

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

**THURSDAY, November 17, 2016
Admiral Room, Blasco Memorial Library**

**Unofficial Minutes – No Quorum
(Three motions were passed via electronic voting)**

CALL TO ORDER:

Joe Mineo called the meeting to order at 12:02 p.m.

MEMBERS PRESENT:

Jackie Breakstone, Kathleen Keys, Joe Mineo, Mary Scutella.

MEMBERS ABSENT: Mary Frances Baugh, Dr. William Garvey, Elspeth Koehle, Diane Papesch, Trevor Pearson.

OTHERS PRESENT:

Library: Erin Wincek, Blasco Coordinator; Tony Keck, District Consultant; Patrice Berchtold, Administrative Officer II. Marion Gallivan, Friends of the Library.

APPROVAL OF MINUTES: (Approved via electronic voting)

Mary Scutella made a motion to approve the minutes of the meeting of October 20, 2016, pending approval from absent members. Jackie Breakstone seconded the motion. Absent board members were asked to vote via email. Minutes were approved by unanimous vote.

HEARING OF CITIZENS: None.

REPORT OF THE COUNTY COUNCIL LIAISON (Ed DiMattio): None.

FRIENDS OF THE LIBRARY UPDATE (Marion Gallivan):

Marion stated that they had a very successful Mystery, Fiction book sale. They raised \$4,400 which was double what they made last year due to the “Harry Potter” event being held on the Saturday of the sale. During the Harry Potter event, staff brought in baked goods and sold them at the event—giving the Friends the proceeds of \$400.00. The Friends are sponsoring author Craig Johnson to speak in the Hirt Auditorium on May 25, 2017.

REVIEW OF THE FINANCIAL REPORT (Erin Wincek):

We are coming to the end of the year and we are in a good place regarding the budget. We are over in some lines and under in others. The newly hired Office Manager, Marie, has been focusing on the budget so we have good projections on where we will be at the end of the year. On page 4, the District line shows a balance of \$20,000, however, more of that has been spent. This was the deferred money that was carried over and we are spending it down.

REPORT OF THE EXECUTIVE DIRECTOR (Erin Wincek):

Erin stated that we submitted our 2017 budget to the county. We held the line and cut in some areas. We had requested a little more money in the temporary staff line, but this was eliminated by County Council. We are also moving all of the branch staff under one budget account number. They previously had a separate account number for each branch which was very difficult to manage for payroll. We held “Enchant the Library”, a Harry Potter event which was a huge success. We are currently taking applications for the next Artist in Residence. This Saturday there will be an article in the newspaper

about the new Polaris system that we are integrating to over the next few months. All of the Independent libraries will change to Polaris also. This system will be more customer friendly and will save so much time for staff and will equalize fines and lending periods across all locations. Sheryl Thomas was hired as the Youth Services Manager; she comes from San Bernadino, California. The Foundation is working on some fundraising events. The first will be a breakfast celebrating Blasco's 20th Anniversary to be held on December 20th from 8-9am. You will be receiving an invitation shortly. The Foundation will also be sending out their first annual appeal, which should go out by the beginning of December. It was clarified that the Friends focus on funding programming and the Foundation had always focused on building the branches. The Foundation will focus raising money on the IdeaLAB equipment and programming. The Blasco re-design is moving along and hopefully we will break ground in February. The design includes a small circulation/reference desk centered in the entrance with the IdeaLAB visible to the right.

REPORT OF THE DISTRICT CONSULTANT (Tony Keck):

The Corry Public Library has been listed as a Star Library for the second year in a row. Only four libraries in Pennsylvania received this award. That is quite an accomplishment. This is based on population per capita. The Hassam painting is back; we received it yesterday. The Warren library has a new director, Kelly Knapp. There is a meeting scheduled for December 9th regarding district restructuring at Blasco.

STATISTICAL AND OTHER REPORTS (Erin Wincek):

Overall, circulation is up about 3% over last year. We continue to have an increase in library cards being issued with 2,500 more than last year. Hoopla usage has doubled since the beginning of the year.

REPORT OF COMMITTEES:

Tony met with Joe Mineo to do the annual review of the by-laws. There are no recommended changes at this time.

PETITIONS AND COMMUNICATIONS: Your packet is full of newspaper clippings!

BOARD DEVELOPMENT AND ACTIVITIES:

Mary Scutella has contacted the Advisory Board members and presented the slate of officers:

Mary Scutella – President

Diane Papesch – Vice President

Joe made a motion to elect Mary Scutella as President and Diane Papesch as Vice President. The following board members voted yes: Jackie Breakstone, Kathleen Keys, Joe Mineo, Mary Scutella. Since we do not have a quorum, we will conduct an electronic vote for the absent members. Per electronic voting Mary Frances Baugh, Elspeth Koehle and Trevor Pearson voted yes. Motion was approved by unanimous vote.

UNFINISHED BUSINESS:

Joe has contacted Doug Smith of County Council about Jackie Breakstone's seat (Jay Brennaman). Joe has also talked to Kathy Dahlkemper about Dr. Garvey's seat.

Mary Scutella made a motion to keep the meeting dates and times the third Thursday of each month at noon. Joe Mineo seconded the motion. Everyone presented voted yes. Per electronic voting Mary Frances Baugh, Elspeth Koehle and Trevor Pearson voted yes. Motion was approved by unanimous vote.

NEW BUSINESS:

The next Advisory Board meeting is December 15, 2016.

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