

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD

JULY 9, 2013

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, July 9, 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	Sheila Ginnane
Penny DePasquale	Nancy O'Donnell	Jeanne Phillips

Also attending: Dorinda Darden, Library Director of the Town of Tonawanda Public Library-Kenmore and Kenilworth branches

APPROVAL/CHANGES TO AGENDA:

- Eileen Crawford made a motion to accept the agenda as is. Motion was seconded by Sheila Ginnane and passed.

ADOPTION OF MINUTES FROM JUNE 11, 2013 BOARD MEETING:

- Motion made by Penny DePasquale to accept minutes as written. Motion seconded by Eileen Crawford and passed.

REPORT OF THE CHAIR:

- Three trustees will attend the meeting at the Cheektowaga Library re: unanswered questions about the Special District Library plans
- Jason Aronoff led a brief discussion about the Special District Library concerns
- Jason Aronoff commented that the Hug Your Library presentation at the Kenmore Library was well attended and very well done

REPORT OF THE DIRECTOR:

STATISTICS

Circulation:

Kenmore: June 2012: 27,182	June 2013: 25,470	-6.3%
Kenilworth: June 2012: 8,403	June 2013: 7,131	-15.1%
Foot Traffic:		
Kenmore: June 2012: 14,324	June 2013: 13,773	-3.8%
Kenilworth: June 2012: 3,032	June 2013: 2,886	-4.8%

Programs – Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Book Discussion Group** at the Kenilworth Branch on June 5th. There were 5 in attendance. The Falk School visited the Kenilworth Branch on Falk School on June 6th and June 10th with 7 children and 2 adults for a total of 9 in attendance. The Central Library Cybertrain staff presented the three Adult Computer classes at the Kenmore Branch. The **Computer Basics** class was held on June 7th with 11 in attendance, the **Internet Basics** class was held on June 14th with 11 in attendance and the Microsoft Word Basics was held on June 21st with 5 in attendance for a total of 27 in attendance. Roosevelt Elementary School 3rd graders visited the Kenmore Branch on June 11th with 23 children and 2 adults for a total of 25 in attendance. Kenmore Branch Manager Susan Makowski gave a tour of the children's area and helped the children find books of interest to them. Roosevelt Elementary School 1st graders visited the Kenmore Branch on June 12th with 47 children and 9 adults for a total of 56 in attendance. Kenmore Branch Librarian Nancy Offerman gave a tour of the children's area and helped the children choose books. Roosevelt Elementary School 2nd graders visited the Kenmore Branch on June 13th with 54 children and 5 adults for a total of 59 in attendance. Kenmore Branch Manager Susan Makowski gave a tour of the children's area and helped the children choose books. Kenmore Branch Librarians Nicole Bermingham and Jill Jablonski presented the **Battle of the Books** meetings on June 13th, June 20th and June 27th at the Kenmore Branch with 51 children in attendance. Kenmore Branch Librarian Nicole Bermingham presented the **Kenmore Book Club for Kids** for children ages 9-12 on June 15th to discuss. There were 2 in attendance. The Central Library Cybertrain staff presented two Adult Computer classes at the Kenilworth Branch. The **Microsoft Word Basics** class was held on June 17th with a total of 3 in attendance. The **Microsoft Word Intermediate** class was held on June 24th with a total of 10 in attendance. Roosevelt Elementary School Kindergartners visited the Kenmore Branch on June 18th with 51 children and 6 adults for a total of 57 in attendance. Kenmore Branch Librarian Nancy Offerman gave a tour of the children's area and helped the children choose books. Creative Child Day Care Center visited the Kenmore Branch on June 19th with 11 children and 2 adults for a total of 13 in attendance. The children helped their teachers choose books to borrow. The Central Library Children's Programming Team presented a program about **Fairies** for children ages 3 – 8 at the Kenilworth Branch on June 21st with 11 children and 8 adults for a total 19 in attendance. The **SPCA Preschool**

