

**MINUTES OF THE MEETING OF THE TOWN OF TONAWANDA LIBRARY
BOARD ON TUESDAY AUGUST 7, 2012**

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, August 7, 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
Penny DePasquale	Nancy O'Donnell	Jeanne Phillips

Also attending: Dorinda Darden, Library Director of Kenmore-Town of Tonawanda Libraries.

Board Chair, David Dietz, called meeting to order at 4 pm.

APPROVAL/CHANGES TO AGENDA:

- Eileen Crawford made a motion to accept the agenda as written. Motion was seconded by Jason Aronoff and passed.

ADOPTION OF MINUTES:

- Add "tech support" following Mike Kaiser under Report of the Chair #1
- Motion made by Nancy O'Donnell to accept the minutes from July 10,2012 with change made. Jason Aronoff seconded this motion and it was passed.

REPORT OF THE CHAIR:

A. Meeting with Ellen Bach on Town Leases (MOU's of Municipalities)

- Both Sheila Ginnane and David Dietz attended July 23rd meeting with Ellen Bach at the Audubon library dealing with developing a template of the leases with the towns for current library facilities. As usual, attendance was slim, with only four libraries represented: Amherst, Clarence, Orchard Park and Kenmore-.Town of Tonawanda. The following are some brief comments on the 'highlights' of the meeting.
- Initially Bach stressed several principles:
 - While a lease with the towns is not absolutely necessary, she felt it is desirable in order to protect the interests of the libraries;
 - The leases would contain a high degree of commonality, but there would be some differences reflecting the needs of individual libraries; [This could be a source of political problems)
 - Ideally under the new SDL structure, the towns would be asked to agree to provide the same level of services and financial support as presently under the contract arrangement.
 - A typical lease would be for 5/10 years, automatically renewable for \$1;

- The difficulty of designing a common template was readily apparent in what seemed to be a fairly easy starting point: ID (description) of the property to be covered by the lease agreement with the town, normally building and grounds (e.g. parking lot). The later especially presented a problem. Amherst’s libraries, for example, all have shared parking arrangements, some with the town, and others with private owners.
- Similarly, there are differences in extent of services (plowing, landscaping, etc.), maintenance (custodial, major repairs, utilities etc.) and financial support (insurance) individual towns presently offer to their libraries. Ellen Bach (and Mary Jean Jakubowski) felt it is reasonable to assume that towns would continue to supply the same level of support under the new Special District Library. However, Orchard Park, Amherst and Kenmore-Town of Tonawanda questioned whether leases requiring these would not constitute a major change. Having lost authority over the library facility (exercised through their local library boards, whose members are appointed by their town boards) towns would now be obligated to provide a fixed level of services for facilities controlled by the Special District Library. The three libraries felt this arrangement would fuel political opposition that could fatally undermine support for the Special District Library. In light of these political issues, Bach wondered if a lease is desirable after all. Perhaps, the informal arrangement that has developed between the towns and their libraries since 1953 should be allowed to continue.
- Conclusion: as yet there is no text or timetable for the leases (MOU) with the municipalities regarding existing library facilities.
- Additional Note: Based on meetings with County Executive, Mark Poloncarz, Mary Jean Jakubowski reported he apparently does not intend to increase the 2013 library budget from that of the current year, extending even to the 1% annual increase as projected in his ‘four year plan’.

B. Current Status of MOU of Library Boards of present Contract Libraries

- Meeting on Monday, August 13th, at Clarence Town Library 6-9, discussion of revision of paragraph 5 on “Real Property”, followed by a vote to ratify (ACT). Then the MOU needs to be approved by the individual library boards before September 30th, with approval of central library board by October 31st.

REPORT OF THE DIRECTOR:

STATISTICS

Circulation:

Kenmore:	July 2011: 31,790	July 2012: 30,541	-3.9%
Kenilworth:	June 2011: 8,239	July 2012: 9,062	+10.0%
Foot Traffic:			
Kenmore:	July 2011: 17,324	July 2012: 15,257	-11.9%
Kenilworth:	July 2011: 5,018	July 2012: 2,431	-51.6%*

*Door counts are in transition at the Kenilworth Branch. The old system took into account all of the traffic leaving and entering the reading room to store in-transit items for pick-up in the Community room, as well as cleaning staff accessing the Community room, lobby and parking lot. The new system only counts people entering and leaving the building

