

## MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD, October 13, 2015

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday October 13, 2015 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:

Jason Aronoff, Annette Della Posta, Richard Geer, Sheila Ginnane, Laura Glass, Jeanne Phillips, Stan Pustulka

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

Chair, Sheila Ginnane called meeting to order at 7:00 pm.

### APPROVAL/CHANGES TO AGENDA:

- No changes were made. Motion to accept the Agenda was made by Annette Della Posta, and seconded by Jeanne Phillips. Motion passed.

### ADOPTION OF MINUTES:

- Motion was made by Laura Glass to accept the proposed minutes from September 8, 2015, and seconded by Rick Geer. Motion passed.

### REPORT OF THE TREASURER:

- Motion was made by Stan Pustulka to accept the Treasurer's Report, and seconded by Annette Della Posta. Motion passed.

### REPORT OF THE CHAIR SHEILA GINNANE:

On September 15<sup>th</sup>, Chair Sheila Ginnane and Trustees Jason Aronoff, Jeanne Phillips, and Stan Pustulka attended the reception for the Public Library Administrator's Certificate Program (PLACP) graduates at the Buffalo and Erie County Public Library. Town of Tonawanda Public Library Director Dorinda Darden was a graduate of the 5-year program.

On September 18<sup>th</sup>, Chair received a notice of the ACT Meeting to be held Saturday, October 17<sup>th</sup> at the Cheektowaga Pubic Library. The topic is the New York State Audit Process which can affect any Library. It begins at 9:30 am goes until noon.

The Chair received an invitation to the Friends Meeting on October 17<sup>th</sup> which is their Volunteer Appreciation Lunch.

The Chair asked Library Director Darden for an update on the work being done under the 2013-114 NYS Construction Grant. She relayed an email from Jim Jones, Town Engineer saying that the punch list items were not done and full payment to Parise

Mechanical will be withheld until the work is completed. The railings on the roof of the Kenmore Library will be installed by the Town.

On September 24<sup>th</sup> Chair Ginnane attended the Book signing Event at the Kenmore Library which featured historian, John Percy and his book, BUFFALO-NIAGARA CONNECTIONS. The event was sponsored by KVIS and Library Director welcomed those present.

On September 28<sup>th</sup> Chair received the Amended Volunteers Program Policy. It is a system-wide Policy and a part of the Contract Library Volunteer Program Policy. It was amended September 17<sup>th</sup>. It includes the Amended Volunteer Application Form and the Amended Volunteer Liability Waiver and Release Form.

On October 1<sup>st</sup> Chair Ginnane met with Library Director Darden to go over her evaluation Report from the Library Board of Trustees. They both signed the Report and each will keep a copy.

Also on October 1<sup>st</sup>, the Chair was present when Town Employees Dave Decker and Andrew Rak met with Director Darden concerning the ongoing problems with the new auxiliary HVAC unit that continues to drip water. This part of the Grant work being done and will be addressed.

#### REPORT OF LIBRARY DIRECTOR DORINDA DARDEN:

##### **Circulation:**

Kenmore:	September 2014: 24,314	September 2015: 22,366	<b>-8.0%</b>
Kenilworth:	September 2014: 6,916	September 2015: 5,167	<b>-25.3%</b>

##### **Patron Visits:**

Kenmore:	September 2014: 14,374	September 2015: 12,251	<b>-14.8%</b>
Kenilworth:	September 2014: 4,962	September 2015: 4,723	<b>- 4.8%</b>

##### **Programs:**

Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the *Adult Monthly Journal Group* at the Kenmore Branch on September 1<sup>st</sup>. There were 8 in attendance. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the monthly *Adult Book Discussion Group* at the Kenilworth Branch on September 2<sup>nd</sup>. There were 9 in attendance. The Central Library Cybertrain Team presented two Adult Computer classes at the Kenmore Branch. The *Microsoft Word Intermediate* class was held on September 4<sup>th</sup> with 2 in attendance. The *Google Maps* class was held on September 25<sup>th</sup> with 1 in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented the *Crafter-Day Program* for ages 6-10 on September 5<sup>th</sup> at the Kenmore Branch. There were 9 children and 1 adult for a total of 10 in attendance. The Falk School visited the Kenilworth Branch on September 9<sup>th</sup> with 2 children and 1 adult, on September 10<sup>th</sup> with 3 children and 1 adult, and on September 25<sup>th</sup> with 8 children and 2 adults, for a total of 17 in attendance. The Central Library Cybertrain Team conducted *Book a Technology Trainer Appointments* for adults at the Kenilworth Branch on September 15<sup>th</sup>. There were 3 participants. Creative Child Day Care Center visited the Kenmore Branch on September 15<sup>th</sup>. Kenmore Branch Librarian **Peter Kirsch** provided

