

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
December 20, 2018

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, December 20, 2018, at the Central Library pursuant to due notice to trustees. The following members were present:

Frank Housh, Chair
Alan Bedenko, Vice Chair
Kimberly Johnson, Secretary
Joel Moore, Treasurer
Sheldon M. Berlow
Kathleen Berens Bucki
Katie Burd
Lucy Candelario
Frank Gist
Theodore K. Johnson
Sharon M. Kelly
Elaine M. Panty

Chair Frank Housh called the meeting to order at 4:06 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

Agenda Item B – Approval/Changes to the Agenda. There were no changes to the proposed agenda.

Agenda Item C – Minutes of the Meeting of November 15, 2018. On motion by Trustee Bedenko, second by Trustee Burd, the Minutes were approved as mailed.

Agenda Item D – Report of the Chair. The first Board meeting for 2019 is scheduled for January 17th at 4 p.m., carrying on the routine of having Board meetings on the third Thursday of each month. Chair Housh noted if there are no objections, the 2019 Board meetings will continue to be held on the third Thursday of each month at 4 p.m. The May meeting will take place at the Leroy R. Coles, Jr. Branch Library (formerly the East Delavan Branch), which has seen their physical space modified. The September meeting will take place at the Julia Boyer Reinstein Library. All other meetings will take place at the Central Library. The Board meeting schedule for 2019 will be included in the January Board packet as an information item.

B&ECPL Conflict of Interest Disclosure Statements were at each trustee's place. Chair Housh advised each trustee to complete, sign and return them to the Director's Office where they will be kept on file.

Trustee Bucki arrived at 4:09 p.m.

As discussed at the December 13th Executive Committee meeting, Chair Housh brought forth a verbal proposal to have the Board authorize Library Administration to have B&ECPL legal counsel prepare a *Summons with Notice* for OR 18, LLC (former proprietor of Fables Café) in an effort to recover unpaid rent. He noted that this does not guarantee complete payment or any payment at all, but believes the Board has a fiduciary responsibility to pursue this; he expressed it would not be the responsible thing to do to not pursue this back rent. Court/service fees involved will total approximately \$1,000. Trustees were asked if there were any comments/questions/concerns. In response to Trustee Moore's question, Chair Housh noted there are no other costs involved, other than the stated fees, as B&ECPL legal counsel Bond, Schoeneck & King is on retainer. Trustee Berlow asked the Chair to share the total back rent debt; CFO Stone remarked it was a little over \$8,000. Director Jakubowski was instructed to contact legal counsel and to advise them to prepare the *Summons*.

Trustee Ted Johnson arrived at 4:10 p.m. during the above discussion.

Agenda Item D.1 – Election of Nominating Committee. Chair Housh communicated: per the Bylaws, a Nominating Committee shall be selected at the December meeting in each year. It shall consist of 5 members, 2 of whom shall be appointed by the Chairman from the Board of Trustees, and 3 of whom shall be elected by the Board of Trustees from its members. The Chairman of the Board of Trustees shall appoint the Chairman of the Nominating Committee. It shall be the duty of the Nominating Committee to present to the January meeting next following nomination for Chairman, Vice Chairman, Secretary, Treasurer and 3 members of the Executive Committee. As Board Chair, Mr. Housh named Mr. Bedenko and Ms. Burd as his 2 appointees, and requested Mr. Bedenko act as Chair of the Committee. From the floor, Mr. Bedenko nominated Mr. Housh; Mr. Gist nominated Ms. Panty; and Mr. Ted Johnson nominated Mr. Berlow. Mr. Ted Johnson motioned to approve the slate as presented; Ms. Kimberly Johnson made a second. The aforementioned individuals were approved as the Nominating Committee.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Chair Housh summarized the December 13, 2018 Executive Committee meeting and motioned the written report be entered into the Minutes; Trustee Bedenko made a second, and approval was unanimous.

Present: Executive Committee Chair Frank Housh; Vice Chair Alan Bedenko; Committee members Sheldon Berlow, Kathleen Berens Bucki and Dr. Rhonda Ricks. Also present was Trustee Elaine Panty along with Library Director Mary Jean Jakubowski, Chief Operating Officer (COO) Jeannine Doyle and Chief Financial Officer (CFO) Kenneth Stone.

The meeting of the Executive Committee began at 4:03 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

The Committee reviewed the agenda for the December 20, 2018 Board of Trustees meeting; no changes were noted.

COO Doyle reviewed the proposed cost of living adjustment for Contract Library Managers. Library Managers are responsible for the operations at the Angola Public Library, Ewell (Alden) Free Library, Marilla Free Library and the North Collins Public Library. They are not represented by any bargaining unit. Recommended is a one-year cost of living adjustment, with review of benefits to follow. Discussion ensued.

CFO Stone indicated the 2019 Erie County Budget (Budget) is now finalized. No changes were made to the proposed budget for the Buffalo & Erie County Public Library (B&ECPL). Director Jakubowski noted that the Budget includes funding for Monumental Women of Western New York – the purpose of which is to design and construct a monument/monuments, which will honor a local pioneering woman/women. B&ECPL Resolution 2017-54 (as amended) approved the placement of a monument at the Central Library. Further Board approval is required for the design and specific placement of the monument. In addition to the monument funding, the Budget also includes funding under the Department of Public Works (DPW) for improvements to a portion of the Central Library's unfinished space on the 2nd floor, the purpose of which is the expansion of The Association for a Buffalo Presidential Center (ABPC). ABPC is currently housed on the ground floor.

CFO Stone recommended the extension of contract library contracts, which has become a standard practice given the New York State budget being in flux at normal contract adoption time. Director Jakubowski reminded the Executive Committee that the Association of Contracting Trustees (ACT) has asked to work with the System Board to modernize and restructure the contract between the System and the contract libraries. She noted ACT is expected to present a committee to the System Board in upcoming months and formally request the rewrite.

Trustee Panty spoke to the changes in the various policies being brought forth for approval. She thanked the Policy Committee for their continued hard work.

Discussion was held regarding OR 18, LLC. Director Jakubowski discussed her conversations with B&ECPL legal counsel and recommends the System Board determine if legal action should be taken. Discussion ensued. Chair Housh will bring this to the full Board at their upcoming meeting.

Director Jakubowski noted the B&ECPL is the benefactor of a bequest. Use of funds will be determined. Discussion ensued.

On a motion by Dr. Ricks, second by Trustee Bedenko, the meeting concluded at 4:48 pm.

Agenda Item E.2 – Budget and Finance.

Agenda Item E.2.a – Cost of Living Adjustment Contract Library – Library Managers. COO Jeannine Doyle explained Resolution 2018-37 as presented. She also noted as discussed at the Executive Committee meeting, some employees represented by other unions received as high as a 2.5% raise for 2019; however, given that currently the 4 Library Managers affected by this resolution are not contributing toward health insurance where many of those union members are contributing, this resolution recommends only a 2% raise for 2019 be provided. COO Doyle remarked together with Director Jakubowski, during 2019 they would like to meet with the Boards of these 4 libraries to discuss implementing a health insurance contribution for these individuals to be associated with any future cost of living increases. Trustee Ted Johnson moved, Trustee Panty made a second, and approval of Resolution 2018-37 as presented was unanimous.

