

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

**THURSDAY, September 15, 2016
Admiral Room, Blasco Memorial Library**

CALL TO ORDER:

Joe Mineo called the meeting to order at 12:07 p.m.

MEMBERS PRESENT:

Mary Frances Baugh, Jackie Breakstone, Dr. William Garvey, Elspeth Koehle, Joe Mineo, Diane Papesch.

MEMBERS ABSENT: Kathleen Keys, Mary Scutella, 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:

Diane Papesch made a motion to approve the minutes of the meeting of May 19, 2016. Elspeth Keohle seconded the motion. 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 the Great American book sale profit was \$34,798, which is the second highest ever. They have a new warehouse facility which they are paying \$7,200 a year for. They will need another option for next year. They are looking for approximately 3,000 square feet. If anyone know of a space, please contact Marion. They are at the maximum for what they can afford a year. It was suggested to contact the Erie School District to see if they have a facility. Marion will check to see if anyone contacted them. The Friends are doing another book collection on Saturday, 9/17 from 10-2. Students from Gannon are helping. The Friend's received \$5,452 from Erie Gives day. They had 92 donors, which was a 30% increase from last year. The amount received was a 20% increase from last year.

REVIEW OF THE FINANCIAL REPORT (Erin Wincek):

There are several areas that we are overspent in, however, we are watching it closely and doing projections. The per diem line is over spent due to the fact that we had to use per diems when we were under the hiring freeze and for the opening of extra hours at the branches. There was also some extra deferred revenue that Crawford County is supposed to spend by the end of the year. We have submitted the 2017 budget and we will be presenting this to Council soon. We are not asking for anything additional in next year's budget.

REPORT OF THE EXECUTIVE DIRECTOR (Erin Wincek):

Erin stated that Mary came back to work but apologized that she had another appointment at Noon today so she is unable to be here. We have implemented our strategic plan and we have put out our community survey and we have received about 1,000 responses. Administration is look to share the results with staff during Staff Development Day. The Summer Reading Program was streamlined this year and we saw great results. We have selected Bostwick Design for the first phase of the Blasco redesign. We are working on a Keystone Grant which would fund phase 2 (teen area) of the redesign. We are looking at a

\$100,000 request which requires a \$100,000 match. The Erie Regional Library Foundation has agreed to match the \$100,000 if the Grant is received. Our new integrated library system (Polaris) will be migrating to by the end of the year. Because of this, we are looking to update all of our policies, procedures, fines, etc. We would like to remove the DVD rental fee, giving equal free access to all. These changes would include all the Independent Libraries as well. The Board suggested that we talk with the County Executive about the need for some type of social service assistance for the library. The staff have difficulty dealing with the homeless and mental health patrons that frequent the library. Erin distributed the September program schedule and our Harry Potter event flyer.

We are very excited to announce that we have hired a new Youth Services Manager who is moving from San Bernadino, California. She comes from the largest county in the country, which is home to over 30 libraries. She is expected to start on October 24th.

Dr. Garvey congratulated the Library on the article in the Atlantic Monthly. He stated that their circulation goes out to 500,000 people. He stated how very proud he is of what the library has done. He suggested that the articles should be put into an annual report and that we need to keep it circulating and make sure the public sees it. We need to find a way to use this positive article.

REPORT OF THE DISTRICT CONSULTANT (Tony Keck):

The County Plan has been submitted to the state, which lays out how we are going to spend our County Coordination Aid. We are a pilot district looking at ways the District Consultants can restructure and work on regionalization. We received a \$10,000 grant to work on regionalization. We had a very good multi-district Trustee Workshop. McCord is celebrating its 100th year anniversary and a celebration is planned for next week.

STATISTICAL AND OTHER REPORTS (Erin Wineck):

We have had a ton of visits to the library this year. We have issued 3,169 cards this summer which was a 53% increase over last year. Circulation for June-August saw a 5% increase and we offered 300 programs over the summer with a total attendance of 8,464 people! Our Summer Reading Challenge was a huge success with the county reading 58,223 hours which is like reading for 2,246 straight days! This year we saw an increase of 89% in participant's completing the Summer Reading Challenge. These numbers are all remarkable and it should be noted that Blasco circulation has steadily increased this entire year. We feel this is due to increased visibility and increased programs, plus the increase in social media exposure, along with good weather. Dr. Garvey suggested that we have an annual meeting at the Jefferson Society. The Jefferson Society is a perfect fit with the library.

REPORT OF COMMITTEES: None.

PETITIONS AND COMMUNICATIONS: Your packet is full of newspaper clippings! The American Library Association did an article about Blasco working with the Erie International Institute with refugees.

BOARD DEVELOPMENT AND ACTIVITIES:

Jackie Breakstone's second term ends in November and Dr. Garvey's second term ends in December, so Joe will be contacting County Council and the County Executive about these appointments.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

The 2017 Holidays and Closing request was made to the Board. The only unusual request was for October 9th for Staff Development Day and Saturday, November 11th for Veteran's Day. The county observes this day on Friday, November 10th, but since the actual holiday is on Saturday, the Library needs

to be closed that day also. Jackie Breakstone made a motion to accept the 2017 Holiday and Closing requests as presented. Dr. Garvey seconded the motion. Motion was approved by unanimous vote.

There was a special closing request made for December 31, 2016 due to the Polaris migration. Since Polaris is the system which runs all of the library's programs and operating systems, and it will be down that day for migration, we would not be able to operate the library. Elspeth made a motion to close the library on 12/31/16 due to the Polaris migration. Diane Papesch seconded the motion. Motion was approved by unanimous vote.

The Branch Community Rooms have been charging \$50.00 for up to 12 uses in a calendar year, to follow the new changes to the Admiral Room fees. They have a lot of community meetings that are only held once or twice a year and it is felt the \$50.00 fee is excessive for just a few uses. We would like to change the policy for the branch community rooms to \$10 per use for a maximum of 12 uses per location per calendar year once \$50.00 is reached. Dr. Garvey made a motion to change the branch community room fee to \$10.00 per use for a maximum of 12 uses per location per calendar year once \$50.00 is reached. Elspeth seconded the motion. Motion was approved by unanimous vote.

The next Advisory Board meeting is October 20, 2016.

ADJOURNMENT: The meeting adjourned at 12:57 p.m.