

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD  
FEBRUARY 9, 2016

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, February 9, 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:

Eileen Crawford, Annette Della Posta, Richard Geer, Sheila Ginnane, Jeanne Phillips.

Also attending: Dorinda Darden, Library Director of the Town of Tonawanda Public Library-Kenmore and Kenilworth Branches.

Guests: Matt and Dawn McDonald

Chair, Richard Geer, called meeting to order at 7pm

APPROVAL/CHANGES TO AGENDA:

- Motion made by Eileen Crawford to move the presentation by guests, Matt and Dawn McDonald, under Unfinished Business prior to the Report by Chair. Motion seconded by Annette Della Posta and passed.

ADOPTION OF MINUTES:

- Motion made by Sheila Ginnane to accept the minutes of January 12, 2016 as written. Motion seconded by Eileen Crawford and passed.

REPORT OF TREASURER:

- Reports distributed and reviewed. Director Darden reported that the Town of Tonawanda Public Library 2015 return to system calculation is \$48,035.55. This will come from the General Account. Motion made by Eileen Crawford to accept the Treasurer's report and seconded by Sheila Ginnane. Motion passed.

PRESENTATION:

- In light of the need for a storage shed at the Kenilworth Library, Matt McDonald has offered to provide this shed as his Eagle Scout Project.
- Discussion followed concerning what type and size of shed is needed and where to put it on the Kenilworth property. The Friends group will provide finances for this shed and the Scouts under the leadership of Matt McDonald will arrange for labor. He hopes to be able to begin in 2 months.
- Matt McDonald will also be in contact with Melissa Foster from KVIS (Kenmore Village Improvement Society) for direction in helping with the gardening work at Kenilworth.
- Contact information was exchanged and thanks given to Matt McDonald for his project proposal.

## REPORT OF CHAIR:

Chair Richard Geer attended the Association of Contracting Library Trustees annual workshop on February 6th.

at the Central Branch of the Buffalo and Erie County Public Library. The workshop included three rotating morning sessions covering the following subjects: STEM Education Center; System Services and Marketing and Advocacy. Each session was presented by Central Library staff.

After lunch, a tour of the Milestones of Science exhibit at the Central Branch was given.

Town of Tonawanda Library Director Dorinda Darden, Board Members Eileen Crawford, Sheila Ginnane, Annette Della Posta and Stanley Pustulka also attended.

The chair attended a Pre-Bid Meeting at Kenilworth Library on February 23rd. The subject of the meeting was to receive bids for the library door and window improvements at Kenilworth Library under the 2014-2015 New York State Library Construction Grant.

Town of Tonawanda Library Director Dorinda Darden and Kenilworth and Kenmore Branch Manager Amy Christman also attended the meeting along with representatives from the town.

No bids were received at the meeting for the project.

## REPORT OF DIRECTOR:

### STATISTICS

#### Circulation:

Kenmore: January 2015: 23,904 January 2016: 22,500 -5.9% -

Kenilworth: January 2015: 5,646 January 2016: 4,274 -24.3%

#### Patron Visits:

Kenmore: January 2015: 14,504 January 2016: 12,009 -17.2%

Kenilworth: January 2015: 3,838 January 2016: 3,724 -3.0%

#### Programs:

Kenmore Branch Librarian **Nicole Bermingham** presented the *Crafter-Day Program* for ages 6-10 on January 2<sup>nd</sup> at the Kenmore Branch. There were 21 children and 7 adults for a total of 28 in attendance. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the *Adult Monthly Journal Group* at the Kenmore Branch on January 5<sup>th</sup>. There were 10 in attendance.

Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the monthly *Adult Book Discussion Group* at the Kenilworth Branch on January 6<sup>th</sup>. There were 10 in attendance.

Kenmore Branch Librarian **Nicole Bermingham** presented the *Kenmore Library News Program* for ages 9-12 on January 6<sup>th</sup>, January 13<sup>th</sup>, January 20<sup>th</sup> and January 27<sup>th</sup> at

