

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
May 13, 2014

A regular meeting of the board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, May 13, 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 Jeanne Phillips
Rachel Kranitz

Also attending: Dorinda Darden, Library Director of the Town of Tonawanda Public Library – Kenmore and Kenilworth Branches. Melissa Foster, Kenmore Village Improvement Society

Chair, Sheila Ginnane called meeting to order at 7:01 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:

- Motion was made by Jason Aronoff to accept the proposed minutes from April 8, 2014, and seconded by Jeanne Phillips. Motion passed.

REPORT OF THE CHAIR:

- On April 16, 2014, flowers were delivered to Josephine Saltal at Kenilworth Library who was retiring after 30 years of service to the Town Libraries. Chair Ginnane personally visited her on that day and on behalf of the Board of Trustees wished her well and thanked her for her service.
- On April 22, 2014, Chair Ginnane attended the Town of Tonawanda Master Plan Update Meeting. It was a public focus meeting to review goals established at the first Master Plan Meeting held in November 2013. Suggestions were made for reaching the goals. The suggestion of a Library North of Sheridan Drive was made by the Chair for carrying out Goal # 1, which was to “maintain the safety, high quality of life, public health and sustainability of our community”. There was agreement with this idea by others present. Another meeting, which will be a public hearing, will take place later this year.
- Chair Ginnane sent a letter to the Town Clerk to update the names of the Library Board Trustees on the Town website. This has been done.

REPORT OF THE DIRECTOR:

- Director Darden reported on the statistics for April:

STATISTICS

Circulation:

| | | | | |
|-------------|--------------------|-------------|--------|---------------|
| Kenmore: | April 2013: 27,118 | April 2014: | 25,951 | -4.3% |
| Kenilworth: | April 2013: 7,758 | April 2014: | 6,642 | -14.4% |

Foot Traffic:

| | | | | |
|-------------|--------------------|-------------|--------|---------------|
| Kenmore: | April 2013: 16,453 | April 2014: | 16,339 | -0.7% |
| Kenilworth: | April 2013: 3,186 | April 2014: | 4,502 | +41.3% |

- Librarian Steven Clancy from the Central Library Children's Programming Team presented **Preschool Story time** at the Kenilworth Branch on April 1st, April 8th, April 15th, April 22nd and April 29th with 34 children and 23 adults for a total 57 of in attendance. Librarian Wanda Collins from the Central Library Children's Programming Team presented **Preschool Story time** on April 3rd, April 10th, April 17th and April 24th at the Kenmore Branch. There were 64 children and 48 adults for a total of 112 in attendance. The children's **Wizard of Oz program** which was scheduled to be facilitated by the Central Library Children's Programming Team on April 4 at the Kenilworth Branch was cancelled due to low registration. Kenmore Branch Librarian Nicole Bermingham presented the **Toddler Time for Twos Program** on April 4th, April 11th, April 18th and April 25th. There were 64 children and 57 adults for a total of 121 in attendance. Kenmore Branch Librarian Nicole Bermingham presented the **Crafter-day Program** for children ages 6-10 on April 5th at the Kenmore Branch. There were 19 children and 7 adult s for a total of 26 in attendance. Special Education students from the Kenmore Middle School visited the Kenmore Branch on April 2nd with 11 students and 4 adults for a total of 15 in attendance. Librarian Erin Burke from the Central Library Children's Programming Team presented the **Bon Voyage Program** at the Kenmore Branch on April 15th. There were 14 children and 5 adults for a total of 19 in attendance. Kenmore Branch Librarian Jill Jablonski facilitated the **Teen Gaming Night** for ages 13-17 at the Kenmore Branch on April 17th and April 24th. There were a total of 9 in attendance.
- Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Monthly Journal Group** at the Kenmore Branch on April 1st. There were 9 in attendance. Town of Tonawanda Public Library Director **Dorinda Darden** gave a tour of the library and explained library services to them. Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Book Discussion** Group at the Kenilworth Branch on April 2nd. There were 8 in attendance. The Falk School visited the Kenilworth Branch on April 3rd and April 7th. There were 6 children and 2 adults for a total of 8 in attendance. The **Recipe Exchange Program** was scheduled on April 26th at the Kenmore Branch but there were no participants.

