

## MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD, July 7, 2015

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday July 7, 2015 at the Kenilworth Library, 318 Montrose Avenue, Town of Tonawanda, 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, Richard Geer, 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, and Melissa Foster of the Kenmore Village Improvement Society

Chair, Sheila Ginnane called meeting to order at 7:00 pm.

### APPROVAL/CHANGES TO AGENDA:

- No changes were made. Motion to accept the Agenda was made by Annette Della Posta, and seconded by Eileen Crawford. Motion passed.

### ADOPTION OF MINUTES:

- Motion was made by Jeanne Phillips to accept the proposed minutes from March 10, 2015, and seconded by Annette Della Posta. Motion passed.

### REPORT OF THE TREASURER:

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

### REPORT OF THE CHAIR SHEILA GINNANE:

On June 12 at 9 am, Chair Ginnane went to the Kenmore Library and saw the hi-lift crane that was to lift the new HVAC system to the roof. It was in a raised position. When she returned at 10 am the hi-lift was lowered and the job completed.

Chair received an application from Jan Farrell asking to use the display case for the Kenmore Quilt Society. The application was delivered to the Library Director Dorinda Darden. The Kenmore Lions Club wanted to use the display case also. Both of these groups will be displaying for the first time at the Town Libraries.

## REPORT OF LIBRARY DIRECTOR DORINDA DARDEN:

### STATISTICS

#### Circulation:

Kenmore:	June 2014:	22,492	June 2015:	23,120	<b>+2.8%*</b>
Kenilworth:	June 2014:	6,651	June 2015:	6,131	<b>-7.8%</b>

#### Patron Visits:

Kenmore:	June 2014:	13,424	June 2015:	12,650	<b>-5.8%*</b>
Kenilworth:	June 2014:	5,147	June 2015:	4,912	<b>-4.6%</b>

\* Kenmore Branch opened at 11:00 AM (1 hour late) on June 12, 2015 due to a crane needed to remove the existing HVAC unit and replace with the new Carrier Unit on the roof.

**Programs** – Kenilworth and Kenmore Branch Manager Amy Christman facilitated the monthly **Adult Monthly Journal Group** at the Kenmore Branch on June 2<sup>nd</sup>. There were 9 in attendance. Kenilworth and Kenmore Branch Manager Amy Christman facilitated the monthly **Adult Book Discussion Group** at the Kenilworth Branch on June 3<sup>rd</sup>. There were 8 in attendance. The Central Library Cybertrain Team presented three Adult Computer classes at the Kenmore Branch. Ripen With Us Child Care Center visited the Kenilworth Branch on June 4<sup>th</sup>. The children listened to stories, watched a short DVD and selected books to take back to their classroom. There were 8 children and 1 adult for a total of 9 in attendance.

Oliver Wendell Holmes Elementary School visited the Kenmore Branch on June 5<sup>th</sup>. Town of Tonawanda Public Library Director Dorinda Darden and Kenmore Branch Librarian Nicole Bermingham provided a **Introduction and Tour of the Library** for two third grade classes and a Special Education class and promoted the **Summer Programs**. Tonawanda Public Library Director Dorinda Darden read the book, Library Lil by Suzanne Williams. Children enjoyed participating in a **Scavenger Hunt** and checking out material. Bookmarks and pencils were distributed. There were 54 children and 7 adults for a total of 61 in attendance. Town of Tonawanda Public Library Director **Dorinda Darden** participated in the **Parents As Reading Partners Kick-Off Event – Reading on the Lawn** at the Alexander Hamilton Elementary School on June 5<sup>th</sup>. Due to the weather most families gathered inside the school and enjoyed music from the School Band, a story from the Principal. Town of Tonawanda Public Library Director Dorinda Darden promoted the Summer Programs at the Kenilworth and Kenmore Branches, distributed bookmarks, pencils and Library Card Applications. There were a total of 75 in attendance. The **Computer Basics** was held on June 5<sup>th</sup> with 4 in attendance. The **Internet Basics** was held on June 12<sup>th</sup> with 5 in attendance. The **Microsoft Word 2007 Basics** was held on June 26<sup>th</sup> with 7 in attendance. Kenmore Branch Librarian Nicole Bermingham presented the **Crafter-day Program** for children ages 6-10 on June 6<sup>th</sup> at the Kenmore Branch. There were 7 children and 4 adult s for a total of 11 in attendance. A Kindergarten class from Lindbergh Elementary School visited the Kenmore Branch on June 11<sup>th</sup>. Town of Tonawanda Public Library Director Dorinda Darden, sang the **Hello-Welcome Song**, read **Father's Day stories**, provided an **Introduction and Tour of the Library** and helped children find library materials with the assistance of Kenmore Branch Librarian Peter Kirsch. Bookmarks

