

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

**THURSDAY, January 17, 2019
Admiral Room, Blasco Memorial Library**

CALL TO ORDER:

Julie Boam called the meeting to order at 12:01 p.m.

MEMBERS PRESENT:

Liz Allen, Julie Theiss-Boam, Heather Canfield, William Conway, Felix Lohitai, Trevor Pearson, Devi Subedi.

MEMBERS ABSENT:, Diane Papesch, Mary Ann Tempestini.

OTHERS PRESENT:

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

APPROVAL OF MINUTES: December 20, 2019

Bill Conway made a motion to approve the minutes of the meeting of December 20, 2019. Trevor Pearson seconded the motion. Minutes were approved by unanimous vote.

HEARING OF CITIZENS: None.

REPORT OF THE COUNTY COUNCIL LIAISON:

Erin reported that Dr. Kyle Foust was appointed as our Council liaison again this year.

FRIENDS OF THE LIBRARY UPDATE (Carol Gettinger):

The Friends have added four new board members. They also are adding a new cash register system for their bookstore. They made bookmarks with their book sale dates for the year on one side and their store hours on the other. Their Romance Paperback book sale is on February 7th-9th.

REVIEW OF THE FINANCIAL REPORT (Erin Wincek):

There is no financial report from the courthouse as they are working on closing out the books for 2018.

REPORT OF THE EXECUTIVE DIRECTOR (Erin Wincek):

Erin mentioned that Liz Allen has been hired as a library clerk per-diem and has begun training. Liz stated that it is amazing how much goes on behind the scenes and how much is being checked out at the library.

Construction/Renovation

- **Phase I** – Ventilation is scheduled to be installed in February.
- **Phase II** – Furnishings and shelving have been added to the new Teen Space, and this week, the collection is moving into the space. We're shooting for 2/8 as a grand opening for teens with a public opening on 2/9/19.

Grants

- **Historic and Archival Records Care Grant** – Andrew Miller, Adult Services Manager, wrote and was awarded a Historical and Archival Records Care Grant for \$1,500 from the PA State

Archives to digitize two handwritten Civil war veteran biographical sketches. As these resources are one-of-a-kind, this grant will help preserve this important history for future generations.

Employment Changes and Issues

- Patrice Berchtold retires on 2/20 after 40 years of service with the County. She will be dearly missed by all of us at ECPL.
- New employees began on January 3: Randalee Gross (Edinboro Manager), Colleen Donaldson (Lincoln Manager, Courtney Goodzinski (Library Assistant) and Liz Allen (Per-diem library clerk).

Other Updates

- **Idea Lab** - The Idea Lab was closed from January 2-12 for staff training and space improvements. Upon reopening, an Idea Lab sticker for library cards which identifies individuals as someone who understands how to use the space and has signed the waiver began being used.
- **Branch Open Houses** – To celebrate Love Your Library Month, we will be hosting branch library open houses on Saturdays in February. Visitors can tour the library, meet the staff, participate in community conversations, learn about the Friends and Foundation, and enjoy refreshments. Open houses are from 10am-2pm on the following dates:
 - 2/2 – Millcreek
 - 2/9 – Iroquois
 - 2/16 - Edinboro
 - 2/23 – Lincoln
- **Erie Free Taxes** – The Erie Free Taxes program through United Way will be held at the library in three offices on the second floor Tuesday and Thursday starting next week through April. Appointments are needed and can be made through United Way.
- **Grow with Google** – Grow with Google will be coming to the Library on February 2. They will bring their 5’x7’ “Google” sign to put outside. All training will take place in the Peninsula Room. Registration is needed and can be done online through the library. The Mayor and County Executive will both be here that day.

STATISTICAL AND OTHER REPORTS (Sheryl Thomas):

The library ended the year with 170,336 Wi-Fi sessions, 75,560 PC logins, 5,067 new cards issued, 958 room bookings, including the Hirt, Admiral Room and Room 219 and 61,678 questions answered! In 2018 we drastically increased the number of programs offered, however some of those were small programs for just a few people, which is why attendance comparison is slightly lower.

REPORT OF THE DISTRICT CONSULTANT (Marcia Wilking):

- **DLC**- Marcia mentioned that she moved offices (down the hall) this week.
- **State**- The State Report opened on 1/11/19, which is slightly earlier than usual. The March 1 deadline for completion is moved up because they are moving offices.
- **Strategic Plan**- We have begun drafts of formalizing how they work together with the other three districts that adjoin to us.
- **Advocacy**- Return On Investment Graphics will be made into bookmarks, once state reports are done.
- **District News**- The Crawford County Federated Library System has received a millage increase for their library tax.

REPORT OF COMMITTEES:

PETITIONS AND COMMUNICATIONS:

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

BOARD DEVELOPMENT AND ACTIVITIES:

Julie contacted Dough Smith regarding Diane Papesch's replacement for the board. She hasn't heard back from him yet.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

The next Advisory Board meeting is February 21, 2019.

ADJOURNMENT: The meeting adjourned at 12:30p.m.