the Kenmore Branch. There were a total of 27 in attendance. The *Books and Barks Program* for ages 5-12 coordinated by Kenmore Branch Librarian **Jill Jablonski** was held on January 9<sup>th</sup>. There were 7 children and 4 adults for a total 11 of in attendance. Ripen With Us Child Care Center visited the Kenilworth Branch on January 14<sup>th</sup> to listen to stories 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 Technology Training classes for adults at the Kenmore Branch. The *eBooks and eReaders* was held on January 15<sup>th</sup> with 10 in attendance. The *Book a Technology Trainer* was held on January 29<sup>th</sup> with 3 participants. Kenilworth Branch Librarian **Sarah Plunkett-McLean** presented the *Read and Talk ESL Book Club* for adults on January 15<sup>th</sup> at the Kenilworth Branch. There were 2 in attendance. The *Visit with Violet Reading Program* for ages 5-12 was held on January 20<sup>th</sup> at the Kenilworth Branch. There were 8 children and 6 adults for a total of 14 in attendance. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Teen Gaming Night* for ages 12-17 at the Kenmore Branch on January 26<sup>th</sup>. There were 13 teens in attendance.

New York State Department of Taxation and Finance provided free *Tax Assistance* on January 26<sup>th</sup> and January 27<sup>th</sup> at the Kenilworth Branch.

Town of Tonawanda Public Library Director **Dorinda Darden** and Kenilworth and Kenmore Branch Manager **Amy Christman** interviewed candidates for the Part-Time Librarian I position on January 26<sup>th</sup>, January 27<sup>th</sup> and January 28<sup>th</sup> available at the Kenmore Branch. There were a total of 6 candidates.

The Town of Tonawanda Public Library Director **Dorinda Darden** met with Assemblyman Robin Schimminger at his Delaware Office on January 5<sup>th</sup> to advocate for libraries and to encourage an increase in *New York State Library Aid for 2016*. Buffalo & Erie County Public Library Chief Operating Officer **Carol Batt**, Western New York Library Resources Council (WNYLRC) Executive Director Sheryl Knab, WNYLRC Outreach & Member Services Coordinator Heidi Bamford, Tom Bindeman from the NIOGA Library System, Eric Kolber from the US Army Corps of Engineers, Jim Mendola from the Olmsted Parks Conservancy, Doug Bathke and Rae Proefrock from Herschell Carrousel Museum were also in attendance.

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 the Episcopal Church of the Advent in Kenmore on January 6<sup>th</sup>.

Kenilworth and Kenmore Branch Manager **Amy Christman** held a *Librarians Meeting* on January 7<sup>th</sup> at the Kenmore Branch. Kenmore Branch Librarians **Nicole Bermingham** and **Jill Jablonski** attended the meeting.

Kenilworth Branch Librarian **Sarah McLean-Plunkett** attended the *Customer Service Committee Meeting* held at the Central Library on January 11<sup>th</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 January 13<sup>th</sup>.

Tonawanda Public Library Director **Dorinda Darden** worked the *Ask Us 24/7 Virtual Reference Chat* service on January 13<sup>th</sup> and January 27<sup>th</sup> for a total of 2 hours.

Kenmore Branch Librarian **Nicole Bermingham** participated in *On Your Mark, Get Set, Read! Webinar* provided by Upstart on January 20<sup>th</sup>.

Kenilworth Branch Librarian **Sarah McLean-Plunkett** participated in the *Cataloging in Publication CIP Data Block Webinar* provided by the Western New York Library Resources Council (WNYLRC) on January 26<sup>th</sup>.

Town of Tonawanda Public Library Director **Dorinda Darden**, Kenmore Branch Caretaker **Rickie Davis**, Tonawanda Technical Support Department Engineer James (Jim) Jones, Town of Tonawanda Technical Support Department Senior Engineer Assistant David Decker, Youth, Parks and Recreation Supervisor of Parks Maintenance Rich Ford and Town of Tonawanda Technical Support Department Junior Engineer Andrew Rak attended the *Kenmore Library Elevator Rehabilitation Pre-Bid Meeting* held at the Kenmore Branch and the *Kenilworth Library Window Replacement Pre-Bid Meeting* held at the Kenilworth Branch on January 26<sup>th</sup> which were awarded with the *2014-2015 New York State Library Construction Grant*.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Town of Tonawanda Community Meeting* held at the New Covenant Church on January 27<sup>th</sup>.

Kenilworth Branch Librarian **Sarah McLean-Plunkett** participated in the *RDA Lite: a Beginning Webinar* provided by the Western New York Library Resources Council (WNYLRC) on January 28<sup>th</sup>.

