continued)	**Fund Center**	**Amount**	**Amount**
Angola Public Library	4204015	$ 10,000	$ 10,000
City of Tonawanda Public Library	4204080	$ 10,000	$ 10,000
Grand Island Memorial Library	4204050	$ 10,000	$ 10,000
Hamburg Public Library – Main	4205320	$ 10,000	$ 10,000
Hamburg Public Library – Lake Shore Branch	4205330	$ 10,000	$ 10,000
Orchard Park Public Library	4204075	$ 10,000	$ 10,000
Town of Tonawanda PL – Kenilworth Branch	4205530	$ 10,000	$ 10,000
Town of Tonawanda PL – Kenmore Branch	4205540	$ 10,000	$ 10,000
Subtotal District 60 – Contractual Payments:		**$ 80,000**	**$ 80,000**

		SAP Commitment Item # **Revenue #408160 State Aid Special**	**Expense # 530000 Other Expense**
Contracting Member Libraries	**Fund Center**	**Amount**	**Amount**
B&ECPL – Crane Branch Library	4203315	$ 10,000	$ 10,000
B&ECPL – Niagara Branch Library	4203360	$ 10,000	$ 10,000
B&ECPL – North Park Branch Library	4203370	$ 10,000	$ 10,000
B&ECPL – Riverside Branch Library	4203380	$ 10,000	$ 10,000
Subtotal District 60 Other Expense:		**$ 40,000**	**$ 40,000**
Subtotal District 60 :		**$ 120,000**	**$ 120,000**

2017 Operating Budget Revenue and Expense Increase (continued)		**SAP Commitment Item #**	
		Revenue #408160 State Aid Special	**Expense # 516010 Contractual Payments**
Contracting Member Libraries	**Fund Center**	**Amount**	**Amount**
Amherst PL Clearfield Branch	4205020	$ 9,000	$ 9,000
Amherst PL Eggertsville-Snyder Branch	4205030	$ 9,000	$ 9,000
Amherst PL Main Library at Audubon	4205010	$ 9,000	$ 9,000
Amherst PL Williamsville Branch	4205040	$ 9,000	$ 9,000
Clarence Public Library	4204025	$ 9,000	$ 9,000
Newstead Public Library	4204065	$ 9,000	$ 9,000
Subtotal District 61:		**$ 54,000**	**$ 54,000**
GRAND TOTALS:		**$ 206,500**	**$ 206,500**

and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes B&ECPL and the above contracting member libraries to retain these funds until such time as they can be used for purposes consistent with any sponsor designation, and be it finally

RESOLVED, that a copy of this resolution and a revised Exhibit A be transmitted to the above cited contract libraries subsequent to receipt of these funds to implement the change at said contract libraries.

Agenda Item E.2.e - (taken out of order). Budget Transfer – Repair and Maintenance. This resolution was distributed at the beginning of the meeting. Mr. Stone explained solicited bids for elevator and escalator maintenance came in significantly higher than the expired contract being replaced, over $38,000 above the budgeted amounts for these services. This resolution would allow transferring $50,000 from the Interfund Expense Utility account (the library electric utility expense is running well below budget) to the Maintenance Contracts account to provide a margin for additional unexpected work through the end of the year. Mr. Stone pointed out the semi-silver lining is that most of the cost of this service is for the escalators. The hope is the new elevator will be complete by mid-September and the Library will then have the option to seal off and shut off the escalators which are original to the building. Discussion followed.
Ms. Bucki asked if this contract was for the System. Mr. Stone responded the contract is only for the Central Library elevators and the elevator at the Niagara Branch Library;

contract member libraries are not included in this contract. Mr. Moore inquired if the Interfund Expense Utility account where the proposed $50,000 transfer of funds would occur from has a cushion. Mr. Stone conveyed the latest estimate from Fluid Energy suggests we will end the year more than $100,000 under current budget. There being no further discussion, Ms. Burd moved, Mr. Wisbaum seconded, and the following was approved unanimously.

RESOLUTION 2017-33

WHEREAS, recent bid results for library elevator/escalator maintenance came in well above budget, and

WHEREAS, a budget transfer is needed to fund this cost, and

WHEREAS, library electric utility expense is running well below budget, so funds are available for transfer, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves budget adjustments amongst the following accounts:

Library Operating Budget:

Account Description	Number	Amount
From:		
I/F Expense - Utility	#575040	$50,000
To:		
Maintenance Contracts	#516030	$50,000, and be it further

RESOLVED, that the Library Director or her designee is authorized to process the necessary paperwork to effectuate the transfers in the SAP system.

Agenda Item E.2.c – Monthly Financial Report. The monthly financial report for the period ending May 31, 2017 was included in the board packet for informational purposes. CFO Stone pointed out that combined 2017 interfund utility charges were below budget 34.8% through the end of May; additional detail was provided.

Agenda Item E.3 – Policy Committee. Policy Committee Chair Elaine Panty provided a summary of the June 15th meeting and moved to have the written report entered into the record. Ms. Bucki made the second. Approval was unanimous.

Present: Chair Elaine Panty; Committee members Kathleen Berens Bucki, Phyllis Horton and Sharon Kelly. Also present was Library Director Mary Jean Jakubowski.

The meeting of the Policy Committee began at 3:32 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Chair Panty reviewed the proposed amended Exhibits and Displays Policy. Director Jakubowski noted the changes being suggested are to assure consistent language in all Buffalo & Erie County Public Library (B&ECPL) policies. Discussion ensued. No additional changes were suggested. On a motion by Trustee Horton, second by Trustee Bucki, the proposed amended Exhibits and Displays Policy will be brought to the full Board for approval.

Director Jakubowski reviewed the proposed Lost and Found Policy, noting this is a new policy for the B&ECPL. Trustee Kelly requested the word "be" be added before the word "turned" under #1. With no other changes, on a motion by Trustee Kelly, second by Trustee Horton, the proposed Lost and Found Policy will be brought to the full Board for approval.

The Policy Committee reviewed the proposed amended Ethics Policy and Conflict of Interest Policy as submitted to them by the Governance Committee. The Governance Committee is responsible for reviewing/amending these policies, subsequently recommending any changes to the Policy Committee. The Policy Committee made no additional changes to the proposed amended Ethics Policy. The Committee made one minor grammatical change to the proposed amended Conflict of Interest Policy. On a motion by Trustee Horton, second by Trustee Kelly, both policies will be sent to the full Board for approval.

