

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
July 8, 2014

A regular meeting of the board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, July 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 7:01 pm.

APPROVAL/CHANGES TO AGENDA:

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

ADOPTION OF MINUTES:

- Motion was made by Jason Aronoff to accept the proposed minutes from June 10, 2014, and seconded by Laura Glass. Motion passed.

REPORT OF THE TREASURER:

- Treasurer Laura Glass gave a current status of the legacy, special and general accounts. Chair Ginnane approved of the report as it stands.

REPORT OF THE CHAIR:

- On June 19th, Director Darden sent an email to the Trustees concerning a recycling program at the Central Library for discarded books. The Chair expressed concern that library does not have a storage place to accumulate more books to be recycled. The Chair was assured that the books would be moved out weekly.
- On June 23rd, after receiving an email from Director Darden regarding the problem with the elevator door at the Kenmore Library, Chair Ginnane contacted Tonawanda Town Supervisor Anthony Caruana to explain the problem and the Board's concern for the public use of it. Chair Ginnane told him that it has been an ongoing concern since May and the work order has been put in but the work not yet done. On June 24th, the Board received an email from Otis Elevator that the work would be done on June 25th. The work was done on June 25th and the Chair sent a letter to Supervisor Caruana thanking him for looking into the matter.
- On June 25th, Director Darden, Trustee Glass and the Chair met with Buffalo & Erie County Public Library Director Mary Jean Jakubowski and Erie County Legislator Peter Savage. Legislator Savage toured Kenmore and Kenilworth

Libraries, saw what the libraries offered, and learned about all the activities that take place within the libraries. The group emphasized to Legislator Savage their concerns for funding stability for libraries. Legislator Savage has two small children and was happy to hear all the libraries have to offer children. Legislator Savage gave the group his business card and said to feel free to contact him anytime. The Chair sent a letter to Legislator Savage thanking him for his visit.

- On behalf of the Library Board of Trustees, a sympathy card was sent to Senior Page Connie Brinkworth whose husband passed away.
- On July 8th, the Chair contacted Director Darden concerning a water main break that would result in the Kenmore Library being without water for 2 to 6 hours. The concern was whether to close the Library. If there was going to be no water for an extended time, Chair Ginnane felt the library should be closed. Since Director Darden was at a meeting at the Central Library, Chair Ginnane went to the Kenmore Library to see where the water main break was. While there, a worker for the Village of Kenmore Water Department told Librarian Sue Makowski that the water would only have to be turned off a short time. It was determined that it would not be necessary to close the Kenmore Library at all.

REPORT OF THE DIRECTOR:

- Director Darden reported on the statistics for June:

STATISTICS

Circulation:

Kenmore:	June 2013: 25,470	June 2014: 22,492	-11.7%*
Kenilworth:	June 2013: 7,131	June 2014: 6,651	-6.7%

Foot Traffic:

Kenmore:	June 2013: 13,773	June 2014: 13,424	-2.5%
Kenilworth:	June 2013: 2,886	June 2014: 5,147	+78.3%*

*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.

*The decrease in circulation may be attributed to the construction on Delaware Road and nearby streets as well as the problems with the elevator at the Kenmore Branch.

Programs:

- Lindbergh Elementary School Kindergarteners visited the Kenmore Branch on June 3rd with 20 children and 8 adults. Kenmore Branch Manager Susan Makowski talked about the library, book care, and read stories to the children.

Kenmore Branch Librarian Nicole Bermingham presented the **Crafter-day Program** for children ages 6-10 on June 7th at the Kenmore Branch. There were 14 children and 3 adults for a total of 17 in attendance. Lindbergh Elementary School 2nd graders visited the Kenmore Branch on June 16th with 25 children and 6 adults for a total of 31 in attendance. Kenmore Branch Manager Susan Makowski gave a tour of the children's area, talked about the library, book care, and Summer Programs, and read riddles and funny school poems to the children. Lindbergh Elementary School 2nd graders visited the Kenmore Branch on June 17th with 25 children and 4 adults for a total of 29 in attendance. Kenmore Branch Librarian Nancy Offerman gave a tour of the children's area, talked about the library, book care, Summer Programs and read stories to the children. Lindbergh Elementary School 2nd graders visited the Kenmore Branch on June 18th with 25 children and 4 adults for a total of 29 in attendance. Kenmore Branch Manager Susan Makowski gave a tour of the children's area, talked about the library, book care, and Summer Programs, and read riddles and funny school poems to the children. Lindbergh Elementary School 2nd graders visited the Kenmore Branch on June 19th with 21 children and 2 adults for a total of 23 in attendance. Kenmore Branch Manager Susan Makowski gave a tour of the children's area, talked about the library, book care, and Summer Programs, and read riddles and funny school poems to the children. Librarian Wanda Collins from the Central Library Children's Programming Team presented **Preschool Storytime** on June 26th at the Kenmore Branch. There were 24 children and 14 adults for a total of 38 in attendance.

