

MINUTES OF THE MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD ON JULY 10, 2012

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, July 10, 2012 at the Kenmore Library, 160 Delaware Road, Kenmore, New York, following due notice to trustees, official public notice to the Tonawanda News, and a posting in the Kenmore and Kenilworth Libraries. The following members were present:

Jason Aronoff	Eileen Crawford	David Dietz
Sheila Ginnane	Jeanne Phillips	

Also attending: Dorinda Darden, Library Director of Kenmore-Town of Tonawanda Libraries and Hadeen Stokes, librarian from Kenmore Library.

Board Chair, David Dietz, called meeting to order at 7pm.

APPROVAL/CHANGES TO AGENDA:

- Jeanne Phillips made a motion to accept the agenda as it is written. Motion was seconded by Eileen Crawford and passed.

ADOPTION OF MINUTES:

- Under report of chair #1 change "\$21.8 million consists of" to "\$21.8 million comes from"
- Under report of chair #3 change "the original timetable is beyond schedule" to "the original timetable is behind schedule"
- Eileen Crawford made a motion to accept the minutes from the meeting of June 12, 2012 with the changes made. Jason Aronoff seconded the motion and motion was passed.

REPORT OF THE CHAIR:

1. 2010-2012 NYS LIBRARY CONSTRUCTION GRANT

At the last board meeting, there was discussion of the possibility of using the apparent balance from the 2010-2011 NYS Library Construction Grant to pay for new lighting for the Kenmore Library. And with this in mind an extension of the grant to June 2013 was requested. But newly revised costs involving town-in-kind services recently submitted by Michael Kaiser [Tech Support] indicate that there is, in fact, no surplus. As a consequence lighting improvement will have to wait for a future grant.

2. ACT MEETING WITH ELLEN BACH – JUNE 20, 2012

Vice-Chair Sheila Ginnane represented the Board and made the following report of the meeting. It mainly dealt with the various elements of the Advisory Boards that

will replace the individual Library Boards per the Special District Library MOU that is to be signed by the present Library Board.

A. Creation and makeup of advisory boards

- The Advisory Board will consist of at least 5 volunteer members who are residents of the municipality served by the library.
- Selection of members of the Advisory Board will be determined by the present Library Board and be self-perpetuating
- The present trustees will adopt By-Laws to govern the new Advisory Board.
- A simple majority of the Board will constitute a quorum.
- Three missed unexcused consecutive meetings will result in loss of membership.
- The Advisory board will have no legal authority and no responsibility for governing or administration of the Library

B. Functions of the advisory boards

- Recommend policies to the Library District Board concerning delivery of library services to its residents.
- Recommend operating hours for any Library branch in its area as long as the total is within the number of hours allowed for that district.
- Review the proposed annual budget for their library district and provide input.
- Recommend to the Library District Board a candidate from a pool of candidates provided by the Library District to manage the operation of any branch in its municipality.
- Make recommendations concerning the use, expenditure or full disposition of any personal property held for their library district for the exclusive benefit of any branch in their municipality.
- See to it that at least 5% of those funds are used each year; or communicate to the District Board what long-range projects and plans may prevent this.
- Engage in planning, fundraising, and community relations for the Library.
- Participate in subcommittees as requested by the Library District Board.
- Any member of the Advisory Board may make a written notice of complaint to the Advisory Board and to the Library District Board if he/she believes there is a violation of any part of the MOU.
- The Advisory Board will meet with their elected Trustee of the Library District Board annually and each elected Trustee will be required to meet with the Advisory Boards in their district at least once a year.

3. ONGOING SPECIAL DISTRICT LIBRARY UPDATE

- A series of meetings of Libby Post with Friends groups at various contract libraries has been scheduled, one of which will be held at the Kenmore Library this Friday, July 13, 2012 from 10:00 -12:00. Part of the meeting will include advocacy components for the 2013 budget process.

