

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
MAY 3, 2016

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, May 3, 2016 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:

Eileen Crawford, Annette Della Posta, Laura Glass, Richard Geer, Sheila Ginnane, Kathy Kanaley, Stanley Pustulka and Jeanne Phillips.

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

Chair, Richard Geer, called meeting to order at 7pm.

APPROVAL/CHANGES TO AGENDA:

- Motion made by Eileen Crawford to approve agenda as is. Motion seconded by Annette Della Posta. Motion passed.

ADOPTION OF MINUTES:

- Motion made by Sheila Ginnane to accept the minutes from the meeting of April 12, 2016. Motion seconded by Kathy Kanaley and passed.

REPORT OF TREASURER:

- Treasurer report distributed to Trustees. Motion made by Annette Della Posta to accept the report as written. Motion seconded by Eileen Crawford and unanimously passed.

REPORT OF THE CHAIR:

- Chair Richard Geer noted that the concrete pad for the shed at the Kenilworth Library has been completed.
- Chair Geer acknowledged receipt of thank you notes to the Town of Tonawanda Library Board for a donation in memory of Dale Glass to the Charlevoix Public Library; from the Response to Love Center for a donation in memory of Leona Anthowiak; and from the family of Samuel Lee Hayes II for a donation in his memory.

REPORT OF THE DIRECTOR:

STATISTICS

Circulation:

Kenmore:	April 2015: 24,805	April 2016: 22,540	-9.1%
Kenilworth:	April 2015: 5,709	April 2016: 5,626	-1.5%

Patron Visits:

Kenmore:	April 2015: 15,257	April 2016: 14,027	- 8.1%
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Kenilworth: April 2015: 4,587

April 2016: 4,518

-1.5%

Programs:

Ripen With Us Child Care Center visited the Kenilworth Branch on April 1st to listen to stories read by Kenilworth Branch Librarian **Nancy Offerman**, watched a movie and to select books to take back to their classroom. There were 6 children and 1 adult for a total of 7 in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented the *Crafter-Day Program* for ages 6-10 on April 2nd at the Kenmore Branch. There were 20 children and 11 adults for a total of 31 in attendance. Kenilworth Branch Library Associate **Margaret Kunz** facilitated the weekly *Adult Coloring Clinic* held at the Kenilworth Branch on April 4th, April 11th, April 18th and April 25th. There were a total of 16 participants. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the *Adult Monthly Journal Group* at the Kenmore Branch on April 5th. There were 10 in attendance. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the monthly *Adult Book Discussion Group* at the Kenilworth Branch on April 6th. There were 10 in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented the *Kenmore Library News Program* for ages 9-12 on April 6th, April 13th, April 20th and April 27th at the Kenmore Branch. There were a total of 35 in attendance. Librarian **Wanda Collins**, from the Central Library Children's Programming Team presented the *Preschool Story Time* at the Kenmore Branch on April 7th, April 14th and April 21st and April 28th. There were 73 children and 58 adults for a total of 131 in attendance. Kenilworth Branch Librarian **Sarah Plunkett-McLean** presented the *Read and Talk ESL Book Club* for adults on April 8th at the Kenilworth Branch. There were 6 in attendance. The Central Library Cybertrain Team presented three Adult Technology Training classes for adults at the Kenmore Branch. The *Microsoft Word Basics* was held on April 8th with 8 in attendance and *Book a Technology Trainer Sessions* were held on April 22nd with 3 in attendance and April 25th with 3 in attendance. The *Books and Barks Program* for ages 5-12 coordinated by Kenmore Branch Librarian **Jill Jablonski** scheduled for April 9th was cancelled because the owner of the Dog Rufus Therapy Dog License expired and was in the processing of getting renewed. In *Celebration of National Library Week*, the *Daughters of Creative Sound* performed for all ages on April 11th at the Kenilworth Branch. Participants enjoyed listening to African tales, powerful rhythms from various instruments and joining in the Drum Circle. There were 2 children and 12 adults for a total of 14 in attendance. In *Celebration of National Library Week*, the *Daughters of Creative Sound* performed for all ages on April 13th at the Kenmore Branch. Participants enjoyed listening to African tales, powerful rhythms from various instruments and joining in the Drum Circle. There were 8 children and 14 adults for a total of 22 in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented two sessions of the *Toddler Time for Twos Program* on April 15th, April 22nd and April 29th. There were 88 children and 71 adults for a total of 159 in attendance. The Explore and More Children's Museum presented the *Pop-Up Art Program* for ages 6-12 on April 16th at the Kenmore Branch. There were 17 children and 8 adults for a total of 25 in attendance. The *Visit with Violet Reading Program* for ages 5-12 coordinated by Kenilworth Branch Librarian **Nancy Offerman** was held on April 20th at the Kenilworth Branch. There were 8 children and 2 adults for a total of 10 in attendance. Library Associate **Cyndy Lenzner** from the Central Library Children's Programming Team

