

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD

February 11, 2014

A regular meeting of the board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, February 11, 2014 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	Rachel Kranitz		

Also attending: Dorinda Darden, Library Director of the Town of Tonawanda Public Library – Kenmore and Kenilworth Branches.

Chair, Sheila Ginnane called meeting to order at 7:00 pm.

APPROVAL/CHANGES TO AGENDA:

- Jason Aronoff requested a change to the agenda so as to add under New Business a library board initiative regarding re-opening a library north of Sheridan. Motion was made by Laura Glass to change the agenda as presented by Jason Aronoff and seconded by Jeanne Phillips. Motion passed.

ADOPTION OF MINUTES:

- Jason Aronoff requested a change to the minutes to insert the phrase “to accept the resignation of Trustee O’Donnell”.
- Motion was made by Laura Glass to accept the proposed changes to the minutes from January 14, 2014, and seconded by Jeanne Phillips. Motion passed.

REPORT OF THE TREASURER:

- Laura Glass presented a summary of the current balances from the Town of Tonawanda Public Library bank accounts. Laura Glass will discuss the status of the Legacy Account in Executive Session.

REPORT OF THE CHAIR:

- Jason Aronoff, Jeanne Phillips and Chair Ginnane attended the ACT Meeting on January 18th at the Eggertsville-Snyder Branch, 4622 Main Street, Snyder. Emphasis was made on having teams from every contract library to go out into the community to tell: “What’s going on in our Library” and include information on the Special District Proposal. Teams should include Staff and Trustees. The teams need to keep track of what PR they do in their community and to give a report at the next ACT meeting. The annual ACT trustee workshop will be held on Saturday, March 22nd, at Central Library from 8:30 – 12. The Agenda will be

the ACT business meeting, the 10 yr. Financial Outlook and the results of Siena Survey which was funded by the Library Foundation.

- Chair Sheila Ginnane, Vice Chair Jason Aronoff attended a meeting held at the Kenilworth Branch on January 28th with Town of Tonawanda Public Library Director Dorinda Darden, Town of Tonawanda Youth, Parks and Recreation Director Jeff Ehlers and Town of Tonawanda Youth, Parks and Recreation Department Supervisor of Parks Maintenance Rich Ford to discuss the Town of Tonawanda Public Library Initiatives for both the Kenilworth and Kenmore Branches. This list was formulated by the staff of that Library:

Painting throughout Library	Shed for storage
Handicapped accessible entrance doors	Handicapped accessible restrooms
Exhaust fans in restrooms	Drinking fountain
Park benches near entrances	one picnic table
Electrical outlets	Replace bad ceiling tiles
Indoor drop box	Remodel Community room
New circulation desk	new carpeting throughout
Expand building	

Jeff Ehlers and Rich Ford indicated that some of the items are available through the Town, such as, a picnic table and park benches. Mr. Ehlers and Mr. Ford would furnish the Board with pricing for other items. The funding would have to be figured out.

REPORT OF THE DIRECTOR:

- Director Darden reported on the statistics for January as follows:

STATISTICS

Circulation:

Kenmore:	January 2013:	27,045	January 2014:	24,841	-8.1%
Kenilworth:	January 2013:	6,804	January 2014 :	6,564	-3.5%

Foot Traffic:

Kenmore:	January 2013:	16,792	January 2014:	13,806	-17.8%
Kenilworth:	January 2013:	3,181	January 2014:	2,836	-10.8%

***Kenilworth and Kenmore Branches closed at 5:00 PM on January 6, 2014 and closed on January 7, 2014 due to weather.**

- **Programs** – Kenmore Branch Librarian Nicole Bermingham presented the **Crafter-day program** for children ages 6-10 on January 4th at the Kenmore Branch. There were 17 children and 1 adult for a total of 18 in attendance. The Falk School visited the Kenilworth Branch on January 6th and January 31st. There were 6 children and 2 adults for a total of 8 in attendance. Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Book Discussion Group**

at the Kenilworth Branch on January 8th. There were 4 in attendance. Kenmore Branch Librarian Nancy Offerman presented **Preschool Storytime** at the Kenilworth Branch Library on January 14th, January 21st and January 28th. There were a total of 23 in attendance. Kenmore Branch Librarian Nicole Bermingham presented the **Toddler Time for Twos** on January 17th, January 24th and January 31st. There were 53 children and 43 adults for a total of 96 in attendance. The Central Library Cybertrain staff conducted three adult computer classes at the Kenmore Branch. The **Computer Basics** was held on January 17th with 17 in attendance, the **Internet Basics** was held on January 24th with 12 in attendance and the **Microsoft Word Basics** was held on January 31st with 11 in attendance. Kenmore Branch Librarian Jill Jablonski facilitated the **Teen Gaming Night** for ages 13-17 at the Kenmore Branch on January 21st and January 28th. There were a total of 8 in attendance. Kenmore Branch Clerk Typist Molly McDuff presented a newly created **Recipe Exchange Program** on January 25th. There were 5 in attendance.

