

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

**THURSDAY, May 23, 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, Martha Knuth, Trevor Pearson, Mary Ann Tempestini,

MEMBERS ABSENT: Felix Lohitai, Devi Subedi

OTHERS PRESENT:

Blane Dessy (Library Director), Sheryl Thomas (Assistant Director), Deana Cooper (Business Office Manager); Carol Gettinger, President of the Friends, Shane Donaldson (ECPL Youth Services Manager), Andrew Miller (ECPL Adult Services Manager)

APPROVAL OF MINUTES: April 18, 2019

A correction was made by Carol on the Friends report. Bill Conway made a motion to approve the minutes of the meeting of April 18, 2019. Trevor Pearson 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 made a total of \$2,000 from their spring book sale. The Great American Book Sale will be held from June 9th-June 14th at McDowell Intermediate School. Last year they made \$43K. On April 29th the board elected new members and officers. Peg Shenefelt is the new President. Carol Gettinger is the Vice President, Marcy Bencivenga will remain as Treasurer and Sara Sheehan is the new Secretary. A new member of the board works for Werkbot and is working on a new URL for the organization, erielibraryfriends.org.

REVIEW OF THE FINANCIAL REPORT (Sheryl Thomas):

Deana reviewed the Financial Report ending April 30, 2019. She highlighted that we are under budget for our wages and fringes but that is due to retirements and job vacancies. We are in the process of filling the remaining open positions which will help to reduce the deficiency.

REPORT OF THE EXECUTIVE DIRECTOR (Blane Dessy):

Blane had several areas he wanted to highlight this month:

- New Metric Implementing- We are working to update the libraries metrics. These metrics are what we use to track our success and compare this year to previous years. The new metrics will focus on how we are measuring up in relation to the ECPL strategic plan initiatives.(Connections, Collections and Capacity)
- Bookmobile Study: In order to better serve the community in respect to the bookmobile, Sheryl will be heading up a bookmobile study to re-examine and re-think the current service we supply and compare it against other library bookmobiles in the country. The bookmobile is aging and in

need of great repair. Safety is our main concern. With this study we hope to define what type of bookmobile is actually needed. The study will conclude by the end of July to give us time to analyze the data before submission of the 2020 County Department Budget.

- Branch Library Study- In addition to the bookmobile, Sheryl will be conducting a branch study as well. This study will help identify branch needs in regards to expansion and/or building of a Millcreek Branch along with other needs. This study will help devise a plan for the years to come. With a plan in place, how to finance the plan will follow.
- Blasco Master Plan- Blane met with Boswick about updating the Blasco Master Plan, originally from 2016. This update would include revised costs from inflation, adding the Heritage Room and modifying the plan to reflect the current needs. We hope to work with Bostwick to have this completed by later summer/early fall.

STATISTICAL AND OTHER REPORTS (Sheryl Thomas):

Though overall checkouts decreased 4.3% from April 2018, patron visits to Blasco are up by 28% and digital checkouts continue to rise. Digital checkouts are up 22% from last year. See attached Statistics in packet for more breakdowns. **Please note under the circulation statistics chart the total for digital checkouts is incorrect. The correct total is 10,379.

REPORT OF THE DISTRICT CONSULTANT (Marcia Wilking):

- **DLC**
 - In the process of renewing Abby. The District Educational Programmer's, contract for another year
 - We've been accepted to present at PALA conference in October (here in Erie) on the District Educational Programmer Program*
 - [the acceptance window hasn't closed, but at least 5 members of ECPL staff are presenting at conference]
- **Training Opportunities**
 - Library Island – June 4* Matt Finch will be hosting a training in Grove City. This will be scenarios and strategic planning. Matt Finch will lead this training and is open to District library employees, the board and is now open to County libraries.
- **District Library News**
 - Saegertown Area Library is held its annual Love Your Library 5K Race and Walkathon on May 11th
 - Springboro Public Library will hold their annual community dinner on Memorial Day
 - McCord Memorial Library has been helping their patrons with their Borough recycling changes.
 - Benson Memorial Library has begun their LOL: Lunch on the Lawn program. Local musicians. Fridays in May at noon rain or shine.

Cochranon Area Public Library will be hosting Simple Gifts Classes, Workshop, and Concert again this year, June 18th and 19th

STAFF PRESENTATIONS: (Shane Donaldson, Andrew Miller)

As part of the new initiative for board engagement, Shane and Andrew presented to the board concerning 2 large initiatives currently taking place in the library.

- **Summer Reading Challenge**-Shane, the Youth Service Manager, presented on the 2019 Summer Reading Challenge, "A Universe of Stories." He explained how the challenge program worked, that it was open for all ages and each age group had their own prize category. He also showed examples of the new registration forms and how branches will have their own specific registration for tracking reasons. Adult participants will have a different sheet as well. Ideas were recommended on how to reach a larger audience by way of additional advertising avenues. Ideas

included, the mayor's press conference, county magazines and getting schools to distribute flyers. If you have any questions, please feel free to stop by. Shane also presented the new addition of the new STREAM (Science, Technology, Reading, Arts and Math) Mead secondary activity room.

- **Heritage Room Digitizing-** Andrew, the Adult Service Manager has a department that falls into 3 categories: Idea Lab, Adult Reference and the Heritage Room. The Heritage room is a unique area that currently houses 18,000 items in its collection and over 1700 rolls of microfilm. These items are in-house only due to being rare, fragile and valuable. Currently there are a lot of small collections that are underutilized. Historically, the only way to research older newspapers is through the use of microfilm without an index. We have begun the transition of moving the newspapers to a digitized copy that is accessible and searchable on our website. With a grant received by the Friends and ECGRA we were able to have 20 years from the 1880s digitized. Andrew would ideally like to make sure that each of the districts are covered in the Heritage Room collections. How can the ECPL be a gateway for you district? Andrew requested that all Committee members reach out to him if they learn that older records in their district are going to be thrown out.

REPORT OF COMMITTEES: none

PETITIONS AND COMMUNICATIONS:

There are multiple newspaper clippings and articles included in the board packet. A highlighted item is the press release for the viewing of High School 911 scheduled on Saturday, June 1st in the HIRT Auditorium.

BOARD DEVELOPMENT AND ACTIVITIES:

The idea of having the board attend a portion of the PALA convention coming to Erie in October is still in the works. Marcia was looking into rates for both the ECPL staff and the board. More to come...

UNFINISHED BUSINESS: None.

NEW BUSINESS: Sheryl

E-Card Policy- Attached in the back of the packet is a proposed E Card policy. This would enable patrons to sign up online for a digital library card. This card would enable patrons to checkout digital material and use all online resources without physically going to the library to get a card. This card would be for digital items only. Patrons could come into the library and update their card to check out physical items if they wanted. This e card would remove the barrier of having to physically get to the library since that is not possible for everyone.

Trevor motioned to approve the E Card policy. Liz Allen second. Vote was unanimous for approval. Policy passed.

The next Advisory Board meeting is June 20, 2019.

ADJOURNMENT: The meeting adjourned at 1:04p.m.