presented the *Erie Carle's Wonderful World Program* for ages 3-7 on April 25th at the Kenilworth Branch. There were 10 children and 6 adults for a total of 16 in attendance. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Teen Gaming Night* for ages 12-17 at the Kenmore Branch on April 26th. There were 8 teens in attendance. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the monthly *Adult Coloring Group* on April 28th at the Kenmore Branch. There were 18 participants.

The Town of Tonawanda Public Library – Kenilworth and Kenmore Branches began providing *Basket Raffles* for children and adults in April. This month's theme was *Gardening* which consisted of two baskets, one geared toward children and the other toward adults. For every 5 items checked out, patrons could enter their name in a drawing for a chance to win a *Gardening Basket* of their choice. The baskets were created by Kenmore Branch Library Associate **Jeanne McGill** with funds from the Kenmore-Town of Tonawanda Friends of the Library. Patrons have made favorable comments about the baskets.

National Library Week was celebrated at the Kenilworth Branch on April 10th – April 16th with a *Scavenger Hunts* for children.

National Library Week was celebrated at the Kenmore Branch on April 1^{0th} – April 1^{6th} with *Scavenger Hunts*, *Activity Centers* for children and a *Raffle* for adults.

Town of Tonawanda Public Library Director **Dorinda Darden** sent a *Thank You Letter* to Daniel Yaeger on April 14th for his donation of \$150 to the Kenmore Branch from *National Fuel's Employee Charitable Grant Program* that is distributed semi-annually beginning in July. National Fuel will match the donation of \$150 making it a total of \$300. Mr. Yaeger has donated for years to the Kenmore Branch under the *National Fuel's Employee Charitable Grant Program*.

AARP provided free *Tax Assistance* on April 4th, April 6th, April 11th, and April 13th at the Kenmore Branch.

New York State Department of Taxation and Finance provided free *Tax Assistance* at the Kenilworth Branch throughout the month of April 5th, April 12th and April 18th.

The Kenmore Branch participated in the *Buffalo Academy of the Sacred Heart Day of Sharing* on April 22nd. Four students from Buffalo Academy of the Sacred Heart did volunteer work at the Kenmore Branch for four hours.

Town of Tonawanda Public Library Director **Dorinda Darden** met with Charles Bickel from CertaPro Painters on April 6th for an estimate on the painting of the main areas of the Kenmore Branch. At the Town of Tonawanda Public Library Board Meeting held on April 12th, The Town of Tonawanda Public Library Board of Trustees approved CertaPro Painters Proposal to paint the main area of the Kenmore Branch at a cost of \$6,670.00 which will be paid by funds from the Kenmore-Town of Tonawanda Friends of the Library.

Tonawanda Public Library Director **Dorinda Darden** participated in the *Ask Us 24/7 Virtual Reference Chat* service on April 6th and April 20th for a total of 2 hours.

As a member of the Zonta Club of Kenmore, Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Zonta Club of Kenmore's Business Meeting* held at the Episcopal Church of the Advent in Kenmore on April 6th.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Public Library Association (PLA) Virtual Conference* held at the Central Library on April 8th.