RESOLUTION 2018-37

WHEREAS, there are four (4) contracting libraries: Angola Public Library, Ewell (Alden) Free Library, Marilla Free Library, and the North Collins Public Library, of the Buffalo & Erie County Public Library (B&ECPL) System who have employees in the title of Library Manager whom are not represented by a bargaining unit, and

WHEREAS, the Library Managers are not eligible for cost of living adjustments without approval of the System Board of Trustees, and

WHEREAS, the B&ECPL Director has reviewed the current wages of the Library Managers and recommends, in recognition of the level of managerial responsibilities to their associated Board of Trustees and communities, cost of living adjustments, now therefore be it

RESOLVED, effective January 1, 2019 those holding the Library Manager titles will receive a 2% wage increase.

Agenda Item E.2.b – Adoption of 2019 Budget. CFO Kenneth Stone explained Resolution 2018-38 as presented. In response to Trustee Candelario’s questions regarding 2018 Budget surplus, CFO Stone explained any surplus goes into fund balance, which the Board can assign to specific needs such as one-time costs, grant matches, equipment, etc., or the surplus can be brought into the 2019 Budget. CFO Stone confirmed that any surplus is retained by the B&ECPL and does not go back to the County. In response to Trustee Gist’s question about utility costs for 2018, CFO Stone communicated the Library will probably end the year a bit above budget for natural gas and below budget for electricity; he complimented both contract member libraries and the Maintenance Department for working hard converting lighting to LED, noting much of this has been done using the rebate program sponsored by National Grid. Trustee Burd moved, Trustee Panty made a second, and approval of Resolution 2018-38 as presented was unanimous.

RESOLUTION 2018-38

WHEREAS, on December 6th, the Erie County Legislature finalized the County’s 2019 Budget allocation for the Library, and

WHEREAS, the County’s enacted budget provides a 2.0% increase in County Library Tax funding from 2018’s \$24,422,489 to \$24,910,939, and

WHEREAS, since this increase is less than the anticipated 5.05% growth in the tax base, the Library portion of the average County Property Tax rate per \$1,000 of equalized full market value will decrease modestly, and

WHEREAS, this funding will allow the Library to maintain current service levels and open hours, and

WHEREAS, it allows the Library to meet its obligations under settled bargaining unit agreements which provide modest wage adjustments as well as employee contributions towards the cost of health care and provisions lowering the employer share of both active and retiree health care costs over the longer term, and

WHEREAS, the Board of Trustees expresses its appreciation to the County Executive for recommending the funding and to the County Legislature in approving the recommended funding, and

WHEREAS, strong public support for the Library reinforces both the continuing need for basic library services and the continuing importance of the Library in bridging the “digital divide,” and

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library wishes to gratefully acknowledge the support of the public, the Erie County Executive, and the Erie County Legislature, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the 2019 Budget, utilizing the following sources to provide library services in 2019:

\$24,910,939 – County Property Tax for Library Purposes

\$ 2,250,363 – New York State Aid – Operating Budget

\$ 506,529 – Use of Fund Balance

\$ 817,638 – Library Fines, Fees and Other Revenue

\$28,485,469 – Total Operating Budget

\$ 691,452 – Library Grants Budget

\$29,176,921 – Combined Operating and Grants Budget, further detailed in the *2019 Budget in Brief Charts* and the accompanying *2019 Budget Operating and Grants by Line Item* document, and be it finally

RESOLVED, that the budget documents and schedules be promptly posted on the Library's website and all needed forms and accounting entries to implement this budget be promptly completed and transmitted.

Agenda Item E.2.c – Implement Contract Library Extensions. CFO Stone explained Resolution 2018-39 as presented. Trustee Kimberly Johnson moved, Trustee Kelly made a second, and approval was unanimous.

RESOLUTION 2018-39

WHEREAS, on June 21, 2018, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) adopted Resolution 2018-13 which authorized executing 2018 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2018 contracts incorporated a provision to extend the 2018 contract into 2019 thus avoiding the November-December rush to extend contracts given many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time, and

WHEREAS, budgetary allocations from Erie County and New York State to the B&ECPL constitute over 90% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2019 budget allocation was not finalized until December 6, 2018 and New York State's allocation will not likely be finalized before April 2019, and

WHEREAS, this makes it difficult for the B&ECPL and the contracting member libraries to develop, consider and approve a full contract prior to the beginning of the 2019 fiscal year on January 1, 2019, and

WHEREAS, the contract extension provision provides for allocations based upon the 2019 requested budget except that, should the local funds for library services be modified from those projected in the budget request, the allocation shall be based upon the modified estimate, and

WHEREAS, the extension provision will remain in effect until such time as a final 2019 contract is adopted, not to exceed July 31, 2019, and

WHEREAS, implementing the contract extension provision may be made by Board adopted resolution notifying contracting member libraries of said extension, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes implementing the 2018 contract extension as described above, with budgetary amounts based upon the 2019 Board adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director is authorized to transmit this resolution to each contracting library.

Agenda Item E.2.d – Monthly Financial Report. The monthly financial report for the period ending October 31, 2018 was included in the board packet as an information item. CFO Stone noted the B&ECPL is operating within budget. He updated trustees that the Library did utilize the provision approved in Resolution 2018-27 in October for transfers in excess of \$5,000; the first transfer was in the amount of \$22,000 of which \$2,000 was used to fund additional rock salt purchases and \$20,000 to fund toner for public printing which is revenue supported; and the second transfer was for \$16,600 which moved monies to the accounts they will be spent from, in relation to NYS Senate-sponsored aid.

Agenda Item E.3 – Policy Committee. Policy Committee Chair Panty summarized the meeting of December 6, 2018. She motioned the written report be entered into the Minutes; Trustee Bucki made a second, and approval was unanimous.

Present: Chair Elaine Panty; Committee members Alan Bedenko, Kathleen Berens Bucki and Sharon Kelly. Also present were Library Director Mary Jean Jakubowski and Deputy Director – Chief Operating Officer Jeannine Doyle.

The meeting of the Policy Committee began at 4:00 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Director Jakubowski indicated Library Administration had reviewed the B&ECPL's Procurement Policy and are making no recommendations for change at this time. The Committee agreed and will bring forth the current policy to the full Board at its next meeting, recommending re-approval.

The Committee reviewed suggested changes by Library Administration to the Equal Employment Opportunity and Anti-Harassment Policy and the New Construction/Library Expansion Approval Policy. The Committee suggested additional changes which will be incorporated.

The Committee also reviewed and made additional changes to the new Sexual Harassment Prevention Policy.

COO Doyle provided a summary of changes made to the B&ECPL Personnel Policies and Procedures Manual.

The Committee recommends all the above be moved forward to the full Board for approval at its next meeting via resolution.

On a motion by Trustee Bedenko, second by Trustee Bucki, the meeting adjourned at 4:40 p.m.

Agenda Item E.3.a – Amend Equal Employment Opportunity and Anti-Harassment Policy. Trustee Candelario moved, Trustee Ted Johnson made a second, and approval of Resolution 2018-40 as presented was unanimous.

