

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD, May 12, 2015

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday May 12, 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, Rick Geer

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:

- A change of the spelling of Board member Crawford's name on the April 14, 2015 minutes was made. With that done, a motion was made by Laura Glass to accept the proposed minutes from April 14, 2015, and seconded by Jeanne Phillips. Motion passed.

REPORT OF THE TREASURER:

- Motion was made by Annette Della Posta to accept the Treasurer's Report, and seconded by Eileen Crawford. Motion passed

REPORT OF THE CHAIR:

On April 22, 2015, Chair Sheila Ginnane was contacted by Library Director Dorinda Darden who said the staff and patrons at the Kenilworth Library were complaining about the strong odors coming from the roof work that was being done there. It was suggested that the library close at 4:15 pm rather than the normal 8:00 pm. Chair Ginnane agreed that the Library should be closed for the safety of the staff and patrons.

Chair Ginnane was contacted by the Quilters Guild, who would like to display their quilts in the display case in the lobby of the Kenmore Library. An application form was mailed to the President, Janice Farrell. Chair Ginnane also spoke with Patrick Farrell who does

framing of reproductions of old pictures for historic displays. He was interested in meeting to discuss what pictures he might have for the Community room. The Chair will set up a meeting to discuss this matter.

The Retirement Party for Sue Makowski will take place Thursday, May 21st from 12-3 pm. It is hoped that any Trustees who can make it will do so.

Submitted by Chair Sheila Ginnane

Town of Tonawanda Public Library Director's Report Submitted by Dorinda Darden on May 12, 2015

STATISTICS

Circulation:

Kenmore:	April 2014: 25,951	April 2015: 24,805	-4.4%
Kenilworth:	April 2014: 6,642	April 2015: 5,709	-14.0%

Foot Traffic:

Kenmore:	April 2014: 16,339	April 2015: 15,257	-6.6%
Kenilworth:	April 2014: 4,502	April 2015: 4,587	+1.9%*

*Library Closed 3.75 hours early on April 27th due to fumes from roof replacement.

Programs – Librarian Wanda Collins from the Central Library Children's Programming Team presented **Preschool Storytime** at the Kenmore Branch on April 2nd, April 9th, April 16th, April 23rd and April 30th with 85 children and 56 adults for a total of 141 in attendance. The Falk School visited the Kenilworth Branch on April 3rd with 7 children and 3 adults for a total of 10 in attendance. Kenmore Branch Librarian Nicole Bermingham presented the monthly **Crafter-day Program** on April 3rd at the Kenmore Branch with 13 children and 5 adults for a total of 18 in attendance. Kenmore Branch Senior Page Julie Spillman presented the **Classic Movie Matinee Program** for adults on April 3rd at the Kenmore Branch. There were 3 in attendance. The **Classic Movie Matinee** attendance will be monitored and if in the next month or so it continues to be low, the program will be cancelled. Ripen With Us Child Care Center visited the Kenilworth Branch on April 5th and April 21st, 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. Kenilworth Branch Manager Amy Christman facilitated the **Adult Monthly Journal Group** at the Kenmore Branch on April 7th. There were 8 in attendance. Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Book Discussion Group** at the Kenilworth Branch on April 8th. There were 8 in attendance. Librarian Maria Lowe from the Central Library Children's Programming Team presented

the **It's Elephant and Piggie! Program** for children ages 3-8 on April 8th at the Kenmore Branch. There were 13 children and 7 adults for a total of 20 in attendance. In Celebration of **National Library Week (April 12-April 18)**, Local Artist David Wasik presented the **Create a Mini-Book Program** for children of all ages on April 13th at the Kenilworth Branch. There were 8 children and 7 adults for a total of 15 in attendance. A **Special Preschool Storytime Program** was presented by Child Care Resource Network at the Kenmore Branch on April 14th. There were 7 children and 4 adults for a total of 11 in attendance. Kenmore Branch Librarian Nicole Bermingham presented the **Toddler Time for Twos Program** on April 17th and April 24th at the Kenmore Branch with 36 children and 29 adults for a total of 65 in attendance. The Central Library Cybertrain staff presented the **One-on-One eReader Appointments** for adults on April 17th at the Kenmore Branch. There were 7 participants. In Celebration of **National Library Week (April 12-April 18)**, Local Artist David Wasik presented the **Create a Mini-Book Program** for children of all ages on April 18th at the Kenmore Branch. There were 25 children and 16 adults for a total of 41 in attendance. The **Family Movie Matinee** was held at the Kenmore Branch on April 18th but there was no one in attendance. The **Family Movie Matinee** attendance will be monitored and if it is in the next month or so it continues to be low, the program will be cancelled. Library Associate Cindy Lenzer from the Central Library Children's Programming Team presented the **Duct Tape Design Program** for children ages 8-12 on April 20th at the Kenilworth Branch. There were 8 in attendance. The Cantalician Center Vocational and Day Services visited the Kenmore Branch on April 21st. Town of Tonawanda Public Library Director **Dorinda Darden** provided an Introduction and Tour of the Library. There were 3 clients and 1 counselor for a total of 4 in attendance. Library cards were issued as well. The Central Library Cybertrain Team presented the **Microsoft Word Basics** Adult Computer class on April 23rd. There were 3 in attendance. The Cantalician Center visited the Kenmore Branch on April 28th with 4 clients and 1 counselor. They looked at books and checked out material. Kenmore Branch Librarian Jill Jablonski presented the **Teen Gaming Night** for ages 13-17 at the Kenmore Branch on April 28th with 16 teens in attendance.

