

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

**THURSDAY, August 16, 2018
Admiral Room, Blasco Memorial Library**

CALL TO ORDER:

Mary Ann Tempestini called the meeting to order at 12:05 p.m.

MEMBERS PRESENT:

Liz Allen, Heather Canfield, Felix Lohitai, Trevor Pearson, Mary Ann Tempestini.

MEMBERS ABSENT: Julie Theiss-Boam, Diane Papesch, Devi Subedi.

OTHERS PRESENT:

Erin Wincek, Library Executive Director; Sheryl Thomas, Assistant Director; Deana Cooper, Executive Secretary; Carol Gettinger, Friends of the Library.

APPROVAL OF MINUTES: **June 21, 2018 – Unofficial meeting, no quorum.**

HEARING OF CITIZENS: None.

REPORT OF THE COUNTY COUNCIL LIAISON: None.

FRIENDS OF THE LIBRARY UPDATE (Carol Gettinger):

Carol reported the annual meeting was held on 6/25/18. Ten people attended and were given a tour of the Idea Lab. A tentative schedule for the fall Book Drive will be on Saturday, September 29th. Carol also distributed invitations for the “Happy Hour Invite.”

REVIEW OF THE FINANCIAL REPORT (Erin Wincek):

Corrections are in the works on the current financial report. Revenues are higher than originally anticipated. Revenue adjustments were passed at the Finance Council Meeting, August 15, 2018.

REPORT OF THE EXECUTIVE DIRECTOR (Erin Wincek):

Events – Big Day of Books – September 15, 10 am – 3pm. – All ages are invited for a day full of fun! Enjoy author/poet readings, a costume contest—come dressed as your favorite literary character or author for a chance to win an e-reader, author round-table, raffles and giveaways, tasty treats, and highlights from The Great American Read.

Banned Books Week- 9/23-9/29

Enchant the Library- September 29th. This is the big Harry Potter Event which timely wraps up banned books week.

Library Card Sign Up Month- September. There will be WQLN advertising.

Phase I- We are currently deciding what type of ventilation to add to the Idea Lab, as several of the machines put off fumes and as equipment is added, we want to ensure the staff and public are healthy in this space. The options are to add a ventilation system to the infrastructure of the space or to purchase individual filters for each machine. The ventilation system would cost approximately \$23,000 but individual filters overtime would be costly.

Phase II - Teen Space – Construction of Phase II (new Teen Space) is delayed due to backorders on several structural pieces for the space. It will hopefully begin in late August and must be completed by the end of 2018. Furniture quotes are out to bid at this time. The lead time on the furniture is 16 weeks. *Iroquois Avenue Branch*- County Council approved waiving the purchasing code for the resurfacing of the parking lot at this branch location. Urban Engineers will lead the project with the library reimbursing Lawrence Park Township for our share of the project.

SNOE- The four districts in the NWPA corner continue to work with a consultant on looking for ways to work together to save money and resources while more effectively serving this region. The project will wrap up at the end of August with the consultant giving us several paths forward that the state and district center libraries can consider.

Library Foundation- The Foundation has selected a new Development Director. Sara Giammarise will begin working with us shortly and has a great background in event planning and fundraising.

Branch Master Plan- The Foundation is taking a step back and re-evaluating the Edinboro expansion. They are going to have the building appraised to get a more accurate purchase price. The Branches are in need of a master plan to keep balance and have a direction.

Erie Gives Day- 52 people gave \$7,051 before the matching funds are added!

Budget- We are currently working on a budget for 2019 that accurately reflects the needs of the community. In addition to restructuring, we would like to add funds for marketing to better help us spread the word about our libraries. We have received word from HACE that they will increase their contribution to our libraries by 3% this coming year.

Employment Changes and Issues- Branch Coordinator Ann Marie Pochedly has been selected as a part-time clerk at the Lincoln Branch Library, requesting this demotion. We have been in discussion about this path for several years, and the time is right.

Upcoming retirements- Nancy Meyer and Teresa Wiczorek are full-time clerks at Blasco who will both retire on September 11th. Both vacancies will be replaced by internal candidates who will go from part-time to full-time, and the part-time positions have been posted.

Branch Managers- In order to provide our branch communities with the best service possible, and to better connect with the municipalities in which they are located, I believe it is essential that each location has a designated manager. Currently, the four locations are served by two managers who each have two locations to manage. This is a lopsided, poor representation of library services in these communities leaving us no time to connect with the communities we serve. While at one time each location was served by a manager, budget cuts years ago resulted in the library losing these positions. Given the cost-savings of the change in position for Ann Marie Pochedly, plus several retirements, the library has the funds in our wages/fringes to afford to change the branch coordinator position to a branch manager, and add two additional branch managers. I would like to remove three part-time branch floaters as well, which will also give us savings in this area. If Council approves this, we would have a branch manager for each location.

ECGRA Grant- An opportunity to partner with the local colleges as a beehive network has come to our attention through the ECGRA grant. We could apply for up to \$250K in grant funds but would need to be matching. The Foundation has committed 10K per year for three years. We are looking for other partners by the end of September.

STATISTICAL AND OTHER REPORTS (Sheryl Thomas):

Digital Downloads are up 19% from July of 2017. The largest program turnout for July was for “Dave Pilkey Day.” There were over 230 children in attendance. It was brought up that this is a great program for reluctant readers. As of July, programming this year had 51,814 in attendance.

REPORT OF THE DISTRICT CONSULTANT (Erin Wincek):

District Library Center News – Abbi Texter is the new Educational Programmer for the District and will start in September. The report is completed for the District’s fiscal year.

State- A State budget was passed on time with level library funding (and a partial restoration of the cuts to the physical state library funding).

State Library Director - The hiring process is almost complete for the new State Library Director. Updates to the regulations that interpret the PA Library Code are in process (albeit more slowly than anticipated).

Training opportunities- PA Forward – August 21st
NW Chapter- October 27th- Safety for Patrons and Staff

Strategic Planning/SNOE- Most recent meeting went well. There are two more meetings before the end of the month (and grant cycle).

Pennsylvania Library Conference- The Conference will be held in Erie for 2019 and many ECPL staff along with various district Libraries are on the planning committee.

REPORT OF COMMITTEES:

Diane Papesch shall appoint a nominating committee of two board members to prepare a slate of officers to be given to the board at the October board meeting.

PETITIONS AND COMMUNICATIONS:

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

BOARD DEVELOPMENT AND ACTIVITIES:

Trevor is on the CATV board and informed the board that CATV will begin going countywide and are upgrading to HD. Has interest in partnering with the library for Media Lab programs.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A motion was made by Trevor Pearson to approve the 2019 Holidays and Closings. Felix Lohitai seconded the motion. The Motion was approved by unanimous vote.

The next Advisory Board meeting is September 20, 2018.

ADJOURNMENT: The meeting adjourned at 12:45p.m.