

BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
PROPOSED AGENDA  
Thursday, March 16, 2017  
4:00 p.m.

NOTE MEETING TO BE HELD AT: The Buffalo & Erie County Public Library  
Joseph B. Rounds Conference Room  
1 Lafayette Square, Buffalo, NY 14203

- A. Call of the roll
- B. Approval / Changes to the Agenda
- C. Minutes of the Meeting of February 16, 2017 **ACTION**
- D. Report of the Chair **INFORMATION**
- E. Committee Reports
  - 1. Executive Committee
  - 2. Budget and Finance Committee
    - a. Res. 2017-5 – Erie County 2018-2023 Capital Project Request Guidance **ACTION**
    - b. Res. 2017-6 – Exercise Internet Access RFP Renewal Option **ACTION**
    - c. Res. 2017-7 – Exercise Voice Telecom RFP Renewal Option **ACTION**
    - d. Monthly Financial Report **INFORMATION**
  - 3. Policy Committee
    - a. Res. 2017-8 – Amend Bulletin Board Policy **ACTION**
    - b. Res. 2017-9 – Amend Distribution Policy **ACTION**
- F. Report of the Director (sent via e-mail if on file) **INFORMATION**
- G. The Association of Contracting Library Trustees (ACT)/  
Contracting Library Trustee Report
- H. Public Comment
- I. Unfinished Business
  - 1. North Park Branch Library Lease **INFORMATION**
- J. New Business
  - 1. Appointment of Review/Compensation Committee **ACTION**
- K. Adjournment

PROPOSED  
MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
February 16, 2017

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, February 16, 2017, at the Central Library pursuant to due notice to trustees. The following members were present:

Frank Housh, Chair  
Alan Bedenko, Vice Chair  
Katie Burd, Secretary  
Michael Amodeo  
Kathleen Berens Bucki  
Frank Gist  
Phyllis A. Horton  
Sharon M. Kelly  
Joel C. Moore  
Elaine M. Panty  
Teresa Vincent

Chair Frank Housh called the meeting to order at 4:03 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

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

Agenda Item C – Minutes of the Meeting of January 19, 2017. Mr. Amodeo made a motion to approve the Minutes. Ms. Burd made a second and the Minutes were approved as mailed.

Agenda Item D – Executive Session. At 4:05 p.m. on motion by Ms. Horton and a second by Ms. Panty, the Board unanimously voted to enter into executive session for discussion of a personnel matter. Staff and public were excused from the room.

At approximately 4:23 p.m., on motion by Mr. Amodeo, seconded by Ms. Burd, the Board concluded executive session and reconvened in public session. No action was taken.

Agenda Item E – Report of the Chair. Chair Housh referred to the *2017 Contracting Member Library System Liaison Schedule* at each trustee's place. Mr. Moore agreed to be the System liaison for the Concord and Lackawanna Public Libraries. Trustees were reminded they are asked to attend one meeting in 2017 for each assigned library and be sure to call the library's director prior to attending and confirm date/time of meeting.

Agenda Item E.1 – Committee Appointments. 2017 committee appointment lists were distributed to trustees at the beginning of the meeting. Mr. Housh pointed out that due to personal reasons, Mr. Amodeo will serve as Interim Chair of the Budget and Finance Committee until such time as Chair Dr. Rhonda Ricks returns. Ms. Vincent moved for approval of appointments as presented. She was seconded by Ms. Panty, whereupon committee appointments were unanimously approved. Per Bylaws Article V, Section 6 – "...All members of the Governance Committee, including the Chairman of the Committee, must be Trustees and must qualify as Independent Trustees, as defined below, and such independence must be documented in the Board minutes. All Trustees selected for membership on the Governance Committee must disclose at the time he or she is selected to the Committee and any time thereafter during his or her service on the Committee any circumstances which would disqualify him or her from serving on the Governance Committee..." Chair Housh called on the 2017 Governance Committee members consisting of himself, Mr. Bedenko (Chair), and Ms. Kelly; each verbally confirmed they are independent trustees as defined in the Bylaws and had no circumstances which would disqualify them from serving on the Governance Committee.

Chair Housh reminded trustees the next Chairman's Book Club will be held March 10<sup>th</sup> hosted by Karen King, PhD reviewing the book *All the Single Ladies*. He announced the book for the summer session will be *The Book That Changed America: How Darwin's Theory of Evolution Ignited a Nation*.

Agenda Item F – Committee Reports.

Agenda Item F.1 – Executive Committee. Mr. Bedenko summarized the meeting of February 9, 2017. He requested the written report be put into the Minutes. Mr. Amodeo moved, Ms. Vincent made a second, and approval was unanimous.

Present: Chair Frank Housh, Vice Chair Alan Bedenko, and Committee members Michael Amodeo and Kathleen Berens Bucki. Trustees Frank Gist and Elaine Panty were also present as were Library Director Mary Jean Jakubowski, Chief Operating Officer (COO) Carol Batt and Chief Financial Officer (CFO) Kenneth Stone.

The meeting of the Executive Committee began at 4:56 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Chair Housh reviewed the proposed agenda for the February 16, 2017 Buffalo & Erie County Public Library (B&ECPL) Board of Trustees meeting.

Trustee Amodeo briefly discussed the results of the Planning Committee held earlier on this date.

CFO Stone reviewed the request from the Clarence Public Library for financial assistance resulting from an unanticipated retirement.

Director Jakubowski and COO Batt briefly discussed the draft B&ECPL's 2017-2021 Goals and Objectives which will be distributed in the Board packets.

The Executive Committee adjourned at 5:15 p.m.

#### Agenda Item F.2 – Budget and Finance Committee.

Agenda Item F.2.a – Unanticipated Expenditure Assistance 2016 – Clarence Public Library. Deputy Director - CFO Ken Stone introduced Resolution 2017-3. Ms. Panty moved, Mr. Bedenko made a second, and Resolution 2017-3 was approved unanimously as presented.

#### RESOLUTION 2017-3

WHEREAS, the contract between the Buffalo & Erie County Public Library (B&ECPL) and contracting libraries, in section TWENTY SECOND, provides a process for requesting assistance in the event of “unforeseeable circumstances” that “result in a material impact on the ‘Public Library’s’ operating budget”, and

WHEREAS, the Clarence Public Library Board of Trustees has requested assistance to support the unanticipated cost of retiree payouts that occurred near the end of 2016, and

WHEREAS, B&ECPL staff worked with Clarence Public Library staff to identify the best method to address this situation, including an analysis of projected personnel costs for the balance of the year, and this review resulted in a recommendation to request assistance in the amount not to exceed \$5,980, and

WHEREAS, without this assistance the Clarence Public Library Board of Trustees has found that having to reduce staff hours to address the unanticipated retiree payout expense, as would otherwise have been required to address these costs, would result in inadequate staffing needed to provide committed programming associated with operating the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, sufficient monies are available within the 2016 B&ECPL operating budget salary and wage accounts to accommodate this request, and

WHEREAS, pursuant to section EIGHTH of the contract, this change may be implemented by resolution and transmitting a revised Exhibit A to reflect same, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves a reallocation within the 2016 B&ECPL operating budget to utilize vacancy savings in the salary and wage accounts to provide up to \$5,980 in funding assistance to the Clarence Public Library, and be it further

RESOLVED, that a copy of this resolution and a revised Exhibit A be transmitted to the above contracting library.

