

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

**THURSDAY, December 18, 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, Sr. Kathleen Blair, Helene Grande, Jeanine McCreary, Pete Ogden, Susan Ottaway, Mary Theiss, Barbara Wingerter.

MEMBERS ABSENT: Amos Goodwine

OTHERS PRESENT:

Library: Margaret Stewart, Library Director, Joan Duke, Blasco Coordinator, Anthony Keck, District Consultant, Ann Randall-Dill, Technology Coordinator, Diane Chlebus

Friends of the Library: Bob Gallivan

APPROVAL OF MINUTES:

Helene Grande moved to approve the minutes of the October 16, 2008.

Mary Theiss seconded the motion.

Approved by unanimous vote.

FRIENDS OF THE LIBRARY REPORT (Robert Gallivan)

Bob announced the Romance paperback sale is planned for February 12, 13 and 14, 2009. The first book collection for 2009 is scheduled for March 28.

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

The financial report ending November 2008 was reviewed. In general, line items are within budget and transfers will be made to cover overages.

REPORT OF EXECUTIVE DIRECTOR: (Margaret Z. Stewart)

Clare Zales, Deputy Secretary for Libraries, notified ECPL about the state aid delay. The anticipated date for payment is 1/20/09, or later. A 1% decrease is expected in next year's state aid, a decrease of around \$15,000. Because of the anticipated budgetary shortfalls, the elimination of summer Sunday hours and condensing the bookmobile schedule may be considered.

Margaret was pleased to report that the Friends of the Library donated \$50,000 to the West County Branch fundraising effort. Construction has begun and Mary Rennie, branch coordinator, is busy selecting siding and roofing.

The new Edinboro Branch Library's grand opening is scheduled for tomorrow, 12/19/08, at 10:00 a.m.

Board members are invited to attend a Kwanzaa program at 6:30 p.m. on 12/29/08 in the Hirt Auditorium.

STATISTICAL AND OTHER REPORTS: (Joan Duke)

Joan reported that overall, circulation has decreased by 3%. The Millcreek Branch circulation continues to rise, with a 44% increase. Statistics for digital downloads (electronic resources) indicate a slight increase and Tutor.com usage (live homework help) is up 26%. The library website is very popular with a 32% increase as patrons continue to access library resources via the website.

REPORT OF DISTRICT CONSULTANT: (Anthony Keck)

Tony announced the District continues to work on its branding project (logo and slogan to be used by Erie/Crawford libraries). Focus groups have been assembled at Meadville and three have met in Erie. One group was composed of young mothers, another with older adults and the other with high school students. Feedback has been excellent and Tony looks forward to the radio spots and other publicity.

Unfinished Business

None at this time.

New Business

Review – ECPL Policy Manual

The board reviewed the proposed policy revisions, effective 1/1/09.

REVISION – of the following policies:

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| 570-Test proctoring; | 580-Use of Library space; |
| 582 (new policy) Library Branch Programming space; | 640-Internet use; |
| 641-Computer Training Lab; | 642-Wireless Internet Use; |
| 701-Confidentiality of Circulation Records; | 702-Retention of Circulation Records – this policy to be deleted; |
| 711-Registration & use of Library Card; | 713-Forgotten, Lost or Damaged Cards; |
| 714-Registration of Minors 14 yrs. and younger; | 715-Registration of Minors 15 yrs. and older; |
| 721-Institution Cards; | 723-Outreach Registration – this policy to be deleted; |
| 725-Big Brothers/Big Sisters; | 729-Exempt Borrowers; |
| 731-Loan Periods; | 732-Renewal of Loans; |
| 751-Return items to any ECPL Facility; | 752-Book Drop; |
| 781-Restrictions for Delinquent Borrowers, | 782-Circulation Limits. |

MOTION TO REVISE ECPL POLICIES, AS LISTED:

JEANINE MCCREARY moved to approve the revised policies as presented.

HELENE GRANDE seconded the motion.

APPROVED by unanimous vote.

Miscellaneous discussion

Barb Wingerter inquired about temporary closing of the West Erie Plaza branch. This branch will remain open until next year, when it is relocated to the new facility in Fairview. Mrs. Wingerter also inquired if the bookmobile would continue to visit Fairview after the new branch opens. Margaret responded that library services must be equitable County-wide and that ECPL must eliminate duplication of services. It is not likely that a bookmobile stop would still be necessary after the West County branch opens.

ADJOURNMENT - Adjourned at 12:50 p.m.