

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD  
August 9, 2017

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, August 9, 2017 at the Kenilworth Branch 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:  
Annette Della Posta, Richard Geer, Sheila Ginnane, Kathy Kanaley, Jeanne Phillips.

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

APPROVAL/CHANGES TO AGENDA:

- Agenda reviewed. Motion made by Sheila Ginnane and seconded by Annette Della Posta to accept agenda with no changes. Motion passed.

ADOPTION OF MINUTES OF THE JULY 11, 2017 MEETING:

- Minutes reviewed. Motion made by Annette Della Posta and seconded by Kathy Kanaley to accepted minutes as written. Motion passed.

APPROVAL OF BILLS:

- Bills distributed and reviewed. Motion made by Jeanne Phillips and seconded by Sheila Ginnane to accept payment of bills presented. Motion passed.

REPORT OF THE TREASURER:

- Treasurer's report reviewed. Motion made by Annette Della Posta and seconded by Kathy Kanaley to accept Treasurer's report. Motion passed.

REPORT OF THE CHAIR:

- Chair Geer reminded the Board that due to acceptance of resignation of Laura Glass as a Board Member, there is now a vacancy on the Board. He requested that everyone pursue nominations for this vacancy.
- Chair Geer reported that a New York State Construction Grant would be pursued to cover the expenses of needed electrical work at the Kenmore Branch.

REPORT OF THE DIRECTOR:

**STATISTICS**

**Circulation:**

Kenmore:	July 2016:	24,998	July 2017:	23,489	<b>-6.0%*</b>
Kenilworth:	July 2016:	5,566	July 2017:	5,899	<b>+6.0%</b>

**Patron Visits:**

Kenmore:	July 2016:	13,009	July 2017:	12,755	-2.0%*
Kenilworth:	July 2016:	4,753	July 2017:	4,787	+0.7%

\*The Kenmore Branch was scheduled to close on July 13, 2017 and July 14, 2017 for work to be conducted by National Grid that would result in a power outage. However, notification was received from the Town of Tonawanda on July 11, 2017 that the scheduled work would need to be postponed. The library remained open during this time with limited publicity due to time constraints.

**Programs:**

Kenmore Branch Librarian **Nicole Bermingham** presented the *Crafter-Day Program* for ages 6-10 on July 1<sup>st</sup> at the Kenmore Branch. There were 19 children and 17 adults for a total of 36 in attendance.

Kenmore Branch Librarian **Jill Jablonski** presented the *Kenmore Library Knitting/Crochet Group* on July 3<sup>rd</sup>, July 17<sup>th</sup> and July 31<sup>st</sup> at the Kenmore Branch. There were a total of 20 in attendance.

Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the monthly *Adult Book Discussion Group* at the Kenilworth Branch on July 5<sup>th</sup>. There were 4 in attendance. Kenmore Branch Volunteers **Susan Doran** and **Jill Greenberg** presented the *Resume Helper Program* on July 5<sup>th</sup>, July 12<sup>th</sup>, July 19<sup>th</sup> and July 26<sup>th</sup> at the Kenmore Branch. There were 6 participants. Kenmore Branch Librarian **Nicole Bermingham** presented the *Kenmore Library News Program* for ages 9-12 on July 5<sup>th</sup>, July 12<sup>th</sup>, July 19<sup>th</sup> and July 26<sup>th</sup> at the Kenmore Branch. There were a total of 27 in attendance.

Kenmore Branch Librarian **Jill Jablonski** presented the *Preschool Storytime* for ages 3-5 on July 6<sup>th</sup>, July 20<sup>th</sup> and July 27<sup>th</sup> at the Kenmore Branch. There were 69 children and 41 adults for a total of 110 in attendance. The Central Library Children's Programming Team presented the *Sensory Storytime* for children up to age 12 on July 6<sup>th</sup>, July 20<sup>th</sup> and July 27<sup>th</sup> at the Kenmore Branch. There were 14 children and 12 adults for a total of 26 in attendance. Kenmore Branch Librarian **Nicole Bermingham** presented two sessions of the *Toddler Time for 2's Program* on July 7<sup>th</sup>, July 21<sup>st</sup> and July 28<sup>th</sup>. There were 75 children and 67 adults for a total of 142 in attendance. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Books and Barks Program* for ages 5-12 held on July 8<sup>th</sup> at the Kenmore Branch. There were 3 children and 3 adults for a total of 6 in attendance. Kenmore Branch Librarian **Joseph Patton** presented the *Summer Fun Club* for ages 6-10 on July 10<sup>th</sup>, July 17<sup>th</sup>, July 24<sup>th</sup> and July 31<sup>st</sup> at the Kenmore Branch. The programs featured the *Build a Better World Summer Reading Program* theme. There were 70 children and 24 adults for a total of 94 in attendance. The Central Library Children's Programming Team presented the *Let's Build It! Program* for ages 3-6 on July 11<sup>th</sup> at the Kenmore Branch. There were 14 children and 9 adults for a total of 23 in attendance.

