

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD

June 10, 2014

A regular meeting of the board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, June 10, 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
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 7:05 pm.

APPROVAL/CHANGES TO AGENDA:

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

ADOPTION OF MINUTES:

- Motion was made by Laura Glass to accept the proposed minutes from May10, 2014, and seconded by Jason Aronoff. Motion passed.

REPORT OF THE TREASURER:

- Treasurer Laura Glass gave a current status of the legacy, special and general accounts.

REPORT OF THE CHAIR:

- Chair Ginnane attended “An Afternoon with Mark Russell” on May 18, 2014, at the Central Library in downtown Buffalo. It was a sold out event and the proceeds raised will go towards the purchase of new reading material for the 37 public libraries in our system. Buffalo & Erie County Public Library Director Mary Jean Jakubowski sent a follow up letter to attendees thanking them for purchasing tickets. It was a very enjoyable performance donated by Mr. Russell.
- Chair Ginnane met with an interior designer regarding initiatives for Kenmore Library. More information will be discussed under Unfinished business.
- Chair Ginnane has communicated with Town of Tonawanda Public Library Director Darden and Buffalo & Erie County Public Library Director Jakubowski regarding the necessary updates of our By-Laws. This will be addressed under Unfinished business.

REPORT OF THE DIRECTOR:

- Director Darden reported on the statistics for May:

STATISTICS

Circulation:

Kenmore:	May 2013:	24,138	May 2014:	22,940	-5.0%
Kenilworth:	May 2013:	7,535	May 2014:	6,725	-10.7%

Foot Traffic:

Kenmore:	May 2013:	13,688	May 2014:	14,573	+6.5%
Kenilworth:	May 2013:	2,589	May 2014:	4,992	+92.8%*

*After many months of inaccurate counts, the Patron Counter at the Kenilworth Branch was moved further into the building to eliminate the glare which prevented the counter from reading properly. The dramatic increase can, in part, be attributed to the very low readings experienced before the problem was detected.

- Librarian Wanda Collins from the Central Library Children's Programming Team presented **Preschool Storytime** on May 1st and May 8th at the Kenmore Branch. There were 26 children and 22 adults for a total of 48 in attendance. Kenmore Branch Librarian Nicole Bermingham presented the **Toddler Time for Twos Program** on May 2nd, May 9th and May 16th. There were 46 children and 34 adults for a total of 80 in attendance. Kenmore Branch Librarian Nicole Bermingham presented the **Crafter-day Program** for children ages 6-10 on May 3rd at the Kenmore Branch. There were 13 children and 2 adults for a total of 15 in attendance. Librarian Steven Clancy from the Central Library Children's Programming Team presented **Preschool Storytime** at the Kenilworth Branch on May 6th with 8 children and 4 adults for a total of 12 in attendance. The Falk School visited the Kenilworth Branch on May 12th, May 20th and May 27th. There were 7 children and 3 adults for a total of 10 in attendance. The SPCA presented **Once Upon a Time Preschool Story & Craft Hour** on May 13th. There were 15 children and 13 adults for a total of 28 in attendance. Kenmore Branch Librarian Jennifer Silmsen facilitated the **Teen Gaming Night** for ages 13-17 at the Kenmore Branch on May 20th and May 27th. There were a total of 2 in attendance. Four Second Grade classes from Benjamin Franklin Elementary visited the Kenilworth Branch on May 22nd in two separate groups with 47 and 52 children, teachers and parents respectively for a total of 99 in attendance. Kenmore Branch Librarians Nicole Bermingham and Jill Jablonski presented an introductory **Battle of the Books Meeting** on May 22nd and May 29th with 25 young adults in attendance. Kenilworth Branch Manager Amy Christman gave them a tour of the library, shared a story, presented information about the library, and handed out bookmarks to all the children. Northmore Nursery school visited the Kenmore Branch on May 23rd. Kenmore Branch Manager Susan Makowski read stories and talked about the library to the class. There were 25 children and 10 adults for a total of 35 in attendance. A Pre-K class from Benjamin Franklin Elementary visited the Kenilworth Branch on May 30th. Town of Tonawanda Public Library Director Dorinda Darden gave the class a tour of the library,

presented information about the library, read two books, and handed out bookmarks and books to all the children. There were 8 children and two teachers for a total of 10 in attendance.

- Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Monthly Journal Group** at the Kenmore Branch on May 6th. There were 8 in attendance. Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Book Discussion Group** at the Kenilworth Branch on May 7th. There were 8 in attendance. The Cybertrain computer class on **eBooks and eReaders** scheduled for May 19th at the Kenilworth Branch had to be cancelled due to low registration. The Central Library Cybertrain staff presented the **1-on-1 eReader Appointments** for adults at the Kenmore Branch on May 30th. There were 13 in attendance. Kenmore Clerk Typist Molly McDuff facilitated the **Recipe Exchange Program** at the Kenmore Branch on May 24th. There were 3 in attendance.
- The Kenilworth Branch celebrated **Children's Book Week** May 12, 2014 – May 18, 2014 with a **Book Character Matching Contest** for children ages 10 and under in which the object was to match a picture of children's book character with his/her name. There were four entries and the winner was the only child who matched all of the characters correctly. The prize was a \$25.00 Barnes and Noble gift card.
- **Children's Book Week** was celebrated May 12, 2014 – May 18, 2014 at the Kenmore Branch with a **Guess the Number of Bookworms (gummy worms) in the Jar Contest** and a **Book Character Matching Contest** for children. Library patron Laura Cohn guessed the nearest number of the bookworms and she won the jar of worms and a gift bag filled with assorted novelties. There were 177 entries received for the bookworm contest. Library patron Avery Vogt won the Book Character Matching Contest. He won a \$25.00 Barnes and Noble gift card. There were 56 entries received for this contest.
- **In Celebration of National Pet Month**, the Kenmore Branch sponsored an **Adorable Pet Contest**. Luna, a dog owned by library patron Tim Wrazen won the contest and a \$25.00 PetSmart gift card. There were seven pet entries voted on by the public.
- Kenilworth Branch Library Associate Margaret Kunz created a display in the lobby display case at the Kenilworth Branch which featured the book Hitchhiker's Guide to the Galaxy by Douglas Adams. The multi-media display was created to promote Towel Day, the annual celebration of this book and its author, which takes place on May 25th. Patrons received free mini-towels and paperback copies of the book on Friday, May 23rd.
- Brian Bauer started as a Part-Time Cleaner at the Kenilworth Branch effective Pay Period #11 which began on May 3rd.

- Tami Holbury-Ferraro from the Kenmore Art Society changed the artwork at the Kenmore Branch on May 20th.
- Kenmore Clerk Typist Molly McDuff created an **Instagram** account for the Kenmore Branch on May 31st. **Instagram** is a free online mobile photo sharing, video sharing and social networking service that enables users to take pictures and videos, apply digital filters to them, and share them on a variety of social networking services, such as Facebook and Twitter. So far Molly has posted a picture of the Battle of the Books display and the drop box at the Kenmore Branch reminding people that they can drop their stuff off on Sunday even though the library is closed.
- Town of Tonawanda Public Library Director Dorinda Darden attended the **Public Library Administrator's Certificate Program (PLACP)** class held at the Central Library on May 5th and May 6th.
- Town of Tonawanda Public Library Director Dorinda Darden met at the Kenmore Branch on May 8th with Town of Tonawanda Public Library Board Chair Sheila Ginnane to discuss the Town of Tonawanda Board Agenda for the May 13, 2014 Board Meeting.
- Town of Tonawanda Public Library Director Dorinda Darden attended the **Zonta Club of Kenmore Meeting** held at Wynwood Kenmore on May 21st.
- Town of Tonawanda Public Library Director Dorinda Darden met with Matthew Hofmeister from the Amherst Alarm, Inc. on May 22nd to get an estimate on five additional dome cameras in the Lounge Area, Computer Area, Media Area, Young Adult Area and the Mystery Area extending to the Computer Books area at the Kenmore Branch. There has been a significant increase in theft of library materials and therefore more camera access points are needed.
- 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 May 14th. Kenilworth Branch Manager Amy Christman, Kenmore Branch Manager Susan Makowski, Kenmore Branch Librarians Nicole Bermingham, Jill Jablonski, Nancy Offerman and Jennifer Silmser attended the **Librarians Meeting** held at the Kenmore Branch on May 22nd. Town of Tonawanda Public Library Director Dorinda Darden held **Staff Meetings** at the Kenmore Branch on May 27th and May 30th and at the Kenilworth Branch on May 30th.
- Kenmore Branch Librarian Nicole Bermingham worked the **Ask Us 24/7 Virtual Reference Chat service** on May 9th and May 23rd for a total of 2 hours. Tonawanda Public Library Director Dorinda Darden worked the **Ask Us 24/7 Virtual Reference Chat service** on May 14th and May 28th for a total of 2 hours.

