

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD  
March 13, 2018

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, March 13, 2018 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: Annette Della Posta, Richard Geer, Kathy Kanaley, Jeanne Phillips, and Stanley Pustulka.

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

APPROVAL/CHANGES TO AGENDA:

- Motion made by Kathy Kanaley and seconded by Annette Della Posta to accept agenda as is. Motion passed.

GUEST SPEAKER:

- Kenmore branch Library Page, Partho Bhattacharya, was the guest speaker. He gave a brief overview of his duties at the Library and of the volunteer work he has done in the past at the Kenmore Branch. He has been notably successful as a computer teacher to patrons. Board members asked him questions and expressed appreciation of his work at the library.

ADOPTION OF MINUTES OF THE JANUARY 9, 2018 AND FEBRUARY 13, 2018 BOARD MEETINGS:

- Motion made by Annette Della Posta and seconded by Stanley Pustulka to accept minutes of January 9, 2018. Minutes accepted.
- Motion made by Annette Della Posta and seconded by Kathy Kanaley to accept minutes of February 13, 2018. Minutes accepted.

APPROVAL OF BILLS:

- List of bills to be paid distributed by Director Darden. Discussion and questions followed. Motion made by Kathy Kanaley and seconded by Annette Della Posta to approve payment of bills. Motion passed.

REPORT OF THE TREASURER:

- Treasurer's report distributed by Treasurer Pustulka. Following discussion, motion made Jeanne Phillips and seconded by Annette Della Posta to accept report. Treasurer's report accepted.

REPORT OF THE CHAIR:

- Chair Geer reported on recent ACT meeting held at the Central Branch of Buffalo and Erie County Public Library System. He noted that Director

Darden and five Trustees attended it from Town of Tonawanda public Library Board. Chair Geer also reported that the meeting was well planned and informative- particularly the guided tour of the World War I exhibit now on display.

- Chair Geer reminded trustees to complete required financial statement for the Town of Tonawanda and return it on a timely basis.

## REPORT OF THE DIRECTOR:

### STATISTICS

#### Circulation:

Kenmore:	February 2017: 20,991	February 2018: 18,977	<b>-9.6%</b>
Kenilworth:	February 2017: 5,143	February 2018: 4,869	<b>-5.3%</b>

#### Patron Visits:

Kenmore:	February 2017: 11,772	February 2018: 11,263	<b>-4.3%</b>
Kenilworth:	February 2017: 3,948	February 2018: 3,901	<b>-1.2%</b>

#### Programs:

Kenilworth Branch Librarian **Amy Christman** facilitated a visit from Ripen With Us Child Care Center at the Kenilworth Branch on February 1<sup>st</sup>. There were 8 children and 2 adults for a total of 10 in attendance. Kenilworth Branch Volunteer **Teresa Brancato** provided assistance as a *Computer Coach* on February 1<sup>st</sup>, and February 22<sup>nd</sup> at the Kenilworth Branch. There were a total of 2 participants. Kenmore Branch Librarian **Jill Jablonski** presented the *Preschool Storytime Program* for ages 3-5 on February 1<sup>st</sup>, February 8<sup>th</sup>, Kenmore Branch Librarian **Joseph Patton** presented the *Preschool Storytime Program* on February 15<sup>th</sup> and Kenmore Branch Librarian **Jill Jablonski** presented the *Preschool Storytime Program* on February 22<sup>nd</sup> at the Kenmore Branch. There were 75 children and 52 adults for a total of 127 in attendance. Kenmore Branch Librarian **Jill Jablonski** presented two sessions of the *Toddler Time for 2s Program* on February 2<sup>nd</sup>, Town of Tonawanda Public Library Branch Manager **Nicole Bermingham** presented two sessions of the *Toddler Time for 2s Program* on February 9<sup>th</sup>, February 16<sup>th</sup> and Kenmore Branch Librarian **Jill Jablonski** presented two sessions of the *Toddler Time for 2s Program* on February 23<sup>rd</sup> at the Kenmore Branch. There were 87 children and 77 adults for a total of 164 in attendance. Kenmore Branch Librarian **Jill Jablonski** presented the *Crafter-Day Program* for ages 5-10 on February 3<sup>rd</sup> at the Kenmore Branch. There were 24 children and 16 adults for a total of 40 in attendance. Kenmore Branch Volunteer **Susan Doran** facilitated the *Resume Helper Program* on February 5<sup>th</sup> and February 26<sup>th</sup> at the Kenmore Branch. There were a total of 4 participants. Kenmore Branch Librarian **Jill Jablonski** presented the *Kenmore Library Knitting/Crochet Group* on February 5<sup>th</sup>, February 12<sup>th</sup> and February 26<sup>th</sup>. There were a total of 21 in attendance. Kenmore Branch Volunteer **Partho Bhattacharya** provided assistance as a *Computer Coach* on February 6<sup>th</sup>, February 13<sup>th</sup>, February 20<sup>th</sup> and February 27<sup>th</sup> at the Kenmore Branch. There

were a total of 13 participants. **Anna Cryan** and **Lily Smith**, two student volunteers from Kenmore West High School 's International Baccalaureate Program presented the *Homework Helpers Program* for students in Grades 1-7 on February 6<sup>th</sup>, February 13<sup>th</sup> and February 27<sup>th</sup> at the Kenmore Branch. There were a total of 8 participants.

