

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD  
NOVEMBER 12, 2013

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, November 12, 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
Laura Glass	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 add “officers for 2014” under New Business. Motion was second by Laura Glass and passed.

ADOPTION OF MINUTES:

- Motion made by Laura Glass to change under New Business Eileen Crawford stated that “there are 5 accounts at M&T and Key Banks” to Eileen Crawford stated that “the accounts at M&T and Key banks total 5”. Motion was seconded by Eileen Crawford and passed.

REPORT OF THE CHAIR:

- Jeanne Phillips and Jason Aronoff attended an ACT meeting at the Clarence Library on Saturday, November 9<sup>th</sup>. Ellen Bach presented the legislation for the Special Legislative District Public Library for the input of the ACT members. ACT President made the request that 2 members of every library board be available to go out into the community to answer questions about this legislation and what it will mean to our library services and their growth.
- Mary Jean Jakubowski reported that 70 to 80% of the responders to their recent survey stated they would be willing to pay an additional 25 cents a week more in taxes for library services.
- Dorinda Darden and Jason Aronoff met with Rich Ford and Chuck Panzica re: the removal of the dropped ceiling in the library entrance for aesthetic and space purposes.

## REPORT OF THE DIRECTOR:

### Circulation:

Kenmore:	October 2012	27,248	October 2013	25,630	-5.9%
Kenilworth:	October 2012	6,750	October 2013	7,147	+5.9%

### Foot Traffic:

Kenmore:	October 2012	15,396	October 2013	15,459	+4%
Kenilworth:	October 2012	2,477	October 2013	2,894	+16.8%

Programs – Kenilworth Branch Manager Amy Christman facilitated the monthly Adult Monthly Journal Group at the Kenmore Branch on October 1<sup>st</sup>. There were 8 in attendance. The Falk School visited the Kenilworth Branch on October 1<sup>st</sup> and October 24<sup>th</sup>. There were 7 children and 4 adults for a total of 11 in attendance. Kenilworth Branch Manager Amy Christman facilitated the monthly Adult Book Discussion Group at the Kenilworth Branch on October 2<sup>nd</sup>. There were 6 in attendance. Librarian Wanda Collins from the Central Library Children's Programming Team presented Preschool Story time on October 3<sup>rd</sup>, October 10<sup>th</sup>, October 17<sup>th</sup> and October 24<sup>th</sup> at the Kenmore Branch. There were 66 children and 59 adults for a total of 125 in attendance. Kenmore Branch Librarian Nicole Bermingham presented the Toddler Time for Twos on October 4<sup>th</sup>, October 11<sup>th</sup>, October 18<sup>th</sup> and October 25<sup>th</sup>. There were 54 children and 47 adults for a total of 101 in attendance. The Central Library Cyber train staff conducted the eBooks & eReaders adult computer class on October 4<sup>th</sup> at the Kenmore Branch with 11 in attendance. Kenmore United Methodist Nursery School visited the Kenmore Branch on October 9<sup>th</sup> with 17 children and 4 adults for a total of 21 in attendance. Kenmore Branch Librarian Nancy Offerman read stories and showed a movie to the children. Library Associate Cynthia Lenzner from the Central Library Children's Programming Team presented the Pop-Up Creations Program for ages 8 – 12 at the Kenmore Branch on October 17<sup>th</sup>. There were 6 children and 5 adults for a total of 11 in attendance. The Central Library Certain staff conducted the Editing Digital Photos adult computer class on October 18<sup>th</sup> at the Kenilworth Branch. There were 5 in attendance. Kenmore Branch Librarian Nicole Bermingham presented her Book Club for Kids for ages 9 – 12 on October 19<sup>th</sup> at the Kenmore Branch without any children attending. Nicole is evaluating the program's future. Kenmore Branch Librarian Nicole Bermingham presented

the Monster Mash Party for children ages 5 – 8 on October 26<sup>th</sup> at the Kenmore Branch. There were 18 children and 8 adults for a total of 26 in attendance. Kenmore Branch Librarian Jill Jablonski facilitated the Teen Gaming Night for ages 13 – 17 at the Kenmore Branch on October 29<sup>th</sup>. There were 3 in attendance.

As a member of the Database Committee Town of Tonawanda Public Library Director Dorinda Darden wrote a summary for Reference USA Database, the Featured Resource of the Month on the Buffalo & Erie County Public Library website.