AARP provided free **Income Tax Preparation** on April 1st, April 6th, April 8th, April 13th and April 15th 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 April 7th, April 8th and April 14th.

Kenilworth Branch Manager Amy Christman created an adult display titled **Getting Ready to Garden** which featured Non-Fiction titles on plants, lawn care, garden maintenance and Garden pests at the Kenilworth Branch.

National Poetry Month displays were created in both the Children's and Adult areas of the Kenilworth Branch. These displays featured books of poetry as well as templates for those who might want to write their own, simple poem. In addition, the Kenilworth Branch celebrated **Poem in Your Pocket Day** in conjunction with **National Poetry**

Month on April 30th. Displays featured pockets full of poems for both adults and children to take for their own pockets, to be read or given away in celebration of poetry. Two contests were offered In Celebration of National Library Week at the Kenilworth Branch. A **Scavenger Hunt** for children in grades 1-8, and a **Literature Quiz** for adults. Unfortunately, there were no entries in either contest. In addition, give-aways for the week included pencils, bookmarks, and an **I Love My Library Coloring Page**.

Social Media activity for the Kenilworth Branch in April 2015 posted by Kenilworth Branch **Library Associate Margaret Kunz included:**

Facebook – Posted frequently throughout the month promoting the Create a Mini Book and Duct Tape Programs for kids, Microsoft Word and Book a Technology Trainer computer classes for adults, a request for volunteers to help create and maintain a Garden at the library, the Read Aloud 15 minutes Campaign, National Library Week, National Autism Awareness Month, The NY State eFile Tax Assistance Program, Poem in your Pocket Day and the Kenilworth Adult Book Discussion Group. There was also an April Fool's Day post advertising a Dothraki for Beginners class. (Dothraki is a fictional language spoken on the show Game of Thrones).

The **@KenilworthLib Twitter** account was used heavily throughout the month to promote Children's Programs and Computer Training at the Kenilworth Branch as well as the Read Aloud 15 Minutes Campaign.

The Kenilworth Library **Pinterest Page** now has over 1800 pins on 58 separate boards. Boards created this month included April is **National Autism Awareness Month**, April is **National Poetry Month**, **Spring 2015 New & Notable and Great Books to read Aloud** (to tie in with the **Read Aloud 15 Minutes Campaign**).

National Library Week was celebrated at the Kenmore Branch on April 12th – April 18th with **Scavenger Hunts**, **Activity Centers** for children and a **Raffle** for adults. Kenmore Branch patron Greg Everhart won a \$25.00 Barnes & Noble Gift Card and the Scavenger Hunt prizes were awarded to Kenmore Branch patrons Alaina Garcia and Wynni Benson. They each won a \$20.00 Barnes & Noble gift card.

The Kenmore Branch participated in the **Sacred Heart Academy Day of Sharing** on April 17th. Two students and 1 adult volunteered and performed miscellaneous duties at the library.

Local Author William Donohue presented a discussion of his book Himself: Struggles of a Civil War Veteran With Rebels, Brits and Devils at the Kenmore Branch on April 28th.

Town of Tonawanda Public Library Director Dorinda Darden worked the **Ask Us 24/7 Virtual Reference Chat** service on April 1st, April 15th and April 29th for a total 3 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 April 1st.

Kenmore Branch Jill Jablonski attended the School Library Journal's **Spring: Hot Books for Teens Webinar** on April 6th.

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 April 8th.

Town of Tonawanda Public Library Director Dorinda Darden attended the **Zonta Club of Kenmore's Lucky Number Dinner** held at the Classic V Banquet Hall on Niagara Falls Boulevard on April 15th.

