

**MINUTES OF THE MEETING
OF THE TOWN OF TONAWANDA LIBRARY BOARD
MAY 8, 2012**

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, May 8, 2012 at the Kenmore Library, 160 Delaware Road, Kenmore, New York, following due notice to Trustees, official public notice to the Tonawanda News, and a posting in the Kenmore and Kenilworth Libraries. The following members were present:

Jason Aronoff	Eileen Crawford	Penny DePasquale
Sheila Ginnane	Nancy O'Donnell	Jeanne Phillips

Also attending: Dorinda Darden, Library Director of Kenmore-Town of Tonawanda Libraries, and Peter Kirsch, resident.

Board Co-Chair, Jason Aronoff, called meeting to order at 7pm

APPROVAL/CHANGES TO AGENDA:

- Sheila Ginnance made a motion to accept the agenda as written with no changes. Motion was seconded by Eileen Crawford and passed.

ADOPTION OF MINUTES:

- Suggestion made by Dorinda Darden to capitalize the words "County Legislator" throughout the minutes
- Suggestion made by Sheila Ginnance to replace the word "Kenilworth" with "Kenmore" and remove the words "at the Kenmore Branch" from the Directors report paragraph 5.
- Motion made by Nancy O'Donnell to accept the minutes of April 10, 2012 with changes made. Motion was seconded by Penny DePasquale and passed.

REPORT OF THE CHAIR:

Jason Aronoff attended the May 5, 2012 ACT meeting at the West Seneca Public Library. There were two items on the agenda: the open meetings laws, and evaluations of Directors. Buffalo and Erie County Public Library Director Mary Jane Jakubowski led the meeting on both items. The meeting began at 10 am and ended at 11:20 am.

Mary Jane Jakubowski spent most of the time doing a PowerPoint presentation of the key legal issues around the open meetings law, often citing comments from Robert Freeman, Executive Director, New York State Committee on Open Government. She wanted those of us on the various Library Boards to be aware of how we were to conduct public meetings and how we were to include or exclude the public at those meetings. The only exclusion of the public at a meeting that is permissible is when the Board goes into Executive Session. No formal vote can be taken on appropriating public money in Executive Session. The basic reason(s) should be stated to the public before going into Executive Session. Among the reasons are matters that might imperil the public safety, matters where the name of a law enforcement agent or an informer would be disclosed, and when the medical, financial, credit or employment history of a

particular person or corporation relating to appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation would be discussed.

Mary Jane Jakubowski distributed a copy of the PowerPoint she went through, and a copy of a suggested "Library Director's Performance Evaluation" form. She briefly discussed the evaluation form and indicated that we might use it as a guide in our annual evaluations of the Director in our particular library(ies).

REPORT OF THE DIRECTOR:

STATISTICS

Circulation:

Kenmore:	April 2011: 27,662	April 2012: 28,067	+1.5%
Kenilworth:	April 2011: 7,764	April 2012: 8,121	+4.6%

Foot Traffic:

Kenmore:	April 2011: 17,650	April 2012: 16,557	-6.2%
Kenilworth:	April 2011: 5,145	April 2012: 5,177	+1.0%

Programs – Librarian Mary Ann Budny from the Central Library's Children's Programming Team presented **Preschool Story Hour** at the Kenilworth Branch on April 3rd with 9 children, 7 adults, April 10th with 18 children, 10 adults, April 17th with 9 children, 10 adults and on April 24th with 9 children, 10 adults for a total of 82 in attendance. Librarian Kathy Goodrich from the Children's Programming Team at the Central Library presented **Preschool Story Hour** at the Kenmore Branch on April 5th, April 12th, April 19th, and April 26th with 55 children and 42 adults for a total of 97 in attendance. An Adult Computer class was presented by the Central Library Cyber train on **Microsoft Publisher** at the Kenilworth Branch on April 3rd with 2 in attendance. Kenilworth Branch Manager Amy Christman presented her Adult Monthly Journal Group meeting at the Kenmore Branch on April 3rd with a total of 10 in attendance. The Central Library Cyber train presented two Adult Computer classes at the Kenmore Branch; *Email Basics* on April 13th with 10 participants and *Family History Online Databases* on April 27th with 15 participants for a total of 25 in attendance. Creative Child Day Care visited the Kenmore Branch on April 24th with 14 children and 2 adults for a total of 16 in attendance. The children and their teachers chose books to borrow. The Falk School visited the Kenilworth Branch twice on April 30th with 4 children and 2 adults for a total of 6 in attendance. AARP prepared 693 Tax Returns at the Kenmore Branch from February 6, 2012 – April 16, 2012.

Kenilworth Branch Manager Amy Christman who went to Part-Time due to being laid off from her Librarian II position in February 2011 accepted a Librarian I RPT position at the Kenilworth Branch effective April 21st.

The Kenmore Branch and the Kenilworth Branch RFID Gates and Self Check-Out machines were installed on April 9th and April 10th respectively. We are now live with RFID. The magazine collection and the new books at the Kenilworth Branch were moved in preparation for the installation of the RFID Gates.

Dawn Stanton and Darlene Pennachi from the Graphics Department at the Central Library installed the signage that they created for the Kenmore Branch Library on April 16th.

Town of Tonawanda Public Library Director Dorinda Darden was a facilitator for the **POST-IT-NOTE PALOOZA! Workshop** about the **B&ECPL's Strategic Plan and Goals and Objectives** held at the Central Library on April 23rd. There were 13 participants.

UNFINISHED BUSINESS:

- Dorinda Darden reported that the Security System installation has begun but is not yet in operation. It should be ready soon.
- Kenmore Library re-opening ceremony will be held on May 24 from 6 to 8 pm

NEW BUSINESS:

- Dorinda Darden reported that there is some money left over from the Bill and Melinda Gates Foundation grants in previous years. Kenmore has \$6000 and Kenilworth has \$10,000. This money will be used toward the purchase of new computers.

PUBLIC COMMENT:

- Peter Kirsch inquired whether the Library Strategic Plan is available to the public. Dorinda Darden replied that it is and provided him with the website to view the plan. Peter Kirsch also inquired whether this Board is supporting the Special Library District. Jason Aronoff explained that we have some concerns about this plan and have been investigating other options. However, he explained the benefits of the Special Library District and stated that it may be the best option for funding of the libraries.

Eileen Crawford made a motion to adjourn to Executive Session in order to discuss recent incidents at the library. Sheila Ginnane seconded this motion. Motion was passed and Executive Session began at 8:05.

EXECUTIVE SESSION:

- Incidents that have recently occurred at the library as well as the Library Rules of Conduct as related to the Town rules were discussed.
- These Rules of Conduct will be reviewed and discussed at a future meeting.

Motion made by Nancy O'Donnell and seconded by Peggy DePasquale to adjourn. Meeting adjourned at 8:35 pm