

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

**THURSDAY, April 20, 2017
Admiral Room, Blasco Memorial Library**

CALL TO ORDER:

Mary Scutella called the meeting to order at 12:00 p.m.

MEMBERS PRESENT:

Liz Allen, Mary Frances Baugh, Kathleen Keys, Joe Mineo, Diane Papesch, Mary Scutella.

MEMBERS ABSENT: Daria Devlin, Elspeth Koehle, Trevor Pearson.

OTHERS PRESENT:

Library: Mary Rennie, Executive Director; Marie Lewis, Office Manager; Sheryl Thomas, Blasco Coordinator. Ed DiMattio, County Council Liaison; Marion Gallivan, Friends of the Library.

APPROVAL OF MINUTES:

None – No Quorum for March meeting, therefore it was an unofficial meeting.

HEARING OF CITIZENS: None.

REPORT OF THE COUNTY COUNCIL LIAISON (Ed DiMattio):

Ed stated that the State budget should be passed by the June 29th deadline. The May 26th deadline date for the casino revenue decision is approaching and he is expecting that courts will not give an extension. He is expecting business as usual and that neither the State nor the courts will ignore the gaming revenue deadline. Mary Rennie stated the casino money is important to the Library for operational costs. We receive one million dollars from the casino revenue.

FRIENDS OF THE LIBRARY UPDATE (Marion Gallivan):

Marion stated that there were 5 van loads of donations for the public drop-off on April 1st. There is a Spring Sale from May 11th to the 13th; it will include cookbooks, gardening books, craft books, children's books and cds and dvds. Craig Johnson will be coming to the Library, in the Hirt Auditorium on May 25, 2017. Tickets are \$25 and can be purchased at erieartsandculture.org. Liz recommended that we reach out to the Bar Association to see if any attorneys are interested in attending, especially since Bob Sambroak was so well respected. The lease for the warehouse has been renewed for another year. The June sale is June 11th to 16th this year at the Villa.

REVIEW OF THE FINANCIAL REPORT (Mary Rennie):

Mary Rennie stated that the Library budget looks good overall. Some expenses come due in the beginning of the year and some revenue is received in the beginning of the year and that is why some of the lines are a little over/under the 25% expectancy. The revenue line for fines is actually higher this year than anticipated. We had been experiencing a decline in fines but since we instituted credit card payments, it seems to be increasing the fine revenue line. She is keeping an eye on the Custodial Service and JOC lines. These lines incorporate maintenance expenses, maintenance personnel costs, utilities, cleaning services, landscaping, etc. The Custodial line is a little high because of annual expenses that are charged in the beginning of the year. The other line Mary is watching is the Temporary Staff line. We are trying to keep that line within the budgeted amount this year. We are not anticipating a large amount of savings in the Bargaining or Non-Bargaining lines this year due to retirements, etc. so we may not be able to pay for an overage in the Temporary Staff line from the other Personnel lines due to these

expenses. The Branch Maintenance line is one of the lines that we are in need of added funds. The Iroquois branch needs painted and the parking lot paved and we were trying to coordinate the paving with Lawrence Park Township, which shares the parking lot and driveway. A decision must be made by September on the paving. The skylight is leaking and it is in need of replacement. It is on the list of capital projects but is presently underfunded. Mary met with the County Executive to inform her of the situation. John Vahanian was in to take a look at the Aquatic Dancers and to help come up with a solution on how they can be cleaned on a regular basis.

REPORT OF THE EXECUTIVE DIRECTOR (Mary Rennie):

Construction of Phase I has begun. Perry Construction, Newco, Spaeder and Scobell won the bids; architectural work is being done by Bostwick Design. We have an artist's rendering of Phase I so the public can visualize what the Library will look like when it is completed, Mary passed copies around for the Board to take a look at. It is scheduled to be completed by October. The budget is slightly higher than projected and it does not include a new conveyor belt sorter system.