Programs – Kenilworth Branch Manager Amy Christman presented her **Adult Monthly Journal Group** meeting at the Kenmore Branch on July 3rd with a total of 8 in attendance. Kenmore Branch Librarian Nicole Bermingham held **Battle of the Books** meetings on July 5th, July 12th, July 19th and July 26th with a total of 35 children in attendance. Librarian Kathy Goodrich from the Children’s Programming Team at the Central Library presented **Preschool Story Hour** at the Kenmore Branch on July 5th, July 12th, July 19th and July 26th with 58 children and 48 adults for a total of 106 in attendance. The Falk School visited the Kenilworth Branch on July 10th and with 7 children and 3 adults for a total of 10 in attendance. Kenilworth Branch Manager Amy Christman presented the **Summer Fun Club** for children ages 6-10 on July 10th, July 17th, July 24th and July 31st with a total of 22 children in attendance. Kenmore Branch Librarian Nancy Offerman presented **Summer Fun Club** on July 10th, July 17th, July 24th and July 31st with 79 children and 12 adults for a total of 91 in attendance. The Central Library Cybertrain staff presented **E-mail Basics** Adult Computer class on July 25th at the Kenmore Branch with a total of 13 in attendance. The Ripen with Us Day Care visited the Kenilworth Branch on July 26th with 8 children and 1 adult for a total of 9 in attendance. The Children’s Programming Team at the Central Library presented **A Glow in the Dark Program** for children ages 6-10 at the Kenilworth Branch on July 30th with 18 children and 5 adults for a total of 23 in attendance. The Kids Campus visited the Kenilworth Branch on July 31st with 10 children and 3 adults for a total of 13 in attendance. Two teams from the Kenmore Branch participated in the **14th Annual Battle of the Books** held at Erie Community College South Campus on August 4th. This competition is among branches throughout the Buffalo & Erie County Public Library System.

Library Accident/Incident Report –On August 3, 2012 Senior Page, Connie Brinkworth informed the Town of Tonawanda Public Library Director Dorinda Darden that a woman reported that a bat was in the public restroom on the second floor. Dorinda had staff lock the restroom and she called the Town of Tonawanda Animal Control. A representative from the Animal Control came out to the library and removed the bat. He informed Dorinda that he was going to take the bat to the Erie County Health Department to have it examined. Erik Volk from the Erie County Health Department contacted Dorinda to see if the library had the name of the patron that saw the bat. The staff did not have a name but said that the woman who reported the incident said that her son who appeared to be in his teens saw the bat on the ceiling in the public restroom. The Erie County Health Department called on August 7th and said that the test came back negative for rabies.

Kenmore Branch Manager Susan Makowski attended the **Library District Initiative** presentation by Libby Post from Communication Services for Friends of the Library Groups held at the Kenmore Branch on July 13th.

Town of Tonawanda Public Library Director Dorinda Darden met with Linda Garret from the Village Profile regarding the Ken-Ton Chamber of Commerce Community Profile and Membership Directory on July 18th at the Kenmore Branch.

Town of Tonawanda Public Library Director Dorinda Darden attended the **Lease Agreement Development Session** for the **Special Legislative District Public Library** presented by Ellen Bach held at the Hamburg Library on July 24th.

Town of Tonawanda Public Library Director Dorinda Darden attended the **Preventing Workplace Violence Training** held at the Central Library on July 25th.

The Kenilworth Branch received the following equipment in July:

RFID self-checkout kiosk – this will allow an additional RFID self-check station to be installed at the circulation desk in order to increase the visibility and usability of the self-check system.

Indoor Book Return – this will make transactions at the circulation desk more efficient, allowing people to return items without having to wait for an available staff member since we will have only one usable terminal at the desk.

Town workers cleaned up and laid mulch in the shrub beds at the Kenilworth Branch, significantly improving the appearance of the building.

The Kenmore Branch Library received an additional RFID self-checkout kiosk that has not been set up as of yet because a data line is needed. The Information Technology Department will install a switch that will support the RFID Kiosk and allow the self-checkout to be used temporarily until the Town of Tonawanda can install the data line, which they plan to do in the fall.

Kenmore Branch Caretaker Rickie Davis installed Koala Bear Kare Baby Changing Stations in the downstairs Women's restroom and upstairs in the public restroom of the Kenmore Branch on July 27th.

UNFINISHED BUSINESS:

- Dorinda Darden presented the completed library survey, which had been requested by Ellen Bach. This survey was reviewed. Jason Aronoff made a motion that this survey is returned to Ellen Bach as completed. Eileen Crawford seconded this motion and it was passed.
- Brief discussion re: utilization of now vacated street level offices in the Kenmore Library. No action has been taken and will require further discussion.

NEW BUSINESS:

- Dorinda Darden reported that Frey Electric has provided an estimate of \$12,488 to replace 32 light fixtures in the Kenmore Library in the public area. However there would be a \$1500 rebate from replacement of these fixtures. It is also estimated that the Town would save \$3,700 a year due to increased efficiency. Dorinda Darden will investigate the possibility of funding for this energy efficient plan.
- Dorinda Darden distributed the Town of Tonawanda Public Libraries Community Library Meeting Rooms Rules of Use Policy. It was reviewed and the decision was made to make no changes
- Dorinda Darden informed the Board of Trustees that the Ken-Ton Chamber of Commerce is changing their format for the Membership Directory. The new

format allows for advertising that would cost \$500 for 2 years and provide a 1/8 ad on the website and in the book. The Board did not feel this was a necessary expense for the library.

Jason Aronoff made a motion to adjourn and Eileen Crawford seconded this motion. Meeting was adjourned at 5:40 pm.

NEXT MEETING WILL BE HELD ON TUESDAY, SEPTEMBER 11 AT 7 PM.