

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD  
August 12, 2014

A regular meeting of the board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, August 12, 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 and Cynthia Chamberlain from Interior Design by Cynthia Chamberlain

Chair, Sheila Ginnane called meeting to order at 7:00 pm.

APPROVAL/CHANGES TO AGENDA:

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

ADOPTION OF MINUTES:

- Motion was made by Jeanne Phillips to accept the proposed minutes as corrected from July 8, 2014, and seconded by Laura Glass. Motion passed with one abstention.

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 July 11<sup>th</sup> Library Director, Dorinda Darden, Board Trustee Laura Glass and Chair Ginnane met with the Town of Tonawanda to discuss the 2013-2014 constructions grants for Kenilworth and Kenmore Libraries. The grant of \$87,373 is to improve the HVAC and roof at the Kenmore Library. The grant of \$30,263 is to improve the HVAC and roof at the Kenilworth Library. The Grant checks have been received and a new account has been opened for them at Key Bank. The Town realizes that they have to start the work before December and they stated that the work at each library should be done in one month's time once they have the materials. The first step now is to get bids.
- Grant applications for next year were discussed. It was suggested that a new window in the Community Room and ADA doors with a drop box on the side were needed at the Kenilworth Library. At the Kenmore Library estimates would be obtained for a new elevator and then a decision would have to be made as to whether to pursue a grant for it. Any matching funds for the grants would come

from the Capital Reserve Funds which are the Greenhaven Library Money. The applications for next year's grants must be submitted by October 3, 2014.

- The Town will look into repairing the Delaware Avenue doors for the Kenmore Library to make them easier to open. The Town placed a picnic table at the Kenilworth Library.
- On July 23<sup>th</sup>, Melissa Foster from the Kenmore Village Improvement Society (KVIS) contacted the Chair to say the garden work around the Kenmore Library would begin on July 24<sup>th</sup>. The Chair helped plant garden with KVIS.
- On August 12<sup>th</sup>, the Chair sent an email to Town of Tonawanda Supervisor Anthony Caruana thanking him for his article in the Ken-Ton Bee, August 6<sup>th</sup>, promoting the Town Libraries. The email also included the daily count of patrons from January to May 2014.

#### REPORT OF THE DIRECTOR:

- Director Darden reported on the statistics for June:

#### STATISTICS

##### Circulation:

Kenmore:	July 2013:	30,250	July 2014:	29,705	<b>-1.8%</b>
Kenilworth:	July 2013:	8,620	July 2014	7,612	<b>-11.7%</b>

##### Foot Traffic:

Kenmore:	July 2013:	15,688	July 2014:	15,776	<b>+6%</b>
Kenilworth:	July 2013:	3,260	July 2014:	5,673	<b>+74.0%*</b>

\*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.

#### Programs

- The Falk School visited the Kenilworth Branch on July 1<sup>st</sup> with 8 children and 3 adults for a total of 11 in attendance. Kenmore Branch Librarian Nancy Offerman presented the **Summer Fun Club** for ages 6-10 on July 1<sup>st</sup>, July 8<sup>th</sup>, July 15<sup>th</sup>, July 22<sup>nd</sup> and July 29<sup>th</sup> with a total of 60 children in attendance. The programs featured the **Fizz, Boom, Read! Summer Reading Program** theme. Kenilworth Branch Manager Amy Christman presented the **Summer Fun Club** for children ages 6-10 on July 10<sup>th</sup>, July 17<sup>th</sup>, July 24<sup>th</sup> and July 31<sup>st</sup> with a total of 10 children in attendance. The programs featured the **Fizz, Boom, Read! Summer Reading Program** theme. Librarian Wanda Collins from the Central Library Children's Programming Team presented **Preschool Storytime** on July 3<sup>rd</sup>, July 10<sup>th</sup>, July 17<sup>th</sup> and July 24<sup>th</sup> at the Kenmore Branch. There were 95 children and 59 adults for a total of 154 in attendance. The Kids Kampus visited the Kenilworth Branch

on July 8<sup>th</sup> and July 21<sup>st</sup>. There were 14 children and 6 adults for a total of 20 in attendance. Kenmore Branch Librarian Nicole Bermingham presented the **Toddler Time for Twos Program** on July 11<sup>th</sup>, July 18<sup>th</sup> and July 25<sup>th</sup>. There were 36 children and 28 adults for a total of 64 in attendance. Librarian Wanda Collins from the Central Library Children's Programming Team presented the **We Love Pete the Cat Program** on July 30<sup>th</sup> for children ages 3-8. There were 13 children and 7 adults for a total of 20 in attendance. Town of Tonawanda Public Library Director Dorinda Darden received a Thank You Card from Miss Kuhrt's Preschool Class from Benjamin Franklin Elementary that visited the Kenilworth Branch on May 30<sup>th</sup>.