- Kenmore Middle School 6th, 7th, and 8th Grade English as a Second Language (ESL) students visited the Kenmore Branch on June 10th. Kenmore Branch Librarian Nancy Offerman gave the students a library tour and explained the resources available to them. There were 8 students and 1 teacher present for a total of 9 in attendance. Kenmore Branch Librarians Nicole Bermingham and Jill Jablonski held **Battle of the Books Meetings** on June 12th, June 19th and June 26th with 63 young adults in attendance. Kenmore Branch Librarian Jill Jablonski presented the Teen Craft Program **DIY @ the Library** on June 14th with no teens attending. Due the lack of attendance it was decided to cancel the program. Kenmore Branch Librarian Jennifer Silmsers facilitated the **Teen Gaming Night** for ages 13-17 at the Kenmore Branch on June 17th and June 24th. There were a total of 4 in attendance.
- Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Monthly Journal Group** at the Kenmore Branch on June 3rd. There were 9 in attendance. Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Book Discussion Group** at the Kenilworth Branch on June 4th. There were 4 in attendance. The Central Library CyberTrain staff presented the **Google Maps** adult computer class on June 9th. There were 3 in attendance. Kenmore Branch Librarian Jennifer Silmsers presented her new **Contemporary Fiction Book Club** for adults on June 26th at the Kenmore Branch. This month's selection was Cutting for Stone by Abraham Verghese. There was no one in attendance. Kenmore Branch Clerk Typist Molly McDuff facilitated the **Recipe**

Exchange Program at the Kenmore Branch on June 28th. There were 3 in attendance.

- Local author Linda Costanzo presented her book Our Sons, Our Heroes: Memories Shared by America's Gold Star Mothers from the Vietnam War with a book talk and a book signing on June 25th at the Kenmore Branch.
- The Kenmore Garden Club put a **Tropical themed display** in the lobby display case at the Kenilworth Branch.
- Kenilworth Branch Manager Amy Christman created a literature display for adults with the **New York State Summer Reading Program adult theme Literary Elements**.
- In association with the **Science themes of the New York State Summer Reading Program**, Kenilworth Branch Library Associate Margaret Kunz initiated an adult give-away contest which will run all summer. Adults who check out at least one book may fill out an entry to win a set of Geode Bookends and a Glowing Radioactive Elements Coaster set.
- Kenilworth Branch Library Associate Margaret Kunz created a Kenilworth Library **Pinterest page** which has 14 Boards and 198 Pins featuring Kenilworth Library events as well as literature related pins for adults and children.
- The Kenmore Branch held a **Do-It-Yourself Home Improvement raffle**. Kenmore Branch patron Teresa Maciocha won the raffle and was awarded a \$25.00 Lowe's gift card.
- The Kenmore Branch received a check in the amount of \$50.00 along with a note from First Church of Christ Scientist Buffalo-Kenmore as a donation for the library's hospitality during their use of the Community Room in January 2014. Town of Tonawanda Public Library Director Dorinda Darden sent the church a Thank You Letter on June 4th.
- On June 11th, Town of Tonawanda Public Library Director Dorinda Darden was informed by Buffalo & Erie County Public Library Chief Financial Officer Kenneth Stone and the New York State Education Department/New York State Library that the Town of Tonawanda Public Library – Kenilworth and Kenmore Branches applications for the **2013-2014 Public Library Construction Grant Program known as the New York State Library Construction Grant** were approved. The Kenilworth Branch will receive \$30,263 for Reroofing and Heating, Ventilation, and Air Conditioning (HVAC) Improvements and the Kenmore Branch will receive \$87,375 for Heating, Ventilation, and Air Conditioning (HVAC) Improvements. The Town of Tonawanda will be working with contractors to complete these grants. Town of Tonawanda Public Library Director Dorinda Darden had a **telephone interview** on June 16th with Kimberlee

Sabshin from Metro Source – Kenmore Tonawanda Edition about the 2013-2014 New York State Construction Grants for the Kenilworth and Kenmore Branches.

