

**MINUTES of the MEETING of the  
ERIE COUNTY PUBLIC LIBRARY ADVISORY BOARD**

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**THURSDAY, November 17, 2011  
Admiral Room, Blasco Memorial Library**

**CALL TO ORDER:**

Pete Ogden called the meeting to order at 12:03 p.m.

**MEMBERS PRESENT:**

Pete Ogden, Helene Grande, Joe Mineo, William Garvey, Hiram Daley, Marilyn Kraus.

**MEMBERS ABSENT:**

Amos Goodwine, Jeanine McCreary, Jackie Breakstone.

**OTHERS PRESENT:**

Library: Joan Duke, Main Library Coordinator; Patrice Berchtold, Executive Assistant; Robert Gallivan, Friends of the Library.

**APPROVAL OF MINUTES:**

Hiram Daley moved to approve the minutes of the Advisory Board meeting of October 20, 2011. Joe Mineo seconded the motion. Approved by unanimous vote.

**FRIENDS OF THE LIBRARY UPDATE (Bob Gallivan)**

Bob Gallivan stated there is nothing new to report.

**REVIEW OF THE FINANCIAL REPORT (Joan Duke)**

The finances are looking good right now. Some of the items that we are over extended in are utilities and insurance, but the county is not concerned with these. We have to estimate these costs at the beginning of the year and the actual cost is out of our control. The county looks for overages in computers, books, etc. The LSTA grant program was discussed. Work required travel, which is travel between the branches is low. General Liability is all of our insurances and this is over. There was a question about \$15,700 left in books. Joan explained that the figure is more like \$1,500 because books have been ordered but not paid yet. The District budget is on target. Millcreek looks great and Edinboro is okay. Iroquois is questionable because of maintenance costs and Lincoln had issues with the HVAC system. The board questioned the cost of repairs of the HVAC system and whether parts are under warranty. Luigi said the warranty is in place and being used when it applies. Some of the repairs were because of a brown-out and a lightning strike which we had to pay for because they are not covered under the warranty. We should be able to cover these additional costs.

**REPORT OF THE EXECUTIVE DIRECTOR (Joan Duke)**

Margaret and Tony are in Clarion for a meeting regarding running a pilot project for regionalization. Our region will consist of four districts (Erie, Oil Creek, New Castle, Seneca). Two of our regions are dealing with some issues: in New Castle the District Consultant retired and in Oil Creek their Administrator was removed and their District Consultant got a new job.

Patrons continue to rely on the library computers across the system for job searches, access to government information and online testing. We began offering the Playaway View to patrons which is a preloaded video player for children. We are partnering with BestBuy to help patrons get to know the e-reader technology. Iroquois School District received an Enhancing Education through Technology grant and we agreed to partner with them. Six laptop stations will be located in the Iroquois Branch and students in Moodle courses will use the laptops to access assignments and other learning experiences. We are doing a soft opening on 11/17. We expect to do a media event with the County Executive and School

Superintendent in early December. We expect a new service in place by 12/1 called Freegal. Freegal Music gives patrons access to hundreds of thousands of songs in the Sony Music catalog and the ability to download three songs per week. We are waiting for the applicant for the Van Driver position to get his clearances. We hired Ruth Fabrizio and Patty Mazza for the two half-time library clerk vacancies. We are waiting for County Personnel to certify candidates for the Manager of Technical Services vacancy. The posting just came down on 11/15/11. Tomorrow we are having a staff development day and will be closed until 1:30. The County Executive will speak to staff on Ten Steps to be More User Friendly and national library strategist George Needham will discuss The Sustainable Library. You are all welcome to attend. Bed bug issues continue. We had books returned with live bed bugs in them. We are treating materials that are returned when we know there is a bed bug issue

### **STATISTICAL AND OTHER REPORTS (Joan Duke)**

Overall circulation is down 7%. Lincoln and the Bookmobile are both up. It was suggested that Joan just put the numbers and percentages on a chart and not use the graphs. Website hits was at 22,117 which is a 4% increase over October, 2010. Computer log-ins is down 1.94% from last year, however, we instituted a new policy where patrons cannot use the internet if they have fines, which we believe is the reason for the decrease. It was suggested to add the percentages on these statistics, instead of just listing the numbers. There was a question if we lend more Interlibrary Loan books than we borrow. Joan stated that we lend as many as we borrow. For the facebook statistics, the Board would like to know how many friends we have. (Joe Mineo looked this up on his phone and the library has 571 fans!)

### **REPORT OF THE DISTRICT CONSULTANT (Tony Keck)**

Tony left an email report. Tony and Margaret attended the McCord Memorial Library Open House yesterday. This was an opportunity for the public to see the interior and exterior improvements made through a combination of the Key Grant and local grants and funds. The regionalization process continues at the state level. Tony's email further stated that today Margaret and I are attending a meeting at Clarion to discuss the next steps. Attending are representatives from Commonwealth Libraries and the three other districts. The Plans for the Use of State Aid are due in December. ECPL does not meet standards in the branches because of no manager, the bookmobile because we are not at stops 20 hours per week and I do not go on the bookmobile and we do not have the required 1.5 items per capita. We will apply for a waiver for the item standard.

### **NEW BUSINESS**

**The next Advisory Board meeting is December 15, 2011.** This meeting will include lunch.

### **ADJOURNMENT**

The meeting was adjourned at 12:50 p.m.