

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
February 10, 2015

A regular meeting of the board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, February 10, 2015 at the Kenmore Library, 160 Delaware Road, Kenmore, New York, following due notice to trustees, official public notice to the Ken-Ton Bee and a posting in the Kenmore and Kenilworth Libraries. The following members were present:

Jason Aronoff, Eileen Crawford, Sheila Ginnane, Laura Glass, Jeanne Phillips

Also attending: Dorinda Darden, Library Director of the Town of Tonawanda Public Library – Kenmore and Kenilworth Branches

Chair, Sheila Ginnane called meeting to order at 7:05 pm.

APPROVAL/CHANGES TO AGENDA:

- No changes were made.

ADOPTION OF MINUTES:

- Motion was made by Jeanne Phillips to accept the proposed minutes from January 13, 2015, and seconded by Eileen Crawford. Motion passed.

REPORT OF THE TREASURER:

- Motion was made by Jason Aronoff to accept the Treasurer's Report, and seconded by Jeanne Phillips. Motion passed

REPORT OF THE CHAIR: On January 24th Chair Sheila Ginnane and Trustee Jason Aronoff attended the ACT meeting at East Aurora Library. Ken Stone, CFO of the Buffalo and Erie County Public Library, talked about the problems for the B&ECPL in 2011 when their budget was cut by Erie County. He encouraged Trustees to be involved in their Library Budgets. He said when there are retirements, sometimes one full-time position can be replaced with 2 part time positions to cover other areas of need in a Library. He also said Libraries should look to the Central Library when purchasing needed items as they may be cheaper through them.

On January 27th, 2015 Chair Sheila Ginnane met with Dorinda Darden, Library Director, Sue Makowski, Kenmore Branch Manager Jim Jones, David Decker, Rich Ford, Mike Kaiser, and Andrew Rak of the Town of Tonawanda Technical Support Office, and Mark Sudyn of Parise Mechanical Inc. for a Pre-Construction Meeting for the HVAC improvements to Kenmore and Kenilworth Libraries. The work will take place mostly from Mid-April through May. Depending on the weather, some work may be done sooner. The Library was told by Parise Mechanical Inc. that there would be minimum disruption of the Library schedule. Much of the work will take place during hours when the Libraries are closed.

After receiving an email from Jeremy Johannesen, Director of the New York State Library Aide, encouraging Library Trustees to ask Governor Andrew Cuomo's support to fully fund New York

State Library Aid in the 2015-2016 Budget, Chair Ginnane forwarded the email to the other Town of Tonawanda Trustees

REPORT OF LIBRARY DIRECTOR DARDEN:

Circulation:

Kenmore: January 2014: 24,841 January 2015: 23,904 -3.8%

Kenilworth: January 2014: 6,564 January 2015: 5,646 -14.0%

Foot Traffic:

Kenmore: January 2014: 13,806 January 2015: 14,504 +5.1%

Kenilworth: January 2014: 2,836 January 2015: 3,838 +35.3%*

*After many months of inaccurate counts, the Patron Counter was moved further into the building to eliminate the glare which prevented the counter from reading properly. The dramatic increase can, in part, be attributed to the very low readings experienced before the problem was detected.

Programs - Kenmore Branch Librarian Nicole Bermingham presented the monthly Crafter-day Program on January 3rd at the Kenmore Branch with 14 children in attendance. Kenmore Branch Librarian Jennifer Silmsler presented the Classic Movie Matinee Program for adults on January 3rd at the Kenmore Branch. Participants enjoyed the movie *The African Queen* starring Humphrey Bogart and Katherine Hepburn. There were 3 in attendance. Kenilworth Branch Manager Amy Christman facilitated the Adult Monthly Journal Group at the Kenmore Branch on January 6th. There were 10 in attendance. Kenilworth Branch Manager Amy Christman facilitated the monthly Adult Book Discussion Group at the Kenilworth Branch on January 7th. There were 8 in attendance. Ripen With Us Child Care Center visited the Kenilworth Branch on January 8th for a tour of the library, stories, and a short movie. There were 5 children and 1 adult for a total of 6 in attendance. The eBooks and eReaders computer class scheduled for January 9th at the Kenmore Branch was cancelled because the Central Library was closed due to the weather. The class has been rescheduled for February 26th. The Central Library Cybertrain staff presented two adult computer classes at the Kenmore Branch. The iPad Basics was held on January 16th with a total of 9 in attendance and the Kindle Fire Basics was held on January 23rd with a total of 4 in attendance. Kenmore Branch Librarian Nicole Bermingham presented the Toddler Time for Twos Program on January 16th, January 23rd and January 30th with 45 children and 44 adults for a total of 89 in attendance. Kenmore Branch Librarian Jennifer Silmsler presented the Family Movie Matinee on January 17th at the Kenmore Branch. Participants enjoyed the movie *The Princess Bride* based on the novel by William Goldman. There were children 2 and 2 adults for a total of 4 in attendance. The Falk School visited the Kenilworth Branch on January 22nd with 2 children and 1 adult for a total of 3 in attendance. Kenmore Branch Librarian Jill Jablonski presented the Teen Gaming Night for ages 13-17 at the Kenmore Branch on January 27th with no teens attending.

