

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD  
APRIL 12, 2016

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, April 12, 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.

Guest: Mr. McDonald (representing his son, Matthew, Eagle Scout Shed Project)

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

APPROVAL/CHANGES TO AGENDA:

- Motion made by Eileen Crawford to schedule update from Mr. McDonald to immediately follow approval of minutes on the agenda. Motion seconded by Annette Della Posta and approved.

ADOPTION OF MINUTES:

- Motion made by Laura Glass to accept minutes as written. Motion seconded by Sheila Ginnane and passed.

KENILWORTH SHED UPDATE:

- Mr. McDonald provided trustees with information re: four different types of sheds. Discussion followed re: pros and cons of each style. Mr. McDonald also informed trustees of the need for paint and roofing shingles as separate pricing from the shed kit. Dorinda Darden stated that the Town has advised her that they will pay for and install a concrete base for this shed. The Eagle Scouts hope to build the shed in late May. The cost will be covered by the funds from the Kenmore-Town of Tonawanda Friends of the Library. Motion made by Laura Glass to approve the purchase and building of the Rainier style storage shed at the Kenilworth Library. Annette Della Posta seconded motion. Motion was unanimously passed.

REPORT OF TREASURER:

- Treasurer's report distributed and reviewed by trustees. Motion made by Eileen Crawford to accept the report of the Treasurer and seconded by Sheila Ginnane. Motion passed.

REPORT OF CHAIR:

- Chair Geer acknowledged thank you notes received from the families of Nancy Offerman and Samuel Hayes.
- Chair Geer and Jeanne Phillips attended state of the Town luncheon.
- Chair Geer attended a meeting on 3/11/16 with Town and library representatives to resolve the issue of money left from the 2013 – 2014 Library Construction Grant and how it would be spent. In order to stay in compliance with regulations governing the spending of this money, it was decided to spend it on updating the Building Control System at the Kenmore Library.
- Richard Geer officially welcomed Kathy Kanaley as a new Library Board member as approved by the Town Board on 3/21/16.

REPORT OF DIRECTOR:

**STATISTICS**

**Circulation:**

|             |             |        |             |        |        |
|-------------|-------------|--------|-------------|--------|--------|
| Kenmore:    | March 2015: | 24,329 | March 2016: | 24,160 | -0.7%  |
| Kenilworth: | March 2015: | 6,346  | March 2016: | 5,401  | -14.9% |

**Patron Visits:**

|             |             |        |             |        |        |
|-------------|-------------|--------|-------------|--------|--------|
| Kenmore:    | March 2015: | 16,452 | March 2016: | 14,235 | -13.5% |
| Kenilworth: | March 2015: | 4,448  | March 2016: | 4,813  | +8.2%  |

**Programs:**

Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the *Adult Monthly Journal Group* at the Kenmore Branch on March 1<sup>st</sup>. There were 9 in attendance. Kenmore Branch Librarian **Jill Jablonski** presented the *Dr. Seuss Story Time* for ages 3-5 on March 2<sup>nd</sup> at the Kenmore Branch. There were 12 children and 8 adults for a total 20 of in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented the *Kenmore Library News Program* for ages 9-12 on March 2<sup>nd</sup>, March 9<sup>th</sup>, March 23<sup>rd</sup> and March 30<sup>th</sup> and Kenmore Branch Librarian **Joseph Patton** presented the *Kenmore Library News Program* on March 16<sup>th</sup> at the Kenmore Branch. There were a total of 29 in attendance. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the monthly *Adult Book Discussion Group* at the Kenilworth Branch on March 2<sup>nd</sup>. There were 10 in attendance. Librarian **Wanda Collins**, from the Central Library Children’s Programming Team presented the *Preschool Story Time* at the Kenmore Branch on March 3<sup>rd</sup>, March 10<sup>th</sup> and March 17<sup>th</sup>. There were 45 children and 38 adults for a total of 83 in attendance. Ripen With Us Child Care Center visited the Kenilworth Branch on March 4<sup>th</sup> 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 5 children and 1 adult for a total of 6 in attendance. Librarian **Steven Clancy** from the Central Library Children’s Programming Team presented the *Star Wars Jedi Academy Program* for children ages 6-12 on March 4<sup>th</sup> at the Kenilworth Branch. There were 18 children and 9 adults for a total of 27 in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented the *Crafter-Day Program* for ages 6-10 on March