RESOLUTION 2018-40

WHEREAS, the Buffalo & Erie County Public Library's (B&ECPL) Board of Trustees adopted a consolidated Equal Employment Opportunity (EEO) Policy and Anti-Harassment Policy on April 20, 2017, and

WHEREAS, on April 12, 2018 Governor Cuomo signed into law the 2019 New York State Budget which contained provisions for updating the State's sexual harassment laws; and thereafter, New York State issued a model Sexual Harassment Prevention Policy, and

WHEREAS, B&ECPL's general counsel recommended a separate policy dedicated to sexual harassment prevention, and

WHEREAS, B&ECPL recognizes the importance of sexual harassment prevention for its staff, patrons and partner organizations, and

WHEREAS, a separate Sexual Harassment Prevention Policy has been drafted and submitted to the Policy Committee for approval, and

WHEREAS, the language specific to sexual harassment in the existing EEO and Anti-Harassment Policy has been replaced with a reference to the new Sexual Harassment Prevention Policy, and

WHEREAS, the Policy Committee met on December 6, 2018 and recommends the attached proposed amended EEO and Anti-Harassment Policy for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed amended policy to supersede and replace the existing B&ECPL's EEO and Anti-Harassment Policy last amended April 20, 2017, and be it further

RESOLVED, that copies of the approved EEO and Anti-Harassment Policy remain in the B&ECPL Personnel Policies and Procedures Manual as Chapter 8, Section 1, and be it further

RESOLVED, that copies of the revised EEO and Anti-Harassment Policy be included in future Contracting Library's annual agreements, and be it finally

RESOLVED, that the Board of Trustees of the B&ECPL authorizes this policy be transmitted to all B&ECPL libraries, Contract Library Directors, Contract Library Trustees and authorizes public posting on the Library's website.

Agenda Item E.3.b – Create Separate Sexual Harassment Prevention Policy. Trustee Bedenko moved, Trustee Ted Johnson made a second, and approval of Resolution 2018-41 as presented was unanimous.

RESOLUTION 2018-41

WHEREAS, the Buffalo & Erie County Public Library's (B&ECPL) Board of Trustees adopted a consolidated Equal Employment Opportunity (EEO) Policy and Anti-Harassment Policy on April 20, 2017, and

WHEREAS, on April 12, 2018 Governor Cuomo signed into law the 2019 New York State Budget which contained provisions for updating the State's sexual harassment laws; and thereafter, New York State issued a model Sexual Harassment Prevention Policy, and

WHEREAS, B&ECPL's general counsel recommended a separate policy dedicated to sexual harassment prevention, and

WHEREAS, B&ECPL recognizes the importance of sexual harassment prevention for its staff, patrons and partner organizations, and

WHEREAS, a separate and distinct Sexual Harassment Prevention Policy has been drafted and submitted to the Policy Committee for approval, and

WHEREAS, the language specific to sexual harassment in the existing EEO and Anti-Harassment Policy has been replaced with a reference to the new Sexual Harassment Prevention Policy, and

WHEREAS, the Policy Committee met on December 6, 2018 and recommends the attached proposed Sexual Harassment Prevention Policy for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed Sexual Harassment Prevention Policy, and be it further

RESOLVED, that copies of the approved Sexual Harassment Prevention Policy be included in the B&ECPL Personnel Policies and Procedures Manual as Chapter 8, Section 2, and be it further

RESOLVED, that copies of the approved Sexual Harassment Prevention Policy be included in future Contracting Library's annual agreements, and be it finally

RESOLVED, that the Board of Trustees of the B&ECPL authorizes this policy be transmitted to all B&ECPL libraries, Contract Library Directors, Contract Library Trustees and authorizes public posting on the Library's website.

Agenda Item E.3.c – Amend New Construction/Library Expansion Policy. Trustee Bedenko pointed out there were parts of this policy added in specifically addressing issues that Trustee Dr. Rhonda Ricks and Trustee Berlow had mentioned in connection with the Amherst Public Library's application previously submitted and subsequently Board approved. He noted going forward with these changes, he believes there will not be the same situation we had at that time. Trustee Kimberly Johnson moved, Trustee Kelly made a second, and approval of Resolution 2018-42 as presented was unanimous.

RESOLUTION 2018-42

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 New Construction/Library Expansion Policy which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include language to define submission deadlines, refine the process and specify expectations of quality and professionalism of proposal package submissions, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's New Construction/Library Expansion Policy to supersede and replace the prevailing policy adopted December 15, 2016, and be it further

RESOLVED, that a copy of the approved New Construction/Library Expansion Policy be distributed to all B&ECPL libraries, Contracting Libraries and Contracting Library Trustees as well as be posted on the B&ECPL's website.

Agenda Item E.3.d – Approve Amendments to B&ECPL Employee Handbook & Personnel Policies and Procedures Manual. Trustee Bedenko moved, Trustee Bucki made a second, and approval of Resolution 2018-43 as presented was unanimous.

RESOLUTION 2018-43

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) has the power and duty to determine and carry out all policies and principles pertaining to operations of the library; and the exclusive power and duty to control library personnel, and

WHEREAS, on December 18, 2014, the Board of Trustees of the B&ECPL approved and adopted the B&ECPL Personnel Policies and Procedures Manual (Manual) and the B&ECPL Employee Handbook (Handbook) to be effective January 1, 2015, and

WHEREAS, thereafter, each Contracting Library Board within the B&ECPL System adopted same, and

WHEREAS, the Human Resources Department reviews the policies and procedures in the Manual throughout the year and makes changes as necessary, and

WHEREAS, changes to said policies and procedures are incidental or based on changes to applicable laws or collectively bargained agreements, and

WHEREAS, changes to said policies and procedures may require corresponding updates to the Handbook, and

WHEREAS, on December 6, 2018, the B&ECPL Policy Committee reviewed the changes made by the Human Resources Department to the policies since January 1, 2015 and recommends approval by the full Board, and

WHEREAS, Library Administration recommends an annual review by the B&ECPL Policy Committee of all changes made by the Human Resources Department to the B&ECPL Personnel Policies and Procedures Manual and Employee Handbook in the course of the twelve (12) months prior to the Committee's review with subsequent Committee recommendation for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves the revisions to the B&ECPL Personnel Policies and Procedures Manual and Employee Handbook made since January 1, 2015, and be it further

RESOLVED, that the Human Resources Department will continue to update the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook,

as necessary, and will distribute same to all departments and contract libraries as set forth in the Introduction to the Personnel Policies and Procedures Manual, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL endorses the annual review by the Policy Committee of the revisions made by the Human Resources Department to the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook in the twelve (12) months prior to review by the Committee, with subsequent Committee recommendation to the full Board for approval.

Agenda Item E.3.e – Approve Annual Review of B&ECPL Procurement Policies and Procedures. Trustee Burd moved, Trustee Kelly made a second, and approval of Resolution 2018-44 as presented was unanimous.

