

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD

September 9, 2014

A regular meeting of the board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, September 9, 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

Chair, Sheila Ginnane called meeting to order at 7:00 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 as corrected from August 12, 2014, and seconded by Rachel Kranitz. 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 August 18th, Chair Ginnane met with Library Director Darden to go over the Director's Annual Evaluation, which was signed by both of them
- On August 21st, Chair Ginnane received an email from Director Darden stating that our application for the NYS Grant for 2015-2016 that included an inside drop box for the Kenilworth Library would probably not be approved by Ken Stone of the Buffalo & Erie County Library, since it would have extensive requirements for security and it is not considered a necessary improvement. Since an immediate response was necessary, the Chair said to remove the request for the drop box, but the request for new windows in the Community Room will remain in the application for Kenilworth.
- On August 27th, Chair Ginnane visited the Kenmore Library to see where some tiles have been removed in the main lobby. The tile removal had been requested by the Board. After observing the unfinished brick work that was under the tiles, the Board members and Library Director Darden agreed the tiles should be replaced.

- On September 8th, Chair Ginnane received an email, addressed to the Library Board, from the Buffalo/Niagara League of Women Voters saying, “Since 2009 the LWV has followed the mergers and consolidation of local municipalities... They found few successful city/county mergers in recent years... On village dissolutions...there are complex consequences that need further study... They urge municipalities to continue their efforts in a thoughtful manner...” The League sent their report to various municipalities and community organizations. Chair Ginnane passed around the report for the Board to review.

REPORT OF THE DIRECTOR:

- Director Darden reported on the statistics for August:

STATISTICS

Circulation:

Kenmore:	August 2013: 29,343	August 2014:	26,816	-8.6%
Kenilworth:	August 2013: 8,594	August 2014:	7,486	-12.9%

Foot Traffic:

Kenmore:	August 2013: 15,243	August 2014:	15,362	+0.8%
Kenilworth:	August 2013: 2,947	August 2014:	5,509	+86.9%*

*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 Kenilworth Branch hosted the following **Special Family Programs**: The **Primate Sanctuary of Niagara Falls** presented a **Live Primate Show** featuring different types of monkey on August 5th with 36 children and 15 adults in attendance. On August 7th, **Mr. No the Balloon Guy** performed magic and comedy featuring balloon animals, hats, flowers and swords with 20 children and 11 adults in attendance; **Beaver Meadows** presented the **Cold-Blooded Critters Program** on August 12th with 38 children and 15 adults in attendance; **Charlie and Checkers** performed their magic and comedy act on August 14th with 18 children and 12 adults in attendance, the **SPCA** presented a **Live Wildlife Program** on August 19th with 22 children and 13 adults in attendance; The **Aquarium of Niagara** presented its traveling “**Touch Tank**” on August 26th with 35 children and 20 adults in attendance and **Mike Randall and Friends** performed a show featuring magic, comedy, and audience participation on August 28th with 23 children and 8 adults in attendance. The **Special Family Programs** at the Kenilworth Branch were attended by 192 children and 94 adults for a total of 286 in attendance.
- The Kenmore Branch hosted the following **Special Family Programs**: The **Primate Sanctuary of Niagara Falls** presented a **Live Primate Show** featuring

different types of monkeys on August 5th with 106 children and 57 adults in attendance. On August 7th, Mr. **No the Balloon Guy** performed magic and comedy featuring balloon animals, hats, flowers and swords with 56 children and 28 adults in attendance; **Beaver Meadows** presented the **Cold-Blooded Critters Program** on August 12th with 70 children and 37 adults in attendance; the Aquarium of Niagara presented its traveling “**Touch Tank**” on August 14th with 90 children and 54 adults in attendance; the **SPCA** presented a **Live Wildlife Program** on August 19th with 56 children and 34 adults in attendance; **In Jest** featuring **Nels Ross** presented a juggling program on August 21st with 64 children and 29 adults in attendance; **Clumsy the Entertainer** performed on August 26th with 66 children and 30 adults in attendance and **Mike Randall and Friends** performed a show featuring magic, comedy, and audience participation on August 28th with 45 children and 25 adults in attendance. The **Special Family Programs** at the Kenmore Branch were attended by 553 children and 294 adults for a total of 847 in attendance.

