

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

**THURSDAY, November 20, 2014
Admiral Room, Blasco Memorial Library**

CALL TO ORDER:

Joe Mineo called the meeting to order at 12:05.

MEMBERS PRESENT:

Mary Frances Baugh, Jackie Breakstone, Kathleen Keys, Elspeth Koehle, Christine Matheis, Joe Mineo, Diane Papesch, Mary Scutella.

MEMBERS ABSENT:

William Garvey.

OTHERS PRESENT:

Library: Mary Rennie, Executive Director; Patrice Berchtold, Executive Assistant. Friends of the Library: Karen Miller.

APPROVAL OF MINUTES:

There was a correction to the minutes – The location was Admiral Room, not Iroquois Community Room. Diane Papesch made a motion to approve the minutes as corrected of the meeting of October 16, 2014. Christine Matheis seconded the motion. Minutes were approved by unanimous vote.

HEARING OF CITIZENS: None.

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

The Board would like to thank all of County Council, and especially Ed, for all of their hard work on the 2015 budget. They would also like to thank them for their continued support.

FRIENDS OF THE LIBRARY UPDATE (Karen Miller):

The Friend's annual membership drive is going well. Renewals were sent out in October and over 50 have re-joined. WQLN will be running 30 second public service announcements about membership to the Friends. The Friends are still sorting books on Saturdays.

REVIEW OF THE FINANCIAL REPORT (Mary Rennie):

Mary stated that supplemental appropriations were approved as requested for the branch lines of custodials, maintenance and repairs to cover overages. We should be good for the remainder of the year with the shifting of funds.

REPORT OF THE EXECUTIVE DIRECTOR (Mary Rennie):

Mary stated that this budget process has been a roller coaster ride. We initially thought that we would get our positions, however, as the deadline got closer, it looked like the positions would be removed. After a lot of lobbying the action sheets to remove the positions were removed and the library budget was passed. We are so very excited about the approval and ability to start planning the development of the second floor. We will be putting something on the website to invite participation for staff and the public. Mary went to a meeting with PACA. This group offers business/marketing expertise to artists. Mary has met with the Technology Council and the Innovation Collaborative who both support the second floor project. The RFP is ready to go out, but we are waiting for County Administration to give the okay to send out. We will continue to look at our current public service model. We need to look at

duties of the clerks and librarians and then train all of our staff to be able to provide good customer service. Team building, role playing and getting staff to get common goals is essential. Communicating and asking for input all help with team building. (Mary Scutella offered to help do some team building if Mary would like her to do that.) Please thank your Council person for this budget. The Board would like to send letters of thanks to County Council and Kathy Dahlkemper for their support.

STATISTICAL AND OTHER REPORTS (Mary Rennie):

Overall circulation was down 2% from last October, however, we were closed a day and the daily numbers increased for the month over October, 2013. Program attendees were up 21% from last October. We are looking into different ways of accessing what we do. We also included the statistics for the fishing pole program - total checkouts were 410 which was a huge increase from last year. Asbury Woods would like to do a family fishing event and maybe the library could work with them.

Digital downloads continue to increase. We offered 55% more programs in August than we did last year and we had 16% more attendees. Facebook likes continue to increase. Foot traffic also continues to increase which is more important than just books being checked out.

REPORT OF THE DISTRICT CONSULTANT (Tony Keck): None

REPORT OF COMMITTEES: None

PETITIONS AND COMMUNICATIONS:

There were several newspaper articles in your packet.

BOARD DEVELOPMENT AND ACTIVITIES:

There will be several committees for the Second Floor Initiative. There will be an oversight committee and separate committees for the business component, the internet area and the educational component to define the physical space and what services will look like. We will begin with the business component so please let Mary know if you are interested in serving on any of the committees.

UNFINISHED BUSINESS – Election of Officers:

Joe Mineo was the unanimous selection for President. We had two candidates for Vice President: Jackie Breakstone and Elspeth Koehle. A paper ballot was given to Board members and Jackie Breakstone will be the Vice President for the next year. Thank you to Elspeth for her willingness to serve.

Joe contacted Doug Smith regarding Kathleen Keys, whose first term expires December, 2014. Her approval is on the agenda for Council's December meeting.

NEW BUSINESS:

The next Advisory Board meeting is December 18, 2014. The December meeting is our annual luncheon.

ADJOURNMENT: The meeting adjourned at 1:05 p.m.