RESOLUTION 2018-44

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has utilized Erie County's Purchasing Policies to conduct Library procurement, and

WHEREAS, Library specific policies and procedures implementing the requirements of General Municipal Law §103 and 104(b) better address the needs of the Library, and

WHEREAS, on September 18, 2014, the Library Board of Trustees adopted Resolution 2014-30 establishing *Buffalo & Erie County Public Library Procurement Policies and Procedures as required under General Municipal Law Sections 103 and 104-b*, and

WHEREAS, the policy provides that the B&ECPL Board of Trustees shall review this policy and procedures at least annually, having last been reviewed and amended December 21, 2017, and

WHEREAS, no changes to the language are recommended, and

WHEREAS, the Board's Policy and Executive Committees have reviewed the policy and recommend it continue to be in effect after review by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL has reviewed the Procurement Policy and approves continuing the policy in effect as currently written, and be it finally

RESOLVED, that a copy of the Procurement Policy, noting the December 20, 2018 review date, be posted on the B&ECPL's website.

Chair Housh thanked Policy Committee Chair Panty and Committee members for their hard work throughout the year. Trustee Ted Johnson reiterated sentiments on the good job they do.

Agenda Item E.4 – Development & Advocacy Committee. Committee member Berlow updated trustees the Committee continues to work on the B&ECPL and Library Foundation of Buffalo and Erie County’s *Proposal for Redefining the Organizations’ Relationship* document. At last month’s Board meeting, trustees were asked to provide final questions or comments. Received items have been responded to and addressed. Legal counsel is looking into outstanding issues and reviewing what is hopefully the final draft agreement which will be presented to the Library Foundation following Board approval. The Committee anticipates sending the final draft document to the full Board prior to the next Board meeting for Board confirmation.

Agenda Item F – Report of the Director. Director Jakubowski announced the B&ECPL is the benefactor of \$88,158.13 from the estate of Raymond Melacon, who is unknown to the B&ECPL. The check has been received and deposited. The Library is appreciative and will meet to determine a plan for these funds.

The Library is the recipient of a Regional Economic Development Grant for \$25,000; we are waiting on those funds to come in. These monies will be used for the celebration of the 100th Anniversary of the Erie Canal for which the Library has submitted programming proposals to the Erie Canal Development Corporation.

The Director was happy to report the year-end appeal to date has brought in over \$62,000, with nearly 1,100 contributors. The Director thanked the Board for contributions received to date. Trustee Berlow reminded trustees of the importance of 100% Board financial participation, especially when fundraising, requesting grants, etc.

At each trustee’s place was a handout for a design contest for Buffalo Public High School artists and designers. The B&ECPL is planning a new exhibit “Telling the Story: American Enslavement of African People.” The competition is to design a logo for this important exhibit. Trustees were asked to share information about this competition.

In closing, the Director thanked the Board of Trustees for their support and work in 2018. She also thanked Library Administration for the tremendous job done in 2018.

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

B&ECPL Monthly Report November 2018

Author David Baldacci Comes to the Central Library – *New York Times* best-selling author David Baldacci spoke to a noontime crowd of 200 in the Ring of Knowledge about his new book *Long Road to Mercy* during his November 15th visit to the Central

Library. In addition, Baldacci shared *life* stories and his experiences as an award winning fiction writer. The event, made possible through Talking Leaves Bookstore, was enthusiastically received. Mr. Baldacci visited with attendees, graciously signing copies of his works which were made available for purchase through Talking Leaves.

Frank E. Merriweather, Jr. Branch Library Recognized – On November 29th, the Frank E. Merriweather, Jr. Branch Library was awarded the Felix L. Armfield Memorial Archive and Residency for Art and Culture Award, by The Sankofa Heritage Collective, Inc. The award, the first in The Sankofa Heritage Collective’s history, was given in recognition of the library’s focus on African and African-American culture and heritage both in its collections and programming. Director **Mary Jean Jakubowski**, Deputy Director **Kenneth Stone**, Assistant Deputy Director **Dorinda Darden**, Buffalo Branches Manager **Linda Rizzo**, and Frank E. Merriweather, Jr. Branch Library Manager **Joshua Mitch** were in attendance.

Library on Wheels (bookmobile) Featured at the New York Library Association (NYLA) Annual Conference – Mobile Services and Outreach Manager **Samantha Purpora**, Bookmobile Branch Manager **Kimberly Falkowski**, and Senior Page **Julia Verbanic** attended the NYLA Annual Conference Trade Show in Rochester, New York November 6th – 9th showcasing the Buffalo & Erie County Public Library’s (B&ECPL) *Library on Wheels*. Over 600 visitors were welcomed on the vehicle, with much interest in how the vehicle was acquired, collection capacity, technology capabilities, the Wi-Fi hot spot, American with Disabilities Act (ADA) compliancy, and programming examples.

Western New York Children’s Book Expo – Children’s Services Librarians **Jessie Blum** and **Nancy DiStasio**, Children’s Services Senior Page **Sally Schaefer**, and Children’s Services Page **Nancy Rypinski** participated in the Western New York Children’s Book Expo at the Convention Center. They met with families and talked about library services, helped people sign up for library cards, and made bookmarks. The Library’s mascot *Reada Book* joined in the fun, posing for pictures with excited children and their parents. The *Library on Wheels* also participated in the Book Expo, being stationed outside of the Convention Center, welcoming more than 60 visitors.

Coordinated Outreach Advocacy Committee – The Information Services and Outreach Department hosted a biannual meeting of the Coordinated Outreach Advocacy Committee November 13th. Department staff, each presenting activities, included Information Services and Outreach Manager **Daniel Caufield** and Information Services and Outreach Librarians **Sara Fuller**, **Susan Kriegbaum-Hanks**, **Andrew Maines** and **Renée Masters**. Children’s Services Librarian **Jennifer Lelinski** described Sensory Storytimes being provided to meet the needs of children with autism in the community. Technology Library Associate **Sean Goodrich** provided an overview of technology resources including Launch Pad and Book a Technology Trainer services. Also in

attendance were Holding Center Library Associate **Wendy Prabucki** and Senior Clerks **Lee Green** and **Virginia Fryson**. Valuable feedback was received from community committee members including Clifford Bell, Frank Cammarata and Miguel Santos. The next meeting of the committee will take place in spring 2019.

New Feature Added to B&ECPL’s Online Catalog – The online Catalog feature that offers patrons the convenience of updating their own contact information was implemented in November. After logging into *My Account*, patrons can now self-edit the following fields of their borrower record: e-mail address, telephone number, and street address. Once saved, the information is simultaneously updated in the staff integrated library system interface.

