

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

**THURSDAY, October 16, 2008
Admiral Room, Blasco Memorial Library**

CALL TO ORDER:

Susan Ottaway, Board President, called the meeting to order at 12:00 Noon p.m.

MEMBERS PRESENT:

Kathy DeSante, Helene Grande, Jeanine McCreary, Pete Ogden, Susan Ottaway, Mary Theiss, Barbara Wingerter.

MEMBERS ABSENT: Sr. Kathleen Blair, Amos Goodwine

OTHERS PRESENT:

Library: Margaret Stewart, Library Director, Joan Duke, Blasco Coordinator, Anthony Keck, District Consultant, Diane Chlebus

Friends of the Library: Bob Gallivan

APPROVAL OF MINUTES:

Pete Ogden moved to approve the minutes of the September 18, 2008.

Kathy DeSante seconded the motion.

Approved by unanimous vote.

FRIENDS OF THE LIBRARY REPORT (Robert Gallivan)

Bob announced the next book collection is scheduled on November 1 from 10 am – 2 pm and the Mystery and Fiction Book Sale will be held on October 30 from Noon – 8 pm, October 31 from 9 am– 5pm and November 1 from 9 – 3 pm. Bob said that many of the hardback books are in excellent condition.

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

The financial report ending September 2008 was reviewed. Overall, the budget is satisfactory and Margaret continues to monitor individual line items.

Margaret reviewed the proposed 2009 Library budget.

- The proposed elimination of one full time and one part time professional positions.
- With the scheduled opening of the new West County Branch later next year, the budget proposes closing Presque Isle Branch at year end and the temporary lay-off of that staff, which will result in bumping within the county clerical/technical unit.
- Operational costs continue to rise and 2009 will see increases in utilities, telecommunication costs, maintenance contracts and software licenses.
- Any and all cost saving measures were considered, including the possible elimination of Sunday hours and the possible reduction/elimination of bookmobile services.

Margaret explained that if there are library lay-offs of clerical staff, the library, as part of the AFSCME C/T contract, is not permitted to use substitute (per-diem) staff. This will pose an extreme burden on staffing as the library routinely relies on substitutes to cover vacations, illness, or other paid leave. Many library employees have been employed many years and are entitled to a lot of vacation. Fortunately, the library will be permitted to offer half time employees additional hours and overtime.

Blasco Library must remain open a minimum of 65 hours per week to continue to meet State standards and receive funding. If there is a staff shortage, clerks will need to be re-deployed to cover hours of operation at the Blasco Library. Helene Grandecommented that it would be logical to pull the bookmobile staff first to cover the schedule. Mary Theiss asked if

the bookmobile schedule could be condensed and Bob Gallivan inquired about the Presque Isle lease. Margaret explained that the County has a "funding out" clause and can terminate without penalty. Pete Ogden asked about the union contracts with layoffs. Bumping County-wide will commence when employees are notified of layoff.

Kathy DeSante inquired about the funding from the unrestricted gaming money. Margaret explained that this money is still guaranteed for basic operating expenses and branch technology.

REPORT OF EXECUTIVE DIRECTOR: (Margaret Z. Stewart)

The Edinboro Branch construction project is on schedule and the Foundation expects the construction to be completed by 10/31/08. The West County Branch construction project has begun with a tentative completion date of May 2009.

STATISTICAL AND OTHER REPORTS: (Joan Duke)

Joan Duke reported that the Millcreek Mall Branch circulation has increased 75%. Overall, circulation has increased 12%. Visitors to the Blasco Library in September totaled 34,790, indicating a 4% increase over last year. Power Library usage dropped 32%. The Children's Library continues to be a very popular, busy place with numerous activities and programs.

REPORT OF DISTRICT CONSULTANT: (Anthony Keck)

Margaret and Tony attended last month's DLC meeting at the State Library. A Strategic Plan will be released to the library community at next month's PaLA meeting.

The District will work with Tungsten Creative on a District branding project (logo and slogan to be used by Erie/Crawford libraries).

The ECPL policy review committee has been revising library policies, which will be distributed before next month's meeting for their review. At the December board meeting, members will be asked to vote on these revisions.

The 2009 County Plan will also be discussed at next month's board meeting.

Unfinished Business

Helene inquired about the response to the library board's correspondence petitioning County Council for a facilities attendant position for the Blasco Library. Margaret indicated that the item is still tabled but stated that since the guards are now uniformed, incidents have decreased somewhat.

New Business – none at this time

ADJOURNMENT - Adjourned at 12:43 p.m.