Town of Tonawanda Youth, Parks and Recreation Department began the renovation of the Community Room and Lobby at the Kenmore Branch Library throughout the month of January. New ceiling tiles were installed in the Lobby and Community Room and the walls and doors

were painted in the Community Room at the Kenmore Branch. Markarian Rugs is scheduled to install new carpeting in the Community Room on February 14th.

Dennis Gruarin from Lime Energy visited the Kenmore Branch on January 7th to provide a survey for estimates on replacing the existing lighting in the Library Director's Office and the Staff Restroom with new LED energy efficient lighting through the National Grid Energy Savings Program. M & M Electric Construction Co., Inc. completed the Lighting Upgrades at the Kenmore Branch on January 16th.

At the recommendation of Kenmore Village Improvement Society (KVIS) President Melissa Foster, Town of Tonawanda Public Library Director Dorinda Darden became a member of the Kenmore Village Improvement Society (KVIS) on January 23rd.

Kenilworth Branch Manager Amy Christman created three displays at the Kenilworth Branch throughout the month of January. The display case in the Lobby contained the display titled Snow Better Time to Read which featured paper snowmen and snowflakes, quotes about reading, and books on a variety of topics, the other display was a shelf display titled Resolve to Read in 2015 which featured Fiction and Non-Fiction Books with the word "year" in the title, and the third display set up in the Children's display trough titled A Blizzard of Good Books featured Children's Books about winter and snow.

Town of Tonawanda Public Library Director Dorinda Darden worked the Ask Us 24/7 Virtual Reference Chat service on January 7th and January 21st for a total of 2 hours.

The Town of Tonawanda Public Library Director Dorinda Darden, Kenmore Branch Manager Susan Makowski and Town of Tonawanda Public Library Board Chair Sheila Ginnane attended the Heating, Ventilation and Air Conditioning (HVAC) Power Review Meeting with Town of Tonawanda Technical Support Department Engineer James (Jim) Jones, Town of Tonawanda Technical Support Department Senior Engineer Assistant David Decker, Town of Tonawanda Technical Support Department Junior Engineer Andrew Rak National Grid representatives and Pastor Peter LeValley from the Kenmore United Methodist Church on January 8th at the Kenmore Branch.

David Wasik visited the Kenmore Branch on January 12th and met briefly with Town of Tonawanda Public Library Director Dorinda Darden about the possibility of the Kenilworth and Kenmore Branches participating in his Create a Mini-Book Program. Plans have been made to have the Create a Mini-Book Program at the Kenilworth and Kenmore Branches during National Library Week in April 2015.

Town of Tonawanda Public Library Director Dorinda Darden attended the Town of Tonawanda Public Library Board Meeting held on January 13th.

Kenmore Branch Librarians Nicole Bermingham and Jill Jablonski attended the Autism Spectrum Training at the Central Library on January 20th.

As a member of the Zonta Club of Kenmore, Town of Tonawanda Public Library Director Dorinda Darden attended the Zonta Club of Kenmore Business Meeting held at Wynwood of Kenmore on January 21st.

Kenmore Branch Manager Susan Makowski, Kenmore Branch Librarians Nancy Offerman and Jennifer Silmsler attended the Librarians Meeting at the Kenmore Branch on January 22nd.