On a motion by Trustee Bucki, second by Trustee Kelly, the Policy Committee adjourned at 3:45 p.m.

Agenda Item E.3.a – Amend Ethics Policy. On motion by Ms. Burd and a second by Mr. Wisbaum, approval of Resolution 2017-27 as presented was unanimous.

RESOLUTION 2017-27

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

WHEREAS, both the Governance Committee (who oversees the Ethics Policy) and the Policy Committee used this process to review and make recommendations

which are reflected in the attached proposed draft amended Ethics Policy which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include language that is consistent with other B&ECPL policies and language to identify this policy affects libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries) over which the B&ECPL Board of Trustees exercises statutory authority, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Ethics Policy to supersede and replace the prevailing policy, adopted June 12, 2014, and be it finally

RESOLVED, that a copy of the approved Ethics Policy be posted on the B&ECPL's website.

Agenda Item E.3.b – Amend Conflict of Interest Policy. On motion by Ms. Horton, seconded by Ms. Kelly, approved of Resolution 2017-28 was unanimous. Director Jakubowski noted for the record the amendment to the Conflict of Interest Policy was minor/grammatical, so there is no need for trustees to re-sign a new Conflict of Interest Statement for 2017.

RESOLUTION 2017-28

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

WHEREAS, both the Governance Committee (who oversees the Conflict of Interest Policy) and the Policy Committee used this process to review and make recommendations which are reflected in the attached proposed draft Conflict of Interest Policy which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include 3 minor grammatical changes, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Conflict of Interest Policy to supersede and replace the prevailing policy, last amended April 21, 2016, and be it finally

RESOLVED, that a copy of the approved Conflict of Interest Policy be posted on the B&ECPL's website.

Agenda Item E.3.c – Amend Exhibits and Displays Policy. Ms. Burd moved for approval of Resolution 2017-29, and Ms. Horton made a second. Approval was unanimous.

RESOLUTION 2017-29

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) 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 Exhibits and Displays Policy which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include language: for clarification purposes; designating this policy for libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries); the statement that the B&ECPL reserves the right to review the content of any exhibit or display to ensure compliance with this Policy and the B&ECPL Rules of Conduct; and that exhibits/displays must be appropriate in scale, materials, form and content for the Library environment, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Exhibits and Displays Policy to supersede and replace the prevailing policy last amended December 19, 2013, and be it finally

RESOLVED, that a copy of the approved Exhibits and Displays Policy be posted on the B&ECPL's website.

Agenda Item E.3.d – Adopt Lost and Found Policy. On motion by Mr. Johnson and a second by Mr. Wisbaum, the Lost and Found Policy was approved unanimously as presented.

RESOLUTION 2017-30

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) 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 Lost and Found Policy which has been vetted by B&ECPL legal counsel, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the B&ECPL's Lost and Found Policy, and be it finally

RESOLVED, that a copy of the approved Lost and Found Policy be posted on the B&ECPL's website.

Agenda Item F – Report of the Director. Director Jakubowski invited all to attend the *Buffalo Rotary Duck Derby* fundraiser on Sunday, August 27th at Canalside. With a $5

donation for a yellow duck, participants can cheer their duck on to the finish line; prizes will be awarded to the top 3. Proceeds will benefit Rotary Reads Kids Clubs which will be at 9 libraries located in the City of Buffalo. Ducks can be purchased from the Central Library or any Buffalo branch library. Additional details can be found at www.buffaloduckderby.com.

Trustees were also invited to *Library Night at the Ballpark!* being held August 30th at 7:05 p.m. with the Pawtucket Red Sox playing against the Buffalo Bisons; tickets are $12 each and can be obtained from the B&ECPL Development and Communications Office or visiting www.BuffaloLib.org. A portion of the proceeds will benefit the B&ECPL.

An article from the *Challenger* was made available for trustee viewing featuring System Trustee Dr. Rhonda Ricks who is involved in the project to redevelop former Buffalo Public School 59 into the affordable Parkview Apartments.

Director Jakubowski was excited to report the North Park Branch Library expansion project is nearing completion. Trustees will be invited to a ribbon cutting ceremony and open house, date to be determined.

The *Battle of the Books* competition is being held August 5th at Erie Community College South campus. This year's Battle is being dedicated in memory of David Fairlie, a Clarence Public Library Librarian, who was very involved in the *Battle of the Books*. Trustees were invited to join Chair Frank Housh in participating.

Trustees were updated on the review/audit of the Lackawanna Public Library. The Team, consisting of Director Jakubowski, Ken Stone, Jeannine Doyle and Tracy Palicki, met and is finalizing their observations and recommendations; there are some issues that will be brought back to the Lackawanna Public Library Board for corrective actions that will also be shared with System trustees.

Trustees were reminded the Milestones of Science exhibit will be ending September 30th; this will be replaced by the new exhibit Buffalo Never Fails, an exhibit dealing with World War I. The exhibit will open in mid to late November. One of the posters that will be part of the exhibit was passed around for trustee viewing. Copies of posters will also be available for sale via the Library's online store. The Library has over 3,000 posters in its collections from around the world.

Lastly, the New York Library Association (NYLA) conference is being held in Saratoga Springs in November. Any trustees interested in attending are to let the Director's Office know so arrangements can be made. Director Jakubowski will be presenting.

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

B&ECPL Monthly Report
June 2017

Summer Reading Kick-off:
The Buffalo & Erie County Public Library (B&ECPL) kicked off June 17th – Children's Services Librarians **Mary Ann Budny**, **Wanda Collins**, and **John Gaff**, along with Children's Services Manager **Kathryn Galvin**, Library Associate **Cyndy Lenzner**, Senior Page **Nancy Smith** and Page **Gara Helm**, hosted the Central Library's Summer Reading Kick-off Party. The 2 hour program featured a performance by Nels Ross of In Jest, active play by JumpBunch, a visit from local author Roselyn Kasmire, and a make-your-own ice cream sundae station. Library Director **Mary Jean Jakubowski** began the event by talking about the joys and importance of summer reading.

