

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
JUNE 14, 2016

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, June 14, 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, Laura Glass, Richard Geer, Sheila Ginnane, Kathy Kanaley, Stanley Pustulka and Jeanne Phillips.

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

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

APPROVAL/CHANGES TO AGENDA:

- Motion made by Eileen Crawford to accept agenda as written. Motion seconded by Sheila Ginnane. Motion passed.

ADOPTION OF MINUTES:

- Motion made by Stan Pustulka to accept the minutes from the Board Meeting of May 3, 2016 and seconded by Laura Glass. Motion passed.

REPORT OF THE TREASURER:

- Treasurer report distributed to Trustees. Motion made by Annette Della Posta to accept the report and seconded by Kathy Kanaley. Motion passed.

REPORT OF THE CHAIR:

- Chair Geer reported that he listened to two webinars offered by the New York's Libraries Information Network. One was titled "Building for Your Future: Public Library Renovation and Construction from Dream to Dedication" and the other was "What's New in the Trustee Handbook?" He noted that all municipal libraries need an independent auditor that should be prepared for an audit by the New York State Comptroller at any time.
- Chair Geer reported that County Legislator, Peter Savage, would like to attend the August meeting of the Library Board.

REPORT OF THE DIRECTOR:

STATISTICS

Circulation:

Kenmore:	June 2015: 23,120	June 2016: 22,446	-2.9%
Kenilworth:	June 2015: 6,131	June 2016: 5,610	-8.5%

Patron Visits:

Kenmore:	June 2015: 12,650	June 2016: 12,423	-1.8 %
Kenilworth:	June 2015: 4,912	June 2016: 4,953	+0.8 %

Programs:

Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the monthly *Adult Book Discussion Group* at the Kenilworth Branch on June 1st. There were 8 in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented the *Kenmore Library News Program* for ages 9-12 on June 1st, June 8th, June 15th, June 22nd and June 29th at the Kenmore Branch. There were a total of 37 in attendance. Kenmore Branch Librarians **Jill Jablonski** and **Joseph Patton** held the *Battle of the Books Informational Meeting* for youth entering Grades 6-Grades 8 in the Fall of 2016 on June 1st at the Kenmore Branch. There were 7 Young Adults and 3 Adults for a total of 10 in attendance. Ripen With Us Child Care Center visited the Kenilworth Branch on June 2nd. They listen to stories read by Kenilworth Librarian **Nancy Offerman**, watched a movie and selected books to take back to their classroom. There were 5 children and 1 adult for a total of 6 in attendance. In relation to the *Read and Talk ESL Book Club*, the Ben Franklin School Arabic Parents Group came to the Kenilworth Branch on June 3rd to sign up for library cards, and to get an Introduction to the Library. Kenilworth Branch Librarian **Sarah McLean-Plunkett** worked with 12 adults and 4 children for a total of 16 in attendance. The Central Library **Cybertrain Team** presented a *Book a Technology Trainer* session on June 3rd at the Kenmore Branch. There were 3 participants. Kenmore Branch Librarian **Nicole Bermingham** presented the *Crafter-Day Program* for ages 6-10 on June 4th at the Kenmore Branch. There were 12 children and 5 adults for a total of 17 in attendance. Kenilworth Branch Library Associate **Margaret Kunz** facilitated the weekly *Adult Coloring Clinic* held at the Kenilworth Branch on June 6th, June 13th, June 20th and June 27th. There were a total of 16 participants. Kenmore Branch Librarian **Jill Jablonski** presented the new *Kenmore Library Knitting Group* on June 6th, June 13th and June 20th at the Kenmore Branch. This is a knitting group for all skill levels. There were a total of 11 in attendance. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the *Adult Monthly Journal Group* at the Kenmore Branch on June 7th. There were 8 in attendance. Kenmore Branch Librarians **Jill Jablonski** and **Joseph Patton** facilitated Battle of Books Meetings on June 8th, June 15th and June 22nd. There were a total of 31 Young Adults and 3 for a total of 34 in attendance. Kenilworth Branch Librarian **Sarah Plunkett-McLean** presented the *Read and Talk ESL Book Club* for adults on June 10th at the Kenilworth Branch. There were 3 in attendance. As a spin-off from the *Read and Talk ESL Book Club*, Kenilworth Branch Librarian **Sarah McLean-Plunkett** instituted a new ESL program she is calling *ESL Drop In*. This is for members of the *Read and Talk ESL Book Club* and their friends who want extra practice with the English language. **Sarah** is using easy to read news items which the members read and then discuss in order to practice reading and speaking in English. On June 10th, two classes visited the Kenmore Branch for stories, an Introduction to the Library and to check out books.

