

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

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**WEDNESDAY, November 20<sup>th</sup> 2019**  
**Community Classroom, Blasco Memorial Library**

**CALL TO ORDER:**

Blane Dessy called the meeting to order at 11:35 am

**MEMBERS PRESENT:**

Liz Allen, Kristin Bowers, Heather Canfield, William Conway, Martha Knuth, Trevor Pearson (arrived 11:42am)

**MEMBERS ABSENT:** Mary Ann Tempestini (excused), Felix Lohitai

**OTHERS PRESENT:**

Blane Dessy (Executive Director), Sheryl Thomas (Assistant Director), Alyssa Johnson (Administrative Officer II), Deana Cooper (Business Office Manager), Peg Shenefelt (President of the Friends), Kay Ann Warner (Grad Student, Clarion University)

**APPROVAL OF MINUTES:**

**October 17<sup>th</sup>, 2019**

Bill motioned to approve, Heather seconded. All Aye. Minutes approved.

**HEARING OF CITIZENS:**

None

**REPORT OF THE COUNTY COUNCIL LIAISON:**

None

**FRIENDS OF THE LIBRARY UPDATE (Peg Shenefelt):**

Peg reported that the Friends had a wonderful fall (Fiction & Mystery) sale, earning a record sales amount of \$4,300. Friends are beginning their Christmas sales in the Bayfront Bookshop, including CD's at \$2 each and have stocked many gift type merchandise. They are working to create a new poster for the advertising board, to replace the Mystery Sale one.

Liz Allen suggested that the Friends reach out to the press, to include Bayfront Bookshelf in Saturday's Shop Local campaign.

**REVIEW OF THE FINANCIAL REPORT (Deana Cooper):**

See attached Monthly Library Fund Report—November 18, 2019.

Deana reviewed the budget report and pointed out that we are in Q4 now and everything is where it should be. Idea Lab Fees (revenue line) is higher than anticipated. The HACE Youth Outreach Specialist budget is higher due to the time the position was vacant and the salary change, and the difference will be refunded back to the organization. Blane asked about surplus and Deana said she is looking to spend any remaining funds in order to meet the state aid requirement. She is addressing final needs and wants, and prioritizing projects that are public facing and will benefit patrons the most.

**REPORT OF THE EXECUTIVE DIRECTOR (Blane Dessy):**

- 2020 Budget
  - County Council has asked for an extension to vote on the budget, and is expected to occur on Tuesday, November 26<sup>th</sup>. The library line of the county budget shall be voted independent of the other departments. We anticipate that the County will approve the Bookmobile funds (1 vehicle only), and the increase in Acquisitions budget. The Heritage Room position has been initially denied.

**STATISTICAL AND OTHER REPORTS (Sheryl Thomas):**

Sheryl quickly reviewed the previous month's statistics and interpreted that circulation was down, but that Digital usage, Lincoln, and the Bookmobile were all increased. She also reported that the temporary Bookmobile van has just received new decals to help better identify it to patrons.

- Staff Reports: included in the advance agenda packet were reports from staff members on the ideas posed by Trevor Pearson at the previous meeting. Blane expressed the board's "homework" is to review the staff's reports for a discussion at the December meeting.

**10. REPORT OF THE DISTRICT CONSULTANT (Marcia Wilking):**

None

**11. REPORT OF COMMITTEES:**

None

**12. PETITIONS AND COMMUNICATIONS:**

There are several news releases included.

**13. BOARD DEVELOPMENT AND ACTIVITIES:**

None

**14. UNFINISHED BUSINESS:**

- a. Revised Bylaws: Discussion regarding phrase "majority", no other revisions. Trevor motioned to approve as written, Heather seconded. All Aye.
- b. New Officers: No discussion, All Aye.

**NEW BUSINESS:**

- a. 2020 Meeting Dates: Meeting pattern continued into 2020. No discussion. Trevor motioned to approve, Bill second. All Aye.
- b. Board photograph: Trevor discussed the idea of having board member's photograph in public areas of the libraries. Blane likes the idea for each of our library's boards. Discussed idea of headshots versus group photo. Board approved group photo, to be taken at the December meeting.
- c. Trevor broached the idea of using Electronic Communication system for the board. Preliminary research yielded SharePoint as the approved platform with IT department. Further discussion to occur in December.

**ADJOURNMENT:** The meeting adjourned at 12:08 pm.