Monthly Programming Statistics – November 2018

1. Public Services

In Library Group Programs:

| | Number of Programs | | Number of Attendees | |
|----------------------------------|--------------------|-------------|---------------------|---------------|
| | MTH | YTD | MTH | YTD |
| Children (age 5 and under) | 187 | 2079 | 3673 | 45701 |
| Children (age 6-12) | 159 | 1866 | 2505 | 35407 |
| Teens | 28 | 573 | 200 | 7034 |
| Intergenerational | 213 | 2250 | 4041 | 60285 |
| Adults (excludes Technology) | 239 | 2731 | 3153 | 37813 |
| TOTAL In Library Programs | 826 | 9499 | 13572 | 186240 |

In Library One-on-One Programs:

| | Number of Programs | | Number of Attendees | |
|----------------------------------|--------------------|-------------|---------------------|-------------|
| | MTH | YTD | MTH | YTD |
| Children (age 5 and under) | 1 | 14 | 1 | 14 |
| Children (age 6-12) | 55 | 602 | 55 | 653 |
| Teens | 95 | 1071 | 95 | 1071 |
| Intergenerational | 16 | 228 | 16 | 228 |
| Adults (excludes Technology) | 133 | 1987 | 134 | 1991 |
| TOTAL In Library Programs | 300 | 3902 | 301 | 3957 |

Adult Technology Programs:

| | Number of Programs | | Number of Attendees | |
|-------------------------------------|--------------------|-------------|---------------------|-------------|
| | MTH | YTD | MTH | YTD |
| Training Lab or Library Desktop PCs | 4 | 46 | 14 | 230 |
| System or Library-owned Cyber Train | 8 | 82 | 46 | 533 |
| One on One | 131 | 1414 | 138 | 1521 |
| TOTAL Adult Technology | 143 | 1542 | 198 | 2284 |

Outreach (out of library):

| | Number of Programs | | Number of Attendees | |
|--|--------------------|------------|---------------------|--------------|
| | MTH | YTD | MTH | YTD |
| Children (age 5 and under) | 16 | 130 | 319 | 3273 |
| Children (age 6-12) | 10 | 112 | 325 | 5159 |
| Teens | 3 | 11 | 154 | 599 |
| Intergenerational | 2 | 120 | 565 | 17375 |
| Adults (excludes Technology) | 14 | 109 | 235 | 3168 |
| TOTAL Outreach (out of Library) | 45 | 482 | 1598 | 29574 |

System-wide Buffalo Never Fails WWI Programming:

| | Number of Programs | | Number of Attendees | |
|----------------------------|--------------------|------------|---------------------|-------------|
| | Month | YTD | Month | YTD |
| Children Services | 2 | 33 | 131 | 1058 |
| Adult Services | 3 | 53 | 42 | 1181 |
| Launch Pad/TechKnow Lab | 1 | 3 | 2 | 7 |
| Development/Communications | 0 | 10 | 0 | 255 |
| Grosvenor Room | 0 | 19 | 0 | 234 |
| TOTAL | 6 | 118 | 175 | 2735 |

Buffalo Never Fails WWI Exhibit:

| | Month | YTD | From Opening |
|---|-------------|--------------|-----------------------|
| | | | 11/16/2017 to present |
| Visitors - Non-tour related | 3214 | 40400 | |
| Visitors - Tour/Program | 175 | 2698 | |
| TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors) | 3389 | 43098 | 48288 |

Highlights:

Genealogy – The Grosvenor Room hosted the Polly Gillet Hull Chapter of the Daughters of the American Revolution (DAR) on November 1st. Genealogy Librarian **Rhonda Hoffman** taught a *Genealogy 101* class and DAR Genealogist Sue Leighton presented *Tips for a Successful DAR Application*. After the lectures, genealogists received research assistance in the Grosvenor Room from library staff and 4 DAR genealogists.

On November 3rd, Ms. Hoffman also presented a lecture at the Frank E. Merriweather, Jr. Branch Library on the various genealogy DNA testing products available. Patrons were able to gather information about the various products, how they work, and what information they can gather about their family history by using these tests.

Genealogy being a staple of public library programming, Ms. Hoffman presented *Genealogy Research on the Fly* at the NYLA Conference November 8th.

Wellness – Renée Masters hosted the *Stress-Reduction Thursday Series* November 1st, 8th and 15th which was presented by MaLa Contemplative Education. The half-hour lunchtime sessions included mindfulness practice and yoga postures. The sessions were free and open to the public and library staff.

Children's Services and Outreach Manager **Kathryn Galvin** and Crane Branch Library Manager **Dan Lewandowski** had an informational table at PS 32 Bennett Park Montessori's *Health Fair* November 11th with information on library events, making your own bookmark, and getting a library card. Free reusable bags were distributed.

On November 15th, **Renée Masters** hosted a workshop presented by New York State Wide Senior Action Council, Inc. on how to recognize Medicare fraud by learning to read and understand Medicare bills. Tips for getting the most out of Medicare coverage was also presented.

SilverSneakers conducted a program called *You're in Control* at the Dudley Branch Library on November 27th which focused on the management of Type 2 Diabetes.

Library on Wheels – In addition to its regular monthly stops, the *Library on Wheels* participated in the Village of Hamburg *Santa Claus Parade* on November 24th. Invited to visit the Charter School of Inquiry, the *Library on Wheels* welcomed 85 students and teachers, issuing 62 library cards with 75 items being checked out.

Class Tours – The Isaiás González-Soto Branch Library hosted a group from PS 198 International Preparatory School's English as a Second Language (ESL) class and their teachers. The 20 students in attendance were registered for library cards, informed of library resources, and provided with an introduction to the library.

Jessie Blum hosted a visit from students in the Frontier Middle School Art program on November 9th. The seventh and eighth grade students visited the Central Library following a tour of the Darwin Martin House Complex. At the library, the 60 students made art journals and used the Library's collection of books about Frank Lloyd Wright.

On November 19th, Information Services and Outreach Librarian **Maria Lowe** coordinated a sixth grade City Honors class visit to the Central Library. The students conducted research for their National History Day projects. After instruction on catalog searching, students searched for materials. Special Collections Librarian **Susan Cutrona** provided an overview of the Grosvenor Room materials including search techniques and a microfilm tutorial. Children's Services Librarian **Susan Buttaccio** presented an overview of online resources, and Information Services and Outreach Librarian **Shanley Olszowy** assisted students in locating much needed resources in the stacks.

Isaías González-Soto Branch Library Manager **Jason Barone** and Library Associate **Tami Linkowski** hosted a class visit from PS 3 D'Youville Porter Campus School for 27 students on November 27th. Students were provided a tour of the library, registered for library cards, and were provided materials for upcoming literary analysis projects.

On November 30th, **Jason Barone** hosted a *Library Orientation Storytime* for several families from the Jericho Road Community Health Center's Parent-Child Home Program. Children were treated to storytime and shown the children's foreign language collection, while the adults were acclimated to the library, introduced to staff and resources, and registered for library cards.

American Dream Grant – Throughout the month, Information Services and Outreach Librarians **Melissa Blattner**, **Sara Fuller**, **Susan Kriegbaum-Hanks**, **Stephanie Molnar**, and **Kit Pitkin** continued to take the American Dream Grant Cyber Caravan to Jericho Road Community Health Center - Hope Refugee Drop-In Center. Resources and guidance to ESL students were provided to assist in the improvement of both language and computer skills. ESL students used audio books to learn English. They were also taught how to conduct information searches using Google. Students continue to use the web-based program Bow Valley College's English Reading Literacy Program. Overall, technology skills of the students continue to increase.

Outreach – Riverside Branch Library Manager **Patti Foley** attended the second of 4 sessions of *Growing Together Baby & Me* at Riverside High School on November 3rd. The workshop was titled *Reading to Your Baby*. Ms. Foley spoke to young expectant mothers about the importance of reading to their young children, how to make storytime part of their everyday schedule, and ways to make it fun and fulfilling for both the parent and the child.