5<sup>th</sup> at the Kenmore Branch. There were 21 children and 11 adults for a total of 32 in attendance. The Central Library Cybertrain Team provided three *Book a Technology Trainer Sessions* held on March 7<sup>th</sup>, March 14<sup>th</sup> and March 21<sup>st</sup> at the Kenilworth Branch. There were a total of 8 adults in attendance. Kenilworth Branch Librarian **Sarah Plunkett-McLean** presented the *Read and Talk ESL Book Club* for adults on March 11<sup>th</sup> at the Kenilworth Branch. There were 3 in attendance. The Central Library Cybertrain Team presented a *Book a Technology Trainer Session* for 2 adults at the Kenmore Branch on March 11<sup>th</sup>. The *Books and Barks Program* for ages 5-12 coordinated by Kenmore Branch Librarian **Jill Jablonski** was held on March 12<sup>th</sup>. There were 4 children and 4 adults for a total of 8 in attendance. The *Visit with Violet Reading Program* for ages 5-12 coordinated by Kenilworth Branch Librarian **Nancy Offerman** was held on March 16<sup>th</sup> at the Kenilworth Branch. There were 7 children and 7 adults for a total of 14 in attendance. Librarian **Maria Lowe**, from the Central Library Children's Programming Team presented the *Eric Carle's Wonderful World Program* for ages 3-7 on March 22<sup>nd</sup> at the Kenmore Branch. There were 22 children and 10 adults for a total of 32 in attendance. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the first session of the new monthly *Adult Coloring Group* on March 24<sup>th</sup> at the Kenmore Branch. There were 9 participants who colored pages from Adult Coloring Books using colored pencils, markers, and gel pens, while listening to soft music. Kenilworth Branch Library Associate **Margaret Kunz** facilitated the new *Adult Coloring Clinic* held at the Kenilworth Branch on March 28<sup>th</sup>. There were 3 participants. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Teen Gaming Night* for ages 12-17 at the Kenmore Branch on March 29<sup>th</sup>. There were 8 teens in attendance.

The Town of Tonawanda Public Library received a check dated March 18, 2016 from the Kenmore-Town of Tonawanda Friends of the Library in the amount of \$10,000 to purchase items from the *Town of Tonawanda Public Library Wish List for 2016* submitted on January 22, 2016. Town of Tonawanda Public Library Director **Dorinda Darden** sent a *Thank You Letter* to the Kenmore-Town of Tonawanda Friends of the Library President Laura Glass on March 21<sup>st</sup>.

Town of Tonawanda Public Library Director **Dorinda Darden** submitted a *Kenmore Merchants Association Membership Application* on March 23<sup>rd</sup> for the Town of Tonawanda Public Library.

AARP provided free *Tax Assistance* on March 7<sup>th</sup>, March 9<sup>th</sup>, March 14<sup>th</sup>, March 16<sup>th</sup>, March 21<sup>st</sup>, March 23<sup>rd</sup>, March 28<sup>th</sup> and March 30<sup>th</sup> at the Kenmore Branch.

New York State Department of Taxation and Finance provided free *Tax Assistance* at the Kenilworth Branch throughout the month of March.

Marianne Izard was the winner of the system-wide *Adult Winter Reading Contest* for the Kenilworth Branch.

Aida Cruz was the winner of the system-wide *Adult Winter Reading Contest* for the Kenmore Branch.

Kenmore Branch Librarian **Nicole Bermingham** raffled off a set of four *Buffalo Philharmonic Orchestra (BPO)* tickets for the *Peter and the Wolf* show during the *Crafter Day Program* at the Kenmore Branch. The winner was Arianna Worth (age 3) and her family.

**Laura Rumschik** resigned from her Page position at the Kenmore Branch. Her last day was March 4<sup>th</sup>. **Samuel Hayes III** was hired as a Page at the Kenmore Branch effective March 5, 2016.

Town of Tonawanda Public Library Director **Dorinda Darden**, Kenilworth and Kenmore Branch Manager **Amy Christman**, Kenilworth Branch Librarian **Sarah McLean-Plunkett**, Kenilworth Branch Librarian Kenmore Branch Librarians **Nicole Bermingham** and **Jill Jablonski**, Kenmore Branch Library Clerk **Joyce McCullagh**, Kenmore Branch Pages **Shawna McGuire** and **Brian Spillman**, and Kenmore Branch Senior Page **Julie Spillman** completed the Annual Compliance Training for *Harassment: Sex, Religion and Beyond* and *Workplace Violence: the Early Warning Signs* in March.

Town of Tonawanda Public Library Director **Dorinda Darden** attended a meeting held at the Kenmore Branch on March 4<sup>th</sup> with Kenmore Merchants Association President Marcia Brogan and Jann MacDonald to discuss ideas for the *Discover Kenmore* event that will be held on June 18, 2016.

Tonawanda Public Library Director **Dorinda Darden** participated in the *Ask Us 24/7 Virtual Reference Chat* service on March 7<sup>th</sup> and March 23<sup>rd</sup> for a total of 2 hours.

