



# Library Advisory Board Meeting

Thursday, October 21

ZOOM

IN-PERSON, Admiral Room @12:00 pm

## MINUTES

Members Present: Trevor Pearson, Kara Murphy (zoom), MaryAnn Tempestini, Martha Knuth (zoom), Julie Boam, Bill Conway

Members Absent: Liz Allen (excused), Annie Rosenthal, Quyen Aoh

### 1. Call to Order

The meeting was called to order at 12:04pm

### 2. Approval of Minutes – September 15, 2021

Minutes approved as written. Motion by Martha, Second by Kara. All aye.

### 3. Library Reports

#### a. Report of Director

Director's report was delivered by Acting Director Sheryl Thomas. Sheryl discussed that results of the collection survey were being analyzed after receiving in excess of 300 returns. Friends of the Library Week was proclaimed for all Friends of Erie County libraries, October 17-23. The café space in the Blasco library is getting a facelift with new equipment in roughly the same footprint as the prior café. The RFP for a café vendor is live and open to bids through November 1. Electronic links are available on the Friends' website and paper copies are available at the Blasco Library circulation desk. Sheryl was recently notified that the new position request (Heritage Library Assistant) was removed from the county's budget request to council, citing that the Administration is holding all new bargaining positions until the next contract cycle. Karen Pierce, the new Iroquois Branch Manager, was introduced virtually. Edinboro Branch Manager position will be vacated on November 13; it is currently posted and accepting applications until November 2. An overview of the NEA Big Read Erie program, currently underway with copies of "An American Sunrise" still available at locations, was provided. Representative Mike Kelly nominated ECPL for a "National Medal for Museum and Library Service" in the 2022 award year.

#### b. Review of Financial Report

Presented by Business Office Manager Deana Cooper. No exceptional remarks. Noted that revenue continues to be down but that we are on track to meet the 12% local financial effort by the end of the year.

#### c. Statistical and Other Reports

The statistical report was reviewed noting that circulation experienced a dip from last month and is also down compared to October of last year.

#### d. Report of District Consultant

- The District has working with libraries to complete their required forms to receive state aid including County Coordination Aid, Plans for Use of State Aid, and Waiver Requests.
- With the public libraries in Erie County, we've been discussing more ways to standardize circulation procedures and more collaborative efforts.

- The SNOE Region will release a draft, test tool to libraries in Northwest PA to gauge their organization's health and wellness in categories such as library governance and administration, personnel, collections, operations & services, programs, and more. We hope to receive feedback from libraries about the tool, what they find helpful, and what we could modify to make it a more useful tool for highlighting strengths as well as identifying areas for library goals and strategic plans.

#### 4. Board and Committee Reports

- a. Report of County Council Liaison  
none
- b. Report of Friends and ERLF  
none

#### 5. Unfinished Business

none

#### 6. New Business

- a. Presentation of Bylaws changes  
No changes were recommended, item moved to November.
- b. Presentation of Slate of Officers  
In the absence of new volunteers, a motion was made by Mary Ann to continue the current officers into the slate for 2022. Second by Martha. All aye.
- c. Adopt Volunteer Policy  
Proposed policy for clearance requirements for volunteers was approved as written. Motion by Trevor. Second by Mary Ann. All aye.
- d. Sign Standards Waiver  
Waiver of standards for 2021 Hours of service was signed and returned to district consultant for submission to state. Motion by Julie. Second by Bill. All aye.

#### 7. Adjournment

Motion by Julie to adjourn the meeting at 12:27pm. Second by Bill.