

Town of Tonawanda Library
Board Meeting
October 11, 2016

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday October 11, 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:

Richard Geer, Dorinda Darden, Laura Glass, Eileen Crawford, Annette Della Posta, Stanley Pustulka and Kathy Kanaley.

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

Excused: Sheila Ginnane, Jeanne Phillips

The meeting was called to order at 7:05pm.

APPROVAL/CHANGES TO AGENDA:

A motion was made by Annette Della Posta, seconded by Eileen Crawford to approve the agenda as presented. Motion carried.

EXECUTIVE SESSION:

Chairman Richard Geer had called an executive session to follow up with a personnel matter. Director Darden had presented Mr. Geer with a breakdown of the building and maintenance responsibilities for future reference and staff accountability.

A motion to return to our business session was made by Eileen Crawford, seconded by Annette DellaPosta. Motion carried.

APPROVAL OF BILLS:

- Director Darden explained the process for payment of bills going forward. Bills under \$500.00 can be signed by the Director. Bills over \$500.00 require Board approval and 2 signatures. Richard Geer, Stanley Pustulka, Annette Della Posta and Director Darden can sign checks. All expenditures must be reported to and reviewed by the Board.
- Payments made between 9/13/16 and 10/11/16:
 - \$61.20 - Jeanne McGill October raffle items
 - \$15.49 - Nicole Bermingham Program materials
 - \$394.70 - Kenmore Village Water bill
 - \$1140.50 -Demco Gaming tables for Teen Area
 - \$1487.28 - HP Inc. 2 computers for Teen Area
 - \$109.40 - Doritex floor mats
 - \$165.00 - Amherst Alarm

REPORT OF THE TREASURER:

- Stanley Pustulka reviewed the Treasurer Report (attached). There was a brief discussion concerning the location and disposition of fees collected. Kenmore has a safe. It was recommended that a small safe be purchased for Kenilworth. Both fees and petty cash can then be locked up. Fees should be deposited weekly.
- Laura Glass made the motion, seconded by Kathy Kanaley to approve the report as presented. Motion carried.

REPORT OF THE CHAIR:

- Chairman Richard Geer congratulated Director Darden for receiving the Black Achievers Award. The Board is proud of Director Darden for her many accomplishments with our libraries.
- The Eagle Scout shed at Kenilworth assembly has finally been completed.
- Chairman Geer will follow up with Lisa Chimera regarding the payment of Amherst Alarm by the Town. Eileen Crawford brought this up at the September meeting but an answer was not given by Ms. Chimera.

REPORT OF THE DIRECTOR:

STATISTICS

Circulation:

Kenmore:	September 2015:	22,366	September 2016:	20,929	-6.4%
Kenilworth:	September 2015:	5,167	September 2016:	5,611	+8.6%

Patron Visits:

Kenmore:	September 2015:	12,251	September 2016:	12,066	-1.5%
Kenilworth:	September 2015:	4,723	September 2016:	4,650	-1.5%

Programs:

Kenmore Branch Librarian **Nicole Bermingham** presented the *Crafter-Day Program* for ages 6-10 on September 3rd at the Kenmore Branch. There were 17 children and 5 adults for a total of 22 in attendance. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the *Adult Monthly Journal Group* at the Kenmore Branch on September 6th. There were 9 in attendance. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the monthly *Adult Book Discussion Group* at the Kenilworth Branch on September 7th. There were 9 in attendance. The Central Library **Cybertrain Team** presented the *Internet Basics Technology Training session* on September 7th at the Kenmore Branch. There was 1 adult in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented the *Kenmore Library News Program* for ages 9-12 on September 7th, September 14th, September 21st and September 28th at the Kenmore Branch. There were a total 37 of in attendance. Kenilworth Branch Librarian **Sarah Plunkett-McLean** facilitated the *Read and Talk ESL Book Club* for adults on September 9th at the Kenilworth Branch. There were 3 in attendance. The *Books and Barks Program* for ages 5-12 coordinated by Kenmore Branch Librarian **Jill Jablonski** was held on September 10th at the Kenmore Branch. There were 6 children and 6 adults for

