

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

**THURSDAY, February 21, 2008  
Admiral Room, Blasco Memorial Library**

**CALL TO ORDER:**

SUSAN OTTAWAY, Board President, called the meeting to order at 12:08 p.m.

**MEMBERS PRESENT:**

Susan Ottaway, Sr. Kathleen Blair, Kathy DeSante, Helen Grande, Pete Ogden, Mary Theiss, Barbara Wingerter.

**MEMBERS ABSENT:** Amos Goodwine, Jeanine McCreary.

**OTHERS PRESENT:**

Library: Margaret Stewart, Library Director, Joan Duke, Ann Randall-Dill, Diane Chlebus

**APPROVAL OF MINUTES:**

Mary Theiss moved to approve the minutes of the January 17, 2008, meeting.

Kathy DeSante seconded the motion.

APPROVED by unanimous vote.

**REVIEW OF THE FINANCIAL REPORT: (Margaret Stewart)**

The financial report ending January 2008 was reviewed. Per County Council's request, the 2008 library financial reports will include detailed account expenditures for each library branch. The more specific accounting analysis will assist library administration in obtaining a more accurate method for tracking expenditures by outlet.

Pete Ogden noticed that the periodicals line item for Iroquois was over expended. Margaret responded that subscriptions are paid in full in January and that these projections are best estimates and will be redefined next year.

**REPORT OF EXECUTIVE DIRECTOR: (Margaret Stewart)**

*Opportunity Online Hardware Grants*, awarded to both Iroquois and Edinboro branch libraries by the Gates Foundation, will provide funding to purchase computers for both branches over a two-year period. The local match funding is in place for these grants.

A requirement of this grant is attendance at a two-day workshop in Hershey on 4/29 and 4/30/08. All expenses are covered by the Gates Foundation, and registration is required by 3/10/08. A designee of the Library Director will attend and a library board member may attend if they desire. If interested, board members should contact Margaret within the next two weeks.

The Trustee Institute will be held on 4/11 and 4/12/08 in Mars, PA. Susan Ottaway will attend and is willing to drive to this event.

The Erie County Public Library Foundation is planning informal meet and greet sessions at St. Stephen's Episcopal Church on Dutch Road in Fairview to promote the new branch construction. The first of these is scheduled for 2 pm this afternoon and all board members are invited to attend. Site plans will be on display and the fundraising consultant available for discussion. Sr. Kathleen questioned if today's session included any other additional information than last month's meeting at Lakeshore Country Club. Margaret responded that these sessions are more informal and will feature what the interior of the branch building will include.

The site plans for the Edinboro Branch Library have been reviewed by the Foundation Board and Margaret will schedule a Strategic Plan Committee meeting for members to view the plans. Odyssey Builders hope to begin demolition of the interior space in the very near future. The Foundation Board obtained approval from the condominium association board to begin exterior renovations on the front of the library.

**STATISTICAL AND OTHER REPORTS: (Joan Duke)**

Joan Duke, main library coordinator, stated the January circulation statistics are on par with previous months, with Blasco Library slightly down. Edinboro Branch Library circulation continues to increase and Millcreek Branch is up 13%. Overall, circulation is up 2% over last year. Patron use of the Internet Lab has increased 15% from last month.

**REPORT OF DISTRICT CONSULTANT**

Tony was out of town today to attend an IDS Board Meeting in Harrisburg. Margaret mentioned the Governor's 2008-09 proposed budget increases state aid by 2%. This appropriation is not enough to run the funding formula in an equitable manner.

District negotiations for the Use of State Aid for the year 2008-09 are scheduled for March.

**REPORT OF COMMITTEES**

**Collection Development Committee**

Committee members Sr. Kathleen and Kathy DeSante along with Margaret Stewart and Joan Duke met prior to today's Board Meeting to review the draft of the revised Collection Development Policy. Board members will receive a copy via e-mail for review before next month's meeting and should contact Margaret if they prefer a hard copy of the policy.

Joan Duke explained that the actual policy is twelve pages long, noting the document includes several appendixes: Requests for rare book viewing, reconsideration of library materials, book honorarium form, and gift acknowledgement form as well as the government documents policy. This plan required updating due to the numerous new formats of library materials, including online services. Eventually, this policy will be available for patrons on the library's website.

**NEW BUSINESS**

**E-Mail Notifications**

To better serve patrons, ECPL hopes to begin e-mailing patron hold notices in the near future. Board members presents reviewed a draft form which patrons will be asked to complete asking for their e-mail address for timely notifications. It was suggested that a header be added to the form and that it be printed on colored paper. Also, a disclaimer should be included stating ECPL will observe privacy and confidentiality protocols.

**Fundraising**

Board member Mary Theiss recently attended an upscale library event featuring book signings at the Martin County Library in Florida. Mary suggested ECPL or the Foundation consider planning a similar event for fundraising, to include entertainment, hors d'oeuvres, etc. Discussion followed among the board members regarding fundraising opportunities.

**2008 County Council Members and Board Liaisons**

The board received the 2008 Erie County Council Committees and Liaisons appointments. Kyle Foust is ECPL's liaison for 2008.

ADJOURNMENT - Adjourned at 12:38 p.m.