

## MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD

April 8, 2014

A regular meeting of the board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, April 8, 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

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 Laura Glass. Motion passed.

### ADOPTION OF MINUTES:

- Motion was made by Laura Glass to accept the proposed minutes from March 11, 2014, and seconded by Jason Aronoff. Motion passed.

### REPORT OF THE TREASURER:

- Treasurer Glass discussed what bequests go into the Legacy Account. She also gave an update about investing Legacy funds.

### REPORT OF THE CHAIR:

- Chair Ginnane, Trustee Glass, and Director Darden attended the State of the Town Address on March 21, 2014. In a conversation with Supervisor Anthony Caruana, he asked if the Erie County Library Board was still pursuing a Special Library District.
- In a conversation with the Buildings and Grounds Department, they indicated that they would be very busy the next couple of months in getting the golf courses ready for use. This may affect their availability for the Library Initiatives at the Kenmore and Kenilworth Libraries.
- The ACT (Association of Contract Library Trustees) Workshop was attended by Director Darden, Chair Ginnane, Trustee Phillips, and Trustee Crawford on March 22, 2014. Buffalo & Erie County Public Library CFO Ken Stone gave a 10 year financial projection showing more than a 3% shortfall if the library system continued with a tax cap growth of 2% per year and no change in the current

service levels. The Libraries have faced three major budget cuts in the past 10 years and a further budget cut would only add to the shortfall.

- Also at the Workshop, Buffalo & Erie County Public Library Director Mary Jean Jakubowski, and Libby Post of Communication Services, reviewed with the attendees the data obtained in the Use of Perception Survey done by the Siena College Research Institute. Ms. Post said the public awareness campaign is needed so people know the importance of stabilizing the Library System with a Special District Library. Ms. Post also stated a kit would be available to use when talking to people about the Special District Library.

#### REPORT OF THE DIRECTOR:

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

#### STATISTICS

##### Circulation:

Kenmore:	March 2013:	26,185	March 2014:	26,182	<b>0%*</b>
Kenilworth:	March 2013:	7,202	March 2014	6,221	<b>-13.6%*</b>

##### Foot Traffic:

Kenmore:	March 2013:	17,768	March 2014:	16,347	<b>-8.0%*</b>
Kenilworth:	March 2013:	3,522	March 2014:	3,343	<b>-5.1%*</b>

**\*The Kenilworth Branch continued to experience counter malfunctions and includes estimates this month. The Kenilworth and Kenmore Branches were closed on March 12<sup>th</sup> due to a blizzard.**

- Kenmore Branch Librarian Nicole Bermingham presented the **Crafter-day Program** for children ages 6-10 on March 1<sup>st</sup> at the Kenmore Branch. There were 17 children and 4 adults for a total of 21 in attendance. Kenmore Branch Librarian Jill Jablonski presented the **Celebrate Seuss Program** for ages 3-5 at the Kenmore Branch on March 4<sup>th</sup>. There were 5 children and 5 adults for a total of 10 in attendance. Kenilworth Branch Librarian Steven Clancy from the Central Library Children's Programming Team presented **Preschool Storytime** at the Kenilworth Branch on March 4<sup>th</sup> and March 11<sup>th</sup> with 9 children and 6 adults for a total of 15 in attendance. Librarian Wanda Collins from the Central Library Children's Programming Team presented **Preschool Storytime** on March 6<sup>th</sup> and March 13<sup>th</sup> at the Kenmore Branch. There were 31 children and 23 adults for a total of 54 in attendance. The **Bon Voyage Program** for ages 6-10 which was scheduled for March 7<sup>th</sup> at the Kenilworth Branch was cancelled due to low registration. The Falk School visited the Kenilworth Branch on March 4<sup>th</sup>, March 19<sup>th</sup> and March 31<sup>st</sup>. There were 8 children and 3 adults for a total of 11 in attendance. The Central Library Children's Programming Team presented the **Stuffed Animal Story Time Program** for ages 3-8 on March 20<sup>th</sup> at the Kenmore Branch. There were 18 children and 11 adults for a total of 29 in attendance.

Kenmore Branch Librarian Jill Jablonski facilitated the **Teen Gaming Night** for ages 13-17 at the Kenmore Branch on March 18<sup>th</sup> and March 25<sup>th</sup>.