The equipment for the ideaLAB and Media Lab is important since it is the heart of the reason for this construction. Jim Dible, Erin Wincek, Sheryl Thomas, Shane Donaldson and Mary are going to be traveling on May 3rd to Creston, OH to meet with Barry Romich and take a look at their farm and then travel to Northwestern School District in West Salem, OH to see their STEA(2)M based curriculum (which includes agriculture and would be beneficial for the Erie area and the urban agriculture movement). Liz asked if Mary thought it would be useful to get some young people who have been exposed to STEM and STEAM programs get ideas from them and help build support for the ideaLAB. Ed stated that he attended a function with the Erie Management Group and INROADS and they spoke about the STEAM and the STEA(2)M programs and getting the information out to the high school students. He mentioned that Mary might want to reach out to them for support also.

Mary stated that the Keystone grant contract for Phase II is on it's way. We can't proceed with bids for Phase II until detailed specifications are approved by the State. Bostwick is to get the proposal and specifications to her soon. We might be able to get competitive bid pricing from the Phase I contractors if we can pivot right into Phase II so timing is very important. Mary will present the proposal and specifications to County Council as soon as she receives them so they are aware of the areas Phase II will be affecting.

Mary has a podcast taping with Sarah Stemen on April 21st at the Times News about the Hasam painting that will be available in May.

May 1st is the Literary Landmark event at the Edinboro Branch. Everyone on the Board is invited to attend.

Mary asked for Board approval for the Blasco Library and the branches to be closed on May 4th until noon for Blasco and until 12:30 for the branches for a half day Staff Development Day. They will close for the day at 5pm. This has been approved by the Administration.

Motion made by Joe Mineo and seconded by Kathleen Keys to allow for the half day closing on May 4th for a half day Staff Development Day. The motion passed by unanimous voice vote.

STATISTICAL AND OTHER REPORTS (Sheryl Thomas):

Sheryl Thomas highlighted The Dr. Seuss Think and Wonder event with WQLN which had 1,850 attendees and 1,898 check outs. The Frozen Fun Day had 2,000 attendees and 1,862 check outs. Total program attendance is 4,751 with 50 program offered; which is 44% over 2016. We've had 14 outreach visits. Bookmobile circulation has increased by 25% over March 2016. 20,244 people visited the branches with Millcreek leading at 7,996. Blasco had 31,758 visits and the Bookmobile served 342 people. Database usage has increased, with Ancestry.com usage jumping up 92% over last month.

Upcoming we are partnering with LECOM for a dental program for toddlers, offering Tai Chi classes, ComicCon will be in May (held off site) and there will be a Live and Learn program offered among other programs.

REPORT OF THE DISTRICT CONSULTANT (Tony Keck):

Mary announced that Tony is retiring on May 19th of this year and she is currently interviewing for his position.

Mary stated she and Tony will be participating in District Negotiations on April 26th. She is working to tie the 4 district centers in Northwestern PA together and she will be presenting some ideas to change up some of the things that are done. She said there is a lot of opportunity to do some really great things.

Joe suggested the Board have some type of luncheon at the next meeting to recognize and thank Tony for his years of service. Marion agreed that the Friends will pay for the luncheon.

REPORT OF COMMITTEES:

Mary would like to create an exploratory committee for Advisory Board Development. Mary Scutella and Diane offered to be on the committee.

PETITIONS AND COMMUNICATIONS:

Your packet is full of newspaper clippings from the past month.

BOARD DEVELOPMENT AND ACTIVITIES:

Mary passed out pamphlets from Connecting Route 20 to the Board members, which includes the May 9th talent share that is scheduled here at Blasco.

UNFINISHED BUSINESS:

Liz Allen suggested that someone contact Kevin Cuneo or Matt Martin to interview Craig Johnson.

NEW BUSINESS: None.

The next Advisory Board meeting is May 18, 2017.

ADJOURNMENT: The meeting adjourned at 1:07 p.m.