

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
SEPTEMBER 13, 2016

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, September 13, 2016 at the Kenilworth Library, 318 Montrose Avenue, Buffalo, 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, Stanley Pustulka and Jeanne Phillips.

Also attending: Dorinda Darden, Library Director of the Town of Tonawanda Public Library – Kenmore and Kenilworth Branches
Melissa Foster, Kenmore Village Improvement Society (KVIS) President
Lisa Chimera, Chair, Library Committee of Town Board

APPROVAL/CHANGES TO AGENDA:

- Motion made by Eileen Crawford to accept the agenda as written. Motion seconded by Annette Della Posta and passed.

GUEST SPEAKERS:

- Melissa Foster provided a detailed plan for gardens at the Kenilworth Library which included the removal of some bushes, thinning of some shrubs as well as shaping and pruning of others; bringing out the receded corners of the beds to help anchor the building; seasonal pots; a brick or paved area in front of the building to be used as a reading area in the warm months; possibly moving the bike rack and replacing it with a bench. Ms. Foster will investigate the possibility of selling memorial bricks for this area.
- Plants, soaker hoses, mulch, landscape fabric and edging will be needed. Melissa Foster will secure an estimate for these items and also investigate the possibility of the Town providing any of these items.
- The Kenilworth Reading Garden Friends will meet on September 14 and October 1 to begin these planting plans. There are presently 12-14 people in this group.

Lisa Chimera:

- Ms. Chimera began by thanking the Library Board Trustees for their volunteer time and work. She then presented a brief history of the Libraries in Kenmore /Tonawanda since her tenure as Chair of the Library Committee for the Town Board.
- Lisa Chimera offered her assistance to the libraries as needed. She was informed of the present concern about the cost of a new alarm/phone system and Ms. Chimera stated she would investigate the possibility of the Library “piggy backing” on the Town System.

ADOPTION OF MINUTES OF THE AUGUST 9, 2016 BOARD MEETING:

- Motion made by Annette Della Posta to accept the minutes and seconded by Stanley Pustulka. Motion passed.

REPORT OF THE TREASURER:

- Motion made by Annette Della Posta to accept the Treasurer's report and seconded by Sheila Ginnane. Report accepted.

REPORT OF THE CHAIR:

- Chair Geer expressed appreciation of presentations by guests. He also noted his surprise and appreciation with all the volunteers who help with setting up and manning annual Book Sale.

REPORT OF THE DIRECTOR:

STATISTICS

Circulation:

Kenmore:	August 2015:	25,446	August 2016:	25,307	-0.5%
Kenilworth:	August 2015:	6,596	August 2016:	6,729	+2.0%

Patron Visits:

Kenmore:	August 2015:	13,733	August 2016:	14,458	+5.3%
Kenilworth:	August 2015:	5,533	August 2016:	5,711	+3.2%

Programs:

Kenilworth Branch Library Associate **Margaret Kunz** facilitated the weekly *Adult Coloring Clinic* held at the Kenilworth Branch on August 1st, August 8th, August 15th, August 22nd and August 29th. There were a total of 34 participants. Kenmore Branch Librarian **Jill Jablonski** presented the *Kenmore Library Knitting Group* on August 1st, August 8th, August 15th, August 22nd and August 29th at the Kenmore Branch. There were a total of 16 in attendance.

The Kenilworth Branch hosted the following *Special Family Programs*: *Gravitational Bull* performed their juggling and comedy act on August 2nd with 35 children and 15 adults for a total of 50 in attendance. The *Nickel City Reptiles and Exotics Program* was held on August 4th with 47 children and 30 adults for a total of 77 in attendance. *Buffalo Animal Adventures* presented their *South American Jungle Trek! Program* on August 9th with 38 children and 25 adults for a total of 63 in attendance. *Buffalo and Brandy* presented their magic show on August 16th with 34 children and 19 adults for a total of 53 in attendance. *Chris Johnson's Sports and Fitness Magic Program* was held on August 18th with 28 children and 22 adults for a total of 50 in attendance. The *Special Family Programs* at the Kenilworth Branch were attended by 182 children and 111 adults for a total of 293 in attendance.

