

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
October 14, 2014

A regular meeting of the board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, October 14, 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 Jason Aronoff to accept the agenda as presented and seconded by Jeanne Phillips. Motion passed.

ADOPTION OF MINUTES:

- Motion was made by Laura Glass to accept the proposed minutes from September 9, 2014, and seconded by Jason Aronoff. Motion passed with one abstention.

REPORT OF THE TREASURER:

- Treasurer Laura Glass gave a current status of the legacy, special and general accounts. Discussion was made concerning whether to have treasurer's report quarterly or monthly. The Board agreed that the report will be made monthly. Chair Ginnane approved of the report as it stands.

REPORT OF THE CHAIR:

- On September 13, 2014, at the Friends Book Sale, Chair Sheila Ginnane helped out with Erie County Legislator Peter Savage's Hot Dog Sale from 12 until 3pm. This was done in appreciation for his fundraising on behalf of the Library. The Chair did follow up with a thank you letter to him for sponsoring the Hot Dog sale and his donation and support for the libraries.
- On September 18, 2014, on behalf of the Library Board of Trustees, the Chair sent a letter to the Friends Group thanking them for financing the new Garden in front of the Kenmore Library and agreeing to finance the upgrade of the Community Room.
- On September 22, 2014, the Chair emailed to Maria Borowiak, of the Buffalo and Erie County Public Library, a copy of our Revised By-laws which include references to the newly adopted Conflict of Interest and Whistleblower Policies which are attached as appendix to the Bylaws. It also included the Minutes that

showed we adopted the Resolutions. It was requested that all Erie County Contract Libraries do this information.

- Also, on September 22, 2014, the Chair attended the Town of Tonawanda Town Board Meeting. The Library Board minutes for August 12, 2014 were received and filed. A Motion was made by the Town of Tonawanda Town Board to Approve and Authorize Grantmakers Advantage, Inc. to complete the necessary application for the purpose of securing a Grant relative to Job 2941 which is for Kenilworth Library Doors and Window Improvements. The Motion passed. Then a motion was made to approve and authorize the Supervisor to sign an agreement with the Town of Tonawanda Public Library relative to this Job 2941. Motion passed. A Motion was made by Town of Tonawanda Town Board to approve and authorize Grantmakers Advantage, Inc. to complete the necessary application for the purpose of securing a Grant relative to Job 2942 for the Kenmore Library Elevator Rehabilitation. The Motion passed. Then a motion was made by the Town of Tonawanda Town Board to approve and authorize the Supervisor to sign an agreement with the Town of Tonawanda Public Library relative to this Job 2942. Motion passed.
- On Tuesday, September 29, 2014 Chair Ginnane met with Grant writer, Sue Barnes of Grantmakers Advantage, Inc., to sign paperwork for the 2015 New York State Grant applications for our Town Libraries.
- On Thursday, October 2, 2014, the Chair met with Dorinda and a representative from Wire Electric (Jameson Electric, Heating & Air) to get an estimate on lighting for the Kenmore Community room and first floor areas.

REPORT OF THE DIRECTOR:

- Director Darden reported on the statistics for September:

STATISTICS

Circulation:

| | | | | | |
|-------------|-----------------|--------|-----------------|--------|-------|
| Kenmore: | September 2013: | 24,136 | September 2014: | 24,314 | +0.7% |
| Kenilworth: | September 2013: | 6,690 | September 2014: | 6,926 | +3.5% |

Foot Traffic:

| | | | | | |
|-------------|-----------------|--------|-----------------|--------|---------|
| Kenmore: | September 2013: | 14,008 | September 2014: | 14,374 | +2.6% |
| Kenilworth: | September 2013: | 2,563 | September 2014: | 4,962 | +93.6%* |

*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

- Kenmore Branch Librarian Nancy Offerman presented the **Independent Reading Club** for children which ran from June 2014 through August 2014 at the Kenmore

Branch. There were 76 children who participated in the program. Kenmore Branch patron Mark Baxter was the **Independent Reading Club** winner for reading the most minutes throughout the summer. He read 4,209 minutes and 32 books. Kenmore Branch patron William Ackendorf was the **Independent Reading Club** winner for reading the most books throughout the summer. He read 156 books and 1,140 minutes. They each received a Barnes and Noble \$25.00 gift card, passes to the Aquarium of Niagara and goodie bags filled with assorted books and novelties.

