

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

THURSDAY, May 17, 2007

Admiral Room, Blasco Memorial Library

CALL TO ORDER:

SUSAN OTTAWAY, Board President, called the meeting to order at 12:00 Noon.

MEMBERS PRESENT:

Susan Ottaway, Sr. Kathleen Blair, Kathy DeSante, Helene Grande, Jeanine McCreary, Pete Ogden, Barbara Wingerter.

MEMBERS ABSENT: Amos Goodwine, Mary Theiss.

OTHERS PRESENT:

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

Friends of the Library – Robert Gallivan

Others: Michelle Sanson, Development Director, Erie County Public Library Foundation

APPROVAL OF MINUTES:

BARBARA WINGERTER moved to approve the minutes of the April 19, 2007, meeting

PETE OGDEN seconded the motion.

APPROVED by unanimous vote.

WELCOME TO DEVELOPMENT DIRECTOR

Margaret extended a warm welcome to the Erie County Public Library Foundation's Development Director, Michelle Sanson.

FRIENDS OF THE LIBRARY REPORT: (Robert Gallivan)

Bob Gallivan reported that the Great American Book Sale is scheduled for June 17 – 22, 2007, at the Villa Maria Center gymnasium.

REVIEW OF THE FINANCIAL REPORT: (Margaret Stewart)

The financial report ending 4/30/07 indicates nothing out of the ordinary and is within anticipated calculations.

REPORT OF EXECUTIVE DIRECTOR: (Margaret Stewart)

The Underground Railroad Cycling event is scheduled for this Saturday, 5/19/07. Cyclists from Adventure Cycling will be touring through Erie that day following the Underground Railroad Route. The Health Department will demonstrate safe biking habits, helmet fittings, and healthy food choices. Instructions on genealogy searches, a live broadcast from WERG's Super Soul Saturday, and many other activities are planned. Children's Library staff is working in conjunction with the Health Department, local cycling clubs, and bike shops.

Margaret Stewart, Tony Keck and librarians from the district libraries met to negotiate the 2007-08 District Agreement. Margaret noted that the Library Board would vote on the agreement later this meeting.

Margaret suggested that the board members stop to see the Presque Isle Art Exhibit on the second floor of the Blasco Library as well as the cycling exhibit on the first floor.

STATISTICAL AND OTHER REPORTS: (Margaret Stewart)

The April circulation figures indicate a slight increase.

REPORT OF DISTRICT CONSULTANT (Margaret Stewart for Anthony Keck):

Strategy Solutions, Inc. was awarded the contract for the Marketing Plan for the District.

NEW BUSINESS

At this time, Margaret reviewed the District Agreement, focusing on the proposed budget. This budget is predicated on the receipt of state aid in the amount of \$386,057, the same amount as last year. The budget categories are subdivided into Library Development/Improvement and District Resource Library. Some of the allocations include \$20,000 for the marketing study, a comparable amount for summer reading programming, and a 5% administrative fee, which will be used for technology and computer upgrades. Sr. Kathleen questioned if a representative from this board should be appointed to serve on the District Advisory Council. Margaret responded that it is advisable but not mandatory.

APPROVAL OF DISTRICT AGREEMENT FOR JULY 1, 2007 THROUGH JUNE 30, 2008

HELENE GRANDE moved to approve the District Agreement as presented.

PETE OGDEN seconded the motion.

APPROVED by unanimous vote.

WIRELESS INTERNET USE POLICY #642

Ann Randall-Dill, Technology Coordinator, distributed a draft of Policy Number 642, WIRELESS INTERNET USE. By accessing the wireless network, patrons agree to abide by the ECPL Internet rules. Printing is not available. Ann noted that the wireless network is not secure, as stated in the policy. Library staff are not able to assist patrons accessing the network as they are personally responsible for configuring and setting up their personal equipment.

Kathy DeSante suggested that the first line of each paragraph under Limitations and Disclaimers be in bold type.

Margaret Stewart asked that the board consider approval, pending approval of the County of Erie's legal counsel.

APPROVAL OF WIRELESS INTERNET USE POLICY #642

PETE OGDEN moved to approve policy #642, Wireless Internet Use, as amended and pending approval from the County's legal counsel.

KATHY DESANTE seconded the motion.

APPROVED by unanimous vote.

ERIE COUNTY PUBLIC LIBRARY FOUNDATION UPDATE

Margaret stated that the ECPL Foundation is in the process of finalizing their contract with Roth Marz for architectural services for the west county branch.

The Edinboro branch proposal is presently being negotiated by lawyers representing the Foundation, the County of Erie and the owners of the property.

OTHER DISCUSSION

Helene Grande had questions regarding the articles in the board packet regarding Bloomfield Township and the theft of public funds. Susan Ottaway responded, noting that Bloomfield Township is in Union City Public Library's service area and the library had not been receiving the amount entitled to it from the taxes collected. After an audit and an investigation, it became apparent the treasurer had been stealing funds.

Sr. Kathleen asked Development Director Michelle Sanson about the fundraising effort. Michelle responded that no formal solicitation has begun, but that she has started analyzing a list of donors from previous campaigns, and will develop a timeline for the campaign.

Susan Ottaway attended the Trustee Institute last month and found it to be very educational. She offered to share information with the board as well as handouts received from workshops.

ADJOURNMENT - Adjourned at 12:25 p.m.