

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD, April 14, 2015

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday April 14, 2015 at the Kenmore Library, 160 Delaware Road, Kenmore, New York, following due notice to trustees, official public notice to the Ken-Ton Bee and a posting in the Kenmore and Kenilworth Libraries. The following members were present:

Jason Aronoff, Eileen Crawford, Annette Della Posta, Sheila Ginnane, Laura Glass, Jeanne Phillips, Stanley Pustulka

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 7:01 pm.

APPROVAL/CHANGES TO AGENDA:

- No changes were made.

ADOPTION OF MINUTES:

- Motion was made by Eileen Crawford to accept the proposed minutes from March 10, 2015, and seconded by Laura Glass. Motion passed.

REPORT OF THE TREASURER:

- Motion was made by Jeanne Phillips to accept the Treasurer's Report, and seconded by Eileen Crawford. Motion passed

REPORT OF THE CHAIR: ON March 12th, Chair Ginnane sent letters to the three new Library Board Trustees notifying them that they were appointed to the Library Board on March 9th by the Town of Tonawanda Board.

On March 18th, Chair Ginnane received a letter from Chair Theodore Johnson of the Buffalo & Erie County Public Library Board of Trustees stating that they are developing a program where a System Trustee from the Central board will be assigned as a liaison to our Library Board and communicate our needs and concerns to the Central Board.

On March 20th, Chair Ginnane, Trustees Jason Aronoff, Laura Glass, Jeanne Phillips, and Library Director Dorinda Darden attended the annual State of the Town address by Town Supervisor Anthony Caruana.

On Saturday, March 21st Chair Ginnane, Trustees Eileen Crawford and Laura Glass, and Library Director Dorinda Darden attended the Annual ACT Workshop at the Central Library. The ACT Officers for the coming year were elected. An overview of the B&ECPL website was given and attendees took a tour of the various programs offered at the Central Library and participated in their activities.

Chair Ginnane has been in Communication during the past month with Library Director Dorinda Darden as to the progress being made with the HVAC system being installed.

Chair Ginnane made contact with the Kenmore Art Society to see if they were interested in displaying artwork in the Community Room. She also contacted members of the Heritage Village Lace Guild, the Kenmore Quilters Society, and the Ken-Ton Historical Society regarding the use of our display window in the Kenmore Library lobby. The lace Guild and the Historical Society have requested applications for using the display area. The form has been sent to them.

REPORT OF LIBRARY DIRECTOR DARDEN:

STATISTICS

Circulation:

Kenmore:	March 2014:	26,182	March 2015:	24,329	-7.1%
Kenilworth:	March 2014:	6,221	March 2015:	6,346	+2.0%

Foot Traffic:

Kenmore:	March 2014:	16,347	March 2015:	16,452	+0.6%
Kenilworth:	March 2014:	3,343	March 2015:	4,448	+33.1%*

*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 March 3rd with 7 children and 3 adult for a total of 10 in attendance. In Celebration of the **National Read Across America Day (Dr. Seuss Day)**, the **Dr. Seuss Story Time** presented by Kenmore Branch Librarian Jill Jablonski for ages 3-5 was held on March 3rd at the Kenmore Branch.

There were 5 children and 4 adults for a total of 9 in attendance. Kenilworth Branch Manager Amy Christman facilitated the **Adult Monthly Journal Group** at the Kenmore Branch on March 3rd. There were 5 in attendance. Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Book Discussion Group** at the Kenilworth Branch on March 4th. There were 6 in attendance. Ripen With Us Child Care Center visited the Kenilworth Branch on March 5th and March 31st, to choose books for their classroom, hear a story, and watch a short movie. 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 Kenmore Branch on March 5th, March 12th and March 19th with 63 children and 41 adults for a total of 104 in attendance. Kenmore Branch Librarian Nicole Bermingham presented the monthly **Crafter-day Program** on March 7th at the Kenmore Branch with 19 children and 5 adults for a total of 24 in attendance. Kenmore Branch Senior Page Julie Spillman presented the **Classic Movie Matinee Program** for adults on March 7th at the Kenmore Branch. There was 1 in attendance. Librarian Mary Ann Budny from the Central Library Children's Programming Team presented the **It's Elephant and Piggie! Program** for children ages 3-8 on March 13th at the Kenilworth Branch. There were 7 children and 5

adults for a total of 12 in attendance. Kenmore Branch Senior Page Julie Spillman presented the **Family Movie Matinee** on March 21st at the Kenmore Branch. There were 3 children and 2 adults for a total of 5 in attendance. The Central Library Cybertrain staff presented the **Editing Digital Photos** adult computer class on March 30th at the Kenilworth Branch. There were 2 in attendance. The Cantalician Center Vocational and Day Services visited the Kenmore Branch on March 30th. Town of Tonawanda Public Library Director Dorinda Darden provided an Introduction and Tour of the Library with the assistance of Kenmore Branch Librarian Jill Jablonski. There were 2 clients and 2 counselors for a total of 4 in attendance. The clients and one of the counselors also received new library cards. Kenmore Branch Librarian Jill Jablonski presented the **Teen Gaming Night** for ages 13-17 at the Kenmore Branch on March 31st with 7 teens in attendance.