Agenda Item F.3 – Planning Committee. Planning Committee Chair Amodeo summarized the meeting of February 9, 2017. As directed, Director Jakubowski contacted Library legal counsel Patrick Martin regarding the question of a conflict of interest brought up at the meeting concerning Mr. Connors and the proposed WNY Business Hall of Fame. Per legal counsel recommendation, this will be referred to the Governance Committee to explore if a conflict of interest exists. The plan is for Mr. Connors to present at the April Board of Trustees meeting. Mr. Amodeo pointed out many questions are dependent on the type of sponsors *Buffalo Business First* can get for what they want out of this project, and they are looking to the Board to confirm if the Library wants this, so there is a question of who acts first. Without confirmation from the Board, it is hard for Mr. Connors and *Buffalo Business First* to present particulars on what this project is going to look like when seeking sponsors. Mr. Amodeo acknowledged there are many questions that need to be addressed and the Board is moving forward with addressing these. Mr. Amodeo motioned to have the written report of the February 9<sup>th</sup> meeting entered into the Minutes. Ms. Vincent moved, Mr. Bedenko seconded, and approval was unanimous.

Present: Planning Committee Chair Michael Amodeo and members Frank Gist and Frank Housh. Trustee Elaine Panty was also present along with Library Director Mary Jean Jakubowski and Assistant Deputy Director Dawn Peters. The meeting began at 4:10 p.m.

Jack Connors, Publisher of *Buffalo Business First*, was asked to present his vision for the Western New York Business Hall of Fame (HOF) which he asked be considered to be located at the Buffalo & Erie County Public Library (B&ECPL) downtown Central Library.

A PowerPoint presentation was given. In summary, the HOF would:

- consist of 1-2 interactive kiosks and a plaque recognizing all inductees;

- include computers in kiosks which would have links to the B&ECPL catalog:
  - Biography content/information on HOF members would be developed by *Buffalo Business First*;
  - *Buffalo Business First* would develop the HOF website which would be linked to the B&ECPL website;
- honor both living and deceased business people from WNY (Erie, Chautauqua, Cattaraugus, Genesee, Niagara, Orleans, Wyoming and Alleghany Counties);
- develop a ballot/form to nominate potential inductees;
- consist of a panel of *Buffalo Business First* staff, B&ECPL representatives and others to determine inductees; and
- include potential collaborative exhibits showcasing materials/equipment/ ephemera from the inductee's career for display.

Mr. Connors indicated he believed the B&ECPL is the desired location because of its free accessibility, open hours, business resources and placement in the community. He indicated he believes the HOF would be revenue neutral to the B&ECPL and may provide access to additional funding in the future. *Buffalo Business First* will seek sponsors for the initial investment and purchase of kiosks, computers, wall plaques, etc. He expects the HOF to start on a small scale and build up from there.

Chief Operating Officer Carol Batt and Chief Financial Officer Ken Stone joined the meeting. Trustees Kathleen Berens Bucki and Alan Bedenko also joined the meeting.

Committee Chair Amodeo asked if any sponsors had been sought to date. Mr. Connors indicated he has had conversations with a potential major sponsor. The Library would be recognized as a platinum sponsor (\$12,000 value) and receive marketing, increased sponsorship possibilities, and introductions of the B&ECPL to new partners at no cost to the Library.

Trustee Gist asked if there was a conflict in having a Trustee Emeritus/former B&ECPL Board Chair be leading this initiative. Discussion ensued. Board Chair Housh asked Director Jakubowski to arrange a conference call with B&ECPL Legal Counsel Patrick Martin to discuss this matter.

Committee Chair Amodeo thanked Mr. Connors for his presentation and asked he be prepared to present at the March 16, 2017 B&ECPL System Board of Trustees meeting. Mr. Connors welcomed the opportunity.

The meeting adjourned at 4:55 p.m.

Chair Housh commented he feels there is some merit to the WNY Business Hall of Fame and has a potential financial benefit to the B&ECPL, but pointed out it is a money-making proposition for Mr. Connor's business, which Mr. Connors made clear. Mr. Gist commented that is the point relating to the conflict of interest question. Chair Housh reminded trustees, Mr. Connors is a Trustee Emeritus of the B&ECPL Board of Trustees, the Chair of the Library Foundation of Buffalo & Erie County, and the Chair of the Hamburg Public Library Board of Trustees. There are many questions that need looking into.

Agenda Item G – Report of the Director. Director Jakubowski shared with trustees an article in *The Jewish Journal* (February 2017) - Wayne Wisbaum: *Advocate for All*.

A framed Certificate of Appreciation awarded to the B&ECPL from SCORE (Service Corps of Retired Executives) for continued community support for SCORE and small businesses was passed around for trustee viewing.

Director Jakubowski was happy to report the B&ECPL is the recipient of an \$8,000 grant from WNYLRC (Western New York Library Resources Council) and thanked them for their support. These funds will be used to continue the B&ECPL's digitization of the Buffalo City Directories; currently up to 1894 with the hope to reach 1902. She encouraged trustees to check these out on New York Heritage's website <https://www.nyheritage.org/>.

Together with Joy Testa Cinquino and others, Director Jakubowski met with Deborah Goldman and Dr. Grant Golden, Golden & Goldman Philanthropic Fund, as well as Peter Fleischmann, Foundation for Jewish Philanthropies, for a potential \$15,000 literacy-based grant. The Library will find out the outcome in mid-March.

Director Jakubowski shared exciting news that the B&ECPL is in the final rounds, selected out of 90 applicants, for the Southwest Airlines Heart of the Community Grant. They were very impressed with the Library's project proposal of developing an outdoor reading park at the corner of Broadway and Washington Streets.

Together with B&ECPL representatives, including Frank Housh and Elaine Panty, Director Jakubowski will be traveling to Albany for the March 1<sup>st</sup> Library Advocacy Day. She thanked trustees for advocacy done at both the state and local levels and encouraged trustees to send a letter to their legislators recognizing the Governor's cutting of state aid and NYS construction grant funding in his proposed 2017-2018 budget, asking him to replace these monies back in the budget and hopefully more. She shared a link to NYLA's website which contains a customizable electronic advocacy letter. Chair Housh reiterated the importance of advocacy and encouraged not only System trustees but also contracting member library trustees and everyone they know to send letters and/or make phone calls to legislators.

