

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

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

CALL TO ORDER:

SUSAN OTTAWAY, Board President, called the meeting to order at 12:06 p.m.

MEMBERS PRESENT:

Susan Ottaway, Amos Goodwine, Helene Grande, Pete Ogden, Barbara Wingerter.

MEMBERS ABSENT: Sr. Kathleen Blair, Kathy DeSante, Jeanine McCreary, Mary Theiss.

OTHERS PRESENT:

Library: Margaret Stewart, Library Director, Anthony Keck, Ann Randall-Dill, Mary Rennie, Diane Chlebus

APPROVAL OF MINUTES:

Helene Grande moved to approve the minutes of the September 20, 2007, meeting, with the correction of one typographical error in the spelling of Mr. Foust's name.

Pete Ogden seconded the motion.

APPROVED by unanimous vote.

REVIEW OF THE FINANCIAL REPORT: (Margaret Stewart)

The financial report ending 9/30/07 was distributed for review. The AFSCME contracts have not yet been settled. Margaret will continue to monitor line items for over and under expending.

REPORT OF EXECUTIVE DIRECTOR: (Margaret Stewart)

The board reviewed recent sketches for the new Fairview Branch Library. Library administration has been working to finalize drawings for the branch, including the redesign of the circulation desk, the placement of public computers, and electrical specifications. Kathryn Stephanoff, library consultant for the project, has reviewed the plans and will continue make recommendations.

Building Systems Inc. has been retained for construction management for the Fairview project. Mary reported that this library will include a young adult/teen space and a sufficient space for the children's area. Barb Wingerter inquired how County Council responded to the square footage of the branch. Council approved, through the Strategic Plan process, 6-8000 square feet. This site is just slightly larger, at approximately 8700 sq. feet. Helene Grande asked about the placement of exit doors. Margaret explained that those are emergency doors that would sound an alarm if opened. The community room, staff area, workroom, and mechanical room were discussed. All of the HVAC equipment will be placed in the mechanical room and not on the roof.

Fairview Township zoning board will make a recommendation to the Fairview Township supervisors that the project proceed; however, they requested that the two separate lots be combined to one. Margaret is working with the Foundation's attorneys on this revision.

Rechtenwald Buehler Architects will design of the Edinboro Branch Library. Odyssey Builders will construct the branch. Contracts for both are being reviewed and will be finalized in the near future. The Foundation is in the process of acquiring a tax exemption status for the property.

ECPL's 2008 budget hearing is scheduled for Tuesday, October 23 at 5 p.m. For 2008, accurate expenses for all branches will be identified. New positions requested include an assistant director, a branch manager and two full time library clerks. Also requested was the creation of a new position for a Library Technology Assistant for the Blasco Library Internet Lab.

At last week's Pennsylvania Library Association's conference, attended by Tony Keck, Sue Miceli, Joan Duke, Lucy Krupicz and Daryl Ann Kidder, ECPL received the PaLA Support Staff Recognition Award. This award recognizes ECPL's effort to advance library staff through continuing education opportunities. Also at this conference, County Council

member David Mitchell received the 2007 Elected Official Award. This award recognizes Mr. Mitchell's contribution to the betterment of library in Corry, Erie County and throughout Pennsylvania.

STATISTICAL AND OTHER REPORTS: (Mary Rennie)

September statistics continue to follow a similar pattern, which is slightly down since 2006. Mary noted that many things affect circulation's growth or decline. Parking issues continue to plague Blasco Library which impacts foot traffic and circulation. As new branches open next year, it will be interesting to monitor the impact of circulation at the Main Library and system wide.

Barbara Wingerter asked what was being done to address the parking crisis. Mary responded that County Administration is continues working to resolve this problem.

REPORT OF DISTRICT CONSULTANT

The district libraries are reviewing the first draft of the marketing study from Strategy Solutions with the next meeting scheduled for October 24.

The County Coordination meeting is scheduled for Nov. 1 at Albion Public Library. The County Plan is required yearly by the State Library and will delineate how County Coordination money is to be spent. Input from the Independent Libraries is solicited.

Tony reported that the PaLA Conference, held last week in State College, PA, was excellent. Presentations included libraries and the aging population, the future format of library materials, and reports on Internet crime.

NEW BUSINESS

Fairview Groundbreaking Ceremony

Margaret invited the Board to attending the groundbreaking ceremony for the new Fairview Branch Library, which is scheduled on November 8, 2007, for 11:00 a.m. at the site. They should be receiving an invitation from the fundraising consultant.

ADJOURNMENT - Adjourned at 12:25 p.m.