

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

**THURSDAY, October 16, 2014
Admiral Room, Blasco Memorial Library**

CALL TO ORDER:

Joe Mineo called the meeting to order at 12:00.

MEMBERS PRESENT:

Jackie Breakstone, Elspeth Koehle, Christine Matheis, Joe Mineo, Diane Papesch, Mary Scutella.

MEMBERS ABSENT:

Mary Frances Baugh, William Garvey, Kathleen Keys.

OTHERS PRESENT:

Library: Mary Rennie, Executive Director; Tony Keck, District Consultant; Patrice Berchtold, Executive Assistant. Marcy Bencivenga – Friends of the Library.

APPROVAL OF MINUTES:

Jackie Breakstone made a motion to approve the minutes of the meeting of September 18, 2014. Mary Scutella seconded the motion. Minutes were approved by unanimous vote.

Joe Mineo introduced Christine Mathies as our new board member. Welcome and thank you for serving.

HEARING OF CITIZENS: None.

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

FRIENDS OF THE LIBRARY UPDATE (Marcy Bencivenga):

Marcy stated that the Friends continue their process of strategic planning and they are getting to where they would like to be. Mr. Michael Kumer has been very helpful to the Friends with this process. The Friends have supported the Blasco Concert Series for many years and on October 27th they will be honored at the concert which is at 7:00 in the H.O. Hirt Auditorium.

REVIEW OF THE FINANCIAL REPORT (Mary Rennie):

Mary stated that on line 53 temporary staff, we are overspent. This money is used for staff that we need to call in to work in order to remain open when staff call off, however, we have savings in the personnel lines. Today Mary is asking Council for a supplemental appropriation in the amount of \$38,700 for three branch lines (custodials, maintenance and repair and utilities). We should not have any additional unexpected expenses for the remainder of the year.

On September 18th Mary made a presentation to County Council regarding the 2015 budget and asked for some additional money for the second floor re-design and initiative. The positions included a manager, librarian and a half-time IT position to be increased to full-time. Per-diem funding was lowered by County Administration, however, the rationale remains in the budget so Council will see that the extra per-diem money would be used to open the branches for more hours. We are very encouraged that the positions were kept by County Administration and now we need to convince Council to keep them in and to restore the per-diem money. Mary is asking for letters of support from

the Erie Regional Library Foundation, the Library Board and the Friends. We have received a letter from Stacey Aldrich from Commonwealth Libraries (included in your packed).

REPORT OF THE EXECUTIVE DIRECTOR (Mary Rennie):

The bookmobile is being repaired and we may get it back by the beginning of November. The Millcreek branch lease for 2015 will double. It is our intent to relocate to a free standing building in the future. A request for proposal is going to be sent out for the second floor re-design. We are waiting for approval from County Administration to send it out. We will be setting up a design committee. If any board member is interested in participating, please let Mary know. There will be several smaller sub-committees regarding specific areas. We are looking at our model of customer service. Our library logo re-design is complete and we are getting prices for letterhead and business cards. We are contacting the area colleges to do a marketing campaign with students for the January semester. Joan Duke who was the Blasco Coordinator, has taken a librarian position, so we will be interviewing for that vacancy soon.

STATISTICAL AND OTHER REPORTS (Mary Rennie):

Overall circulation is up 4% across the board, even with the Iroquois branch being closed for two weeks. Digital downloads continue to increase along with facebook likes.

REPORT OF THE DISTRICT CONSULTANT (Tony Keck):

Tony stated that Monday we had our staff development day. A speaker from OCY came to talk to staff about being mandated reporters and we also had a speaker to talk about dealing with difficult patrons. Thank you to the Friends who paid for refreshments for staff. There was a District workshop yesterday, and Jackie Breakstone attended. They talked about how board meetings should be handled and should be focused on outcomes. The County Plan is being worked on for the spending of county aide. Tony will be meeting with the District Libraries to develop the plan.

REPORT OF COMMITTEES:

The nominations committee presented the slate of officers to be voted on at the next meeting:

President: Joe Mineo

Vice President: Jackie Breakstone

Vice President: Elspeth Koehle

We will vote by paper ballot at the next meeting for Vice President.

PETITIONS AND COMMUNICATIONS:

There were several newspaper articles in your packet, along with the letter of support from Stacey Aldrich.

BOARD DEVELOPMENT AND ACTIVITIES:

Joe Mineo attended a PennDot meeting regarding the Bayfront survey that the Board completed last meeting. Joe also asked patrons their opinions about accessibility to the Bayfront. He brought all of our concerns to their attention.

UNFINISHED BUSINESS – Board Member continuation:

Joe will contact Doug Smith regarding Kathleen Keys, whose first term expires December, 2014. She is interested in continuing.

NEW BUSINESS: 2015 Meeting dates

Mary Scutella made a motion to hold the 2015 Library Advisory Board meetings on the third Thursday of each month at noon. Diane Papesch seconded the motion. Motion was approved by unanimous vote.

Letter of support: Jackie Breakstone made a motion for a resolution for a letter of support from the Advisory Board to County Council for the positions requested in the 2015. Christine Matheis seconded the motion. Motion was approved by unanimous vote.

The next Advisory Board meeting is November 20, 2014.

ADJOURNMENT: The meeting adjourned at 1:04 p.m.