

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

**THURSDAY, December 20, 2018
Admiral Room, Blasco Memorial Library**

CALL TO ORDER:

Julie Boam called the meeting to order at 12:02 p.m.

MEMBERS PRESENT:

Julie Theiss-Boam, Heather Canfield, William Conway, Diane Papesch, Mary Ann Tempestini

MEMBERS ABSENT: Liz Allen, Felix Lohitai, Trevor Pearson, Devi Subedi.

OTHERS PRESENT:

Erin Wincek, Library Executive Director; Marcia Wilking, District Consultant; Patrice Berchtold, Administrative Officer.

Erin welcomed Bill Conway to the Board who was appointed by Carl Anderson. Bill will begin attending in December.

APPROVAL OF MINUTES: November 15, 2018

Mary Ann Tempestini made a motion to approve the minutes of the meeting of November 15, 2018. Heather Canfield seconded the motion. Minutes were approved by unanimous vote.

HEARING OF CITIZENS: None.

REPORT OF THE COUNTY COUNCIL LIAISON: None.

FRIENDS OF THE LIBRARY UPDATE: None.

REVIEW OF THE FINANCIAL REPORT (Erin Wincek):

We will not wrap up the financials for the year until February or so as adjustments will continue to be made until then. Our Local Financial Effort was not met due to wages and fringes savings because of a hiring freeze due to AFSCME layoffs at the department of Child Care Information Services (CCIS).

REPORT OF THE EXECUTIVE DIRECTOR (Erin Wincek):

Construction/Renovation

- **Phase I** – We are waiting on ventilation to be installed in the Idea Lab in the early new year. Once finished the remaining money for this project will go toward periodical shelving.
- **Phase II** – The new Teen Space is almost finished. A grand opening celebration for Teens will be (tentatively) planned for a Friday evening in January with a public grand opening on the Saturday following. A final date will be selected after furnishings are added and we have a better sense of when everything will be finished.
- **Millcreek Improvements** – New signage and awnings are going up this week at our Millcreek Branch, transforming this branch's storefront to make it more inviting, noticeable and readable.
- **Edinboro Branch Improvements** – New signs were added to the marquee on Route 6 outside of the Edinboro Branch, making this location easier to spot when driving along this busy road.

Grants

- **Beehive Grant** - The Idea Lab has been awarded \$200,000 in matching funds for 2019-2021 in support of improving the lab and joining the Beehive Network. These funds were matched by the Friends of the Library, Erie Regional Library Foundation, and Edinboro University through funds to support graduate students helping in our Idea Lab.
- **Community Assets Grant** – The Friends of the Library matched a grant from ECGRA to support the digitization of the Erie Times news from the late 1800s. Work will begin immediately.
- **Records Improvement Grant** - New RFID pads have been purchased and will be installed at each branch in early 2019 thanks to funds from the County to support records improvement initiatives.

Employment Changes and Issues

- **Branch Managers** – Randalee Gross has been selected as the Edinboro Branch Manager and Colleen Murray-Donaldson will be the Lincoln Branch Manager beginning on January 3.
- **Library Assistant** Courtney Goodzinski will begin as a part-time Library Assistant on January 3.

Other Updates

- **HACE** - HACE increased its yearly stipend to the library by \$1,000 to match a new \$1,000 allotment by the Friends for the HACE program. These funds will support improvements to collections and programs.
- **Margaret Stewart Craft Corner** - The Margaret Stewart Craft Corner will be finished in the Idea Lab soon! It is a collection of tools and equipment for beginner and expert crafters. The collection has a focus on fabric arts and cutting. The space includes: Sewing Machine (2), Brother PE800 Embroidery Machine, Cricut Maker (cuts vinyl, fabric, paper, balsa wood + it can engrave and draw designs), Vinyl Cutter, Various tools and supplies to support crafting such as knitting needles, scissors, knives, thread, fabric, vinyl, glue guns, brushes and more. This project is made possible by the Friends in memory of former library director Margaret Stewart.

2019 Initiatives

1/14 - Idea Lab Reopens as Beehive Location

1/25* - Teen Space Opens

2/1 - Grow with Google – Grow with Google has selected ECPL as one of three PA Library sites for an initiative to bring a free day of digital skills training to our community. The other two are in York County and Philadelphia. This is the launch of a new initiative from the American Library Association, and PA will be the first state (though they did few test-runs last year in other states.) They will bring a team of 20 people to Erie for 2 days to make this event happen, arriving the night before, arriving on January 31. On Friday, February 1, they will offer 4 workshops throughout the day, hold 15 or 30 minute consultations for patrons throughout the day to help set up email, update resumes, etc.

2/2-2/23 - Branch Open Houses – Each weekend in February, a branch will have an open house to welcome the new managers, hold community conversations, and celebrate each location. As it's Love Your Library Month, it's the perfect time to host these events!

3/2 - Are You Smarter Than a Librarian Trivia

3/30 - STREAM Lab

6/8 - 1000 Books Before Kindergarten

6/8 - Summer Library Challenge

7/4 - National Summer Learning Day

10/13 – 10/16 - Pa Library Association Conference

*Tentative Date

STATISTICAL AND OTHER REPORTS (Erin Wincek):

We continue to see a slight decrease in circulation. Program attendance is down for this past month, but the number of programs has dramatically increased. Two years ago, we had several large programs, while this year we are offering smaller classes. Outreach is our featured service for this month's report which consists of one manager and two full-time staff (one additional half-time clerk needs to be hired). Outreach averages 15 events per month with an average of 540 in attendance.

REPORT OF THE DISTRICT CONSULTANT (Marcia Wilking):

State- Sue Banks from Carnegie Library of Pittsburgh is the new Director of the Bureau of Library Development. The consultants have asked for a meeting with her which will hopefully happen in March.

District News- Marcia has been working onsite with libraries regarding: weeding at smaller libraries, check-in meetings with smallest libraries, updating process of delivery in Crawford County, budget process with one library and two libraries with directors that have completed certification. The Corry Library is searching for a new director.

REPORT OF COMMITTEES:

PETITIONS AND COMMUNICATIONS:

There are multiple newspaper clippings and articles included the board packet. Erin mentioned the article about the Narcan which was distributed at the Library. This event was to go until 7:00pm but they ran out of Narcan by noon. Erin mentioned that the library received two doses of Naloxone for each library location to have on-site thanks to a grant for public libraries.

BOARD DEVELOPMENT AND ACTIVITIES:

If you would like to receive an emailed copy of the District Newsletter, please let Marcia know and she will add your email to the list.

The Trustees boot camp will be held in Erie this year; more information will follow.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

The board thanked Diane Papesch for serving on the board for the last six years and noted that her service would be missed.

The next Advisory Board meeting is January 17, 2019.

ADJOURNMENT: The meeting adjourned at 12:49p.m.