On October 2<sup>nd</sup>, Town of Tonawanda Public Library Director Dorinda Darden at the request of Kenmore Branch patron Monica Katz located old photos in library files of the Kenmore Branch Library 50 years ago and photocopied them. Ms. Katz wanted to give them to her mother who was very fond of the Kenmore Branch Library.

The Reference Survey was conducted at the Kenilworth Branch from October 7<sup>th</sup> through October 11<sup>th</sup> and at the Kenmore Branch from October 19<sup>th</sup> through October 25<sup>th</sup>.

Kenilworth Branch Senior Page Joanna Battaglia resigned. Her last day was October 17<sup>th</sup>. She accepted a Part-Time Clerk Typist position at the Riverside Branch Library.

Kenmore Branch Page William Stachnik was promoted to a Senior Page at the Kenilworth Branch. His first day at the Kenilworth Branch was October 21<sup>st</sup>.

The Visiting Nurses Association held a flu shot clinic at the Kenmore Branch on October 21<sup>st</sup>.

UNYTS held a blood drive at the Kenmore Branch on October 24<sup>th</sup>.

The Kenmore Branch Library staff received a catered lunch from Buffalo & Erie County Public Library Director Mary Jean Jakubowski on October 24<sup>th</sup> for winning the Buffalo & Erie County Public Library's Library Card Sign-Up Month Contest. The lunch was provided by Panera Bread and included sandwiches, chips, salad and cookies as well as soda. Buffalo & Erie County Public Library Director Mary Jean Jakubowski and Buffalo & Erie

County Public Library Chief Financial Officer Kenneth Stone stopped by the Kenmore Branch on October 24<sup>th</sup> to bring the catered lunch and to congratulate staff on winning the contest.

Kenmore – Town of Tonawanda Friends of the Library Volunteer Appreciation Brunch was held at the Kenmore Branch on October 26<sup>th</sup>. Town of Tonawanda Public Library Director Dorinda Darden, Town of Tonawanda Public Library Board of Trustees Members Eileen Crawford and Laura Glass were in attendance. Laura Glass is also the President of the Kenmore-Town of Tonawanda Friends of the Library and Eileen Crawford is a member of the Kenmore-Town of Tonawanda Friends of the Library. There were 20 in attendance.

Kenmore Branch patron Gregory Palamara won a library book bag filled with books and assorted novelties in the What My Library Means to Me system-wide contest.

Kenilworth Branch Manager Amy Christman created a Halloween display with the title Get Your Hands on Some Horror which featured adult horror titles. The display area was bordered by bloody handprints.

Tonawanda Public Library Director Dorinda Darden attended the Zonta Club of Kenmore Meeting on October 2<sup>nd</sup> and October 15<sup>th</sup>.

Town of Tonawanda Public Library Director Dorinda Darden And Kenmore Branch Manager Susan Makowski attended the Manager-Director Meeting held at the Central Library on October 9<sup>th</sup>. Town of Tonawanda Public Library Director Dorinda Darden gave a presentation on the Reference USA Database.

Kenmore Branch Librarian Jill Jablonski attended the Booklist Weeding Collections Webinar on October 15<sup>th</sup>.

Kenmore Branch Librarian Jill Jablonski attended the Youth Services Group Meeting held at the Central Library on October 16<sup>th</sup>.

Kenmore Branch Manager Susan Makowski attended the Booklist Weeding Collections Webinar on October 17<sup>th</sup>.

Town of Tonawanda Public Library Director Dorinda Darden conducted Staff Meetings at the Kenmore Branch on October 21<sup>st</sup> and October 24<sup>th</sup> and a Staff Meeting at the Kenilworth Branch on October 23<sup>rd</sup>.

Tonawanda Public Library Director Dorinda Darden, Kenmore Branch Manager Susan Makowski and Town of Tonawanda Public Library Board Co-Chair Jason Aronoff met at the Kenmore Branch with Sam Saunderson from Graybar Electric Company on October 28<sup>th</sup> about lighting upgrades for the parking lot at the Kenmore Branch. With the permission of Town of Tonawanda Supervisor of Parks Maintenance Rich Ford, Frey Electric Construction Company Inc. will install one light fixture near the entrance under the canopy of the parking lot to determine if the TLED fixtures Frey Electric is proposing to install would be good for the Kenmore Branch.

