



**City of Tonawanda Library  
March 13, 2017 Library Board meeting minutes**

*In attendance: Bonnie Bugbee, Cindy Narloch, Sharry Folmsbee, Carole Sinclair*

*Absent: Mary Muscarella, Library Director, Jay Holler*

*Meeting was called to order at 6:32 pm by Bonnie Bugbee*

*Motion made to approve minutes of February 13, 2017 Board meeting by Carole Sinclair and seconded by Sharry Folmsbee. Unanimously approved.*

**PUBLIC SERVICES**

**In Library Programs:**

- Lego Club was held on Saturday, February 11<sup>th</sup> and Tuesday, February 21<sup>st</sup>. There were a total of 28 participants.
- Preschool Story Time on Mondays, February 6<sup>th</sup>, 13<sup>th</sup> & 27<sup>th</sup>. There were a total of 26 attendees.
- Family Story Time was held on Mondays, February 6<sup>th</sup>, 13<sup>th</sup> & 27<sup>th</sup>. There were a total of 63 attendees.
- Toddler Time was held on Tuesdays, February 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> & 28<sup>th</sup>. There were a total of 103 attendees.
- Book Babies was held on Thursdays, February 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup> & 23<sup>rd</sup>. There were a total of 122 attendees.
- Adult Coloring program was held on Thursday, February 23<sup>rd</sup>. There were 17 participants.
- Movie Matinee on Friday, February 17<sup>th</sup> (Florence Foster Jenkins) had 3 attendees.
- 'PAWS' to Read was held on Sunday, February 5<sup>th</sup>. There were 4 participants.
- Book Club was held on Tuesday, February 7<sup>th</sup>. There were 6 participants.
- Teen Trivia was held on Saturday, February 4<sup>th</sup>. There were 4 participants.
- Book Art program was held on Thursday, February 9<sup>th</sup>. There were 6 participants.
- Valentine's Day cookie decorating was held on Sunday, February 12<sup>th</sup>. There were 33 participants.
- 'All Aboard for Fun' program was held on Saturday, February 18<sup>th</sup>. There were 18 attendees.

**Adult Technology Programs:**

- Computer Basics Class was held on Thursday, February 16<sup>th</sup>. There were 4 participants.

**Outreach :**

**Displays:**

**Partnerships:**

- Durham Staffing was at the library on Tuesdays, February 14<sup>th</sup> & 28<sup>th</sup>.
- Ravel Rousers knitting club met at the library on Fridays, February 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup> & 24<sup>th</sup>. There were 45 participants.

**Correspondence:**

**FUNDING**

- 2017 MAT, SER and AV budgets as of February 28, 2017:
  - MAT = \$3210 total minus \$1035 paid to date = \$2175
  - AV = \$2332 total minus \$143 paid to date = \$2189
  - SER = \$2983 total minus \$2633 paid to date = \$350

Campaign Name	Dates	Amount Deposited
Candy bars	2/1 through 2/28/17	\$140
Ongoing book sale	2/1 through 2/28/17	\$303.85

**LIBRARY FINANCES**

(ATTACHED)

**STAFF DEVELOPMENT**

- Mary Muscarella attended the Manager/Director meeting at Central on Wednesday, February 8<sup>th</sup>.

**STATISTICS**

## Changes from February 2016 to February 2017

- Change in circulation: -2.8% (member library average %)
- Change in door count: +3.0% (member library average -4.3%)
- Change in PAC statistics: -1.4% (member library average -6.3%)
- Change in WiFi: +11.1% (member library average -12.6%)

### New Statistics:

- Reference questions answered: 379 (for comparison, Kenilworth Library had 188 reference questions, Grand Island had 208 reference questions, West Seneca had 437 reference questions, and JBR had 148 reference questions in the month of February)
- Children's programs offered: 21 (19 last year)
- Attendance at children's programs: 443 (266 last year)
- Adult programs offered: 9 (8 last year)
- Attendance at adult programs: 125 (74 last year)
- Family programs offered: 1 (6 last year)
- Attendance at family programs: 33 (201 last year)

### **NEW BUSINESS**

- University Express classes have been scheduled for April, May & June.

**State report** - non-financial sections have been completed and submitted to Central; Financial information recently released to prepare those sections

**Community report** - please review the draft and add changes if needed;  
*Motion to approve as written made by Sharry Folmsbee and seconded by Bonnie Bugbee.*

**Return to System for 2016 has been paid**

**Julia Ruch resigned Sr.Page position - last day of work was Friday, March 3<sup>rd</sup>**

**Interviewing for Sr Page position**

**Connor Wolbert has been hired as a Page. Paperwork is processed and his start date will be Saturday, March 18<sup>th</sup>.**

**Mary's trip to Albany on Wednesday, March 1<sup>st</sup> for Library Advocacy at the Capital.**

**M&T Bank and Citizens Bank account signatures have been update.**

**\$500 allocation from Central Library for purchase of library furnishings. Library Director would like to purchase 2 'leather' chairs for use in front of the new fireplace. Total cost would be \$198 over the budgeted amount. I will ask the Friends to pay for the difference.**

*Motion to approve made by Carole Sinclair and seconded by Cindy Narloch.*

**Large tree came down right next to the library in the windstorm on Wednesday, March 8<sup>th</sup>. City crew was here early the next morning and the tree was completely gone by mid-afternoon. Library Director sent a Thank You note to the Parks Department for their quick service.**

**Employee Appreciation Dinner is planned for Panes on Wednesday April 19, 2017, at 6pm.**

*Unanimously approved.*

*Motion for adjournment made by Cindy Narloch and seconded by Sharry Folmsbee.  
Meeting adjourned at 7:47pm.*

**Respectfully Submitted**

**Carole Sinclair, Secretary**