

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
MARCH 12, 2013

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, March 12, 2013 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:

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

Also attending: Dorinda Darden, Library Director of Kenmore-Town of Tonawanda Libraries

APPROVAL/CHANGES TO AGENDA:

- Motion made by Eileen Crawford to add "Review of Emergency Procedures" under Unfinished Business. Motion seconded by Sheila Ginnane

ADOPTION OF MINUTES OF THE FEBRUARY 12, 2013 MEETING:

- Motion made by Sheila Ginnane to accept minutes and seconded by Eileen Crawford. Motion passed.

REPORT OF THE CO- CHAIR:

- Dave and Ruth Dietz sent a Thank You card to the Board and to others for treating them to dinner at Jovi's in January and for the Gift Certificate we presented to them for a dinner at a restaurant in Baltimore.
- Sheila Ginnane, Jeanne Phillips, and Jason Aronoff met on February 18th to discuss meetings we would be having with local political and business leaders to promote the Special Library District. Having just received a letter from the library board members in Cheektowaga questioning the need for such a special district, we decided to postpone meetings with leaders until it was clear that we would not be asked how it was that other town's library boards were not in favor of the special district.
- Jason Aronoff emailed Library Director Mary Jean Jakubowski expressing hesitation about going out to leaders before it is clear that all library boards have a favorable view of the Special Library District.

Jason Aronoff suggested that we slow down on our efforts with leaders until it was clear that the concerns expressed by the Cheektowaga people were answered to their satisfaction.

- Co-Chairs also emailed the library system's Chief Operating Officer, Carol Batt, about security procedures in the event of a gunman or other person intent on harming people getting into a library. This email was prompted by Dorinda sending us the library system's emergency procedures, which did not include anything about the possibility posed to Carol Batt.
- Carol Batt responded the next day with on-line information the library system had that in part addressed the concerns expressed, and said she would consult with others about the issue and then get back to me.

REPORT OF THE DIRECTOR:

- STATISTICS

Circulation:

Kenmore: February 2012: 23,154 February 2013: 25,226 +8.9%*

Kenilworth: February 2012: 8,446 February 2013: 6,735 -20.3%*

Foot Traffic:

Kenmore: February 2012: 11,272 February 2013: 16,759 +48.7%*

Kenilworth: February 2012: 4,879 February 2013: 3,441 -29.5%*

Kenilworth was open an additional 26 hours from February 1, 2012 – February 5, 2012 due to the closing of the Kenmore Branch for remodeling.). *The Kenmore Branch was closed for remodeling from January 23, 2012 – February 7, 2012.

Programs – Kenmore Branch Librarian Nicole Bermingham presented **Toddler Time for 2s Storytime** on February 1st, February 8th and February 15th with 31 children and 34 adults for a total of 65 in attendance. The Central Library Cybertrain staff presented the **E-mail Basics** adult computer class at the Kenmore Branch on February 1st with 12 in attendance. Kenilworth Branch Manager Amy Christman presented her **Adult Monthly Journal Group** meeting at the Kenmore Branch on February 5th with a total of 8 in attendance. The Falk School visited the Kenilworth Branch on February 11th and February 19th with 10 children and 4 adults for a total of 14 in attendance. **A SPCA**

Preschool Story Hour was held on February 12th at the Kenilworth Branch with 12 children and 11 adults for a total of 23 in attendance. Librarian Wanda Collins from the Central Library's Children's Programming Team presented **Preschool Story Hour** at the Kenmore Branch on February 14th, February 21st and February 28th with 41 children and 39 adults for a total of 80 in attendance. Central Library's Children Programming Team presented a story program for children ages 3-8 featuring stories and crafts based on the **Fancy Nancy** books by Jane O'Connor at the Kenilworth Branch on February 15th with 5 children and 5 adults for a total of 10 in attendance. The Central Library Cybertrain provided **Microsoft Word Basics** adult computer class on February 21st at the Kenilworth Branch. There were 3 in attendance. Central Library's Children's Programming Team presented the **Froggy Program** for children ages 3-8 at the Kenmore Branch on February 22nd with 13 children and 8 adults for a total of 21 in attendance.

