

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD

December 9, 2014

A regular meeting of the board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, December 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 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 7:15 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 from October 14, 2014, as corrected and seconded by Jason Aronoff.

REPORT OF THE TREASURER:

- In Treasurer Glass absence, Director Darden presented the current status of the legacy, special and general accounts. Discussion was made concerning renaming library fines to fees. A correction was made to last month's motion to invest the money from the Legacy Account into a 14 month CD at Citizens Bank. The motion should have shown that the money from the Legacy Account was invested into a 29th month CD at Key Bank. A motion was made by Jason Aronoff and seconded by Jean Phillips to accept the treasurer's report as it stands. Motion was passed.
- Chair Ginnane approved of the report as it stands.

REPORT OF THE CHAIR:

- While attending the Pre-Bid meeting on November 17th, Chair Ginnane had asked Rickie Davis of the Kenmore Library maintenance staff about the tiles in the storage office downstairs. He said they were leftover ceiling tiles for the library. Chair Ginnane asked him if he could replace the stained tiles upstairs and he said he could. Director Darden is following up on this with Sue Makowski.
- Chair Ginnane received a call from Library Director Darden about 4 pm on November 19, 2014. Director Darden asked whether the Kenmore and Kenilworth libraries should be closed at 5 pm instead of 9 pm due to the approaching storm. Buffalo had already closed their libraries. Chair Ginnane agreed that the staff should have the opportunity to get home before roads were

impassable. The Board Trustees were notified by email that the Libraries would be closing at 5 pm.

- On November 21, Chair Ginnane emailed Melissa Foster of KVIS and asked about any necessary Fall clean up of the Library garden. Ms Foster responded that they had looked at the garden and decided it was best to leave the leaves on the beds to insulate the plants over the winter. She suggested that if possible when shoveling, not to put the salted snow on the garden. She said a winter display would be put in the pot and some plants will be cut back.
- On Tuesday, December 2, 2014, Chair Ginnane met with Director Darden, Sue Makowski, from the Kenmore Library and Chuck Panzica from the Town of Tonawanda and PPG Paint representatives to discuss the paint colors for the Community Room. A color was agreed upon, the room was measured, and wall fixtures to be removed were agreed upon. Chuck said painting would begin soon but may take a long time to complete. Chair Ginnane asked that the hall outside the Community Room and lower stairwell be measured also. Material for the Lobby panels was discussed and the reps from PPG said they would bring back possible samples. Following this meeting Chair Ginnane emailed Jeff Ehlers of the Town of Tonawanda to ask if the hall and lobby could be included in the painting, as the color would be the same and since the new lighting is to be installed by National Grid in the near future, the first floor would look more complete.

REPORT OF THE DIRECTOR:

- Director Darden reported on the statistics for November:

STATISTICS

Circulation:

Kenmore:	November 2013:	25,095	November 2014:	24,697	-1.6%*
Kenilworth:	November 2013:	6,343	November 2014:	5,095	-19.7%*

Foot Traffic:

Kenmore:	November 2013:	14,789	November 2014:	13,793	-6.7%*
Kenilworth:	November 2013:	3,171	November 2014:	3,602	+13.6%

*The Kenilworth Branch closed 3 hours early on November 19th (5:00 PM instead of 8:00 PM) and the Kenmore Branch closed 1 hour early on November 19th (5:00 PM instead of 6:00 PM) due to inclement weather

Programs

- Librarian Wanda Collins from the Central Library Children's Programming Team presented **Preschool Storytime** at the Kenilworth Branch on November 4th with 3 children and 3 adults for a total of 6 in attendance. The November 18th session was cancelled due to the snowstorm. Librarian Wanda Collins from the Central Library Children's Programming Team **presented Preschool Storytime** at the

