

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

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**THURSDAY, October 20, 2016  
Admiral Room, Blasco Memorial Library**

**CALL TO ORDER:**

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

**MEMBERS PRESENT:**

Jackie Breakstone, Kathleen Keys, Elspeth Koehle, Joe Mineo, Diane Papesch, Mary Scutella.

**MEMBERS ABSENT:** Mary Frances Baugh, Dr. William Garvey, Trevor Pearson.

**OTHERS PRESENT:**

Library: Mary Rennie, Executive Director; Erin Wincek, Blasco Coordinator; Patrice Berchtold, Administrative Officer II. Marion Gallivan, Friends of the Library.

**APPROVAL OF MINUTES:**

Jackie Breakstone made a motion to approve the minutes of the meeting of September 15, 2016. Diane Papesch 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 Mystery, Fiction book sale will be held on 10/27 from 11-8, 10/28 from 9-5 and 10/29 from 9-3 in the Admiral Room. There are also a lot of kids books for sale. A survey was sent out asking for volunteers to help with book sales, moving books, sorting books, etc.

**REVIEW OF THE FINANCIAL REPORT (Mary Rennie):**

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 (Mary Rennie):**

Mary stated that the gaming money situation can affect us greatly. We receive one million dollars and the independent libraries also receive money from the gaming authority. The state has until mid-January to fix the gaming situation. A good portion of the gaming money also goes to the county debt service. For the library a potential loss of one million dollars would be catastrophic for us. About four million of our six-million-dollar budget is for wages and fringes. The county has been very responsive to the library's needs. We will keep you posted on any updates. The library budget hearing with County Council is scheduled for November 2<sup>nd</sup> at 4:30pm. We have one action item that needs to go to Council as an addendum because we have just been notified that our condominium fees for Edinboro are increasing next year. There was a robbery at gun point yesterday afternoon at the Intermodal parking lot. This really concerns us. We only have two security guards who are unarmed and have no arresting power. Most urban libraries have an actual police officer at the entrance. We think it is very important for patrons to feel safe. Last night we had a sheriff deputy come over to make sure our evening staff got to their cars

safely. Earlier this year we did look at other options for security at the library. We meet with Bostwick Design this afternoon to finalize the design for phase 1. We completed the application for a Keystone Grant for phase 2 which includes an actual teen space which we have never had. Mary met with John Morgan, Millcreek Supervisor about their comprehensive plan, stating that we would like the Millcreek Branch Library operations to be a part of it. We just completed our staff development day which we felt was one of the most successful ones we have had. Staff from Tech Central in Cleveland talked about maker spaces and brought in a laser engraver and 3D printer to demonstrate for staff. We had a speaker from Erie Insurance to talk about diversity and he was excellent. We also did a process improvement exercise. We also expect to hear something shortly about an LSTA Grant that we applied for.

**REPORT OF THE DISTRICT CONSULTANT (Tony Keck):** None.

**STATISTICAL AND OTHER REPORTS (Erin Wincek):**

Visits to the library continue to increase. In September all locations received 50,112 visits. We offered 39% more programs in September compared to last year and 1,931 community members attended. We have also listed all of our partnerships for the month of September. We received an LSTA Grant to offer kinder-coding classes. There was such a great response to these classes that we are offering them again in October. We had 64,009 wifi sessions in September; which is amazing to see that there is such a need for wifi. In September we had an average of 235 people use our computers each day. The wifi hot spots remain very popular. Even with the additional 15 hot spots purchased, there is still a waiting list of around 100. Overall circulation has again increased by 4% which is the highest number since 2013.

**REPORT OF COMMITTEES:**

Joe stated that the language in the by-laws needs to be reviewed. Mary Scutella and Jackie Breakstone have agreed to serve on the nomination committee to present a slate of officers for the November annual meeting. Joe and Mary Scutella and Mary Rennie will meet to review the by-laws.

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

**BOARD DEVELOPMENT AND ACTIVITIES:**

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

When the board approved the 2017 Holidays and Closing requests last month, two dates were omitted. The library is asking the board approve closing at 5:00pm on 11/22/17 (day before Thanksgiving) and on 12/31/17 (which is a Sunday). Kathleen Keys made a motion to accept the additional two 2017 closing requests as presented. Mary Scutella seconded the motion. Motion was approved by unanimous vote.

Diane stated that the Harry Potter decorations are amazing and everyone who worked on them should be commended!

Nick Scott's development will be starting in 2017 which brings up concerns for parking for library patrons.

**The next Advisory Board meeting is November 17, 2016.**

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