

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

THURSDAY, April 19, 2018
Admiral Room, Blasco Memorial Library

CALL TO ORDER:

Diane Papesch called the meeting to order at 12:06 p.m.

MEMBERS PRESENT:

Liz Allen, Julie Theiss-Boam, Heather Canfield, Felix Lohitai, Diane Papesch, Trevor Pearson, Devi Subedi, Mary Ann Tempestini.

MEMBERS ABSENT: Morgan Palombi.

OTHERS PRESENT:

Scott Rastetter, County Council. Library: Erin Wincek, Executive Director; Sheryl Thomas, Assistant Director; Marcia Wilking, District Consultant; Patrice Berchtold, Administrative Officer. Carol Gettinger, Friends of the Library.

Erin welcomed two new members to the board: Felix Lohitai is Andre Horton's appointee and Mary Ann Tempestini is Fiore Leone's appointee.

APPROVAL OF MINUTES: No minutes to approve. No March meeting; no quorum.

HEARING OF CITIZENS: None.

REPORT OF THE COUNTY COUNCIL LIAISON:

Scott Rastetter is the County Council representative from the 6th District and we welcomed him to our meeting.

FRIENDS OF THE LIBRARY UPDATE (Carol Gettinger):

Carol reported that the Great American Book Sale will be held at McDowell Intermediate High School. The Friends have signed the lease for the new warehouse located on 20th and Cranberry.

REVIEW OF THE FINANCIAL REPORT (Erin Wincek):

Erin shared that so far this year our revenue has increased for the Idea Lab, Rental Fees, and Independent Library Fines, as all three are new lines and we were unsure as to how much income would come in when budgeting. We will be going before County Council to request an increase in these three lines to better reflect our income.

REPORT OF THE EXECUTIVE DIRECTOR (Erin Wincek):

Phase I – Erin met with Finance and Operations and was told that there is approximately \$49,000 left from Phase I remodeling of the library. This money will be spent on additional shelving and furniture to complete Phase I.

Phase II - Teen Space – Bids are going out on April 20th for the teen space which is being funded by \$100,000 Keystone Grant and Erie Regional Library Foundation match. Bids will be due May 18, 2018 with the project being awarded May 25, 2018.

Made in Erie Design Lab – The library partnered to offer the Made In Erie Design Lag again this year on April 7th.

CO.STARTERS – The first cohort of entrepreneurs will finish up on April 30th and the next cohort begins on May 2nd. We are currently accepting applicants for May and September.

Teen Reading Lounge – The first session of Teen Reading Lounge is complete and the second session will begin in mid-April with a focus on graphic novels and community service. The library received a grant from the Pennsylvania Humanities Council to run this teen reading lounge.

Summer Learning Training – The Youth Services Department provided its annual Summer Learning training for 14 libraries in March. This year's theme is "Libraries Rock". The program will begin on June 11th this year.

Idea Lab Training – The Erie Regional Library Foundation has hired a consultant to work on processes for the Idea Lab. This will consist of four weeks of training for all staff in the Idea Lab.

SNOE – The four district regions of Seneca, New Castle, Oil Creek and Erie (14-counties) is working with a consultant to look at options for shared resources, possible consolidations and other cost-saving measures the districts can take to improve and streamline services. The first meeting with the consultant was during the first week of April.

Safety Training – Sheryl Thomas and Erin Wincek provided in-depth safety training at each of the four branch locations during March covering active shooter scenarios, fire and weather incidents, and general safety precautions specific to each location.

Security – We have had many incidents involving security since we opened. There have been three extremely serious security incidents over the last few months. We currently have security in the evenings at Blasco. We are looking into the possibility of hiring a security firm who can provide security at Blasco during the other hours we are open. We want a non-threatening, friendly security process in place.

Millcreek Branch – The renovation of the Millcreek branch is close to being done and we are working on a design for the front exterior of the building.

Skylight – Work on the skylight will begin with scaffolding being built the week of April 30th. All of the work will be done out on the roof and out of view from the interior. A crane and dumpster will be out front of the library until the project is completed the first or second week of June. The library should remain open for the entire project.

Scott Enterprise Construction – Scott Enterprise will begin construction on May 11th next door to Blasco. Parking may become an issue, but our goal is to work cooperatively with other companies and organizations surrounding us.

Employee Changes – Andrew Miller moved from Adult Services Librarian to Manager to replace Evelyn who retired. Deana Cooper moved from Blasco Clerk to Business Office Manager. Libby Martin was hired as a Youth Services Librarian, relocating from Michigan and Jude Shingle will join our team as an Adult Services Manager.

STATISTICAL AND OTHER REPORTS (Sheryl Thomas):

Sheryl has put together a new format for statistics to include department highlights. The department will change monthly to give information about different areas of the library. Although overall circulation was down, library visits saw a 12% increase over the previous month. The number of programs, outreach services and computer services continue to see increases with 6,149 computer sessions, 409 attendees at

19 outreach programs, 150 attendees for Edinboro's Chamber Players Concert and 13 Idea Lab programs held in March.

REPORT OF THE DISTRICT CONSULTANT (Marcia Wilking):

Marcia reported that the State reports for 2017 have been finalized. There will be some training opportunities in July which will include trustees. Marcia has been working with district libraries to help update and create strategic plans. Erie County Public Library is the only district library with a written strategic plan. Marcia is attending an advocacy class – Winning Support and influencing Communities for Library Funding. PA Forward focuses on five literacies and Marcia is working with us to utilize these literacies in library programs to gain star status. In October, 2019 the PA. Library Association conference will be held in Erie at the Sheraton. The Meadville Public Library had a fire in their boiler room and has opened a “twig” (smaller than a branch) library until they are able to reopen, which should be in June. The delivery route has been updated and the new route includes more frequent stops.

REPORT OF COMMITTEES: None.

PETITIONS AND COMMUNICATIONS:

There are multiple newspaper clippings and articles included the board packet.

BOARD DEVELOPMENT AND ACTIVITIES:

A trustee training is being planned tentatively for July, contingent on grant funding.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- a) Erin distributed an updated Internet Use Policy and a new Patron Association Policy for the board to review. As a way to minimize barriers to patrons, we would like to see the line removed in the Internet Use Policy which states “Library accounts with balances over \$24.99 or in Collections Status are not able to use public internet computers.” We would like all patrons to be able to use our public internet computers. Trevor Pearson made a motion to accept the revised Internet Use Policy. Devi Subedi seconded the motion. Motion was approved by unanimous vote.
- b) The Patron Association Policy is a new policy where patrons can give permission for another patron permission to pick up their materials through account associations. Trevor Pearson made a motion to accept the new Patron Association Policy. Julie Boam seconded the motion. Motion was approved by unanimous vote.
- c) Trevor Pearson is newly employed by Iadeluca Chiropractic. He asked if the library was interested to doing a lunch and learn. Information was distributed and will be given to our Wellness Committee. He also mentioned that the Library could be a recipient of donations by his office. Iadeluca Chiropractic charges \$25 for an initial visit, however, this money is donated to an organization. Trevor was given contact information for Meghan Waskiewicz, the Development Director or the Foundation. He would also contact Carol Gettinger from the Friends of the Library.

The next Advisory Board meeting is May 17, 2018.

ADJOURNMENT: The meeting adjourned at 12:50p.m.