- Manager Amy Christman facilitated the monthly **Adult Monthly Journal Group** at the Kenmore Branch on March 4<sup>th</sup>. There were 8 in attendance. Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Book Discussion Group** at the Kenilworth Branch on March 5<sup>th</sup>. There were 4 in attendance. Kenmore Branch Clerk Typist Molly McDuff facilitated the **Recipe Exchange Program** on March 22<sup>nd</sup>. There were 9 in attendance.
- The Central Library Cybertrain staff presented the **Book a Technology Trainer Program** at the Kenmore Branch on March 7<sup>th</sup> with an attendance of 3 staff members. The Central Library Cybertrain staff presented the **eBooks and eReaders** adult computer class at the Kenmore Branch on March 8<sup>th</sup> with 3 in attendance. The Central Library Cybertrain staff presented the **Microsoft Word Basics** adult computer class at the Kenilworth Branch on March 13<sup>th</sup>. There were 3 in attendance. There were a total of 11 in attendance. AARP provided free **Income Tax Preparation** on March 3<sup>rd</sup>, March 5<sup>th</sup>, March 10<sup>th</sup>, March 17<sup>th</sup>, March 19<sup>th</sup>, March 24<sup>th</sup>, March 26<sup>th</sup> and March 31<sup>st</sup> at the Kenmore Branch.
- The Kenmore Branch continued to receive monetary donations in memory of Angelo T. Eoannou from Constance Costianes, Anna Manning, The Conlan Company, Barbara Veanes, Kathleen and Patrick Gaglione, Frances Spanos, Penny and Gus Roussi, Elizabeth Patton, Ron and Marie Blakislee, Colleen Lambros, Cleo and Constantine Eoannou, and Robert Emeritz on behalf of friends and colleagues of Mr. Eoannou's daughter Carol. So far a total of \$960.00 has been donated to the Kenmore Branch in memory of Angelo T. Eoannou.
- Patrick McDuff, the husband of Kenmore Branch Clerk Typist Molly McDuff sold the 21 boxes of Scientology Books for \$659.29 on eBay that a patron dropped off at the Kenmore Branch Library on September 14, 2013 that she wanted to donate to the Book Sale in September 2013 but she did not get them to the library in time. The proceeds from the sale will go in our Special Account. On behalf of the Town of Tonawanda Public Library, Town of Tonawanda Public Library Director Dorinda Darden sent Patrick a Thank You Letter for his generosity.
- Frey Electric Construction Company, Inc. upgraded the lighting in the parking lot at the Kenmore Branch.
- Former Kenilworth Branch Senior Page Laura Rumschik was rehired as a Page at the Kenmore Branch on March 8<sup>th</sup>. Kenmore Branch Librarian Beth Lewitzky resigned to accept a full time position at another organization. Her last day was March 27<sup>th</sup>. Town of Tonawanda Public Library Director Dorinda Darden and Kenmore Branch Manager Susan Makowski interviewed seven candidates on March 27<sup>th</sup> and March 31<sup>st</sup> for the vacant Librarian I Part-Time position at the

Kenmore Branch. Central Library RFID Senior Page Jennifer Silmser accepted the position that will start in April 2014.

