

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
March 11, 2014

A regular meeting of the board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, March 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 7:06 pm.

APPROVAL/CHANGES TO AGENDA:

- Motion was made by Jeanne Phillips to accept the agenda as presented and seconded by Jason Aronoff. Motion passed.

ADOPTION OF MINUTES:

- Jason Aronoff requested a change to the minutes to delete “next” and to insert “future”.
- Motion was made by Laura Glass to accept the proposed changes to the minutes from February 11, 2014, and seconded by Rachel Kranitz. Motion passed.

REPORT OF THE CHAIR:

- Chair Ginnane discussed the Legacy Bank Account. It was formed to hold money that was received from wills and bequests. The account was set up with the intention that only the interest would be available for expenditure. Since the interest in this account is low, Trustees Jason Aronoff and Laura Glass along with Chair Ginnane have been looking to investing the money at a better rate. It is felt that the money should be invested locally and without changing banks for our other accounts also. Since there is no better rates at this time no action will be taken, but the board will continue to watch for changes in the interest rates.
- The Erie County Comptroller at the request of the County legislature is conducting an audit of the Buffalo & Erie County Public Library. Our town libraries have also been notified to send financial statements to Comptroller’s office. The audit will be discussed further under New Business.
- The results of the Siena College Survey have been made known and the observations was made that the Library is well regarded by the Erie County voters and considered an important institution within the community. To solidify this

support the Board needs to make those voters, who do not use the Library, more aware of what the Library has to offer.

REPORT OF THE DIRECTOR:

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

STATISTICS

Circulation:

Kenmore:	February 2013:	25,226	February 2014:	23,121	-8.3%
Kenilworth:	February 2013:	6,735	February 2014	5,716	-15.1%

Foot Traffic:

Kenmore:	February 2013:	16,759	February 2014:	14,621	-12.8%
Kenilworth:	February 2013:	3,649	February 2014:	2,881	-21.0%*

***The Kenilworth Branch experienced counter malfunctions and includes several estimates this month.**

- **Programs** – Kenmore Branch Librarian Nicole Bermingham presented the **Crafter-day** program for children ages 6-10 on February 1st at the Kenmore Branch. There were 13 children and 2 adult for a total of 15 in attendance. The Falk School visited the Kenilworth Branch on February 3rd, February 11th and February 20th. There were 6 children and 3 adults for a total of 9 in attendance. Kenmore Branch Librarian Nancy Offerman presented **Preschool Storytime** on February 4th and Librarian Steven Clancy from the Central Library Children's Programming Team presented **Preschool Storytime** on February 11th, February 18th and February 25th at the Kenilworth Branch. There were 27 children and 20 adults for a total of 47 in attendance. Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Monthly Journal Group** at the Kenmore Branch on February 4th. There were 10 in attendance. Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Book Discussion Group** at the Kenilworth Branch on February 5th. Despite the snow and cold there were 3 in attendance. Kenmore Branch Librarian Nicole Bermingham presented the **Toddler Time for Twos** on February 7th, February 21st and February 28th. There were 40 children and 38 adults for a total of 78 in attendance. Librarian Wanda Collins from the Central Library Children's Programming Team presented **Preschool Storytime** on February 13th, February 20th and February 27th at the Kenmore Branch. There were 37 children and 30 adults for a total of 67 in attendance. Librarian Kasey Mack from the Central Library Children's Programming Team presented the **It's the Wonderful Wizard of Oz! Program** for ages 6-12 on February 18th at the Kenmore Branch. There were 14 children and 3 adults for a total of 17 in attendance. Kenmore Branch Librarian Jill Jablonski facilitated the **Teen Gaming Night** for ages 13-17 at the Kenmore Branch on February 18th and February 25th. There were a total of 8 in attendance. Librarian Mary Ann Budny from the Central Library Children's Programming Team presented the **Stuff Animal Storytime** for ages 3-8 on

February 21st at the Kenilworth Branch. There were 8 children and 7 adults for a total of 15 in attendance. Kenmore Branch Clerk Typist Molly McDuff facilitated the **Recipe Exchange Program** on February 22nd. There were 4 in attendance.

