

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

**THURSDAY, March 20, 2008
Admiral Room, Blasco Memorial Library**

CALL TO ORDER:

SUSAN OTTAWAY, Board President, called the meeting to order at 12:04 p.m.

MEMBERS PRESENT:

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

MEMBERS ABSENT: Helene Grande, Amos Goodwine, Jeanine McCreary.

OTHERS PRESENT:

Library: Margaret Stewart, Library Director, Joan Duke, Anthony Keck, Diane Chlebus

APPROVAL OF MINUTES:

Pete Ogden moved to approve the minutes of the February 21, 2008, meeting.

Barb Wingerter seconded the motion.

APPROVED by unanimous vote.

REVIEW OF THE FINANCIAL REPORT: (Margaret Stewart)

The financial report ending February 2008 was reviewed. Transfers will be made to cover overages in the periodicals and the staff training line item.

REPORT OF EXECUTIVE DIRECTOR: (Margaret Stewart)

The Foundation reports that the interior of the future Edinboro Branch Library has been gutted and the exterior finish should be completed by May 2008. Community fundraising events are scheduled for April and a sign should be placed at the branch in the near future. The Fairview Branch location is under excavation and dirt is being placed to help level the site. Roth Marz, the architect for the Fairview Branch Library, is obtaining prices for all phases of the construction: HVAC, plumbing, electrical, etc. The Foundation will look at those numbers within the next several weeks. The three informational sessions held last month at St. Stephen's Episcopal Church on Dutch Road in Fairview to promote the new branch construction were well attended.

Margaret explained that the costs for moving the Millcreek Mall Branch library to the exterior strip plaza storefront near Dick's Sporting Goods could approach \$100,000. Many things affect this estimate, including required exterior renovations, placement of the circulation desk, installation of telecommunication lines, interior space modifications (ADA modifications), and moving expenses. After review, the County Executive and the County Solicitor will meet with the Cafaro Corporation. Advantages to moving are more parking, increased visibility, and additional square footage. There would be no increase in the monthly rent.

Margaret attended a meeting last week, detailing the extensive plans to remodel the entire Millcreek Mall complex. Plans include the addition of a food court, new flooring, lighting and new upscale specialty shops.

National County Government Week will be observed 4/6 through 4/12/08. Activities and programs are being planned by all county departments and the County Executive will visit the library on April 9 for story time.

Tony and Margaret will travel to Harrisburg to attend the District Library Center meeting April 3rd and 4th. Sessions are planned to discuss the funding of district library centers, the organization of district centers, as well as the services district centers provide. District negotiations for 2008-09 District Agreement will be beginning next week.

Susan Ottaway inquired about the exterior siding design for the new Edinboro Branch. She felt that the other offices in the complex had plain colors and had hoped that the library would have a more rustic look and distinct color. Margaret said that the siding will be similar to what is in place for the other offices.

STATISTICAL AND OTHER REPORTS: (Joan Duke)

Joan Duke reviewed the monthly circulation comparison report for ECPL for 2008/07/06. The report indicates a 7% increase overall. However, Joan noted that this year, February had 29 days, which contributes to the difference. Nevertheless, circulation remains consistent.

The Rosetta Stone, a very popular foreign language database, was recently replaced with *Auralog: Tell Me More Language Learning Program*. Unfortunately, the Rosetta Stone discontinued offering their subscription to public libraries.

REPORT OF DISTRICT CONSULTANT: (Anthony Keck)

District negotiations for the Use of State Aid for the year 2008-09 are scheduled for March 26 in Waterford. The Governor's proposed budget includes a 2% increase in state aid (an increase of approximately \$7,000).

A workshop recognizing and reporting child abuse is scheduled at the Blasco Library for 4/2/08. Tony noted that all library employees are mandated to report child abuse. This program, with a presenter from the PA Library Support Alliance, is sponsored by Commonwealth Libraries.

Margaret and Tony will visit Allegheny College's Pelletier Library to view recent changes in their reference area. This library has modified reference materials, changed out shelving, and is applying the "third place" approach ~ the library as a community information center. The definition of reference services is evolving and ECPL hopes to adapt to better accommodate and serve library patrons' changing needs.

UNFINISHED BUSINESS**• Collection Development Policy**

The board members reviewed the draft policy. Pete Ogden suggested several punctuation corrections and inquired how ECPL determines what the items for the Heritage Room. Margaret explained the mission of that collection is to house local history and genealogical information, as well as maritime history. Sr. Kathleen asked if ECPL circulates magazines. Magazines still circulate but newspapers must be used in the library. Sr. Kathleen commended library staff on an excellent job compiling the policy. General discussion followed regarding depository collections, reciprocal lending agreements between libraries, and fees imposed for research and for printing.

APPROVAL TO ACCEPT THE COLLECTION DEVELOPMENT POLICY

KATHY DESANTE moved to approve the revised ECPL Collection Development Policy effective March 20, 2008. SR. KATHLEEN seconded the motion. APPROVED by unanimous vote.

NEW BUSINESS**• Revision of Policy #713 – Forgotten, Lost & Damaged Cards**

The board reviewed the draft of policy #713. ECPL patrons are issued replacement library cards for \$2.00 with all fines and fees from the previous card being carried over. Patrons were obtaining new cards but never paying their fines. Library administration suggested that the policy be changed and have patrons pay all fees \$1 and over in order to obtain a replacement card.

APPROVAL OF FORGOTTEN, LOST AND DAMAGED CARDS POLICY #713

KATHY DESANTE moved to approve the revised ECPL Policy #713 – Forgotten, Lost & Damaged Cards indicating patrons must pay all fines and fees \$1 and over before a replacement library card is issued. PETE OGDEN seconded the motion. APPROVED by unanimous vote.

E-Mail Notifications

ECPL is beginning to collect patrons' e-mail address for holds notifications. Many patrons have responded and are excited about participating.

ADJOURNMENT - Adjourned at 12:47 p.m.