- Kenmore Branch Librarian Nicole Bermingham presented the **Crafter-day Program** for children ages 6-10 on July 5<sup>th</sup> at the Kenmore Branch. There were 9 children and 1 adult for a total of 10 in attendance. Kenmore Branch Librarian Jennifer Silmsen presented her new **Saturday Matinee Program** for adults on July 5<sup>th</sup>. There was no one in attendance. Library Associate Cynthia Lenzner from the Central Library Children's Programming Team presented the **Super LEGO Challenge Program** for ages 6-12 at the Kenmore Branch on July 18<sup>th</sup>. There were 17 children and 7 adults for a total of 24 in attendance.
- Kenmore Branch Librarians Nicole Bermingham and Jill Jablonski held **Battle of the Books Meetings** at the Kenmore Branch on July 10<sup>th</sup>, July 17<sup>th</sup> and July 24<sup>th</sup> with 36 young adults in attendance. Nicole held a **Battle of the Books Meeting** on July 3<sup>1st</sup> with 13 young adults in attendance.
- The **Teen Gaming Night** presented by Kenmore Librarian Jennifer Silmsen for ages 13-17 at the Kenmore Branch was scheduled on July 15<sup>th</sup> and July 22<sup>nd</sup> but no one attended. Teens have inquired about future dates for the **Teen Gaming Night**. Next year the program may just run through the school year instead of including the summer months.
- Kenilworth Branch Manager Amy Christman facilitated the **Adult Monthly Journal Group** at the Kenmore Branch on July 1<sup>st</sup>. There were 8 in attendance. Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Book Discussion Group** at the Kenilworth Branch on July 2<sup>nd</sup>. There were 5 in attendance. The Central Library CyberTrain staff presented three computer classes for adults at the Kenmore Branch. The **Computer Basics** was held on July 9<sup>th</sup> with 4 in attendance, the **Internet Basics** was held on July 16<sup>th</sup> with 8 in attendance and the **Microsoft Word 2007 Basics** was held on July 24<sup>th</sup> with 10 in attendance. There were a total of 22 in attendance. Kenmore Branch Librarian Jennifer Silmsen presented her **Contemporary Fiction Book Club** for adults on July 24<sup>th</sup> at the Kenmore Branch. This month's selection was On Such a Full Sea by Chang-Rae Lee. There was no one in attendance. This program started in June 2014 and hopefully with publicity it will get patrons to sign-up for this program, if not it will be cancelled. Kenmore Branch Clerk Typist Molly McDuff presented her **Recipe Exchange Program** at the Kenmore Branch on July 26<sup>th</sup>

but no one attended. If there is no attendance on August 23<sup>rd</sup>, this program will be cancelled.