a tour of the Children's area, read stories and helped children find books to check out. There were 20 children and 4 adults for a total of 24 in attendance. Creative Child Day Care Center visited the Kenmore Branch on September 16<sup>th</sup>. Kenmore Branch Librarian **Jill Jablonski** with the assistance of Kenilworth Branch Librarian **Sarah McLean-Plunkett** provided a tour of the Children's area, read stories and helped children find books to check out. There were 15 children and 2 adults for a total of 17 in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented the new *Kenmore Library News Program* for ages 9-12 on September 23<sup>rd</sup> at the Kenmore Branch. The group will meet weekly to produce a Library Newsletter. There were 14 children and 1 adult for a total of 15 in attendance. Librarian **Wanda Collins** from the Central Library Children's Programming Team presented *Preschool Storytime* on September 24<sup>th</sup> at the Kenmore Branch. There were 29 children and 20 adults for a total of 49 in attendance. Due to the popularity of the *Toddler Time for Twos Program*, Kenmore Branch Librarian **Nicole Bermingham** began presenting two sessions of the *Toddler Time for Twos Program* on September 25<sup>th</sup> at the Kenmore Branch. There were 16 children and 16 adults in the first session and 12 children and 10 adults in the second session for a total of 54 in attendance. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Teen Gaming Night* for ages 13-17 at the Kenmore Branch on September 29<sup>th</sup>. There were 12 teens in attendance.

The Kenmore-Town of Tonawanda Friends of the Library held the *Annual Book Sale* from September 9, 2015 – September 12, 2015 at Lincoln Arena. The Book Sale raised over \$16,000. This year's proceeds will be used for Renovations of the Community Room and creation of a garden at the Kenilworth Branch.

Town of Tonawanda Public Library Director **Dorinda Darden** completed the *Public Library Administrator's Certificate Program (PLACP)* on September 15, 2015. A Graduation Ceremony was held at the Central Library on September 15<sup>th</sup> for participants of this five-year program.

Town of Tonawanda Public Library Director **Dorinda Darden** received a Press Release Notification titled *Public Libraries to Receive State Grants* from New York State Assemblyman Robin Schimminger dated September 3, 2015. The Town of Tonawanda Public Library – Kenilworth and Kenmore Branch are among several libraries that will receive state legislative funding. These funds in the amount of \$6,000 will be used to purchase furniture and technology equipment at both the Kenilworth and Kenmore Branches. **Dorinda** sent a Thank You Letter to New York State Assemblyman Robin Schimminger for helping to secure the state legislative funding.

The Kenmore Branch received a check dated September 12, 2015 from Ms. Joan T. Parks in the amount of \$100.00 along with a card as a *Memorial Gift for Dorothy Nist* who passed away on August 9, 2015. The card said that Dorothy Nist was an "Avid reader, dedicated reading teacher and long time Public Library patron." Town of Tonawanda Public Library Director **Dorinda Darden** sent a Thank You Letter for the donation.

Local author Mary Mullett-Flynn donated a copy of her book, *Cherry Blossom Diaries: Buffalo to Washington 1942-1945* to the Kenmore Branch. The book will be added to the Kenmore Branch Collection. Town of Tonawanda Public Library Director **Dorinda Darden** sent a Thank You Letter on September 18<sup>th</sup> to Ms. Mullett-Flynn for her donation.

The Kenmore Village Improvement Society (KVIS) President Melissa Foster hosted the Book Signing Event featuring the book, *Buffalo-Niagara Connections : A New Regional History of the Niagara Link : Geography's Impact on the History of Western New York and Ontario's Niagara Peninsula* by local author John Percy on September 24<sup>th</sup> at the Kenmore Branch. Town of Tonawanda Public Library Director **Dorinda Darden** welcomed Mr. Percy and the guests. Among those in attendance were Town of Tonawanda Public Library Board Chair Sheila Ginnane and Buffalo & Erie County Public Library System Board of Trustee Member Katie Burd.