We Are Where The People Are:
The B&ECPL's *Library on Wheels* participated in several summer festivals, providing opportunities for participants to see library services in action in non-traditional settings. On June 3rd, the *Library on Wheels* took part in the 2017 WNY Dairy/Agricultural Festival and Parade in Springville, New York. Children's Services Librarian **Pamela Bigsby** set up tables outside the vehicle for crafts, flyers, and giveaways and opened the vehicle up for visitors to browse, check out materials, and sign up for new library cards. Over 300 Festival goers visited.

Children's Services Librarians **Erin Burke** and **Wanda Collins**, along with Senior Page **Chelsea O'Donnell**, joined the Library bookmobile on June 11th for the Explore & More Children's Museum annual Touch-A-Truck (http://exploreandmore.org/event/touch-a-truck-2017/) event. Kids were invited to take a look around the bookmobile, sit in the driver's seat, and honk the horn; every child was given a free book to take home with them! It was a busy event with the bookmobile having 942 visitors with several registering for library cards and borrowing materials.

Information Services and Outreach Librarian **Tim Galvin** staffed a library information table at the June 23rd annual Stand Down event for veterans at Coca-Cola Field. The event connects the homeless and veterans at risk of being homeless with information and services including immediate housing unit availability, legal advice, VA health care and other Veteran benefit information, education and employment opportunities, along with community services that can provide assistance in these areas. Mr. Galvin assisted 83 participants.

On June 24th, Information Services and Outreach Librarian **Renée Masters** together with **Mary Ann Budny** provided library outreach including program information, free book distribution and a craft activity at the 3rd Annual Bailey Green Community Day held on

Wende Street in the Bailey-Genesee neighborhood. Forty-seven adults and 36 children visited the library's table during this well-attended event. Legislator Betty Jean Grant and Buffalo City Comptroller Mark Schroeder, who stopped by the table, were happy to see the Library represented at this community-based event.

For the 4th straight year, the Central Library's Children's Services staff is providing children's programming and activities at Canalside. Focusing on this year's Summer Reading program *Build a Better World*, **Kathryn Galvin** and **Mary Ann Budny** staffed the first session on June 27th. Staff will be present every Tuesday from 11 a.m. to 1 p.m. through August 29th.

Chairman's Book Club:
B&ECPL Board of Trustees Chair Frank Housh hosted the 3rd Chairman's Book Club on Friday, June 16th in the Ring of Knowledge of the downtown Central Library. The book, Randall Fuller's *The Book that Changed America: How Darwin's Theory of Evolution Ignited a Nation*, was reviewed by Douglas DeCroix, Executive Editor of Western New York Heritage Press; George DeTitta, Scientist – Jelly Jar Labs/formerly with Hauptman-Woodward Institute (previously Medical Foundation of Buffalo); and Reverend Joan Montagnes, Unitarian Universalist Church of Buffalo. Thirty attended this noontime program, which will be repeated at the Crane Branch Library in August.

Reading is Food for Thought:
With a generous grant from the Golden and Goldman Philanthropic Fund, the B&ECPL implemented a *Reading is Food for Thought* initiative at 2 local food pantries: Helping Hands and The Genesis Center. The *Reading is Food for Thought* initiative provides educational and fun reading programs to households with children who utilize these local food pantries. The programs are intended to introduce and build literacy skills and promote a love of reading to children and families through Library provided storytimes. The programs are currently held weekly on Saturdays in a highly visible, colorfully decorated area of each pantry, designed to be inviting and friendly. Reading materials are provided by the B&ECPL and Project Flight. Materials can be taken home by the parents and the children, and are available during pantry open hours.

Spring Job Fair:
Information Services and Outreach Librarian **Susan Kriegbaum-Hanks** coordinated activities for the Library's Spring Job Fair, which was held Wednesday, June 21st throughout the Central Library. Twenty-seven employers and organizations met with approximately 150 job seekers.

State Officials Commit to Bullet Aid to Libraries:
NYS Senator Patrick M. Gallivan, 59th Senate District, NYS Senator Chris Jacobs, 60th Senate District, and NYS Senator Michael Ranzenhofer, 61st Senate District, along with NYS Assemblyman Raymond Walter, Assembly District 146, have indicated they

will be providing Bullet Aid to libraries in their districts. Twenty-nine locations will receive funding.

In addition, NYS Assemblyman Robin Schimminger, Assembly District 140, has also indicated he will be providing additional funds to libraries in his district.

We are extremely grateful for the additional funding which will be used for a variety of materials, programs and resources. Celebrations are being planned to thank the Senators and Assemblymen.

Monthly Programming Statistics – June 2017

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	113	1133	2240	22988
Children (age 6-12)	146	836	2413	13657
Teens	71	205	755	2001
Intergenerational	117	751	4092	18714
Adults (excludes Technology)	205	1460	2185	20709
TOTAL In Library Programs	652	4385	11685	78069

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	47	0	47
Children (age 6-12)	81	505	81	505
Teens	84	285	84	285
Intergenerational	0	0	0	0
Adults (excludes Technology)	165	973	166	977
TOTAL In Library Programs	330	1810	331	1814

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	5	25	26	149
System or Library-owned Cyber Train	17	82	119	570
One on One	93	564	105	613
TOTAL Adult Technology	115	671	250	1332

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	8	30	142	733
Children (age 6-12)	14	48	757	5671
Teens	0	9	0	236
Intergenerational	6	27	368	5344
Adults (excludes Technology)	15	71	491	2202
TOTAL Outreach (out of Library)	43	185	1758	14186

Summer Reading Programs

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	28	31	354	398
Children (age 6-12)	40	44	544	598
Teens	44	60	439	603
Intergenerational	21	25	971	1014
Adults	3	3	33	33
TOTAL Summer Reading Programs	136	163	2341	2646

System-wide Milestones of Science Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	13	86	209	1384
Adult Services	3	19	103	557
Launch Pad/TechKnow Lab	6	42	65	1552
Development/Communications	1	10	3	305
Grosvenor Room	1	6	75	115
TOTAL	24	163	455	3913

Milestones of Science Exhibit:

	Month	YTD	From Opening 10/2015 to present
Visitors - Non-tour related	3635	18562	
Visitors - Tour/Program	283	2262	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	3918	20824	69772

Highlights:

- June – Notable Launch Pad Projects **-** Two notable independent patron projects began in the Launch Pad this month. A local immigrant has taught herself to *code* using the B&ECPL's free online resources available in the Launch Pad to create a translation app for Android devices and a teen using Blender, a free and open source 3D creation suite also available in the Launch Pad, created 3D models for a videogame he is designing and coding. What an exciting use of our resources!