Babel tickets were available for the March 24<sup>th</sup> program to trustees on a first come basis.

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

### **B&ECPL Monthly Report January 2017**

On January 17<sup>th</sup>, Governor Andrew Cuomo released his 2017-18 Proposed Budget. That budget DID NOT continue the \$4.0 million increase in Library operating and recurring grant aid that was enacted by the Legislature last year, leaving the statewide general aid to libraries at \$91.6 million. Additionally, the Governor's budget did not continue a \$5 million increase in the New York State (NYS) Library Construction Grant program.

The Buffalo & Erie County Public Library's (B&ECPL's) 2017 adopted budget based its operating and recurring grant state aid estimates on the 2016-17 enacted budget. So, state aid to B&ECPL would fall short of the budget under the Governor's Proposed Budget. The estimated shortfall would be \$92,105 in the Operating fund and \$28,456 in the Grants fund, for a combined total of \$120,561.

In addition to the operating aid, the Governor left out the \$5 million increase approved by the Legislature in funding year (FY) 2016 for statewide Library Construction Grants, the first increase in 10 years (from \$14 million statewide to \$19 million). This program provides capital matching funds on a project basis.

In the FY 2016 State budget, \$871,099 was available to be allocated to projects in B&ECPL's service area. Projects recommended for funding include the Central Library elevator and auditorium renovation work going on this year; ADA improvements at the East Delavan Library; replacing windows and the air conditioning system at the Lackawanna Public Library; replacing the roof at the Julia B. Reinstein Library; rehabilitating the parking lot at the Hamburg Main Library; and rehabilitating the basement wall and improving lighting at the Boston Free Library.

FY 2016's \$5 million bump statewide increased the allotment available for projects in our service area by \$229,236 (from \$641,863 to \$871,099). So, if the \$5 million is not continued, our share would fall back to \$641,863 and future projects may be delayed or simply not get done.

B&ECPL representatives are meeting locally with our NYS representatives and the reception has been positive (both for restoring the operating aid and capital funding). System, Buffalo branch and contracting library representatives will also be traveling to



Albany on March 1<sup>st</sup> for New York Library Association Legislative Day to further convey the importance of improving state funding.

#### ADVOCACY:

- On January 12<sup>th</sup>, the Frank E. Merriweather, Jr. Branch Library (MRW) hosted the Western New York Library Resources Council (WNYLRC) advocacy meeting with NYS Assemblymember Crystal Peoples-Stokes and Leah Halton-Pope. Manager **Tom Carloni**, Buffalo Branches Manager **Linda Rizzo**, Assistant Deputy Director of Public Services **Dawn Peters**, as well as WNYLRC representatives discussed New York State library funding.
- On January 20<sup>th</sup>, Crane Branch Manager **Joshua Mitch** and Niagara Branch Manager **Suzanne Colligan** attended an advocacy meeting with NYS Senator Chris Jacobs at the Burchfield Penney Art Center. Members of WNYLRC attended, as well as Chief Financial Officer **Kenneth Stone**. The group presented statistics, information about services the groups are providing to the community, and information about how the current budget will negatively impact these services.
- On January 26<sup>th</sup>, the Dudley Branch Library hosted the WNYLRC advocacy meeting with NYS Assemblymember Michael Kearns. At the meeting, they discussed current happenings at local area libraries (academic, special interest, and public) and stressed the need for a continued increase in state funding. Library Director **Mary Jean Jakubowski**, **Dawn Peters**, **Linda Rizzo**, Dudley Branch Manager **Dan Lewandowski**, East Clinton Branch Manager **Kate Shea**, and several representatives from WNYLRC met with Assemblymember Kearns to advocate for library funding.
- On January 27<sup>th</sup>, East Delavan Branch Manager **John Stone** attended an advocacy meeting with NYS Senator Tim Kennedy that was arranged by WNYLRC. Library Director **Jakubowski**, **Linda Rizzo**, **Tom Carloni**, **Dan Lewandowski**, **Kate Shea**, Cheektowaga Public Library Director **Glenn Luba**, and Senior Library Clerk **Jill Ptak** also attended. There were also 2 representatives from WNYLRC in attendance, as well as academic librarians from Canisius College, who hosted the meeting. This meeting took place in the Andrew L. Bouwhuis Library. When given the opportunity, **John Stone** highlighted the juvenile programming and technological assistance, both programs and day-to-day services, offered at East Delavan, and how crucial these and additional services were to the surrounding community.
- On January 27<sup>th</sup>, The Crane Branch Library hosted an advocacy meeting with NYS Assemblymember Sean Ryan in the 2<sup>nd</sup> floor community space. Members of

WNYLRC and representatives from the B&ECPL attended. This included Crane Branch Manager **Joshua Mitch**, **Dawn Peters**, **Linda Rizzo**, Niagara Branch Manager **Suzanne Colligan**, and North Park Branch Manager **Paul Guminski**. The group presented statistics, information on services the groups are providing to the community, and information about how the current budget will negatively impact these services. Assemblymember Ryan was receptive to the Library's concerns, offered advice, and welcomed the opportunity to learn what various agencies were planning in the future.

- Library Administration and staff participated in WNYLRC advocacy meetings with NYS Assemblymember Michael Norris on January 17<sup>th</sup>, NYS Assemblymember Robin Schimminger on January 20<sup>th</sup>, and NYS Senator Patrick Gallivan on January 26<sup>th</sup>.

### Monthly Programming Statistics – January 2017

#### 1. Public Services

##### In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	108	108	1811	1811
Children (age 6-12)	97	97	1306	1306
Teens	21	21	194	194
Intergenerational	75	75	1265	1265
Adults (excludes Technology)	201	201	2638	2638
<b>TOTAL In Library Programs</b>	<b>502</b>	<b>502</b>	<b>7214</b>	<b>7214</b>

##### 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)	73	73	73	73
Teens	31	31	31	31
Intergenerational	0	0	0	0
Adults (excludes Technology)	129	129	129	129
<b>TOTAL In Library Programs</b>	<b>233</b>	<b>233</b>	<b>233</b>	<b>233</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	5	5	37	37
System or Library-owned Cyber Train	14	14	94	94
One on One	80	80	107	107
<b>TOTAL Adult Technology</b>	<b>99</b>	<b>99</b>	<b>238</b>	<b>238</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	2	2	29	29
Children (age 6-12)	6	6	2390	2390
Teens	2	2	64	64
Intergenerational	3	3	296	296
Adults (excludes Technology)	14	14	710	710
<b>TOTAL Outreach (out of Library)</b>	<b>27</b>	<b>27</b>	<b>3489</b>	<b>3489</b>

