

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
January 13, 2015

A regular meeting of the board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, January 13, 2015 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 Eileen Crawford to move the Election of Officers to after the Adoption of the Minutes and before the Report of the Treasurer. Motion seconded by Jeanne Phillips. Motion passed.

ADOPTION OF MINUTES:

- Motion was made by Laura Glass to accept the proposed minutes from December 9, 2014, and seconded by Jeanne Phillips. Motion passed.

ELECTION OF OFFICERS:

- Secretary Eileen Crawford read the slate of officers: Sheila Ginnane for Chair, Jeanne Phillips for Vice Chair, Laura Glass for Treasurer, and Jason Aronoff for Secretary. There were no other nominations for any of the officer positions. Jeanne Phillips made a motion for Secretary Crawford to cast the vote the slate of officers for the 2015 year, and Laura Glass Seconded. Secretary cast her vote for the slate.

REPORT OF THE TREASURER:

- Treasurer Glass presented the current status of the legacy, special and general accounts. Board decided to review the Legacy Account at Key Bank twice a year. Treasurer Glass noted the money in the account from the incentive money from National Grid for the new lighting that was done in the parking lot at the Kenmore Library.
- Chair Ginnane approved of the report as it stands.

REPORT OF THE CHAIR:

- On December 11th Chair Sheila Ginnane emailed Rachel Kranitz McPhee that her resignation from the Library Board of Trustees was accepted with regret at our December meeting. She also was asked to send a hard copy of her resignation, so that it could be forwarded to the Town of Tonawanda for their records. After receiving the letter, on December 29th Chair Ginnane sent Rachel's letter to Councilwoman Lisa Chimera so that she could update the Town records.
- On January 8th, 2015 Chair Ginnane, Library Director Dorinda Darden, Kenmore Branch Manager Susan Makowski, Town of Tonawanda Officials Jim Jones, David Decker, Andrew Rak, National Grid Representatives, and Rev. Peter LaVallee of Kenmore United Methodist Church met to discuss the proposed installation of the HVAC system at the Kenmore Library. Since the Town of Tonawanda had planned to have a barrier built around the area where that new unit will be installed, it will not interfere with National Grid lines and will save a lot of extra work and money for this installation.

REPORT OF LIBRARY DIRECTOR DARDEN:

Circulation:

| | | | |
|-------------|-----------------------|-----------------------|-------|
| Kenmore: | December 2013: 20,701 | December 2014: 22,119 | +6.8% |
| Kenilworth: | December 2013: 5,689 | December 2014: 5,615 | -1.3% |

Foot Traffic:

| | | | |
|-------------|-----------------------|-----------------------|--------|
| Kenmore: | December 2013: 12,258 | December 2014: 12,234 | -0.2% |
| Kenilworth: | December 2013: 2,993 | December 2014: 4,084 | +36.5% |

*After many months of inaccurate counts, the Patron Counter 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 December 2nd, December 9th, December 16th and December 22nd with 14 children and 6 adults for a total of 20 in attendance. Kenilworth Branch Manager Amy Christman facilitated the Adult Monthly Journal Group at the Kenmore Branch on December 2nd. There were 8 in attendance. Kenilworth Branch Manager Amy Christman facilitated the monthly Adult Book Discussion Group at the Kenilworth Branch on December 3rd. There were 6 in attendance. Ripen With Us Child Care Center visited the Kenilworth Branch on December 4th 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. Kenmore Branch Librarian Nicole Bermingham presented the monthly Crafter-day Program on December 6th at the Kenmore Branch with 11 children and 1 adult for a total of 12 in attendance. Kenmore Branch Librarian Jennifer Silmsen presented the Classic Movie Matinee Program for adults on December 6th at the Kenmore Branch. Participants enjoyed the movie Christmas in Connecticut starring Barbara Stanwyck. There were 3 in attendance. Librarian Andrew Aquino from the Central Library Cybertrain staff presented a Book a Technology Trainer one-on-one sessions at the Kenmore Branch on December 19th with a total of 3 adults in attendance. Kenmore Branch Librarian Jennifer Silmsen presented the Family Movie Matinee on

December 20th at the Kenmore Branch. Participants enjoyed the movie Santa Clause starring Tim Allen. There were 4 children and 4 adults for a total of 8 in attendance. Kenmore Branch Librarian Jill Jablonski presented the Teen Gaming Night for ages 13-17 at the Kenmore Branch on December 30th with 2 teens in attendance.

The Town of Tonawanda Public Library Director Dorinda Darden sent a Thank You Letter to New York State Senator Mark Grisanti on December 1st for the FY2014-15 Budget Aid awarded to the Kenilworth Branch in the amount of \$3,000 and to the Kenmore Branch in the amount of \$5,000.

The Town of Tonawanda Public Library Director Dorinda Darden submitted a Monthly Report for the Town of Tonawanda Public Library to the Central Library on December 1st that was included in the B&ECPL Monthly Report November 2014 for the December 18, 2014 System Board Meeting.

