



**City of Tonawanda Library**  
*February 13<sup>th</sup>, 2017 Library Board Meeting Minutes*

**In attendance:** Bonnie Bugbee, Jay Holler, Sharene Folmsbee, Cindy Narloch & Carole Sinclair

**Also:** Mary Muscarella, Library Director

*Meeting was called to order at 6:35pm by Bonnie Bugbee  
Motion made to approve minutes of January 9<sup>th</sup>, 2017 Board meeting by Jay Holler,  
seconded by Cindy Narloch. Unanimously approved.*

*Election of officers for 2017:  
Bonnie Bugbee, President  
Jay Holler, Treasurer  
Carole Sinclair, Secretary  
Unanimously approved.*

**MONTHLY REPORT:**

**In Library Programs:**

- Lego Club was held on Tuesday, January 3<sup>rd</sup>, Saturday, January 7<sup>th</sup> and Tuesday, January 31<sup>st</sup>. There were a total of 34 participants.
- Preschool Story Time on Mondays, January 9<sup>th</sup>, January 23<sup>rd</sup> & January 30<sup>th</sup>. There were a total of 24 attendees.
- Family Story Time was held on Mondays, January 9<sup>th</sup>, January 23<sup>rd</sup> & January 30<sup>th</sup>. There were a total of 53 attendees.
- Toddler Time was held on Tuesdays, January 10<sup>th</sup>, January 17<sup>th</sup>, January 24<sup>th</sup> & January 31<sup>st</sup>. There were a total of 106 attendees.
- Book Babies was held on Thursdays, January 12<sup>th</sup>, January 19<sup>th</sup> & January 26<sup>th</sup>. There were a total of 74 attendees.
- Adult Coloring program was held on Thursdays, January 12<sup>th</sup> & January 26<sup>th</sup>. There were 38 participants.
- Movie Matinee on Friday, January 20<sup>th</sup> (Sully) had 9 attendees.
- 'PAWS' to Read was held on Tuesday, January 10<sup>th</sup>. There were 2 participants.
- Beach Party Bash was held on Saturday, January 14<sup>th</sup>. There were a total of 27 attendees.

**Adult Technology Programs:**

- 'Book a Technology Trainer' was held on Thursday, January 12<sup>th</sup>. There were 3 participants.

**Outreach :****Displays:****Partnerships:**

- Erie County Department of Social Services intern was reassigned by UB to another location and will not be here for the remainder of this semester. Unfortunately, we were not informed of this until after February schedule had been sent to print publications.
- Durham Staffing was at the library on Tuesdays, January 3<sup>rd</sup>, January 17<sup>th</sup> & January 31<sup>st</sup>.
- Ravel Rousers knitting club met at the library on Fridays, January 6<sup>th</sup>, January 13<sup>th</sup>, January 20<sup>th</sup> & January 27<sup>th</sup>.

**Correspondence:**

- Letter from the Board to the Friends of the Library thanking them for their ongoing support of the library.

**FUNDING**

- 2017 MAT and AV budgets were published on January 16<sup>th</sup>:
  - MAT = \$3210
  - AV = \$2332
  - SER = \$2983

Campaign Name	Dates	Amount Deposited
Candy bars	1/1 through 1/31/17	\$178
Ongoing book sale	1/1 through 1/31/17	\$398.60

**LIBRARY FINANCES**

(ATTACHED)

**STAFF DEVELOPMENT**

- Mary Muscarella attended the Manager/Director meeting at Central on Wednesday, January 11<sup>th</sup>.

## STATISTICS

### Changes from January 2016 to January 2017

- Change in circulation: +14.4% (member library average -5.0%)
- Change in door count: +20.5% (member library average 0%)
- Change in PAC statistics: +4.5% (member library average -3.2%)
- Change in WiFi: +221.3% (member library average +119.7%)

### New Statistics:

- Reference questions answered: **472** (for comparison, Kenilworth Library had 187 reference questions, Grand Island had 230 reference questions, West Seneca had 266 reference questions, and JBR had 273 reference questions in the month of January)
- Children's programs offered: 17 (8 last year)
- Attendance at children's programs: 293 (133 last year)
- Adult programs offered: 11 (4 last year)
- Attendance at adult programs: 101 (60 last year)
- Family programs offered: 1 (1 last year)
- Attendance at family programs: 27 (51 last year)

## NEW BUSINESS

- University Express classes have been scheduled for April, May & June. A total of 9 classes will be held here, either on Tuesday or Thursday @ 1pm. (schedule attached) Finalized schedule for the program has been sent to be printed.
- Report from ACT Trustee Workshop held at Central on Saturday, February 11<sup>th</sup>.
- Bank signatures need to be updated: signatures on M&T Bank accounts (savings & checking) include Jay Holler, Mary Muscarella & Susan Tirone; signatures on Citizens Bank account include Kathy Reitz, Don Barry & Jay Holler
- *Signatures on accounts to be changed as follows:*
  - *M&T Bank - delete Sue Tirone & add Carole Sinclair*
  - *Citizens Bank - delete Kathy Reitz & Don Barry, add Sharry Folmsbee & Cindy Narloch.*
  - *Motion made by Bonnie Bugsbee to update signatures and seconded by Carole Sinclair. Unanimously approved.*

- Update Board of Trustees contact information

*Motion for adjournment made by Sharry Folmsbee, seconded by Jay Holler.*

*Meeting adjourned at 7:45pm.*

*Respectfully Submitted,*

*Carole Sinclair, Secretary*