

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
June 13, 2017

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, June 13, 2017 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:

Annette Della Posta, Richard Geer, Sheila Ginnane, Kathy Kanaley, Laura Glass, Eileen Crawford, Jeanne Phillips, and Stanley Pustulka.

Also attending: Dorinda Darden, Library Director of the Town of Tonawanda Public Library – Kenmore and Kenilworth Branches; Ruth Dietz and Elizabeth Federice (Friends of the Library).

APPROVAL/CHANGES TO AGENDA:

- Motion made by Sheila Ginnane to accept agenda as written. Motion seconded by Laura Glass and accepted.

ADOPTION OF MINUTES OF THE MAY 9, 2017 BOARD MEETING:

- Motion made by Kathy Kanaley and seconded by Stanley Pustulka to accept minutes as amended. Motion unanimously approved.

APPROVAL OF BILLS:

- Monthly bills reviewed. Motion made by Laura Glass and seconded by Eileen Crawford to approve payment of bills. Motion passed.

REPORT OF THE TREASURER:

- Report distributed and reviewed. Motion made by Eileen Crawford and seconded by Kathy Kanaley to accept treasurer's report. Motion passed.

REPORT OF THE CHAIR:

- Chair Geer advised the Board that a letter was received from Assemblyman Robin Schimminger to advise of a \$6000 grant to the Kenmore/Kenilworth Libraries.
- Discussion of Board donation of cards/flowers to Library retirees

REPORT OF THE DIRECTOR:

STATISTICS

Circulation:

Kenmore:	May 2016:	19,653	May 2017:	22,333	+13.6%
Kenilworth:	May 2016:	5,131	May 2017:	5,493	+7.1%

Patron Visits:

Kenmore:	May 2016:	11,932	May 2017:	12,686	+6.3%
Kenilworth:	May 2016:	4,321	May 2017:	4,688	+8.5%

Programs:

The *Adult Coloring Clinic* held weekly at the Kenilworth Branch has been discontinued due to lack of participation. Kenmore Branch Librarian **Jill Jablonski** presented the *Kenmore Library Knitting/Crochet Group* on May 1st, May 8th, May 15th and May 22nd at the Kenmore Branch. There were a total of 25 in attendance. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the *Adult Monthly Journal Group* at the Kenmore Branch on May 2nd. There were 7 in attendance. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the monthly *Adult Book Discussion Group* at the Kenilworth Branch on May 3rd. There were 4 in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented the *Kenmore Library News Program* for ages 9-12 on May 3rd, May 10th, May 17th, May 24th and May 31st at the Kenmore Branch. Kenilworth Branch Librarian **Nancy Offerman** facilitated a class visit from Ripen With Us Daycare on May 4th at the Kenilworth Branch. The group listened to stories, watched a short movie and chose books to take back to their classroom. There were 6 children and 2 adults for a total of 8 in attendance. There were a total of 45 in attendance. Kenmore Branch Librarian **Jill Jablonski** presented the *Preschool Storytime* for ages 3-5 at the Kenmore Branch on May 4th, May 11th and May 18th. There were 49 children and 40 adults for a total of 89 in attendance. Librarian **Jill Jablonski** facilitated a visit from People Inc. on May 4, during which the 6 participants used the *Adult Coloring* materials. The Central Library Children's Programming Team presented the *Sensory Storytime* for children up to age 12 on May 4th, May 11th and May 18th. There were 18 children and 21 adults for a total of 39 in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented two sessions of the *Toddler Time for Twos Program* on May 5th, May 12th and May 19th. There were 82 children and 70 adults for a total of 152 in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented the *Crafter-Day Program* for ages 6-10 on May 6th at the Kenmore Branch. There were 27 children and 18 adults for a total of 45 in attendance. The Central Library Cyber Train Team presented *Book a Technology Trainer Appointments* on May 8th at the Kenmore Branch. There were 2 participants. Kenilworth Branch Librarian **Nancy Offerman** presented the *Craft Club* for children ages 5 and up on May 12th at the Kenilworth Branch. There were 11 children and 5 adults for a total of 15 in attendance. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Books and Barks Program* for ages 5-12 held on May 13th at the Kenmore Branch. There were 8 children and 7 adults for a total of 15 in attendance. Kenmore Branch Librarian **Jill Jablonski** facilitated a visit from Northmore Nursery School on May 15th at the Kenmore Branch. The group had a tour of the library, listened to some stories, watched a short movie and chose books to take back to their classroom. There were 16 children and 6 adults for a total of 22 in attendance. Kenilworth Branch Librarian **Nancy Offerman** facilitated the *Visit with Violet Reading Program* for ages 5-12 scheduled for May 17th at the Kenilworth Branch. There were 3 children and 3 adults for a total of 6

