

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
JANUARY 12, 2016

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, January 12, 2016 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, Jeanne Phillips, 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 7pm

APPROVAL/CHANGES TO AGENDA:

- Motion made by Eileen Crawford to have election of officers immediately following the Report of Chair. Seconded by Jason Aronoff and passed.

ADOPTION OF MINUTES:

- Motion made by Richard Geer to accept the minutes from the December 8, 2015 meeting, and seconded by Eileen Crawford. Motion passed.

REPORT OF THE TREASURER:

- Motion made by Richard Geer to accept the Treasurer's Report, and seconded by Eileen Crawford. Motion passed.

REPORT OF THE CHAIR SHEILA GINNANE:

Chair Sheila Ginnane received a letter from Trustee Jason Aronoff stating he will not seek another term on the Library Board. He copied the letter to Councilwoman Lisa Chimera. The Chair has notified the Town Clerk, Marguerite Greco so that the Library Board records can be updated with the Town of Tonawanda.

Chair attended a meeting at Kenmore Library on January 11, 2016. The meeting included Library Director Dorinda Darden, Branch Manager Amy Christman, Town Representatives Jim Jones, Rich Ford, and Andrew Rak, three Representatives from National Grid, 2 Representatives from Kenmore United Methodist Church.

The topic of the meeting was to move a National Grid pole from between the Church and Library because the new HVAC unit on the Library roof is too close to National Grid transformers. The plans will result in placing three poles on the north side of the Library. The transformer will result in the library losing one parking place in the northeast corner of the parking lot.

As I complete my term as Chair, I would like to thank the Library Board for their support these last two years. Thank you to the Friends Group for the funds

they have provided so that we could redo the Kenmore Community Room and first floor painting. Thank you to Library Director Dorinda Darden for keeping the Library Board so informed on what is happening in our Town libraries.

ELECTION OF OFFICERS:

- Election slate was presented by Secretary, Jason Aronoff as follows: Chair – Richard Geer; Vice-chair – Annette Della Posta; Secretary – Jeanne Phillips; Treasurer – Stan Pustulka
- Floor was opened to further nominations.
- Slate is as stands. Vote cast by Secretary, Jason Aronoff

REPORT OF DIRECTOR DORINDA DARDEN:

STATISTICS

Circulation:

Kenmore:	December 2014:	22,119	December 2015:	21,522	-2.7%	-
Kenilworth:	December 2014:	5,615	December 2015:	4,617	-17.8%	

Patron Visits:

Kenmore:	December 2014:	12,234	December 2015:	11,172	-8.7%	-
Kenilworth:	December 2014:	4,084	December 2015:	4,002	-2.0%	

Programs:

Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the *Adult Monthly Journal Group* at the Kenmore Branch on December 1st. There were 9 in attendance. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the monthly *Adult Book Discussion Group* at the Kenilworth Branch on December 2nd. There were 12 in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented the *Kenmore Library News Program* for ages 9-12 on December 2nd, December 9th, December 16th, December 23rd and December 30th at the Kenmore Branch. There were a total of 32 in attendance. Ripen With Us Child Care Center visited the Kenilworth Branch on December 3rd 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. The Central Library Cybertrain Team presented two Adult Computer classes for adults at the Kenmore Branch. The *All Things Audio* was held on December 4th with 7 in attendance. The *Microsoft Word Basics* was held on December 18th with 7 in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented the *Crafter-Day Program* for ages 6-10 on December 5th at the Kenmore Branch. There were 16 children and 6 adults for a total of 22 in attendance. The Central Library Children's Programming Team presented the *Frosty and Friends Program* for ages 3-8 on December 9th at the Kenmore Branch. There were 10 children and 9 adults for a total of 19 in attendance. Participants enjoyed stories and making a craft. Kenilworth Branch Librarian **Sarah Plunkett-McLean** presented the *Read and Talk ESL Book Club* for adults on December 11th at the Kenilworth Branch. There were 4 in attendance. The *Books and Barks Program* for ages 5-12 coordinated by Kenmore Branch Librarian **Jill Jablonski** was held

on December 12th. There were 5 children and 6 adults for a total 11 of in attendance. The Explore and More Children's Museum presented the *Graham Cracker House Construction Program* for ages 1-12 on December 14th at the Kenilworth Branch. There were 22 children and 13 adults for a total of 35 in attendance. The *Visit with Violet Reading Program* initiated by Kenilworth Branch Librarian **Nancy Offerman** for ages 5-12 began on December 16th at the Kenilworth Branch. The *Visit with Violet Reading Program* is designed to help reluctant readers by allowing them to practice reading to a licensed therapy dog. *Violet* is a Labrador retriever. Children sign up for a 15 minute session to read to *Violet*. There were 4 children and 5 adults for a total of 9 in attendance. The program will be held once a month. The Explore and More Children's Museum presented the *Graham Cracker House Construction Program* for ages 1-12 on December 17th at the Kenmore Branch. There were 12 children and 10 adults for a total of 22 in attendance. The Central Library Cybertrain Team conducted *Book a Technology Trainer Appointments* on December 29th for adults at the Kenilworth Branch. There were 4 participants. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Teen Gaming Night* for ages 12-17 at the Kenmore Branch on December 29th. There were 7 teens in attendance.