- The Kenilworth and Kenmore Branches participated in the **SnapShotNY: A Day in the Life of a Library 2014** on January 21st as part of the Buffalo & Erie County Public Library System.
- Town of Tonawanda Public Library Caretaker Rickie Davis's Regular Part-Time (RPT) position was restored to Full Time effective January 25th.
- Branch Manager Susan Makowski attended the Demco's Embracing Change in the Library Webinar on January 15th.
- Town of Tonawanda Public Library Director Dorinda Darden held Staff Meetings at the Kenmore Branch on January 22nd and January 24th and at the Kenilworth Branch on January 28th.
- Town of Tonawanda Public Library Director Dorinda Darden attended a meeting with Human Resources/Labor Relations Officer Jeannine Doyle and Information Services Manager Daniel Caufield held at the Central Library on January 23rd about **Employee Performance Evaluations**. Dorinda and Daniel have agreed that the Town of Tonawanda Public Library and the Central Library's Information Services Department will be the test pilot for implementing the **Employee Performance Evaluations** that have been developed by Jeannine.
- Town of Tonawanda Public Library Director Dorinda Darden attended a meeting on January 24th held at Panera Bread with B&ECPL Director Mary Jean Jakubowski and B&ECPL Trustee Katie Burd about the Town of Tonawanda Public Library involvement and potential collaborations with the Ken-Ton Schools.

- Town of Tonawanda Public Library Caretaker Rickie Davis put together 10 new computer carrels on January 18th and January 19th. The new window bench was also brought over from the Kenmore Branch in January.
- Amherst Alarm conducted a Fire Alarm inspection on January 22nd at the Kenmore Branch. Amherst Alarm conducted a Fire Alarm inspection on January 31st at the Kenilworth Branch.
- On January 30th, Jim Abramo from the Town of Tonawanda Youth, Parks and Recreation Department adjusted the thermostat at the Kenmore Branch due to it being extremely hot in the Town of Tonawanda Public Library Director Darden's office.
- A **"Community Perspectives" Focus Group** targeting **Parents** was held at the Kenmore Branch on February 4th. It was facilitated by Libby Post from Communications Services.
- Town of Tonawanda Youth, Parks and Recreation Department removed the thermostat from the staff hallway and installed it in the Town of Tonawanda Public Library Director Darden's office on February 5th.
- An automatic paper towel dispenser was installed in the staff restroom at the Kenmore Branch by Town of Tonawanda Youth, Parks and Recreation Department workers on February 7th.

UNFINISHED BUSINESS:

- Jason Aronoff contacted Mike Farrell from Frey Electric about their quote for installing new lighting in the parking area of Kenmore. A motion was made to spend \$7828 to allow Frey Electric Company to disconnect and remove 14 existing parking area light fixtures and blasts and to install 14 new LED surface mounted light fixtures into the existing circuits made by Jeanne Phillips and seconded by Laura Glass. Motion passed.

NEW BUSINESS:

- Director Darden talked to Rich Ford about lighting upgrade in the Kenmore Library Community room at the January 28th meeting at Kenilworth. Mr. Ford suggested getting a quote from Frey Electric. The Board discussed holding off a decision to the upgrade until discussions are made regarding remodeling the community room. The Board would like to seek input from staff before proceeding. The Board will put the community room remodel along with discussion about remodeling foyer of the Kenmore Library under Unfinished Business for next month's meeting.
- Jason Aronoff, as a town resident, has been seeking a library north of Sheridan for more than a year. He believes he is at an impasse and is seeking the Board's

support in reopening or opening a library north of Sheridan. Jason Aronoff presented some of the arguments for and against for opening a library. Mr. Aronoff has talked with Councilwoman Lisa Chimera about using the money from the sale of the Greenhaven Library to reopen Brighton. According to Trustee Aronoff, Councilwoman Chimera said that she would like to see a commitment from the County before the Town would commit to reopening a library. Eileen Crawford asked if Trustee Aronoff knew what the amount was left in the Greenhaven account and what would be the amount to reopen a library regarding staff, hours and updating County services to that library. Trustee Aronoff will furnish different scenario for staffing and hours at a later date. The Board agreed to table discussion until the next board meeting.

EXECUTIVE SESSION:

- A motion to adjourn to Executive Session to distribute the Siena College Survey to the Trustees and to continue discussion of Town of Tonawanda Public Library bank accounts was made by Laura Glass and seconded by Jeanne Phillips. Motion passed.

PUBLIC COMMENT:

- No comment was made.

After adjourning from Executive Session, a motion to secure a CD from Key Bank was made by Jason Aronoff and was seconded by Jeanne Phillips. Motion passed.

Motion to adjourn was made by Laura Glass and seconded by Rachel Kranitz. Motion passed. Meeting adjourned at 8:46 pm.

Next meeting of the Town of Tonawanda Public Library Board will be March 11, 2014