# BOARD OF TRUSTEE – CITY OF TONAWANDA LIBRARY Minutes of July 14, 2014 6:30 pm

In attendance: Bonnie, Sylvia, Sue, Kathy and Glenn Bonnie called the meeting order at 6:35pm Minutes from June were read and moved to accept by Bonnie and Seconded by Sue. All approved.

# **LIBRARY FINANCES**

Attached

### **BUILDING & GROUNDS**

Grant – No Change, Glenn met with Joe Kelly from Smart Edge on 7-14-14, Who will be coordinating through Jason LaMonaco.

Glenn is still waiting to get estimates regarding the basement door and two Emergency doors to get them keyed the same and upgrade the hinges on The basement door, also to have the foyer door looked at , as it does not Close properly in the heat

Tim Stalker has made great headway on landscaping the beds.

Boiler upgrade / replacement under review between the City of Tonawanda And Smart Edge

Outside book drop shoot needed some maintenance due to abnormal use.

New round of school artwork is now on display

## FRIENDS OF THE LIBRARY

Tree replanting completed.

### STAFF

Performance reviews still being worked on.

Sexual Harassment/ Workplace Violence Training for all staff (including Jim and John) has been completed.

Staffing budget profile

Maintenance position divided:

Inside/outside – John Marcacio – Laborer 19 hours
Inside - Cleanerer19 hours

Director's review – This needs to be finalize (Bonnie will do this)

## **DIRECTORS NOTES**

Glenn has completed the fourth of five classes within the Public Library Administrator's Certificate Program (PLACP). The last class will be May/June/July of 2015.

#### **OLD BUSINESS**

Entry hallway Floor - on Hold - overall floor condition noted on Mayor list

50<sup>th</sup> Building Anniversary/Committee, Historical society interested in Joining/waiting until April of 2015 - Bonnie will update

Amazon account verification letter has been received.

#### **NEW BUSINESS**

Board need to address/modify (where needed)/ adopt new bylaw Requirements as forwarded by Jaeckle, Fleischmann & Mugel, LLP (attached)

## **PROGRAM STATISTICS:**

Lego Club – 2 sessions, 40 patrons

Computer Training - 2 sessions,11 patrons (one cancelled due to low sign-up)

Knitting Club - 3 sessions, 35 patrons

School Outreach, Pink Warrior Wellness Fair, 35 patrons

Jump Bunch - 2 sessions, 48 patrons

Ray Lockhart Watercolor Demo – 12 patrons

Nourish the Whole You series – 3 sessions, 27 patrons

Wondermakers - 41 patrons

Daisy group flower planting session – 10 patrons

Battle of the Books training – 3 sessions, 15 patrons

## **CIRCULATION STATISTICS**

Total Circulation – 9,642 (June 2014)

10,133 (June 2013) down 4.85%

Hi - 655

Low - 181

Avg (21 days)

459 (2014)

Next Meeting - September 8<sup>th</sup>, 2014

Meeting was adjourned at 7:25pm by Bonnie, 2<sup>nd</sup> by Kathy

Respectfully Submitted

Kathleen A Reitz