- Kenilworth Branch Library Associate Margaret Kunz created a display for the lobby display case at the Kenilworth Branch which ties in with the **Summer Reading Program** theme of **Fizz, Boom, Read!** The display features large-size posters which were created using the free online program Rasterbator, colorful circles bearing images from the Summer Program Manual, and suggested reading titles in the science genre for adults and children, as well as posters advertising the special programs which will be held at the Kenilworth Branch in August. Kenilworth Branch Manager Amy Christman created a display at the Kenilworth Branch titled **Literary Elements**, which features adult fiction and non-fiction books with a Science or Science Fiction theme.
- Town of Tonawanda Public Library Director Dorinda Darden, Town of Tonawanda Public Library Board Members Sheila Ginnane and Laura Glass met with Sue Barnes from Grantmakers Advantage, Inc., Town of Tonawanda Board Member Lisa Chimera, Town of Tonawanda Youth, Parks and Recreation Department Director Jeff Ehlers, Town of Tonawanda Youth, Parks and Recreation Supervisor of Parks Maintenance Rich Ford, Town of Tonawanda Technical Support Director Michael Kaiser, Town of Tonawanda Engineer James Jones, Town of Tonawanda Senior Engineer Assistant David Decker and Town of Tonawanda Deputy Comptroller James Webster on July 11<sup>th</sup> at the Town of Tonawanda Municipal Building to discuss the **2013-2014 New York State Library Construction Grant** for both the Kenilworth and Kenmore Branches and the potential projects for the **2014-2015 New York State Library Construction Grant**. The application for the 2014-2015 is due to Buffalo & Erie County Public Library Chief Financial Officer Kenneth Stone by October 3, 2014.
- Checks in the amount of \$27,236 and \$78,637 were received for the **2013-2014 New York State Library Construction Grants** for the Kenilworth Branch and Kenilworth Branch on July 10<sup>th</sup> and July 11<sup>th</sup> respectively which is 90% of the funds. The additional 10% will be sent after the projects are completed.
- Town of Tonawanda Public Library Director Dorinda Darden attended the **Public Library Administrator's Certificate Program (PLACP)** class held at the Central Library on July 7<sup>th</sup> and July 8<sup>th</sup>. 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 July 9<sup>th</sup>. Kenilworth Branch Library Associate Margaret Kunz attended a tour of the Center for Inquiry which was sponsored by the Western New York Library Resources Council (WNYLRC) on July 9<sup>th</sup>. Town of Tonawanda Public Library Director Dorinda Darden worked the **Ask Us 24/7 Virtual Reference Chat** service on July 9<sup>th</sup> and July 23<sup>rd</sup> for a total of 2 hours. Kenmore Branch Librarian Jennifer Silmser visited the Kenilworth Branch for training in Opening and Closing Procedures on July 14<sup>th</sup>.

- The Central Library CyberTrain staff presented the **One-on-One Book a Technology Trainer** appointments at the Kenmore Branch for Kenmore Librarian Jill Jablonski, Kenmore Branch Library Associate Jeanne McGill and Kenmore Branch Senior Page Caroline Rudin on July 23<sup>rd</sup>. The training was on eBook/eReader. Kenilworth Branch Manager Amy Christman facilitated the **Librarians Meeting** held at the Kenmore Branch on July 24<sup>th</sup>. Kenmore Branch Librarians Nicole Bermingham, Jill Jablonski, Nancy Offerman and Jennifer Silmsner were in attendance. Town of Tonawanda Public Library Director Dorinda Darden held **Staff Meetings** at the Kenilworth Branch on July 28<sup>th</sup>, Kenmore Branch on July 29<sup>th</sup> and July 31<sup>st</sup>.
- Town of Tonawanda Public Library Director Dorinda Darden, Kenmore Branch Manager Susan Makowski met on July 22<sup>nd</sup> at the Kenmore Branch with Erie County Legislator Peter Savage and his Legislative Aide Mary Ann Moriarity to discuss the **Hot Dog Fundraiser** for the Town of Tonawanda – Kenilworth and Kenmore Branches that Legislator Savage has agreed to sponsor. This event will be held on September 13<sup>th</sup> at Lincoln Arena during the **Kenmore-Town of Tonawanda Friends of the Library Annual Book Sale**.
- The Kenmore Village Improvement Society (KVIS) removed the grass and tilled the soil on July 24<sup>th</sup> in preparation for the new garden that they will be creating in the front of the library at the Kenmore Branch.
- UNYTS held at blood drive at the Kenmore Branch on July 29<sup>th</sup>
- Town of Tonawanda Maintenance workers were called in to fix the air conditioner on July 9<sup>th</sup> at the Kenilworth Branch. A staff member from the Town of Tonawanda Technical Support Department visited the Kenmore Branch on July 24<sup>th</sup> to check on the feasibility of getting a crane to use for the Heating, Ventilation and Air Conditioning (HVAC) Improvements.
- Town of Tonawanda maintenance staff dropped off a power washer at the Kenmore Branch on July 29<sup>th</sup>. Kenmore Branch Caretaker Rickie Davis power washed the building. Kenmore Branch Caretaker Rickie Davis completed the painting in the staff workroom and in Kenmore Library Associates Jeanne McGill's office.

