MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD  
July 11, 2017

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, July 11, 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, and Stanley Pustulka.

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

APPROVAL/CHANGES TO AGENDA:
- Motion made by Sheila Ginnane to accept agenda as written. Motion seconded by Laura Glass. Motion unanimously approved.

ADOPTION OF MINUTES OF THE JUNE 13, 2017 BOARD MEETING:
- Motion made by Laura Glass to accept minutes. Motion seconded by Sheila Ginnane. Motion unanimously approved.

APPROVAL OF BILLS:
- Monthly bills reviewed. Motion made by Annette Della Posta to approve payment of bills. Motion seconded by Kathy Kanaley. Motion unanimously approved.

REPORT OF THE TREASURER:
- Report distributed and reviewed. Motion made by Kathy Kanaley to approve report. Motion seconded by Sheila Ginnane to accept treasurer’s report. Motion passed. Treasurer is looking into putting some money into certificates of deposits. Rates at various bank are being compared.

REPORT OF THE CHAIR:
- Chair Geer advised the Board that thank you notes were received from Wende Russo and Joyce McCullagh for retirement gifts.
- Board has decided not to apply for a grant this year because of time restraints. Next year the board will start earlier in the year to decide if a grant is needed.

REPORT OF THE DIRECTOR:

STATISTICS

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<th>June 2016</th>
<th>June 2017</th>
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<tbody>
<tr>
<td>Circulation</td>
<td></td>
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<tr>
<td>Kenmore</td>
<td>22,446</td>
<td>22,109</td>
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<td>-1.5%</td>
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<tr>
<td>Kenilworth</td>
<td>5,610</td>
<td>5,380</td>
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<td>-4.1%</td>
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Patron Visits:
Kenmore:  
June 2016:  12,423  
June 2017:  12,549  
1.0%
Kenilworth:  
June 2016:  4,953  
June 2017:  4,827  
-2.5%

Programs:
Kenilworth Branch Librarian Nancy Offerman facilitated a class visit from Ripen with Us Daycare on June 1st at the Kenilworth Branch. The group 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 Nicole Bermingham presented the Crafter-Day Program for ages 6-10 on June 3rd at the Kenmore Branch. There were 16 children and 5 adults for a total of 21 in attendance.
Librarians Jill Jablonski and Joseph Patton facilitated the Battle of the Books Meeting on June 6th, June 13th and June 20th at the Kenmore Branch. There was a total of 28 teens in attendance.
Kenilworth and Kenmore Branch Manager Amy Christman facilitated the Adult Monthly Journal Group at the Kenmore Branch on June 6th. There were 8 in attendance.
Kenilworth and Kenmore Branch Manager Amy Christman facilitated the monthly Adult Book Discussion Group at the Kenilworth Branch on June 7th. There were 6 in attendance. Kenmore Branch Volunteers Susan Doran and Jill Greenberg presented the Resume Helper Program on June 7th and June 14th. Jill presented on June 21st and Susan on June 28th at the Kenmore Branch. There were 8 participants.
Kenmore Branch Librarian Nicole Bermingham presented the Kenmore Library News Program for ages 9-12 on June 7th, June 14th, June 21st and June 28th at the Kenmore Branch. There was a total of 29 in attendance. Kenilworth Branch Librarian Nancy Offerman presented the Craft Club for children ages 5 and up on June 9th at the Kenilworth Branch. There were 4 children and 1 adult for a total of 5 in attendance.
Kenmore Branch Librarian Jill Jablonski facilitated the Books and Barks Program for ages 5-12 held on June 10th at the Kenmore Branch. There were 5 children and 5 adults for a total of 10 in attendance. Kenmore Branch Librarian Jill Jablonski presented the Kenmore Library Knitting/Crochet Group on June 12th, June 19th and June 26th at the Kenmore Branch. There was a total of 15 in attendance. Kenmore Branch Librarian Nicole Bermingham facilitated a Kindergarten class visit from Lindbergh Elementary School on June 13th at the Kenmore Branch. The group had a tour of the library and listened to some stories. There were 20 children and 10 adults for a total of 30 in attendance. Kenmore Branch Librarian Joseph Patton started the Lego Club for ages 6-12 on June 17th at the Kenmore Branch. There were 12 children and 6 adults for a total of 18 in attendance. The Central Library Cyber Train Team presented Book a Technology Trainer Appointments on June 20th at the Kenilworth Branch. There were 3 participants. Kenilworth Branch Librarian Nancy Offerman facilitated the Visit with Violet Reading Program for ages 5-12 on June 21st at the Kenilworth Branch. There were 6 children and 6 adults for a total of 12 in attendance.
Kenilworth and Kenmore Branch Manager Amy Christman facilitated the new Q.U.I.E.T. (Quest for Inspiring Effortless Thoughtful Time-out) Program on June 22nd at the Kenmore Branch. This replaces the Adult Coloring Group. There were 7 in attendance. The Central Library Cyber Train Team presented Book a Technology Trainer Appointments on June 27th at the Kenmore Branch. There were 2 participants. Kenmore Branch Librarian Jill Jablonski facilitated a visit from People Inc. on June 29th at the Kenmore Branch. There were 7 participants. The Central Library Children’s Programming Team presented the Sensory Storytime for children up to age 12 on June 29th at the Kenmore Branch. There were 10 children and 14 adults for a total of 24 in attendance.

