

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD, November 10, 2015

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday November 10, 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, Richard Geer, Sheila Ginnane, Laura Glass, Stan 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 7:00 pm.

APPROVAL/CHANGES TO AGENDA:

- No changes were made. Motion to accept the Agenda was made by Eileen Crawford, and seconded by Laura Glass. Motion passed.

ADOPTION OF MINUTES:

- Motion was made by Stan Pustulka to accept the proposed minutes from September 8, 2015, and seconded by Rick Geer. 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 SHEILA GINNANE:

On October 17th, Chair Sheila Ginnane attended the Friends Brunch and thanked the Friends for all they do for the Town of Tonawanda Libraries. Trustees Laura Glass, Eileen Crawford, and Rick Geer were also present.

On October 19th, the Chair communicated with Town Councilman, Joseph Emminger, and asked him where the Town budget provides for the Town libraries. He said he would research the matter and the Chair said she would put it on the Board Meeting Agenda.

The Chair met Library Director Darden to sign for the Bank Account that would hold the 2014-2015 Library Construction Grant money. While meeting with her, the Chair expressed concern regarding what is not visible from the cameras in the Kenmore Library lobby. It was suggested to discuss this matter at the next Board meeting.

On October 21st, the Chair received copies of 2 invoices: one for \$895.85 for the Kenilworth Library reroofing and the HVAC improvements, and the other for \$3,610 for HVAC improvements at the Kenmore Library. The invoices showed the Town's 50% match of funds for the 2104-2015 Library Construction Grant.

REPORT OF LIBRARY DIRECTOR DORINDA DARDEN:

STATISTICS

Circulation:

Kenmore: October 2014: 25,395

October 2015: 24,047 **-5.3%**

Kenilworth: October 2014: 6,859

October 2015: 5,516 **-19.6%**

Patron Visits:

Kenmore: October 2014: 15,534

October 2015: 13,148 **-15.4%**

Kenilworth: October 2014: 5,034

October 2015: 4,542 **-9.8%**

Programs:

Ripen with Us Daycare visited the Kenilworth Branch on October 1st to listen to stories, watch a movie, and to select books to take back to their classroom. There were 5 children and 1 adult for a total of 6 in attendance. Librarian **Wanda Collins** from the Central Library Children's Programming Team presented *Preschool Storytime* on October 1st, October 8th, October 15th and October 29th at the Kenmore Branch. There were 81 children and 50 adults for a total of 131 in attendance. The Falk School visited the Kenilworth Branch on October 2nd, October 7th, October 14th, October 15th and October 16th. There were 18 children and 5 adults for a total of 23 in attendance.

Kenmore Branch Librarian **Nicole Bermingham** presented two sessions of the *Toddler Time for Twos Program* on October 2nd, October 9th, October 16th, October 23rd and October 30th at the Kenmore Branch. There were 70 children and 76 adults in the first session and 58 children and 46 adults in the second session for a total of 250 in attendance.

The Central Library Cybertrain Team presented three Adult Computer classes at the Kenmore Branch. The *Computer Basics* class was held on October 2nd with 8 in attendance. The *Book a Technology Trainer Appointments* were held on October 9th with 3 participants. The *Editing Digital Photos* class was held on October 16th with 4 in attendance.

Kenmore Branch Librarian **Nicole Bermingham** presented the *Crafter-Day Program* for ages 6-10 on October 3rd at the Kenmore Branch. There were 9 children and 1 adult for a total of 10 in attendance.

Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the *Adult Monthly Journal Group* at the Kenmore Branch on October 6th. There were 6 in attendance.

Kenmore Branch Librarian **Nicole Bermingham** presented the new *Kenmore Library News Program* for ages 9-12 on October 7th, October 14th, October 21st and October 28th at the Kenmore Branch. There were a total of 53 in attendance.

Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the monthly *Adult Book Discussion Group* at the Kenilworth Branch on October 7th. There were 8 in attendance.

Kenilworth Branch Librarian **Sarah Plunkett-McLean** presented the first meeting of the *Read and Talk ESL Book Club* for adults on October 9th at the Kenilworth Branch. There were 4 in attendance.