The Kenmore Branch hosted the following *Special Family Programs*: *Gravitational Bull* performed their juggling and comedy act on August 2nd with 32 children and 18 adults for a total of 50 in attendance. The *Nickel City Reptiles and Exotics Program* was held on August 4th with 38 children and 20 adults for a

total of 58 in attendance. *Buffalo Animal Adventures* presented their *South American Jungle Trek! Program* on August 9th with 46 children and 16 adults for a total of 62 in attendance. *Buffalo and Brandy* presented their magic show on August 16th with 38 children and 15 adults for a total of 53 in attendance. *Chris Johnson's Sports and Fitness Magic Program* was held on August 18th with 34 children and 15 adults for a total 49 of in attendance. The *Special Family Programs* at the Kenmore Branch were attended by 188 children and 84 adults for a total of 272 in attendance.

Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the *Adult Monthly Journal Group* at the Kenmore Branch on August 2nd. There were 10 in attendance. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the monthly *Adult Book Discussion Group* at the Kenilworth Branch on August 3rd. There were 10 in attendance. Kenmore Branch Librarians **Jill Jablonski** and **Joseph Patton** facilitated the *Battle of Books Meetings* on August 3rd and August 5th. There were a total of 18 young adults and 1 adult for a total of 19 in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented the *Kenmore Library News Program* for ages 9-12 on August 10th, August 17th, August 24th and August 31st at the Kenmore Branch. There were a total of 34 in attendance. Kenilworth Branch Librarian **Sarah Plunkett-McLean** facilitated the *Read and Talk ESL Book Club* for adults on August 12th at the Kenilworth Branch. There were 3 in attendance. The Central Library Children's Programming Team presented the *Teddy Bear Olympics Program* for ages 3-6 at the Kenmore Branch on August 12th. There were 21 children and 12 adults for a total of 33 in attendance. The *Books and Barks Program* for ages 5-12 coordinated by Kenmore Branch Librarian **Jill Jablonski** was held on August 13th at the Kenmore Branch. There were 8 children and 7 adults for a total of 15 in attendance. The *Visit with Violet Reading Program* for ages 5-12 coordinated by Kenilworth Branch Librarian **Nancy Offerman** was held on August 17th at the Kenilworth Branch. There were 4 children and 3 adults for a total of 7 in attendance. SPCA presented the *SPCA Preschool Storytime* for ages 3-6 at the Kenmore Branch on August 24th. There were 24 children and 18 adults for a total of 42 in attendance. The Central Library Children's Programming Team presented the *Minute Olympics Program* for ages 7-12 at the Kenilworth Branch on August 25th. There were 10 children and 7 adults for a total of 17 in attendance. Kenmore Branch Page **Shawna McGuire** facilitated the *Adult Coloring Group* at the Kenmore Branch on August 25th. There were 17 in attendance. Kenilworth Branch Librarian **Sarah McLean-Plunkett** facilitated the *ESL Drop In* on August 26th at the Kenilworth Branch. There were 2 adults in attendance. The Central Library **Cybertrain Team** presented the *Organizing Your Computer Files and Folder Technology Training* session on August 31st at the Kenmore Branch. There were 7 adults in attendance.

The Kenmore Branch received a check donation in the amount of \$100 from Robert C. Smith who was visiting the library on August 11th. Mr. Smith commended the staff for their services. He and his family are long time library users and Mr. Smith has given a monetary donation in the past. Town of

Tonawanda Public Library Director **Dorinda Darden** sent Mr. Smith a *Thank You Letter* for his donation.