Renée Masters presented business resources available from B&ECPL to a certification preparation class - Minority and Women-Owned Business Enterprise (MWBE) held at Erie County Medical Center on November 15th. Class members were instructed on the various Reference USA business databases available through the Library's website. Attendees applied for library cards and several intend to take advantage of Book a Librarian services in the near future.

2. Collection Development

Collection Development - November 2018

Physical Collections:

| | Monthly Item Adds | YTD Item Adds | Monthly Title Adds | YTD Title Adds | Collection Size |
|-------------------|-------------------|---------------|--------------------|----------------|-----------------|
| Juvenile Print | 3,391 | 37,277 | 194 | 3,308 | 543,841 |
| Young Adult Print | 625 | 7,153 | 115 | 1,182 | 74,513 |
| Adult Print | 4,622 | 51,076 | 675 | 9,845 | 1,838,250 |
| Media | 5,010 | 57,681 | 411 | 5,242 | 567,536 |
| Other* | 3,058 | 32,567 | 4 | 142 | 183,408 |
| <i>Subtotal</i> | 16,706 | 185,754 | 1,399 | 19,719 | 3,207,548 |

*Includes magazines, generic copies, and other

Electronic Collections:

| | Monthly Item Adds | YTD Item Adds | Monthly Title Adds | YTD Title Adds | Collection Size |
|-----------------|-------------------|---------------|--------------------|----------------|--|
| e-Books | 1,652 | 12,348 | 919 | 7,694 | 67,935* |
| Music (Freegal) | N/A | N/A | N/A | N/A | Unlimited SONY Library |
| e-Audiobooks | 336 | 1,997 | 198 | 1,381 | 12,871 |
| e-Videos | 0 | 0 | 0 | 0 | 100 +Moving Image Archive Library** |
| <i>Subtotal</i> | 1,988 | 14,345 | 1,117 | 9,075 | 80,906 |

*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 |
|--------------|-------------------|---------------|--------------------|----------------|-----------------------|
| <i>Total</i> | 18,694 | 200,099 | 2,516 | 28,794 | 3,288,454 |

Purchase Suggestions:

| | Received | % Owned* | Unique Titles | % Ordered |
|------------------|----------|----------|---------------|-----------|
| Patron Initiated | 593 | 3.2% | 592 | 67.8% |
| Staff Initiated | 41 | 0.0% | 41 | 78.0% |

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

Highlights:

- In November, 1,384 users from 30 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>). In addition to the United States, visitors hailed from Australia, Burkina Faso, Canada, Colombia, Côte d'Ivoire, Egypt, El Salvador, France, Greece, India, Indonesia, Iran, Israel, Japan, Jordan, Kenya, Malaysia, Moldova, Morocco, Nepal, Pakistan, the Philippines, Puerto Rico, South Korea, Switzerland, Ukraine, the United Kingdom, Vietnam, and Zimbabwe.

3. Technology**Technology - November 2018**

Social Networking:

| | Monthly Staff Activity ¹ | YTD Staff Activity | Monthly Public Activity ² | YTD Public Activity | Monthly New Followers | Total Followers ³ |
|------------------------------------|-------------------------------------|--------------------|--------------------------------------|---------------------|-----------------------|------------------------------|
| Facebook | 113 | 1,283 | 4,008 | 50,563 | 46 | 8,309 |
| Flickr | 6 | 1,231 | 10,145 | 116,288 | 0 | 54 |
| Instagram | 33 | 341 | 775 | 13,546 | 57 | 1,748 |
| Pinterest | 32 | 768 | 2,561 | 32,903 | 25 | 1,752 |
| Tumblr⁴ | 0 | 3 | 0 | 2 | 0 | 196 |
| Twitter | 92 | 1,009 | 706 | 9,232 | 0 | 9,987 |
| YouTube | 0 | 4 | 7 | 71 | 0 | 150 |
| Total | 276 | 4,639 | 18,202 | 222,605 | 128 | 22,196 |

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

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

³Total number of followers at end of month

⁴Discontinued effective April 2018

Highlights:

- The smart TV purchased with New York State Bullet Aid from Senator Chris Jacobs for the Riverside Branch Library's meeting room has been installed

and is being used regularly. We are grateful to the Senator for his generous support of the Library.

- The Launch Pad acquired several notable pieces of new equipment, including a Canon 5D Mark IV camera which will be utilized for internal video production and an upcoming portrait photography program. In addition, color temperature adjustable lights for the studio to aid in photo and video production, a shotgun microphone for directional video recording, and a black scrim for shooting photography without the green screen have been added. A second Arturia KeyLab 88 MIDI keyboard and a new projector for projecting programming and promotional information have also been acquired.

4. Funding/Fundraising

Funding:

- On November 1st, Mayor Byron Brown released his recommended 2019 Capital Budget for the City of Buffalo. That budget recommended 2019 bonding of \$347,750 approved for Crane Branch Library Elevator/ ADA Improvements Project Phase 1 and authorized budgeting \$535,000 to support Phase 2. It also recommended 2019 bonding of \$423,613 for improvements to the Isaías González-Soto Branch Library to rehabilitate the interior, replace deteriorated single pane windows, and upgrade the electrical service to address current and future technology needs.

The Crane Library Phase 1 funds will help match a \$1.0 million NYS Public Library Construction Grant application and a \$250,000 State and Municipal Facilities (SAM) grant application (the latter sponsored by NYS Senator Chris Jacobs) that should allow the Phase 1 project to begin construction as early as this summer. Phase 2 will focus on renovating and rehabilitating the interior spaces and providing access to the 2nd floor roof space for public use.

- B&ECPL Board Chair Frank Housh, Director **Jakubowski** and Chief Financial Officer **Kenneth Stone** presented before the Erie County Legislature's Finance & Management/Budget Committee at their November 13th budget hearing. The Library's presentation and testimony are posted to the Library's budget information page at: <https://www.buffalolib.org/content/budget-information/2019-budget>.

Fundraising:

| Campaign Name | Campaign Dates | Raised to Date |
|--|-------------------------------|-----------------------|
| Annual Appeal Total | January 1 - November 30, 2018 | \$297,923.00 |
| Bucks for Books YTD (included in the Annual Appeal Total) | January 1 - November 30, 2018 | \$42,318.75 |
| 2018 Year-end Appeal YTD (included in the Annual Appeal Total) | January 1 - November 30, 2018 | \$31,334.28 |

Highlights:

- November 30th - *Rotary Reads - Kids Club* - Lothrop Associates LLP presented their preliminary design concepts to the project’s planning committee. The committee will meet via conference call before the end of 2018 to discuss design concepts and next steps.

