

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
NOVEMBER 8, 2016

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, November 8, 2016 at the Kenilworth Library, 318 Montrose Avenue, Tonawanda, 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, 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 7 pm.

APPROVAL/CHANGES TO AGENDA:

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

ADOPTION OF MINUTES OF THE OCTOBER 11, 2016 MEETING:

- Motion made by Annette Della Posta to approve minutes of October 11, 2016 meeting. Motion seconded by Sheila Ginnane. Motion passed.

APPROVAL OF BILLS:

- Bills from month of October presented by Director Darden for review and approval. In light of a bill for the maintenance of the library security system, a question was raised concerning how other libraries in the system pay for their security systems. Dorinda Darden will investigate this and report at the December meeting.

REPORT OF THE TREASURER:

- Treasurer Pustulka distributed treasurer reports for month of October. Reports were reviewed. Motion was made by Eileen Crawford to accept the Treasurer report. Motion seconded by Kathy Kanaley. Motion passed.

REPORT OF THE CHAIR:

- Chair Geer reported that library phone system continues to be a problem and needs to be updated. Director Darden has inquired about the possibility of piggybacking on the Town phone system and she is waiting for a reply.
- Chair Geer attended the Breakfast Appreciation for the Friends of the Library Volunteers. He expressed how impressive is the contribution of these volunteers.

REPORT OF THE DIRECTOR:

STATISTICS

Circulation:

Kenmore:	October 2015:	24,047	October 2016:	21,928	-9.0%
Kenilworth:	October 2015:	5,516	October 2016:	5,513	-.05%

Patron Visits:

Kenmore:	October 2015:	13,148	October 2016:	12,294	-6.5%
Kenilworth:	October 2015:	4,542	October 2016:	4,550	+0.2%

Programs:

Kenmore Branch Librarian **Nicole Bermingham** presented the *Crafter-Day Program* for ages 6-10 on October 1st at the Kenmore Branch. There were 20 children and 12 adults for a total of 32 in attendance. Kenilworth Branch Library Associate **Margaret Kunz** facilitated the weekly *Adult Coloring Clinic* held at the Kenilworth Branch on October 3rd, October 10th, October 17th, October 24th and October 31st with a total of 29 participants. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Kenmore Library Knitting Group* on October 3rd, October 10th, October 17th, October 24th and October 31st at the Kenmore Branch. There were a total of 25 in attendance. Kenilworth Branch Librarian **Nancy Offerman** facilitated class visits from Benjamin Franklin Elementary School on October 4th and October 5th for 1st graders at the Kenilworth Branch. Children listened to stories, discussed the proper care of library books, watched a short movie, and checked out books. There were 46 children and 5 adults for a total of 51 in attendance. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the *Adult Monthly Journal Group* at the Kenmore Branch on October 4th. There were 8 in attendance. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the monthly *Adult Book Discussion Group* at the Kenilworth Branch on October 5th. There were 9 in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented the *Kenmore Library News Program* for ages 9-12 on October 5th, October 12th, October 19th and October 26th at the Kenmore Branch. There were a total of 32 in attendance. Kenilworth Branch Librarian **Nancy Offerman** facilitated a class visit from Ripen With Us Daycare on October 6th at the Kenilworth Branch. Children listened to stories, watched a short movie and chose books to take back to their classroom. There were 5 children and 1 adult for a total of 6 in attendance. Kenmore Branch Librarian **Jill Jablonski** presented the *Preschool Storytime* for ages 3-5 on October 6th, October 13th, October 20th and October 27th at the Kenmore Branch. There were 73 children and 53 adults for a total of 126 in attendance. Librarian **Maria Lowe** from the Central Library Children's Programming Team presented the *Sensory Storytime* for children up to age 10 on October 6th, October 13th, October 20th and October 27th at the Kenmore Branch. The program is designed for children with sensory integration challenges. Participants enjoyed stories, songs and activities. There were 25 children and 30 adults for a total of 55 in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented two sessions of the *Toddler Time for Twos Program* on October 7th, October 14th,