in attendance. Librarians **Jill Jablonski and Joseph Patton** facilitated the *Battle of the Books Meeting* on May 16th, May 23rd and May 30th at the Kenmore Branch. There were a total of 28 teens in attendance. Kenmore Branch Librarian **Joseph Patton** started the *Lego Club* for ages 6-12 on May 20th at the Kenmore Branch. There were 10 children and 5 adults for a total of 15 in attendance. The Central Library Cyber Train Team presented *Book a Technology Trainer Appointments* on May 23rd at the Kenilworth Branch. There were 3 participants. The *Adult Coloring Group* was held in the main area of the Kenmore Branch on May 25th. There were 14 in attendance. The Botanical Gardens of Buffalo presented a *Desert Dish Garden Program* on May 26th at the Kenilworth Branch. Participants created a Dish Garden to take home. There were 15 children and 17 adults for a total of 32 in attendance.

In Celebration of Children's Book Week, May 1, 2017 – May 7, 2017, the Character Match Contest at the Kenilworth Branch had 4 entries, and the winner was Zach Flynn, age 7 who received a Barnes & Noble Gift Card. There was also a *Guess the Gummi Worms Contest*, which had 23 entries. The winner was Xzavier Coleman-Kidd, age 4. Xzavier guessed 139, and the actual number was 140.

In Celebration of Children's Book Week, May 1, 2017 – May 7, 2017, the Character Match Contest at the Kenmore Branch had 13 entries, and the winner was Taleeyah Payne who received a Barnes & Noble Gift Card. There was also a *Guess the Gummi Worms Contest*, which had 85 entries. The winner was Arianna Damon, age 10. Arianna guessed 140, and the actual number was 137.

The *Town of Tonawanda Coalition Community Resource Hub* was held on May 18th at the Kenmore Branch. As a member of the Town of Tonawanda Coalition, Town of Tonawanda Public Library Director **Dorinda Darden** was one of the volunteers that helped navigate participants to the services they were looking for. The service providers included, *Erie County Department of Social Services Foster and Adoptive Services, Fidelis Care, Ken-Ton Presbyterian Village, People Inc., Senior Services, Wellcare and YourCare*. There were 4 participants.

The Town of Tonawanda Public Library – Kenilworth and Kenmore Branches provided a *Sci-Fi Fun! Basket* for all ages in honor of the 40th Anniversary of Star Wars and a tribute to the Hitchhiker's Guide to the Galaxy. For every 5 items checked out, patrons could enter their name in a drawing for the *Sci-Fi Fun! Basket*. Jim Simons won the *Sci-Fi Fun! Basket* at the Kenilworth Branch. There were 82 entries at the Kenilworth Branch. Karen Forbes won the *Sci-Fi Fun! Basket* at the Kenmore Branch. There were 297 entries at the Kenmore Branch.

Julie Spillman was rehired as a Senior Page at the Kenmore Branch effective April 29th.

Effective May 3rd, Senior Page **Sharon Piatek** no longer works for the Kenmore Branch.

Kenmore Branch Librarian **Nicole Bermingham** who was in a Regular Part-Time position accepted a Full-Time Librarian I position effective May 13th.