- Kenmore Branch Librarian Nicole Bermingham presented her monthly **Crafter-day Program** on September 6th with 14 children and 3 adults for a total of 17 in attendance.
- The Falk School visited the Kenilworth Branch on September 9th, September 24th and September 30th with 11 children and 5 adults for a total of 16 in attendance. Kenmore Branch Librarian Jill Jablonski presented the **Teen Gaming Night** for ages 13-17 at the Kenmore Branch on September 16th and September 23rd with no teens in attendance. Starting October 28, 2014, the **Teen Gaming Night** will be held the last Tuesday of each month at 4:00 PM instead of 6:00 PM in an effort to attract more teens who visit the library after school.
- Creative Child Day Care Nursery School visited the Kenmore Branch on September 15th. Kenmore Branch Manager Susan Makowski read stories and talked about the library. There were 26 children and 5 adults for a total of 31 in attendance. Creative Child Day Care Nursery School visited the Kenmore Branch on September 16th. Kenmore Branch Librarian Nancy Offerman read stories and showed a short movie to the children. There were 11 children and 2 adults for a total of 13 in attendance. Librarian Wanda Collins from the Central Library Children's Programming Team presented **Preschool Storytime** at the Kenilworth Branch on September 23rd and September 30th with a total of 9 in attendance. Librarian Wanda Collins from the Central Library Children's Programming Team presented **Preschool Storytime** at the Kenmore Branch on September 25th with 17 children and 12 adults for a total of 29 in attendance. Kenmore Branch Librarian Nicole Bermingham presented the **Toddler Time for Twos Program** on September 26th. There were 11 children and 11 adults for a total of 22 in attendance.
- Kenilworth Branch Manager Amy Christman facilitated the **Adult Monthly Journal Group** at the Kenmore Branch on September 2nd. There were 11 in attendance. Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Book Discussion Group** at the Kenilworth Branch on September 3rd. There were 7 in attendance. Kenmore Branch Librarian Jennifer Silmser presented her Saturday Matinee Program for adults on September 6th. There were 2 in attendance. The **All Things Audio** adult computer class which was scheduled to be presented at the Kenilworth Branch on September 18th by the Central Library Cyber Train staff was cancelled because no patrons registered. The **Contemporary Fiction Book Club** started by Kenmore Branch Librarian Jennifer Silmser in June 2014 has been cancelled due to the lack of attendance.

- The **Optelec ClearView Video Magnifier** donated by the Kenmore Lions Club to the Kenmore Branch on April 11, 2000 was moved on September 4th from the staff workroom to the Lounge Area of the Kenmore Branch in an effort to make it more visible to the visually impaired. It had been in the staff workroom since the remodeling that took place from January 23, 2012 – February 5, 2012. Town of Tonawanda Public Library Director Dorinda Darden had a phone interview with Ken-Ton Bee Reporter Chris Graham on September 5th about the **Optelec ClearView Video Magnifier**. An article by Chris Graham, titled Library to help visually impaired appeared in the Ken-Ton Bee September 10, 2014 issue. A photo of Kenmore Branch Manager Susan Makowski using the **Optelec ClearView Video Magnifier** was also included.
- The Kenmore-Town of Tonawanda Friends of the Library held the **Annual Book Sale** from September 11, 2014 – September 13, 2014 at the Lincoln Arena. The Book Sale raised \$12,344 in proceeds to benefit the Town of Tonawanda Public Library – Kenilworth and Kenmore Branches.
- Erie County Legislator Peter Savage sponsored the **Hot Dog Fundraiser** for the Town of Tonawanda Public Library – Kenilworth and Kenmore Branches on September 13th that was held at the Lincoln Arena. A hot dog and a drink cost a \$1.00. The proceeds raised were \$509 and will help purchase library materials and support programs for both the Kenilworth and Kenmore Branches. Town of Tonawanda Public Library Director Dorinda Darden and Town of Tonawanda Public Library Board Chair Sheila Ginnane helped out during the event.
- The Kenilworth and Kenmore Branches agreed to participate in the pilot test of a **Privacy Screen** for the All-In-One Computers for the public. Each location received one **Privacy Screen** on September 16th from the Central Library
- Kenmore Branch Librarian Nicole Bermingham attended the School Library Journal **Banned Books Webinar** held on September 11th. In recognition of **Banned Books Week** held September 21, 2014 – September 27, 2014, two displays were created at the Kenilworth Branch which highlighted books which have been banned or challenged in the United States. Kenilworth Branch Library Associate Margaret Kunz created a display in the lobby display case titled **“Caution: Contents Considered Objectionable, Offensive, Unsuitable and Dangerous!”** The display featured a blacked-out window with peepholes behind which were displayed copies of banned and/or challenged books. The other display was created by Kenilworth Branch Manager Amy Christman. It was titled **“Celebrate Your Right to Read”** and featured banned and challenged books surrounded by quotes about censorship as well as a small (artificial) fire complete with paper flames and Ray Bradbury’s quote: “There are worse crimes than burning books. One of them is not reading them.” In recognition of **Banned Books Week** held September 21, 2014 – September 27, 2014, Kenmore Branch Librarian Jill Jablonski created a **Banned Books Display** near the Circulation Desk at the Kenmore Branch. Town of Tonawanda Public Library Director

Dorinda Darden had a phone interview with Ken-Ton Bee Reporter Chris Graham on September 22nd about **Banned Books Week** and an article in the Ken-Ton Bee September 24th issue by Chris Graham titled, Librarians celebrate had quotes from Town of Tonawanda Public Library Director Dorinda Darden and a photo of Kenmore Branch Librarian Jennifer Silmsner holding a book at the **Banned Books Display** located at the Kenmore Branch.