**System-wide Milestones of Science Programming:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	1	1	12	12
Adult Services	1	1	50	50
Launch Pad/TechKnow Lab	1	1	10	10
Development/Communications	3	3	18	18
Grosvenor Room	2	2	12	12
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>102</b>	<b>102</b>

**Milestones of Science Exhibit:**

	Month	YTD	From Opening 10/2015 to present
Visitors - Non-tour related	2611	2611	
Visitors - Tour/Program	102	102	
<b>TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)</b>	<b>2713</b>	<b>2713</b>	<b>51661</b>

**Highlights:**

- January 5<sup>th</sup> – Children’s Services Librarian **John Gaff** and Children’s Services Senior Page **Chelsea O’Donnell** represented the Library at Canisius College’s 18<sup>th</sup> Annual Kids Day event. Over 2,200 kids from local schools came to Canisius College to watch the Canisius women’s basketball team face off against Marist College. The staff and Library mascot Reada Book greeted the kids as they arrived and kept the crowd excited as the game began. During half-time, kids in attendance joined Independent Health in a number of physical activities, including a relay race and dance party. Reada encouraged the racers and joined in the dance party alongside the kids. The excitement of the event was incredibly heartwarming. Other mascots in attendance included those from the Buffalo Bills, Buffalo News, Independent Health, and Buffalo State College.
- January 6<sup>th</sup> – Information Services and Outreach Librarian **Renée Masters** arranged and supervised the installation of the new Whisper Space art exhibit, *Awash in Blue*, a collection of artworks exploring the beauty of water, and the mysteries that lie below the surface. This exhibit is on loan from iXpress, an art workshop for developmentally disabled individuals, sponsored by Aspire of WNY. It will remain on display through April 2017.
- January 7<sup>th</sup> – Library on Wheels Branch Manager **Nicole Jesse**, Senior Page **Alyssa Johnson**, Children’s Services and Outreach Librarians **Pamela Bigsby** and **Jennifer Hunt**, and Page **Nancy Rybinski** collaborated a first ever *Library Day @ the Sabres* held at Key Bank Center. The Library on Wheels was parked outside of Tops Alumni Plaza where staff greeted fans before and after the game. Library staff hosted a table inside the arena and processed 55 new library card applications, provided giveaways, and “make and take” crafts. Library mascot Reada Book was also there to greet visitors and cheer on the Sabres. Staff collected books from patrons to be recycled. All library card holders received a 25 percent discount at the Sabres Store. In addition, a bag containing assorted library items was raffled off to a lucky fan.
- January 11<sup>th</sup> – **Renée Masters** planned and arranged Wellness Wednesday this month which addressed small changes that can make a big difference in your health. Health Educator Kelly Fletcher shared health tips, recipes and other resources with 90 individuals during her 3 hours at the Ring of Knowledge.
- January 12<sup>th</sup> – **Renée Masters** coordinated a free *Community Training in Opioid Overdose Recognition & Use of Naloxone & Narcan* at the Central Library. The training was provided by the Erie County Department of Health’s Opiate Task Force. Attendees received a certificate of training along with 2 doses of

naloxone, or Narcan. Additional training sessions will be offered throughout 2017.

- The Partnership for the Public Good hosted the Minority and Women Business Enterprise (MWBE) Task Force's open conversation on promoting equality of economic opportunities for a total of 150 patrons on January 13<sup>th</sup> at the Frank E. Merriweather, Jr. Branch Library (MRW).
- The B&ECPL celebrated its 39<sup>th</sup> Annual *Tribute to Dr. Martin Luther King, Jr.* on January 18<sup>th</sup>. Community activist and small business counselor Clifford Bell acted as Master of Ceremony for this lunchtime program held at the Central Library's Ring of Knowledge. The program included Mayor Byron Brown, Storyteller Sharon Holley, and vocal performer, Pastor Angela Stewart. The program was well received by approximately 100 in attendance. Information Services and Outreach Librarian **Sandra Courtney** coordinated the program.
- On January 19<sup>th</sup>, East Delavan Branch Manager **John Stone** attended the Parent Teacher Conference event at Buffalo Public School 61. John fielded questions regarding public library services, handed out flyers for upcoming events at East Delavan, and set up a tech demo using East Delavan's iPads. One iPad was set up with the Osmo educational game system and the other iPad was set up with the game DNA Play. Throughout the night, John interacted with 20 parents/caregivers and 12 children. Additionally, 8 children and 2 parents/caregivers were registered and issued library cards.
- New York State Senator Tim Kennedy hosted an informational table regarding the NYS Department of Health on January 19<sup>th</sup> at the MRW Library.
- January 21<sup>st</sup> – **Sandra Courtney** and Information Services and Outreach Manager **Dan Caufield** represented B&ECPL at Straight Talk, a small business conference presented by the Service Corps of Retired Executives (SCORE) and the Small Business Administration (SBA) held at the Buffalo Niagara Convention Center. Approximately 349 individuals attended the event. Dan presented on library resources related to small business information and development during the Introductory Business Basics session. During the Open Networking session, both spoke to numerous attendees excited about library resources. Over 30 attendees signed up for library cards and many stated they would take advantage of the Book a Librarian service to further explore library resources.
- January 25<sup>th</sup> – Children's Services Librarian **Mary Ann Budny** and Children's Services Manager **Kathryn Galvin** represented the Library at the Aloma D. Johnson's Family Literacy Day. Following the school's theme of "Reading Under

the Stars,” they shared night-themed books and an owl craft along with promotional library material. Library cards were issued.

- January 26<sup>th</sup> – The Winter Reading Kick-off media event was held at the Central Library. **Kathryn Galvin** and Children’s Services Librarians **Pamela Bigsby**, **Mary Ann Budny**, **Erin Burke**, **Steve Clancy**, **Wanda Collins**, **John Gaff** and **Jennifer Lelinski**, along with Library Associate **Cyndy Lenzner**, and Senior Page **Chelsea O’Donnell**, all participated in the Winter Reading Kick-off event with the Buffalo Bandits. After the players read stories to the students from Bennett Park Montessori School, the Children’s staff brought the students to the Kids’ Space to make a craft before returning to school.
- On January 30<sup>th</sup>, the Dudley Branch Library served as a site to receive information and help with applying for the Home Energy Assistance Program (HEAP). This was made possible through collaboration with Erie County Legislator Lynne Dixon.
- January 31<sup>st</sup> – **Dan Caufield** and **Sandra Courtney** presented an overview of small business resources offered by the Library System at the Straight Talk seminar series held at Medaille College. In this, (the first of 8 workshops, entitled “Business Plans and Library Resources”) Dan highlighted free database resources, print materials, and the Library’s specialized services that support entrepreneurs. After the presentation, many attendees spoke to Dan and Sandra further and mentioned how they would be coming to the Central Library for a one-on-one Book a Librarian session.
- On January 31<sup>st</sup>, at the MRW Library, the group For a More Perfect Union hosted a discussion on immigration policy for a total of 33 patrons.
- January – Four technology training classes have been held in the downtown Central Library’s TechKnow Lab, with TechKnow Lab staff conducting an additional 13 classes throughout the System. In addition, TechKnow Lab staff carried out 76 appointments for Book a Technology Trainer throughout the System (including at the Central Library).
- January – Launch Pad patrons continue to 3D print various projects, including SD Card holders, Cosplay parts, and pieces for architectural models. Also, a wide range of library patrons continue to utilize the Launch Pad’s recording studio, including full musical group recordings with the library’s guitar, drums and a singer simultaneously.
- Some of the community groups that held meetings at the MRW Library focused on civic engagement. These included the Buffalo Public Schools, the NAACP,

