

**City of Tonawanda Library**

**January 8, 2018 Library Board meeting minutes**

**In attendance: Bonnie Bugbee, Sharry Folmsbee, Jay Holler, Carole Sinclair, Library Director Mary Muscarella. Absent Cynthia Narloch.**

**Meeting called to order at 6:30 pm by Bonnie Bugbee.**

*Motion made to approve amended minutes of December 11, 2017 Board Meeting by Jay Holler and seconded by Sharry Folmsbee. Unanimously approved.*

**Director’s Report for December 2017:**

**PUBLIC SERVICES**

**In Library Programs:**

* Lego Club was held on Saturdays, December 2nd & 9th, and Tuesday, December 19th. There were a total of 49 participants.
* ‘Mother Goose on the Loose’ Story Time was held on Mondays, December 4th & 11th, and on Tuesdays, December 5th & 12th. There were a total of 116 attendees.
* Family Story Time was held on Monday, December 11th. There were 21 attendees.
* Book Babies was held on Thursdays, December 7th & 14th. There were a total of 55 attendees.
* Adult Coloring program was held on Thursdays, December 7th & 21st. There were a total of 24 participants.
* Evening Book Club met on Tuesday, December 5th. There were 7 participants.
* Chess Club was held on Sundays, December 10th & 17th. There were a total of 9 attendees.
* Graham Cracker Houses – 3 sessions were held (2 on Sunday, December 3rd, and 1 on Monday, December 4th) with a total of 101 participants. This was the first year we have presented this program ourselves (without Explore & More Museum) and it went very well.
* Santa & Mrs. Claus visited the library on Sunday, December 3rd & Monday, December 4th. They greeted a total of 95 people.
* A holiday cookie decorating session was held on Thursday, December 28th. There were 7 participants.
* Drop-In crafts were available on Tuesday, December 26th, Thursday, December 28th & Friday, December 29th. There were a total of 24 participants.

**Adult Technology Programs:**

‘Book A Technology Trainer’ computer class was held on Saturday, December 16th. There were 3 attendees.

**Outreach**

**Displays:**

\* Christmas book displays in Adult New Book area & on top of picture book shelves

**Partnerships:**

* Ravel Rousers knitting club met at the library on Fridays, December 1st, 8th, 15th, 22nd & 29th. There were a total of 20 attendees.
* UB Employment Opportunity Center had an informational table at the library on Tuesdays, December 5th & 19th.
* Durham Staffing had an informational meeting at the library on Tuesday, December 5th & Tuesday, December 19th.

**Correspondence:**

* Letter to Mary Jean Jakubowski (dated 12/14/17) regarding follow-up steps to her email dated 11/28/17 (a copy of which is appended to these minutes)
* Thank you note from Michelle Hurley to the Board for the Tim Horton’s gift card

**FUNDING**

* + 2017 MAT, SER and AV budgets as of December 31st

MAT = $3651 total minus $3680 paid to date = -$29

AV = $1891 total minus $1892 paid to date = -$1

SER = $2983 total minus $2645 paid to date = $338

Campaign Name Dates Amount Deposited

|  |  |  |
| --- | --- | --- |
| Candy bars | 12/1 through 12/31/17 | $74.00 |
| Ongoing book sale | 12/1 through 12/31/17 | $292.20  Cumulative total for 2017=$3937.59 |

**LIBRARY FINANCES**

(ATTACHED)

**STAFF DEVELOPMENT**

* Library Director Mary Muscarella attended the Manager/Director meeting at Central Library on Wednesday, December 8th

**STATISTICS**

**Changes from December 2016 to December 2017**

* Change in circulation: -21.6% (member library average -10.2%)
* Change in door count: -4.1% (member library average -9.7%)
* Change in PAC statistics: -11.0% (member library average -15.2%)
* Change in WiFi: -7.0% (member library average -35.2%)

New Statistics:

* Reference questions answered in December = 341 (for comparison, Grand Island had 99 reference questions, Elma had 234, Kenilworth had 123 and EAU had 416)
* Children’s programs offered: 13 (4 last year)
* Attendance at children’s programs: 251 (46 last year)
* Adult programs offered: 9 (9 last year)
* Attendance at adult programs: 56 (70 last year)
* Family programs offered: 8 (3 last year) (Chess Club & Graham Cracker Houses programs added to this total)
* Attendance at family programs: 226 (116 last year)

**NEW BUSINESS**

* Wish List for $10,000 Bullet Aid from Senator Jacobs

Computer chairs (approx. $4000)

Makerspace technology (approx. $2000)

Enclosed bulletin boards for foyer (approx. $500 for 2) (ON ORDER)

Computer for Karen (approx. $1000) Updated quote.