Town of Tonawanda Public Library **Dorinda Darden** received an e-mail on August 31st from Special Legislative Projects Coordinator Kristen Muziato from the New York State Education Department for approval of the *Special Legislative Project* from New York State Assemblyman Robin Schimminger in the amount of \$6,000 for the Town of Tonawanda Public Library – Kenilworth and Kenmore Branches. We received an advanced payment of \$1,500 (25% of the grant) on August 8th. This grant will be used to replace and upgrade furnishings, purchase additional equipment and technology.

The Kenmore Branch participated in the 18th *Annual Battle of Books* on August 6th held at the Erie Community College South Campus. Kenmore Branch Librarians **Jill Jablonski** and **Joseph Patton** accompanied their *Battle of the Books Teams*. They had two teams (*Kenmore 1* and *Kenmore 2*) with 5 and 4 participants respectively for a total of 9. They placed 10th and 24th respectively out of 28 teams from libraries throughout the Buffalo & Erie County Public Library System. The teams comprised of youth entering sixth through ninth grade, read the same five preselected books and then spent months practicing challenging trivia questions pertaining to each book before they met at the *Annual Battle of the Books Competition*. This year's book titles were NERDS: National Espionage, Rescue, and Defense Society by Michael Buckley; Tesla's Attic by Neal Shusterman; The Wednesday Wars by Gary D. Schmidt; Wild Magic by Tamora Pierce; and Chomp by Carl Hiaasen. Each team had to answer a total of 71 questions about the preselected books. **Jill** and **Joseph** provided a *Pizza Party* on August 10th for the *Battle of the Books* participants. There were 10 youth and 1 adult for a total of 11 in attendance.

The Independent Reading Club for children ages 12 and under began in July and ran through the end of August for the Kenilworth and Kenmore Branches. Children registered and received a *Reading Log* on which to keep track of the *Titles/Authors read*, the *number of books* and the *number of minutes read*. Each week, participants brought a ticket back to the library and chose a prize. Of the 63 registered children, 47 participated at the Kenilworth Branch. In total, 2,242 books were read and the children recorded 66,982 minutes of reading time. Vinny Hoffman read the most books at 298 and Charlotte Tyrell recorded the most number of minutes at 10,565. Both children received a Barnes and Noble Gift Card for their reading accomplishments. Of the 144 registered children, 92 participated at the Kenmore Branch. In total, 2,962 books were read and the children recorded 49,935 minutes of reading time. Robby Hoffman read the most books at 226 and Sam Harris recorded the most number of minutes at 3100. Both children received a Barnes and Noble Gift Card for their reading accomplishments. In addition, those who registered for the *Independent Reading Club* could also participate in the *Discover Kenmore* prize giveaway at the Kenmore Branch. Similar coupons were provided and a separate collection of

prizes from local merchants were available for the children to choose from. 85 children turned in coupons throughout the summer.

Two teens participated in the *Ticket to Read Program* at the Kenmore Branch throughout the summer.

The *Read Down Your Fines Program* for children 16 and under was held from June 4, 2016 – September 3, 2016. For every 15 minutes of reading, a child could earn one Library Buck to reduce or eliminate their overdue fines. The Kenilworth Branch had 9 children participate for a total of 815 minutes of reading and \$43.95 in fines were forgiven. The Kenmore Branch had 38 children participate for a total of 4845 minutes of reading and \$335.00 in fines were forgiven.

The Town of Tonawanda Public Library – Kenilworth and Kenmore Branches provided two Basket Raffles; a *Back to School Supplies Basket* for children and an *Office Supplies Basket* for adults. For every 5 items checked out, patrons could enter their name in a drawing for the basket of their choice. Barbara Laufer won the *Back to School Supplies Basket* and Zlona Zlon won the *Office Supplies Basket* at the Kenilworth Branch. There were 77 entries for the *Back to School Supplies Basket* and 41 entries for the *Office Supplies Basket* for a total of 118 entries at the Kenilworth Branch. Ani Klein won the *Back to School Supplies Basket* and Emma Whitney won the *Office Supplies Basket* at the Kenmore Branch. There were 225 entries for the *Back to School Supplies Basket* and 107 entries for the *Office Supplies Basket* for a total of 332 entries at the Kenmore Branch.