The Buffalo Genealogical Society of the African Diaspora, African Consciousness Group, Association for the Study of Classical African Civilizations, Alzheimer's Association, the Service Collaborative of WNY, Dorie Miller Rifle & Pistol Club, Persistence Preparatory Academy, The Elmwood Village Charter School, Substitutes United of Buffalo, True Bethel Restoration Workshop, Stop the Violence Coalition and the Buffalo Classic & Antique Car Club.

## 2. Collection Development

### Collection Development – January 2017

#### Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	4,006	4,006	451	451	534,102
Young Adult Print	628	628	102	102	72,655
Adult Print	4,622	4,622	860	860	1,863,159
Media	6,173	6,173	978	978	521,904
Other*	2,994	2,994	6	6	181,641
Subtotal	18,423	18,423	2,397	2,397	3,173,461

\*Includes magazines, generic copies, and other

#### Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	531	531	360	360	45,305*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	55	55	40	40	8,955
e-Videos	0	0	0	0	99 +Moving Image Archive Library**
Subtotal	586	586	400	400	54,359

\*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	19,009	19,009	2,797	2,797	3,227,820

## Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	494	3.8%	492	71.9%
Staff Initiated	84	2.4%	84	83.3%

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

**Highlights:**

- In January, 888 unique visitors from 11 countries including Cambodia, Canada, Cayman Islands, Hong Kong, India, Ireland, Japan, Pakistan, Philippines, United Kingdom, and the United States viewed the Library's Subject Guides. The Taxes and Job & Career Resources guides received the highest number of views this month.

**3. Technology****Technology - January 2017**

## Social Networking:

	Monthly Staff Activity <sup>1</sup>	YTD Staff Activity	Monthly Public Activity <sup>2</sup>	YTD Public Activity	Monthly New Followers	Total Followers <sup>3</sup>
<a href="#">Facebook</a>	120	120	3,813	3,813	88	88
<a href="#">Flickr</a>	0	0	4,983	4,983	0	0
<a href="#">Instagram</a>	31	31	996	996	43	43
<a href="#">Pinterest</a>	53	53	484	484	13	13
<a href="#">Tumblr</a>	3	3	6	6	2	2
<a href="#">Twitter</a>	145	145	1,784	1,784	68	68
<a href="#">YouTube</a>	0	0	894	894	2	2
<b>Total</b>	<b>352</b>	<b>352</b>	<b>12,960</b>	<b>12,960</b>	<b>216</b>	<b>216</b>

<sup>1</sup>Number of posts, pins, tweets, videos, etc., created by staff

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

<sup>3</sup>Total number of followers at end of month

**Technology Highlights:**

- Next-Generation ILS Implementation Progress: Implementation of the next-generation Enterprise catalog shifted into its final staff review phase in January. All staff members were given access to the interface for testing and comment. Feedback, which continues to be collected and prioritized, has been generally



positive while also generating suggestions for improvement. Reviewers cited the ability to checkout and place holds on downloadable items as the most welcome feature. The site will be released to the public when the staff evaluation period concludes.

#### **4. Funding/Fundraising**

**Funding:** Reported on in introduction.

**Fundraising:**

<b>Campaign Name</b>	<b>Campaign Dates</b>	<b>Raised to Date</b>
Annual Appeal	January 1 - 31, 2017	\$3,205.00

*Highlights:*

- The Library applied to the Library of America Project for a \$1,800 grant to support WWI exhibition and programming. Also, 115 WWI solicitation/ sponsorship letters were sent to local companies and organizations.
- Summer Reading sponsorship proposals were sent to 25 local companies.

#### **5. Facilities**

*Highlights:*

- On January 19<sup>th</sup>, contractors, Erie County Department of Public Works personnel, and Library representatives met for Auditorium Rehabilitation Phase 1 project “kick-off” planning. The general contractor, Miller Enterprises, Inc., is expected to be on-site starting February 6<sup>th</sup>. The Phase 1 project is anticipated to conclude in summer 2017.

The Central Library auditorium (including the restrooms) will be unavailable for the duration of the project.

The project will largely address behind-the-scenes needs for the Central Library’s auditorium. Future phases, the timing of which is subject to funding availability, will address the main public space and stage area. Phase 2, which is anticipated to begin to address the interior needs including replacing problematic sound and lighting systems, is anticipated to be bid out later this year. Funding for Phase 2 is supported by a \$600,000 allocation in the 2017 Erie County Capital Budget.

The current Phase 1 project will focus on:

1. Rehabilitating the auditorium lobby, including replacing the deteriorated ceiling system and abating the asbestos above;
2. Replacing a failing drain above the ceiling adjacent to the northeast corner of the auditorium lobby, which has caused water damage (the presence of asbestos around plumbing requires this area be abated before permanent replacement plumbing can be installed.);
3. Addressing severe moisture penetration and damage behind the auditorium stage sourced to a planter box located above the northeast section of the auditorium; and
4. Replacing the auditorium's HVAC system, including the air handlers as the system is original (circa 1964) and was designed to operate both heating and cooling 365 days/year, drawing off the building's main boiler and chillers. This design is energy inefficient, and due to the utility cost, the Library is unable to operate both heating and cooling 365 days per year, impacting patron comfort, particularly when hosting near capacity audiences. This project will result in the ability to independently heat and cool the space as needed based on use, providing improved user comfort in an energy-efficient manner.

## 6. Staff Development

### Staff Development - January 2017

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	244	244	6	6

#### *Highlights:*

- In January, the B&ECPL began offering live sessions of *A+ Customer Service Training*, in conjunction with the online program launched last month. Employees now have the option of attending a live class which goes over the major components of *A+ Customer Service* (Acknowledge, Assist, Achieve), examines interactive scenarios, and encourages group discussion of common customer service experiences. There were 2 live programs given in January, with a total of 14 employees attending. Fifty staff members completed the training online. *A+ Customer Service Training* is available to all B&ECPL staff, and is mandatory for Central and Buffalo branch library employees.
- B&ECPL Human Resources also presented 2 sessions of *Addressing Computer Viewing Complaints* in January. The virtually-presented training provides guidance on staff's options for action when patrons view adult content or other

potentially offensive material in the library. A total of 13 staff members from across the B&ECPL System attended the January sessions.