Town of Tonawanda Public Library Director Dorinda Darden signed and sent the National Grid Terms and Conditions on December 3rd for the National Grid Energy Savings Program via e-mail attachments to Dennis Gruarin from Lime Energy, the implementation Contractor to replace the existing lighting with new LED energy efficient lighting throughout the building at the Kenilworth and Kenmore Branches. M & M Electric Construction Co., Inc. began the Lighting Upgrades at the Kenmore Branch on December 11th and completed the Lighting Upgrades on December 12th. Jennifer Santini Program Outreach Coordinator from Lime Energy checked the Lighting Upgrades at the Kenmore Branch on December 15th. The Lighting Upgrades were completed at the Kenilworth Branch on December 26th.

Town of Tonawanda Public Library Director Dorinda Darden completed the American Library Association 2014 Digital Inclusion Survey for the Kenmore Branch on December 5th.

Parise Mechanical, Inc. was awarded the bid from the Town of Tonawanda for the 2013-2014 New York State Library Construction Grants for the Kenilworth Branch Library Reroofing and HVAC Improvements and the Kenmore Branch Library HVAC Improvements. Work began on December 10th.

Dave Kozlowski from the Central Library's Information Technology Department replaced the staff computers in the offices of Kenmore Branch Manager Susan Makowski and Kenmore Branch Library Associate Jeanne McGill on December 16th with the new Hewlett Packard ProOne 400 All-In-One Business PCs.

On December 23rd, Town of Tonawanda Public Library Director Dorinda Darden sent Thank You Letters to Marie and Jay Novello and Diane and Art Kirchberger for the Christmas Card along with a \$100.00 check donation received from Marie and Jay Novello from Wake Forest, North Carolina in honor of Marie's sister and brother-in-law Diane and Art Kirchberger who are residents of Kenmore.

There were displays for Christmas, Hanukkah, and Kwanzaa at the Kenilworth and Kenmore Branches during the month of December.

The Town of Tonawanda Public Library Director Dorinda Darden, Kenmore Branch Manager Susan Makowski and Town of Tonawanda Public Library Board Chair Sheila Ginnane met with Chuck Panzica, Crew Chief for the Town of Tonawanda Youth, Parks and Recreation Department, Dean Miceli, Purchasing Agent for the Town of Tonawanda Youth, Parks and Recreation Department along with Michael Wolford and Linda Herring from PPG Architectural Coatings on December 2nd about the painting in the Community Room at the Kenmore Branch. At the request of The Town of Tonawanda Public Library Director Dorinda Darden, Michael and Linda provided their opinion on the SW 6359 Sociable color selected for the walls and they recommended that a lighter color be used because they felt that the color chosen would be too dark. As a result the SW 6358 Creamery that Town of Tonawanda Public Library Board Vice Chair Jason Aronoff had suggested was chosen. Michael and Linda felt that this would be a good color as well. They also suggested that a different color (darker) for the doors be chosen in the Community Room. The SW 6360 Folksy Gold was chosen. PPG Architectural Coatings will match the colors to the ones chosen and if needed the colors can be adjusted to meet the library's needs.

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 December 3rd.

Town of Tonawanda Public Library Director Dorinda Darden attended the Town of Tonawanda Community Meeting held at the Sheridan Parkside Community Center on December 4th.

In an effort to have staff at both the Kenilworth and Kenmore Branches become familiar with the clerical duties at each branch, a series of cross-trainings took place in December. Library Associate Margaret Kunz cross-trained Kenmore Library Clerk Joyce McCullagh at the Kenilworth Branch on December 4th. On December 9th and December 10th, Kenmore Branch Library Associate Jeanne McGill cross-trained Kenilworth Branch Library Associate Margaret Kunz at the Kenmore Branch and on December 11th, Kenilworth Branch Library Associate Margaret Kunz cross-trained Kenmore Branch Library Associate Jeanne McGill at the Kenilworth Branch.

Kenmore Branch Librarians Nicole Bermingham and Nancy Offerman attended a meeting at the Kenmore Branch on December 6th with System Coordinator, Children's Services Claudia Yates from the Central Library.

Town of Tonawanda Public Library Director Dorinda Darden attended the Town of Tonawanda Public Library Board Meeting held on December 9th.

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 December 10th.

Town of Tonawanda Public Library Director Dorinda Darden worked the Ask Us 24/7 Virtual Reference Chat service on December 10th and December 22nd for a total of 2 hours.

Town of Tonawanda Public Library Director Dorinda Darden and Kenmore Branch Manager Susan Makowski met with Kenmore-Town of Tonawanda School Union Free School District (UFSD) Supervisor of Curriculum & Instruction Jennifer Cawley and Martin Wende from the Kenmore-Town of Tonawanda UFSD Technical Services Department on December 22, 2014 to discuss a possible collaboration with B&ECPL and the Kenmore-Town of Tonawanda UFSD similar to the Buffalo Public Schools BPS Desktop partnership initiative with the Buffalo & Erie County Public Library System. They currently do not have a Virtual Desktop Infrastructure but will be using the Google Classroom and each student will have a Google Account so in the meantime we will work in collaboration to encourage students from the Kenmore-Town of Tonawanda UFSD to use the library to use the Public Computers and Laptops for Internet and WiFi access. They are interested in a future collaboration with B&ECPL for the Virtual Desktop Infrastructure but will need to explore their options.