Kenmore Branch Page Annette King was promoted to a Senior Page effective March 7th. Kenmore Branch Part-Time Librarian Jill Jablonski was promoted to a Librarian I Full-Time effective March 21st.

AARP provided free **Income Tax Preparation** on March 2nd, March 4th, March 9th, March 11th, March 16th, March 18th, March 23rd, March 25th and March 30th at the Kenmore Branch.

Volunteers from the New York State Tax Department assisted library patrons with free **Federal and State Income Tax Preparation** at the Kenilworth Branch on March 3rd, March 10th, March 11th, March 17th, March 18th, March 24th, March 25th and March 31st. The Kenmore-Town of Tonawanda Friends of the Library provided a \$10,000 check on March 24th for the Town of Tonawanda Public Library to use throughout the year to purchase items from the Town of Tonawanda Public Library Wish List provided to the Kenmore-Town of Tonawanda Friends of the Library by Town of Tonawanda Public Library Director Dorinda Darden on January 20th.

Parise Mechanical, Inc. worked on the HVAC Improvements by installing the cassettes for the split Air Conditioning Units at the Kenmore Branch on March 30th and March 31st.

Kenilworth Branch Manager Amy Christman created a number of displays during the month of March. **National Women's History Month** displays could be found in both the adult and children's sections of the Kenilworth Branch. A display of adult fiction titled **Find Your Treasure in a Book** featured adult fiction titles with Irish authors, settings, and characters. In the Children's area there was a display of **Easter books**, and a display titled **Be Seen Reading Green**, which featured both books about **St. Patrick's Day**, and books with green covers.

Social Media Activity for Kenilworth Library posted by Kenilworth Branch Library Associate Margaret Kunz in March 2015 included the following:

Facebook – Posts throughout the month promoting current and upcoming programs Elephant & Piggie, Create a Mini-Book and Duct Tape Design, Tax Assistance, Kenilworth Book Discussion Group, Editing Digital Photos Computer Class and the 2015 Buffalo Niagara Day of Giving - Spring it On! Online Fundraising Initiative.

Pinterest – Currently has 54 boards and over 1,700 pins. 8 boards highlighting topics related to Women’s History Month, as well as continuing to promote new items added to the Buffalo & Erie County Public Library Catalog as well as a board showing books owned by Buffalo & Erie County Public Library System that were nominated for the James Beard Award.

Twitter – posted almost daily sometimes twice a day during the Kenilworth Branch’s hours of operation to promote KNL’s programs and services with links back to our Facebook page, Pinterest boards and website.

Kenmore Branch patron Lynn Ucci was a winner in the Buffalo & Erie County Public Library’s **Adult Winter Online Reading Contest**. She won a \$25.00 Amazon Gift Card. Kenmore Branch patrons Arianna Daman and Tiffany Gaeds-Graha each won a raffle for tickets to the **Magical Music of Disney Buffalo Philharmonic Orchestra (BPO) Concert**. The tickets were provided by Buffalo & Erie County Public Library’s Development & Communications Department.

Town of Tonawanda Public Library Director Dorinda Darden worked the **Ask Us 24/7 Virtual Reference Chat** service on March 4th and March 18th for a total of 2 hours.

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 March 4th.

Town of Tonawanda Public Library Director Dorinda Darden completed the **2015 Kantola Compliance Training on Sexual Harassment and Workplace Violence** by viewing online videos titled **Sexual Harassment: A Common Sense Approach and Workplace Violence: The Early Warning Signs** on March 9th. Town of Tonawanda Public Library Director Dorinda Darden completed the quizzes and submitted the Certificate to Human Resources.

Kenilworth Branch Cleaner Brian Bauer attended the **Safety Data Sheet Training** at the Central Library on March 10th.

The 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 March 11th. They also viewed the **How to Get a Grip on Your Slip, Trip and Fall Hazards Webinar** presented by Safety Daily Advisor at the **Manager-Director Meeting**.

As **Co-Chair of the Zonta Club of Kenmore’s Service Committee**, Town of Tonawanda Public Library Director Dorinda Darden visited the Cornerstone Manor, an Emergency Shelter for Women and Children on March 12th to drop off the remaining fleece blankets that Zonta Club of Kenmore Members made and donated to the Cornerstone Manor in February 2015. Town of Tonawanda Public Library Director Dorinda Darden received a tour of the facility and she also promoted the programs and services provided by the Town of Tonawanda Public Library.

