

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD  
AUGUST 13, 2013

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, August 13, 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
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:**

- Motion made by Eileen Crawford to change wording under New Business to read, "Vote on resolution 2013-2014 New York State Library Construction Grant Proposal". Motion seconded by Sheila Ginnane and passed.

**ADOPTION OF MINUTES:**

- Motion made by Nancy O'Donnell to accept the minutes of the Regular Board Meeting of July 9, 2013 and seconded by Eileen Crawford. Motion passed.
- Motion made by Sheila Ginnane to accept minutes of the Special Board Meeting of July 22, 2013 and seconded by Eileen Crawford. Motion passed.

**REPORT OF THE CO-CHAIR:**

- Jason Aronoff and Dorinda Darden along with several Town representatives (as noted in the Director's Report) attended a meeting on July 31, 2013 to discuss the application process for a 2013-2014 New York State Construction Grant. Susan Barnes of Grantmakers Advantage, Inc. spoke with Kenneth Stone, Chief Financial Officer from Buffalo and Erie County Public Library System, about the money that was available from New York State. He noted that the Hamburg Library was requesting a large amount of funding for their planned addition so it is possible New York State will not approve the total amount that we are requesting. Separate grants will be made for the work needed at Kenmore and Kenilworth Libraries. These applications must reach downtown by September 9, 2013.

**REPORT OF THE DIRECTOR:**

**STATISTICS**

Circulation:

Kenmore:	July 2012: 30,541	July 2013: 30,250	<b>1.0%</b>
Kenilworth:	July 2012: 9,062	July 2013: 8,620	-4.9%
Foot Traffic:			
Kenmore:	July 2012: 15,246	July 2013: 15,688	<b>+2.9%</b>
Kenilworth:	July 2012: 2,431	July 2013: 3,260	<b>+34.1%</b>

**Programs** – The Town of Tonawanda Public Library – Kenilworth and Kenmore Branches participated in the New York State Summer Reading Program with the theme **Dig into Reading**. The **Summer Fun Club** and the **Independent Reading Program** were held throughout the month.

Kenmore Branch Librarian Nancy Offerman presented the **Summer Fun Club** for ages 6-10 at the Kenmore Branch with the New York State Summer Reading theme **Dig into Reading** on July 2<sup>nd</sup>, July 9<sup>th</sup>, July 16<sup>th</sup>, July 23<sup>rd</sup> and July 30<sup>th</sup>. There were 75 children and 15 adults for a total of 90 in attendance. Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Monthly Journal Group** at the Kenmore Branch on July 2<sup>nd</sup>. There were 5 in attendance. Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Book Discussion Group** at the Kenilworth Branch on July 3<sup>rd</sup>. There were 5 in attendance. Librarian Kerra Alessi from the Central Library Children's Programming Team presented the **Dragons Program** for ages 5-10 on July 6<sup>th</sup> with 14 children and 5 adults for a total of 19 in attendance. On July 8<sup>th</sup>, Sandra Barlow from the Cooperative Extension set up a display in the Kenilworth Branch lobby, and spoke to patrons about the basics of healthy eating. This impromptu program was meant to introduce people to the workings of the Cooperative Extension as well as to provide current, reliable information on health and healthy foods. Kenilworth Branch Manager Amy Christman with the assistance of Kenilworth Branch Page Shawna McGuire presented the **Summer Fun Club** for ages 6-10 at the Kenilworth Branch with the New York State Summer Reading theme **Dig into Reading** on July 9<sup>th</sup>, July 16<sup>th</sup>, July 23<sup>rd</sup> and July 30<sup>th</sup>. There were a total of 32 in attendance. Librarian Kerra Alessi from the Central Library Children's Programming Team presented the **Fairies Program** for ages 3-8 on July 10<sup>th</sup> with 12 children and 6 adults for a total of 18 in attendance. Librarian Wanda Collins from the Central Library Children's Programming Team presented *Preschool Story Hour* at the Kenmore Branch on July 11<sup>th</sup>, Librarian Mary Ann Budny from the Central Library Children's Programming Team presented **Preschool Story Hour** at the Kenmore Branch on July 18<sup>th</sup> and Kenmore Branch Librarian Nancy Offerman presented **Preschool Story Hour** on July 25<sup>th</sup>. There were 61 children and 45 adults for a total of 106 in attendance. Kenmore Branch Librarians Nicole Birmingham and Jill Jablonski presented the **Battle of the Books** meetings on July 11<sup>th</sup>, July 18<sup>th</sup> and July 25<sup>th</sup> at the Kenmore Branch with a total of 37 children in attendance. Kenmore Branch Librarian Nicole Birmingham presented the **Toddler Time for Twos** on July 12<sup>th</sup>, July 19<sup>th</sup> and July 26<sup>th</sup> with 41 children and 31 adults for a total of 72 in attendance. The Central Library Cybertrain staff presented three Adult Computer classes at the Kenmore Branch. The **Microsoft Excel Basics** class was held on July 12<sup>th</sup> with 9 in attendance, the **Microsoft Publisher Basics** class was held on July 19<sup>th</sup> with 6 in attendance and the **iPad Basics** class was held on July 26<sup>th</sup> with 7 in attendance for a total of 22 in attendance. The Falk School visited the Kenilworth Branch on July 19<sup>th</sup> and July 23<sup>rd</sup>. There were 10 children and 3 adults for a total of 13 in attendance. Kenmore Branch Librarian Nicole Birmingham presented the