Kenilworth Branch Librarian **Amy Christman** facilitated the monthly *Adult Monthly Journal Group* at the Kenmore Branch on February 6<sup>th</sup>. There were 10 in attendance. Kenilworth Branch Librarian **Amy Christman** facilitated the monthly *Adult Book Discussion Group* at the Kenilworth Branch on February 7<sup>th</sup>. There were 10 in attendance.

Kenmore Branch Librarian **Joseph Patton** presented the *Kenmore Library News Program* for ages 9-12 on February 7<sup>th</sup>, February 14<sup>th</sup> and February 28<sup>th</sup> at the Kenmore Branch. There were a total of 37 in attendance. Kenmore Branch Volunteer **Matthew Gates** provided assistance as a *Computer Coach* on February 7<sup>th</sup>, February 14<sup>th</sup>, February 21<sup>st</sup> and February 28<sup>th</sup> at the Kenmore Branch. There were a total of 6 participants.

Kenilworth Branch Librarian **Amy Christman** presented the *Craft Club* for children ages 5 and up on February 9<sup>th</sup> at the Kenilworth Branch. There was 1 child and 1 adult for a total of 2 in attendance. The snowstorm may have accounted for the low attendance. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Books and Barks Program* for ages 5-12 held on February 10<sup>th</sup> at the Kenmore Branch. There were 7 children and 5 adults for a total of 12 in attendance. The Kenmore Branch began holding the *Button Making! Program* on Tuesday Nights from 6:30-8:30 PM. The program is open to all ages and allows patrons to make up to three 1.25" buttons per person with our new Button Making machine. The program was held on February 13<sup>th</sup>, February 20<sup>th</sup> and February 27<sup>th</sup>. There were 24 children and 21 adults for a total of 45 in attendance.

Kenilworth Branch Librarian **Amy Christman** facilitated the *Reading with Gus Therapy Dog Program* held on February 14<sup>th</sup> at the Kenilworth Branch. There were 2 children and 2 adults for a total of 4 in attendance. Kenmore Branch Volunteer **Jill Greenberg** facilitated the *Resume Helper Program* on February 14<sup>th</sup>, February 21<sup>st</sup> and February 28<sup>th</sup>. There were a total of 5 participants. The Kenilworth Branch began holding the *Button Making! Program* on Wednesday Nights from 5:00-7:00 PM. The program is open to all ages and allows patrons to make up to three 1.25" buttons per person with our new Button Making machine. The program was held on February 14<sup>th</sup>, February 21<sup>st</sup> and February 28<sup>th</sup>. There were 5 children and 6 adults for a total of 11 in attendance.

The Central Library Children's Programming Team Librarian **Jennifer Lelinski** presented the *Sensory Storytime* for children up to age 12 on February 15<sup>th</sup> and February 22<sup>nd</sup> at the Kenmore Branch. There were 10 children and 8 adults for a total of 18 in attendance. Kenmore Branch Librarian **Joseph Patton** presented the *Lego Club* for ages 6-12 on February 17<sup>th</sup> at the Kenmore Branch. There were 24 children and 12 adults for a total of 36 in attendance. Earth Spirit Educational Services presented a *Reptile and Amphibian Program* for children during the school break on February 21<sup>st</sup> at the Kenilworth Branch. There were 14 children and 9 adults for a total of 23 in attendance. Earth Spirit Educational Services presented a *Reptile and Amphibian Program* for children during the school break on February

21<sup>st</sup> at the Kenmore Branch. There were 21 children and 10 adults for a total of 31 in attendance. The Central Library Cybertrain Team presented *Book a Technology Trainer* sessions on February 26<sup>th</sup> at the Kenilworth Branch. There were 3 participants.

The *Microsoft Word Intermediate Technology Training* scheduled on February 27<sup>th</sup> at the Kenmore Branch was cancelled due to only 1 person signing up for the training. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Teen Gaming Program* for ages 12-17 on February 27<sup>th</sup> at the Kenmore Branch. There were 4 teens in attendance.

The Kenilworth and Kenmore Branches each received a \$100 check from the Lions Club of Kenmore to purchase Large Print and Audiotapes for the visually impaired. Town of Tonawanda Public Library Director **Dorinda Darden** sent *Thank You Letters* for the donations.