Kenmore Branch Librarian **Nicole Bermingham** facilitated the class of 5 and 6 year olds from Lindberg Elementary in the morning. There were 23 children and 7 adults for a total of 30 in attendance. Kenmore Branch Librarian **Jill Jablonski** facilitated the class of Special Education students in grades K-2 from Hoover Elementary in the afternoon. There were 10 children and 5 adults for a total of 15 in attendance. The *Books and Barks Program* for ages 5-12 coordinated by Kenmore Branch Librarian **Jill Jablonski** was held on June 11th at the Kenmore Branch. Therapy Dog Rufus was replaced by Violet. There were 6 children and 5 adults for a total of 11 in attendance. The *Visit with Violet Reading Program* for ages 5-12 coordinated by Kenilworth Branch Librarian **Nancy Offerman** was held on June 15th at the Kenilworth Branch. There were 7 children and 5 adults for a total of 12 in attendance. The Central Library Cybertrain Team presented the *Microsoft Word 2007 Intermediate Technology Training* class for adults at the Kenmore Branch on June 17th with 7 in attendance. The Central Library **Cybertrain Team** presented a *Book a Technology Trainer* session on June 20th at the Kenilworth Branch. There was one adult in attendance. Librarian **Mary Ann Budny**, from the Central Library Children's Programming Team presented the *Preschool Story Time* at the Kenmore Branch on June 23rd and June 30th. There were 45 children and 33 adults for a total of 78 in attendance. Kenmore Senior Page **Julie Spillman** facilitated the monthly *Adult Coloring Group* on June 23rd at the Kenmore Branch. There were 8 participants. The Central Library Children's Programming Team presented the *Minute Olympics Program* for children ages 7-12 on June 27th at the Kenmore Branch. There were 6 children and 3 adults for a total of 9 in attendance.

The Kenmore Branch was awarded \$750 at the *Zonta Club of Kenmore's Academic and Service Awards Dinner* held at Classics V in Amherst, NY on June 8th. These proceeds are to be used for the *Teen Space* at the Kenmore Branch. As a member of the Zonta Club of Kenmore, Town of Tonawanda Public Library Director **Dorinda Darden** was in attendance and represented the Kenmore Branch as well.

Town of Tonawanda Public Library Director **Dorinda Darden**, Kenmore Branch Librarian **Joseph Patton** and Bookmobile Librarian **Nicole Jesse** participated in the *Discover Kenmore* event held on June 18, 2016 in the Village of Kenmore from 8:00 AM - 4:00 PM (Set Up and Take Down at 8:00 AM and 3:00 PM respectively). **Dorinda** provided a brief *Introduction of the Library*, sung *Hello, How are you?* and read two stories *Silly Sally* and *The Napping House* by Audrey Wood in Big Book formats. **Joseph** read *Creepy Carrots!* by Aaron Reynolds during the Storytime held at 10:00 AM. There were 8 children and 4 adults for a total of 12 in attendance. Crafts were provided that included a **Door Hanger** (Designed by the Graphics Department with the *On Your Mark, Get Set Read!* Summer Reading Theme) and a **Sun Visor** made of cardstock and construction paper (Provided by the Children's Department). 56 children made the crafts with some making both. *On Your Mark, Get Set Read! Grab Bags* were also provided that included *On Your Mark, Get Set Read! Bookmark, Pencil, Stickers* and an