**Kenmore Book Club for Kids** for ages 9-12 on July 20<sup>th</sup> to discuss **The One and Only Ivan** by Katherine Applegate. There were 3 in attendance. The Central Library Cybertrain staff presented the **Organizing Files and Folders** Adult Computer class at the Kenilworth Branch on July 24<sup>th</sup> with 5 in attendance. Kenmore Branch Librarian Jill Jablonski facilitated the **Teen Gaming Night** for ages 13-17 at the Kenmore Branch on July 30<sup>th</sup>. There were 6 in attendance. **Local singer Kevin McCarthy** performed at the Kenmore Branch on July 31<sup>st</sup>. There were 35 children and 26 adults for a total of 61 in attendance.

Kenilworth Branch Manager Amy Christman created an adult display at the Kenilworth Branch with the theme **Ground Breaking Reads** in connection with the New York State Summer Reading program theme of **Dig into Reading**.

The Town of Tonawanda Public Library – Kenilworth and Kenmore Branches received \$3,000 and \$4,000 respectively from grants through the Bullet Aid from the 2013-14 New York State budget. Town of Tonawanda Public Library Director Dorinda Darden sent a Thank You Letter to New York State Senator Mark J. Grisanti for this aid.

Representatives from Congressman Brian Higgins' office hosted a **Congress on Your Corner** session in the Kenmore Branch lobby on July 24<sup>th</sup>.

Kenmore Branch Manager Susan Makowski attended the **Booklist Book Group Buzz Webinar** on July 16<sup>th</sup>.

Kenmore Branch Librarian Beth Lewitzky attended the **Western New York Library Resources Council (WNYLRC) High School to College Committee Meeting** on July 2<sup>4th</sup>.

Central Library Librarian Linda Rizzo presented the **Library District Initiative Staff Training** at the Kenilworth Branch on July 29<sup>th</sup>. Kenilworth Branch Senior Pages Kathy Bauer and Connie Brinkworth attended this training.

Town of Tonawanda Public Library Director Dorinda Darden, Town of Tonawanda Public Library Board Chair Jason Aronoff, Town of Tonawanda Board Member Lisa Chimera, Town of Tonawanda Youth Parks and Recreation Department Director Jeff Ehlers, Town of Tonawanda Youth, Parks and Recreation Department Supervisor of Parks Maintenance Rich Ford, Town of Tonawanda Technical Support Director Michael Kaiser, David Decker, Senior Engineer Assistant from the Town of Tonawanda Technical Support Department and Susan Barnes of Grantmakers Advantage, Inc. attended a meeting on July 31<sup>st</sup> about the application process for the 2013-2014 New York State Construction Grant that was held at the Town of Tonawanda Municipal Building. The Town of Tonawanda Public Library is looking into applying for a New York State Construction Grant to update the Heating, Ventilation and Air Conditioning (HVAC) System at the Town of Tonawanda Public Library – Kenilworth and Kenmore Branches.