The *Books and Barks Program* initiated by Kenmore Branch Librarian **Jill Jablonski** for ages 6-12 began on October 10th at the Kenmore Branch. The *Books and Barks Program* is designed to help reluctant readers by allowing them to practice reading to a therapy dog. Rufus the dog belongs to John Knorr. There were 5 children and 4 adults for a total of 9 in attendance. The program will be held the second Saturday of every month from 10:30-12:00. Children sign-up for a 15 minute session to read with Rufus.

Kenmore United Methodist Nursery School visited the Kenmore Branch on October 13th. Kenilworth and Kenmore Branch Manager **Amy Christman** provided an introduction to the library and read them two stories. There were 14 children and 2 adults for a total of 16 in attendance.

Kenilworth Branch Librarian **Nancy**

Offerman presented the *Jumpstart's Read for the Record Program* on October 22nd at the Kenilworth Branch. *Jumpstart's Read for the Record*® is a global campaign in its 10th year, "which generates public support for high-quality early learning by mobilizing millions of children and adults to take part in the world's largest shared reading experience." This year's book was ***Not Norman: A Goldfish Story***, written by Kelly Bennett and illustrated by Noah Z. Jones. There were 6 children and 2 adults for a total of 8 in attendance. The Explore and More Children's Museum presented the *Multicultural Masks Program* for ages 5-12 on October 22nd at the Kenmore Branch. Participants learned about different kinds of masks and why they were created in different cultures and they made a mask to take home. There were 9 children and 8 adults for a total of 17 in attendance. The Central Library Children's Programming Team presented the *Pumpkin Jubilee Program* for ages 3-8 on October 26th at the Kenilworth Branch. There were 12 children and 9 adults for a total of 21 in attendance. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Teen Gaming Night* for ages 13-17 at the Kenmore Branch on October 27th. There were 13 teens in attendance. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated a book discussion on October 27th at the Kenmore Branch for the book, *The Beautiful Things That Heaven Bears* by Dinaw Mengestu, in conjunction with Just Buffalo Literary Center and the 2015 *BABEL* series. There were 3 adults in attendance. The Central Library Cybertrain Team conducted *Book Technology Trainer Appointments on October 30th* for adults at the Kenilworth Branch. There were 3 participants.

An article titled, *Write for Life: The Benefits of Creative Writing for Seniors* in the *Forever Young Senior Publication* October 2015 issue by Rebecca Cuthbert includes excerpts from a phone interview on August 27th that Kenilworth and Kenmore Branch Manager **Amy Christman** had with Rebecca Cuthbert about her *Adult Journal Group* which meets monthly at the Kenmore Branch.

Author, Bridgette Mongeon donated a copy of her book, *3D Technology in Fine Art and Craft: Exploring 3D Printing, Scanning, Sculpting and Milling* to the Kenmore Branch on October 1st and took a picture with Town of Tonawanda Public Library Director **Dorinda Darden**. The book will be added to the Kenmore Branch Collection. Town of Tonawanda Public Library Director **Dorinda Darden** sent a Thank You Letter on October 2nd to Ms. Bridgette Mongeon for her donation.

The Visiting Nursing Association of Western New York, Inc. held a *Flu Shot Clinic* at the Kenmore Branch on October 5th.

The Kenmore Branch received a check dated October 12, 2015 from Mary Lou Reigle in the amount of \$40.00 as a *Memorial Gift for Dorothy Nist* who passed away on August 9, 2015. Town of Tonawanda Public Library Director **Dorinda Darden** sent a Thank You Letter for the donation.

Town of Tonawanda Public Library Director **Dorinda Darden** presented documents to support the proposed *Teen Space* at the Kenmore Branch to Board Members at the *Town of Tonawanda Public Library Board Meeting* held on October 13th at the Kenmore Branch. In addition to the ideas from the staff of the Town of Tonawanda Public Library – Kenilworth and Kenmore Branches, Kenmore Branch Librarian **Jill Jablonski** created

a *Teen Space Survey* on October 7th which ran through October 31st to gather ideas from teens as well. The plan is to have the **Teen Space** replace the Lounge Area at the Kenmore Branch and have the area completed by Spring 2016. Furniture and equipment will be purchased with legislative funds received from New York State.

The *Annual Reference Transactions Survey* was conducted the week of October 17, 2015 - October 23, 2015 at the Kenilworth Branch. A total of 76 questions were fielded, a decrease of 10% over 2014's 85.