- Frey Electric Construction Company installed 9 new LED surface mounted light fixtures in front of the Kenmore Branch on June 23rd. The lighting upgrade will be paid with funds from the Kenmore-Town of Tonawanda Friends of the Library.
- Amherst Alarm, Inc. installed 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 on June 25th as a result of recent theft of library materials. The additional dome cameras will be paid with funds from the Kenmore-Town of Tonawanda Friends of the Library.
- Otis Elevator installed an INFRA-RED Door Protection System at the Kenmore Branch on June 25th to repair the problem with the worn safety shoe that is blocking the beam which was causing the elevator to take a long time opening and closing. There have been many complaints by patrons throughout the months of May and June including former Congressman John LaFalce who visited the Kenmore Branch on June 23rd and complained about the slowness of the elevator. Patrons and staff are thrilled that they no longer have to wait 45 seconds or more for the elevator.
- A member of the Town Maintenance crew replaced the leaking faucet in the slop sink at the Kenilworth Branch.
- Town of Tonawanda Public Library Director Dorinda Darden met with newly appointed Erie County Legislator Peter Savage at the Kenmore and Kenilworth Branches on June 25th. Dorinda provided him with a tour of both branches as well as some programming and statistical information. Buffalo & Erie County Public Library Director Mary Jean Jakubowski, Town of Tonawanda Public Library Board Members Sheila Ginnane and Laura Glass were also present. They provided information as well.
- The Town of Tonawanda Public Library – Kenilworth and Kenmore Branches staff participated in testing the **Buffalo & Erie County Public Library Employee Training Curriculum** developed by Human Resources. Staff watched online videos with a Customer Service focus and provided feedback to Buffalo & Erie County Public Library Human Resources/Workforce Development Officer Doreen Woods.
- Town of Tonawanda Public Library Director Dorinda Darden attended the **Public Library Administrator's Certificate Program (PLACP)** class held at the Central Library on June 2nd and June 3rd.
- Town of Tonawanda Public Library Director Dorinda Darden attended the **Zonta Club of Kenmore Meeting** held at Wynwood Kenmore on June 4th.

- Town of Tonawanda Public Library Director Dorinda Darden, Kenilworth Branch Manager Amy Christman and Kenmore Branch Manager Susan Makowski attended the **Manager-Director Meeting** held at the Central Library on June 11th. As a member of the Database Committee, Dorinda gave a **Database Presentation on Black Studies Center** at the **Manager-Director Meeting**.
- Tonawanda Public Library Director Dorinda Darden worked the **Ask Us 24/7 Virtual Reference Chat service** on June 11th and June 25th for a total of 2 hours.
- Town of Tonawanda Public Library Director Dorinda Darden held **Staff Meetings** at the Kenmore Branch on June 23rd and June 27th and at the Kenilworth Branch on June 24th.
- Town of Tonawanda Public Library Director Dorinda Darden attended the **Post-It-Note Paloozza Committee Meeting** held at the City of Tonawanda Public Library on June 24th.
- Kenilworth Branch Manager Amy Christman, Kenmore Branch Manager Susan Makowski, Kenmore Branch Librarians Nicole Bermingham, Jill Jablonski, Nancy Offerman and Jennifer Silmsner attended the **Librarians Meeting** held at the Kenmore Branch on June 26th.

UNFINISHED BUSINESS:

- The Board discussed using the Disclosure statement form that Central Library had provided us. It was agreed upon that each Trustee along with the Library Director would fill out a disclosure statement at the next meeting. The disclosure statement would be updated every January and the statements would be recorded with the Secretary of the Board. Director Darden has put a copy of the Whistleblower Policy at the Library's front desk. A motion was made by Laura Glass to add the Conflict of Interest and the Whistleblower Policies to the Board's Bylaws and seconded by Jason Aronoff. Motion passed. The Board discussed the placement of these policies within the Bylaws. The Board decided to further discuss the matter at the next meeting.
- The Lighting upgrades to the parking lot and the outside areas of the Kenmore Library were completed on June 23rd. Director Darden has received compliments from the staff and the community.
- Amherst Alarm installed the dome cameras on June 25th.
- Chair Ginnane presented a list of the Library initiatives for each library branch and discussed the status of each initiative. The Board talked about what expenses should be the responsibility of the Town and Library Board. The Board will be talking to the Town on Friday, July 11th about applying for the 2014-2015 New York State Library Construction Grants and what things can be done now to improve the Town Libraries.

- The Board has received the 2013-2014 New York State Library Construction Grants for Kenmore and Kenilworth Libraries. Kenmore Library received \$87,373 of \$116,500 grant for a new HVAC and roof. Kenilworth Library received \$30,263 of the \$40,350 for a new HVAC and roof. The remainder of the payment will be done by the Town. The Board needs to start the project within 180 days of construction. The first payment will be 90% of the grant with 10% coming at the end. A new bank account will be open for the 2013-2014 grants.

NEW BUSINESS:

- A Hot Dog Fundraiser along with logistics, supplies, volunteers and dates were discussed. Legislator Savage was contacted to see if he would like to help with the event. Suggestions were made to have the event coincide with the Kenmore-Town of Tonawanda Friends of the Library's Book Sale in September.
- The Board reviewed 2014 Contract with the Buffalo & Erie County Public Library. Motion to accept the 2014 Contract with the Buffalo & Erie County Public Library was made by Jason Aronoff and seconded by Laura Glass. Motion passed.
- Trustee Aronoff presented a performance evaluation form used for previous directors. The Board decided that they would fill out the form and reach a consensus at the August Trustees' Meeting during Executive Session.

PUBLIC COMMENT:

- No comment was made.

Motion to adjourn was made by Jean Phillips and seconded by Laura Glass. Motion passed. Meeting adjourned at 8:58 pm. Next meeting of the Town of Tonawanda Public Library Board will be August 12, 2014.