- The Kenmore Branch celebrated **“Take your Child to the Library Day”** on February 1st with books and library bags filled with bookmarks, puppets, and other assorted novelties given to children attending the library.
- AARP provided free **Income Tax Preparation** on February 3rd, February 5th, February 10th, February 12th, February 19th, February 24th and February 26th at the Kenmore Branch.
- Town of Tonawanda Public Library Director Dorinda Darden began the test pilot at the Kenilworth and Kenmore Branches on February 4th for implementing the **Employee Performance Evaluations** that have been developed by Human Resources/Labor Relations Officer Jeannine Doyle.
- On February 24th, Town of Tonawanda Public Library Director Dorinda Darden spoke to Susan DeVoe, the daughter of the late Angelo T. Eoannou about the family’s request to have monetary donations go to the Kenmore Branch in memory of Mr. Eoannou who passed away on February 20th. He was very fond of the Kenmore Branch. Dorinda thanked the daughter for their generosity and support of the library. In addition on behalf of the Town of Tonawanda Public Library – Kenmore Branch, Dorinda sent a Thank You letter to Mrs. Pauline Eoannou, the wife of Angelo T. Eoannou on February 25th. Monetary donations totaling \$290.00 were received from Virginia Cottis, Anastasia Clark, Constance Costianes, Anna Manning, the Conlan Company, Barbara Veanes, Kathleen and Patrick Gaglione in memory of Angelo T. Eoannou.
- Local author Dr. Thomas Reigstad discussed his book, **Scribblin’ for a Livin’: Mark Twain’s Pivotal Period in Buffalo** at the Kenmore Branch on February 26th. Copies of his book were made available to purchase and sign.
- The Kenmore Branch received 6 public laptops on February 26th from the Buffalo & Erie County Public Library System. On February 28th, Information Technology Administrator Stephen Hovey configured the public laptops to get them ready for public use on March 3rd.
- Library patron Audrey from the Toddler Time for Twos program on February 28th won the raffle for the **tickets** to the **Sesame Street’s “Can’t Stop Singing” live show** at Shea’s Performing Arts Center that runs from March 5, 2014 - March 9, 2014.
- Kenmore Branch Librarian Jill Jablonski attended the *Booklist Developing Library Collections for Today’s Young Adults Webinar* on February 5th.

- Tonawanda Public Library Director Dorinda Darden worked the *Ask Us 24/7 Virtual Reference Chat service* on February 5th and February 19th for a total of 2 hours. Kenmore Branch Librarian Nicole Bermingham worked the *Ask Us 24/7 Virtual Reference Chat service* on February 14th and February 28th for a total of 2 hours.
- 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 February 12th.
- Town of Tonawanda Public Library Director Dorinda Darden attended the *Zonta Club of Kenmore Academic Awards Committee Meeting* held at the Town of Tonawanda Municipal Building on February 18th and at the Kenmore Branch on February 27th. Town of Tonawanda Public Library Director Dorinda Darden attended the *Zonta Club of Kenmore Meeting* held at Wynwood of Kenmore on February 19th.
- Town of Tonawanda Public Library Director Dorinda Darden met with Town of Tonawanda Public Library Board Treasurer Laura Glass on February 21st at the Kenmore Branch to discuss library operations, budget and programming for the Town of Tonawanda Public Library.
- Town of Tonawanda Public Library Director Dorinda Darden held *Staff Meetings* at the Kenilworth Branch on February 24th and at the Kenmore Branch on February 25th and February 26th.
- Kenilworth Branch Manager Amy Christman, Kenmore Branch Manager Susan Makowski, Kenmore Branch Librarians Nicole Bermingham, and Nancy Offerman attended the *Librarians Meeting* held at the Kenmore Branch on February 27th.
- Kenmore Branch Librarian Beth Lewitzky attended the *WNYLRC High School to College Committee Meeting* on February 27th.
- The Town of Tonawanda Youth, Parks and Recreation Department fixed the drinking fountain at the Kenmore Branch on February 11th.
- The Town of Tonawanda Public Library Director Dorinda Darden notified Michael Farrell from Frey Electric Construction Company, Inc. on February 13th of the Town of Tonawanda Public Library Board's approval for Frey Electric Construction Company, Inc. to upgrade the lighting in the parking lot at the Kenmore Branch with 14 TLED light fixtures at a cost of \$7,828.00. The Town of Tonawanda Public Library – Kenmore Branch will receive an Energy Initiative from National Grid of \$2,800 after the installation is complete.

UNFINISHED BUSINESS:

- Director Darden shared the suggestions she received from the staff about improvements to both Kenmore and Kenilworth Library. Director Darden also gave an update on the painting that was being done at Kenilworth and the future painting job at Kenmore. Trustee Glass volunteered to contact UB's School of Architecture to see if a student would be willing to suggest changes to Kenilworth and Kenmore's community rooms. Trustee Aronoff was going to contact the Town to see if they could remove the false ceiling in the Kenmore foyer.
- The Association of Contract Library Trustees would like each Library Board to push the Special Library District Initiative to community groups in their area.

NEW BUSINESS:

- The State of Town Address will be held at Cardinal O'Hara High School on March 21st at 12:00 a.m. Trustees Glass, Ginnane, and Director Darden will be attending the Supervisor Caruana's address.
- The Annual Trustee Workshop will be at the Central Library on March 22nd at 8:30 a.m. Trustees Ginnane, Glass, Crawford, and Phillips will be attending.
- Ken Stone, CFO for the Buffalo & Erie County Public Library notified the Contract Libraries that their Annual Financial Report they submit to the NY State Comptroller would fulfill the requirements of Audit. Future information may be requested at a later date.

PUBLIC COMMENT:

- No comment was made.

Motion to adjourn was made by Jason Aronoff and seconded by Rachel Kranitz. Motion passed. Meeting adjourned at 8:15 pm.

Next meeting of the Town of Tonawanda Public Library Board will be April 8, 2014