Kenmore Branch on November 6th and November 13th with 28 children and 21 adults for a total of 51 attending. The November 20th session was cancelled due to the snowstorm. Library Associate Cynthia Lenzer from the Central Library Children's Programming Team presented **Creatures of the Night Program** for ages 3-6 at the Kenmore Branch on November 6th. There were 10 children and 7 adults for a total of 17 in attendance. Kenmore Branch Librarian Nicole Bermingham presented the **Toddler Time for Twos Program** on November 7th. There were 12 children and 10 adults for a total of 22 in attendance. Kenmore Branch Librarian Nicole Bermingham presented the monthly **Crafter-day Program** on November 1st with 12 children and 1 adult for a total of 13 in attendance. Librarian Maria Lowe from the Central Library Children's Programming Team presented **Inventions out of Junk Program** for ages 8-12 at the Kenmore Branch on November 8th. There were 7 children in attendance. Ripen With Us Child Care Center visited the Kenilworth Branch on November 6th for a tour of the library, stories, and a short movie. There were 5 children and 1 adult for a total of 6 in attendance. The Falk School visited the Kenilworth Branch on November 4th and November 10th with 9 children and 4 adults for a total of 13 in attendance. . Kenmore Branch Librarian Jill Jablonski presented the **Teen Gaming Night** for ages 13-17 at the Kenmore Branch on November 25th with no teens in attendance. Kenmore Branch Librarian Jennifer Silmsen presented the **Classic Movie Matinee Program** for adults on November 1st at the Kenmore Branch. There were 5 in attendance. The Central Library Cyber Train staff presented three adult computer classes at the Kenmore Branch. The **Microsoft Word Basics** was held on November 3rd with 8 in attendance, the **Apps for Tablets and Smartphones** was held on November 10th with 5 in attendance and the **Shopping Online** was held on November 17th with 5 in attendance. Kenilworth Branch Manager Amy Christman facilitated the **Adult Monthly Journal Group** at the Kenmore Branch on November 4th. There were 10 in attendance. Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Book Discussion Group** at the Kenilworth Branch on November 5th. There were 8 in attendance. The **Apps for Tablets and Smartphones** adult computer class scheduled at the Kenilworth Branch on November 13th was cancelled because none of the 3 registered attended despite telephone reminders. Rite Aid Pharmacy held a **Flu Shot Clinic** on November 7th at the Kenmore Branch.

- In Celebration of **National Picture Book Month** displays were created by Kenilworth Branch Manager Amy Christman and Kenmore Branch Librarian Nicole Bermingham featuring popular Picture Books and staff picked favorites at the Kenilworth and Kenmore Branches respectively.
- Tami Holbury-Ferraro from the Kenmore Art Society changed the artwork on November 13th that is displayed at the Kenmore Branch.
- Buffalo News Reporter Michelle Kearns visited the Kenmore Branch on November 18th and spoke with Town of Tonawanda Public Library Director

Dorinda Darden and a 15 year old boy (with permission from his mother) about the snowstorm that caused schools and many businesses to close and its impact on what people living in areas such as North Buffalo, Kenmore and Tonawanda were doing since the snowstorm did not affect these areas.

- Town of Tonawanda Public Library Director Dorinda Darden completed the **American Library Association 2014 Digital Inclusion Survey** for the Kenilworth Branch on November 17th with the assistance of Kenilworth Branch Library Associate Margaret Kunz. 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 November 5th. Kenmore Branch Librarian Jennifer Silmser attended the **New York Library Association (NYLA) Conference** in Saratoga Springs, NY on November 8th. Town of Tonawanda Public Library Director Dorinda Darden, Kenmore Branch Manager Susan Makowski and Kenilworth Branch Manager Amy Christman attended the **Manager-Director Meeting** held at the Central Library on November 12th. Town of Tonawanda Public Library Director Dorinda Darden worked the **Ask Us 24/7 Virtual Reference Chat** service on November 12th and November 26th for a total of 2 hours. Town of Tonawanda Public Library Director Dorinda Darden attended the **Database Committee Meeting** held at the Central Library on November 14th. Town of Tonawanda Public Library Director Dorinda Darden, Town of Tonawanda Public Library Board Members Eileen Crawford and Laura Glass attended the **Association of Contract Library Trustees (ACT) Meeting** held at the Orchard Park Library on November 15th. The topics discussed were **Planning Committee Working Group**, **“Planning for Our Future”**, the **Library Budget Hearing** and the **Public Hearing on the Erie County Budget**. Buffalo & Erie County Public Library Human Resources/Labor Relations Officer Jeannine Doyle gave a presentation on **Buffalo & Erie County Public Library Personnel Policies and Employee Handbook** that she has drafted with plans to implement this on January 1, 2015 for the Central Library and City Branches. Contracting Libraries are encouraged to adopt it as well. Town of Tonawanda Public Library Director Dorinda Darden held **Staff Meetings** at the Kenmore Branch on November 19th and November 20th. Kenmore Branch Librarian Jill Jablonski attended the **Library Journal Reference Interview Today Webinar** on November 29th.
- Kenilworth Branch Manager Amy Christman weeded the Adult Pop/Rock CDs in order to make room on the shelf for a large donation of CDs received this month from a generous patron who wishes to remain anonymous. Kenmore Branch Librarian Jennifer Silmser chose a number of titles for the Kenmore Branch as well, and all titles were sent to the Central Library for processing. These classic rock titles will be welcomed by our music loving patrons.
- As a reward for winning the **Shelf Reading Contest**, Kenilworth Branch Senior Page Will Stachnik had his picture taken, enlarged, and posted in the indoor

display case at the Kenilworth Branch. Congratulations to Will for a job well done!

