

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD  
November 18, 2014

A regular meeting of the board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, November 18, 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 7:00 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 October 14, 2014, and seconded by Jason Aronoff.

**REPORT OF THE TREASURER:**

- Treasurer Laura Glass gave a current status of the legacy, special and general accounts. Discussion was made concerning bank charges to the general account. Treasurer Glass will look into the charges. Chair Ginnane approved of the report as it stands.

**REPORT OF THE CHAIR:**

- On October 31, 2014 Chair Sheila Ginnane and Trustee Laura Glass met with Jeff Ehlers, Director of the Town of Tonawanda Youth, Parks & Recreation Department to discuss the plans of the Board of Trustees to remodel the Community Room and lobby at the Kenmore Library.
- The Town agreed to buy the paint and do the painting for the Community Room and Lobby, probably in January. The Town also agreed to put new ceiling tiles and grid work in after the lighting was replaced.
- In a discussion about new lighting, Rich Ford of the Town of Tonawanda entered the meeting and told us about a program that National Grid has where they install new LED lights at a reduced price as part of an energy saving plan. He will see that we get more information on the program. Also discussion came up regarding who pays the Library utilities. Jeff understood that the Town did, but following

the meeting, we were able to show that they are paid by the Buffalo & Erie County Public Library System Utilities Budget.

- On November 17, 2014 at the Kenmore Library, Chair Ginnane and Library Director, Dorinda Darden, met with James Jones, James Abramo, Rich Ford, and Andrew Rak, all from the Town of Tonawanda and Catherine Gervase from National Grid, for the Informational Pre-Bid meeting regarding the 2014 Grant work to be done at the Kenmore and Kenilworth Libraries. There were 3 contractors that attended the meeting at Kenmore. There was another meeting afterwards at Kenilworth Library regarding the Grant work to be done there.

#### REPORT OF THE DIRECTOR:

- Director Darden reported on the statistics for October:

#### STATISTICS

##### Circulation:

Kenmore:	October 2013: 25,630	October 2014: 25,395	<b>-0.9%</b>
Kenilworth:	October 2013: 7,147	October 2014: 6,859	<b>-4.0%</b>

##### Foot Traffic:

Kenmore:	October 2013: 15,459	October 2014: 15,534	<b>+0.5%</b>
Kenilworth:	October 2013: 2,894	October 2014: 5,034	<b>+73.9%*</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

- Ripen With Us Child Care Center visited the Kenilworth Branch on October 2<sup>nd</sup>. Kenilworth Branch Manager Amy Christman provided a tour of the library, stories, and a short movie. There were 5 children and 1 adult for a total of 6 in attendance. Librarian Wanda Collins from the Central Library Children's Programming Team presented **Preschool Storytime** at the Kenmore Branch on October 2<sup>nd</sup>, October 9<sup>th</sup>, October 16<sup>th</sup> and October 30<sup>th</sup> with 69 children and 53 adults for a total of 122 attending. Kenmore Branch Librarian Nicole Bermingham presented the **Toddler Time for Twos Program** on October 3<sup>rd</sup>, October 10<sup>th</sup>, October 17<sup>th</sup>, October 24<sup>th</sup> and October 31<sup>st</sup>. There were 64 children and 57 adults for a total of 121 in attendance. Librarian Wanda Collins from the Central Library Children's Programming Team presented **Preschool Storytime** at the Kenilworth Branch on October 7<sup>th</sup>, October 14<sup>th</sup> and October 28<sup>th</sup> with a total of 22 in attendance. There were 6 children and 5 adults for a total of 11 in attendance. In Celebration of Read for the Record, Kenmore Branch Manager Susan Makowski planned **the Bunny Cakes Storytime** for ages 3-5 at the Kenmore Branch for October 21<sup>st</sup>. The program was to feature this year's Read for the Record selection, Bunny Cakes by Rosemary Wells but no one attended.

Town of Tonawanda Public Library Director Dorinda Darden recommended that next year a Day Care and/or class be invited to participate in this program.