- Kenmore Branch Librarian Nicole Bermingham presented the **Toddler Time for Twos Program** on August 1st and August 8th. There were 18 children and 15 adults for a total of 33 in attendance.
- Kenmore Branch Librarian Nicole Bermingham held a **Battle of the Books Meeting** at the Kenmore Branch on August 1st with 11 young adults in attendance. The Kenmore Branch participated in the **16th Annual Battle of Books** on August 2nd held at the Erie Community College South Campus. The Kenmore Branch had two team: Kenmore 1 who placed #26 and Kenmore 2 who placed #9 out of 28 teams. Each team for the Kenmore Branch had 8 youths for a total of 16 participants. Kenmore Branch Librarians Nicole Bermingham and Jill Jablonski were the coaches for the teams.
- The Central Library Children’s Programming Team presented the **Super LEGO Challenge** for children ages 6-12 on August 6th at the Kenilworth Branch. There were 9 children and 2 adults for a total of 11 that participated in building competitions and problem solving exercises. The Falk School visited the Kenilworth Branch on August 7th with 2 children and 1 adult for a total of 3 in attendance. There were a total of 32 in attendance. Kenmore Branch Librarian Jill Jablonski presented the **Teen Gaming Night** for ages 13-17 at the Kenmore Branch on August 19th and August 26th. There were a total of 4 in attendance.
- Kenmore Branch Librarian Jennifer Silmsen presented her new **Saturday Matinee Program** for adults on August 2nd. There were 4 in attendance. Kenilworth Branch Manager Amy Christman facilitated the **Adult Monthly Journal Group** at the Kenmore Branch on August 5th. There were 13 in attendance. Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Book Discussion Group** at the Kenilworth Branch on August 6th. There were 5 in attendance. The Central Library CyberTrain staff presented three computer classes for adults at the Kenmore Branch. The **eBooks and eReaders**

was held on August 10th with 4 in attendance, the **Editing Digital Photos** was held on August 22nd with 9 in attendance and the **Introduction to eBay** was held on August 29th with 13 in attendance. Kenmore Branch Librarian Jill Jablonski presented the **Recipe Exchange Program** at the Kenmore Branch on August 23rd with no one in attendance. As a result it has been cancelled due to low attendance. Kenmore Branch Librarian Jennifer Silmsner presented the **Contemporary Fiction Book Club** for adults on August 28th at the Kenmore Branch. This month's selection was The Age of Miracles by Karen Thompson Walker. There was no one in attendance. This program started in June 2014 and hopefully with publicity, patrons will sign-up for this program, if not it will be cancelled.

- The **Kenmore Branch Library Garden Dedication** was held on August 14th to honor the Kenmore Village Improvement Society (KVIS) and all those who helped plant the new garden at the Kenmore Branch Library. Annuals, perennials, perennial herbs and an ornamental grass were added to some of the existing plants along with ornamental rocks to create a beautiful and colorful garden. Town of Tonawanda Public Library Director Dorinda Darden gave a brief speech; Kenmore-Town of Tonawanda Friends of the Library President Laura Glass presented a plaque to KVIS President Melissa Foster in recognition of the Kenmore Village Improvement Society's work on the new garden. This plaque has been mounted on the building near the garden. KVIS President Melissa Foster also gave a brief speech as well. Erie County Legislator Peter Savage, Buffalo & Erie County Public Library System Board Member Katie Burd, Town of Tonawanda Public Library Board Members Jason Aronoff, Laura Glass and Jeanne Phillips were among those in attendance. Refreshments were courtesy of the Kenmore-Town of Tonawanda Friends of the Library. There were 20 in attendance. Don Heupel from the Tonawanda News took pictures and Jessica Bagley from the Tonawanda News interviewed Dorinda, Melissa and Laura about the garden. An article along with a photo of Laura Glass holding the plaque appeared in the Tonawanda News August 15, 2014 edition.
- The Kenmore Branch received a donation in the amount of \$50.00 from David and Theresa Wegman on August 15, 2014. Town of Tonawanda Public Library Director Dorinda Darden sent a Thank You Letter on August 19, 2014.
- The Librarians' Association of the Buffalo & Erie County Public Library ratified their 2014-2017 Contract on August 15th.
- Town of Tonawanda Public Library Director Dorinda Darden sent out the **Class and School Visits Letter** and **Youth Library Card Application** attachment via e-mail on August 25th to Principals, Assistant Principals and Program Supervisors of the Ken-Ton Schools to be distributed to the teachers.
- Kenmore Branch patron Theresa Lee won the grand prize in the Buffalo & Erie County Public Library Teen **Reading Contest**. She won a book sack filled with

assorted novelties including sunglasses and candy. Kenmore Branch patron Kelly Long won a \$25.00 Amazon gift card in the **Adult Online Summer Reading Challenge**, Kenmore Branch patron Sarah Coupal won a \$10.00 Amazon gift card in the **Teen Online Summer Reading Challenge** and Kenmore Branch patron Quinn Lew won a \$10.00 Amazon gift card in the **Kids Online Summer Reading Challenge**

- Town of Tonawanda Public Library Director Dorinda Darden attended a luncheon on August 15th that was arranged by Kenmore Village Improvement Society President Melissa Foster to meet the new Kenmore Superintendent of Schools Dawn Mirand. The luncheon was held at Gigi's Cucina Povera Restaurant in Kenmore.
- 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 August 13th. Town of Tonawanda Public Library Director Dorinda Darden held **Staff Meetings** at the Kenilworth Branch on August 25th, Kenmore Branch on August 27th and August 29th. Kenmore Branch Librarian Jennifer Silmsen viewed videos from the **Buffalo & Erie County Public Library Employee Training Curriculum on Libraries and Autism** on August 27th and **Every Fifth Customer** on August 28th. Town of Tonawanda Public Library Director Dorinda Darden worked the **Ask Us 24/7 Virtual Reference Chat** service on August 6th and August 20th for a total of 2 hours.