Dave Kozlowski from the Buffalo & Erie County Public Library’s Information Technology Department installed an additional Public Scanner on Computer #5 at the Kenmore Branch and Computer #7 at the Kenilworth Branch on June 2nd through funds provided from the Buffalo & Erie County Public Library System’s Yearend Appeal.

The Town of Tonawanda Coalition Community Resource Hub was held on June 15th at the Kenmore Branch. The service providers included Catholic Charities, Erie Community College One Stop, Erie County Department of Social Services Foster and Adoptive Services, Erie County Home Energy Assistance Program (HEAP), Fidelis Care, People Inc., Senior Services, Salvation Army, Schofield Care, Veterans Outreach Services and YourCare. There were 5 participants who spoke to service providers but there were many who visited the library that received information about the Town of Tonawanda Coalition Community Resource Hub.

The Town of Tonawanda Public Library partnered with the Bookmobile (Library on Wheels) for the Discover Kenmore event held on Saturday, June 17, 2017 from 9:00-3:00 in the Village of Kenmore on Delaware Avenue. The Bookmobile was located across Delaware Avenue at Victoria. Kenmore Branch Librarians Nicole Bermingham, Jill Jablonski and Information Services and Outreach Librarian Nicole Jesse represented the Town of Tonawanda Public Library – Kenilworth and Kenmore Branches and the Bookmobile respectively. Nicole Bermingham and Jill Jablonski promoted the Summer Programs at the Kenilworth and Kenmore Branches which includes the Summer Fun Club, the Independent Reading Club and Family Programs. A Door Hanger craft designed by the Central Library’s Graphic Department with the Build a Better World Summer Reading Theme was provided to children. Bookmarks were also provided for children to decorate. There were giveaways including pencils, bookmarks, sunglasses, necklaces, and bracelets. Brochures were provided for the Town of Tonawanda Public Library – Kenilworth and Kenmore Branches Summer Programs and also the Buffalo & Erie County Public Library System-wide Passports to Reading Program. Nicole Bermingham and Jill Jablonski presented a Story Hour. They read, Don’t Let the Pigeon Drive the Bus and Press Here and Nicole Bermingham and the children did a Parachute Play with a stuffed toy Pigeon from the character in the book, Don’t Let the Pigeon Drive the Bus. 75 people enjoyed the Story Hour. Tours of the Bookmobile were provided by Information Services and Outreach Librarian Nicole Jesse and 22 library cards were issued. There was a total of 345
people that visited throughout the day. The Kenmore Merchants Association who sponsored the *Kenmore Discover* event created a passport to encourage people to visit the vendors. Shoppers voted for their top 5 vendors. The Town of Tonawanda Public Library in collaboration with the Bookmobile tied for 3rd place for the shopping votes.

The Town of Tonawanda Public Library – Kenilworth and Kenmore Branches provided a *Pizza Hut Gift Card* for all ages. Fawn Dipalma won the *Pizza Hut Gift Card* at the Kenilworth Branch. There were 96 entries at the Kenilworth Branch. Bryna Rum won the *Pizza Hut Gift Card* at the Kenmore Branch. There were 469 entries at the Kenmore Branch.

Town of Tonawanda Public Library Director **Dorinda Darden** and Kenmore Branch Library Associate **Jeanne McGill** conducted an interview for the Library Clerk position at the Kenmore Branch on June 6th. Town of Tonawanda Public Library Director **Dorinda Darden** and Kenilworth and Kenmore Branch Manager **Amy Christman** conducted interviews for the *Library Clerk* position at the Kenmore Branch on June 6th and June 7th.

Town of Tonawanda Public Library Director **Dorinda Darden** and Kenilworth and Kenmore Branch Manager **Amy Christman** conducted interviews for the *Librarian II (Branch Manager)* position for the Town of Tonawanda Public Library on June 14th and June 15th.