a total of 12 in attendance. Kenilworth Branch Library Associate **Margaret Kunz** facilitated the weekly *Adult Coloring Clinic* held at the Kenilworth Branch on September 12th, September 19th, and September 26th with a total of 19 participants. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated two visits from Creative Child Care on September 13th and September 14th. On September 13th, there were 17 children, ages 4 and 5 and 3 adults for a total of 20 in attendance. On September 14th, there were 18 children, ages 3-4 and 4 adults for a total of 22 in attendance. On both visits, children listened to stories, learned about the library and how to care for books and spent some time reading and looking at books. Kenmore Branch Librarian **Jill Jablonski** presented the *Kenmore Library Knitting Group* on September 19th and September 26th at the Kenmore Branch. There were a total of 5 in attendance. Kenilworth Branch Librarian **Nancy Offerman** facilitated two visits for 1st graders from Benjamin Franklin Elementary School in September, giving the students a tour of the library, talking about book care, and helping the children find books to check out. On September 21st there were 22 children and 3 adults for a total of 25 in attendance. On September 27th there were 23 children and 4 adults for a total of 27 in attendance. The *Visit with Violet Reading Program* for ages 5-12 coordinated by Kenilworth Branch Librarian **Nancy Offerman** was held on September 21st at the Kenilworth Branch. There were 6 children and 7 adults for a total of 13 in attendance. Kenmore Branch Librarian **Jill Jablonski** presented the *Preschool Storytime* on September 22nd and September 29th for ages 3-5. There were 38 children and 29 adults for a total of 67 in attendance. Kenmore Branch Page **Shawna McGuire** facilitated the *Adult Coloring Group* at the Kenmore Branch on September 22nd. There were 4 in attendance. The Central Library Cybertrain Team presented a *Book a Technology Trainer* session on September 23rd at the Kenilworth Branch. There were 2 adult participants. Kenmore Branch Librarian **Nicole Bermingham** presented two sessions of the *Toddler Time for Twos Program* on September 23rd and September 30th. There were 55 children and 42 adults for a total of 97 in attendance. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Teen Gaming Program* for ages 12-17 on September 27th. Kenmore Branch Librarian **Nicole Bermingham** provided a tour of the Kenmore Branch on September 28th to the Garcia Family as part of their Homeschooling curriculum. There were 3 children and 1 adult for a total of 4 in attendance. There were 4 teens in attendance. Kenilworth Branch Librarian **Sarah McLean-Plunkett** facilitated the *ESL Relevant English Program* formerly known as *ESL Drop In* on September 30th at the Kenilworth Branch. There were 3 adults in attendance.

Mr. Jeremy Esselburne donated an old framed map of Kenmore, NY to the Kenmore Branch on September 1st which he requested be displayed at the library. Town of Tonawanda Public Library Director **Dorinda Darden** sent him a *Thank You Letter* on September 2nd and at the Town of Tonawanda Public Library Board Meeting held on September 13th the Board unanimously agreed that the portrait should be displayed in the Community Room at the Kenmore Branch.

The Kenmore-Town of Tonawanda Friends of the Library held the *Annual Book Sale* from September 14, 2016 – September 17, 2016 at Lincoln Arena. The Book Sale raised over \$16,000.

As part of an *Eagle Scout Service Project* led by Eagle Scout Matthew McDonald, a group of Eagle Scout members assembled a *Heartland Rainier Gambrel Engineered Wood Storage Shed* at the Kenilworth Branch on September 24th and September 25th. The shed will be used to store library equipment and supplies. The shed looks very nice. Both the public and staff have made favorable comments about the shed.

The Town of Tonawanda Public Library – Kenilworth and Kenmore Branches provided a raffle for a *Family Fun Night Basket* for all ages. The basket contained snacks, movies, games, puzzles and other fun items. For every 5 items checked out, patrons could enter their name in a drawing for the basket. Holly Stelmack won the basket at the Kenilworth Branch. There were 38 entries for the basket at the Kenilworth Branch. Katie Revai won the basket at the Kenmore Branch. There were 206 entries for the basket at the Kenmore Branch.