Story Hour was presented at the Kenmore Branch on June 24th with 18 children and 11 adults for a total of 29 in attendance. Librarian Wanda Collins from the Central Library Children's Programming Team presented **Preschool Story Hour** at the Kenmore Branch on June 27th with 27 children and 15 adults for a total of 42 in attendance. The Kenmore Branch held a **Hug Your Library Today, so it's Here Tomorrow** event on June 27th. Patrons were encouraged to show the support for libraries by joining in a big "Hug" around the front of the library. About 50 library patrons heard a speech from Town of Tonawanda Public Library Director Dorinda Darden, held onto unity ribbons, gave a cheer for the library and enjoyed refreshments and freebies including books and bookmarks. Town of Tonawanda Public Library Board Members Jason Aronoff, Sheila Ginnane and Jeanne Phillips, Erie County Legislators Kevin Hardwick and Lynn Marinelli and Central Library Assistant Deputy Director, Development & Communications Joy Testa Cinquino were in attendance.

Kenmore Branch Librarian Nicole Bermingham attended the **Summer Reading Webinar** sponsored by the NY Council on June 7th.

Kenmore Branch Manager Susan Makowski attended the Booklist **Audiobook Summer 2013 Announcements Webinar** on June 11th.

Kenmore Branch Librarian Beth Lewitzky attended the **Community-Led Library Service Webinar** sponsored by Info People on June 12th.

Town of Tonawanda Public Library Director Dorinda Darden attended the **Public Library Administrator's Certificate Program (PLACP)** class at the Central Library on July 8th and July 9th.

A Library Accident/Incident Report was filed on June 21st concerning Laurie Jasin whose left elbow was hit by the handicap accessible door which automatically opened when Kenmore Branch Caretaker Rickie Davis unlocked the parking lot entrance door at the Kenmore Branch. Her elbow was bruised but she said she bruises easily and that her elbow was okay.

Jim Abramo from the Town of Tonawanda Youth, Parks and Recreation Department was notified on June 26th about the leaking in the staff workroom and in Kenmore Branch Library Associate Jeanne McGill's office.

Jim checked out the leaks and determined that they cannot lower the temperature too much or condensation will continue to occur due to problems with the HVAC System.

On June 26th, during a very heavy rainstorm, the roof leaked again in the area just in front of the doorway to the hall at the Kenilworth Branch. Frank Brigante of the Town of Tonawanda Youth, Parks, and Recreation Department was called, and said he would call the roofer. On Friday, June 28th, the roofer was here, and went onto the roof to make a repair.

UNFINISHED BUSINESS:

- Mike Farrell has not yet returned Dorinda Darden's phone call re: installation of new lighting at Kenmore Library. She will continue efforts to contact him.
- Laura Glass was approved by the Town of Tonawanda Board as a Library Trustee
- Jason Aronoff received contact from a woman who expressed interest in serving as a Library Trustee. He will keep her name on file for the future.
- Discussion re: utilization of ground floor office space. Dorinda Darden shared information about art display cases from Graphic Display Systems. She will investigate their cost.
- Eileen Crawford stated that John Bergnassi confirmed that there are funds available from Community Development to replace the roof at the Kenilworth Library. She will investigate the procedure for applying for these funds.

NEW BUSINESS:

- Discussion re: application for a New York State Library Construction Grant for a new HVAC system for Kenmore Library. Jason Aronoff will contact the Town to determine the cost of this replacement as a pre-requisite for the grant application. The Library Trustees will meet on July 22 at 6:30 pm in a Special Meeting to discuss the application procedure for this grant.
- Sheila Ginnane suggested that packets re: the Town of Tonawanda Public Library services be available for distribution at the Farmers Market through the Kenmore Improvement Society. Dorinda Darden will follow up on this.

Penny DePasquale made a motion to adjourn at 8:07 pm. Eileen Crawford seconded motion. Meeting adjourned
The next regularly scheduled board meeting will be held on Tuesday, August 13, 2013 at 7 pm.