



# Library Advisory Board Meeting

## Thursday, July 16<sup>th</sup>

### VIRTUAL MEETING

#### 12:00 pm

### 1. Call to Order

The meeting was called to order at 12:05pm.

Members Present: Julie Boam, Felix Lohitai, Trevor Pearson, Kara Murphy, Bill Conway, Mary Ann Tempestini, Jim DeHaven

Members Absent: Liz Allen

Others Present: Deana Cooper, Blane Dessy, Shane Donaldson, Mary Rennie, Sheryl Thomas,

### 2. Approval of Minutes – June 2020

Bill motioned to approve. Kara seconded. Minutes approved as written.

### 3. Library Reports

#### a. Report of Director

- Rotating Advisory Board Meetings- Blane brought up the practice of rotating board meetings once in-person meetings resume. This would give members an opportunity to visit each location and have a better understanding of each space. **Kara motioned to rotate to the different locations. Felix seconded. Motion passed.**
- Sunday Service Suspended- Due to lack of consistent volunteers to work on Sundays, the library is temporarily suspending Sunday service until further notice. Current contract states volunteer staff only. We are working on amendments to the current contract. Is this an area that needs a vote by the Advisory Board? A special meeting of the Officers will be scheduled to further discuss. **Martha motioned to suspend Sunday hours, Kara second. Motion passed.**
- District Budget- As of today, the state has only passed 5/12<sup>th</sup> of state funding for libraries. Being that the District runs on a Fiscal July – June calendar, we have entered their new year with a limited budget. The budget will be revisited in November. This will affect how we work with the other District libraries.
- District Consultant- Marcia Wilking resigned on 7/15. The interview process will begin next week and consist of a Committee to review the 9 applicants.
- Sheryl’s Maternity Leave- Sheryl Thomas will be on maternity leave by July 23<sup>rd</sup> or sooner. She will be out until the beginning of November. She has distributed her responsibilities throughout all the managers.
- Erie County is receiving 24 Million in CARES Act funding. The library submitted a budget for additional PPE, furniture and a Bookmobile. The budget will be discussed in the Finance Committee meeting this week.
- Keystone Grant- The library submitted an application for a Keystone grant in April. We are still waiting to hear whether is it awarded.
- Conversations are in the early stages with Ken Oppel, Edinboro Bureau Manager in collaborating on a Edinboro Community Center.

- In collaboration with the Foundation and the Burleigh Legacy Foundation, the library has submitted an application for a Mellon Grant to help archive and make available to the public the African American history of Erie County.
- Anitra Gates and staff are in the process of completing the 1<sup>st</sup> inventory of Adult Non-Fiction since 1996. This was possible due to the acquiring of the new RFID wands.
- Minerva Update: The final pedestal designs were submitted by the 2 finalists. A committee will vote to decide on the winner.
- Bookmobile update- The grant application from the Erie Community Foundation was not granted. The Foundation has sent an appeal to Erie Insurance.
- Summer Learning Challenge kicked off on July 13<sup>th</sup> through Beanstack. There are already 200 registered. Thank you again to the Friends of the Library for their programming support!
- The Idea Lab will remain closed at this time due to the sharing of equipment and the close proximity of the workspace. A benchmark was completed among makerspace areas across the county and they are remaining closed.
- Blane contacted other institutions in Erie to discuss a COVID-19 archive, to preserve the historical event and how Erie responded.
- Digitization continues in the Heritage room. There have been some snafus in regard to newspapers copyrights. To date we have digitized 1820-1860. The demand for these papers has increased from 1500 requests in 2015 to over 15,000 requests in 2020.
- Programming will continue to be suspended until at least the 4<sup>th</sup> quarter. We will follow new guideline from OCL regarding programming as they occur.
- This has been a pivotal year in the social justice movement. As an institution, how do we collaborate with local agencies such as the Hagan History Center to archive the movements happening both County and nationwide. It is important to begin now so we don't lose the what and how.
- ECAT is developing a project for young teenagers to photograph Erie in 2020 to get their perspective on how they would preserve this year.

#### b. Review of Financial Report

See attached.

- Library Revenue continue to be down due to the library closures.
- Operations expenses are under budget
- Wages and Fringes are under budget due to furlough and several vacancies. Approximate savings is around 15%.
- The library received the Beehive funding from ECGRA this week. The deposit of \$62,000 should be in next month's financials under the Foundation revenue line.