On December 1st, the outside door to the boiler room at the Kenilworth Branch was propped open to facilitate some work being done on the boiler and the hinges shifted, so Town of Tonawanda maintenance staff repaired the door. The Kenilworth Branch had numerous heating problems during the month which were attended to by the Town of Tonawanda staff.

Town of Tonawanda Public Library Director Dorinda Darden contacted Amherst Alarm Inc., on December 3rd about Camera #14 (Computer Area) not displaying on the CCTV Camera System at the Kenmore Branch. A representative from Amherst Alarm came out on December 9th to check the CCTV Camera System and discovered that the video balance needed to be fixed and the part would need to be ordered. The part was installed on December 22nd.

Town of Tonawanda Youth, Parks and Recreation Department maintenance staff picked up Book Sale boxes at the Kenmore Branch on December 9th to be stored at Sheridan Parkside Community Center.

Town of Tonawanda Youth, Parks and Recreation Department repaired the Maintenance door at the Kenmore Branch on December 9th.

The top two Kenmore Branch staff choices for the carpet in the Community Room were Pave the Way Coconut Shell and Hot Circuit Breaker. At the Town of Tonawanda Public Library Board Meeting held on December 9, 2014 it was decided that the carpet for the Community Room will be the Hot Circuit Breaker. Interior Designer Cindy Chamberlain

as well as the representatives from PPG Architectural Coatings recommended this carpet as well. They felt that it would brighten the room and go well with the color choices for the walls and doors in the Community Room. They also felt that marks, spills etc. would be very visible in a carpet with a pattern such as the Pave the Way Coconut Shell.

Michael Wolford from PPG Architectural Coatings dropped off 3 Sample Books of Wallcoverings for the panels in the Lobby at the Kenmore Branch on December 11th.

Town of Tonawanda Public Library Director Dorinda Darden contacted Dave Catalano from the Town of Tonawanda Youth, Parks and Recreation Department on December 17th about the broken door handle on the public restroom on the 2nd floor of the Kenmore Branch. The door handle was repaired on December 18th.

The Town of Tonawanda Youth, Parks and Recreation Department staff cleaned the coils and did duct work for the HVAC unit at the Kenmore Branch on December 22nd.

UNFINISHED BUSINESS:

Initiatives for the Town of Tonawanda Public Library-Kenmore and Kenilworth Branches

- Director Darden noted that the ceiling tiles in the Community Room were removed on January 5th, and painting in the room began the next day. Jim Abramo from the Town said the Town workers would finish the painting by January 16th, then they'll put the new ceiling tiles in. Director Darden said the Community Room will be closed to the public until January 26. Director Darden will explore getting new light covers for the new lights in the Community Room, which will further brighten the room.
- Director Darden recommended that the Board look into new lighting for just inside the front and back doors at the Kenmore Library. The lights would be like the new lights the Frey Electric put in outside the building, and will brighten our entry areas considerably.
- Laura Glass will look into new lighting under the stairs to the second floor and for the display case. It is likely that the Board will have to contract with an electrician for the lighting in those two places.
- The Board looked at samples of wall coverings to replace the current paper on the angled panels in the first floor lobby. The Board looked at samples from three books, and, after some deliberation, chose one to recommend to the Town to use for the replacement.
- Director Darden said that all contractual agreements currently in place will be extended until the Erie County Legislators pass the 2015 budget.

2013-2014 New York State Library Construction Grant.

- Director Darden reported that Parise Mechanical, Inc. submitted a \$5,818.75 bill to the Town for payment for work started on the HVAC system Kenmore, and same amount for the work begun on the HVAC system at Kenilworth. Director

Darden showed drawings of where the HVAC system will be placed on the roof at the Kenmore Library and what it will look like when the system is in place.

NEW BUSINESS:

- New Board members. A discussion was held on finding new members of our Library Board. Sheila Ginnane checked with a person who had been suggested at our December 2014 meeting. The man, who works at another library, felt that it would be a conflict of interest for him to be on our Library Board. He did suggest another man, who Chair Ginnane called. He did express an interest, and it was decided to ask him to submit a brief autobiographical sketch that we could discuss at our meeting in February. Jason Aronoff reported that he asked a retired librarian if she might be interested in being on the Board, but she was not. It was felt that we should try to find two people so that we will have an uneven number of Board members, at 7 if we add two more Trustees.

PUBLIC COMMENT:

- No comment was made.

Motion to adjourn was made by Eileen Crawford and seconded by Jeanne Phillips. Motion passed. Meeting adjourned at 8:23 pm. The next meeting of the Town of Tonawanda Public Library Board will be on February 10, 2015.

Respectfully Submitted,
Jason Aronoff
Secretary