- January 23<sup>rd</sup> – Children’s Services Manager **Kathryn Galvin** and Children’s Services Librarians **Pamela Bigsby**, **Erin Burke**, **Mary Ann Budny**, and **John Gaff** attended the Battle of the Books Title Selection Committee meeting at the Julia Boyer Reinstein Library. Final selections for Battle books and Kid’s Choice books were made, pending another read through by a second committee member.
- January 23<sup>rd</sup> – **Pamela Bigsby** began a 6-week online course through ALA titled “Basic American Sign Language for Library Staff.” Her goals in completing this course include increasing access to library patrons in the Deaf community and incorporating ASL into baby/toddler story times to help increase communication and literacy in early language learners.
- On January 25<sup>th</sup>, the B&ECPL hosted Petra Saunders, Andrea Russell, and Gloria Matthews from Deaf Access Services, who presented a program entitled *Library Public Service for the Deaf and Hard of Hearing*. Employees learned about deaf and hard of hearing culture, dos and don’ts of communication with deaf/hard of hearing individuals, assistive devices that might be utilized in the library, and information on community resources that can be promoted to deaf and hard of hearing patrons. Attendees also practiced some basic and library-related sign language, including “hello,” “thank you,” “can I help you?,” “internet,” and “library card.”
- On January 9<sup>th</sup>, the B&ECPL hosted a screening of the ESLN webinar *Striving for Accessibility in Library Services*. The program, hosted by Nazely Kurkjian, described the types of devices and services available to persons with disabilities and explained how to incorporate these technologies into library workflow for things like digitization of materials, use of eReaders, and website design.
- **Kathryn Galvin** led a work session on completing the demographic portion of the Early Literacy Community Asset Analysis at the Julia Boyer Reinstein Library on January 4<sup>th</sup> and the Eggertsville-Snyder Library on January 30<sup>th</sup>.
- Staff attended various training opportunities in January outside the B&ECPL which include WNYLRC’s *AskUs 24/7 Training* to enhance online reference skills and *SMILE Community of Practice Virtual Forum*, presented by STEAM & Making in Informal Learning Environments (SMILE). The forum discussed how to support STEAM learning and MakerSpaces in libraries and other community-based organizations.

- Finally, staff continued to pursue a variety of webinar training opportunities on a wide range of topics in January, including: *A Case Study in Streaming Video Collections at Cornell University Library* (South Central Regional Library Council); *A Conversation with the 2017 YALSA Excellence in Nonfiction Finalists* (School Library Journal); *4 Simple Ways to Beef Up Your Library Marketing* (DEMCO); *Connecting Kids and Teens with Healthy Summer Meals: Libraries as Partners* (NYLA); *Introduction to Emergency Planning and Preparedness* (Documentary Heritage & Preservation Services for New York); *Legislative Source Book Resources* (DHPSNY); *Outcome Measurements Made Easy* (PLA); *PostMARC'd: Delivering a New Approach to Cataloging* (Library Journal); *Reaching Reluctant Readers: Finding Appropriate High-Interest Content that Engages and Inspires* (Booklist); *Service Excellence in Challenging Times* (WebJunction); and *YouTube U: Leveraging the World's Largest Video Platform for L&D* (Training Magazine Network). A total of 43 different webinars were viewed by staff from the Central, Buffalo branch, and contracting libraries.

## 7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Release and Cameras Invited	Job Fair @ Central Library	The Buffalo News, January 10 <sup>th</sup>
Cameras Invited	Tribute to Dr. Martin Luther King, Jr.	WGRZ TV Channel 2 and WUFO Radio, January 12 <sup>th</sup>
Media Event	Winter Reading, Buffalo Bandits Ryan Benesch & Mitch Jones @ the Library Today	WGRZ TV Channel 2, WIVB TV Channel 4, and WBFO, January 26 <sup>th</sup>
Media Release	Chess 2017 Schedule	Sent on January 30 <sup>th</sup>
Media Interview	Winter Reading and Dr. Martin Luther King, Jr. Celebrations	WKBW TV AM Buffalo, January 10 <sup>th</sup>
Media Release	Banned 1925 Soviet Satire is Theatrical Reading at the Downtown Central Library - January 21	Sent on January 13 <sup>th</sup>
Media Release	Take Your Child to the Library Day	The Buffalo News, January 10 <sup>th</sup>
Article for <i>New York Researcher</i>	"Don't Forget the Card Files!" - resources in GRO	Winter 2016
Interview - Time Warner YNN	"Mark Twain's Writing Legacy Boasts Buffalo Roots"	January 19 <sup>th</sup>
Article for <i>WNYGS Journal</i>	"High Schools in Buffalo, NY, 1917 & 1941" - online map project	March 2017

Crane: WNY Family Magazine Online	Programs at Crane	January 1 <sup>st</sup>
Niagara: Bee Newspapers	Mini-Maker Madness/Valentine's Day craft	Online submission
Niagara: WNY Family Magazine	Mini-Maker Madness	Online submission
Riverside Review	January 2017 Happenings	January 18 <sup>th</sup>
Riverside Review	Take Your Child to the Library Day and January Activities	January 25 <sup>th</sup>

**Highlights:**

- The January 6<sup>th</sup> Winter Reading Kick-off was postponed until January 26<sup>th</sup>. Members of the Buffalo Bandits lacrosse team participated in the announcement by reading to school children from Bennett Park Montessori School.
- Rare Book Curator **Amy Pickard** was interviewed on January 11<sup>th</sup> by a Time Warner Cable YNN reporter in the Mark Twain Room for a piece about Mark Twain in Buffalo and the story of the *Adventures of Huckleberry Finn* manuscript. <http://www.twcnews.com/nys/buffalo/explore-ny/2017/01/19/mark-twain-s-writing-legacy-boasts-buffalo-roots.html>
- Genealogy Specialist **Rhonda Konig** wrote an article for the *New York Researcher* magazine. It was published in the Winter 2016 issue as part of the article "Don't Forget the Card Files! Treasures Not Found in Online Catalogs". Twelve of the Grosvenor Room card files were featured including the Local History File, Buffalo Business File, Coat of Arms Index, Famous Visitors File, Grosvenor Genealogy Catalog, Pan-American Exposition Index, Picture File, Prominent Black Buffalonians, Ransom File, Vital Index of Western New York Families, Bible Record Index, and Locality Finder. Card files are an excellent source for genealogists and historians. They often provide indexes to resources such as newspapers, scrapbooks, and books that are not otherwise indexed.
- Grosvenor Room Librarian **Sue Cutrona** wrote an article for the *Western New York Genealogical Society Journal* to be published in March 2017. The article highlights the Library's recent online map project, "High Schools in Buffalo, NY, 1917 & 1941." The map is a tool for local history research, and can help genealogists identify the high school attended by an ancestor when used along with the Grosvenor Room's extensive yearbook collection.