UNFINISHED BUSINESS:

- Chair Ginnane reported on the progress of the initiatives for the Town of Tonawanda. The Kenilworth Library doors and their Community Room windows will be in next year's grants. The cost for KVIS garden project in front of the Kenmore Library was \$726.26. The Special Account will pay for the garden project. Director Darden did mention to Melissa Foster from KVIS that the Board would like to see a garden at Kenilworth Library. The Delaware doors at the Kenmore Library have not been fixed yet. Chair Ginnane presented the proposal from Interior Design by Cynthia Chamberlin. The proposal of \$10,810 included carpet and paint in the Community Room, paint, plants, and panels in the foyer, paint in the Conference Room and a portable wall for the Office Window. Director Darden discussed the lighting quotes from Frey Electric. Frey would replace 13 light fixtures in the Community Room and the first floor lobby. They also gave estimates for 4 fixtures in the vestibule and retro-fitting lighting in the first floor offices. Chair Ginnane discussed reaching out to the business community for donations. The Kenmore-Town of Tonawanda Friends of the Library has offered to pay for the cost of Community Room renovations. The Board discussed the possibility of having different organizations sponsoring various stages of the renovations or a particular room. The Friends of Kenmore-Tonawanda Library would contact Ms. Chamberlin about her design ideas for the Community Room. The Board believes that Director Darden and her staff should also be involved in the planning process.

- Rich Ford and David Decker from the Town of Tonawanda have been in talks with National Grid and the Church next to the Kenmore Library about erecting a crane to use during the roof renovations. The work needs to start before December 11th. Director Darden will get the Board apprised of the situation.

NEW BUSINESS:

- Director Darden presented the 2014-2015 NYS Library Construction Grant Proposals for the Town of Tonawanda Library System.
Director Darden read a resolution stating that the Library Board will utilize the State Grant funds awarded to remove a window and perform asbestos abatement in conjunction with the removal of the existing window and install an automatic door in compliance with the ADA standards at the Kenilworth Library. The Town, as the owner of the Kenilworth Library building, must provide the local match for the grants and must approve the project. Laura Glass made a motion to accept this resolution and seconded by Jeanne Phillips. The motion was unanimously passed.
Director Darden read a resolution stating that the Library Board will utilize the State Grant funds awarded to refurbish the elevator and to connect the elevator to the security system at the Kenmore Library. The Town, as owner of the Kenmore Library building, must provide the local match for the grants and must approve the project. A motion was made by Jeanne Phillips to accept this resolution and seconded by Rachel Kranitz. The motion was unanimously passed. These proposals will be presented to the Town Board on September 22nd.
- Director Darden recommended that the Kenilworth and Kenmore Branch Libraries be opened on Columbus Day. Laura Glass made a motion to accept that both libraries in the Town be opened on Columbus Day and seconded by Jason Aronoff. The motion was unanimously passed.
- The November Board meeting will be scheduled for Tuesday, November 18th at the Conference Room. The Community Room is being used that day.
- Director Darden discussed the purchases that have been made by the Special Account. The Kenmore-Town of Tonawanda Friends of the Library Executive Board met to address the Library's request for additional funding. Laura Glass stated that the Friends' group would pay for the exterior lighting that has already been installed at the Kenmore Library. The Friends have proposed a Memorandum of Understanding to make clear their goals in supporting the Library and to ensure that the Friends maintain proper records for their tax exempt status.
- Director Darden attended the Manager-Director Meeting on August 13th, in which Lawley Insurance coverage was discussed. Director Darden stated that the Board was covered by the Central Library's Policy but she believed the Board was paying for additional coverage on their own. Trustee Crawford stated that the Board should not be paying for additional coverage because the

Board is covered under the Town's insurance. Director Darden stated that she would look into the matter.

EXECUTIVE SESSION:

- A motion was made to go into in executive session to discuss personnel matters by Laura Glass and second by Jeanne Phillips.

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 Jason Aronoff and seconded by Jeanne Phillips. Motion passed. Meeting adjourned at 8:48 pm. Next meeting of the Town of Tonawanda Public Library Board will be October 14, 2014.

Respectfully Submitted,
Eileen Crawford
Secretary