- The Central Library Cybetrain staff presented the **Internet Basics** adult computer class at the Kenilworth Branch on April 17th. There were 12 in attendance. The Central Library Cybertrain staff presented two adult computer classes at the Kenmore Branch. The **Computer Basics** was held on April 25th with 14 in attendance and the **Internet Basics** was held on April 29th with 14 in attendance. Town of Tonawanda Public Library Director Dorinda Darden attended the **Microsoft Excel Intermediate Staff Training** class held at the Central Library on April 15th.
- **In Celebration of National Library Week** April 13, 2014 – April 19, 2014, the Kenilworth Branch had two contests. A **Library Scavenger Hunt** for children in grades 1-8, and a **drawing** for adults who were offered an entry blank each time they checked out three books. There were no entries in the children's contest and 13 entries in the adult giveaway. Kenilworth Branch patron Nancy Balzer won the \$25.00 Barnes and Noble gift card in the adult drawing. The Kenmore Branch offered **scavenger hunts**, had **activity centers** for children and a raffle for adults. Kenmore Branch patron John Shine won a \$25.00 gift card for Barnes & Noble, and the scavenger hunt prizes were awarded to Kenmore Branch patrons Laynie Philbrick and Hailie Puzzella. They each won a \$25.00 gift card to Barnes & Noble. Also, **Clumsy the Entertainer** performed his unicycling, juggling, comedy show at the Kenilworth Branch on April 16th. There were 35 in attendance. **Charlie and Checkers** performed their juggling, unicycling and magic show at the Kenmore Branch on April 17th. There were 46 children and 25 adults for a total of 71 in attendance.
- Kenilworth Branch Library Associate Margaret Kunz created a display of adult fiction books titled **"RED any good books lately?"** which featured books with red covers, which coincided with the April Fool's Day Facebook post which stated that the library had decided to shelve all materials by color.
- AARP provided free **Income Tax Preparation** on April 2nd, April 7th, April 9th and April 14th at the Kenmore Branch. UNYTS held a blood drive at the Kenmore Branch on April 28th.
- The Kenmore Branch received a monetary donation in memory of Angelo T. Eoannou from Olga McDermott. So far a total of \$1,035 has been donated to the Kenmore Branch in memory of Angelo T. Eoannou.
- Frey Electric Construction Company, Inc. upgraded the lighting in the parking lot at the Kenmore Branch.
- Town of Tonawanda Public Library Board Chair Sheila Ginnane presented Josephine with a letter on April 16th from the Town of Tonawanda Public Library Board thanking Josephine for her nearly 30 years of service as a Page, Caretaker and Cleaner at the former Greenhaven Branch and the Kenilworth Branch.

Josephine took pride in her work and kept the Kenilworth Branch nice and clean. Flowers from Michael's Florist were also delivered from the Town of Tonawanda Public Library Board on behalf of the Town of Tonawanda Public Library.

- Town of Tonawanda Public Library Director Dorinda Darden and Kenilworth Branch Manager Amy Christman interviewed two candidates for the Part-Time Cleaner position at the Kenilworth Branch on April 17th. Brian Bauer was selected for the position which will be effective May 3, 2014.
- Jennifer Silmser started as a Librarian I Part-Time at the Kenmore Branch effective April 19th.
- Tonawanda Public Library Director Dorinda Darden worked the **Ask Us 24/7 Virtual Reference Chat service** on April 2nd, April 16th and April 30th and for a total of 3 hours. Kenmore Branch Librarian Nicole Bermingham worked the **Ask Us 24/7 Virtual Reference Chat service** on April 11th and April 25th for a total of 2 hours.
- Town of Tonawanda Public Library Director Dorinda Darden attended the **Zonta Club of Kenmore Meeting** held at Wynwood Kenmore on April 2nd. Town of Tonawanda Public Library Director Dorinda Darden attended the **Zonta Club of Kenmore's Lucky Number Dinner** held at the Classic V Banquet Hall on Niagara Falls Boulevard on April 9th.
- 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 April 9th. Town of Tonawanda Public Library Director Dorinda Darden attended the **Grant Resources @ the Buffalo & Erie County Public Library Staff Workshop** on April 9th held at the Central Library. Kenilworth Branch Manager Amy Christman, Kenmore Branch Manager Susan Makowski, Kenmore Branch Librarians Nicole Bermingham, Nancy Offerman and Jennifer Silmser attended the **Librarians Meeting** held at the Kenmore Branch on April 24th. Town of Tonawanda Public Library Director Dorinda Darden held **Staff Meetings** at the Kenilworth Branch on April 28th and at the Kenmore Branch on April 29th and April 30th.
- On April 2nd, Buffalo & Erie County Public Library Information Technology Administrator Stephen Hovey checked the Wireless Access Point (WAP) in the Community Room at the Kenmore Branch and determined that a router was needed. On April 11th, Kenmore Branch Caretaker Rickie Davis with the assistance of Dave Kozlowski from the Information Technology Department installed the router and the power injector for the Wireless Access Point in the Community Room at the Kenmore Branch. Also on April 11th, Dave Kozlowski from the Information Technology Department, and Kenmore Caretaker Rickie Davis moved the People Counter at the Kenilworth Branch from the Parking Lot