#### c. Statistical and Other Reports



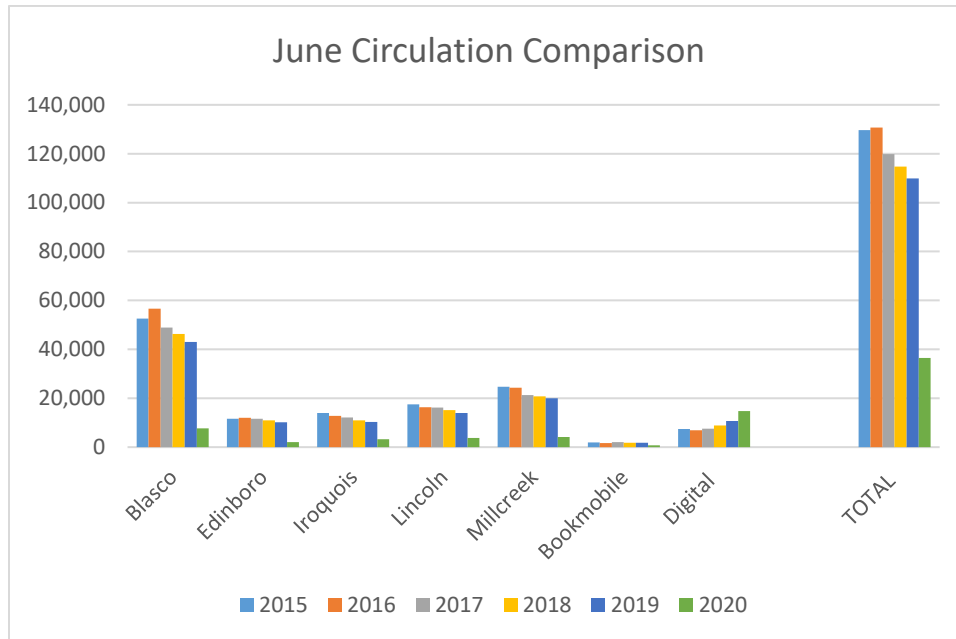
June 2020 Statistics

#### Numbers Snapshot

- **36,520** overall check outs, down **67%**
- **14,748** digital check outs, up **37%**
- Bookdrops reopened June 3<sup>rd</sup>
- Curbside pickup began June 15<sup>th</sup>
  - Conservatively estimating **1,600+** curbside pickups

- Lobby service began June 29<sup>th</sup>

## Circulation



	2015	2016	2017	2018	2019	2020
<b>Blasco</b>	52,633	56,648	48,880	46,287	43,014	7,686
<b>Edinboro</b>	11,660	12,059	11,677	10,963	10,132	2,048
<b>Iroquois</b>	13,991	12,816	12,105	10,902	10,307	3,274
<b>Lincoln</b>	17,472	16,276	16,136	15,165	13,983	3,822
<b>Millcreek</b>	24,684	24,338	21,348	20,769	20,040	4,163
<b>Bookmobile</b>	1,864	1,641	2,108	1,743	1,733	779
<b>Digital</b>	7,362	6,915	7,615	8,918	10,754	14,748
<b>TOTAL</b>	<b>129,666</b>	<b>130,693</b>	<b>119,869</b>	<b>114,747</b>	<b>109,963</b>	<b>36,520</b>

### d. Report of District Consultant

- On July 1<sup>st</sup>, the new District Strategic Plan was implemented. This plan includes new initiatives such as looking at further integration of library technology. This would include Crawford County purchasing Polaris and potentially consolidating the library system.

### e. Other library reports

None

### f. Unfinished business

- None

## 4. Board and Committee Reports

### a. Report of County Council Liaison- Mary Rennie

- Council will be reviewing the department's budgets for the CARE Act funds. She is hopeful the Bookmobile will be approved.

- She is concerned of the overall safety of the library staff. She was happy to hear of reduce visit time allotments, the removal of furniture and the 60minute internet usage.

#### b. Report of Friends and ERLF-

##### Friends-Peg

- Both the Café and Bookstore have been professionally cleaned. K & P Concessions opened for business on Monday, July 13<sup>th</sup>. There is a new lease agreement along with proof of insurance. In addition, a questionnaire went out to library staff about the café for feedback on food services.
- Bayfront Bookshelf- The bookstore remains closed at this time. It is scheduled to re-open Tuesday, July 28<sup>th</sup>. They will have reduced hours. Biggest obstacle faced was occupancy and getting volunteers for staffing.
- The Friends plan to move forward with their Mystery Booksale in October.
- A postcard is also being sent out in regards to Erie Gives Day.

##### ECRLF- Beth

- A small grant of \$1400 was received from the Erie Yacht Club to purchase materials on Maritime topics.
- Appeals continue to raise funds for the Bookmobile. There is currently an ask into Erie Insurance and Marquette.
- Bookmarks for Bookmobile support are being made to distribute to library patrons.
- Foundation priorities-The first priority of the Foundation is to raise funds for the Bookmobile. Once the bookmobile is achieved, renovations will be the next focus.

## 5. Adjournment

Julie motioned to adjourn. Kara seconded. Meeting adjourned at 1:06pm.

## 6. Appendix

### a. News Article

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