and pencils were distributed. There were 26 children and 7 adults for a total of 33 in attendance. Kenmore Branch Librarians Nicole Bermingham and Jill Jablonski held a **Battle of the Books Informational Meeting** on June 11<sup>th</sup> with 15 young adults and 1 adult for a total of 16 in attendance. Town of Tonawanda Public Library Director Dorinda Darden visited the Oliver Wendell Holmes Elementary School on June 12<sup>th</sup>. She provided an **Introduction to the Public Library**, information on **Summer Programs** at the Kenilworth and Kenmore Branches, read the books Zomo the Rabbit: A Trickster Tale from West Africa by Gerald McDermott and Anansi and the Talking Melon by Eric Kimmel, distributed pencils and bookmarks to a fifth grade class who assembled in the Holmes Elementary Library Media Center. There were 24 children and 3 adults for a total of 27 in attendance. Librarian Wanda Collins and Librarian Erin Burke from the Central Library Children's Programming Team presented **Preschool Storytime** on June 18<sup>th</sup> and June 25<sup>th</sup> respectively at the Kenmore Branch. There were 51 children and 29 adults for a total of 80 in attendance. Kenmore Branch Librarians Nicole Bermingham and Jill Jablonski held a **Battle of the Books Meeting** on June 25<sup>th</sup> with 15 young adults and 2 adults for a total of 17 in attendance. Kenmore Branch Librarian Peter Kirsch facilitated the **Teen Gaming Night** for ages 13-17 at the Kenmore Branch on June 30<sup>th</sup>. There were a total of 5 in attendance.

The Kenmore Garden Club assembled a display in the Lobby Display Case at the Kenilworth Branch featuring a **Tropical theme**.

The display in the Adult Area for June at the Kenilworth Branch was The **Author of the Week**. Each week a different author was highlighted.

In the Children's Area at the Kenilworth Branch, two displays were created by Kenilworth Librarian Nancy Offerman. **Get Crafty**, featured books about crafts and all things creative. The second display, titled **Every Hero Has a Story**, highlighted the New York State **Summer Reading Program theme**, and featured books about neighborhood heroes, and heroes from history.

Town of Tonawanda Public Library Director Dorinda Darden and Kenmore Branch Librarian Peter Kirsch received a Thank You Card on June 18<sup>th</sup> from Lindbergh Elementary School Kindergarten Teacher Korri Hall and **Thank You Notes** and **drawings** from the students for their visit to the Kenmore Branch on June 11<sup>th</sup>. Town of Tonawanda Public Library Director Dorinda Darden sent a **Thank You Letter** on June 19<sup>th</sup> to Ms. Hall.

Town of Tonawanda Public Library Director Dorinda Darden attended the **Zonta Club of Kenmore Service Awards Dinner and Business Meeting** held at Wynwood Kenmore on June 3<sup>rd</sup>.

Town of Tonawanda Public Library Director Dorinda Darden and Kenilworth and Kenmore Branch Manager Amy Christman attended the **Manager-Director Meeting** held at the Central Library on June 10<sup>th</sup>.