There were 228 entries in the *Name Our Bookworm Contest* at the Kenmore Branch. Voting by staff will begin on October 1st to choose among the names submitted by patrons.

In *Celebration of National Library Card Sign-up Month*, the Kenilworth and Kenmore Branches offered new cardholders and also those that referred a friend to sign up for a library card, a chance to enter a drawing for a *Book Gift Basket*. Each branch had two baskets, one for children and one for adults. The Kenmore Branch came in third overall in the Buffalo & Erie County Public Library System's contest to see which library would issue the most new library cards with the winning library being rewarded with a luncheon for staff by Buffalo & Erie County Public Library Director **Mary Jean Jakubowski**. There were 137 new library cards issued at the Kenmore Branch behind the Dudley Branch who had 174 new library cards issued and Orchard Park Library who had 156 new library cards issued.

Town of Tonawanda Public Library Director **Dorinda Darden** met with Reverend Daven Oskvig, Senior Pastor of the Kenmore United Methodist Church on September 2<sup>nd</sup> at the Kenmore Branch to discuss the vision for the Town of Tonawanda Public Library and the community and how the Kenmore United Methodist Church can assist with this vision. **Dorinda** provided Reverend Oskvig with a *Welcome Packet* as well as *Program Flyers*.

Tonawanda Public Library Director **Dorinda Darden** worked the *Ask Us 24/7 Virtual Reference Chat* service on September 2<sup>nd</sup>, September 17<sup>th</sup> and September 30<sup>th</sup> for a total of 3 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 Brookdale Kenmore Assisted Living on September 2<sup>nd</sup>.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Manager-Director Meeting* held at the Clarence Public Library on September 9<sup>th</sup>.

Kenmore Branch Librarian **Peter Kirsch** attended the Western New York Library Resources Council (WNYLRC) *You Can't Teach Nice: Retail Management Strategies for Enhanced Library Customer Service Workshop* held at the WNYLRC Training Center on September 9<sup>th</sup>.

Kenmore Branch Librarian **Jill Jablonski** attended the School Library Journal's *Teen Book Buzz 2015* on September 10<sup>th</sup>.

Kenilworth Branch Librarian **Sarah McLean-Plunkett** attended the *Customer Service Committee Meeting* held at the Central Library on September 14<sup>th</sup>.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Public Library Administrator's Certificate Program (PLACP)* class held at the Central Library on September 14<sup>th</sup> and September 15<sup>th</sup> at the Central Library.

Kenmore Branch Librarian **Jill Jablonski** attended the *Hooray for Books Webinar* on September 17<sup>th</sup>.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Town of Tonawanda Community Meeting* held at the Sheridan Parkside Youth Center on September 22<sup>nd</sup>.

Kenmore Branch Librarian **Peter Kirsch** and Kenilworth Branch Librarian **Sarah McLean-Plunkett** attended the Western New York Library Resources Council (WNYLRC) *OCCL Updates Workshop* held at the WNYLRC Training Center on September 22<sup>nd</sup>.

Town of Tonawanda Public Library Director **Dorinda Darden** attended a meeting with Julie Chojecki, Director of Student and Tutor Relations for Literacy New York Buffalo-Niagara, Inc. held at the Kenilworth Branch on September 23<sup>rd</sup>. Both **Dorinda** and Julie shared resources and discussed collaborations.

Kenilworth and Kenmore Branch Manager **Amy Christman** held a *Librarians Meeting* at the Kenilworth Branch on September 23<sup>rd</sup>, which was attended by Kenmore Branch Librarians **Nicole Bermingham**, **Jill Jablonski**, and **Peter Kirsch**.

Kenilworth Branch Librarian **Sarah McLean-Plunkett** attended the Western New York Library Resources Council (WNYLRC) *The Basics of HTML and CSS Workshop* held at the WNYLRC Training Center on September 28<sup>th</sup>.

Town of Tonawanda Public Library Director **Dorinda Darden** held *Staff Meetings* at the Kenmore and Kenilworth Branches on September 28<sup>th</sup> and at the Kenmore Branch on September 29<sup>th</sup>.

## UNFINISHED BUSINESS:

### 2013-2014 New York State Library Construction Grant.

Director Darden reported on the punch list of items to be completed by Parise Mechanical, and for which the Town of Tonawanda will withhold payments to Parise until those items are done. Parise sent subcontractors to the Kenmore Library to fix the dripping. The leak has been fixed.