The Town of Tonawanda Public Library - Kenilworth and Kenmore Branches began participating in the **Holds Wrappers** service on February 1st. Request items are now put out in the public area for patrons to retrieve on their own.

Town of Tonawanda Public Library Director Dorinda Darden sent Development Communications Assistant Deputy Director Joy Testa Cinquino milestone dates and photographs via email for the **B&ECPL System historical timeline** that is being created.

AARP provided *Income Tax Preparation* at the Kenmore Branch on February 4th, February 11th and February 25th.

Kenilworth Branch Library Associate Margaret Kunz was interviewed by Ben Tsujimoto, a reporter from Buffalo.com which is a partner site of the Buffalo News about what the word "Kenilworth" meant to her. The article titled **What's a Kenilworth? - INTERVIEW** appeared on the Buffalo.com blog <http://www.buffalo.com/news/blog/whats-a-kenilworth-interview/> on February 7th. His resulting post on Buffalo.com linked to the Kenilworth Library Facebook page, garnering some publicity for the library amongst his readers.

The Town of Tonawanda Public Library - Kenilworth and Kenmore Branches participated in the **2013 Snapshot, A day in the Life of the Buffalo & Erie County Public Library System** on February 11th and February 12th respectively.

Jim Abramo from the Town of Tonawanda Youth Parks and Recreation was contacted about the recurring leak in Town of Tonawanda Public Library Director Dorinda Darden's office on February 11th. Nick Smith was sent to check on it and determined that the leak originated in the Kenmore Branch Library Associates Jeanne McGill's office and a section of the roof needed to be repaired. The roof was patched on February 13th.

Town of Tonawanda Public Library Director Dorinda Darden attended the **Mobile Services: The Library in Your Pocket** streaming video broadcast sponsored by American Libraries on February 14th.

UNYTS held a Blood Drive at the Kenmore Branch on February 21st.

Kenmore Branch Librarian Jill Jablonski developed a **Teen Program Suggestion Survey**. The suggestions will be used to help develop programs and services for teens.

In an effort to boost circulation, Kenilworth Branch Manager, Amy Christman created a display titled "**Blind Date With a Book,**" in conjunction with Valentine's Day. Titles selected by staff were wrapped in newspaper and red and pink hearts were glued to the fronts of the books. The display sign encouraged patrons to take a chance on an unknown book and "Maybe [you'll] fall in love!"

UNFINISHED BUSINESS:

Lighting Upgrades -

Latest quote on lighting upgrades for the Kenmore library from Frey Electric is \$26,248 with an anticipated rebate of \$3,589. However, still awaiting a revised plan for this quote which Dorinda Darden will request.

Utilization of 1st floor offices at Kenmore branch – Eileen Crawford stated that in meeting with Friends of the Library, most members felt they did not have the number of volunteers necessary to maintain a library “store” but would support any decision for these spaces. Discussion followed re: use of this area as an art/picture display area.

New Library Board members:
Jason Aronoff has been in touch with one perspective new member and has requested he submit more biographical information for board review. Eileen Crawford also has a couple more people who she has suggested be approached. Jason Aronoff will investigate these leads.

Jason Aronoff discussed emergency library procedures with Carol Batt.

NEW BUSINESS:

Dorinda Darden informed the Board that there are still some funds remaining from the 2009 Gates grant. Kenmore has \$6,697.67 and Kenilworth has \$10,022.93. With these funds 9 new computers will be purchased for Kenmore and 13 computers will be updated at Kenilworth along with the purchase of a color printer.

The grant from Senator Ranzenhofer was \$30,000 for 2012. This money was used to purchase 25 new computers to replace old ones at Kenmore branch. Dorinda Darden continues to determine how funds will be utilized at Kenilworth.

Dorinda Darden reminded everyone that the State of the Town address is scheduled for Friday, March 22.

EXECUTIVE SESSION:

At 8:25 pm the Town of Tonawanda public library board of trustees went into executive session to discuss concerns with use of the conference room.

Nancy O'Donnell made a motion to adjourn at 8:40. Eileen Crawford seconded this motion. Motion passed and meeting adjourned. The next regular board meeting will be on Tuesday, April 9, 2013 at 7pm.