

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
MARCH 8, 2016

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, March 8, 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 and Jeanne Phillips.

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

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

APPROVAL/CHANGES TO AGENDA:

- Motion made by Eileen Crawford to accept agenda for meeting of March 8,2016. Motion seconded by Laura Glass. Motion passed.

ADOPTION OF MINUTES:

- Motion made by Annette Della Posta to accept the minutes of February 6, 2016 as written. Motion seconded by Eileen Crawford and passed.

REPORT OF TREASURER:

- Report distributed and reviewed. Motion made by Annette Della Posta to accept the Treasurer's report and seconded by Laura Glass. Motion passed.

REPORT OF CHAIR:

Chair Geer anticipates attending a meeting on March 11 at the Kenmore Public Library with Jim Jones from the Town of Tonawanda and representatives from Siemens to discuss improvements to the HVAC system at the Kenmore Library with funding from the 2014-2015 New York State Library Construction Grant.

Chair Geer and trustee Jeanne Phillips will attend the State of the Town luncheon at Classics V Restaurant on March 18.

The chair has received acknowledgements from the Charlevoix Public Library, Charlevoix, Michigan for contributions from the Board of Trustees in the memory of Dale Glass.

REPORT OF DIRECTOR:

STATISTICS

Circulation:

| | | | |
|-------------|-----------------------|-----------------------|-------|
| Kenmore: | February 2015: 21,300 | February 2016: 21,693 | +1.8% |
| Kenilworth: | February 2015: 5,123 | February 2016: 4,722 | -7.8% |

Patron Visits:

| | | | |
|-------------|-----------------------|-----------------------|-------|
| Kenmore: | February 2015: 12,809 | February 2016: 12,588 | -1.7% |
| Kenilworth: | February 2015: 3,800 | February 2016: 4,125 | +8.6% |

Programs:

Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the *Adult Monthly Journal Group* at the Kenmore Branch on February 2nd. There were 7 in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented the *Kenmore Library News Program* for ages 9-12 on February 3rd, February 10th and February 24th at the Kenmore Branch. There were a total of 20 in attendance. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the monthly *Adult Book Discussion Group* at the Kenilworth Branch on February 3rd. There were 10 in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented two sessions of the *Toddler Time for Twos Program* on February 5th, February 12th, February 19th and February 26th. There were 80 children and 71 adults for a total of 151 in attendance. Ripen With Us Child Care Center visited the Kenilworth Branch on February 4th to listen to stories read by Kenilworth Librarian **Nancy Offerman**, watched a movie and to select books to take back to their classroom. There were 3 children and 1 adult for a total of 4 in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented the *Crafter-Day Program* for ages 6-10 on February 6th at the Kenmore Branch. There were 22 children and 9 adults for a total of 31 in attendance. Librarian **Wanda Collins**, from the Central Library Children's Programming Team presented the *Preschool Story Time* at the Kenmore Branch on February 11th, February 18th and February 25th. There were 53 children and 40 adults for a total of 93 in attendance. Kenilworth Branch Librarian **Sarah Plunkett-McLean** presented the *Read and Talk ESL Book Club* for adults on February 12th at the Kenilworth Branch. There were 3 in attendance. The *Books and Barks Program* for ages 5-12 coordinated by Kenmore Branch Librarian **Jill Jablonski** was held on February 13th. There were 8 children and 4 adults for a total of 12 in attendance. Library Associate **Cynthia Lenzer** from the Central Library Children's Programming Team presented the *Star Wars Jedi Academy Program* for ages 6-12 on February 16th at the Kenmore Branch. There were 19 children and 9 adults for a total of 28 in attendance. The *Visit with Violet Reading Program* for ages 5-12 coordinated by Kenilworth Librarian **Nancy Offerman** was held on February 17th at the Kenilworth Branch. There were 2 children and 1 adult for a total of 3 in attendance. The Central Library Cybertrain Team presented the *Computer Basics Technology Training class* for adults at the Kenmore Branch on February 19th. There were 11 in attendance. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Teen Gaming Night* for ages 12-17 at the Kenmore Branch on February 23rd. There were 15 teens in attendance.

AARP provided free *Tax Assistance* on February 1st, February 3rd, February 8th, February 10th, February 17th, February 22nd, February 24th and February 29th at the Kenmore Branch Library.

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

On February 18th, the Kenmore Branch received a check in the amount of \$80 from Jim Fletcher, United Automobile, Aerospace and Agriculture Implement Workers of America (UAW) Local 3303 in memory of James Carl Lakeman. At the request of UAW Local 3303, we will purchase at least two books in the subject matter of fishing and golf, two of Mr. Lakeman's favorite hobbies. A Bookplate will be put in each book in memory of James Carl Lakeman and the Bookplate will also acknowledge that the donation was from the UAW Local 3303. Town of Tonawanda Public Library Director **Dorinda Darden** sent Acknowledgment Letters to Mary Ann Lakeman and Jim Panei, President of UAW Local 3303 as requested in the letter received.

The Kenmore Art Society changed the artwork in the main areas of the Kenmore Branch on February 18th. A Thank You Card addressed to Town of Tonawanda Public Library Director **Dorinda Darden** from Eileen Raderman from the Kenmore Art Society was received on February 29th expressing gratitude for the being able to display artwork at the Kenmore Branch as well as for the great help they received from Kenmore Branch Caretaker **Rickie Davis** during their visit on February 18th to hang the art work.

Joseph Patton was accepted the Part-Time Librarian I position at the Kenmore Branch Library effective February 20, 2016. He spent his first week training in Borrower Services at the Central Library and at the Kenmore Branch.

