

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD, June 9, 2015

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday June 9, 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 7:00 pm.

APPROVAL/CHANGES TO AGENDA:

- Jeanne Phillips made a motion to accept the agenda. The motion was seconded by Eileen Crawford. Motion passed.

ADOPTION OF MINUTES:

- Eileen Crawford noted an addition to the May minutes. The addition was that she suggested that the administrators at the Falk School should be contacted to see if the school's students could be enlisted to help tend to the garden at the Kenilworth Public Library. With that addition, Eileen Crawford made a motion to accept the Minutes. The motion was seconded by Stan Pustulka. Motion passed.

REPORT OF THE TREASURER:

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

REPORT OF THE CHAIR:

Chair Sheila Ginnane contacted the Town of Tonawanda to find out who was in charge of the booklet published four times per year that lists all the activities available for Town residents. She was informed that Jeff Ehlers of the Town Parks and Recreation Department was in charge. A planning meeting was scheduled and Councilmen Lisa Chimera and Dan Crangle both said they would ask that the activities of the Town

Libraries be included. The booklets cover Jan.-Mar., Apr.-Jun., Jul.-Sept., and Oct.-Dec. However, Jeff Ehlers said they would no longer mail the booklets to every household but they will be available at community centers, including the Library, and the information will be online.

On May 21st Chair Ginnane and Trustee Jeanne Phillips attended the Retirement Party of Sue Makowski and presented her with a dinner Gift Certificate to Russell's from the Board of Trustees.

On May 22nd Chair Ginnane and Trustee Laura Glass met with Pat and Jan Farrell regarding wall hangings for the Kenmore Library Community Room. The Farrells make reproductions of historical pictures for framing. Some samples will be presented at the June Board of Trustees meeting. The funding for the pictures will come from the money donated by the Friends Group.

Chair Ginnane contacted Katie Burd, our liaison from the Buffalo and Erie County Library Board, to see if she would like to attend our August meeting. She said it would work well for her, so she will be present at our August 11th meeting.

Submitted by Chair Sheila Ginnane

Town of Tonawanda Public Library Director's Report Submitted by Dorinda Darden on June 9, 2015

STATISTICS

Circulation:

| | | | |
|-------------|------------------|------------------|----------------|
| Kenmore: | May 2014: 22,940 | May 2015: 20,996 | -8.5% |
| Kenilworth: | May 2014: 6,725 | May 2015: 5,295 | -21.3%* |

Patron Visits:

| | | | |
|-------------|------------------|------------------|----------------|
| Kenmore: | May 2014: 14,573 | May 2015: 12,618 | -13.4%* |
| Kenilworth: | May 2014: 4,992 | May 2015: 4,037 | -19.1%* |

*Automatic Door Counters were not working May 20, 2015 – May 30, 2015 at the Kenmore Branch. The Patron Count was estimated for those days.

*It should be noted that for a full week, there was construction on and around the Kenilworth Branch. The parking lot was often full of construction equipment and vehicles, there was a lot of noise, dust and odor in the building, all of which could have

influenced people to stay away from the library until conditions improved. This may have contributed to the decline in patron visits and circulation.

Programs – Kenmore Branch Librarian Nicole Bermingham presented the **Toddler Time for Twos Program** on May 1st, May 8th, May 15th, May 22nd and May 29th. There were 74 children and 59 adults for a total of 133 in attendance. Kenmore Branch Librarian Nicole Bermingham presented the **Crafter-day Program** for children ages 6-10 on May 2nd at the Kenmore Branch. There were 14 children and 5 adults for a total of 19 in attendance. Kenmore Senior Page Julie Spillman presented the **Classic Movie Matinee** at the Kenmore Branch on May 2nd but there was no one in attendance. Due to the low attendance throughout the months the **Classic Movie Matinee** will be cancelled effective June 6, 2015. The Falk School visited the Kenilworth Branch on May 5th and May 7th. There were 7 in attendance. Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Monthly Journal Group** at the Kenmore Branch on May 5th. There were 6 in attendance. Kenilworth Branch Manager Amy Christman facilitated the monthly **Adult Book Discussion Group** at the Kenilworth Branch on May 6th. There were 7 in attendance. Ripen With Us Child Care visited the Kenilworth Branch on May 7th. Kenilworth Branch Manager Amy Christman read stories, showed a movie, and the children choose books to take back to their classroom. Librarian Wanda Collins from the Central Library Children's Programming Team presented **Preschool Storytime** on May 7th and May 14th at the Kenmore Branch. There were 36 children and 27 adults for a total of 63 in attendance. Northmore Nursery School visited the Kenmore Branch on May 11th. Kenmore Branch Librarian Jill Jablonski read stories, talked about the library, and book care with the children. There were 16 children and 5 adults for a total of 21 in attendance. The Cantalician Center visited the Kenmore Branch on May 12th with 4 clients and 1 counselor for a total of 5 in attendance. Kenmore Senior Page Patricia Lahti presented the **Family Movie Matinee** at the Kenmore Branch on May 16th but there was one in attendance. Due to the low attendance the **Family Movie Matinee** will be cancelled effective June 20, 2015. The Central Library Cybertrain Team presented a **Book a Technology Trainer Program** on May 20th at the Kenilworth Branch. There were 3 adults in attendance. Kenmore Branch Librarian Jill Jablonski with assistance from former Kenmore Branch Senior Page Caroline Rudin presented the **Create a Paper Hedgehog Program** for all ages on May 21st at the Kenmore Branch. There were 14 children and 14 adults for a total of 28 in attendance. Kenmore Branch Librarian Jill Jablonski facilitated the **Teen Gaming Night** for ages 13-17 at the Kenmore Branch on May 26th. There were a total of 12 in attendance. Town of Tonawanda Public Library Director Dorinda Darden visited the Oliver Wendell Holmes Elementary School on May 29th. She provided an **Introduction to the Public Library, information on Summer Programs** at the Kenilworth and Kenmore Branches, read the book Library Lil by Suzanne Williams and distributed pencils and bookmarks to third grade classes who assembled in the Holmes Elementary Library Media Center. There were 50 children and 5 adults for a total of 55 in attendance.