The *Annual Reference Transaction Survey* was conducted the week of October 17, 2015 – October 23, 2015 at the Kenmore Branch. A total of 448 questions were fielded, an increase of 3.7% over 2014's 432.

Town of Tonawanda Public Library Director **Dorinda Darden** sent a *Wish List for the Community Renovations* at the Kenilworth Branch via e-mail on October 21st to Kenmore-Town of Tonawanda Friends of the Library President Laura Glass. Proceeds from the Annual Book Sale held on September 9, 2015 – September 12, 2015 will be used to pay for these renovations.

Kenilworth Branch Librarian **Sarah McLean-Plunkett** attended the *Customer Service Committee Meeting* held at the Central Library on October 5th.

As a member of the Zonta Club of Kenmore, Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Zonta Club of Kenmore's Business Meeting* held at Brookdale Kenmore Assisted Living on October 7th.

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 October 14th.

Tonawanda Public Library Director **Dorinda Darden** worked the *Ask Us 24/7 Virtual Reference Chat* service on October 14th and October 28th for a total of 2 hours.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Association of Contract Library Trustees (ACT) Meeting* held at the Anna Memorial Library on October 17th.

Kenmore Branch Librarian **Jill Jablonski** attended the *Intellectual Freedom Webinar* on October 23rd.

Kenmore Branch Librarian **Jill Jablonski** attended the *Community Connections Webinar* on October 27th.

Kenilworth Branch Librarian **Sarah McLean-Plunkett** attended the Western New York Library Resources Council (WNYLRC) *Getting to Know You – Buffalo Museum of Science Workshop* held at the Buffalo Museum of Science on October 27th.

Kenmore Branch Librarian **Peter Kirsch** attended the *Extreme Customer Service, Every Time* and the *Dealing with Angry Patrons Webinars* on October 27th.

Town of Tonawanda Public Library Director **Dorinda Darden** held *Staff Meetings* at the Kenmore Branch on October 28th and at the Kenmore and Kenilworth Branches on October 29th.

Kenmore Branch Librarian **Jill Jablonski** attended the *Assisting Patrons with eReaders Webinar* on October 29th.

Kenmore Branch Librarian **Peter Kirsch** attended the Western New York Library Resources Council (WNYLRC) *Banish the Bullet Point: Using Power Point Effectively Workshop* held at the WNYLRC Training Center on October 29th.

UNFINISHED BUSINESS:

2013-2014 New York State Library Construction Grant.

Director Darden reported on the punch list of items still not completed by Parise Mechanical, and for which the Town of Tonawanda continues to ask that Parise complete the work. There is painting to be done at Kenilworth, and rails to be installed on the roof at Kenmore Library. Also, the Town is working with the Buffalo & Erie County Public Library's Information Technology Department to get the building controls system working more efficiently.

2014-2015 New York State Library Construction Grant

Andrew Rak, a Junior Engineer for the Town, told Director Darden that the Town is looking to get the grant projects out to bid soon.

Mini-Branch Exploration

Jason Aronoff reported that he sent a letter to system Library Director Mary Jean Jakubowski, Chief Financial Officer Ken Stone, and Chief Operating Officer Carol Batt informing them that the exploration would not continue due to the costs of beginning and sustaining a new public library branch in the former Brighton Public Library could not be met at this time. Copies of the letter were sent to: Town Councilwoman Lisa Chimera, Erie County Legislator Kevin Hardwick, System Library Board member Katie Burd, Town of Tonawanda Public Libraries Director Dorinda Darden.

NEW BUSINESS:

Nominating Committee

Annette Della Posta, Laura Glass, and Eileen Crawford agreed to become the Nominating Committee, and, at the December Library Board meeting, would recommend a slate of officers for the 2016 year. Each of the current officers gave a summary of what tasks they do as an officer.

With his term expiring at the end of December 2015, Jason Aronoff said he would not seek to return as Board member for another term.

Wish List for the Community Room Renovations at the Kenilworth Branch Library.