- In conjunction with the **Read Across America Program**, Kenilworth Branch Manager Amy Christman set up a display of Dr. Seuss books with a **“Happy Birthday Dr. Seuss”** sign, picture books and readers written by Dr. Seuss and Dr. Seuss themed activity pages for children to take home. The Preschool Story Hour on March 4<sup>th</sup> also had a Dr. Seuss theme. The book display in the adult area at the Kenilworth Branch was titled **“It’s Time for the Reading O’ the Green”** which was a play on St. Patrick’s day, and contained only books whose covers were the color green.
- Tonawanda Public Library Director Dorinda Darden developed the Town of Tonawanda Public Library – Kenilworth and Kenmore Branches Class and School Visits Form Letter that was sent to all of the Ken-Ton Schools on March 19<sup>th</sup>.
- Kenmore Branch patron Katherine Sinicropi was the Grand Winner of the **Adult Winter Online Reading Contest**. She won a Kindle Fire HDX. Kenmore Library patron Arifa Paulus won the **Kids and Teens Winter Online Reading Contest**. She won a \$10.00 Amazon Gift Card.
- Town of Tonawanda Public Library Director Dorinda Darden completed the **Stepping Up to Leadership** lynda.com online course on March 5<sup>th</sup>.
- As a member of the Database Committee, Town of Tonawanda Public Library Director Dorinda Darden viewed the **Pronunciator Webinar** on March 6<sup>th</sup> sponsored by the Pronunciator LLC.
- Town of Tonawanda Public Library Director Dorinda Darden attended the **Zonta Club of Kenmore Meeting** held at Wynwood Kenmore on March 5<sup>th</sup>. Town of Tonawanda Public Library Director Dorinda Darden attended the **Post-It Note Palooza Committee Meeting** held at the Hamburg Library on March 7<sup>th</sup>. Town of Tonawanda Public Library Director Dorinda Darden, Town of Tonawanda Public Library Board Members Sheila Ginnane and Laura Glass attended the **Town of Tonawanda State of the Town Address** held at Cardinal O’Hara High School on March 21<sup>st</sup>.
- Kenmore Branch Manager Susan Makowski, Kenmore Branch Librarian Nancy Offerman and Kenmore Branch Senior Page Wende Russo attended the **Book a Technology Trainer** one-on-one sessions held at the Kenmore Branch on March 7<sup>th</sup>. Kenmore Branch Librarian Jill Jablonski attended the **Youth Services Group Meeting** at the Central Library on March 26<sup>th</sup>. Kenilworth Branch Manager Amy Christman, Kenmore Branch Manager Susan Makowski, Kenmore Branch Librarians Nicole Bermingham, Jill Jablonski and Nancy Offerman attended the **Librarians Meeting** held at the Kenmore Branch on March 27<sup>th</sup>.

- Town of Tonawanda Public Library Director Dorinda Darden held **Staff Meetings** at the Kenilworth Branch on March 24<sup>th</sup> and at the Kenmore Branch on March 25<sup>th</sup> and March 26<sup>th</sup>.
- Tonawanda Public Library Director Dorinda Darden worked the **Ask Us 24/7 Virtual Reference Chat service** on March 5<sup>th</sup> and March 19<sup>th</sup> for a total of 2 hours. Kenmore Branch Librarian Nicole Bermingham worked the **Ask Us 24/7 Virtual Reference Chat service** on March 14<sup>th</sup> and March 28<sup>th</sup> for a total of 2 hours.
- Randy Zangara, a Town of Tonawanda Youth, Parks and Recreation Department worker began painting the main area and the hallway near the restrooms of the Kenilworth Branch on March 14<sup>th</sup>. He worked on Monday and Friday mornings when the library is closed. He completed the painting in these areas on April 4<sup>th</sup>.

#### UNFINISHED BUSINESS:

- Director Darden gave an update on the painting that was being done at Kenmore. Trustee Glass contacted UB's School of Architecture to see if a student would be willing to suggest changes to Kenilworth and Kenmore's community rooms. Ms. Glass received an email from the School of Architecture stating that they do not do those types of projects. The Board discussed whether they should hire an architect and whether the town should be involved in the process. Trustee Glass stated that the Ken-Ton Friends of the Library would like to fundraise for this project. Further discussion about the project will be discussed at the May Trustees' meeting.
- The Trustees discussed what steps to take now that Erie County Legislature has voted on a resolution against Special Library District Initiative.

#### NEW BUSINESS:

- Director Darden presented the 2013 State Report and Annual Report. The report will be changed to reflect Laura Glass as Trustee during that time. A resolution to accept the 2013 State Report and Annual Report was passed by the Board and signed by Secretary Crawford.
- Frey Electric Construction Company provided the Board with a quote that Frey would disconnect and remove 9 more light fixtures and install 9 more LED surface mounted light fixtures for \$5032 for the Kenmore Library. Motion was made by Jason Aronoff to accept the quote as presented and seconded by Jeanne Phillips. Motion passed.
- Kenilworth Cleaner Josephine Saltal will be retiring April 18, 2013. Director Darden talked about Ms. Saltal many years of services with the Tonawanda Public Library. Chair Ginnane read a letter that the Board would be sending to

Ms. Saltal for her dedicated and much appreciated work for the Tonawanda Public Library.

**PUBLIC COMMENT:**

- No comment was made.

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

Next meeting of the Town of Tonawanda Public Library Board will be May 13, 2014