Kenmore Branch Senior Page Caroline Rudin resigned effective May 16, 2015. Her last day was May 15, 2015.

Kenmore Branch Page Matthew Rudin was promoted to a Senior Page at the Kenmore Branch and former Kenilworth Page Shawna McGuire accepted a Page position at the Kenmore Branch effective May 16, 2015.

After 32 years of service throughout the Buffalo & Erie County Public Library System, Kenmore Branch Manager Susan Makowski retired effective May 30, 2015. Her last day was May 29, 2015.

Effective May 30, 2015, Kenilworth Branch Manager Amy Christman's Librarian II position that was lost due to budget cuts in February 2011 was restored. Amy is now the Branch Manager at both the Kenilworth and Kenmore Branches.

Town of Tonawanda Public Library Director Dorinda Darden and Kenilworth Branch Manager Amy Christman interviewed candidates at the Kenilworth Branch for the two Librarian I positions available at the Town of Tonawanda Public Library – Kenilworth and Kenmore Branches on May 12th and May 13th.

Peter Kirsch who was a Senior Page in Information Services at the Central Library has accepted the Librarian I Part-Time position at the Kenmore Branch and Sarah McLean-Plunkett has accepted the Librarian I Part-Time position at the Kenilworth and Kenmore Branch Libraries effective May 30, 2015.

Nicole Bermingham who worked as a Librarian I Part-Time at the Kenmore Branch has been promoted to a Librarian I Regular Part-Time (RPT) at the Kenmore Branch effective May 30, 2015.

Nancy Offerman was transferred from the Kenmore Branch to the Kenilworth Branch as a Librarian I Part-Time effective May 30, 2015.

The Kenmore Branch celebrated **Children's Book Week** May 4, 2015 – May 10, 2015 Branch with a **Guess the Number of Bookworms (gummy worms) in the Jar Contest** and a **Book Character Matching Contest** for children. Kenmore Branch patron Nathan Elghaziri guessed the nearest number of bookworms and he won the jar of worms and a gift bag full of assorted novelties. There were 150 entries received for the **Guess the Number of Bookworms (gummy worms) in the Jar Contest**. Kenmore Branch patron Sterling Shadle won the **Book Character Matching Contest**. He won a \$20.00 Barnes and Noble Gift Card. There were 27 entries received for this contest.

Town of Tonawanda Public Library Director Dorinda Darden was contacted by Ken Berlinski from Assemblyman Robin Schimminger's office on May 7th about Discretionary Funds that New York State Assemblyman Robin Schimminger would be providing to libraries in his district. Town of Tonawanda Public Library Director Dorinda Darden submitted a letter to New York State Assemblyman Robin Schimminger on May 8th

indicating the needs of the Town of Tonawanda Public Library in terms of equipment, furnishings, programs etc.

The Kenilworth Branch celebrated, **Towel Day** on May the 26th. **Towel Day** is an annual celebration on the 25th of May, as a tribute to the late author Douglas Adams (1952-2001). On that day, fans around the universe proudly carry a towel in his honor. For the occasion the display case in the lobby featured a collection of Douglas Adams books, videos, and other collectibles. There was also a raffle for a beach towel and paperback.

Tami Holbury-Ferraro and Sara Rosiek from the Kenmore Art Society changed the artwork at the Kenmore Branch on May 28th. Sara Rosiek is now the President of the Kenmore Art Society.

Social Media activity for the Kenilworth Branch submitted by Kenilworth Branch Library Associate Margaret Kunz included the following:

FACEBOOK: 17 separate posts and event listings throughout the month. Most focused on promoting registration for upcoming events, as well as a special Towel Day raffle and giveaway on May 26th.

TWITTER: At least one tweet for each day the Kenilworth Branch was open, most were concentrated on the upcoming eReader Tech Training in June, a Kenilworth Library Garden Volunteer Meeting, and the Towel Day Raffle and giveaway, in addition to tweets celebrating Children's Book Week May 4th – May 10th and reading in general.