Kenilworth Branch Part-Time Librarian **Nancy Offerman** who retired in December 2010 and then worked Part-Time at the Kenmore and Kenilworth Branches since January 2011 resigned effective June 24, 2017. Her last day was June 22nd.

Kenilworth and Kenmore Branch Manager **Amy Christman** retired effective June 24, 2017 after 32 years of service. A *Retirement Celebration* was held for **Amy** at the Kenmore Branch on June 22nd. Her last day was June 23rd. **Amy** will be working as a Part-Time Librarian at the Kenilworth Branch effective July 8, 2017.

**Stephen Carson** was hired as a Library Clerk at the Kenmore Branch Library effective June 24, 2017. **Stephen** transferred from the East Clinton Branch Library with nearly 10 years of experience working in the city branches of the Buffalo & Erie County Public Library System. He has also worked at the Erie County Home and Infirmary Library of the former Buffalo & Erie County Public Library’s Erie County Home and Infirmary Library.

**Mary Phillips** was hired as the Branch Manager of the Town of Tonawanda Public Library effective June 24, 2017. **Mary** transferred from the Information Services and Outreach Department at the Central Library. She was also the Manager of the Media Room. **Mary** has over 20 years of experience throughout the Buffalo & Erie County Public Library System. Her previous positions included working in the Urban Services
Division of the Department of Extension Services, Kensington Branch Library, Lifelong Learning Center at the Central Library, Manager of Circulation Services, Manager of the Interlibrary Loan and e-Branch Departments and Manager of the Crane Branch Library.

Olivia Schneggenburger was hired as a Page at the Kenmore Branch effective June 24, 2017.

Kenmore Branch Librarian Nicole Bermingham viewed the following WebJunction Webinars:
- Civility Goes Viral: A New Approach for a New Era on June 5th
- Service Excellence in Challenging Times on June 5th
- Serving Older Adults in a Changing World on June 6th
- Finding & Training Volunteer Technology Instructors on June 8th
- Whole Person Librarianship: Fostering Empathy in Challenging Times on June 8th
- Beyond Book Groups: Fun Library Programs for Adult Readers on June 12th

As a member of the Zonta Club of Kenmore, Town of Tonawanda Public Library Director Dorinda Darden attended the Zonta Club of Kenmore’s Academic and Service Awards Dinner held on June 7th at the Classics V Banquet Hall on Niagara Falls Boulevard.

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 14th.

Tonawanda Public Library Director Dorinda Darden participated in the Ask Us 24/7 Virtual Reference Chat service on June 14th and June 28th for a total of 2 hours.

Town of Tonawanda Public Library Director Dorinda Darden Dorinda had a Telephone Conference call with Suzanne Croisdale, Vice President of Sales from Premise Communications (PremCom) on June 19th to discuss a change in the new ShoreTel Telephone System that will be installed at the Kenilworth and Kenmore Branches.

Town of Tonawanda Public Library Director Dorinda Darden attended the Town of Tonawanda Community Coalition Meeting held at 169 Sheridan Parkside on June 28th. Members of the Coalition stuffed bags with information about the Town of Tonawanda Coalition Community Resource Hub held the 3rd Thursday of each month at the Kenmore Branch. Service provider flyers and promotional material were also put in the bags. There will be a Door-do-Door distribution on July 12th to residents of the Village of Kenmore and the Town of Tonawanda.

Town of Tonawanda Public Library Director Dorinda Darden, Kenilworth and Kenmore Branch Manager Amy Christman, Kenmore Branch Librarians Nicole Bermingham, Jill Jablonski and Joseph Patton, Kenmore Branch Senior Pages Annette King and Patricia Lahti and Kenmore Branch Page Gregory Sterlace completed the 2017 Annual Compliance Training on Harassment: Sex, Religion, and Beyond and Workplace Violence: The Early Warning Signs provided by Kantola Productions Media.
Siemens Building Technologies and Mollenberg-Betz, Inc. completed their work on the Air Handling Unit #1 (AHU-1) Coil Replacement Project at the Kenmore Branch.

National Grid continued the 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. The Kenmore Branch will be closed from July 13, 2017 – July 14, 2017 so that National Grid can complete their work.

New Business

Kathy Kanaley presented a new draft of the Strategic Plan. Suggestions were made and a new copy will be presented at the August 9, 2017 meeting.

Public Comment: None

Motion to adjourn made by Laura Glass. Seconded by Kathy Kanaley.