



**City of Tonawanda Library
January 14, 2019 Board Meeting Minutes**

In attendance: Bonnie Bugbee, Jay Holler, Sharry Folmsbee, Carole Sinclair, Library Director John Gaff

Meeting called to order at 6:34 pm by Bonnie Bugbee

Motion made to approve December Minutes by Jay Holler and seconded by Sharry Folmsbee. Unanimously approved.

PUBLIC SERVICES

DECEMBER In-Library Programs:

- Adult Coloring program was held on Thursdays, December 13th & 27th. There was a total of 17 participants
- Evening Book Club met on Tuesday, December 4th to discuss 'The Sittaford Mystery'. There were 7 attendees.
- Lego Club was held on Saturdays, December 8th & 22nd and Tuesday, December 18th. There was a total of 54 participants.
- Science Saturday was held on Saturday, December 29th. There were 13 attendees.
- Makerspace Open House was held on Thursdays, December 6th and 20th. There were 5 attendees.
- A Nasa @ My Library program, Touchdown! was held on Saturday, December 15th. NASA Solar System Ambassador Dr. Warren Marcus presented on exploring space with landers and rovers. After the presentation, Library Director John Gaff led an activity for participants to design, build, and test their own lander. There were 12 attendees.
- Build your own graham cracker house programs were held on Saturday, December 1st and Monday, December 3rd. There was a total of 136 participants.
- Santa and Mrs. Claus were on hand during the graham cracker house building programs for greetings and photos. There were 43 children who met them.

DECEMBER Adult Technology Programs:

- 'Book A Technology Trainer' one-on-one sessions were held on Tuesday, December 11th. There were 3 attendees.

DECEMBER Outreach:

DECEMBER Displays:

- Monthly art exhibit from City of Tonawanda Schools.
- Broom display by local artist and craftsperson Karen Koch.

- Seasonal book display by Librarian Teresa Gipson.

DECEMBER Partnerships:

- Ravel Rousers knitting club met at the library on Fridays, December 7th, 14th, 21st, & 28th. There was a total of 33 participants.
- UB Employment Opportunity Center had an informational table at the library on Tuesdays, December 4th & 18th.
- Friendship Quilters met at the library on Tuesdays, December 4th, 11th & 18th. There was a total of 14 participants.
- The YWCA Widows’ Group met at the library on Monday, December 17th. There were 17 attendees.
- PAWS to Read was held on Sunday, December 2nd. There were 4 attendees.

Correspondence:

- ‘Thank You’ notes sent to those who gave gifts to the library

FUNDING

- 2018 MAT, SER and AV budgets:
 MAT = \$4156 (minus \$4080 spent to date) = \$76
 AV = \$1090 (minus \$1062 spent to date) = \$28
 SER = \$4483 (minus \$2899 paid to date) = \$1584
 PBKSO = \$254 (minus \$90 paid to date) = \$164

Campaign Name	Dates	Amount Deposited
Candy bars	12/1 through 12/31/2018	\$80.00 YTD = \$1443
Ongoing book sale	12/1 through 12/31/2018	\$292.10 YTD = \$3822.00

LIBRARY FINANCES

(ATTACHED)

STAFF DEVELOPMENT

STATISTICS

Changes from December 2017 to December 2018

- Change in circulation: 2% (member library average 0.9%) (for comparison, CEN - 0.1% AUD 0.1%)
- Change in door count: -14.6% (member library average 4.9%)

- Change in PAC statistics: -12.4% (member library average -0.8%)
- Change in WiFi: -4.2% (member library average 28.9%)

DECEMBER New Statistics:

- Reference questions answered in December: 192 (for comparison, Grand Island had 156 reference questions, Elma had 214, and East Aurora had 312)
- Children's programs offered: 12 (13 last year)
- Attendance at children's programs: 116 (251 last year)
- Adult programs offered: 4 (9 last year)
- Attendance at adult programs: 33 (56 last year)
- Intergenerational programs offered: 13 (8 last year)
- Attendance at intergenerational programs: 237 (226 last year)

NEW BUSINESS

- Submitted final report and narrative for 2018 Special Legislative Project Grant
- \$10,000 in Bullet Aid from Senator Chris Jacobs was received and deposited
- Library is hosting the Girl Scouts for a three-week series of hands-on STEM programs in January and February
- Purchase of additional CD shelving unit, CD cases, & book stands
- Approval of Board of Trustees meeting schedule
- Routine expenditures
- 'Free book' shelf space requested by Friends of the Library. Unused book carts by front door.
- Library Director John Gaff added to the library's local fund account
- ACT Workshop on March 2nd
- University Express update - New Coordinator
- Discussed election of officers and Trustee duties

Motion made to approve spending up to \$1200. for additional CD shelving, CD cases & book stands by Carole Sinclair and seconded by Jay Holler. Unanimously approved.

Motion made to accept Friends of the Library contribution to pay half the cost of the CD shelving, CD cases and book stands by Carole Sinclair and seconded by Sharry Folmsbee. Unanimously approved.

Motion made to accept meeting schedule change to 3rd Monday if conflict by Jay Holler and seconded by Bonnie Bugbee. Unanimously approved.

Motion made by Bonnie Bugbee and seconded by Sharry Folmsbee for adjournment at 7:25 p.m. Unanimously approved.

Respectively Submitted,

Carole Sinclair