- There are also a series of meetings with Ellen Bach for library trustees scheduled later in July. The purpose of the meetings is to develop a template for the formal lease agreements that the various municipalities will be asked to sign. The dates are:
 - Monday, July 23rd, 3:00 pm to 5:00 pm at the Grand Island Memorial Library
 - Monday, July 23rd, 6:00 pm to 8:00 pm at the Audubon Library
 - Tuesday, July 24th, 10:30 to 12:30 pm at the Hamburg Library

REPORT OF THE DIRECTOR:

STATISTICS

Circulation:

Kenmore:	June 2011: 28,898	June 2012: 27,182	-5.9%
Kenilworth:	June 2011: 7,340	June 2012: 8,403	+14.5%

Foot Traffic:

Kenmore:	June 2011: 18,000	June 2012: 14,324	-20.4*%
Kenilworth:	June 2011: 4,417	June 2012: 3,032	-31.4%

*New automated People Counters began functioning June 1st at the Kenilworth and Kenmore Branches. One of the old door counters at the Kenilworth Branch is installed on the double doors leading to the Reading Room where patrons and staff go in and out on a daily basis for the delivery boxes and patrons go out as well thus accounting for higher numbers in the past. One of the old door counters at the Kenmore Branch is installed outside the Maintenance Office which staff uses throughout the day for entry, delivery boxes etc. If you are not careful and step out too far it will record as a count on the door counter so this may account for some of the significant decrease in the patron visits statistics.

Programs – The Falk School visited the Kenilworth Branch on June 4th and June 11th with 4 children and 3 adults for a total of 7 in attendance. Kenilworth Branch Manager Amy Christman presented her **Adult Monthly Journal Group** meeting at the Kenmore Branch on June 5th with a total of 11 in attendance. Kenmore Branch Librarian Nicole Bermingham held **Battle of the Books** meetings on June 14th, June 21st, and June 28th with a total of 30 children in attendance. Librarian Mary Ann Budny from the Children's Programming Team at the Central Library presented **Preschool Story Hour** at the Kenmore Branch on June 28th with 28 children and 21 adults for a total of 49 in attendance. The Central Library Cybertrain staff presented the **eReader Open Lab** Adult Computer class at the Kenmore Branch on June 14th with 14 adults, **Computer Basics** on June 21st with 14 adults and the **Internet Basics** on June 28th with 10 adults for a total of 38 in attendance. The Central Library Cybertrain staff presented **Downloads to Go Adult** Computer class on June 25th at the Kenilworth Branch with a total of 10 in attendance.

In a continuing effort to make the Kenilworth Branch look and feel more comfortable and appealing to library patrons, the laptops were moved into the back office, leaving that space free to accommodate the currently on-order indoor book return. Other items purchased and received in June:

- A new Kik-Step stool to replace the older, less-stable plastic stool used by patrons and staff to reach top shelves which are difficult to access.
- A Magnetic dry-erase board which will be hung behind the Circulation Desk to provide a highly visible place to post information about upcoming library programs and other related information.

Town of Tonawanda Public Library Director Dorinda Darden attended the **Public Library Administrator's Certificate Program (PLACP)** class held at the Central Library on July 9th and July 10th.

UNFINISHED BUSINESS:

- Dorinda Darden reported the Town is owed \$60,000 for the construction work recently completed. However, they have agreed to accept the \$35,491 that we have left from the grant as their payment in full.
- Dorinda Darden also reported that additional needed technology equipment has been ordered. The \$38,000 left from the 2009/2010 grant will be used to pay for this equipment..

NEW BUSINESS:

- Copies of the Buffalo and Erie County Public Library Rules of Conduct (revised June 14,2012) were distributed to Trustees for review. This document would replace the Town of Tonawanda Regulations Governing Use of the Library by the Public from 3/21/1994.
- Following review of this new document, Sheila Ginnane made a motion that the Buffalo and Erie County Public Library Rules of Conduct be approved for use in the Kenmore-Tonawanda Libraries. This motion was seconded by Eileen Crawford and approved unanimously.

Eileen Crawford made a motion to adjourn and Jason Aronoff seconded this motion. Meeting was adjourned at 8:05pm.

OUR NEXT MEETING WILL BE HELD ON TUESDAY, AUGUST 7, 2012 AT 4PM.