AARP provided free *Tax Assistance* on February 5<sup>th</sup>, February 7<sup>th</sup>, February 12<sup>th</sup>, February 14<sup>th</sup>, February 21<sup>st</sup>, February 26<sup>th</sup> and February 28<sup>th</sup>.

The Kenmore Branch participated in the *Take Your Child to the Library Day* held on February 3<sup>rd</sup>. Throughout the day, participants enjoyed making customized bookmarks and door hangers and took home a bag of goodies filled with bookmark, pencil, stickers and other prizes. There was also a raffle for a Gift Basket which received 55 entries. Sandra Siepel was the winner of the Gift Basket.

The *Town of Tonawanda Coalition Community Resource Hub* was held on February 15<sup>th</sup> at the Kenmore Branch. The service providers included, *Belmont Housing Resources, Erie County Bar Association Volunteer Lawyer Project, Ivy Lea Construction, New York State Department of Public Service, PUSH Buffalo, Schofield Care, United Healthcare* and *Veterans One-stop Center of Western New York, Inc.* There were 3 referrals and 7 people who spoke to service providers for a total of 10 participants. In addition, there were 17 people who inquired about services.

The Town of Tonawanda Public Library – Kenilworth and Kenmore Branches provided a *Think Spring! Gardening Basket Raffle*. For every 5 items checked out, patrons could enter their name in a drawing to win the *Think Spring! Gardening Basket*. Delia Baker-Graves won the *Think Spring! Gardening Basket* at the Kenilworth Branch. There were 41 entries at the Kenilworth Branch. Jeanna Duarte-Schwartz won the *Think Spring! Gardening Basket* at the Kenmore Branch. There were 231 entries at the Kenmore Branch.

Town of Tonawanda Public Library Director **Dorinda Darden** and Town of Tonawanda Public Library Branch Manager **Nicole Bermingham** interviewed a candidate on February 7<sup>th</sup> for the Temporary Regular Part-Time Caretaker position that was posted to temporarily fill Kenmore Branch Caretaker **Rickie**

**Davis's** position who has been out on Sick Leave since October 23, 2017 and Kenmore Branch Librarian **Joseph Patton** assisted **Dorinda** and **Nicole** with an interview on February 9<sup>th</sup>. **Lou Marinaccio** accepted the Temporary Regular Part-Time Caretaker position and was scheduled to start on February 20, 2018 but notified **Dorinda** via e-mail on February 17<sup>th</sup> that he decided not to take the position. Kenilworth Branch Cleaner **Brian Bauer** has been cleaning for a couple of hours each week and Town of Tonawanda Maintenance staff has handled the snow plowing at the Kenilworth and Kenmore Branches during **Rickie's** absence.

Tonawanda Public Library Director **Dorinda Darden** participated in the *Ask Us 24/7 Virtual Reference Chat service* on February 7<sup>th</sup> and February 21<sup>st</sup> 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 Church of the Advent on February 7<sup>th</sup>.

Town of Tonawanda Public Library Branch Manager **Nicole Bermingham** attended the *Hiring in the Library: What Supervisors Should Know Workshop* held at the Central Library on February 8<sup>th</sup>.

Town of Tonawanda Public Library Director **Dorinda Darden**, Town of Tonawanda Public Library Board Members Richard Geer, Sheila Ginnane and Stanley Pustulka attended the *Town of Tonawanda State of the Town Address* held at Classis V on Niagara Falls Boulevard on February 9<sup>th</sup>.

Town of Tonawanda Public Library Director **Dorinda Darden** and Town of Tonawanda Public Library Branch Manager **Nicole Bermingham** attended the *Manager-Director Meeting* held at the Central Library on February 14<sup>th</sup>.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Contracting Library Manager/Director Meeting* held at the Orchard Park Library on February 21<sup>st</sup>.

Town of Tonawanda Public Library Director **Dorinda Darden** conducted *Staff Meetings* at the Kenilworth Branch and Kenmore Branch on February 27<sup>th</sup> and at the Kenmore Branch on February 28<sup>th</sup>.

#### UNFINISHED BUSINESS:

- Working draft of strategic plan distributed. Goal II (Community Engagement) reviewed and revised.

#### NEW BUSINESS:

- No new business discussed

PUBLIC COMMENT:

- No public comment

ADJOURNMENT:

- Motion made by Annette Della Posta and seconded by Kathy Kanaley to adjourn. Meeting adjourned at 8:25 pm.

The next meeting of the Town of Tonawanda Public Library Board of Trustees will be on Tuesday, April 10 at 7 pm.

Respectfully Submitted,

Jeanne Phillips  
Secretary