The Kenilworth and Kenmore Branches began using *Libstats* on December 1st, to record Reference Transactions, Directional, Equipment and Policy questions to become familiar with recording these transactions which the Buffalo & Erie County Public Library System will begin using on a daily basis starting January 2016.

The Kenmore Branch received a Christmas card and a check for \$100 from Marie and Jay Novello in honor of their sister and brother-in-law Diane and Art Kirchberger who live in Kenmore. Town of Tonawanda Public Library Director **Dorinda Darden** sent a *Thank You Letter* on December 21st for their donation.

Kenmore Branch Librarian **Peter Kirsch** resigned. His last day was December 23rd.

Throughout the month, staff at the Kenmore Branch moved Young Adult materials to the Lounge Area where the **Teen Area/Space** is being created. Additional shelving units, furniture, equipment etc. will be ordered in January 2016 for this area as well.

The Kenilworth and Kenmore Branches received the *Floor Model of the FaxScan24 Self-Service Kiosk* from Televend Services, Inc. on December 28th. Town of Tonawanda Youth, Parks and Recreation Department Crew Chief Jim Abramo will have a drop installed for the telephone line so that the fax machines for the public can be hooked up in the main area of each library.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Town of Tonawanda Community Meeting* held at the Ken-Ton Family Support Center on December 1st.

Tonawanda Public Library Director **Dorinda Darden** worked the *Ask Us 24/7 Virtual Reference Chat* service on December 2nd, December 16th and December 30th for a total of 3 hours.

Kenilworth Branch Librarian **Sarah McLean-Plunkett** participated in the Western New York Library Resources Council's (WNYLRC) *LibGuides Workshop* held at the WNYLRC Training Center on December 3rd.

Town of Tonawanda Public Library Director **Dorinda Darden**, Town of Tonawanda Public Library Board Members Laura Glass and Stanley Pustulka attended the *Association of Contract Library Trustees (ACT) Meeting* held at the Julia Boyer Reinstein Library on December 5th.

Kenilworth and Kenmore Branch Manager **Amy Christman** attended the *PageTurner's Committee Meeting* held at the Central Library on December 8th.

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 December 9th.

Kenilworth Branch Librarian **Sarah McLean-Plunkett** and Kenmore Branch Librarian **Nicole Bermingham** participated in the *On Your Mark, Get Set, Read! Webinar* presented by Upstart on December 10th.

Kenmore Branch Librarian **Nicole Bermingham** participated in the *Creating a Culture of Yes at Your Library and in Your Community WebJunction Webinar* on December 11th.

Kenilworth and Kenmore Branch Manager **Amy Christman** held a *Librarians Meeting* on December 11th at the Kenmore Branch. Kenmore Branch Librarians **Nicole Bermingham**, **Jill Jablonski** and **Peter Kirsch** attended the meeting.

Kenilworth Branch Librarian **Sarah McLean-Plunkett** attended the *Customer Service Committee Meeting* held at the Central Library on December 14th.

Town of Tonawanda Public Library Director **Dorinda Darden** conducted *Staff Meetings* at the Kenilworth Branch on December 15th and at the Kenmore Branch on December 17th and December 18th.

Kenmore Branch Librarian **Jill Jablonski** took part in the following Webinars in December:

Inclusive Programming for Adults with Developmental Disabilities presented by RAILS Libraries and Library Social Media Use, The Community Connector: Referring Social Services at the Library, The Online Learner: Sinking or Swimming, Creating a Culture of Yes at Your Library and in Your Community and Innovative and Engaging Teen Programming WebJunction Webinars.

UNFINISHED BUSINESS:

- 2013-2014 New York State Library Construction Grant: Director Darden reported that at a meeting held with National Grid, Kenmore Methodist Church, and Town and Library representatives the decision was made to remove the utility pole between the library and the church and install 3 new ones on the other side of the library building. Dorinda Darden stated that the church was pleased with this decision.
- 2014-2015 New York State Library Construction Grant: The Town will be requesting bids for the elevator at Kenmore Library and the windows at Kenilworth Library. Director Darden has spoken with Sue Barnes from the Town re: request for a deadline extension to begin work in February. Justification will be needed as to why it cannot be started by deadline. Dorinda Darden also distributed copies of possible interior design for the elevator.
- A letter of thanks to outgoing Town Supervisor Caruana will be sent on behalf of the Library Board.

NEW BUSINESS:

- Director Darden reminded Trustees of the Annual ACT Trustees Workshop to be held on February 6, 2016. She will register those trustees who are able to attend.
- Director Darden provided a copy of the 2015 Library Contract Extension and the 2016 Budget Schedules. She explained that there would be a new pay scale of Library Pages and Senior Pages due to an increase in the minimum wage.

PUBLIC COMMENT:

None.

A motion to adjourn was made by Jeanne Phillips and seconded by Sheila Ginnane. Motion passed. Meeting adjourned at 8:00 pm. The next meeting of the Town of Tonawanda Public Library Board will be on February 9, 2016 at 7 pm.

Respectfully Submitted,

Jeanne Phillips, Secretary