

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

**THURSDAY, February 21, 2019
Admiral Room, Blasco Memorial Library**

CALL TO ORDER:

Julie Boam called the meeting to order at 12:04 p.m.

MEMBERS PRESENT:

Liz Allen, Julie Theiss-Boam, Heather Canfield, William Conway, Martha Knuth, Trevor Pearson.

MEMBERS ABSENT: Felix Lohitai, Diane Papesch, Devi Subedi, Mary Ann Tempestini.

OTHERS PRESENT:

Erin Wincek, Library Executive Director; Sheryl Thomas, Assistant Director, Marcia Wilking, District Consultant; Deana Cooper, Business Office Manager; Carol Gettinger, President of the Friends.

APPROVAL OF MINUTES: January 17, 2019

Bill Conway made a motion to approve the minutes of the meeting of January 19, 2019. Liz Allen 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 (Carol Gettinger):

The Friends hosted their Romance Paperback book sale from February 7th-9th. Over the 3 day sale, they brought in \$2300. April 13th the Friends will have their Collection Book drive from 10-2pm. The drive will be held at Blasco on Holland St. The Book Sale will be held from June 9th-June 14th at McDowell Intermediate School. The Friends of the Library have a team for Trivia Night. The name of their team is, "Just Between Friends."

REVIEW OF THE FINANCIAL REPORT (Erin Wincek):

Erin reviewed the Financial Report ending January 31, 2019. She highlighted that a couple of budget lines show a questionably high percent in use such as periodicals and equipment maintenance. These percentages are due to annual renewals that generally occur during the beginning of the year.

REPORT OF THE EXECUTIVE DIRECTOR (Erin Wincek):

"Grow with Google" came to the Blasco Library on Friday, February 1st. There was an amazing turnout, transforming the library into a workshop in several rooms. Erie is one of the 3 Pennsylvania library locations chosen for this event and had the highest attendance recorded. They will continue to visit a total of 150 libraries across the nation. We've taken the first step in building a good relationship with Google and hope to continue to partner in future training and programming.

Construction/Renovation

- **Phase I** – Ventilation installation began this past Monday. With this installation, we will be able to use the laser cutter, soldering materials, along with the vacuum former.
- **Phase II** –The Teen Space opened on Saturday, February 9th. It was a great turnout with a ribbon cutting ceremony from the County Executive and Erie Chamber of Commerce. The space will be

complete with the installation of window decals. These are on order and should be installed by the end of March. Once installed, the Keystone Grant report will be finalized.

LibCal

The Erie County Public Library launched its new updated website on Saturday, February 2nd provided by LibCal. We are no longer using Trumba to navigate our website. We plan to meet this Monday to review the website feedback we've received. The library is testing this website system for possible county implementation.

Employment Changes and Issues

- Patrice Berchtold retired yesterday after 40 years of service with the County. She will be dearly missed by all of us at ECPL. Deana Cooper will be filling in for board meetings until Patrice's position is filled. Her position is posted until February 25th.
- After a lot of thought and consideration, I have decided to resign as Executive Director of the Library and have accepted an HR position with the Whole Foods Co-op. My last day with the library will be on Friday, March 7th. Sheryl Thomas will begin as acting director until the position is filled.

Other Updates

- **Innovation Erie Product Design Lab-** The Innovation Erie Design lab will be held this Saturday in the Idea Lab from 10-2pm. This is a partnership with the Idea Fund to help turn ideas into reality. A follow-up lab will continue on Saturday, March 2nd.
- **Branch Open Houses** – To celebrate Love Your Library Month, we hosted branch library open houses in February. To date, Iroquois, Millcreek and Edinboro hosted their open houses. The Lincoln branch will be this Saturday. Edinboro had the most turnout amongst the branches. The new branch manager reached out to the community to get the word out and was even featured in the local Edinboro newspaper. We hope for another good turnout this weekend.
- **Trivia Night** – The Library Foundation will be hosting a fundraising event titled, “Are You Smarter than a Librarian?” This will occur on Saturday, March 2nd. Each team can be between 4 - 8 people. The cost to participate is \$25 per person. The winning team will receive \$300.00.
- **Foundation Circles-** All library locations are selling snowballs or circles for \$1.00. These circles are hung at all circulation desks and can be memorials, I love my library because, or just simple donations. This campaign will run through the end of February.
- **Werkbot** – We are currently working with Werkbot, a digital marketing firm to help develop the framework for marketing the library and help tell our story. We have received their initial feedback and will continue to work with them to develop our baseline and our marketing goals.
- **Heritage Room-** The Heritage Room was never part of the master plan for the library. Because of this, needed updates are overlooked. There is a need for a plan to help guide the space. Carl Anderson from County Council toured the space and listened to our plea for a full time historical clerk. In addition to digitizing The Erie Times, a public digitizing space would be beneficial. However, there is currently no sustainable funding for the heritage room. Liz brought up the work being done to recognize the local Black History in Erie. There are already 7 volumes compiled. More information to come on the Heritage room as it develops.

STATISTICAL AND OTHER REPORTS (Sheryl Thomas):

The library launched the new orange Idea Lab sticker for library cards. This sticker shows the patron has taken the necessary classes and steps to be certified to work in the Idea Lab and use the equipment. The library began the year with Overdrive checkouts hitting over 7000 for the month of January. This is the first time we've exceeded 7,000 checkouts. There were 418 checkouts from our Housing Authority locations and had a total of 101,099 circulated items for January location wide.

REPORT OF THE DISTRICT CONSULTANT (Marcia Wilking):

- **DLC-** We are preparing for the budget discussions beginning in March. Beginning in March there will be equitable delivery in Crawford. Currently delivery occurs through the mail.
- **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.
- **Conference Call with new Bureau of Library Development director Sue Banks-**
 - We've seen small changes in email communications
 - We're told more adjustments as recommended by consultants in the pipe-line
 - In person meeting with her next month.
- **District News:**
 - Waterford circulation is up 30% from 2017-2018
 - Corry has accepted applications for their open director position and are preparing to interview.

REPORT OF COMMITTEES:

PETITIONS AND COMMUNICATIONS:

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

BOARD DEVELOPMENT AND ACTIVITIES:

UNFINISHED BUSINESS: None.

NEW BUSINESS:

The next Advisory Board meeting is March 21, 2019.

ADJOURNMENT: The meeting adjourned at 12:55p.m.