- Town of Tonawanda Public Library Director Darden, Town of Tonawanda Public Library Board Chair Ginnane, Town of Tonawanda Engineer James (Jim) Jones, Town of Tonawanda Youth, Parks and Recreation Supervisor of Parks Maintenance Rich Ford, Town of Tonawanda Youth, Parks and Recreation Department Crew Chief Jim Abramo attended the **Kenmore Library HVAC Improvements Pre-Bid Meeting** on November 17th held at the Kenmore Branch that was awarded through the 2013-2014 New York State Library Construction Grant. There were several interested contractors and also a representative from National Grid who attended the meeting as well. Prospective bidders were introduced with the nature of work being contracted, the contractual requirements, site conditions and involved parties. Potential contractors must submit their bids by December 2nd and work must start by December 11th. Town of Tonawanda Public Library Director Darden, Kenmore Branch Caretaker Davis, Town of Tonawanda Engineer James (Jim) Jones and Town of Tonawanda Youth, Parks and Recreation Supervisor of Parks Maintenance Rich Ford attended the **Kenilworth Library HVAC Improvements and Reroofing Pre-Bid Meeting** on November 17th held at the Kenilworth Branch that was awarded through the 2013-2014 New York State Library Construction Grant. There were several interested contractors who attended the meeting as well. Prospective bidders were introduced with the nature of work being contracted, the contractual requirements, site conditions and involved parties. Potential contractors must submit their bids by December 2nd and work must begin by December 11th. On November 19th, LiRo Engineers Environmental Technician Donovan Henson checked where the thermostats will go in the staff workroom, offices and staff lounge for the HVAC Improvements at the Kenmore Branch. He also tested the ceiling tiles on the main floor (2nd Floor) of the library for asbestos. Town of Tonawanda Maintenance workers performed a number of tasks for the Kenilworth Branch this month. The timers on the Parking Lot lights were adjusted early in the month so that they will come on when it gets dark. A new thermostat was installed in the main Reading Room which will be more efficient and more accurate. While they were here, the crew adjusted the outside door to the boiler room which had become off-kilter when it was propped open to allow workers and equipment access to the boiler. As a result, the lock was broken, and work had to be done on it again the following day.

UNFINISHED BUSINESS:

- Trustee Glass obtained samples of carpeting for the Community Room. Director Darden had asked the staff their opinion and presented the staffs' pick. The Trustees then made their decision on the carpet. Director Darden stated that Rich Ford from the Town of Tonawanda would paint the Community Room after the lighting was installed. Director Darden has signed the lighting agreement with National Grid for the lighting updates for Libraries.

- Director Darden received two Agenda Item Letters from Town of Tonawanda Technical Support Department Director Michael Kaiser that was addressed to the Honorable Town Board/Marguerite Greco; Town Clerk dated December 3, 2014 for the bids received for the Kenmore Library HVAC Improvements and the Kenilworth Library Reroofing & HVAC Improvements. The Bids were from Parise Mechanical, Inc. for \$92,000.00 and Vastola Heating & Cooling for \$169,499.00. The Bids for the Kenilworth Library Reroofing & HVAC Improvements were Parise Mechanical, Inc. for HVAC for \$30,000.00 and reroofing for \$39,000.00 (total: \$69,000.00) and Vastola Heating & Cooling for HVAC for \$32,434.00 and no bid for reroofing (total: \$32,434.00). The recommendation is for Parise Mechanical, Inc. located at 1106 Sheridan Drive, Tonawanda, NY 14150 to be awarded the work for both Kenmore and Kenilworth due to their low bids and to authorize the Supervisor to execute the agreements. In addition to the funds from the Public Library Construction Grant Program (New York State Library Construction Grant) funding will come from the Library Facilities Improvements Capital Reserve Fund. The Board questioned the differences in the Bids. Trustee Aronoff suggested that the Board contact the Town Supervisor regarding the cost differences. Trustee Aronoff volunteered to contact the Town tomorrow (12/10/14) because of the December 11th deadline.

NEW BUSINESS:

- After discussion Trustee Rachel Kranitz 's letter of resignation from the Board, a motion to accept the resignation with regrets was made by Jason Aronoff and seconded by Jeanne Phillips. Motion passed. Chair Ginnane stated she would send a letter to Ms. Kranitz thanking her for her service.
- Trustee Aronoff as part of the Nominating Committee and after asking for nominations from the floor presented the slate of officers for 2015: Sheila Ginnane, Chair; Jeanne Phillips, Vice Chair; Jason Aronoff, Secretary; and Laura Glass, Treasurer.

PUBLIC COMMENT:

- No comment was made.

Motion to adjourn was made by Jason Aronoff and seconded by Jeanne Phillips. Motion passed. Meeting adjourned at 8:14 pm. Next meeting of the Town of Tonawanda Public Library Board will be January 13, 2015

Respectfully Submitted,
Eileen Crawford
Secretary