

BOARD OF TRUSTEE – CITY OF TONAWANDA LIBRARY

Minutes of March 10, 2014 6:30 pm

In attendance: Bonnie, Sylvia, Sue, Jay, Kathy and Glenn

Bonnie called the meeting order at 7:50pm

Note: Mayor Rick Davis and City Treasurer Joe Hogenamp

Were here for a visit, Glenn gave them a tour of our building

And also a few Building Capitol/Maintenance projects

Minutes from January were read and moved to accept by Bonnie and

Seconded by Kathy. All approved.

LIBRARY FINANCES

Attached

BUILDING & GROUNDS

Grant – SmartEdge is scheduled to come to the Library on March 19

To search for the control valves. Jason from the City is working on getting Copies of the original drawings so SmartEdge can mark-up as they conduct Fieldwork on locating all the existing valves prior to getting an estimate for The abatement work.

Chris and the staff from the City Parks Dept completed putting the tile up Around the sinks in the kitchenette and maintenance area

Aaron – City Electrician has cleaned the smoke sensors during his annual Maintenance of the dome/building lights. He will be replacing the sensor, When the weather allows for the truck to get near the building, for one of the outdoor lights that is staying on during the day.

There are three exterior doors that would need to be re-keyed to match the Emergency lock box key (currently used on both public entrance doors).

FRIENDS OF THE LIBRARY

Book Sale/ Baked Goods/ Jewelry Sale - Raised just under \$1,000.00

Mary Smith will be starting the new season of the Switwater Book Club on March 25.

50th Building Anniversary was mentioned at the February meeting, the group is very excited about this

The monthly meeting had 15 attendees

STAFF

Performance reviews are being worked on by Glenn

Also the Board will be working on the performance review of Glenn

DIRECTORS NOTES

Glenn has been working on the State, Annual and Financial Reports

Glenn submitted the list of building capital projects to Mayor Davis and Treasurer Hogenkamp

The Historical Society will be using the library for their April 9th monthly Meeting, that will feature Ely Parker and the Civil War by Al Parker

OLD BUSINESS

Entry hallway floor – on hold, overall floor condition is noted on The Maintenance list that was given to the Mayor and Treasurer

50th Building Anniversary, The Historical Society is interested in joining, This will wait until 2015

NEW BUSINESS

Annual ACT meeting is at Central on Saturday, March 22

50th Anniversary of the library building (Proposed for National Library Week in 2015)

JumpBunch active program for the summer picnic – Approx . \$200.00
The board talked a bit about this, more information to be coming

Erie County Audit letter, was passed around

Focus Group - discussed

PROGRAM STATISTICS:

Lego Club – 2 sessions, 44 patrons

Computer Training - 3 sessions, 22 patrons

Toddler Time – 7 sessions, 97 patrons

Home Energy Workshop – 8 patrons

Creating Backyard Wildlife – 13 patrons

Composting Program – 6 patrons

Knitting Club – 4 sessions, 43 patrons

Bring your child to the Library - 28 patrons

Over the course of 3 hours on Saturday , February 1st, The library had A drop-in craft projects for children in conjunction with Take Your Child To the Library Day. The Children could make a paper plate rainbow, or String pasta beads to make a bracelet, necklace or snake. There was also A scavenger hunt, which led participants to different areas of the Children's Section to find rainbows, when completed the children received a small Prize. The Lego Club theme for the day was also rainbows.

CIRCULATION STATISTICS

Total Circulation – 9,311 (Feb 2014)

9,423 (Feb 2013) down 1.2%

Hi – 895 (Check out of all material)

Low – 280

Avg (19 days)

490 (2014)

Next Meeting –April 14th, 2014

Meeting was adjourned at 8:10pm by Bonnie, 2nd by Sylvia

Respectfully Submitted

Kathleen A Reitz