- June 1st – June 27th – Build a Better Boat/Boat Building **-** At the East Delavan Branch Library, children ages 5 and up were encouraged to flex their engineering muscles by designing and making a small boat out of plastic straws, craft sticks, construction paper, and more. This boat building was in lead up to the main program held on the 27th, which consisted of 2 contests: a wind-powered race in a Raingutter Regatta and a Cargo Challenge to see how many pennies each child's boat could carry while remaining afloat.

- June 3rd and June 10th – Information Services and Outreach Manager **Dan Caufield** hosted a "Resources to Write a Business Plan" workshop for 22 potential entrepreneurs working with Empire State Development and Bryant & Stratton. Participants of this program will be opening a restaurant on the West

Side of Buffalo with the help of various business mentors and need to create a viable business plan. Dan was able to show the attendees how to find local industry and marketing data essential to their business plan.

- June 6th – Erie County Executive Mark Poloncarz held a Town Hall meeting at the Frank E. Merriweather, Jr. Branch Library and provided an update on his *Initiatives For A Smart Economy 2.0: Focus on Inclusion.*

- June 6th and June 19th – Niagara Branch Manager **Jason Barone** hosted 2 class visits from Melany Michalski's bilingual 4th and 5th grade classes at PS 3 D'Youville Porter Campus School. A total of 42 students attended both sessions and were given a tour of the library and its multicultural resources while promoting our Summer Reading programs and contests.

- June 8th – **Dan Caufield**, TechKnow Lab Manager **Kara Stock**, and Launch Pad Manager **Jordan Smith** attended "Superheroes in Motion" in the Ring of Knowledge, a premiere of Stop Motion animation videos created by Tapestry Charter School students. The students had visited the Launch Pad this past February for instruction from Kara and Jordan on using our Hue Stop Motion software; this Ring of Knowledge event allowed their families and friends to watch what had been made. In addition to the Stop Motion films, students' art works for this project were also on display in the Media Room for the month of June.

- June 10th – **John Gaff** welcomed NASA Solar System Ambassador Dr. Warren Marcus to the Central Library for a presentation of "Wonders of Space: The Geology of Planets." Dr. Marcus showed videos highlighting some of the natural wonders that exist in the solar system, including ice volcanoes, underground oceans, and more. His lecture was well received and his enthusiasm for outer space was met with numerous questions from the audience. This program was part of the NASA@ My Library partnership.

  Information Services and Outreach Librarian **Sandra Courtney** presented "Free Business Resources from BECPL for Entrepreneurs." Seventeen participants from the Minority and Women-Owned Business Enterprise Program were in attendance. Many were pleased to discover the Library offers access to free, up-to-date and authoritative information through library databases, digital books and print resources.

- June 14th – **Renée Masters** planned and facilitated Wellness Wednesday which addressed the problem of diseases spread by insects and animals. Erie County Department of Health's Rabies Prevention and Control Office provided information about Lyme disease, spread by ticks. Rabies, West Nile virus, bed

bugs and cockroaches were also addressed. An eye-catching stuffed bat and model rat attracted a lot of attention and questions from patrons.

Rare Book Curator **Amy Pickard** introduced and provided access to 20 selected WWI posters for David Strittmatter's University at Buffalo 400-level history seminar class of upperclassmen history majors and minors. The students learned how the Edward Michael World War I Poster Collection came to belong to this Library and, dividing into teams, the students proceeded to study the posters assigned to them. Each group then presented each poster's message, the historical context and the intended audience.

- June 15th – Staff members of the Western New York Library Resources Council (WNYLRC) used the Launch Pad's recording studio to film their third LIBTalks session *A Guest-Curated Exhibit: "Building Buffalo: Buildings from Books, Books from Buildings*" with **Amy Pickard**: http://bit.ly/LIBTalk.

- On June 22nd:
    - NYS Senator Timothy Kennedy's staff manned an information table at the Frank E. Merriweather, Jr. Branch Library.

    - The Association of Documentary Editing held its annual convention in Buffalo and its plenary session at the Central Library. Along with other speakers, Thomas Reigstad, Professor Emeritus in the Buffalo State College English Department, spoke about the *Adventures of Huckleberry Finn* manuscript recovery. After the speakers, the 75 attendees divided into groups for tours of the Mark Twain Room by **Amy Pickard**, the *Building Buffalo* exhibit by Special Collections Manager **Meg Cheman**, and the *Milestones of Science* exhibit by Rare Book and Map Librarian **Charles Alaimo**.

    - The Dudley Branch Library hosted author Gerit Quealy who spoke about her new book *Botanical Shakespeare: An Illustrated Compendium of All the Flowers, Fruits, Herbs, Trees, Seeds, and Grasses Cited by the World's Greatest Playwright*.

- June 26th – **Kara Stock**, Library Technology Clerk **Sarah Barry**, and volunteer Laurie Sandretto hosted a new program - Simple Coding for Kids: Sphero Games. Participants learned how to program a Sphero robot using the Sphero Edu app and competed for prizes. This program was well attended and will be repeated multiple times this summer as a quick drop-in coding workshop.

- On June 28th:
    - **Renée Masters** provided a tour of the Central Library and its resources and services for a group of students from the Statler Center. These blind or visually impaired students receive training and education to prepare them for careers in the field of hospitality and were pleased to find library resources they could access.

    - WBLK's Yasmin Young presented a story hour at the Dudley Branch Library. Ms. Young read a variety of books to children and then advertised Library Summer Reading programs. Assistant Deputy Director of Development and Communications **Joy Testa Cinquino** was present from the Central Library to take pictures and further advertise events. Afterwards, Dudley Branch Manager **Dan Lewandowski** handed out grab bags which contained a book, pencils, bookmarks, and Summer Reading information as well. A total of 11 children were in attendance.