- Kenmore Branch patron Vennessa Walker and her son Caleb were winners of the library bag filled with books and assorted novelties provided to one patron at each library by the Buffalo & Erie County Public Library System for obtaining new library cards during **National Library Card Sign-up Month**.
- Town of Tonawanda Public Library Director Dorinda Darden worked the **Ask Us 24/7 Virtual Reference Chat service** on September 3rd and September 17th for a total of 2 hours.
- 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 September 10th. Town of Tonawanda Public Library Director Dorinda Darden held **Staff Meetings** at the Kenmore Branch on September 24th and September 26th and the Kenilworth Branch on September 26th. Kenmore Branch Manager Susan Makowski, Kenmore Branch Librarians Nicole Bermingham, Jill Jablonski, Nancy Offerman and Jennifer Silmsner attended the **Librarians Meeting** on September 25th held at the Kenmore Branch.
- As a member of the **Zonta Club of Kenmore**, Town of Tonawanda Public Library Director Dorinda Darden attended the **Zonta Club of Kenmore Business Meeting** held at Wynwood of Kenmore on September 3rd.

UNFINISHED BUSINESS:

- Director Darden discussed the Kenilworth Library staff's concerns about painting the Kenilworth Community Room and new carpeting in that room. The Board decided not do those improvements until after the new windows have been installed. Trustee Glass met with designer Cindy Chamberlin from Interior Design by Cynthia Chamberlin about the color schemes for the Kenmore Library Community Room. Director Darden expressed her staff's concerns carpeting in the community room. Cynthia Chamberlin proposal consisted of 5 consulting hours @\$85 per hour. The consulting time would consist of meeting with contractors, coordinating vendors and drawing up storyboards with samples.
- Board discussed the lighting suggestions and estimates from Wire Electric (Jameson Electric, Heating & Air). Board needs to see samples of lighting from Wire so as to compare with Frey Electric's quote. Trustee Crawford asked if Wire would install a sample light fixture as did Frey when Frey did the Library proper.

- The Board discussed the Town of Tonawanda's Library budget line. Director Darden stated that the Town does not give us money directly nor consult with us regarding the money. The Town's Library budget is for Kenmore Library, Kenilworth Library and Brighton Place. The Town provides Town of Tonawanda Public Library – Kenmore and Kenilworth Branches with janitorial supplies, installing electrical lines, maintaining the HVAC system, snowplowing service and painting.
- The System Board will be looking at the 2014-2015 library grants. There are eight grants including the grants that the Board submitted. They will be voting these grants on October 16, 2014. Ken Stone, CFO of the Buffalo & Erie County Public Library emailed thanking us for our excellent applications and that they were explained well. Director Darden forwarded the email thanking Sue Barnes for the grant proposals.

NEW BUSINESS:

- Since September 20th, the alarm at the maintenance door has been going off 11 times. Director Darden contacted Amherst Alarm to see why the alarm is going off. Amherst Alarm thinks that it may be the door contact. The door contact may need to be replaced. Director Darden shared Amherst Alarm's warranty proposals for the security cameras and the security alarms.
- Mary Jean Jakubowski, director of Buffalo & Erie County Public Library is looking for someone to represent our district at a Central Library meeting 5 pm, October 15th. The System's Planning Committee working group "Planning for the Future" will be an advocate for the library. Trustee Aronoff stated that he will contact Mary Jean Jakubowski. The Buffalo & Erie County Public Library System Board meeting is at 4 pm, October 16th. Contracted Libraries are urged to attend.
- Trustee Aronoff requested that the Board acknowledged The Friends of Library's wonderful fundraising efforts in these minutes. The Board is invited to the Friends' Volunteer Appreciation Brunch on Saturday, October 18th.

PUBLIC COMMENT:

- No comment was made.

Motion to adjourn was made by Jason Aronoff and seconded by Jeanne Phillips. Motion passed. Meeting adjourned at 8:01 pm. Next meeting of the Town of Tonawanda Public Library Board will be November 18, 2014.

Respectfully Submitted,
Eileen Crawford
Secretary