Kenmore Branch Library Clerk **Joyce McCullagh** retired effective May 30, 2017 after nearly 24 years of service (23 years and 9 months). Her last day was May 26th. **Joyce** worked at the Sheridan-Parkside, Brighton, Kenilworth and Kenmore Branches as a Page, Senior Library Clerk and Library Clerk throughout her years of service.

Elizabeth Scibetta was hired as a Senior Page at the Kenilworth Branch and **Harriet Insalaco** was hired as a Senior Page at the Kenmore Branch effective May 27th.

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 on May 3rd at the Church of the Advent.

Tonawanda Public Library Director **Dorinda Darden** participated in the *Ask Us 24/7 Virtual Reference Chat service* on May 4th, May 17th and May 31st for a total of 3 hours.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Town of Tonawanda Public Library Board Meeting* held at the Kenmore Branch on May 9th.

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

Kenmore Branch Librarian **Nicole Bermingham** attended the *Mother Goose on the Loose* at the City of Tonawanda Public Library on May 15th as a way of learning about a *Lapsit Program* designed for babies.

Kenmore Branch Librarian **Nicole Bermingham** attended the *Come Out and Play! Game Design for Literacy Learning and Programming Seminar* sponsored by Western New York Library Resources Council (WNYLRC) on May 22nd.

Town of Tonawanda Public Library Director **Dorinda Darden** conducted *Staff Meetings* on May 22nd at the Kenilworth and Kenmore Branches and on May 23rd at the Kenmore Branch.

Kenmore Branch Librarian **Jill Jablonski** viewed the *Hot YA Reads, Summer 2017 Booklist Webinar* on May 25th.

Town of Tonawanda Public Library Director **Dorinda Darden** met with Kenmore Branch Librarians **Nicole Bermingham** and **Jill Jablonski** on May 26th about participation in the *Discover Kenmore* event to be held on June 17th.

Bill Busch from Busch Cleaning Services cleaned the carpets at the Kenmore Branch on May 28th.

On May 30th, Siemens Building Technologies and Mollenberg-Betz, Inc. began work on the Air Handling Unit #1 (AHU-1) Coil Replacement Project at the Kenmore Branch. This consists of mechanical and control work to replace the broken dual temperature control valve and coil on the AHU-1.

On May 30th, National Grid began preliminary work needed to install poles and wiring that was required with the 2013-2014 New York State Library Construction Grant for the Heating, Ventilation and Air Conditioning (HVAC) Improvements at the Kenmore Branch.

UNFINISHED BUSINESS:

- Town of Tonawanda Public Library Initiatives – National Grid is proceeding with work to move poles in parking lot due to new HVAC installation, which will probably result in the loss of 2 parking spaces. Continue to await the installation of the new phone system. The Community Room at Kenilworth Library will be completed upon the arrival of the new furniture. Thanks to the Central Library for assisting with the purchase of these items in order to receive better pricing.
- Kenmore-Town of Tonawanda Friends of the Library- Proceeding with plans for the Fall Book Sale.
- Strategic Plan – Rough draft/working copy of strategic plan distributed to Trustees by Kathy Kanaley. Discussion followed. Further discussion and suggestions to follow.

NEW BUSINESS:

- Director Darden will review library policies to determine if any of them need updating

PUBLIC COMMENT: None

Motion made by Kathy Kanaley to adjourn to Executive Session. Motion seconded by Sheila Ginnane. Adjourn to Executive session to discuss personnel matter.

EXECUTIVE SESSION

Motion made by Sheila Ginnane to adjourn Executive Session and seconded by Eileen Crawford. Executive Session adjourned.

Motion made by Eileen Crawford to adjourn and seconded by Sheila Ginnane.
Meeting adjourned at 8:15.

The next meeting of the Town of Tonawanda Public Library Board of Trustees
will be on July 11 at 7pm at the Kenmore Library.

Respectfully Submitted,

Jeanne Phillips
Secretary