2. Collection Development

Collection Development – June 2017

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	4,620	24,242	272	2,143	543,962
Young Adult Print	1,117	4,147	149	659	73,993
Adult Print	4,681	29,122	750	4,852	1,863,622
Media	5,782	32,584	523	4,037	536,004
Other*	3,415	19,433	25	131	185,271
Subtotal	19,615	109,528	1,719	11,822	3,202,852

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	861	4,341	588	3,088	49,078*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	123	593	101	494	9,492
e-Videos	0	1	0	1	100 +Moving Image Archive Library**
Subtotal	984	4,935	689	3,583	58,670

*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	20,599	114,463	2,408	15,405	3,261,522

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	531	4.5%	528	64.2%
Staff Initiated	37	0%	37	86.5%

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

Highlights:

- In June, 1,050 unique visitors from 29 countries viewed the Library's Subject Guides (http://bit.ly/1BgHwzj): Argentina, Barbados, Brazil, Canada, Chile, China, Costa Rica, Germany, India, Indonesia, Iran, Japan, Kenya, Mali, Nepal, Nigeria, Pakistan, Philippines, Russia, Saudi Arabia, Senegal, Serbia, South Africa, Taiwan, Ukraine, United Arab Emirates, United Kingdom, United States, and Zimbabwe.

- Grosvenor Librarian **Rhonda Konig**, **Meg Cheman** and Library Director **Mary Jean Jakubowski** met with representatives of the Erie County Comptroller's Office to view historical handwritten ledgers and books from their office for potential transfer to the Library. The items identified may be useful for

Genealogy and Local History research. Arrangements are being made for the transfer.

3. Technology

Technology – June 2017

Social Networking:

	Monthly Staff Activity[1]	YTD Staff Activity	Monthly Public Activity[2]	YTD Public Activity	Monthly New Followers	Total Followers[3]
Facebook	126	734	4,018	24,094	68	7,288
Flickr	8	541	8,020	60,255	-	54
Instagram	30	181	1,283	6,017	33	1,219
Pinterest	85	412	685	3,635	16	1,474
Tumblr	5	27	-	34	3	186
Twitter	125	827	863	5,892	15	9,561
YouTube	-	8	631	4,730	-	139
Total	379	2,730	15,500	104,657	135	19,921

[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:

- Information Technology Administrator **Stephen Hovey** worked closely with West Seneca Public Library staff and partners to help facilitate relocation to the West Seneca Public Library's temporary housing while the library and municipal center expand facilities and operations. Assistance included removal and storage of much of the library's technology as well as set up of Internet hotspots to provide access to SirsiDynix WorkFlows functionality for public service. It is anticipated that library operations will continue in the new location for the remainder of 2017.

4. Funding/Fundraising

Funding: The Library continues to operate within budget.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1 – June 30, 2017	$78,157.08

5. Facilities

Highlights:

- **Central Library Elevator Project:**
  A major milestone in the Central Library's elevator project was achieved in the early morning hours on Saturday, June 24th, when the steel structure that will house the large, ADA compliant elevator arrived and was secured to its foundation. The 50' long/50 ton steel frame arrived by truck at about 5:45 a.m. and Ellicott Street between Clinton and Broadway was closed to traffic; a crane and lift took the steel frame off the truck just before 7:30 a.m.; the frame was positioned and bolted to the foundation by shortly after 8 a.m.; and Ellicott Street was reopened to traffic shortly after 9:00 a.m. Peter DiMarco from Sicoli Construction coordinated with the delivery and crane operating crews. Construction is anticipated to be completed by mid-September.

Photos taken by Matthew W. Meier, AIA, Partner HHL Architects

- **Central Library Auditorium Renovation Project:**
  Design for Phase II of the Central Library Auditorium Renovation project is under way. Phase I, now under construction, abated asbestos in the lobby area; replaced the failing ceiling system in the lobby area; eliminated the source of moisture damage traced to a planter located above the back stage area; and replaced the original 1960's vintage HVAC system with one that will provide

more responsive cooling and heating in an energy efficient manner. Construction on Phase 1 is anticipated to be completed by mid-September.

The focus of Phase II will be on the main auditorium interior space, including replacing lighting and sound systems; making the stage more easily accessible; and rehabilitating the interior space. If all moves smoothly, the project could be bid-out in late 2017, with construction beginning as early as late winter 2018.

- **Crane Branch Library:**
  On June 12th, the sidewalks in front of the Crane Branch Library, stretching from the corner of Highland Avenue to West Ferry Avenue, were torn out and replaced.

- **North Park Branch Library:**
  Expansion of the North Park Branch Library continues, with walls being painted, shelves going up, meeting room windows installed, and rugs and laminate flooring being glued down. Overall, it's been very exciting to see the space coming together.

6. Staff Development

Staff Development - June 2017

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	816	2089	4	40

Highlights:

- System-wide mandatory training for all staff has begun. Staff is required to complete 2 training modules: *Harassment: Sex, Religion, and Beyond* and *Workplace Violence: The Early Warning Signs* before August 31st. In the first month the training was made available, over half of the workforce, 388 employees, completed both courses.

- Human Resources hosted screenings of 2 different webinars on topical issues in the month of June. On June 7th, ALA's *Offering Service and Support to the LGBTQIA Community and Allies* was screened live at the Central Library. On June 12th, the B&ECPL hosted a live screening of the webinar *Mindfulness for Librarians*, presented by the South Central Regional Library Council. The program provided general information on mindfulness before delving into how it can be used by library staff to increase focus, improve one's career outlook, become more engaged, and avoid burnout from workplace stress.

- Human Resources also presented a one-on-one training session of *Addressing Computer Viewing Complaints*

- Outside the B&ECPL, staff attended a variety of library programs and workshops including: Western New York Library Resources Council's workshop, *Web Design from Zero to 60*; SirsiDynix's Upstate New York Sirsi Users Group; West Seneca Public Library met with the Director of the Irondequoit Public Library to learn about updates to their library's layout, including a MakerSpace, meeting rooms, children's/teen areas, and quiet work/study spaces; and the Western New York Library Assistants Organization presented a *Spring Getting to Know You Event* at the Forest Lawn Cemetery on June 21st. The tour detailed the history of Forest Lawn and delved into its archival and genealogical records. The event was also used as a networking opportunity for library assistants throughout Western New York.