- Kenmore Branch Librarian Nicole Bermingham presented the monthly **Crafter-day Program** on October 4<sup>th</sup> with 11 children and 2 adults for a total of 13 in attendance.
- The Falk School visited the Kenilworth Branch on October 7<sup>th</sup>, October 14<sup>th</sup> and October 28<sup>th</sup> with 13 children and 4 adults for a total of 17 in attendance. Maria Lowe from the Central Library Children's Programming Team presented **It's a Mystery! Program** for ages 6-12 at the Kenmore Branch on October 11<sup>th</sup>. Participants enjoyed solving the mystery of some missing favorite Children's Book Characters. Kenmore United Methodist Nursery School visited the Kenmore Branch on October 14<sup>th</sup> with 11 children and 2 adults for a total of 13 in attendance. Kenmore Branch Manager Susan Makowski read stories and talked about the library. There were 11 children in attendance. Librarian Mary Ann Budny from the Central Library Children's Programming Team presented the **Creatures of the Night Program** for children ages 3-6 at the Kenilworth Branch on October 15<sup>th</sup>. There were 6 children and 5 adults for a total of 11 in attendance. Cub Scout Pack #529 visited the Kenmore Branch on October 8<sup>th</sup> with 3 children and 3 adults for a total of 6 in attendance. Kenmore Branch Librarian Nancy Offerman gave a tour of the library and talked about the library. Kenmore Branch Librarian Jennifer Silmser presented the **Family Movie Matinee Program** at the Kenmore Branch on October 18<sup>th</sup>. Participants enjoyed the movie, Hocus Pocus. Kenmore Branch Librarian Jill Jablonski presented the **Teen Gaming Night** for ages 13-17 at the Kenmore Branch on October 28<sup>th</sup>. There were 7 teens in attendance.
- Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Book Discussion Group** at the Kenilworth Branch on October 1<sup>st</sup>. There were 7 in attendance. The Central Library Cyber Train staff presented three adult computer classes at the Kenmore Branch. The **Computer Basics** was held on October 3<sup>rd</sup> with 14 in attendance, the **Internet Basics** was held on October 10<sup>th</sup> with 12 in attendance and the **Internet Intermediate: Using Google** was held on October 17<sup>th</sup> with 10 in attendance. Kenmore Branch Librarian Jennifer Silmser presented the **Saturday Matinee Program** for adults on October 4<sup>th</sup> at the Kenmore Branch. Participants enjoyed the movie, Young Frankenstein featuring Gene Wilder. There were 2 children and 6 adults for a total of 8 in attendance. Kenilworth Branch Manager Amy Christman facilitated the **Adult Monthly Journal Group** at the Kenmore Branch on October 7<sup>th</sup>. There were 11 in attendance. The Central Library Cyber Train **Shopping Online** adult computer class which was scheduled for October 16<sup>th</sup> at the Kenilworth Branch was cancelled because no patrons registered.
- Sue Barnes, President of Grantmakers Advantage, Inc. submitted the **2014-2015 New York State Library Construction Grant Applications** for the Kenilworth and Kenmore Branches to Buffalo & Erie County Public Library Chief Financial Officer Kenneth Stone on October 3<sup>rd</sup>. The **Grant Application** for the Kenilworth Branch includes replacing energy inefficient windows in the

Community Room, including asbestos abatement, and installing an automatic door opener in the front entrance for ADA compliance. The Grant request is \$17,235 which is 75% of the Total Cost of \$22,980 with matching funds from the Town of Tonawanda, minus the amount from the grant award. The **Grant Application** for the Kenmore Branch includes refurbishing the library's elevator and connecting it to the library's alarm system. The Grant request is \$50,291 which is 75% of the Total Cost of \$67,055 with matching funds from the Town of Tonawanda, minus the amount of the grant award.