Kenmore Branch Librarian **Jill Jablonski** took part in the following *Webinars* in January: *New Non-Fiction for Young Readers* on January 2<sup>nd</sup>, *The Modern Library: Meeting Users on Their Own Terms* on January 4<sup>th</sup>, *YA Announcements: Reader's Advisory for Teens* on January 7<sup>th</sup>, *60 Sites in 60 Minutes* on January 7<sup>th</sup>, *Pinterest for Libraries: Building Community Through Social Media* on January 13<sup>th</sup>, *Meeting the Unique Needs of Teens* on January 14<sup>th</sup>, *ABLE 11: Basic Reference Sources* on January 19<sup>th</sup>, *Geek the Library: Impact and Outcomes* on January 19<sup>th</sup>, *From Superheroes to Vampires: The Hottest Graphic Novels and Manga of 2015* on January 22<sup>nd</sup>, *Diverse Voices: A Discussion on Crafting Fiction, Non-Fiction and Audiobooks That Reflect and Celebrate Diversity* on January 23<sup>rd</sup>, *Editor's Picks: Your Next Big Reads from HarperCollins and Penguin Random House* on January 24<sup>th</sup>, *Get in the Game: Read* on January 28<sup>th</sup>, *Finding Reliable Information Online: Adventures of an Information Sleuth* on January 29<sup>th</sup>, *From Struggling Readers to Striving Readers: The Complexities of HiLo Books* on January 30<sup>th</sup>, *Trials and Tribulations: Handling Hard Topics for Youth* on January 30<sup>th</sup> and *Weeding Tops: Tackling Fiction* on January 31<sup>st</sup>.

#### UNFINISHED BUSINESS:

- 2013-2014 NEW YORK STATE LIBRARY CONSTRUCTION GRANT: Dorinda Darden reported that she has received a final invoice from Mike Kaiser which represents work done on the Kenmore Library air conditioning and the Kenilworth Library reroofing and air conditioning. The invoice shows the Town's 50% match of funds. After paying these final invoices some funds remain from the 2013-2014 grant. Director Darden will discuss this with Ken Stone to determine if this money can be used to fund other items related to this original grant.
- 2014-2015 NEW YORK STATE LIBRARY CONSTRUCTION GRANT: Dorinda Darden attended a meeting on January 26 with the Town where there was discussion about some discrepancies re: estimate made by Otis elevator for work that needed to be done. DCB elevator felt that the height and weight restrictions were not appropriate as well as some other questions they had about the estimate made by Otis. The Town investigated this and informed DCB that they will need to work with Amherst Alarm and investigate other findings to make an amendment in their estimate if needed.
- Completion date should be May 31, 2016.
- Dorinda Darden also reported that at this meeting on January 26 there was discussion about the work that needed to be done on the new windows at Kenilworth Library. There have been no responses to the initial bid so another request for bids has been put out. It has also been discovered that a minor asbestos abatement problem exists around the windows and will take 1 to 2 days to resolve.
- PUBLIC FAX SERVICE: Director Darden stated that public Fax Service is now available at both libraries. She gave a special thanks to Jim Abramo from Town of Tonawanda Youth, Parks and Recreation whose staff helped to set this up.
- TEEN SPACE AT THE KENMORE LIBRARY: Dorinda Darden stated that she has begun to order material for the Teen Space based on recommendations from the teens and Library staff. So far this includes 2 cafe stools and 1 table, mobile bookstore displayers, signs and softer chairs. She has also made a request from the Zonta Club of Kenmore for some additional funding for this space.
- The Kenilworth Library has also received 6 mobile bookstore displayers for DVD use.

#### NEW BUSINESS:

- The Town of Tonawanda Public Library Board of Trustee meeting for July has been changed to July 19<sup>th</sup>, 2016.
- Sheila Ginnane requested that the Trustees consider a remembrance donation for Librarian Offerman's mother and Trustee Laura Glass' father. Dorinda Darden will ask Nancy Offerman for suggestions and Eileen Crawford will ask Laura Glass for suggestions and report at the next meeting.

Eileen Crawford made a motion to adjourn and go into Executive Session for accident and incident report. Sheila Ginnance seconded the motion. Meeting adjourned to Executive Session

#### EXECUTIVE SESSION

A motion to adjourn the meeting was made by Sheila Ginnane and seconded by Eileen Crawford. Motion carried. Meeting adjourned at 8:35 pm. The next meeting of the Town of Tonawanda Public Library Board will be on March 8, 2016 at 7 pm.

Respectfully Submitted,

Jeanne Phillips, Secretary