## 8. Partnerships

### *Highlights:*

- January 4<sup>th</sup> – A telephone meeting took place between Chuck Vicario, Labor Management Health Fund (LMHF) Wellness Coordinator, and Information Services and Outreach Librarian **Renée Masters** to discuss the feasibility of including Central Library's annual health fair as an LMHF sponsored event. This will allow LMHF - Erie County employees, to count their attendance at the health fair toward LMHF premiums. The effort is a win-win allowing easy access to health information and screening and boosting attendance at the library health fair. More detailed plans will be made with the help of Library Human Resources Administrative Clerk **Erin Weller** and Kelly Fletcher, Public Health Educator with the Erie County Department of Health.
- January 6<sup>th</sup> – Information Services and Outreach Manager **Dan Caufield** met with Public Services Managers Joe Riggie and Ken Fujiuchi from the Buffalo State College E. H. Butler Library. Discussed at the meeting was how B&ECPL and Buffalo State College can work as partners so all incoming freshmen can receive B&ECPL library cards.
- January 10<sup>th</sup> – Launch Pad Manager **Jordan Smith** and Children's Services Librarian **John Gaff** represented the Library at DIG as part of BuffaloMakes, a group of Western New York makers whose goal is to organize and promote maker resources available to local residents. BuffaloMakes includes representatives from Thimble, Buffalo Museum of Science, The Foundry and others. Discussed were ways in which those involved in the maker community could better promote their resources. A website is currently in the works that will collect the resources available at each maker-related organization.
- January 12<sup>th</sup> – The planning committee for 2017's Mental Health Awareness Day scheduled to take place at the Central library on May 4<sup>th</sup> met at Fables Cafe. The committee includes representatives from Lake Shore Behavioral Health, Inc., Mental Health Association of Erie County, Inc. and Restoration Society, Inc. as well as **Renée Masters**. In addition to the "flash mob" group dance on the ramp that occurred at last year's event, speakers and a trivia contest are being arranged to bring more interaction to the event.
- January 17<sup>th</sup> – **Renée Masters** met with Phylicia Brown, Educational Advocate with the Learning Disabilities Association of Western New York. The agency is currently doing outreach for a few hours every month in the Washington Street lobby at the Central Library. Ms. Brown is interested in reaching out to library staff and finding more effective ways of reaching parents who are overwhelmed

with the disability services process in schools. Renée reached out internally to **Kathryn Galvin** and arrangements are being made for Ms. Brown to present at a Youth Services Group meeting in the near future.

- January 18<sup>th</sup> – **Renée Masters** attended a Bailey Green Partners meeting at Harmac Medical Products, Bailey Avenue at Genesee Street in Buffalo. Progress updates were given by Habitat for Humanity, Groundwork Market Garden, The Society for the Advancement of Construction Related Arts (SACRA), and Urban Fruits and Veggies. Bailey Green is a community revitalization effort spearheaded by Harmac Medical Products. Buffalo City Comptroller Mark Schroeder was among the many community stakeholders who were also present. Along with the update, the meeting allowed for networking and exploration of future collaborative opportunities.
- January 18<sup>th</sup> – Assistant Deputy Directors **Joy Testa Cinquino** and **Dawn Peters**, Special Collections Manager **Meg Cheman**, and Community Engagement Manager **Anne Conable** met with several representatives from VFW and American Legion Veterans Groups in Erie County, including Peter Hurd of the Veterans Museum of Erie County. The group discussed programming support and the contribution of artifacts for the upcoming WWI exhibit, as well as mounting supplementary exhibits around the county.
- January 24<sup>th</sup> – Rare Book Curator **Amy Pickard** and **Meg Cheman** gave a behind-the-scenes tour of the Rare Book collection to staff and trustees of the Roycroft Campus. With Library Director **Mary Jean Jakubowski**, discussion of collections and cooperation between our institutions followed the tour.
- January 27<sup>th</sup> – Launch Pad Manager **Jordan Smith** and TechKnow Lab Manager **Kara Stock** met with Nikki Ritchey, a Middle School Art Educator from the Tapestry Charter School, to discuss potentially setting up a stop-motion animation project based around superheroes for her students.
- Meetings were held by Development Manager **Maureen Germaine** to plan for a group of professionals from Leadership Buffalo to volunteer at the Central Library and other Buffalo Branches for Take Your Child to the Library Day on February 4<sup>th</sup>. They will also volunteer for Battle of the Books in August.
- **Meg Cheman** developed a traveling exhibit linking Milestones of Science with *Frankenstein* for display at the Road Less Traveled Theater. The exhibit will be on display during the production of *Frankenstein* from the preview night, January 19<sup>th</sup> through the duration of the production which ends February 12<sup>th</sup>.

## 9. Planning for the Future

- January 17<sup>th</sup> – Special Collections Manager **Meg Cheman** and Rare Book Curator **Amy Pickard** met with the Library Foundation of Buffalo & Erie County and presented upcoming projects for digitization, conservation and exhibition.

## 10. Director Activities

### Meetings and Events:

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

DATE	MEETING / EVENT
January 4, 2017	Meeting - Maureen McLaughlin
January 4, 2017	Conference Call - Eli Guinnee, Director - Chautauqua-Cattaraugus County Library System
January 4, 2017	Meeting - Dennis Penman - Ciminelli, Re: 201 Ellicott
January 4, 2017	Conference Call - Mike Borowiak, Nussbaumer & Clarke, and Andy Rabb, City of Buffalo
January 4, 2017	Conference Call - Vailey Oehlke, Director Multnomah County Library System
January 5, 2017	Meeting - Administrative Team
January 5, 2017	Meeting - Meg Cheman, Amy Pickard
January 6, 2017	Event - Millard Fillmore Commemoration Ceremony
January 7, 2017	Event - Buffalo Sabres - Family Library Day @ the Arena
January 11, 2017	Meeting - Managers and Directors
January 11, 2017	Meeting - Buffalo & Erie County Public Library Board of Trustees - Budget & Finance Committee
January 11, 2017	Meeting - Association of Contracting Library Trustees (ACT) Board
January 12, 2017	Event - Dr. Martin Luther King, Jr., MLK Celebration
January 12, 2017	Meeting - Joy Testa Cinquino, Dawn Peters
January 12, 2017	Meeting - B&ECPL Board of Trustees - Planning Committee
January 12, 2017	Meeting - B&ECPL Board of Trustees - Executive Committee
January 12, 2017	Meeting - B&ECPL Board of Trustees - Development & Advocacy Committee
January 13, 2017	Meeting - Western New York Library Resources Council (WNYLRC) Personnel Committee
January 13, 2017	Meeting - Joy Testa Cinquino
January 17, 2017	Meeting - WNYLRC Advocacy NYS Assemblymember Michael Norris
January 17, 2017	Meeting - Dennis Galucki