Emmalina Baumgartner was the winner at the Kenilworth Branch of the Branch prize for the *Online Summer Reading Contest for Kids*. She received a \$25.00 Barnes & Noble Gift Card.

Sarah Coupal was the winner at the Kenmore Branch of the Branch prize for the *Online Summer Reading Contest for Teens*. She received a \$25.00 Barnes & Noble Gift Card.

Marianne Izard was the winner at the Kenilworth Branch and Lynn Ucci was the winner at the Kenmore Branch of the Branch prize for the *Online Adult Summer Reading Contest*. They received a \$25.00 Amazon Gift Card.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Legislative Thank You Reception* held at the Western New York Library Resources Council on August 2nd.

As a member of the Zonta Club of Kenmore, Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Zonta Club of Kenmore's Salad Fest Fundraiser* held at the Ensminger Senior Citizen Center on August 3rd.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Manager-Director Meeting* held at the Central Library on August 10th.

Tonawanda Public Library Director **Dorinda Darden** participated in the *Ask Us 24/7 Virtual Reference Chat service* on August 10th and August 24th for a total of 2 hours.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Database Committee Meeting* held at the Central Library on August 15th.

Town of Tonawanda Public Library Director **Dorinda Darden** viewed the *How to Respond to a Security Incident in Your Library Webinar* on August 22nd available on the Buffalo & Erie County Public Library's *Training From Your Desktop Page*. The webinar was sponsored by the American Library Association (ALA).

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Town of Tonawanda Community Coalition Meeting* held at 169 Sheridan Parkside Drive on August 24th.

UNFINISHED BUSINESS:

- 2015-2016 New York State Library Construction Grant: On 8/12 the auto entrance door at Kenilworth was installed a part of this grant. Invoices have been received so this budget for New York State for this grant can be completed.
- Town of Tonawanda Public Library Initiatives: Dorinda Darden has not yet received a confirmation on the date when the Kenilworth shed will be installed. Expectation is that it will be installed by the end of this month. Director Darden has received 3 estimates on replacing the carpet at Kenilworth. A request to cover this cost will formally be made to the Friends of the Library following this month's Book Sale.
- Town of Tonawanda Coalition Resource Hub Network: The Town of Tonawanda Coalition Community Resource Hub will be held in the Community Room of the Kenmore Library on the third Thursday of each month from 12-3 pm.
- Gift and Donor Recognition Policy Consideration: Policy distributed and discussed. A motion was made by Laura Glass to accept the policy presented and was seconded by Eileen Crawford. Motion was unanimously approved.
- Freedom of Information Law (FOIL) Policy Consideration: Policy was distributed and discussed. Motion made by Annette Della Posta to accept the policy presented and was seconded by Eileen Crawford. Motion was unanimously accepted.

NEW BUSINESS:

- ACT meeting will be held on October 15 at 9:30 am at the Lancaster Public Library. The discussion topic will be long term library planning.

PUBLIC COMMENT: No comment from the public

EXECUTIVE SESSION:

A motion was made by Annette Della Posta to adjourn to Executive Session to discuss employee issue. Motion seconded by Eileen Crawford. Adjourn to Executive Session. Motion made by Eileen Crawford to adjourn Executive Session and seconded by Sheila Ginnane. Adjourn Executive session at 9 pm.

ADJOURNMENT: Motion made by Laura Glass to adjourn and seconded by Eileen Crawford. Meeting adjourned at 9:05 pm.

THE NEXT SCHEDULED LIBRARY BOARD MEETING WILL BE ON TUESDAY, OCTOBER 11, 2016 AT 7 PM AT THE KENMORE LIBRARY.

Respectfully Submitted,
Jeanne Phillips
Secretary