- Webinar training included: *Developing and Supporting your LGBTQ Collection* (presented by Booklist)*; Effective Online Outreach: Tools and Tactics for Connecting Communities and Collections* (presented by WebJunction); *Canada's Top 10 (*presented by Kathryn Lake Hogan and hosted by Legacy Family Tree); *Bringing Coding to the Makerspace* (presented by Library Journal); *Engage for Health: A Program in a Box for Your Community* (presented by NNLM); *Improve your Library Website Now* (presented by ALA*); Sharing eBooks Means Caring* (presented by Library Journal); *BLUEcloud Visibility* and *BLUEcloud Analytics Overview* (presented by SirsiDynix); *FDLP Webinar, Basics of Congressional Research Redux* (presented by the Federal Depository Program)*; Government Media for Children, CDC Data Tool Part I*, and *Creating a Compact Retrievable Government Documents Collection* (all presented by the Federal Depository Program); *Measures that Matter Part Two: Detailing the Data-based Story of Public Libraries* (presented by IMLS); and *Meet Libby: Introducing the New App from OverDrive* (presented by OverDrive). A total of 34 different webinars were viewed by staff from the Central, Buffalo branch, and contracting libraries.

- June 22nd – Information Services and Outreach Librarians **Kit Pitkin**, **Sandra Courtney**, **Renée Masters** and **Tim Galvin** attended a Social Media Marketing Workshop, presented by the SBA/SCORE. The class was held at the Central Library and covered methods and tactics that can be used across several social media platforms to get your message out with the greatest effectiveness to the largest number of people.

7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Release and Interview with Library Director Mary Jean Jakubowski	Buffalo & Erie County Public Library Awarded One of Three National Southwest Airlines Heart of the Community Grants	Buffalo Business First on June 15th and the Buffalo News on June 16th
Interview with Library Director Mary Jean Jakubowski	Summer Reading 2017 Kick-off Media Event	WBFO Radio - June 17th
Radio Interview with Library Director Mary Jean Jakubowski	Summer Reading: Build a Better World through Summer Reading with the Buffalo & Erie County Public Libraries	WYRK Radio - week of June 26th WBLK Radio – June 20th
Radio Interview with Dudley Library Manager Dan Lewandowski	Summer Reading: Build a Better World through Summer Reading with the Buffalo & Erie County Public Libraries	WBLK Radio - June 27th
Crane: WNY Family Magazine Online	Upcoming programs	June 1st submission
Crane: Council Member Joel Feroleto's Newsletter	Library programs	Included in June newsletter
North Park: E-mail distribution list	Upcoming July Calendars	June 30th
Riverside Review	June activities	June 7th
Riverside Review	Summer programs	June 21st - full page color ad
Riverside Review	Summer programs	June 28th

- Our sincerest thanks to The Friends of the Riverside Library who paid for a full-page, color ad in the June 21st issue of the *Riverside Review* promoting summer programs. A bonus ¼ sheet ad ran the following week.

8. Partnerships

- **Little Libraries Competition:** The B&ECPL has partnered with the Buffalo Architecture Foundation (BAF) on the BAF's Little Free Library Competition. The Competition is open to anyone interested in creating a Little Free Library. Winners will have their library placed in areas of the City where literacy rates are low. The B&ECPL will be providing books for the Little Free Libraries. Books will be those that have been removed from the collection and not sold at book sales. Donated materials may also be included. In addition, library-based programming information, library card applications and information on library

services and resources will be placed in the Little Free Libraries. The B&ECPL will also submit at least one design concept to the Competition. **Kara Stock**, **Jordan Smith**, and Graphic Artists **Dawn Stanton** and **Darlene Pennachi** will be creating designs. Technical drawings will be developed by a local architect, who is donating his time to the project. The Little Free Library will be built by the community in the Central Library's Launch Pad.

- June 14th – **Jordan Smith** met with Kevin Kline and Alex Thayer of Squeaky Wheel about scheduling a fall program in the Launch Pad for their semi-annual Tech Arts for Girls series.

- June 16th – Anne Leary brought representatives from the Roycroft Campus to meet with **Amy Pickard** and **Meg Cheman** to select items to be shown at an upcoming (September) "friendraiser" event. Amy showed them a number of unique and lovely Roycroft items from which they can choose.

- June 19th and 20th – **Charles Alaimo** provided a digital copy of an old Buffalo map for Corpus Christi Church in Buffalo. They will be using it as part of a fundraiser for the church's 120th anniversary. He also provided a digital copy of a current map of Buffalo to be used by members of the Young Audiences of WNY for an upcoming artistic project.

- June 27th – **Amy Pickard** and **Meg Cheman** retrieved 5 rare books from Buffalo State College's Art Conservation Department. Student conservators, under the supervision of the Head of Paper Conservation Theresa Smith, cleaned, repaired (in some cases rebound) and created fine containment for these books for a minimal fee. Such treatment would have cost hundreds of dollars elsewhere. We enjoy a beneficial arrangement with Buffalo State Art Conservation School when the book to be repaired fits the conservation experience that the student needs.

- Anthony Miller from UB's Educational Opportunity Center currently has an information table at the Frank E. Merriweather, Jr. Branch Library informing patrons of UB's tuition-free remedial, vocational, and academic programs leading to college entry or employment programs. He recently reached out to East Clinton Branch Manager **Kate Shea** and Niagara Branch Manager **Jason Barone** to arrange for an information table at their locations.

- City of Buffalo Common Council Member Joseph Golombek, Jr. secured a new flag for the Riverside Branch Library this month. The new flag replaces a faded and torn one which is scheduled to be properly disposed of during a July 4th event at Riverside Park. Our thanks to Council Member Golombek.

9. Planning for the Future

2018-2023 County Capital Budget Hearing Held:

In mid-June, Library staff had the opportunity to attend a meeting of the County's 2018 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. County capital funds have also supported Library System services. Projects impacting the Central Library are developed in cooperation with the Erie County Department of Public Works (DPW). Depending on the type of project, the capital project request may be submitted by either the Library or DPW.

For 2018, the Budget & Finance Committee recommended and the Board adopted Resolution 2017-5 providing guidance in submitting the Library's request.

Re-imagining the Central Library is the focus of this cycle's request. The proposed multi-year project would 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). Timing for the first phase could complement the City of Buffalo's major mixed-use project adjacent to the Central Library, the *201 Ellicott Street Project* https://www.buffalorising.com/2016/12/big-reveal-bold-design-unveiled-for-201-ellicott-street/ and http://www.201ellicott.com/.

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, bolstering the Central Library's role as a unique downtown family destination near the core of a revitalized Buffalo.