## Minutes of the Board of Trustees

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January 17, 2017	Meeting - Jack Connors, President, Library Foundation of Buffalo & Erie County
January 17, 2017	Meeting - Library Foundation of Buffalo & Erie County Board of Trustees
January 18, 2017	Meeting - Peter Hurd, Veterans Museum of Erie County
January 18, 2017	Meeting - Jeannine Doyle
January 18, 2017	Meeting - Laurie Dean Torrell, Just Buffalo Literary Center
January 19, 2017	Meeting - Auditorium Renovation Phase 1 Pre-Construction
January 19, 2017	Meeting - Administrative Team
January 19, 2017	Meeting - Dawn Peters
January 19, 2017	Event - West Seneca Public Library Groundbreaking Ceremony
January 19, 2017	Meeting - Jeannine Doyle
January 19, 2017	Meeting - B&ECPL Board of Trustees
January 23, 2017	Meeting - Joy Testa Cinquino, Dawn Peters, Kathy Galvin, Linda Rizzo
January 24, 2017	Tour - Roycroft Campus Staff and Trustees
January 24, 2017	Meeting - Robert Patterson, Bond Schoeneck & King
January 25, 2017	Meeting - Contracting Library Directors
January 25, 2017	Meeting - WNYLRC Board of Trustees
January 25, 2017	Meeting - Amherst Police Department
January 26, 2017	Meeting - Joy Testa Cinquino
January 26, 2017	Event - Winter Reading Announcement
January 26, 2017	Meeting - Mark Poloncarz, Erie County Executive, Members of the Association of Buffalo Presidential Center
January 26, 2017	Meeting - WNYLRC Advocacy NYS Assemblymember Michael Kearns
January 27, 2017	Meeting - WNYLRC Advocacy NYS Senator Tim Kennedy
January 27, 2017	Meeting - Jack Connors, and Beth Miller of Creative Education Foundation
January 27, 2017	Meeting - Dawn Peters
January 30, 2017	Meeting - Carol Batt, Maureen McLaughlin, Kelly Donovan
January 30, 2017	Meeting - Joy Testa Cinquino, Dawn Peters, Kathy Galvin, Linda Rizzo
January 31, 2017	Meeting - Administrative Team
January 31, 2017	Meeting - Deborah A. Goldman, Dr. Grant Golden, Golden & Goldman Philanthropic Fund, and Peter Fleischmann, Foundation for Jewish Philanthropies

**Other:**

**Contracting Member Library Activity Reports**

**Eden Library** – submitted by Donna-Jo Webster, Director

Highlights of events and activities at the Eden Library:

- Among the many events held at the library during December, we hope one will become an annual tradition: a very festive Holiday Open House featuring live music from the Eden Mountain Dulcimer Players. The local musicians played a variety of seasonal carols and traditional tunes that had everyone's toes tapping.
- After 10 years, Eden's Yarn Club reached a milestone in January 2017, creating and donating their 4,400<sup>th</sup> knitted or crocheted item to charity. The group is currently making chemo caps for cancer patients at Roswell Park. Members are also creating hats, gloves and scarves for UB Heals, a student-run medical outreach initiative benefitting Buffalo's homeless population.
- February has a full slate of great events on tap for all ages, including a special Saturday morning storytime in honor of Take Your Child to the Library Day (February 4<sup>th</sup>); the ever popular Candy Bingo (February 11<sup>th</sup>), and the perfect combo of food and fun during the Evening Cookbook Club (February 23<sup>rd</sup>).

**Grand Island Memorial Library** – submitted by Patricia Covley, Director

Highlights of events and activities at the Grand Island Memorial Library:

- The Grand Island Memorial Library is featuring an art show for the month of February. Angelo F. LaDuca, a Grand Island artist, is displaying 18 of his oil paintings that include landscape, portrait and still life paintings. The display racks used for this show are a gift of The Friends of The Library. These new displays compliment the recently acquired furniture which was also provided by the Friends.

Agenda Item H – The Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report. Bill Josefiak reported on the February 11<sup>th</sup> ACT annual meeting/workshop held at the downtown Central Library; approximately 67 trustees were in attendance. The following ACT officers were elected: President Peggy Snajczuk (Orchard Park); Vice President Pat Smith (Eden); Secretary Richard Earne (Grand Island); and Treasurer Bill Josefiak (Lancaster). Mr. Josefiak publicly recognized and thanked Suzanne Jacobs for her many years as an ACT officer remarking she will still remain on the Board of the Lancaster Public Library. The next ACT meeting will be held April 8<sup>th</sup> at the Lackawanna Public Library.

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

Agenda Item J – Unfinished Business. None.

Agenda Item K – New Business.

Agenda Item K.1 – Goals and Objectives 2017 – 2021. Deputy Director - COO Carol Batt explained Resolution 2017-4 as presented noting these Goals and Objectives would be incorporated in the Library's Strategic Plan being worked on which will then be brought back to the Board for review and approval. Trustee Bucki noted a comma should be added on page 2, second last line between Science and Technology. Ms. Kelly moved to adopt the 2017 – 2021 Goals and Objectives as amended with the comma. Mr. Amodeo made a second and approval was unanimous.

RESOLUTION 2017-4

WHEREAS, The Buffalo & Erie County Public Library System (B&ECPL) Administrative Team is responsible for positioning the B&ECPL System to proactively address emerging challenges and opportunities as well as ensure long-term viability, and

WHEREAS, as part of the B&ECPL's ongoing efforts to provide quality public service and address the needs of our diverse community, the B&ECPL is developing a Strategic Plan to provide vision and direction for long-term planning, and

WHEREAS, the Strategic Plan will supplement and support the *B&ECPL's 2017-2021 Five Year Library System Plan of Service* that has been approved by the New York State Division of Library Development, and

WHEREAS, after performing a vigorous and analytic review of library trends, B&ECPL operational data and survey results, a staff working group developed the attached draft *B&ECPL's 2017-2021 Goals and Objectives* which will become the basis for a new Strategic Plan, and

WHEREAS, the *B&ECPL's 2017-2021 Goals and Objectives* have been reviewed by the Library Director and Administrative Team and they emphasize 5 key target areas: community, resources, growth and learning, innovation and technology, and adaptability, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the attached *2017-2021 Goals and Objectives*.

There being no further business, on motion by Mr. Amodeo, a second by Ms. Horton, the meeting adjourned at approximately 4:48 p.m.

Respectfully submitted,

Kathleen Burd  
Secretary