Activity Book which were purchased with funds from the Kenmore-Town of Tonawanda Friends of the Library and an instruction brochure created by Kenmore Branch Librarian **Jill Jablonski** on *How to Make a Jump Rope Out of Plastic Bags*. Two plastic bag jump ropes made by Kenmore Branch Librarian **Joseph Patton**, Town of Tonawanda Public Library Director **Dorinda Darden** and Kenmore Branch Library Associate **Jeanne McGill** were on display as well. In addition, Program and Information Flyers were provided from both the Kenmore Branch Library and the Bookmobile. There were a total of 322 people that visited throughout the day. Many enjoyed a tour of the Bookmobile which was provided predominately by Bookmobile Librarian **Nicole Jesse** with **Dorinda** and **Joseph** assisting as well. Library cards were also processed and questions answered about the Bookmobile and the Buffalo & Erie County Public Library System. Positive feedback was received from the public. It is hoped that the Kenmore Branch and the Bookmobile can collaborate on an annual basis at the *Discover Kenmore Event*.

The Kenmore Branch received notification that a *Kenmore in Bloom* scouting group has chosen the Kenmore Branch Library's Garden as being one of the finest in the Village of Kenmore. As a result, the Kenmore Village Improvement Society (KVIS) has awarded the Kenmore Branch Library with the *Kenmore in Bloom Award*. Town of Tonawanda Public Library Board Member Annette Della Posta will represent the Kenmore Branch at the *Bloom Breakfast* that will be held on Saturday, July 16, 2016 at the Kenmore Community Center for those households or businesses that have been Bloomed. Tonawanda Public Library Director **Dorinda Darden** sent a *Thank You Letter* on June 30th to KVIS President Melissa Foster for the *Kenmore in Bloom Award*.

The Town of Tonawanda Public Library – Kenilworth and Kenmore Branches provided two Basket Raffles; a *Fun and Games Basket* for children and a *Cleaning Supplies Basket* for adults. For every 5 items checked out, patrons could enter their name in a drawing for the basket of their choice. Lauren Sabia won the *Fun and Games Basket* and Angelina Manson won the *Cleaning Supplies Basket* at the Kenilworth Branch. There were 59 entries for the *Fun and Games Basket* and 20 entries for the *Cleaning Supplies Basket* at the Kenilworth Branch. Gwen Spitler won the *Fun and Games Basket* and Julie Roda won the *Cleaning Supplies Basket* at the Kenmore Branch. There were 244 entries for the *Fun and Games Basket* and 133 entries for the *Cleaning Supplies Basket* at the Kenmore Branch.

Kenilworth Branch Senior Page **William Stachnik** transferred to the Information Services Department at the Central Library and Kenmore Branch Senior Page **Wende Russo** was transferred to the Kenilworth Branch as a Senior Page effective June 25th.

Kenmore Branch Senior Page **Julie Spillman** resigned. Her last day was June 24th. **Niko Mancuso** was hired as a Senior Page at the Kenmore Branch effective June 25th.

Town of Tonawanda Public Library Director **Dorinda Darden** was contacted on June 29th by Tonnalee Batchelor from the Buffalo Employment & Training Center about the Kenmore Branch participating as a worksite for the *2016 Buffalo Employment and Training Center – Summer Youth Employment Program* from July 11, 2016 – August 26, 2016. The Buffalo Employment and Training Center receives state funding to pay the wages of youth ages 14-21 who are placed at worksites and allowed to work no more than 4 hours per day and 20 hours per week. In order to participate as a worksite, an agency has to maintain certain amounts of General Liability and Workers Compensation for the Summer Youth worker. Town of Tonawanda Public Library Director **Dorinda Darden** contacted Buffalo & Erie County Public Library Chief Operating Officer **Carol Batt** and Chief Financial Officer **Kenneth Stone** to determine if the Summer Youth worker would be covered under the Buffalo & Erie County Public Library System's General Liability and Workers Compensation. The Summer Youth worker would be covered under the General Liability but Chief Financial Officer **Kenneth Stone** is consulting with Erie County about the Workers Compensation.

Kenilworth Branch Librarians **Sarah McLean-Plunkett**, **Nancy Offerman**, Town of Tonawanda Public Library Director **Dorinda Darden**, **Kenilworth and Kenmore Branch Librarian Amy Christman**, Kenmore Branch Librarians **Nicole Bermingham**, **Jill Jablonski** and **Joseph Patton** viewed the *Baker & Taylor Title Source 360 (TS360) Branch Selector Training Webinar* in June.