The Town of Tonawanda Public Library Director Dorinda Darden, Kenmore Branch Manager Susan Makowski, Kenmore-Town of Tonawanda Friends of the Library President Laura Glass met at the Kenmore Branch on January 26th with Jeff Markarian from Markarian Rugs to discuss the installation of the new carpeting in the Community Room at the Kenmore Branch.

The Town of Tonawanda Public Library Director Dorinda Darden, Kenmore Branch Manager Susan Makowski and Town of Tonawanda Public Library Board Chair Sheila Ginnane attended the HVAC Pre-Construction Meeting held at the Kenmore Branch on January 27th with Town of Tonawanda Technical Support Department Engineer James (Jim) Jones, Tonawanda Youth, Parks and Recreation Supervisor of Parks Maintenance Rich Ford, Town of Tonawanda Technical Support Department Director Michael Kaiser, Town of Tonawanda Technical Support Department Senior Engineer Assistant David Decker, Town of Tonawanda Technical Support Department Junior Engineer Andrew Rak and Mark Sudyn from Parise Mechanical, Inc. Mark Sudyn provided Project Management Overview documents for the Kenilworth and Kenmore Branches which gives a Tentative Schedule of when various stages of the work will be done.

The Town of Tonawanda Public Library Director Dorinda Darden conducted Staff Meetings at the Kenmore Branch on January 28th and January 29th and at the Kenilworth Branch on January 30th.

UNFINISHED BUSINESS:

Initiatives for the Town of Tonawanda Public Library-Kenmore and Kenilworth Branches.

- Director Darden noted that, except for the new carpet, the Town's workers had completed their painting, lighting, and ceiling work in the Community Room. The Markarian company would be laying the carpet on February 14th.
- Discussion ensued about the painting of the back hallway on the first floor, the painting of the Board Room, and the painting of the walls along the main stairwell from the first floor to the second floor. It was decided to that the Friends of the Kenmore Libraries would hire a company to do the painting of the areas just noted, and pay for the work. The company would have to comply with the Town's regulations for a painting contractor to do work in a Town building. Laura Glass would be contacting a company for the painting work. Each area was to have different color paint from the other two areas.

Additional Topics.

- Chair Ginnane asked about the policy for the use of the main display case on the first floor. Her question was spurred by the use of the display window by a nursery school rather than the use of the window for library purposes. Director Darden clarified the policy by noting that not-for-profit community groups can request to use the display case

to publicize their presence in the community. Director Darden said she would send each Trustee the policies for the use of the display case.

- Director Darden said the water leak in the toilet at Kenilworth had been fixed.

2013-2014 New York State Library Construction Grant.

- Director Darden reported that Mark Sudyn from Parise Mechanical Inc. said that there will be no need to close the Libraries because the Company's workers will come in early to do the work.

NEW BUSINESS:

- Annual Trustee Workshop. The workshop is to be held on March 21st from 8:30 am to 1:00 pm at the Central Library, and is open to any Library Board Trustee in the B&ECPL System. Anyone on our Town Library Board who is interested in attending should let Director Darden know by March 18th.
- Kenilworth Library Garden Preliminary Proposal. In a Preliminary Proposal for the Kenilworth Library Garden, Melissa Foster from the Kenmore Village Improvement Society said that their group would help establish a garden at Kenilworth. She also said that members of KVIS would not be able to maintain the garden due to their current obligations to take care of areas in the Village of Kenmore. Local volunteers would have to maintain the garden. The general areas of costs were listed on the proposal.
- New Board members. Chair Sheila Ginnane said there were two people interested in becoming Trustees of the Town of Tonawanda Public Library Board. She distributed autobiographical information each person sent. The Board decided to submit the two names to the Town Board's Trustees for their approval. Jeanne Phillips moved that we recommend the two individuals to be members of our Town of Tonawanda Public Library Board, and that we forward their names to the Trustees of the Town Board for their approval. Eileen Crawford seconded the motion. The motion passed.

PUBLIC COMMENT:

No comment was made.

Motion to adjourn was made by Eileen Crawford and seconded by Laura Glass. Motion passed. Meeting adjourned at 8:32 pm. The next meeting of the Town of Tonawanda Public Library Board will be on March 10, 2015.

Respectfully Submitted,
Jason Aronoff
Secretary