- The **Annual Reference Transaction Survey** was conducted at the Kenilworth Branch from October 4<sup>th</sup> through October 10<sup>th</sup> and at the Kenmore Branch from October 18<sup>th</sup> through October 24<sup>th</sup>. The Reference Transactions at the Kenilworth Branch was 85; an increase of 9% from 2013 (78). The Reference Transactions at the Kenmore Branch was 432; a slight increase of .2% from 2013.
- As part of the improvements to the Lobby at the Kenmore Branch, the Kenmore-Town of Tonawanda Friends of the Library had plants delivered on October 8<sup>th</sup> from Menne Nursery. The plants were put by the glass block wall near the stairs. Kenmore-Town of Tonawanda Friends of the Library **Volunteers' Appreciation Brunch** was held at the Kenmore Branch on October 18<sup>th</sup>. Town of Tonawanda Public Library Director Dorinda Darden, Town of Tonawanda Public Library Board of Trustees Members Sheila Ginnane, Jason Aronoff, Laura Glass and Town of Tonawanda Supervisor Anthony Caruana were among those in attendance. Laura Glass is also the President of the Kenmore-Town of Tonawanda Friends of the Library. There were 32 in attendance.
- The Visiting Nurses Association held a **Flu Shot Clinic** at the Kenmore Branch on October 20<sup>th</sup>.
- Kenmore Branch Librarian Nancy Offerman and Kenmore Branch Clerk Typist Molly McDuff attended the **Page Meeting** at the Kenmore Branch on October 4<sup>th</sup> and October 21<sup>st</sup>. Town of Tonawanda Public Library Director Dorinda Darden and Kenilworth Branch Manager Amy Christman attended the **Manager-Director Meeting** held at the Central Library on October 8<sup>th</sup>. Town of Tonawanda Public Library Director Dorinda Darden attended the **Google Apps: Drive, Docs, Calendar & Forms Staff Technology Training** class held at the Central Library on October 8<sup>th</sup>. The Central Library Cyber Train staff presented an **eBooks and eReaders Staff Technology Training** class on October 13<sup>th</sup> with 3 staff members attending. Kenmore Branch Librarian Nicole Birmingham attended the School Library Journal **Books for Boys Webinar** on October 15<sup>th</sup>. Kenmore Branch Librarian Nicole Birmingham attended the WebJunction **Children with Disabilities at Your Library Webinar** on October 21<sup>st</sup>. Kenmore Branch Library Associate Jeanne McGill and Kenmore Branch Library Clerk Joyce McCullagh attended the Buffalo & Erie County Public Library System's **Integrated Library System (ILS) Evaluation Project Focus Group** session held at the Audubon Library on October 21<sup>st</sup>. Kenilworth Branch Library

Associate Margaret Kunz and Kenmore Branch Clerk Typist Molly McDuff attended the Buffalo & Erie County Public Library System's **Integrated Library System (ILS) Evaluation Project Focus Group** session held at the Central Library on October 22<sup>nd</sup>. Kenmore Branch Librarian Nicole Bermingham attended the **Kids InfoBits-Gale Cengage Product Training** on October 23<sup>rd</sup>. Kenmore Branch Manager Susan Makowski, Kenmore Branch Librarians Nicole Bermingham, Jill Jablonski and Jennifer Silmser attended the **Librarians Meeting** on October 23<sup>rd</sup> held at the Kenmore Branch. Town of Tonawanda Public Library Director Dorinda Darden held **Staff Meetings** at the Kenilworth Branch on October 27<sup>th</sup> and at the Kenmore Branch on October 29<sup>th</sup>. Town of Tonawanda Public Library Director Dorinda Darden worked the **Ask Us 24/7 Virtual Reference Chat** service on October 2<sup>nd</sup>, October 15<sup>th</sup> and October 29<sup>th</sup> for a total of 3 hours.

- Due to the issues with the Security Alarm going off from the Maintenance Door on a regular basis, an Extended Service Plan which includes Service Calls to Premise, Parts & Labor with an Annual Inspection for the Security Alarm System at the Kenmore Branch was purchased on October 16<sup>th</sup> with the approval of the Town of Tonawanda Public Library Board. On October 21<sup>st</sup>, a representative from Amherst Alarm, Inc. performed the Alarm Test and Monitoring and checked out the problem with the Maintenance Door. There was loose wiring on the Maintenance Door which the representative repaired.
- Interior Designer Cindy Chamberlain's sister Colleen brought back the curtains from the 1<sup>st</sup> Floor Office at the Kenmore Branch on October 3<sup>rd</sup> that Cindy took to be cleaned and trimmed.
- The Otis Elevator Company inspected the elevator at the Kenmore Branch on October 7<sup>th</sup>. The elevator is working properly.
- Town of Tonawanda Youth, Parks and Recreation Department Crew Chief Jim Abramo worked on the boiler at the Kenmore Branch on October 20<sup>th</sup> and discovered that a part was needed. He returned on October 21<sup>st</sup> and informed Town of Tonawanda Public Library Director Dorinda Darden that he thought the boiler needed to be replaced. Vastola Heating & Cooling checked the boiler at the request of Town of Tonawanda Youth, Parks and Recreation Supervisor of Parks Maintenance Rich Ford on October 21<sup>st</sup> who notified Town of Tonawanda Public Library Director Dorinda Darden on October 22<sup>nd</sup> that a new boiler was needed. The Town of Tonawanda ordered the new boiler on October 22<sup>nd</sup>. The boiler was received on October 30<sup>th</sup>.
- Trustee Aronoff inquired about Director Darden's email regarding AmazonSmiles. As part of the Buffalo & Erie County Public Library System, Kenilworth and Kenmore Branches participates in the AmazonSmile which is a program where Amazon donates 0.5% of the purchase of eligible products to a charitable organization selected by Amazon customers when they shop at