October 21st and October 28th. There were 100 children and 93 adults for a total of 193 in attendance. The *Books and Barks Program* for ages 5-12 coordinated by Kenmore Branch Librarian **Jill Jablonski** was held on October 8th at the Kenmore Branch. There were 7 children and 3 adults for a total of 10 in attendance. Librarian **Mary Ann Budny** from the Central Library Children's Programming Team presented the *Fall on the Farm Program* for children ages 3-6 on October 10th at the Kenilworth Branch. There were 6 children and 6 adults for a total of 12 in attendance. Kenmore Branch Librarian **Nicole Bermingham** facilitated a visit from a class of 4 year olds from Kenmore United Methodist Nursery School on October 11th at the Kenmore Branch. Children listened to stories, discussed the proper care of library books, watched a short video, and looked at books. There were 16 children and 2 adults for a total of 18 in attendance. The Central Library **Cybertrain Team** presented the *Book a Technology Training* session on October 12th at the Kenmore Branch with 1 participant. Kenilworth Branch Librarian **Sarah Plunkett-McLean** facilitated the *Read and Talk ESL Book Club* for adults on October 14th at the Kenilworth Branch. There were 2 in attendance. The *Visit with Violet Reading Program* for ages 5-12 coordinated by Kenilworth Branch Librarian **Nancy Offerman** was held on October 19th at the Kenilworth Branch. There were 8 children and 8 adults for a total of 16 in attendance. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Teen Gaming Program* for ages 12-17 on October 25th. There were 5 teens in attendance. Nature Ed-Ventures presented the *Mad Scientist Laboratory Program* for ages 7-11 on October 25th at the Kenmore Branch. There were 15 children and 12 adults for a total of 27 in attendance. Kenmore Branch Page **Shawna McGuire** facilitated the *Adult Coloring Group* at the Kenmore Branch on October 27th. There were 4 in attendance. Kenilworth Branch Librarian **Sarah McLean-Plunkett** facilitated the *ESL Relevant English Program* formerly known as *ESL Drop In* on October 28th at the Kenilworth Branch. There were 6 adults in attendance. The Central Library **Cybertrain Team** presented the *Book a Technology Training* session on October 28th at the Kenilworth Branch with 2 participants.

Town of Tonawanda Public Library Director **Dorinda Darden** was one of 28 *Black Achievers* recipients awarded at the 44th Annual Black Achievers Awards Banquet held at the Adams Mark Hotel on October 8, 2016 hosted by Black Achievers, Inc. All recipients were recognized for their inspiring stories of personal, professional, spiritual and community achievements.

The *Town of Tonawanda Coalition Community Resource Hub Grand Opening* was held on October 20th at the Kenmore Branch with a *Ribbon Cutting Ceremony*. Among those in attendance were New York State Assemblyman Robin Schimminger, Mary Ann Moriarity Legislative Aide to Erie County Legislator Peter Savage, Natalie Cook and staff from the Mobile Safety-Net Team and Town of Tonawanda Coalition members including Town of Tonawanda Public Library Director **Dorinda Darden**, Town of Tonawanda Planning and Development Director James Hartz, Reverend Daven Oskvig and

Pastor Bonnie LeValley from Kenmore United Methodist Church, Pastor Kent Arneth from the New Covenant Food Pantry, Kenmore-Town of Tonawanda Union Free School District Superintendent Dawn Mirand, staff from the Ken-Ton Family Support Center and Sheridan Youth Center. The service providers were Belmont Housing Resource for WNY, Catholic Charities WIC Program, Catholic Charities Workforce Development and Education Program, Erie County Community College One-Stop Center, Erie County Department of Social Services Foster and Adoptive Program, Fallon Health Weinberg, Fidelis Care, National Fuel Weatherization, Northtown Pregnancy Center, People Inc. (Senior Services), Restoration Society Inc., and Wellcare. There were a total of 60 in attendance.

The Town of Tonawanda Public Library – Kenilworth and Kenmore Branches provided a raffle for a *Family Baking Basket* for all ages. For every 5 items checked out, patrons could enter their name in a drawing for the basket. Kathy Bongji won the basket at the Kenilworth Branch. There were 83 entries for the basket at the Kenilworth Branch. Pamela Hatley won the basket at the Kenmore Branch. There were 253 entries for the basket at the Kenmore Branch.

As part of the Buffalo & Erie County Public Library's goal to increase library staff's capacity to increase services for children with autism and their families, a *Sensory Storytime* has been developed by the Central Library Children's Department with the Kenmore Branch serving as a pilot for branches from October 6, 2016 – November 10, 2016. Staff throughout the Buffalo & Erie County Public Library was encouraged to attend one of the sessions with the ultimate goal of providing similar programs at their libraries. Kenilworth Branch Librarian **Nancy Offerman** attended a session on October 13th, Kenilworth and Kenmore Branch Librarian **Amy Christman** and Kenmore Branch Librarian **Joseph Patton** attended a session on October 20th, Town of Tonawanda Public Library Director **Dorinda Darden** and Kenmore Branch Librarian **Nicole Bermingham** attended a session on October 27th.

Kenmore Branch Librarian **Jill Jablonski** viewed the *Collection Emergencies: Managing Time Sensitive Projects Without Losing Your Hat Library Journal Webinar* on October 3rd.

Tonawanda Public Library Director **Dorinda Darden** participated in the *Ask Us 24/7 Virtual Reference Chat service* on October 5th and October 20th 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 October 5th.

Kenmore Branch Librarian **Nicole Bermingham** viewed the *Summer Reading Program Working Session Western New York Library Resources Council (WNYLRC) Webinar* on October 6th.

Kenmore Branch Librarians **Nicole Bermingham** and **Jill Jablonski** viewed the *Unlocking Pop Culture to Improve Your Reader's Advisory Novelist Webinar* on October 11th.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Town of Tonawanda Public Library Board Meeting* held at the Kenilworth Branch on October 11th.