Project phasing would be developed in cooperation with the DPW. Additionally, the Library affirmed its support for requests submitted by the DPW to address Central Library basic building system needs outside of the Re-imagine Project.

Future year requests reflected an initial estimate for phasing of the Re-Imagine Project (2019, 2020, and 2021) and continue shipping and vehicle replacements (2019 and 2020).

10. Director Activities

Meetings and Events:

LIST of MEETINGS and EVENTS ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI June 2017

DATE	MEETING / EVENT
June 1, 2017	Meeting - Jeannine Doyle, Human Resources Officer
June 1, 2017	Meeting - Carol Batt, Chief Operating Officer
June 1, 2017	Meeting - Kenneth Stone, Chief Financial Officer
June 2, 2017	Conference Call - Monica Mooney, Clarence Public Library Director
June 5, 2017	Meeting - Linda Rizzo, Manager - Buffalo Branch Libraries
June 5, 2017	Meeting - Buffalo & Erie County Public Library (B&ECPL) Board of Trustees Joint Development & Advocacy Committee and Library Foundation of Buffalo and Erie County (Library Foundation)
June 6, 2017	Conference Call - Public Library System Directors Organization (PULISDO)
June 6, 2017	Conference Call - PULISDO and New York State Department of Education - Division of Library Development (DLD)
June 6, 2017	Meeting - Kenneth Stone, Dawn Peters
June 7, 2017	Meeting - Development & Communications - Joy Testa Cinquino, Asst. Deputy Director, and Maureen Germaine, Development Manager
June 7, 2017	Meeting - Central Library Construction Progress
June 7, 2017	Event - Dedication Ceremony Sharon A. Thomas Memorial Children's Center at Buffalo City Court
June 7, 2017	Conference Call - Project for Public Spaces (PPS)
June 7, 2017	Meeting - B&ECPL Board of Trustees Budget & Finance Committee
June 8, 2017	Presentation - Rotary Club of Buffalo *"Rotary Reads"*
June 8, 2017	Meeting - B&ECPL Board of Trustees Executive Committee
June 9, 2017	Conference Call - Patrick Martin and Robert Patterson - Bond, Schoeneck & King
June 9, 2017	Meeting - Joe McMahon, Jonathan Rivera - Erie County Executive's Office
June 9, 2017	Meeting - Kathy Galvin, Manager - Children's Services
June 9, 2017	Meeting - Matthew Etu - Tredo Engineers
June 13, 2017	Meeting - Chairman's Book Club presenters
June 14, 2017	Meeting - Managers/Directors
June 14, 2017	Webinar - Improve Your Library Website NOW
June 14, 2017	Meeting - B&ECPL Board of Trustees Governance Committee
June 15, 2017	Conference Call - Project for Public Spaces *"Buffalo's Reading Park"*
June 15, 2017	Meeting - Erie County 2018 Capital Project Review
June 15, 2017	Meeting - B&ECPL Board of Trustees Policy Committee
June 15, 2017	Meeting - B&ECPL Board of Trustees

June 16, 2017	Meeting - Erie County Department of Social Services - Continuity of Operations Planning
June 16, 2017	Conference Call - Western New York Library Resources Council (WNYLRC) Professional Development Committee
June 16, 2017	Event - Chairman's Book Club
June 17, 2017	Media Event - 2017 Summer Reading Announcement
June 19, 2017	Conference Call - Rotary Club of Buffalo
June 19, 2017	Conference Call - Andrew Rabb, City of Buffalo Deputy Commissioner for Parks & Recreation
June 19, 2017	Meeting - Library Foundation
June 19, 2017	Meeting - Association of Contracting Library Trustees (ACT) Board
June 20, 2017	Meeting - Launch Pad and Graphics Department staff
June 20, 2017	Meeting - Literacy New York Buffalo-Niagara, Inc.
June 20, 2017	Event - Imagine Buffalo Award Presentation
June 20, 2017	Meeting - Just Buffalo Literary Center
June 20, 2017	Media Interview - WBLK
June 21, 2017	Meeting - Comptroller's Office - Ledger Donation
June 21, 2017	Meeting - Construction B&ECPL Auditorium Renovation Phase 2 Design
June 21, 2017	Meeting - Cheektowaga Public Library Board of Trustees
June 22, 2017	Meeting - Administrative Team
June 22, 2017	Meeting - Dawn Peters, Linda Rizzo
June 22, 2017	Meeting - Patrick Martin - Bond, Schoeneck & King
June 23, 2017	Media Interview - WYRK
June 23, 2017	Meeting - WWI Exhibit Committee
June 23, 2017	Meeting - Kenneth Stone
June 28, 2017	Presentation - Buffalo Place
June 28, 2017	Conference Call - New York State Department of Education - Division of Library Development - Regents Advisory Council
June 28, 2017	Conference call - WNYLRC Board of Trustees
June 29, 2017	Conference Call - Project for Public Spaces *"Buffalo's Reading Park"*
June 29, 2017	Meeting - Bonnie Botsford
June 29, 2017	Meeting - Joy Testa Cinquino
June 30, 2017	Conference Call - Trustee Emeritus Rebecca Pordum

Other:

Contracting Member Library Activity Reports

Newstead Public Library – submitted by Kristine Sutton, Director

Highlights of events and activities at the Newstead Public Library:

- The Newstead Public Library is excited to offer a full summer of fun and educational programs and events to the Akron/Newstead community.

- We kicked summer off with the ever-popular Checkers Magic Show, which was enjoyed by over 50 people of all ages!
- Summer events include hands-on science with Nature Ed-Ventures, a visit from the Zoomobile, puppet shows, magic shows, digging for fossils and more.
- For middle schoolers, we will have a weeklong MakerSpace program filled with lots of hands-on technology activities.
- We are always encouraging reading with our Independent Reading program where children read for prizes. Again, this year we will be raffling off 2 bicycles. Children get a chance to win for every 3 books they check out over the summer!
- The Newstead Public Library along with the Friends of the Library will be selling pies and hotdogs at a Friday night band concert in town. This is a fun way for the library to reach out in the community and to raise some money.
- The Newstead Public Library is working to *Build a Better World* every day by making reading fun for children!