Tonawanda Public Library Director Dorinda Darden worked the **Ask Us 24/7 Virtual Reference Chat** service on June 10<sup>th</sup> and June 24<sup>th</sup> for a total of 2 hours

Town of Tonawanda Public Library Director Dorinda Darden met with Community Impact Coordinator Brandi Collins from Mobile Safety-Net Team on June 15<sup>th</sup> at the Kenmore Branch to discuss information from the **Mobile Safety-Net Team's Power of Collaboration Regional Summit** held on May 29<sup>th</sup> as well as to discuss collaborations with organizations in the Town of Tonawanda.

Kenmore Branch Page Shawna McGuire 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 June 16<sup>th</sup>.

Town of Tonawanda Public Library Director Dorinda Darden and Kenilworth and Kenmore Branch Manager Amy Christman attended the **Interacting with Emotionally Disturbed Persons: Learning to Use Verbal De-Escalation for Positive Results Workshop** presented by Buffalo Police Officer Genevieve Rak held at the Central Library on June 17<sup>th</sup>.

Town of Tonawanda Public Library Director Dorinda Darden held **Staff Meetings** at the Kenmore Branch on June 23<sup>rd</sup> and at the Kenilworth and Kenmore Branches on June 26<sup>th</sup>.

The **eBooks and eReaders** Adult Computer class scheduled for June 24<sup>th</sup> at the Kenilworth Branch was cancelled due to low registration numbers.

Kenilworth and Kenmore Branch Manager Amy Christman held a **Librarians Meeting** at the Kenilworth Branch on June 25<sup>th</sup>, which was attended by Kenmore Branch Librarians Nicole Bermingham, Jill Jablonski, and Peter Kirsch.

## UNFINISHED BUSINESS:

### Kenilworth Library Garden Proposal

Melissa Foster of the Kenmore Village Improvement Society proposed that a budget of \$440 would be necessary to provide the materials to maintain the garden in front of the Kenmore Public Library. Those materials would include fertilizers, about 30 bags of mulch to make a base of 3 inches to cover the areas around the planted items, and the purchase of some annuals.

A motion was made by Eileen Crawford, and seconded by Laura Glass, to cover the \$440 annual cost for the Kenmore Public Library garden that was given. Motion passed.

Melissa Foster gave an update on the proposed garden at the Kenilworth Library. She met with several people interested in establishing and maintaining a garden. A few persons were students from UB who had an interest in landscape design and who suggested many possibilities for the way the plantings could be arranged around the property. Ruth Robson, a gardener herself, would be a good lead person for the project at Kenilworth. More meetings would be held later to arrive at particular ways to plant in the space provided next year.

Eileen Crawford recommended that students from the Falk School across the street from the Kenilworth Library might be encouraged to take an interest in caring for the garden. Jeanne Phillips said that Eagle Scouts are regularly looking for projects. Melissa Foster said that it would be important to have an on-going, local group to be active in the maintenance of the garden in order to have a long-term garden program. She said that next year she and others will get quotes on a plan for Stage 1, of 3, for the establishing the garden at Kenilworth.

A question was raised about insuring those who will be working at the Kenilworth Library garden. The KVIS insures the "Green Thumb" workers who tend to the gardens along Delaware Avenue in Kenmore and who do so under KVIS direction. Dorinda Darden said she would look into who might be the best entity to insure the garden workers at the Kenilworth Library.

#### 2013-2014 New York State Construction Grant

Director Darden reported that a railing still had to be put around the HVAC equipment on the roof of the Kenmore Library. That work is to be completed within a week of our July Library Board meeting date. Director Darden said the Town sent Johnson Controls in to check the HVAC unit that was installed on the Kenmore Library roof. The Johnson Controls person thought the thermostat may have be moved and re-calibrated so that the breaker from the Chiller does not cause the thermostat to malfunction. David Decker of the Town staff is looking into this and will be in touch with Parise Mechanical about the problem.

At Kenilworth, there was a problem with the ductwork that Town workers themselves thought was their responsibility. These glitches at both libraries are part of the reason the Town has requested from the State an extension on the projects until November 30<sup>th</sup> at Kenmore, and for 128 days at Kenilworth.