PINTEREST: One new board with 30 Pins created this month in honor of May the 4th AKA "Star Wars Day" (May the 4th be with you) highlighting the many Star Wars related items available throughout the Buffalo and Erie County Public Library System.

Town of Tonawanda Public Library Director Dorinda Darden attended the **Public Library Administrator's Certificate Program (PLACP)** class held at the Central Library on May 4th and May 5th.

Tonawanda Public Library Director Dorinda Darden worked the **Ask Us 24/7 Virtual Reference Chat** service on May 11th and May 27th for a total of 2 hours.

Town of Tonawanda Public Library Director Dorinda Darden and Kenilworth Branch Manager Amy Christman attended the **Manager-Director Meeting** held at the Hamburg Public Library on May 13th.

Kenmore Branch Librarian Jill Jablonski viewed Library Journal's **Books for Your LGBTQ Audience** webcast on May 13th.

Town of Tonawanda Public Library Director Dorinda Darden held **Staff Meetings** at the Kenmore Branch on May 26th and May 28th and at the Kenmore and Kenilworth Branches.

Kenmore Branch Manager Susan Makowski, Kenmore Branch Librarians Nicole Bermingham, Jill Jablonski, and Nancy Offerman attended the **Librarians Meeting** held at the Kenmore Branch on May 28th.

All Kenilworth and Kenmore staff 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 by the May 29th deadline.

Parise Mechanical, Inc. worked on the roof and the **Heating, Ventilation and Air Conditioning (HVAC) Improvements** throughout the month at the Kenilworth Branch.

UNFINISHED BUSINESS:

Kenilworth Library Garden Survey

On May 27th Melissa Foster of the Kenmore Village Improvement Society met with the volunteers for doing the gardening at the Kenilworth Library.

Director Darden will contact Melissa Foster next week about moving forward on the gardening project at Kenilworth.

2016 Budget Service Improvement Requests

As reported in the May minutes, 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. Director Darden submitted a "wish list" for building guards for the Kenilworth and Kenmore Libraries for 19 hours a week for each library. If the funds would come available, the guards would handle the more serious confrontations the library staff has had with students and patrons over the past couple of years. The guards would be hired from the Civil Service list.

2013-2014 New York State Construction Grant

Director Darden said that Parise Mechanical, the contractor, and the Town officials have worked out some of their differences about timing and procedures. Parise has the roof unit for the Kenmore Library, and will be starting work on that part of the project next week.

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

Laura Glass has talked with the Farrells about historical images they could offer to be displayed in the Community Room. Trustee Glass had sample prints of historical photographs the Farrells provided. She also had two examples of frames, an oak and a black, for the Board to consider. It was decided to go with the oak. There would be five or six prints placed in the Community Room.

Chair Ginnane recommended that we have the July meeting at the Kenilworth Public Library.

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

Trustees briefly discussed the 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. Eileen Crawford made a motion to accept the set of rules for the use of the display case, and Laura Glass seconded the motion. Motion passed.

Procurement Policy

Director Darden noted the areas of the Buffalo and Erie County Library's Procurement Policy where our Board could make changes. Ken Stone, the library system's Chief Financial Officer, has recommended that each Library Board in the system adopt a Procurement Policy. Although most of the procurement decisions are made at the library system level downtown, each Board may have grants, or other things, for which some procurements may be made. Eileen Crawford and Stan Pustulka pointed out that the policy provides procedures for us to follow for purchases that we might make to enhance our libraries, purchases not necessarily ones the system would provide.

With the appropriate changes being made on the policy form, Laura Glass made a motion to adopt Procurement Policy, and Eileen Crawford seconded the motion. Motion passed

Investment Policy

The Board discussed the wording on the timing for the appropriate Board members to invest any money given to the Town of Tonawanda Library Board, and the persons on the Board who would be doing the investing. It was felt that the investments should be made within ten business days of receiving the money, and that those currently on the bank's list of those eligible to make bank transactions-the Treasurer, the Chair, the Vice Chair, and the Director, be the ones to make the transactions.

Our investments as a Board are restricted to Certificates of Deposits and savings accounts that have essentially no risk of losing any of the money donated for library use.

The Board was unclear on some of the wording, and decided to table the vote on the Investment Policy until Director Darden could clarify the wording with Ken Stone. The vote on the Investment Policy was tabled until the July 7th meeting.

NEW BUSINESS:

Amend Town of Tonawanda Public Library Rules of Content

After discussing the Rules of Conduct document, Laura Glass made a motion to accept the document. Jeanne Phillips seconded the motion. The motion passed.

PUBLIC COMMENT:

No comment was made.

Motion to adjourn was made by Jeanne Phillips and seconded by Eileen Crawford. Motion passed. Meeting adjourned at 8:17 pm. The next meeting of the Town of Tonawanda Public Library Board will be on July 7, 2015 at the Kenilworth Public Library.

Respectfully Submitted,

Jason Aronoff, Secretary