5. Facilities

Highlights:

- **Meeting Space Mural Work Continued** - During the month of November, local artist Julia Bottoms continued working on her commissioned mural for Leroy R. Coles, Jr. Branch Library’s downstairs meeting space area. The paintings are of various members of the local community whom Ms. Bottoms had photographed on October 11th for reference. When complete, the mural will feature the painted portraits, plus light background graphics and quotes from the models. On November 30th, Ms. Bottoms met with representatives of the Buffalo Arts Commission for an assessment/progress update of the mural.
- The Central Library’s new, large Americans with Disabilities Act (ADA) compliant passenger elevator was placed into service on November 20th. The elevator transports patrons and staff from the Ellicott Street ground floor entrance to the 1st and 2nd public floors of the library. The Ellicott ground floor lobby area was reconfigured and renovated. While the elevator is now operational, finish work is still under way, with new concrete sidewalks adjacent to the elevator scheduled to be poured as weather permits.

6. Staff Development

Staff Development - November 2018

| | Number of Program Attendees | | Number of Programs Presented | |
|-------|-----------------------------|--------------|------------------------------|--------------|
| | Month | Year to Date | Month | Year to Date |
| Staff | 275 | 4349 | 6 | 86 |

7. Media Coverage/Media Releases

| Type of Communication | Topic | Air Date/Publish Date |
|--|---|--|
| Media Advisory and Media Invite | Author Visit | The Buffalo News, Refresh Section, November 10 th |
| Media Invite | Veterans Day Program | Sent out November 1 st |
| The Buffalo Criterion | College students touring African American Sites in Buffalo, including a tour of the Frank E. Merriweather, Jr. Branch Library | November 3 rd – November 9 th |
| Riverside Review | November Happenings at the Riverside Library | November 7 th |
| Fun4KidsinBuffalo.com | North Park Branch Library Musical Storytime | November 8 th |
| Step Out Buffalo | North Park Branch Library Printmaking Class with Andy Krzystek | November 8 th |
| Kids Out and About | North Park Branch Library Musical Storytime | November 8 th |
| Buffalo News | Just Buffalo Literary Center’s Babel Series, donated tickets to the Frank E. Merriweather, Jr. Branch Library’s Book Club members | November 9 th |
| WKBW-TV Channel 7 | Buffalo Public Schools Parent Congress, transportation forum at Frank E. Merriweather, Jr. Branch Library on November 9 th | November 10 th |
| Buffalo Common Council Delaware District Joel Feroletto Newsletter | North Park Branch Library and Crane Branch Library Events | November 28 th |
| Riverside Review | December Happenings at the Riverside Library | November 28 th |

Highlights:

- November 2nd and 5th – The University at Buffalo published both an article and a YouTube news story on the Launch Pad’s collaboration and recent grant award to fund research on assessing learning within Library MakerSpaces. The article appeared in the University at Buffalo’s student and staff news outlet *UB Now*, here: (<http://www.buffalo.edu/ubnow/stories/2018/11/abramovich-makerspace.html>) and the video appeared via YouTube here: (<https://www.youtube.com/watch?v=30aAH7Otj84>).
- November 30th – The Travel Channel’s program called *The Dead Files* videotaped segments for an upcoming television program in the Grosvenor Room and in the stacks at the Central Library.

8. Partnerships

Highlights:

- **Samantha Purpora** met on November 2nd with Heide Cornell, Director Volunteer Services at Catholic Health System, to discuss having bookmobile service in several locations in the Catholic Health System.
- A meeting with invited community stakeholders was held to discuss the upcoming Rare Book Room and Ring of Knowledge 2019 Slavery Exhibit, November 15th. Discussion included outreach, education, marketing and supplementary/complementary exhibits. Multiple subcommittees were formed to elicit continued community input. Nearly 40 individuals were invited to the meeting. Those who attended included Buffalo Board of Education President Dr. Barbara Seals Nevergold, Buffalo *Challenger* newspaper writer Leah Hamilton, Michigan Street African American Heritage Corridor Marketing Director Gail Wells, community leader, retired educator and writer Eva Doyle, Library Trustee Kimberly Johnson, library retirees Sharon Holley and Sandra Williams Bush, as well as individuals from the Niagara Falls Underground Railroad Heritage Area, Afro-American Historical Association of the Niagara Frontier (AAHANF), a Mary B. Talbert organization and the University at Buffalo Humanities Institute, among others.
- The Isaías González-Soto Branch Library hosted Chris Savage from New York State Senator Chris Jacobs’ office for an informal drop-in session of community relations on November 15th.
- The Isaías González-Soto Branch Library made contact with Mickie Kim from the Jericho Road Community Health Center’s Parent-Child Home Program and set

up a library orientation event for several newly arrived families participating in the program.

- The Isaiás González-Soto Branch Library reestablished its relationship with Jessica Lang, adult ESL teacher for Buffalo Public Schools and began hosting informal, drop-in English Talking Club sessions to facilitate conversations between English language learners and native speakers.

9. Planning for the Future

- November 9th – **Renée Masters** met with Kelly Fletcher, Erie County Department of Health, Community Wellness Educator, and Thanh Nguyen, Coordinated Entry Lead for RRH Restoration Society, Inc., to plan for the 2019 Wellness Wednesday series beginning January 16, 2019. Focus for this year is being placed on the population of unemployed/underemployed, housing insecure, and food insecure individuals that visit the Central Library on a daily basis.

10. Director Activities

Meetings and Events:

**LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
November 2018**

| DATE | MEETING / EVENT |
|------------------|--|
| November 1, 2018 | Meeting - Jeannine Doyle, Maureen McLaughlin, Steve Hovey |
| November 1, 2018 | Meeting - Jeannine Doyle, Ken Stone |
| November 1, 2018 | Meeting - NFTA Representatives, Mark Kross, Ken Stone |
| November 2, 2018 | Meeting - Ken Stone |
| November 2, 2018 | Meeting - Joy Testa Cinquino, Mark Kross, Darlene Pennachi |
| November 5, 2018 | Meeting - Buffalo & Erie County Public Library (B&ECPL) Auditorium Phase 2 Renovations |
| November 5, 2018 | Event - Veterans Day Ceremony |
| November 5, 2018 | Media Interview - Christy Kern - WIVB TV, Channel 4 |
| November 7, 2018 | Meeting - Jennifer Page - Angola Public Library |
| November 7, 2018 | Conference Call - Robert Patterson - Bond, Schoeneck & King |
| November 7, 2018 | Conference Call - Laurie Dean Torrell and Barbara Cole - Just Buffalo Literary Center |
| November 8, 2018 | Conference - New York Library Association |
| November 8, 2018 | Meeting - Public Library System Directors Organization (PULISDO) and New York Association of Library Systems (NYALS) |