The Town of Tonawanda Public Library Director Dorinda Darden attended the **Ask Us 24/7 Advisory Board WebEx Meeting** on April 16th.

Kenmore Branch Librarian Jill Jablonski attended the Library Journal's **2015: The Year of the Reader's Advisory Makeover Webinar** on April 22nd.

Kenmore Branch Manager Susan Makowski, Kenilworth Branch Manager Amy Christman, Kenmore Branch Librarians Nicole Bermingham, Jill Jablonski and Nancy Offerman attended the **Librarians Meeting** at the Kenmore Branch on April 23rd.

The Town of Tonawanda Public Library Director Dorinda Darden conducted **Staff Meetings** at the Kenmore Branch on April 29th and April 30th and at the Kenilworth Branch on April 30th.

Parise Mechanical, Inc. worked on the Heating, Ventilation and Air Conditioning (HVAC) Improvements awarded from the **2013-2014 New York State Library Construction Grant** from April 1 – April 7, 2015 at the Kenmore Branch.

Kenmore Branch Caretaker Rickie Davis completed the installation of the new sound proof ceiling tiles on April 10th in the Community Room at the Kenmore Branch. The ceiling tiles were purchased by the Kenmore-Town of Tonawanda Friends of the Library.

Parise Mechanical, Inc. began work on the roof and the Heating, Ventilation and Air Conditioning (HVAC) Improvements awarded from the **2013-2014 New York State Library Construction Grant** at the Kenilworth Branch on April 27th.

UNFINISHED BUSINESS:

Kenilworth Library Garden Survey

Director Darden said that Kenilworth Branch Manager Amy Christman sent a survey to people in the Kenilworth community asking if people will help keep Kenilworth Library's garden in good condition. Eight people responded saying they would like to help with

the garden. Director Darden will contact Melissa Foster of the Kenmore Village Improvement Society to set up a meeting with the eight people so they know what the KVIS would like for keeping up gardens at community buildings.

Eileen Crawford suggested that administrators at the Falk School, which is located across the street from the Kenilworth Public Library, be asked if students at the school could help tend to the garden at Kenilworth.

Laura Glass asked if there was a budget for the Kenilworth Library garden. Director Darden said that that would depend on the size of the garden.

2013-2014 New York State Construction Grant.

Director Darden reviewed the contractor's, Parise Mechanical's, involvement and current status with the installation of the HVAC equipment at Kenilworth and at Kenmore. As of our Library Board meeting date, it appears unlikely that Parise Mechanical will have completed the work by the May 31st deadline set for completion. It is likely that a request for an extension will have to be filed with the State of New York so the work can move forward after May 31st.

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

Trustees discussed the list of modified 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. Various additions and changes were suggested for the "Town of Tonawanda Public Library Display Cases-Exhibit Space Rules of Use" list.

Given that there were a number of minor changes, it was decided to table the vote on the document until the June meeting, at which time we will look at a completed copy of the rules of use.

NEW BUSINESS

2016 Budget Service Improvement Requests

Director Darden said that she and the other Directors received an email from Ken Stone, the library system's Chief Financial Officer, saying that each Director should submit a request for service improvements for each library for the 2016 budget process. Mr. Stone would like each Library Director to get going early to make requests for services they'd like to offer patrons, services to be paid for by extra County funds that may be made available to the library system. For example, some Directors might want to request more hours. The requests are to be sent to Ken Stone by May 22, 2015. For the Kenmore public libraries, more programs and /or outreach services would be possible requests.

Office of the State Comptroller Audits of Libraries

Dorinda Darden said that Mary Jean Jakubowski, Director of the Buffalo and Erie County Public Library system, sent a message to Directors of the town libraries that the Comptroller of State of New York has had questions about the readiness of libraries to be audited. Director Darden also said that an audit we can see is posted on the Trustees' website. Our libraries can be audited at any time and we should know what the audits entail.

Procurement and Investment Policies

Director Darden distributed the Buffalo and Erie County Library's Procurement Policy, and the Library's Investment Policy for Board members to read. Those policies are to be adopted by a vote at the June 2015 meeting of the Town of Tonawanda Public Library Board.

PUBLIC COMMENT:

No comment was made.

Motion to adjourn was made by Eileen Crawford and seconded by Jeanne Phillips. Motion passed. Meeting adjourned at 8:05 pm. The next meeting of the Town of Tonawanda Public Library Board will be on June 9, 2015.

Respectfully Submitted,

Jason Aronoff, Secretary