Buffalo & Erie County Public Library Information Technology Administrator Stephen Hovey upgraded the Wireless Access Point (WAP) at the Kenmore Branch on October 29<sup>th</sup>.

Town of Tonawanda Public Library Director Dorinda Darden attended the Post-It Note Palooza Committee Meeting on October 30<sup>th</sup> at the City of Tonawanda Public Library.

Kenmore Branch Susan Makowski attended the Booklist Dazzling Debuts Webinar on October 31<sup>st</sup>.

On October 10<sup>th</sup>, Town of Tonawanda Public Library Director Dorinda Darden contacted Jim Abramo and Chuck Panzica from the Town of Tonawanda Town Youth, Parks and Recreation Department about cleaning the vents at the Kenmore Branch. Chuck checked with Town of Tonawanda Supervisor of Parks Maintenance Rich Ford. They are looking into having a Duct Cleaning Company come out to clean the ducts and vents.

On October 17<sup>th</sup>, Town of Tonawanda Public Library Director Dorinda Darden completed the Digital Inclusion Survey for the Town of Tonawanda Public Library-Kenilworth and Kenmore Branches. The survey was conducted by ALA (American Library Association).

Town of Tonawanda Public Library Director Dorinda Darden contacted Kenmore Middle School Principal Elaine Thomas on October 21<sup>st</sup> about problems with Kenmore Middle School students loitering in the from,

parking lot and lobby of the Kenmore Library as well as their disruptive behavior while in the Kenmore Branch e.g. playing on the elevators, running up the stairs, being loud and using offensive language. Ms. Thomas said that she would make public service announcements letting the students know that they could not loiter on the library premises and if there were any more problems to let her know and she will address it with the students. She would also encourage students to go to Study Hall or the school library after school.

Jim Abramo from the Town of Tonawanda Youth, Parks and Recreation Department worked on the boiler for the heating at the Kenmore Branch on October 22<sup>nd</sup>.

Kenilworth Branch Manager Amy Christman weeded a number of sections in the collection in order to free up space on the shelves. Children's Fiction, the Large Print collection, and the adult fiction titles with authors whose last names begin with M.

After repeated episodes of rude and disruptive behavior, Lily and Rowan Williams were banned from the Kenilworth Branch for a period of 3 months. The absence of these girls has resulted in a much more calm and quiet atmosphere in the library, which is much appreciated by both the staff and the patrons who are regular users of the public access computers. Kenilworth staff has received thanks from more than one patron for their efforts.

On October 31<sup>st</sup>, Caretaker Rickie Davis changed burned out light bulbs in a fixture in the lobby, as well as in all of the Exit signs at the Kenilworth Branch.

#### UNFINISHED BUSINESS:

- Dorinda Darden reported that many items have been ordered as the result of improvement initiatives for both the Kenmore and Kenilworth Libraries. These items include book trucks, tables and chairs. This order list has been forwarded to the Business Office at the Central Library since they are able to order the same items at a much-reduced cost. The savings will be almost \$3,000. Some items have already arrived. Dorinda Darden is also investigating the possibility of purchasing some library carrels for the Kenilworth branch. This will include 2 starters and 8 add-ons for a total of

\$4,359.90. Dorinda Darden is also looking into whether any wiring will need to be changed. These improvements are all being funded through money raised by the Friends of the Library.

- The Kenmore and Kenilworth Branches have begun selling candy bars as a fundraiser. They are selling well.
- Discussion of issues involving the Special Legislative District Library

#### NEW BUSINESS:

- Sam Saunderson from Graybar Electric Company suggested using a time clock to shut off lights during the day in the parking lot. This would be more energy efficient.
- Jason Aronoff noted that the Board term limits for Eileen Crawford, Sheila Ginnane and Jeanne Phillips expire at the end of 2013. All three members state they are willing to serve another term.
- Eileen Crawford and Sheila Ginnane will create a slate for officers to be presented at the next meeting.

#### EXECUTIVE SESSION:

Regular meeting adjourned to Executive session. Discussion followed re: Legacy Fund as well as library maintenance and new board applicants.

Motion made to adjourn by Sheila Ginnane and seconded by Eileen Crawford. Meeting adjourned at 8:55 pm.