



Library Advisory Board Meeting

Thursday, August 19

ZOOM

12:00 pm

MINUTES

1. Call to Order

Meeting was called to order at 12:03 pm.

Members Present: Trevor Pearson, Mary Ann Tempestini, Martha Knuth, Liz Allen (left early), Kara Murphy, Annie Rosenthal, Julie Boam (arrived late)

Members Absent: Bill Conway, Quyen Aoh

Others Present: Jessica Church, Sara Sheehan (Friends), Deana Cooper, Sheryl Thomas

2. Approval of Minutes – July 15, 2021

Minutes approved. Motion by Martha, second by Liz. All aye.

3. Library Reports

a. Report of Acting Director

Sheryl invited the board to participate in the Millcreek Planning Virtual Session with Bostwick on August 31. The library is submitting a Keystone application to seek funding for refurbishment of elevators, front doors, and second floor restrooms at Blasco in keeping with its Master Plan. She thanked Trevor and the board for their letter of support in seeking this grant. Iroquois Branch manager position is posted and the library is currently interviewing for a replacement. Partnership with EC3PA to perform registration events for students is underway and thus far successful. Rachel Stevenson is leading the NEA Big Read Erie program—a significant, prestigious grant-funded program—to commence in September.

Martha asked how EC3PA can provide free tuition, Sheryl advised this was an application of American Rescue Plan funds as approved by County Council.

b. Review of Financial Report

Deana reviewed the financial report marking no significant changes. Roughly 28% down on revenue to this point in the year. Less rentals, less fines, less patrons. The library was able to repurpose the unused Sunday Services budget toward the forthcoming café renovations. County's facilities director is pursuing quotes for renovation of the space. Friends will be a part of the RFP to secure a vendor.

c. Statistical and Other Reports

Statistics are down compared to normal yearly benchmarks though there is an increase over 2020. Checkouts are decreased compared to 2019. There is an increase in traffic and # cards issued over last month with an increase in circulation. Sheryl remarked that we are noticing more patrons coming back into the library. Kara asked about masking requirement, Sheryl shared that all county buildings are requiring masks. Curbside service is still offered for those unable/unwilling to mask. All library locations do make masks available to patrons so that they may comply with the mandate. Liz added her experience as a per diem, and complimented the locations, staff, and managers for getting the message out.

d. Report of District Consultant

Public Libraries of Erie County (PLEC): ECPL & Independent Public Libraries in Erie County

Directors met Wednesday, August 18 to discuss the Standards of Operations (standards by which libraries cooperate and offer patron services), Polaris training (circulation software), and other topics related to county coordination.

County Coordination Aid (CCA): As of August 17, no update from the Office of Commonwealth Libraries on submitting plans and request for 2022 aid.

Keystone Grants

This building and facilities grant application period has opened, with applications due by October 29. District libraries are encouraged to reach out to the district consultant throughout their application process prior to submitting their final draft to the district consultant at least two weeks before the deadline.

CARES Funding

Erie and Crawford Counties will be wrapped up with spending district CARES funds prior to the September 1 deadline. These funds were used to expand OverDrive collections in both counties, which the e-books and audiobooks are available to patrons in both counties thanks to the reciprocal lending agreement.

Jessica also remarked that there are 4 new directors in the district.

4. Board and Committee Reports

a. Report of County Council Liaison

none

b. Report of Friends and ERLF

Sara attended on behalf of the Friends. They had a surprisingly successful Erie Gives Day that put their org much higher than previous years. They held a mini-Great American Booksale at Blasco in July that generated more revenue than traditional small room sales. Bookdrive happening on September 18 at Blasco, and a small booksale in October focused on mystery and fiction; it is historically the best fundraising sale. Friends will be releasing an RFP for a café vendor. They are also working with Mercyhurst University and American Association of University Women to bring an author visit to the library. They have an in-person board meeting

occurring on Monday, the first in-person in over a year. Liz suggested the author Connie Schultz, author of “Daughters of Erietown”, also recommended by Kara Murphy.

5. Unfinished Business

none

6. New Business

- a. [Select date/location of next in-person meeting \(Sheryl/Trevor have survey data\)](#)

Trevor asked for input on board’s comfort level with in-person. Sheryl remarked that we have in-person programs at the library and presented the survey data from board members. Board members agreed to keep Zoom meetings for September and assess month by month going forward. Kara remarked virtual seems the most responsible choice given community transmission.

- b. [Advise 2022 budget requests \(Deana, Sheryl\)](#)

Sheryl presented the initial asks of the County for the library’s 2022 budget. Deana remarked that anticipated revenues were decreased, most everything will remain status quo with the exception of NewsBank purchase which was approved by County Council in July and comprises an increase of \$102,000 to next year’s budget. Other increases for basic cost of goods, and the annual 3% wage increase for staff. ECPL will ask for the Heritage Assistant position again; it was denied in prior year. The position will right-grade the level of work and secure the current level of service for future patrons, as our heritage specialist is currently a library clerk. Overall request is 7.7 million dollars, a \$186,000 overall increase to last year (\$102,000 already approved for the purchase of Newsbank). Trevor offered a letter of support for the position, Sheryl advised that all community support would be great and invited other board members. Martha inquired as to the nature of the position, Sheryl advised that we need someone who specialized in local history and genealogy with experience in heritage room equipment.

- c. [Approve 2022 Library Holidays](#)

Board approved holidays as written. Kara motioned, Martha second. All aye.

- d. [Approve new policy for library holidays/closures](#)

Kara motion, second by Julie, all aye.

- e. [Trevor asked for board members to send him any suggested bylaw changes.](#)

7. Adjournment

The meeting was adjourned at 12:42 pm.