Minutes of the Board of Trustees

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| | |
|-------------------|---|
| November 13, 2018 | Meeting - Administrative Team |
| November 13, 2018 | Budget Hearing - Erie County Legislature - Finance, Management and Budget Committee |
| November 13, 2018 | Meeting - Ken Stone, Joy Testa Cinquino |
| November 13, 2018 | Meeting - Library Foundation of Buffalo & Erie County |
| November 14, 2018 | Meeting - Managers/Directors |
| November 14, 2018 | Meeting - Western New York Library Resources Council (WNYLRC) Board |
| November 14, 2018 | Event - West Seneca Public Library Friends Group Book Talk Program |
| November 15, 2018 | Meeting - B&ECPL Courts Storage Area Sewer Repair |
| November 15, 2018 | Meeting - Slavery Exhibit Stakeholder |
| November 15, 2018 | Event - Author David Baldacci |
| November 15, 2018 | Meeting - B&ECPL Board of Trustees - Development & Advocacy Committee |
| November 15, 2018 | Meeting - B&ECPL Board of Trustees |
| November 16, 2018 | Meeting - Jeannine Doyle, Judy Fachko |
| November 16, 2018 | Meeting - Wilson Foundation, Community Foundation |
| November 17, 2018 | Meeting - Association of Contracting Library Trustees |
| November 17, 2018 | Event - University at Buffalo, Department of Library and Information Studies |
| November 19, 2018 | Staff Development Training - Mindset: Creating a Mentally Healthy Workplace |
| November 19, 2018 | Meeting - Erie County Strategy 2.0 Building a Stronger Community - Children's Work Group |
| November 19, 2018 | Meeting - Joy Testa Cinquino, Marguerite Cheman, Amy Pickard |
| November 19, 2018 | Conference Call - Lorey Schultz - City of Buffalo |
| November 19, 2018 | Meeting - Ewell Free Library Board of Trustees |
| November 20, 2018 | Conference Call - Trailblazing Women of Western New York |
| November 20, 2018 | Meeting - Erie County Strategy 2.0 Building a Stronger Community - Working Families Working Group |
| November 26, 2018 | Staff Development Training - Mindset: Creating a Mentally Healthy Workplace |
| November 26, 2018 | Conference Call - Dr. Gale Burstein, Erie County Health Commissioner |
| November 27, 2018 | Meeting - Erie County Strategy 2.0 Building a Stronger Community - Children's Working Group Subcommittee on Education |
| November 28, 2018 | Meeting - Maria Borowiak |
| November 28, 2018 | Meeting - Jeannine Doyle, Dawn Peters |
| November 28, 2018 | Meeting - Joy Testa Cinquino |
| November 29, 2018 | Meeting - Erie County Strategy 2.0 Building a Stronger Community - Seniors Working Group |
| November 29, 2018 | Presentation - Hamburg Middle School - Jason Steinagle, 7th Grade Social Studies |
| November 29, 2018 | Event - Sankofa Heritage Collective Award Ceremony |
| November 30, 2018 | Meeting - Rotary Reads - Lothrop Associates LLP |

Other:

Contracting Member Library Activity Reports

Hamburg Public Library – submitted by Brian Hoth, Director

Highlights of events and activities at the Hamburg Library:

Hamburg Library

- November 3rd – A Dwaili Celebration was held with 61 children and adults in attendance. Dwaili is the Indian festival of lights. Stories were read relating to the Dwaili celebration. Everyone got to make 2 crafts: Rangoli sand art and Diya lanterns. Traditional Indian food was served. Everyone got to participate in Bhangra dancing. The library received a lot of great comments! Appreciation goes to Librarian **Ashley Zengerski** for organizing this wonderful program!
- November 24th – Director **Brian Hoth** and Librarian **Kim Falkowski** participated in the Annual Santa Claus Parade with the bookmobile held in the Village of Hamburg. All of the parade goers were happy to see the *Library on Wheels!* I received many positive comments from patrons in the days that followed.
- November 29th – One of our volunteers, Dorette Thompson, did a presentation on the history of holiday cards, which ended with a gift box holiday card craft. Eighteen adults participated.
- December 29th – Librarian **Ashley Zengerski** will be presenting a “Fantastic Beasts” program based on the new film, *Fantastic Beasts: the Crimes of Grindelwald*.
- Director Hoth got involved with Hamburg Holidays, a volunteer group that organizes numerous events and activities in the Village throughout the holiday season. Brian will be portraying Santa Claus at Santa’s Workshop on December 1st and 8th.
- December 11th – The Hamburg Library, in conjunction with Hamburg Holidays, will have a Holiday Storytime with refreshments for children of all ages.
- Caretaker **Randy Rachwal** constructed a scarecrow based on the book *Where the Wild Things Are*, which was entered in a contest sponsored by the Village Business Activities Council (VBAC). The scarecrow won a prize for “Best Constructed Scarecrow.” The library won \$34.00 in community bucks. A pizza party was held on Thursday, November 15th to celebrate.

Lake Shore Library

- November 17th – Librarian **Chelsey Lonberger** and Library Associate **Laurie Obrochta** organized a “Wreck-It Ralph” party with 60 children and adults in attendance. Activities included storytime, a building block competition, and sugar rush car races; afterwards, the children made a brownie race car with cookies, candy and frosting.
- December 15th – The ever popular Graham Cracker House program is scheduled.

- December 19th – Chelsey will be putting on a “Polar Express” program based on the popular book.

Marilla Free Library – submitted by Shannon Thompson, Director

Highlights of events and activities at the Marilla Free Library:

- In October, children ages 3 to 6 dressed up for a special Halloween Story Hour with Ms. Shannon. We read stories, made crafts, and decorated Halloween pumpkin cookies. To finish off the event, the children trick-or-treated in the library.
- We celebrated the 90th Birthday of Mickey Mouse with a special Mickey bookmark craft, coloring, a scavenger hunt, and trivia in the month of November.
- This past summer we began a monthly Lego Club for children ages 5 and up. The Friends of the Marilla Library provided the funding for the purchase of the Legos along with donations from several patrons.
- On December 8th and 11th, we had our annual Make a Graham Cracker House program. We had 3 sessions on December 8th and 1 session on December 11th in the evening. This is a favorite Marilla holiday tradition for families. The program was run by the staff, and the Friends of the Marilla Free Library sponsored the event.
- Mrs. Claus will be making a special guest appearance at the Marilla Free Library on Saturday, December 15th at 11:00 a.m. Families will enjoy a holiday story straight from the North Pole, an ornament craft to take home, and a special holiday treat.
- We will also be ringing in the New Year with a special Noon Year’s Eve Party on December 31st at 11:00 a.m. Children will hear stories, make crafts, and count down to 12 (noon).
- Marilla Free Library Book Club meets at 2:00 p.m. on the fourth Tuesday of the month. In January, they will be reading *In a Dark, Dark Wood* by Ruth Ware.

Agenda Item G – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. Dick Earne of the Grand Island Memorial Library, on behalf of ACT, reported the last 2 ACT meetings dealt with reviewing the contract between contract member libraries and the B&ECL as well as audits by the State Comptroller’s office. He remarked it has been a long time since the contracts were reviewed, and proposed a friendly review between the organizations where they sit down and see if there is any need for updates or language changes.

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

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

Agenda Item J – New Business. None.

Prior to adjournment, Trustee Berlow expressed the Board’s appreciation for what Director Jakubowski and the staff do for the B&ECPL, conveying their accomplishments are remarkable and they are doing an excellent job.

Trustee Burd thanked Chair Housh for his 3 years of service as Chair, expressing he has done an excellent job; Chair Housh remarked it was an honor and he has loved serving as Chair.

There being no further business, on motion by Trustee Burd with a second by Trustee Bedenko, the meeting was adjourned at 4:48 p.m.

Respectfully submitted,

Kimberly Johnson
Secretary