Town of Tonawanda Public Library Director **Dorinda Darden** and Kenilworth and Kenmore Branch Manager **Amy Christman** attended the *Accident Investigation Health & Safety Training* held at the Central Library on June 1st and June 2nd respectively. The training was presented by Nellie Brown, Director of Workplace Health & Safety Programs, Cornell University School of Industrial and Labor Relations.

Tonawanda Public Library Director **Dorinda Darden** participated in the *Ask Us 24/7 Virtual Reference Chat* service on June 1st, June 15th and June 29th for a total of 3 hours.

Kenilworth Branch Librarian **Sarah McLean-Plunkett** attended the full day *Copyright for Digital Issues Workshop* conducted by the Society of American Archivists on June 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 June 8th.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Contracting Library Director-Manager Meeting* held at the Central Library on June 8th.

Kenmore Branch Librarian **Jill Jablonski** viewed two webinars in June. *Celebrating Diversity: A Discussion on Children's Literature that Reflects Today's World Webinar* sponsored by the School Library Journal on June 11th, and the *Community Engagement: Serving Diverse Communities Where They Are OCLC Webjunction Webinar*.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Town of Tonawanda Community Meeting* held at 169 Sheridan Parkside Drive on June 22nd.

Town of Tonawanda Public Library Director **Dorinda Darden** conducted *Staff Meetings* at the Kenmore and Kenilworth Branches on June 28th and the Kenmore Branch on June 30th.

Kenilworth Branch Librarian **Sarah McLean-Plunkett** in the LIS 534 Resources and Services for Children course at the State University of New York at Buffalo for the summer.

UNFINISHED BUSINESS:

- 2013-2014 New York State Library Construction Grant: \$22,250 has been remitted to the Town for previous work completed. There remains \$24,000 which will be used for temperature regulation at the Kenmore Library. Presently it is not possible to have one unit warmer or cooler than another unit. They must all be on the same mode. This conflicts with the information originally provided on how the units would function. Siemens is presently working on a temperature control plan.
- 2014-2015 New York State Library Construction Grant: Asbestos abatement at Kenilworth Library has been completed and has passed inspection. Kenilworth Library is presently awaiting window and door replacement.
- The elevator rehab at Kenmore was completed on May 27. However on June 13 it was noted that the elevator was shimmying and it was determined that the elevator roller needed to be replaced. This repair was not in the scope of the project so the Town may or may not need to absorb the cost of this replacement depending on the terms of the maintenance contract. There is also a need to have the Emergency Phone Service in the elevator on a dedicated line. Presently is on a fax line. However, it has passed inspection.
- Town of Tonawanda Public Library Initiatives: Director Darden stated that the building of the shed at Kenilworth has not yet begun. She contacted Matthew MacDonald and he plans on beginning work soon.

- Melissa Foster (Kenmore Village Improvement Society) met with 8 garden volunteers on May 23. They will assess what is presently on the grounds at Kenilworth Library and then determine what needs to be added or improved upon. The garden at the Kenmore Library was planted on May 21 and volunteers will be maintaining this garden.

NEW BUSINESS:

- Director Darden reported that the Town of Tonawanda Coalition will be meeting to determine how community resources can work together. The coalition is looking for a Resource Hub and there is a possibility that this hub would be the Kenmore Library. Director Darden will report on this at future Library Board Meetings.

Eileen Crawford made a motion that the Library Board go into Executive Session to discuss security issues. This motion was seconded by Sheila Ginnane.

EXECUTIVE SESSION

:

A motion was made by Eileen Crawford to close Executive Session. Annette Della Posta seconded the motion. Executive Session closed.

ADJOURNMENT:

- Sheila Ginnane made a motion to adjourn. Annette Della Posta seconded this motion. Meeting adjourned at 8:10 pm.

THE NEXT MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
WILL BE ON TUESDAY, JULY 19 AT 7PM.

Respectfully Submitted,
Jeanne Phillips
Secretary