Local author **Mary Mullett-Flynn** conducted a reading and discussion of her book Cherry Blossom Diaries: Buffalo to Washington 1942-1945 on February 25th at the Kenmore Branch. There were 5 adults in attendance.

Kenilworth Librarian **Sarah McLean-Plunkett** participated in *Cosplay for Your Library* and *Practical RDA: An Introduction* Webinars provided by the Western New York Library Resources Council (WNYLRC) on February 2nd.

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 Episcopal Church of the Advent in Kenmore on February 3rd.

Town of Tonawanda Public Library Director **Dorinda Darden**, Town of Tonawanda Public Library Board Members Eileen Crawford, Annette Della Posta, Richard Geer, Sheila Ginnane and Stanley Pustulka attend the *Annual Trustee Workshop* held at the Central Library on February 6th.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Manager-Director Meeting* held at the Central Library on February 10th.

Tonawanda Public Library Director **Dorinda Darden** worked the *Ask Us 24/7 Virtual Reference Chat* service on February 10th and February 25th for a total of 2 hours.

Town of Tonawanda Public Library Director **Dorinda Darden** conducted Staff Meetings at the Kenmore and Kenilworth Branches on February 17th and at the Kenmore Branch on February 18th.

Kenilworth and Kenmore Branch Manager **Amy Christman** and Kenmore Branch Librarian **Jill Jablonski** met with Collection Development Librarian **Michelle Snyder** from the Central Library on February 24th at the Kenmore Branch to discuss Collection needs.

Kenilworth Library Associate **Margaret Kunz** attended the *Diversity and Inclusion Committee Meeting* on February 25th.

Kenilworth and Kenmore Branch Manager **Amy Christman** held a *Librarians Meeting* on

February 25th at the Kenmore Branch. Kenmore Branch Librarians **Nicole Bermingham** and **Jill Jablonski** attended the meeting.

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

Providing Constructive Employee Feedback (OCLC) and MacGyver Librarianship and The Art of Doing More with Less (TL Virtual Café) on February 1st; *Leaving Fort Ref: Reaching Out with Reference (OCLC)* on February 2nd; *Creative Spaces and Family Engagement in Libraries (OCLC)* on February 5th; *Self Directed Achievement (OCLC) and Skills for the Everyday Leader (OCLC)* on February 6th; *Being Customer Focused: New and Emerging Trends in Customer Service (OCLC)* and *What We're Reading for Spring 2016 (Booklist)* on February 7th; *Straight Outta Britannica: The Real Story Behind Research (Booklist)* and *Teens and Tech: Creating Successful STEM Programs in Libraries (TechSoup)* on February 8th and *Demonstrating Impact: Teen Summer Reading (YALSA)* on February 10th.

UNFINISHED BUSINESS:

- **2013-2014 New York State Library Construction Grant:** As per conversation at previous Library Board meeting, there is some money left from this grant. After Director Darden met with Tonawanda Town representatives, it was determined that approximately \$21,000 remains. Director Darden suggested this be used for a second boiler for the Kenmore Branch Library. However, since this would need to be purchased and installed by June 30 it was realized that this couldn't be done. The money will consequently be used to update the Building Control System since defects in this system have caused some environment control problems in the Kenmore Branch Library.
- **2014-2015 New York State Library Construction Grant:** Window and door replacement bids (for Kenilworth Branch Library) have been put up for rebid since there were no bids the first time. The Town of Tonawanda agreed that perhaps by separating these two bids it might be more likely to receive a bid for this work. A schedule for the elevator reconstruction at the Kenmore Branch Library will be received shortly. It is expected that the elevator will be out of

service for 2 to 3 weeks during this time and hopefully be completed by the end of May.

- Town of Tonawanda Public Library Initiatives: Matt McDonald has visited Kenilworth Library to assess the building of a storage shed. He will be invited to the April Library Board meeting to discuss type and size of shed.

NEW BUSINESS:

- **Grant from New York State Assemblyman Robin Schimminger:** This \$6000 grant will be used for furnishings and technology in the libraries. Dorinda Darden has completed the application for this grant and forwarded it to Assemblyman Schmininger. Director Darden expects to purchase café table, stool, game equipment, mobile shelving, mobile end panel, mobile sign holders, digital sign and two seat sofa for the Teen area with these funds.
- Director Darden has submitted **New York State Public Library Construction Needs**
- **State of the Town Address** will be held March 18, 2016 at Classics V restaurant. Two trustees plan on attending.
- Copy of the **Buffalo and Erie County Public Library Bulletin Board and Distribution Policies** reviewed and discussed. Motion made by Sheila Ginnane to adopt these policies and seconded by Eileen Crawford. Motion passed and policies were adopted.
- Dorinda Darden announced that there would be a **Staff Development Day** for Buffalo and Erie County Library employees on Wednesday, May 11, 2016 from 8:30-4:30. Motion made by Annette Della Posta that the Kenmore and Kenilworth Libraries be closed that day so that employees may attend. Motion seconded by Sheila Ginnane and passed.
- **Kenmore Merchants Association Membership:** Dorinda Darden met with Marsha Brogan and Jan McDonald about becoming a member of the Kenmore Merchants Association. She reported that it is \$65 per year and they would advertise library programs on their website. Laura Glass made a motion that we join the Kenmore Merchants Association and Eileen Crawford seconded this motion. Motion was passed.
- Laura Glass noted that the Friends of the Library would sponsor gift bags for children to be distributed at the Discover Kenmore event in conjunction with the activities sponsored by the Town of Tonawanda Public Libraries.

PUBLIC COMMENT:

- None

ADJOURNMENT:

- Eileen Crawford made a motion to adjourn. Annette Della Posta seconded motion. Meeting was adjourned at 8:10 pm.

Respectfully Submitted,
Jeanne Phillips
Secretary