Director Darden sent Board members an email of the wish list for Community room at the Kenilworth Library. Money from the Friends of the Kenmore Libraries will be used to meet the wish list once the new windows are in place in the Community room. Ideas from the staff made for an extensive list of things to make the Community room a better place for patrons. One item on the list was a new rug that will be purchased after the windows are installed. Since the Friends of the Kenmore Libraries will be funding many of the things on the wish list, Laura Glass will be meeting with Friends Board to go over the list.

Association of Contract Library Trustees (ACT) Meeting held on October 17, 2015 at the Anna Reinstein Memorial Library.

Director Darden gave each of our Library Board members the Cheektowaga Libraries audit from the State Comptroller's office. The audit was discussed at the ACT meeting. Director Darden directed our attention to the Comptroller's recommendations on page 8 of the report to see what the thoughts the Comptroller had to improve the process of keeping good records. Cheektowaga's records were well kept.

After the meeting, Director Darden emailed a copy of our Kenmore Libraries' Payroll report and our budgets to Tracy Palicki, Library Administrative Manager, which mailing is done every couple of months. The reports sent to Tracy Palicki now are also being sent to Library Board Treasurer Laura Glass. The idea is to have a careful and consistent report of our libraries' financial business, and to have checks and balances on our bookkeeping so that if an audit is conducted our records are complete and up to date. Like Cheektowaga, Director Darden said we at the two Kenmore Public Libraries maintain good financial data.

The next ACT meeting will be held on December 5, 2015 and will be about the Trustees Handbook. The meeting will be held at Cheektowaga's Julia Boyer Reinstein Library on Losson Road.

Additionally, Director Darden recommended that we see the very worthwhile Milestones of Science exhibit at the Central Library.

Town of Tonawanda Budget for Libraries

Chair Ginnane and Laura Glass asked for Town Councilman Joe Emminger let us know how much of the Town's budget was devoted to libraries in the Town, and to clarify the amount of money now in the Greenhaven fund. Councilman Emminger did reply on both questions. The Greenhaven fund, more formally known as the "Capital Reserve Fund," now has \$210,000 remaining from the sale of the Greenhaven library. In the tentative 2016 Town Budget, \$28,500 is to be set aside for libraries.

Of that total, some of the money, about \$12,000, appears to go to Brighton Place for utilities. The other money for libraries seems to be in the budget to enable Town workers to do various tasks at the library buildings. It was not clear to the Board the particular ways some of the money might be used. Eileen Crawford asked about a reconciliation of the numbers in the budget for libraries at the end of the year.

In addition, our Library Board felt that we, as a Board, should properly credit our Friends of the Kenmore Libraries for any purchases for our two libraries that are made with the Friends' money. It was recommended to have at least an annual list of Friends purchases in the minutes of our Board.

Amherst Alarm, Inc. Additional Dome Camera Proposal for the Kenmore Branch

Chair Ginnane noticed that the present configuration of cameras in the Kenmore Public Library does not have a camera that covers the first floor near and behind the stairway. Director Darden called Amherst Alarm to get a quote for a camera for the first floor to show the area beside the stairway. Matt Hofmeister from Amherst Alarm said the camera would cost \$572. Eileen Crawford suggested that maybe there should be a camera on the stairway from the first to the second floor.

A motion to purchase the camera to monitor the base of the stairway was made by Laura Glass, and seconded by Annette Della Posta. The motion was passed.

Public Fax Service

Director Darden contacted Ken Stone and Tracy Palicki in the Library system office to ask about getting a public FAX machine for Kenmore Public Library and another for Kenilworth Public Library. Five libraries in the system have public FAX machines that are furnished free to the libraries by the Teleview Services, Inc. company. The machines take either a credit card or a vending card that would be sold at the libraries. The cost of the FAX for the patrons is less than they would pay at a commercial business, and there is a small profit to the library system from the sale of the cards. Director Darden said that patrons regularly ask if they can send a FAX. She would recommend that we get the FAX service at our two libraries.

Laura Glass made a motion for the Board to approve getting the FAX service for our two public libraries, and Eileen Crawford seconded the motion. The motion was passed.

PUBLIC COMMENT:

None.

A motion to adjourn was made by Annette Della Posta and seconded by Stan Pustulka. Motion passed. Meeting adjourned at 8:20 pm. The next meeting of the Town of Tonawanda Public Library Board will be on December 8, 2015.

Respectfully Submitted,

Jason Aronoff, Secretary