- Town of Tonawanda Public Library Director Dorinda Darden attended the **Post-It-Note Paloozza Committee Meeting** held at the Orchard Park Library on May 28th.
- One of the DVD racks became too unstable to use at the Kenilworth Branch and was removed. The Blu Ray discs were moved into the space typically used for displays until a replacement for the broken rack is received.
- In response to a rash of stolen DVDs at the Kenilworth Branch, a large convex security mirror was ordered and installed which will allow staff to see down the right side of the aisle between the DVDs and the Mystery section. Hopefully the mirror will serve as a deterrent to whoever is stealing the discs.
- National Grid installed a new meter at the Kenmore Branch on May 19th.

UNFINISHED BUSINESS:

- Chair Ginnane contacted Melissa Foster from Kenmore Village Improvement Society (KVIS) about the status of the landscape project at the Kenmore Library. Ms Foster stated that her group will be working on work nights not on weekends as first suggested. Ms. Foster will contact Director Darden about water supply. Kenmore Methodist will water the garden. Librarian Margaret Kuntz asked about the possibility of having KVIS improve the landscape at Kenilworth. KVIS is interested in doing something at Kenilworth but KVIS would not be able to do it this year.
- Director Darden contacted Frey Electric about the lighting upgrades for the Kenmore Library. He stated that Frey Electric plans to do the work on June 13th.
- On, May 19th, Kenmore Branch Manager Sue Makowski contacted Jim Abramo from the Town of Tonawanda about the problems with the elevator at the Kenmore Branch Library. A representative from Otis came out to investigate the problem and identified what was needed to resolve the problem. Elevator parts are on order and work is hopefully scheduled for next week.
- Kenmore Branch Caretaker Rickie Davis painted the Kenmore staff workroom. The Town will not be able to paint the common areas at the Kenmore Library until late fall after the Town Ice Rinks are open. The Town has completed the pricing on new carpets and a shed at Kenilworth Library. The Town has not yet received pricing for new windows at Kenilworth. A new data line was installed at Kenilworth. The Town repaired the drinking fountain and a paper towel holder. Town of Tonawanda Parks & Recreation Director Jeff Ehlers wants to set up a meeting to discuss where the money would come from for these initiatives. The Board also needs to discuss with the Town about putting handicapped accessible doors at Kenilworth.
- Chair Ginnane contacted Cindy Chamberlin from Interior Design by Cindy Chamberlin about interior changes to the Kenmore Library Community Room.

Ms. Chamberlin discussed many painting changes to the community room, director's old office, and the stairway to the upper floor. Trustee Kranitz suggested that we should meet with Ms. Chamberlin to get an idea of what needs to be done and then present it to the Town.

- The Board reviewed a copy of the proposed Bylaws by Jaeckle Fleischmann & Mugel, LLP which reflected changes that would bring the Town of Tonawanda Public Library into compliance with recent amendments to the NY Not For Profit Corporation Law. The Board also reviewed the conflict of interest policy that would comply with the new laws, a bylaws provision that would provide for the proper monitoring of that policy and a suggestion as to where and how, in our present bylaws this can be accommodated. Under Article VII of Town of Tonawanda Public Library Bylaws, amendments to the bylaws require two meetings. Board will need to adopt the Conflict of Interest and Whistleblower Policy at today's meeting then at the next meeting the Board will have to amend its bylaws to designate the entire board as responsible for the adoption, implementation, and oversight of the two policies. The Board agreed that they would not have a designated committee but that the Board would be responsible for the oversight of the two policies. Motion was made by Rachel Kranitz to adopt the Conflict of Interest and Whistleblower Policy as presented and seconded by Laura Glass. Motion passed.

NEW BUSINESS:

- There have been DVD thefts at Kenilworth and Kenmore Libraries. Director Darden has contacted Amherst Alarm about installing 5 dome cameras at Kenmore Library and a security mirror at Kenilworth Library. Amherst Alarm provided an estimated cost of \$2368 for the 5 additional cameras. Motion was made by Jason Aronoff to use funds from the special account to obtain the five cameras from Amherst Alarm as presented and seconded by Laura Glass. Motion passed.
- Chair Ginnane suggested that name tags should be ordered for the Board members. The name tags would help when the Board attends public functions such as the ACT (Association of Contact Libraries) meetings. Motion was made by Jason Aronoff to secure name tags as presented and seconded by Laura Glass. Motion passed.

PUBLIC COMMENT:

- No comment was made.

After no public comment was given, the Board went into Executive Session to discuss personnel matters.

Motion to adjourn was made by Jason Aronoff and seconded by Laura Glass. Motion passed. Meeting adjourned at 8:13 pm. Next meeting of the Town of Tonawanda Public Library Board will be July 8, 2014.