Kenilworth Branch Librarian **Sarah McLean-Plunkett** attended the *Customer Service Committee Meeting* held at the Central Library on March 7<sup>th</sup> and March 28<sup>th</sup>.

Kenmore Branch Caretaker **Rickie Davis**, Tonawanda Technical Support Department Engineer James (Jim) Jones, Town of Tonawanda Technical Support Department Junior Engineer Andrew Rak, Town of Tonawanda Youth, Parks and Recreation Department Crew Chief Jim Abramo and Mark Casell from Siemens attended the *HVAC Control Review Meeting* held at the Kenmore Branch on March 11<sup>th</sup>.

Kenilworth Librarian **Sarah McLean-Plunkett** participated in the *Do-It-Yourself (DIY) Digital Black Box Workshop* provided by the Western New York Library Resources Council (WNYLRC) on March 16<sup>th</sup>.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Town of Tonawanda Community Meeting* held at 169 Sheridan Parkside Drive on March 23<sup>rd</sup>.

Kenmore Branch Librarian **Jill Jablonski** took part in the following *Webinars* in March:

*YA Announcements: Spring 2016* on March 18<sup>th</sup>, *Taking Time to Teach Technology to Technophobes* on March 21<sup>st</sup>, *Why Books are Still a Good Library Brand* on March 22<sup>nd</sup>, and *Get More Graphic: New Titles for Your Graphic Novel Shelves* on March 24<sup>th</sup>.

Kenilworth and Kenmore Branch Manager **Amy Christman** participated in *Providing Constructive Employee Feedback* and *Having Fun at Work Again Online Training* through Webjunction on March 28<sup>th</sup>.

Town of Tonawanda Public Library Director **Dorinda Darden** conducted *Staff Meetings* at the Kenilworth Branch on March 29<sup>th</sup> and at the Kenmore Branch on March 30<sup>th</sup> and March 31<sup>st</sup>.

Kenilworth Branch Librarian **Sarah McLean-Plunkett** attended the *Patron Driven Weeding as Engagement and Collection Development Webinar* presented by Southeastern NY Library Resources Council (SENYLRC) on March 30<sup>th</sup>.

Town of Tonawanda Public Library Director **Dorinda Darden**, Town of Tonawanda Technical Support Department Engineer James (Jim) Jones, Town of Tonawanda Technical Support Department Director Michael Kaiser, Town of Tonawanda Youth, Parks and Recreation Department Supervisor Parks Maintenance Rich Ford and Town of Tonawanda Technical Support Department Senior Engineer Assistant David Decker attended the *New York State Library Construction Grant Meeting* held at the Kenmore Branch on March 31<sup>st</sup>. Sue Barnes, President of Grantmakers Advantage provided consultation on the telephone during the meeting.

#### UNFINISHED BUSINESS:

- 2013 – 2014 New York State Library Construction Grant: The State has approved using the left over funds for the building control system at the Kenmore Library. However, it must be completed by 6/30/16. The cost will be \$24,534 and will be covered by the excess from this grant.
- 2014-2015 New York State Library Construction Grant: A 90-day extension has been requested for the completion of this grant. The reconstruction and updating of the elevator at the Kenmore Library should be completed by the end of May. The replacement of the Community Room windows and the door at the Kenilworth library should be completed by the end of June. This includes the necessary asbestos abatement.
- Town of Tonawanda Public Library Initiatives: The painting of the main area of the Kenmore Library (to be funded by the Kenmore-Town of

- Tonawanda Friends of the Library) was estimated at \$6,670, which includes the paint.
- Kenmore Village Improvement Society (KVIS) President, Melissa Foster, is planning to schedule a meeting to discuss gardening plans and costs for the Kenilworth Library.

**NEW BUSINESS:**

- Dorinda Darden distributed the amended Anti-Harassment Policy, Circulation Policy and Volunteer Policy for review and discussion. These are Buffalo and Erie County Public Library System –wide Policies. Director Darden has made all Library staff aware of these policies and has them posted for the public in the Library and on Library web pages.
- Resolution to Accept 2015 State Report and Annual Report: Director Darden distributed these reports for review. Eileen Crawford made a motion to accept the Resolution and Annette Della Posta seconded it. The Resolution was unanimously approved.

**PUBLIC COMMENT:**

- None

**DUE TO ATTENDANCE PROBLEMS FOR THE NEXT SCHEDULED LIBRARY BOARD MEETING, IT WILL BE CHANGED TO MAY 3, 2016 AT 7 PM.**

**ADJOURNMENT:**

- Motion made by Eileen Crawford to adjourn. Motion seconded by Sheila Ginnane. Meeting adjourned at 8:15 pm

Respectfully submitted,  
Jeanne Phillips  
Secretary