Kenmore Branch Librarian Jill Jablonski attended the Library Journal’s **Beyond Book Displays Webinar** on March 17th.

The Town of Tonawanda Public Library Director Dorinda Darden, Town of Tonawanda Public Library Board Members Jason Aronoff, Sheila Ginnane, Laura Glass and Jeanne Phillips attended the **State of the Town of Tonawanda Address** held at Cardinal O'Hara High School on March 20th.

Town of Tonawanda Public Library Director Dorinda Darden, Town of Tonawanda Public Library Board Members Eileen Crawford, Sheila Ginnane and Laura Glass attended the **Annual Trustee Workshop** held at the Central Library on March 21st.

The Town of Tonawanda Public Library Director Dorinda Darden participated in the **Zonta Club of Kenmore's Academic Awards Committee Interview Meetings** for scholarships to attend college on March 25th and March 31st held in the Community Room and Conference Room respectively at the Kenmore Branch. The committee interviewed young women who are high school seniors who live and attend schools in Kenmore and the Town of Tonawanda.

Kenmore Branch Manager Susan Makowski, Kenilworth Branch Manager Amy Christman, Kenmore Branch Librarians Nicole Bermingham and Nancy Offerman attended the **Librarians Meeting** at the Kenmore Branch on March 26th.

As a member of the **Zonta Club of Kenmore** and the **Kenmore Village Improvement Society (KVIS)**, Town of Tonawanda Public Library Director Dorinda Darden volunteered to help with the food and drinks on March 28th for the **Dominic Hofert Mustache March 5 K Race** sponsored by **KVIS** held at the Kenmore Community Center.

The Town of Tonawanda Public Library Director Dorinda Darden conducted **Staff Meetings** at the Kenmore Branch on March 30th and March 31st and at the Kenilworth Branch on March 31st.

UNFINISHED BUSINESS:

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

Director Darden noted that the additional wiring for the computers at Kenilworth was not installed yet.

Director Darden said we had an estimate for painting the main room. Chuck Panzica, crew chief for the Town, said he did not know when the Town painters could do the work, and Jeff Ehlers from the Town said he was looking into the painting.

It was noted that the new ceiling tiles in the Community Room, paid for by the Friends of the Town of Tonawanda Public Libraries, has improved the acoustics in that room

2013-2014 New York State Construction Grant.

The Town expects that the HVAC units will be installed at the Kenmore Library as planned, and will be finished by May 31, 2015.

NEW BUSINESS

Resolution to accept 2104 State Report and Annual Report.

The motion to accept the reports about our Town's public libraries' activities was made by Eileen Crawford and seconded by Laura Glass. The motion was passed.

Kenilworth Garden Survey.

Librarian Amy Christman at Kenilworth has sent a survey to find volunteers to help tend to the Kenmore Village Improvement Society plantings that will be done around the Kenilworth Library. We will know the results of the survey in May.

Advertising in Valpak

Director Darden checked with Kathleen Fuller of the Valpak company about prices to mail information about the Kenmore Public libraries to Town residents. The prices were higher than seems prudent to pay. We were going to compare the Valpak rates with the regular rates of the U.S. Postal Service. It was decided to look into the costs of sending a periodic newsletter about what's happening in our libraries. The vote to approve a plan for getting more information about the Town's public libraries to our citizens was tabled for a future meeting when we would have more information on other options, like the newsletter.

Town of Tonawanda Public Library Display Cases-Exhibit Space Rules for Use.

Trustees discussed the list of proposals made by Laura Glass to establish consistent and complete guidelines for displays in the main display case on the first floor at the Kenmore Library. A main goal was to encourage not-for-profit community groups to use the space, but to do so in a way that was informative and well designed. It was decided to re-submit the proposals to a vote at the May meeting.

Change of Date for the July 2015 Board Meeting

The request for a change of date was occasioned by Director Darden's vacation schedule that included our regular meeting date, July 14th. Jeanne Phillips moved that we re-schedule the date from July 14th to July 7th, and Eileen Crawford seconded the motion. The motion was approved.

PUBLIC COMMENT:

No comment was made.

EXECUTIVE SESSION

Eileen Crawford made a motion that we move into executive session to discuss a staffing matter. The motion was seconded by Laura Glass, and was approved by the Board. The Board then convened for an Executive Session.

Motion to adjourn was made by Eileen Crawford and seconded by Jeanne Phillips. Motion passed. Meeting adjourned at 8:37 pm. The next meeting of the Town of Tonawanda Public Library Board will be on May 12, 2015.

Respectfully Submitted,

Jason Aronoff, Secretary

