



**Minutes
July Meeting 11, 2016**

In Attendance: Bonnie, Jay, Sylvia, Kathy, Mary

Meeting called to order 6:35pm

PUBLIC SERVICES

In Library Programs:

- Battle of the Books team meetings were held on Thursdays, June 2nd, June 16th & June 23rd. There were 6 participants. No Team This Year.
- Lego Club was held on Saturday, June 25th, and Tuesday, June 14th. There were a total of 40 participants.
- Evening Book Club was held on Tuesday, June 7th. There were 8 participants.
- Father's Day story time was held on Monday, June 13th. There were 11 participants.
- SPCA presented a story time on Monday, June 27th. There were 19 attendees.
- A Library Art Award reception was held on Wednesday, June 29th. There were 15 attendees.
- Adult Coloring program was held on Thursdays, June 9th and June 23rd. There were 24 participants.

Adult Technology Programs:

- Computer Basics class was presented on Tuesday, June 7th. There were 4 participants.

Outreach : NA

Displays: NA

Partnerships:

- Durham Staffing had an informational table at the library on Tuesday, June 7th and Tuesday, June 21st.
- Ravel Rousers knitting group met on Fridays, June 3rd, June 10th & June 24th. There were a total of 12 participants.

Correspondence:

- A thank you letter from Librarian Sue Schmitz following her retirement.
- Letter from Erie County Water Department regarding testing of the backflow device in the library. Test was subsequently conducted, and failed. Follow-up with City regarding remediation of the problem is needed. Mary will keep up With City to fix.

FUNDING

- 2016 MAT and AV budgets:
 - MAT = \$3440 (60% spent to date)
 - AV = \$2290 (20% spent to date)
 - SER = \$2611

| Campaign Name | Dates | Amount Deposited |
|-------------------|-------------|------------------|
| Candy bars | 6/1-6/30/16 | \$97 |
| Ongoing book sale | 6/1-6/30-16 | \$329 |

LIBRARY FINANCES (ATTACHED)

STAFF DEVELOPMENT

- Library Director Mary Muscarella attended Manager/Director meeting at the Central Library on Wednesday, June 8th.
- Library Director Mary Muscarella participated in Ask 24/7 Reference Service on Tuesday, June 14th and Tuesday, June 28th.
- Librarian Betsey Higgins participated in Ask 24/7 Reference Service on Thursday, June 9th and Thursday, June 23rd.
- Library Director Mary Muscarella attended a meeting of the Librarians Association on Friday, June 3rd at the JBR library.

STATISTICS

Changes from June 2015 to June 2016

- Change in circulation: -16.4%
- Change in door count: -18.1%

- Change in PAC statistics: -21.5%
- Change in WiFi: +347.5%

No Programs – getting ready for the summer programs

ONGOING BUSINESS

- Fan motor for office area broke, and a replacement has been ordered by Smart Edge. Payment will be made by the City.
- B&ECPL System Board of Trustees will meet at City of Tonawanda Library on Thursday, July 21st at 4pm.
- Obtained the name of the company that supplies mulch for the City Parks Department. We can order mulch for the library from them and get their negotiated rate per yard.
- The first 25% of the money from Assemblyman Robin Schimminger (\$1500) has been deposited into the M&T Bank private account account as of 6/17/16. Project is to be fully completed by June 30th, 2017. I will be getting estimates for the work to be done on the Circulation Desk.
- Summer Reading prizes (play tent for ages 0-4; bicycle for ages 5-7; bicycle for ages 8-10; \$50 Amazon gift card for ages 11-12; \$50 Target gift card for ages 13-17) have been purchased with funds from the Friends of the Library.
- 3 rocking chairs have been purchased for use in the atrium area. These were paid for by the Friends of the Library.
- Anti-fatigue mat has been purchased for area behind circulation desk. This was paid for by The Friends of the Library.
- Final 10% reimbursement from New York State construction grants was received and paid to the City.

NEW BUSINESS

- A new Senior Page has been hired. Her name is Julia Ruch and her start date is Saturday, July 9th.
- A Petty Cash Policy (based on a sample from Orchard Park library) is **attached**. I suggest that the Board adopt this policy.
All the Board Approved.
- Contract with Central Library needs to be approved.
2016 Contract was signed and approved
- Summer reading kicks off this evening with Bubble Games ! We have **40** programs scheduled at the library over the next 7 weeks.

- Request to consider being open on Sundays from 11am-4pm (instead of the usual 12-5). We may be able to catch the early birds. Also discussed the idea of having the big screen TV on in the meeting room to watch Buffalo Bills football games.

Went into Executive Session at 7:15 pm to evaluate Director ended at 7:35pm

Meeting adjourned at 7:40 pm by Bonnie, 2nd by Kathy

Respectfully submitted

Kathleen A. Reitz
Secretary