

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

**THURSDAY, December 20, 2007
Admiral Room, Blasco Memorial Library**

CALL TO ORDER:

SUSAN OTTAWAY, Board President, called the meeting to order at 12:10 p.m.

MEMBERS PRESENT:

Susan Ottaway, Sr. Kathleen Blair, Kathy DeSante, Amos Goodwine, Helene Grande, Jeanine McCreary, Pete Ogden, Mary Theiss.

MEMBERS ABSENT: Barbara Wingerter

OTHERS PRESENT:

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

Friends of the Library: Robert Gallivan

APPROVAL OF MINUTES:

Janine McCreary moved to approve the minutes of the November 15, 2007, meeting.

Kathy DeSante seconded the motion.

APPROVED by unanimous vote.

FRIENDS OF THE LIBRARY REPORT: (Robert Gallivan)

Bob Gallivan reported that the Romance paperback sale is scheduled for February (around Valentine's Day) 2008.

REVIEW OF THE FINANCIAL REPORT: (Margaret Stewart)

The financial report ending 11/30/07 was reviewed. Margaret was happy to report that it appears the ECPL will end 2007 within budgetary projections.

REPORT OF EXECUTIVE DIRECTOR: (Margaret Stewart)

Margaret reviewed the state of the library for the year ending 2007. State aid can be affected if ECPL's projected yearly expenses fall below the year's actual expenses as certain standards must be maintained in order to qualify for state aid.

ECPL is in the processing of purchasing some of the necessary supplies for the new security system, RFID (radio frequency identification tagging for library materials). Security gates and labels for audio visual materials for Iroquois and Edinboro branch libraries have been purchased.

Staff changes in 2007 include the following: Loring Sumner, Branch Coordinator, retires effective 12/28/07; Mary Rennie will replace Loring. Joan Duke has resigned as the Manager of Circulation effective January 2008 and library assistant Marcy Hall will replace Joan. Library administration is in the process of evaluating its organization chart and staffing needs before any job vacancies will be advertised.

County Council approved the AFSCME Clerical/Technical Union Contract and the non-bargaining pay plans for 2007/2008. Still pending is a final vote on the library's Clerical/Technical appendix. The AFSCME Professional Unit's contract, which represents the library's librarians and technology assistants, was rejected by its members with a vote to strike. Management and union members will meet again today to discuss options. ECPL does have a strike plan in place and intends to continue library services, although service may be limited at times.

The Strategic Plan Committee will reconvene in January to review 2007 timelines and discuss revisions. This plan is a work in progress and must be continually reviewed to insure that ECPL continues to meet the needs of the citizens of Erie County.

Margaret Stewart, Tony Keck, and Bob Gallivan will schedule an orientation session for newly-elected County Council representative Phil Fatica who replaces Charles Augustine.

At this time Margaret discussed the changing role with respect to Blasco Library's circulation. Many factors could attribute to this, including continued parking problems and the opening of new branches. Margaret commented it will be interesting to see the impact of the West and South county branch relocations.

Blasco Library continues to be plagued with ongoing safety issues and Internet lab difficulties continue. Erie County administration had commissioned a study which identified the need for increasing security at the main library. Unfortunately, that funding was removed from the 2008 budget and it is critical that this issue be re-addressed in the very near future. Recently, the police have been called repeatedly to deal with patrons and unsupervised minors, who are either fighting or acting in a disorderly manner. Also, patrons frequently use other patron's cards when logging in to the Internet lab, which is against library rules.

The board reviewed the draft site plan for the new Fairview Branch Library. A fundraising event was held last month and as a result, ECPL Foundation recently received \$25,000 from a private donor. Margaret, Jim Spiegel and Luigi Pasquale had an introductory meeting with Ross Rectenwald, the architect for the Edinboro branch project. Ross was asked to supply preliminary renderings and a timeline for that project for the Foundation's January 14, 2008, meeting. A fundraising awareness event for the Edinboro community is planned for January.

Margaret offered ECPL Foundation fundraising packets to board members, which contain historical and informational data about the projects.

STATISTICAL AND OTHER REPORTS: (Mary Rennie)

November circulation statistics reflect similar trends throughout 2007. Over the last year, Blasco Library circulation has declined with branches remaining either at the same level or increasing, particularly the Edinboro Branch Library. Next year, library administration intends to conduct an extensive study to examine circulation across the system.

It was noted that the role of libraries across the country is changing. Attendance continues to increase for programming and other special events. Recreational reading, fiction, and large print borrowing continues to increase while non-fiction checkouts have decreased.

REPORT OF DISTRICT CONSULTANT (Tony Keck)

Strategy Solutions, the company that conducted the District's marketing study, will meet with district representatives 1/11/08 to review the action plan. The December meeting was cancelled because of inclement weather.

Jim Hollinger, former library liaison, has been promoted to Director of the Bureau of Library Development at Commonwealth Libraries.

The 2007/08 state aid payment is scheduled for the week of 1/7/08. All state aid will be paid with that disbursement.

NEW BUSINESS

Collection Development Committee

Mary Rennie is in the process of rewriting ECPL's Collection Development Policy. Margaret asked for members of the board to consider volunteering to review the policy and to make recommendations.

Sr. Kathleen Blair, Kathy DeSante and Amos Goodwine volunteered to serve on this review committee. Margaret will forward the draft document in January, schedule a meeting to discuss their findings, and will plan time at the February board meeting to share their comments and obtain feedback.

ADJOURNMENT - Adjourned at 12:35 p.m.