

Board of Trustees – City of Tonawanda Library

Minutes of May 12, 2014 6:30 p.m.

In attendance: Bonnie, Sylvia, Sue, Kathy and Glenn

Bonnie called the meeting to order at 6:40 pm

Minutes of April were read and approved by Sue and 2nd by Sylvia

LIBRARY FINANCES

Attached

BUILDING & GROUNDS

- Grant – Coordinating with City Engineer Jason LaMonaco and SmartEdge for obtaining contractor bids.
- John from City Hall maintenance came out to refinish the main hall floor between the meeting room and the main library area
- Chris Foels, City parks dept, responded to a basement flooding situation. Thanks to a floor contoured towards a drain and the sump pump, only certain areas of the floor were actually under standing water. It was noticed before too much water accumulated. Chris determined that the sump pump itself was not functioning and along with Aaron , the city electrician, replaced the pump.
- The landscaping maintenance has gotten under way
- We have received out tuned up lawn mower from the city and they have taken the snow blower to be tuned up over the summer
- John has installed a cleaning solution dispensing unit on the wall above the sink in the maintenance room

FRIENDS OF THE LIBRARY

- The Friends have purchased a new free standing display unit to post programming flyers and other library related information. It is replacing the easel which was located in the meeting room

- Local author Sue Potter, Simply Sue, spoke about her new book after the friends meeting
- April meeting 22 in attendance

STAFF

- Performance reviews (12) - Centralized forms have been finalized so the back and forth process with the staff will begin later this week
- Bonnie and Glenn to finalize Glenn's review
- Sexual Harassment/ Workplace Violence Training for all the staff has begun via online videos and quizzes. To be completed by June 30th

DIRECTORS NOTES

- Glenn has begun the fourth of five classes within the Public Library Administrator's Certificate Program (PLACP) The Class will run until July 9th

OLD BUSINESS

- Entry hallway floor – on hold, overall floor condition is noted on the Mayor's list.
- The Board Resolution Annual report for 2013 has been approved.
- 50th Building Anniversary / Committee, Historical society interested in joining / waiting until April 2015. Bonnie's update – She met with Alice Roth and has a few more ideas and mile stones to be considered

NEW BUSINESS

- Library District Initiative (LDI) Update – any and all work related to this plan has been placed on hold.
- AmazonSmile Account is set up. It will be under the address 333 Main Street.
- Staff Appreciation Day – Thank you Cards have been distributed as of last week.
- The Board needs to address/ create a new Bylaw requirements with assistance overview from Jaeckle, Fleischmann & Mugel, LLP (Legal Advisors)

PROGRAM STATISTICS (April)

Lego Club, 2 sessions, 53 patrons

Computer Training, 1 session, 3 patrons (2 sessions cancelled due to the low sign-ups)

Toddler Time, 9 sessions, 135 patrons

Pre School Story Hour, 4 sessions, 158 patrons

Knitting Club, 3 sessions, 28 patrons

Swiftwater Book Club, 12 patrons

Beach Party Bash, 54 patrons

Local author Sue Potter, Simple Sue, 30 patrons

Wizard of Oz program, 10 patrons

Drop in Easter Craft, 34 patrons

Cornell Co-Op Healthy Food Table, 10 patrons

CIRCULATION STATISTICS

Total Circ 10,084 (Apr 2014), 11,743 (Apr 2013), down 4.1 %

Hi – 754, Lo- 274, Avg.(20 days) 504 (2014)

Next Meeting – June 9, 2014

Meeting was adjourned at 7:26 pm by Bonnie 2nd by Sue

Respectfully Submitted

Kathleen A. Reitz