

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
JANUARY 8, 2013

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, January 8, 2013 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	Penny DePasquale
Sheila Ginnane	Nancy O'Donnell	Jeanne Phillips

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

Board Co-Chair, Jason Aronoff, called meeting to order at 7:10 pm

APPROVAL/CHANGES TO AGENDA:

- Motion made by Sheila Ginnane to add "discussion re: addition of signature cards for bank account" under New Business. Motion seconded by Eileen Crawford and passed.

ADOPTION OF MINUTES FOR THE DECEMBER 11, 2013 MEETING:

- Motion made by Nancy O'Donnell to accept minutes as written. Motion seconded by Eileen Crawford. Motion passed.

REPORT OF CO-CHAIRS:

- On December 18th. Jason Aronoff met with Michael Farrell of Frey Electric at the Frey offices. Mr. Farrell requested that Jason Aronoff see the lighting in the big conference room at Frey. The ceiling there is almost as high as the ceiling at the main room of the Kenmore Library. Jason Aronoff noted that the lighting was evenly distributed, but did not seem quite as bright as the light that would be required in a library. Mr. Farrell requested a meeting, after the first of the year, at the library to discuss lighting and various fixtures that might be used to light this space. Jason Aronoff tried to reach Mr. Farrell today, but he was unavailable.
- Nothing new to report on a library north of Sheridan Drive
- Mr. Aronoff reminded everyone of the ACT meeting on January 19th at Clearfield Library, 770 Hopkins Road. Refreshments will be served at 9:30 and the meeting begins at 10. Jason Aronoff, Sheila Ginnane, Jeanne Phillips and Dorinda Darden plan on attending. The main point on the agenda is developing talking points to governmental leaders about the special library district.

REPORT OF THE DIRECTOR:

STATISTICS

Circulation:

Kenmore:	November 2011: 28,170	November 2012: 24,731	-12.2%
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Kenilworth: November 2011: 6,826	November 2012: 6,663	-2.4%
Foot Traffic:		
Kenmore: November 2011: 15,671	November 2012: 14,940	-4.7%
Kenilworth: November 2011: 4,108	November 2012: 2,784	-32.2%

Programs – The Central Library’s Children’s Programming Team presented the **Bad Kitty Party! Program** for ages 6-10 at the Kenmore Branch on November 1st. Participants enjoyed stories based on the Bad Kitty series by Nick Brue, a craft and a game. There were 17 children and 10 adults for a total of 27 in attendance. The Falk School visited the Kenilworth Branch on November 13th with 3 children and 2 adults for a total of 5 in attendance. Kenilworth Branch Manager Amy Christman presented her **Adult Monthly Journal Group** meeting at the Kenmore Branch on November 15th with a total of 6 in attendance. Librarian Mary Ann Budny from the Central Library’s Children’s Programming Team presented **Preschool Story Hour** at the Kenilworth Branch on November 13th, November 20th and November 27th with 21 children and 19 adults for a total of 40 in attendance. Librarian Kathy Goodrich from the Central Library’s Children’s Programming Team presented **Preschool Story Hour** at the Kenmore Branch on November 8th, November 15th, and November 29th with 74 children and 53 adults for a total of 127 in attendance. Kenmore Branch Librarian Nicole Bermingham presented **Toddler Time for 2s Storytime** on November 2nd, November 9th, and November 16th with 39 children and 32 adults for a total of 71 in attendance. Librarian Kathy Goodrich from the Central Library’s Children’s Programming Team in celebration of the 100th Birthday of the Oreo cookie presented the **O-R-E-O Cookies! Program** for children ages 6-10 on November 19th at the Kenilworth Branch. Participants enjoyed cookie trivia, cookie art and cooking tasting. There were 7 children and 5 adults for a total of 12 in attendance.

Kenilworth Branch Library Associate Margaret Kunz attended a **Book Repair Workshop** sponsored by the Western New York Library Resources Council (WNYLRC) on November 2nd.

Brian Spillman was hired as a Page at the Kenmore Branch effective November 3, 2012.

Town of Tonawanda Public Library Director Dorinda Darden attended the **Learn About Makerspaces from the Innovators at Cleveland Public Library Webinar** on November 19th.

Town of Tonawanda Public Library Director Dorinda Darden has developed a **Librarian Training Checklist** and Kenmore Branch Library Associate Jeanne McGill and Kenmore Branch Library Clerk Joyce McCullagh has developed a **Desk Training Checklist** for Clerks and Senior Pages to assist with training staff.

Town of Tonawanda workers installed a door handle with a lock on the door to the hallway where the public restrooms are located at the Kenilworth Branch. Due to misuse of the facilities, it is necessary to monitor the use of the restroom, and to check for damage on a regular basis. Keeping the door locked ensures that we know who is coming and going from the public restrooms at all times.

Dave Kozlowski from the Information Technology Department at the Central Library installed 2 new all in one staff computers at the circulation desk and 3 in the workroom including RFID pads and receipt printers on November 20th and November 26th at the Kenmore Branch.

Dave Kozlowski from the Information Technology Department at the Central Library installed 1 new all in one staff computer at the circulation desk and 2 staff computers in the workroom including RFID pads and receipt printers on November 28th at the Kenilworth Branch.

Dorinda Darden received a phone interview with the Tonawanda News re: favorite reads of the year.

UNFINISHED BUSINESS:

- Jason Aronoff has researched online re: methods of library lighting. Mike Kaiser has informed Dorinda Darden that it is not necessary to have a public bid for the lighting since the cost will be less than \$10,000 for purchase and \$35,000 for installation.
- Discussion among trustees re: Special Library District objectives

NEW BUSINESS:

- Slate of officer nominations presented by nominating committee.

- Co-Chairs: Jason Aronoff and Sheila Ginnane

Vice-Chair: Nancy O'Donnell

Secretary: Jeanne Phillips

Treasurer: Eileen Crawford

Jason Aronoff asked if there were any other nominations for these positions. No further nominations from the floor. Eileen Crawford made a motion that the secretary cast a vote for these nominees. Sheila Ginnane seconded the motion. Motion passed. The secretary casts a vote for the slate presented.

- Dorinda Darden noted that the 2012 Library Contract has been extended. She also noted that the Kenmore-Tonawanda Library budget has been increased by \$51,198 for increased employees. As a result 2 regular part time employees will be going to full time.

- Eileen Crawford states that a letter is needed for the bank stating who needs to be removed from the signature cards and who needs to be added. Also M&T bank will need new signature cards completed.

Nancy O'Donnell made a motion to adjourn and motion was seconded by Penny DePasquale Motion passed. Meeting adjourned at 8:30 pm

Next meeting will be February 12 at 7:00 pm