#### UNFINISHED BUSINESS:

- The Board discussed the placement of the Whistleblower and Conflict of Interest policies within the Bylaws. Director Darden consulted with the Downtown Library. They had decided to insert it in the section discussing Trustees' duties. Chair Ginnane suggested putting it in Article III dealing with the duties of the Trustees. Inserting "All Trustees shall abide by the Conflict of Interest Policy and Whistleblower Policy adopted by the Board and amended time to time." Conflict of Interest Policy and Whistleblower Policy will be an appendix to the Bylaws. Trustee Aronoff suggested referencing the appendix in both the Duties of the

Trustee and in Article XIII, sections (2) & (3) add the wording “See appendix A. Signed disclosure statements from all the Trustees were given to Secretary Crawford to file for this year. A motion was made by Jason Aronoff to add to Article III, (5) “All Trustees shall abide by the Conflict of Interest Policy and Whistleblower Policy adopted by the Board and as amended time to time.” and increase and amend Article III so that that previous sections(5&6) will be renamed sections (6&7) and reference the policies in Article III (5) and in Article XIII ( 2&3) and seconded by Jeanne Phillips. Motion passed.

- Legislator Savage will be sponsoring A Hot Dog Fundraiser Saturday, September 13<sup>th</sup>, 12pm to 3 p.m. at Lincoln Arena during the **Kenmore-Town of Tonawanda Friends of the Library Annual Book Sale**. A hot dog and bottle water will be priced at a dollar. The proceeds from this sale will be used for programs at Town of Tonawanda Libraries. Volunteers are needed at the fundraiser. Chair Ginnane said she would volunteer and members of the Friends would also help Legislator Savage with the fundraiser.
- 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. Work on the roof at Kenmore Library will require closing the street and working with the church next door. The Town is sending out bids for the work to be done. Work has to be started by December 11, 2014.
- Chair Ginnane discussed the status of the Delaware Rd doors. Also she talked about the meeting with the Town about future grants. The Town stated that any work to Kenmore Library Elevator and other improvements would come from money in the Greenhaven account.
- Chair Ginnane introduced Cindy Chamberlin, an interior designer. Ms Chamberlin presented her ideas for the Kenmore Library Community Room, the 1<sup>st</sup> floor offices, Entrance way and the stairway to the Library proper. Ms Chamberlin discussed the lighting, carpeting and paint ideas for these areas. Trustee Aronoff said that he would contact the Town to discuss having the false ceiling in the Kenmore entryway removed. Ms. Chamberlin will give us an estimate for the improvements. The Board discussed some funding options.

#### NEW BUSINESS:

- The Board discussed applying for 2014-2015 New York State Library Construction Grant. Otis Elevator and James Jones, Town Engineer, agreed that the elevator at Kenmore does not need to be replaced but rehabilitated. The doors at Kenilworth meet the ADA requirements but they need to be automated. Chair Ginnane asked the Board for approval to pursue two grants. One grant would be for Kenilworth’s windows in the Community Room along with automated doors

and a drop box. The other grant would be to rehabilitate the elevator at Kenmore. Trustee Aronoff voiced concerns about the delay in repairing the elevator if we waited for the grant to be rewarded. Director Darden said that at the present the elevator is working. A motion to approve an application for grants to replace the windows, automate the doors along with a drop box at Kenilworth and to rehabilitate the elevator at Kenmore was made by Jeanne Phillips and seconded by Laura Glass. The motion passed.

- Director presented the flyer for the garden dedication. The Kenmore Library Garden Dedication will be held on Thursday, August 14<sup>th</sup> at 4pm. Melissa Foster from KVIS, will be presented with a plaque from Laura Glass, president of the Kenmore-Town of Tonawanda Friends of the Library, that will recognize KVIS's and the Friends' contributions to the Kenmore Library. The plaque will be placed at garden. Caretaker Davis will clean up cobwebs and entry ways prior to dedication. It was suggested that an invitation should go out to the Town Supervisor Caruana and Councilwoman Chimera.

**PUBLIC COMMENT:**

- No comment was made.

Motion to adjourn to Executive Session to discuss personnel matters was made by Jason Aronoff and seconded by Laura Glass.

Motion to adjourn was made by Jean Phillips and seconded by Laura Glass. Motion passed. Meeting adjourned at 9:08 pm. Next meeting of the Town of Tonawanda Public Library Board will be September 9, 2014.