#### Town of Tonawanda Public Library Investment Policy

The Board had to decide on the maximum amount that would be deposited in each bank savings or Certificate of Deposit (CD) account the Town of Tonawanda Libraries might have. It was decided that that maximum amount per account would be set at \$250,000, which is the current maximum amount that is insured by the Federal Deposit Insurance Corporation (FDIC).

A motion was made by Laura Glass and seconded by Annette Della Posta to fill in the amount of \$250,000 as the maximum limit on money that we have in any one account as part of our Library's Investment Policy. Motion passed.

#### **NEW BUSINESS**

##### Resolution to Adopt Town of Tonawanda Public Library Procurement Policy

Chair Sheila Ginnane read the resolution to adopt the Town of Tonawanda Public Library Procurement Policy. Chair Ginnane submitted the resolution to Director Dorinda Darden and to Ken Stone, the system's Chief Financial Officer, to be sure it met all the

requirements. Our Board's resolution used the B&ECPL system's statement of policy as the model for our resolution.

Jeanne Phillips made a motion to accept the resolution, and Laura Glass seconded it. Motion passed.

#### Request for Retirement Payout Assistance

Director Darden said that Tracy Palicki, the Library Administrative Manager for the B&ECPL system, noted that our Town libraries money would be over our payroll payout allotted for our two libraries because of the money owed to Librarian Sue Makowski upon her retirement. Board Chair Ginnane was asked to write a letter to Tracy Palicki and Ken Stone requesting financial assistance from the B&ECPL system. Board Chair Ginnane did write the letter. The Town of Tonawanda Library Board was asked to vote to accept the letter that is to be sent to Tracy Palicki and Ken Stone.

Stan Pustulka made a motion to accept the letter, and Rick Geer seconded the motion. Motion Passed.

#### Vote on Accepting 2015 Contract with B&ECPL

Director Darden presented the budget for the Town of Tonawanda Public Libraries, including the staffing breakdown, the costs, the revenues, benefit and retirement packages, hours of operation, etc. that we would constitute our Town libraries' full contract with the B&ECPL system, which contract will be for the 2015 year.

Secretary Aronoff read resolution for accepting the 2015 contract that the Board members, on which resolution a vote will be taken.

Stan Pustulka made a motion to accept the contract, and Jeanne Phillips seconded it. Motion passed 8-0.

#### 2015-2016 New York State Construction Grant

Director Darden recommended that the Town of Tonawanda Library Board not forward any projects for consideration for a 2015-2016 New York State Construction Grant. Director Darden made the recommendation because we still are involved in the 2013-2014 and the 2014-2015 New York State Construction Grant processes. She thought that we should take a break from applying for the State grants while the other two grants move to conclusion. The Board agreed with Director Darden's recommendation.

#### And:

Chair Ginnane informed Library Director Dorinda Darden of our Board's enthusiastic agreement with B&ECPL system Director Mary Jean Jakubowski's nomination of Director Darden for the New York State Library Associations' Mary Bobinski Innovative Public Library Director Award. Mary Jean Jakubowski said the award is intended to honor a Director of a public library who during the past two years developed or implemented an innovative program leading to an increase in financial support and/or usage of their library by, among other actions, demonstrating the value and importance

of their public library to community leaders and local government officials, and by developing new programs and services to attract users and non-users.

In behalf of the Board members, Secretary Aronoff sent a letter to Mary Jean Jakubowski in strong support of her nomination of Director Darden for the Mary Bobinski Award.

**PUBLIC COMMENT:**

No comment was made.

**Executive Session.**

A motion to move into Executive Session was made by Eileen Crawford and seconded by Rick Geer. Motion passed.

A motion to adjourn was made by Eileen Crawford and seconded by Laura Glass. Motion passed. Meeting adjourned at 8:50 pm. The next meeting of the Town of Tonawanda Public Library Board will be on August 11, 2015.

Respectfully Submitted,

Jason Aronoff, Secretary