

**MINUTES OF THE MEETING OF THE
ERIE COUNTY PUBLIC LIBRARY ADVISORY BOARD**

**THURSDAY, January 18, 2007
Admiral Room, Blasco Memorial Library**

CALL TO ORDER:

HELENE GRANDE called the meeting to order at 12:06 p.m.

MEMBERS PRESENT:

Susan Ottaway, Vice President, Sr. Kathleen Blair, Jeanine McCreary, Pete Ogden, Barbara Wingerter.

MEMBERS ABSENT: Kathy DeSante, Amos Goodwine, Mary Theiss

OTHERS PRESENT:

Library: Margaret Z. Stewart, Executive Director, Anthony Keck, District Consultant, Mary Rennie, Blasco Library Coordinator and Diane Chlebus
Erie County Council Liaison – Kyle Foust
Friends of the Library – Robert Gallivan

APPROVAL OF MINUTES:

JEANINE MCCREARY moved to approve the minutes of the November 16, 2006, meeting.
SUSAN OTTAWAY seconded the motion.
APPROVED by unanimous vote.

FRIENDS OF THE LIBRARY REPORT: (Robert Gallivan)

Bob reported that the FOL Annual Romance Paperback Book Sale is scheduled for Monday, 2/12/07 from 9 am – 8 pm, Tuesday, 2/13/07 from 9 am – 6 pm and on Wednesday, 2/14/07 from 9 am to 3 pm in the Admiral Room.

REVIEW OF THE FINANCIAL REPORT: (Margaret Z. Stewart)

The financial report is not available. At year end, Finance is in the process of closing books and completing year-end entries before reports are finalized. A financial report should be available for February's board meeting.

REPORT OF EXECUTIVE DIRECTOR: (Margaret Z. Stewart)

The Bookmobile was delivered on January 9 and is back on the road. OBS had picked up the vehicle earlier this year to work on unresolved maintenance issues

Reference USA, a popular business database on the library's website, is once again available for patrons. Previously, it had been cancelled due to the rising subscription costs.

STATISTICAL AND OTHER REPORTS: (Mary Rennie)

A complete circulation report will be available at next month's board meeting. Circulation statistics are counted differently in the current Sirsi circulation system and a review of the numbers will be required.

A report of trends in usage will be presented at next month's meeting. There has been a dramatic shift over the past five years and recreational reading has increased significantly. Non-fiction borrowing has been steadily declining.

REPORT OF DISTRICT CONSULTANT (Tony Keck):

The PA Library Survey was submitted to Commonwealth Library for all district libraries. Previously, this had been called the Plan for the Use of State Aid and libraries are required to file this to verify standards. Because

library standards are not being applied this fiscal year (2006-07), at the direction of the legislature, Commonwealth Libraries renamed the plan and submission of the report was voluntary.

The 2006-07 District Agreement allocates \$17,535 for a district marketing study. This study will be flexible enough to be used by the district, at the county level, and by the individual libraries. Representatives from the district libraries met with Tony to begin developing specifications for the bid packet.

Margaret, Bob Gallivan and Tony presented a library orientation to newly-appointed County Council member Charles Augustine, who replaced Joy Greco.

The District Center will pay for full IDS membership for Crawford County libraries as part of the District Agreement.

NEW BUSINESS

STRATEGIC PLAN UPDATE – West County Branch Library

The revision of the Strategic Plan was reviewed. Margaret noted the branch action plan timelines were adjusted. The Presque Isle Branch lease was extended through 1/31/07 with a one-year extension option, fundraising for the West County branch would begin by 4/1/07 and that the new construction completed by October 2008.

APPROVAL OF THE REVISED BRANCH TIMELINE - STRATEGIC PLAN FOR ERIE COUNTY PUBLIC LIBRARY

PETE OGDEN moved to approve the revised ECPL Strategic Plan timeline.

SR. KATHLEEN seconded the motion.

APPROVED by unanimous vote.

RULES OF CONDUCT

Revised Policy #952, Rules of Conduct, was reviewed. There being no further discussion, the board moved to approve the new policy.

APPROVAL OF REVISED RULES OF CONDUCT, POLICY #952

SR. KATHLEEN BLAIR moved to approve revised policy #952, Rules of Conduct.

JANINE MCCREARY seconded the motion.

APPROVED by unanimous vote.

ELECTION AND CHANGE IN LEADERSHIP FOR THE LIBRARY BOARD

Board President Helene Grande explained that she wished to serve on the Library Advisory Board but that her term as President has expired. A Nominating Committee could be formed to present a slate to board members for voting or the board could accept volunteers for officers. After discussion, Susan Ottaway volunteered to serve as Library Board President and Jeanine McCreary as Vice President.

APPROVAL OF ELECTION OF OFFICERS – PRESIDENT AND VICE PRESIDENT

BARBARA WINGERTER moved to nominate Susan Ottaway as President and Jeanine McCreary as Vice President for the ECPL Advisory Board.

SR. KATHLEEN seconded the motion.

APPROVED by unanimous vote.

ADJOURNMENT - Adjourned at 12:45 p.m.