Jim Jones of the Town contacted Dorinda about the building controls system and asked which Internet provider the system was using. Dorinda contacted Ken Stone and Carol Batt. Ken said the Town should contact Steve Hovey from the library system. Steve said the branches work with Time Warner Cable, which in turn works with Fiber Tech. The issue has to do with who controls the regulation of the building's temperature. The Town will work with the Buffalo & Erie County Public Library's Information Technology Department to connect to the Library network for internet access so that the Town of Tonawanda can monitor the Kenmore Library Building Control System.

### 2014-2015 New York State Library Construction Grant

Director Darden reported that the check had been received from New York State for the windows to be installed in the Kenilworth Library community room (\$15,511), and for the elevator rehabilitation at the Kenmore Library (\$50,291), for a total of \$60,722. The total represents 90% of the total costs.

### Kenilworth Library Garden Proposal

Director Darden distributed the minutes of a meeting between Melissa Foster of the Kenmore Village Improvement Society and Ruth Robson, a volunteer for the Kenilworth Library Garden, to discuss costs of the garden project at Kenilworth. The meeting was held on September 14, 2015. Melissa Foster submitted the minutes on September 15, 2015. Ruth Robson has agreed to be the Gardening Coordinator for the project. Melissa Foster will create an online survey to help develop community involvement. There is a need to find Volunteer and Communication Coordinators. Some simple projects can begin soon, like hanging a couple of grapevine wreaths for autumn and placing a large pot for seasonal displays at each entrance. Although a next meeting has not been set, Melissa and Ruth will be measuring the existing beds, taking photos, making a list of new plants needed for foundation plantings, preparing a drawing, and finalizing the map before the next meeting is called.

### Exploration of a Teen Space at the Kenmore Branch

Director Darden presented a proposal for creating an inviting Teen Space for teens ages 12-18 at the Kenmore Branch Library in the current Lounge Area. Using six Guidelines for Physical Space listed by the Young Adult Library Services Association, Director Darden has begun to solicit feedback and input on the design of the space, which is the first point on the list. Ideas from staff members at the Kenilworth and Kenmore Branches are being gathered, and Kenmore Branch Librarian Jill Jablonski

has created a Teen Space Survey that has been placed near the Young Adult material in the Library and has been posted on the library's Web Page and Social Media sites.

Director Darden also presented ideas for furniture for the Teen Space and for other materials that might help make the area an attraction for teens.

#### Mini-Branch Exploration

Jason Aronoff presented a Memorandum on the Mini-Branch from Library Director Mary Jean Jakubowski. The memorandum included Estimated start-up hard costs, and Estimated start-up soft costs. The former are costs that must be met: SIRSI site connection; RFID equipment; RFID Labels for an estimated 10,000 items; and technology costs. Soft costs would be for: 1,000 new items for an opening day collection; RFID conversion labor; and cataloging, processing, linking to Workforce, etc. Cost per item. The estimated hard costs would be \$24,715, and the estimated soft costs would be \$84,183.

In addition, Director Jakubowski addressed eleven questions that Jason Aronoff raised about staffing at a mini-branch, system programming at the mini-branch; services the system can provide; paying for RFID costs; and coding existing Brighton Place items, among others.

Library Director Jakubowski had nine questions for which she wanted answers about the current status of who has been informed about the mini-branch proposal, and about what the Town of Tonawanda's role might be if a public library was returned to the former Brighton Public Library building.

#### NEW BUSINESS

##### Buffalo & Erie County Public Library Volunteer Program Policy

Director Darden said that Library System Director Mary Jean Jakubowski sent an amendment of the system-wide volunteer policy to which each branch has to follow. Director Darden now has the two volumes on the policy. She read and summarized the key points. She added that our Town libraries do get some high school students who need credits for doing volunteer work in our community. The Volunteer Program Policy would apply to the students' service in our Town Libraries.

#### PUBLIC COMMENT:

None.

A motion to adjourn was made by Jeanne Phillips and seconded by Laura Glass. Motion passed. Meeting adjourned at 8:40 pm. The next meeting of the Town of Tonawanda Public Library Board will be on November 10, 2015.

Respectfully Submitted,

Jason Aronoff, Secretary