Town of Tonawanda Public Library Director **Dorinda Darden** and Kenmore Branch Caretaker **Rickie Davis** attended two *Health and Safety Training* sessions at the Central Library on April 11th. The *Bloodborne Pathogens* and the *Green Cleaning Health and Safety Training* sessions were presented by Nellie J. Brown, Director of Workplace Health & Safety Programs at Cornell University School of Industrial and Labor Relations.

Town of Tonawanda Public Library Director **Dorinda Darden** and Kenilworth and Kenmore Branch Manager **Amy Christman** attended the Manager-Director Meeting held at the Central Library on April 13th.

Kenilworth Librarian **Sarah McLean-Plunkett** participated in the *Lightning Talks – Service Special Populations Workshop* provided by the Western New York Library Resources Council (WNYLRC) on April 13th.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Zonta Club of Kenmore's Lucky Number Dinner* held at the Classic V Banquet Hall on Niagara Falls Boulevard on April 13th.

Kenmore Branch Librarian **Jill Jablonski** attended the *Yes You Can: Readers' Advisory for Everyone Webinar* sponsored by Novelist on April 14th.

Kenmore Branch Librarian **Nicole Bermingham**, Town of Tonawanda Public Library Director **Dorinda Darden** and Kenmore Branch Librarian **Jill Jablonski** attended the *Baker & Taylor Title Source 360 (TS360) Introductory Training Webinar* on April 23rd, April 27th and April 28th respectively.

Town of Tonawanda Public Library Director **Dorinda Darden** conducted *Staff Meetings* at the Kenmore Branch on April 25th and at the Kenilworth Branch and Kenmore Branch on April 28th.

Town of Tonawanda Public Library Director **Dorinda Darden** attended a meeting held at the Kenmore Branch on April 26th with Kenmore Merchants Association Member Jann MacDonald to and Kenilworth and Kenmore Branch Manager **Amy Christman** discuss ideas for the *Discover Kenmore* event that will be held on June 18, 2016.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Town of Tonawanda Community Meeting* held at 169 Sheridan Parkside Drive on April 27th.

UNFINISHED BUSINESS:

- 2013-2014 New York State Library Construction Grant: Both the Kenmore and Kenilworth Libraries have received HVAC updates. Also Kenilworth has received a new roof. The Kenmore Library is in the second phase of temperature regulation improvement. Kathryn Gervase from National Grid anticipates the work on the power pole removal will begin in July and expects that the power will be out for approximately 4 hours while this work is being done.
- 2014-2015 New York State Library Construction Grant: The replacement of windows in the Community Room of the Kenilworth Library is expected to begin sometime in May. This will also include the replacement of the door at Kenilworth Library. The elevator improvement work at the Kenmore Library will also begin in May with an expected timeframe of May 9 to May 27 when the elevator will not be available to the public.
- Town of Tonawanda Public Library Initiatives: The construction of the storage shed at the Kenilworth Library is expected to be completed in May. Painting on the second floor of the Kenmore Library has been completed as of May 3.

NEW BUSINESS:

- Amended Buffalo and Erie County Public Library (B&ECPL) Whistleblower Policy: Director Darden explained that this is a system wide policy and therefore requires no changes on our part.
- Review of Bylaws: It was noted that a quorum does not take into consideration if a trustee does not vote due to conflict of interest concern. A review of the bylaws for the Town of Tonawanda Public Library Board does not indicate a need for change.
- Review of Conflict of Interest Policy: Discussion re: the definition of the term Independent Trustee. Does this need to be included in the Conflict of Interest Policy? Discussion tabled until the June Trustee meeting.

PUBLIC COMMENT:

- None

ADJOURNMENT:

- Motion made by Eileen Crawford to adjourn. Motion seconded by Annette Della Posta. Motion passed and meeting adjourned at 8:11 pm.

Respectfully submitted,
Jeanne Phillips
Secretary