City of Tonawanda Public Library – submitted by Mary Muscarella, Director

Highlights of events and activities at the City of Tonawanda Public Library:

- The City of Tonawanda Public Library was proud to be a host site this spring for the University Express program sponsored by the Erie County Department of Senior Services. We hosted 9 classes here on a wide variety of topics – from 'Statins' to 'Attica Prison Uprising' to 'U.S. and the Muslim World' and more. Classes were very well attended, and we look forward to booking dates for the fall schedule.
- Summer Reading programs and contests are in full swing! A few of the programs we will be having include: Super STEM, Teen Murder Mystery, Mother Goose on the Loose, and a Stuffed Animal Sleepover. The Friends of the City of Tonawanda Public Library have generously provided 2 bicycles, a play tent and a Target gift card for Summer Reading prizes.

Agenda Item G – Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo and Erie County met June 19th. At that meeting, the Library Foundation approved turning over ownership to the B&ECPL of 35 display cases that were purchased by the Foundation for use in the B&ECPL's Milestones of Science exhibit. The cost of the cases when purchased by the Library Foundation was $194,536. These will be used in the upcoming World War I exhibit and other major exhibits.

The Library Foundation discussed the M.O.U. discussed under Agenda Item E.1.

The Library Foundation will be meeting again in mid-September.

Agenda Item H – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. In Bill Josefiak's absence, Ms. Jakubowski reported trustees will soon be receiving the new ACT meeting schedule; the first meeting will be held in September. The annual trustees' workshop will be held at the Central Library in February 2018.

Trustee Johnson provided a report of his liaison visit to the Orchard Park Public Library under Agenda Item J – Unfinished Business.

Agenda Item I – Public Comment. Two members of the public spoke.

Sandra M. Williams, President and Founder of United Veterans of Buffalo –
Ms. Williams asked the B&ECPL Board of Trustees to adopt a resolution recommending to the City of Buffalo Common Council the renaming of the East Delavan Branch Library in honor of the late Leroy R. Coles, Jr. She is aware, per the B&ECPL's Building Renaming Policy, requests are to go to the Common Council and/or Mayor; which has been done. She felt a resolution from the Library's Board would help to bring this forth for approval. She provided details of Mr. Coles' life, his biography, letters of support of the renaming, and a copy of the congressional record of Congressman Brian Higgins honoring Mr. Coles upon his retirement.

Trustee Gist mentioned Trustee Ricks was advocating for this also prior to her leave of absence.

Chair Housh communicated the renaming request of the East Delavan Branch Library was discussed previously when originally brought to the Library's attention; a Building Renaming Policy was adopted by the B&ECPL since that time [which directs inquiries to the appropriate agency/department/authority]. Chair Housh expressed he felt the sense of the Board was that Mr. Coles is worthy of this honor, the question is how best to respond to these types of requests to go on record for recommendation. Chair Housh conveyed Ms. Williams' request for a resolution supporting the renaming of the East Delavan Branch Library will be taken up at a future Board of Trustees committee meeting.

Trustee Gist mentioned he was approached the other day regarding someone inquiring about renaming a West Side library after a Hispanic gentleman. Trustee Gist apologized he did not recall the individual's name.

Harlin Adams, City of Buffalo resident – Given the history of Buffalo, Mr. Harlin asked if there was any action to showcase, preserve and archive any indigenous (native American) heritage pieces. Director Jakubowski commented the Library does have a wonderful collection of Curtis Indian prints in the Central Library's Rare Book Room which have previously been on exhibit with the Albright-Knox Art Gallery. The

Library has other items as well including Indian treaties, access to the federal depository collection, etc. She asked that if he knows of anyone in the community with pieces they wish to donate, he ask them to reach out to the Library so we can make these connections. Additional discussion ensued. Trustee Moore inquired, both for his own information and that of Mr. Adam's, if items are not on display and someone has a particular interest or there is a group that wants to do a project, can they arrange to access these items. Director Jakubowski conveyed that about 99 percent of the items in the Rare Book Room, which is a collection of about 40,000 items, are listed in the Library's online catalog marked Rare Book Room, and anyone can arrange a viewing.

Agenda Item J – Unfinished Business. Contract Member Library System Liaison Report. Trustee Johnson reported on the July 18, 2017 Orchard Park Public Library Board of Trustees meeting he attended.

Agenda Item K – New Business.

Agenda Item K.1 – Adopt B&ECPL 2017 – 2021 Strategic Plan. COO Carol Batt explained Resolution 2017-31 as presented below. Mr. Moore moved to adopt the B&ECPL 2017 – 2021 Strategic Plan and was seconded by Mr. Wisbaum. The motion was approved unanimously.

RESOLUTION 2017-31

WHEREAS, in 2016, the Buffalo & Erie County Public Library (B&ECPL) conducted an exhaustive needs assessment and data analysis over a several month period to evaluate Library services, programs and technology, and

WHEREAS, this included in-house, online and in-person surveys of users and non-users as well as Focus Group input sessions for the public, trustees and staff, and

WHEREAS, operational data including circulation, program attendance, door counts, collection development activities, and public access computer use were reviewed by a staff Working Group, and

WHEREAS, as a result of the evaluation process, the staff Working Group collaboratively developed several planning documents, including this "*Buffalo & Erie County Public Library 2017-2021 Strategic Plan*" which encompasses service initiatives strongly aligned and integrated with other B&ECPL Board-approved planning documents and supports the B&ECPL's "*Mission*" and "*Vision*" statements, and

WHEREAS, the "*Buffalo & Erie County Public Library 2017-2021 Strategic Plan*" has been developed as a System-plan, will impact services and initiatives on all levels and at all B&ECPL locations, and it incorporates the "*B&ECPL 2017-2021 Goals and Objectives*" previously adopted by this Board on February 16, 2017 (per Resolution 2017-4), and

WHEREAS, following review by both the B&ECPL Executive Committee and Planning Committee, this Resolution supports approval of the "*Buffalo & Erie County Public Library 2017-2021 Strategic Plan*," now therefore be it

RESOLVED, that based on the recommendation of the Executive Committee and Planning Committee, the Board of Trustees of the Buffalo & Erie County Public Library adopts the "*Buffalo & Erie County Public Library 2017-2021 Strategic Plan*" as presented.

There being no further business, on motion by Mr. Johnson and a second by Mr. Wisbaum, the meeting adjourned at 5:25 p.m.

Respectfully submitted,

Kathleen Burd
Secretary