AmazonSmile. Director Darden reported that some patrons have been using the AmazonSmiles' Program. The Library System

UNFINISHED BUSINESS:

- Director Darden reported that the new boiler is working well. Director Darden was asked about the new security warranty contract from the alarm systems. Amherst Alarm had not gotten back to her prior to this meeting.
- The Trustees discussed the Town of Tonawanda's budget line for Library Services. The Trustees had questions about what services the Town provides. Trustee Glass will present the Board's concerns to Councilwoman Chimera.
- Chair Ginanne and Trustee Glass reported that the Town will be painting the Community Room, the fabric to cover the panels in the Entrance way, and the ceiling tiles in the Community Room. The Board discussed rug and paint choices. Trustee Glass will pick up 3 more samples of paint and rug choices. Director Darden will meet with the staff and get their input. The Board will decide at the next Board meeting.
- Trustee Glass suggested that we should request from Cindy Chamberlin a bill for services rendered.
- Director Darden discussed Kenmore and Kenilworth Library HVAC Improvements Pre-Bid process. She passed around information involving the process from Mike Kaiser from the Town.
- Trustee Glass inquired about the end of the year care for the garden in front of the Kenmore Library. Chair Ginnane will contact Melissa Foster from KVIS (Kenmore Village Improvement Society) about maintenance and costs. Trustee Phillips reiterated that the Board should be aware of any the conflict of interest when doing any projects.

NEW BUSINESS:

- Chair Ginnane asked for volunteers for the Nominating Committee for next year's officers. Trustees Phillips and Aronoff agreed to be on the committee. They will present the slate of officers at the December meeting.
- Director Darden presented National Grid Energy Saving Lighting proposal and Buffalo & Erie County Public Library Resolutions for Kenmore and Kenilworth Libraries. The Library System will pay for the new lighting. A motion was made by Laura Glass to accept the Energy Saving Plan from National Grid for the Kenmore Library and seconded by Jeanne Phillips. The motion passed. A motion was made by Laura Glass to accept the Energy Saving Plan from National Grid for the Kenilworth Library and seconded by Jeanne Phillips. The motion passed. CFO Ken Stone from Buffalo & Erie County Public Library will get the approval at the Buffalo & Erie County Public Library System Board Thursday, November 20, 2014.
- Director Darden presented the Buffalo & Erie County Public Library System proposed Employee Handbook and the proposed Buffalo & Erie County Public

Library System Policies and Procedures to the Board. A motion was made by Jeanne Phillips to accept the Buffalo & Erie County Public Library System Employee Handbook and the Buffalo & Erie County Public Library System Policies and Procedures and seconded by Laura Glass. The motion was passed.

- Chair Ginnane asked if there were any suggestions for future topic for ACT (Association for Contract Trustees) meeting. Director Darden discussed the budget hearings for the County and the need for the public to attend these hearings. Director Darden stated that the System will be presenting letters from patrons to the County Legislature during the budget process. Trustee Crawford asked if Legislators are invited to ACT meetings. Director Darden mentioned that CFO Stone will be presenting the library budget at the March ACT meeting.

**PUBLIC COMMENT:**

- No comment was made.

**EXECUTIVE SESSION:**

- A motion was made by Jason Aronoff to go into Executive Session to discuss finances and seconded by Jeanne Phillips. The motion was approved

After returning from Executive Session, a motion was made by Jason Aronoff and second by Jean Phillips to invest money from the Legacy Account into a 14 month CD at Citizens Bank.

Motion to adjourn was made by Jason Aronoff and seconded by Laura Glass. Motion passed. Meeting adjourned at 8:38 pm. Next meeting of the Town of Tonawanda Public Library Board will be December 9, 2014.

Respectfully Submitted,  
Eileen Crawford  
Secretary