* Open Hours will change on Fridays starting in January, 2018. We will be open until 5pm.
* Sr. Library Clerk, RPT position has been approved and job category established by the City of Tonawanda City Council at their last meeting.
* 2018 Open dates - Open on Good Friday & November 12th ? (Veterans Day observed)
* 2018 Board meeting dates January 8th, February 12th, March 12th, May 14th, June 11th, July 9th, September 10th, October 8th, November 12th & December 10th.
* Update Trustee Orientation list.
* Two-year anniversary for Mary Muscarella, Library Director and one year for Sharry Folmsbee, Trustee.
* Resolution 2017-47 (extension of contracting library contract with Central)
* Resolution 2017-59 (Librarians Association Contract)
* **Association of Contracting Libraries meeting will be here on Saturday, January 20th.**

***Motion made to include 2018 Library open dates Good Friday (March 30) and Observed Veteran’s Day (November 12) by Carole Sinclair and seconded by Bonnie Bugbee.*** ***Unanimously approved.***

***Motion made to approve 2018 Board Meeting Dates January 8th, February 12th, March 12th, May 14th, June 11th, September 10th, October 8th , November 12th & December 10th by Bonnie Bugbee and seconded by Jay Holler. Unanimously approved.***

***Motion made to accept Resolution 2017-47 (Extension of contracting library contract with Central) by Jay Holler and seconded by Sharry Folmsbee. Unanimously approved.***

***Motion made to approve Resolution 2017-59 (Librarians Association Contract) by Jay Holler and seconded by Carole Sinclair.*** ***Unanimously approved.***

***Motion made to approve purchase of a door counter within the range of $1000 to $1400 to be purchased using Senator Jacobs Bullet Aid by Jay Holler and seconded by Carole Sinclair.*** ***Unanimously approved.***

***Motion made to purchase a computer within the range of $850 to $1000 for Senior Library Clerk, RPT by Sharry Folmsbee and seconded by Jay Holler. Unanimously approved.***

***Motion made for adjournment by Bonnie Bugbee and seconded Jay Holler at 7:40 pm.***

Respectfully Submitted,

Carole Sinclair

December 14, 2017

Mary Jean Jakubowski, Director

Buffalo & Erie County Public Library

1 Lafayette Square

Buffalo, NY 14203

Dear Mary Jean:

At the City of Tonawanda Library Board meeting on Monday, December 11th, the following decisions were made with regard to the ‘next steps’ outlined in your 11/28/17 email (a copy of which is attached for your reference).

With regard to having the City of Tonawanda Library expand open hours on Fridays to 5:00pm, the Board voted unanimously to approve that suggestion. The change in hours will be effective January 1st, 2018.

With regard to conducting public surveys regarding open hours, those surveys will be created and conducted as needed. At this time, the Board did not feel that such a survey is necessary.

With regard to providing the System Director’s office with requested personnel hours for Librarian I RPT and Sr. Library Clerk RPT positions, this information was communicated to that office on Tuesday, November 28th via email.

With regard to considering the use of the Jacobs aid for operating expenses, the Board voted unanimously that such usage would not be appropriate, as it is one-time funding.

With regard to communication assistance with the City of Tonawanda from the System Director’s office, the Board agreed to keep that in mind and will let you know if such assistance is needed in the future.

We eagerly await information from the System Director’s office and the CFO’s office regarding funding of the requested Sr. Library Clerk, RPT position.

Sincerely,

Mary L. Muscarella

Library Director

Cc Bonnie Bugbee, President, City of Tonawanda Library Board of Trustees