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 October 12th.

Town of Tonawanda Public Library Director **Dorinda Darden** and Town of Tonawanda Public Library Board Member Stanley Pustulka attended the *Association of Contract Library Trustees (ACT) Meeting* held at the Lancaster Public Library on October 15th. Gerry Murak, Principal - Murak & Associates conducted a presentation on "*Strategic Planning* for libraries.

Town of Tonawanda Public Library Director **Dorinda Darden** met with Kenmore-Town of Tonawanda Friends of the Library President Laura Glass on October 19th at the Kenmore Branch.

Kenilworth and Kenmore Branch Manager **Amy Christman** attended the *MakerSpace Technology Training* at the Central Library on October 19th.

Kenmore Branch Librarian **Jill Jablonski** viewed the *Evaluating Youth Lit: What Makes a Good Book Good? Library Journal Webinar* on October 20th.

Town of Tonawanda Public Library Director **Dorinda Darden** and Town of Tonawanda Public Library Board Chair Richard Gere attended the *Kenmore-Town of Tonawanda Friends of the Library Volunteers' Appreciation Brunch* held at the Kenmore Branch on October 22nd. Also in attendance was Erie County Legislator Peter Savage.

Town of Tonawanda Public Library Director **Dorinda Darden** conducted *Staff Meetings* at the Kenmore Branch on October 25th and on October 27th at the Kenilworth and Kenmore Branches.

- Director Darden reported on her attendance at the ACT meeting on October 15th "Strategic Planning For Libraries". Trustees agreed that every library should have a strategic plan. Director Dorinda Darden will speak with other libraries in the system to determine if they have a

strategic plan and Kathy Kanaley will bring a sample of a plan to the December meeting.

UNFINISHED BUSINESS:

- Town of Tonawanda Public Library Initiatives: Director Darden reported that the Friends of the Library plan on donating a total of \$8000. They have stipulated that this money be used for carpet tiles in the Community Room and Lobby at Kenilworth library (estimated cost \$4,114); for purchasing prizes for the Book Bash Reading Challenge to be held from January 2017 to June 2017; and for storage units and wall art for the Community Room at the Kenilworth Library.
- Discussion concerning carpeting the rest of Kenilworth Library. Treasurer Pustulka will research whether the library has sufficient funds to carpet the rest of the Kenilworth building.

Resolution 2016 - 01– Adopt a Financial Policy: Annette Della Posta made a motion to accept the following resolution.

WHEREAS, the Board of Trustees of the Town of Tonawanda Public Library recognizes the need for financial accountability; and

WHEREAS, the Board of Trustees of the Town of Tonawanda Public Library is responsible for the library's finances and financial management; and

WHEREAS, the Board will monitor and evaluate the financial plans and Purchasing Guidelines of the Library to ensure the financial integrity of the Library;

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of the Town of Tonawanda Public Library, hereby adopts the attached [Financial Policy](#).

The motion was seconded by Stanley Pustulka and unanimously passed.

- Resolution 2016-02 – Adopt a Claims Audit Policy and Claims Audit Procedures: Kathy Kanaley made a motion to accept the following resolution

WHEREAS, the Board of Trustees of the Town of Tonawanda Public Library recognizes the need for internal controls and checks and balances; and

WHEREAS, the accounting practices and procedures used by the Library will allow for proper management of the Library's revenues and expenses, and will provide adequate systems of monitoring by the Board;

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of the Town of Tonawanda Public Library, hereby adopts the attached [Claims Audit Policy](#) and a [Claims Audit Procedures](#); and

BE IT FURTHER RESOLVED, that the Town of Tonawanda Public Library Board authorize advanced payment of utilities, postage, freight and express charges.

The motion was seconded by Eileen Crawford and unanimously passed.

Resolution 2016-03 – Adopt a Petty Cash Policy Amend Treasurer Duties:
Decision made to table this resolution until December meeting.

NEW BUSINESS:

- Director Darden distributed the results of a Patron Survey which she received at a Manager-Director Meeting on October 12 at the Central Library. The results were reviewed and discussed

PUBLIC COMMENT:

- None

EXECUTIVE SESSION:

- A motion was made by Eileen Crawford to go into Executive Session to discuss a patron situation. Annette Della Posta seconded motion. Adjourned to Executive Session at 8:02 pm.
- A motion was made by Eileen Crawford to adjourn Executive Session at 8:19 pm; Motion was seconded by Annette Della Posta and passed.

ADJOURNMENT:

- A motion was made by Annette Della Posta to adjourn and seconded by Eileen Crawford. Motion passed. Meeting adjourned at 8:20 pm.

THE NEXT SCHEDULED LIBRARY BOARD MEETING WILL BE HELD AT THE KENMORE PUBLIC LIBRARY ON TUESDAY, DECEMBER 13, 2016 AT 7PM.

Respectfully submitted,
Jeanne Phillips
Secretary