Kenilworth Branch Librarian **Sarah McLean-Plunkett** enrolled in *LIS 566 Digital Informational Retrieval* course at the State University of New York at Buffalo as part of her pursuit of the *Library and Information Studies (LIS) Advanced Studies Certificate*.

Kenmore Branch Librarian **Jill Jablonski** viewed the *YA Announcements 2016 Booklist Webinar* on September 6th.

Tonawanda Public Library Director **Dorinda Darden** participated in the *Ask Us 24/7 Virtual Reference Chat service* on September 7th and September 21st for a total of 2 hours.

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 Church of the Advent on September 7th.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Manager-Director Meeting* held at the Central Library on September 14th.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Contracting Library Director/Manager Meeting* held at the Julia Boyer Reinstein Library on September 21st.

As a member of the Zonta Club of Kenmore, Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Zonta Club of Kenmore's Board Meeting* on September 21st.

Town of Tonawanda Public Library Director **Dorinda Darden** conducted *Staff Meetings* at the Kenmore Branch on September 27th and September 29th and at the Kenilworth Branch on September 30th.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Introduction to Windows 10 Staff Technology Training class* held at the Central Library on September 28th.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Town of Tonawanda Community Coalition Meeting* held at the Kenmore Branch on September 28th.

Director Darden will purchase gift cards which are given as prizes for upcoming events at both Libraries. Annette Della Posta made a motion approving the purchase of 12 \$25.00 gift cards through "Scripts" a current Kenmore Zonta Club fundraiser. Motion seconded by Laura Glass. Motion carried.

Director Darden thanked the FRIENDS of the LIBRARY which raised over \$16,000.00 at their recent book sale.

Director Darden congratulated Kenilworth staff for an increase in their program numbers. This is due in part to the availability of materials in languages other than English as there is a growing immigrant population in that area.

UNFINISHED BUSINESS:

- 2013-2014 NY State Library Construction Grant is closed out. National Grid is scheduled to replace the power line pole. HVAC and easement work has been approved by the Town. Document # 20913765.

NEW BUSINESS:

- Director Darden reported the recent audits performed by NY State. Failure to comply with policies and procedures could result in financial penalties. Director Darden presented the Board with policies from other libraries which we can edit to meet our own needs. The Board reviewed the following:
Petty Cash policy- recommends accepting as is.
Claims Audit Policy- recommend with changes.
Establishment of a Claims Adjustor- recommends we do not adopt this policy.
Finances and Private Funds Accountability- recommend accepting as is.
Freedom of Information Policy- recently adopted by Board in 9/16.
- Review of Treasurer's Duties – may require bylaws changes.
- Any recommendations regarding the proposed policies discussed tonight will be acted upon at the November 2016 meeting.
- Stanley Pustulka will attend the System Strategic Planning session to be held at the Central Library on Saturday 10/15/16.
- FRIENDS of the LIBRARY Brunch will be held on 10/22/16 at the Kenmore Library.
- Director Darden reported quotes for the carpeting at the Kenilworth Library. Broadloom (\$3740.00) vs. carpet tiles (\$4114) for the Community Room and Lobby and Broadloom (\$9,539) vs. carpet tiles (\$10,539) for the main areas and offices. The Board preferred the carpet tiles. Director Darden will follow up with

Kenmore-Town of Tonawanda Friends of the Library President Laura Glass
about funds to purchase the carpet.

PUBLIC COMMENT: No comment from the public

ADJOURNMENT:

There being no further business, Stanley Pustulka made a motion seconded by Kathy Kanaley to adjourn. Motion carried.

THE NEXT SCHEDULED LIBRARY BOARD MEETING WILL BE ON TUESDAY,
NOVEMBER 8, 2016, 7 PM AT THE KENILWORTH LIBRARY.

Respectfully submitted,
Kathy Kanaley