door in order to alleviate the problems with the sun causing the counter to malfunction. The counter is now attached to the wall further into the lobby.

- On April 28th, Town of Tonawanda Maintenance workers installed an electrical drop to provide patrons a place to plug in their laptops at the Kenilworth Branch.

UNFINISHED BUSINESS:

- We are waiting for Mike Farrell from Frey Electric to order parts on the lighting upgrade for the front entrance of the Kenmore Library. Director Darden will follow up the nine lighting fixtures.
- The painting job at Kenilworth is complete. Kenmore Branch Caretaker Rickie Davis will start painting the Kenmore staff workroom on May 22nd. The Town will not be able to paint the common areas until later in the year.

NEW BUSINESS:

- Kenmore Village Improvement Society (KVIS) would like to make the landscape in the front of the Kenmore Library look better, be easier to maintain, and be more appealing in general. The group has several master gardeners that have come up with a plan. Melissa Foster presented KVIS's plan to the Board. The plants would bloom at various times. The plants would be bought locally. KVIS is proposing to do the work for \$600. The price is for the cost of materials. KVIS will volunteer their time. They believe that they can start sometime near the end of June. Maintenance of the garden will be done by the Green Thumb Helpers. The Green Thumb Helpers are organizations that sponsor gardens at various lots in Village. Ms. Foster will get back to the Board about the start time. Motion was made by Jeanne Phillips to accept the KVIS's proposal as presented and seconded by Rachel Kranitz. Motion passed.
- Director Darden presented a proposal to have a fish aquarium at the Kenmore Library. Issues regarding security, size of tank, types of fish, filters, lighting, and maintenance were discussed. The fish food will be donated and a library staff will be responsible for the maintenance. Motion was made by Jason Aronoff to accept the proposal to have a fish aquarium at Kenmore Library and the staff will be responsible for maintaining the fish tank as presented and seconded by Jeanne Phillips. Motion passed.
- Trustees Jeanne Phillips and Jason Aronoff attended the Association of Contract Libraries (ACT) meeting on May 3, 2014, at the Elma Public Library, in which Lauren Fish and Nicole Tzetzko from Jaekle, Fleischmann & Mugel, LLP presented the powerpoint "Understanding the Implications & Requirements of the Nonprofit Revitalization Act." The presentation discussed the mandatory conflict of interest policy that is now required for all nonprofits. The Nonprofit Revitalization Act becomes effective July 1, 2014. We have to adapt our bylaws

to reflect the new changes in the law. Mary Jean Jakubowski, Buffalo & Erie County Public Library Director, would send us a template of the wording that should be in our bylaws. We should do a yearly monitoring of any conflicts that we may have. Business dealings that may have a conflict need not be prohibited if the transaction is “fair, reasonable and in the corporation’s best interest.” Director Darden presented a template called the “Sample Board of Trustees and Library Employee Conflict of Interest Policy” from the American Library Association (ALA). The Board decided to table further discussion until next month.

- Chair Ginnane discussed the first floor remodeling ideas. The Board believes that we may have to hire outside consultants before making a proposal to the Town. More research needs to be done before making any decisions. The Board decided to table further discussion until next month.

PUBLIC COMMENT:

- No comment was made.

Motion to adjourn was made by Eileen Crawford and seconded by Rachel Kranitz. Motion passed. Meeting adjourned at 8:06 pm.

Next meeting of the Town of Tonawanda Public Library Board will be June 10, 2014