Central Library Librarian Linda Rizzo presented the **Library District Initiative Staff Training** at the Kenmore Branch on July 31<sup>st</sup>. Kenilworth Branch Manager Amy Christman, Kenilworth Branch Library Associate Margaret Kunz, Kenmore Branch Manager Susan Makowski, Kenmore Branch Librarians Beth Lewitzky and Nancy Offerman, Kenmore Branch Library Associate Jeanne McGill, Kenmore Branch Library Clerk Joyce McCullagh, and Kenmore Branch Senior Page Wende Russo attended this training.

Town of Tonawanda Public Library Director Dorinda Darden, Kenmore Branch Manager Susan Makowski, David Decker, Senior Engineer Assistant from the Town of Tonawanda Technical Support Department, Jim Abramo from the Town of Tonawanda Youth, Parks and Recreation Department met at the Kenmore Branch with Daniel Demarco from Vastola Heating & Cooling on August 7<sup>th</sup> to discuss updating the HVAC System at the Kenmore Branch.

Tonawanda Public Library Director Dorinda Darden with the assistance of Kenmore Branch Librarian Beth Lewitzky selected books and music compact discs to order through Baker & Taylor for the **John E. Farrell Memorial** donations of \$750.00 from the Niagara Frontier Center, State University of New York – Empire State College. Orders were submitted to the Acquisitions Department of the Central Library on July 17<sup>th</sup>. Once received bookplates will be put in the books in honor of John E. Farrell.

In July, the Town of Tonawanda Maintenance staff relined the parking lot and provided a new small garbage tote to be placed near the parking lot at the Kenilworth Branch for the patrons' convenience. Also in July, the thermostats were reprogrammed and locked boxes were installed over the thermostats in the back office, the main reading room and the community room.

Jim Abramo and Nick Smith from the Town of Tonawanda Youth, Parks and Recreation Department installed a portable air conditioner unit in the staff workroom at the Kenmore Branch on July 16<sup>th</sup>. Throughout the month Jim worked on the HVAC System at the Kenmore Branch due to it not working properly and he also came out several times to reset the portable air conditioner unit in the staff workroom.

David Decker, Senior Engineer Assistant from the Town of Tonawanda Technical Support Department and a representative from Vastola Heating & Cooling visited the Town of Tonawanda Public Library – Kenilworth and Kenmore Branches on July 30<sup>th</sup> to check out the HVAC System at each location for a quote on updating the HVAC System.

#### UNFINISHED BUSINESS:

- Lighting upgrades at the Kenmore Library Branch are completed.
- Ellen Bach, attorney, and Mary Jean Jakubowski, BECPL Director, will be meeting with the Kenmore Library trustees on August 20, 2013 at 4 pm to discuss the Memorandum of Understanding for the Special Legislative District Public Library. At this time they will answer any questions the trustees may have re: the MOU.

- Jason Aronoff will contact the Town of Tonawanda Board Members to determine their views on approval of the MOU

#### NEW BUSINESS:

- Jason Aronoff read a resolution stating that the Library Board will utilize State Grant funds awarded to remove and replace air conditioning chiller including piping, and purchase and install auxiliary air conditioning/heat units to serve offices and public meeting/conference room at the Kenmore Library. The Town, as the owner of the Kenmore Library building, must provide the local match for the grants and must approve the project. Eileen Crawford made a motion to accept this resolution and seconded by Sheila Ginnane. The motion was unanimously passed.
- Jason Aronoff read a resolution stating that the Library Board will utilize the State Grant funds awarded to remove the existing flat roof and install a new flat roof and remove and replace three existing roof top air conditioning units complete with all necessary ductwork and equipment at the Kenilworth Library. The Town, as owner of the Kenilworth Library building, must provide the local match for the grants and must approve the project. A motion was made by Nancy O'Donnell to accept this resolution and seconded by Sheila Ginnane. The motion was unanimously passed.
- Jason Aronoff noted that if anyone would like to view this grant that is being sent to BECPL for submission, it would be available at both the Kenmore and Kenilworth libraries.

Motion made by Eileen Crawford to adjourn at 8:45 pm. Motion seconded by Nancy O'Donnell and passed.

THE NEXT MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD WILL BE HELD ON TUESDAY, SEPTEMBER 10, 2013 AT 7 PM.