Kenilworth and Kenmore Branch Manager **Mary Phillips** provided an Introduction to the Library and a tour to a group from Journey's End on July 11<sup>th</sup> at the Kenmore Branch. There were 20 adults in attendance. James Gugliuzza

and Lily Smith, two students from Kenmore West High School began volunteering to host the *Family Gaming Hour!* Participants played games on July 11<sup>th</sup>, July 18<sup>th</sup> and July 25<sup>th</sup>. There were a total of 7 in attendance. Kenmore Branch Librarians **Jill Jablonski** and **Joseph Patton** facilitated the *Battle of the Books Meeting* on July 11<sup>th</sup>, July 18<sup>th</sup> and July 25<sup>th</sup> at the Kenmore Branch. There were a total of 15 teens in attendance. The Central Library Cyber Train Team presented *Book a Technology Trainer Appointments* on July 12<sup>th</sup> and July 27<sup>th</sup> at the Kenilworth Branch. There were 5 participants. Kenilworth Branch Librarian **Amy Christman** presented the *Craft Club* for children ages 5 and up on July 14<sup>th</sup> at the Kenilworth Branch. There were 8 children and 4 adults for a total of 12 in attendance. Kenmore Branch Librarian **Joseph Patton** presented the *Lego Club* for ages 6-12 on July 15<sup>th</sup> at the Kenmore Branch. There were 12 children and 9 adults for a total of 21 in attendance. Kenilworth Branch Library Associate **Margaret Kunz** facilitated the *Visit with Violet Reading Program* for ages 5-12 on July 19<sup>th</sup> at the Kenilworth Branch. There were 4 children and 4 adults for a total of 8 in attendance. **Partho Bhattacharya** began volunteering as a *Computer Coach* at the Kenmore Branch. He assisted patrons on July 25<sup>th</sup> and July 27<sup>th</sup>. There were a total of 3 participants. The Central Library Children's Programming Team presented the *Popsicle Stick Simple Machines Program* for ages 6-10 on July 26<sup>th</sup> at the Kenmore Branch. There were 14 children and 5 adults for a total of 19 in attendance. Kenilworth and Kenmore Branch Manager **Amy Christman** facilitated the *Q.U.I.E.T. (Quest for Inspiring Effortless Thoughtful Time-out) Program* on July 27<sup>th</sup> at the Kenmore Branch. There were 7 in attendance. The Central Library Cyber Train Team presented *Book a Technology Trainer Appointments* on July 27<sup>th</sup> at the Kenmore Branch. There were 3 participants.

Sean O'Neil, Field Representative from Senator Jacobs's office visited the Kenmore Branch on July 6<sup>th</sup>. He dropped off New York State Senate's *Build a Better World Summer Reading Program Posters*. Mr. O'Neil informed Town of Tonawanda Public Library Director **Dorinda Darden** that Senator Jacobs would like to read to children at the Kenmore Branch at a future date. His office will send his availability.

Blood Drives were held at the Kenmore Branch on July 6<sup>th</sup> and July 29<sup>th</sup> by UNYTS (Upstate New York Transplant Services) and the National Federation of the Blind respectively.

The *Town of Tonawanda Coalition Community Resource Hub* was held on July 20<sup>th</sup> at the Kenmore Branch. The service providers included *Congress on my Corner with Congressman Higgins Office*, *Cornell Cooperative Extension Eat Smart New York*, *Erie County Department of Social Services Foster and Adoptive Services*, *Erie County Home Energy Assistance Program (HEAP)*, *Fidelis Care*, *People Inc.*, *Senior Services*, *Schofield Care*, *University of Buffalo (UB) Education Opportunity Center*, *Veterans Outreach Services* and *Wellcare*. There were 9 participants. In addition as part of the *Town of Tonawanda*

*Coalition Community Resource Hub, Narcan Training* was provided on July 20<sup>th</sup> by *Lake Shore Behavioral Health*. 9 people completed the training and received Narcan Kits.

The Kenmore Branch received notification that a *Kenmore in Bloom* scouting group has chosen the Kenmore Branch Library's Garden as being one of the finest in the Village of Kenmore. As a result, the Kenmore Village Improvement Society (KVIS) has awarded the Kenmore Branch Library with the *Kenmore in Bloom Award* for the second year in a row. Kenilworth and Kenmore Branch Manager **Mary Phillips** attended the *Bloom Breakfast* held at the Kenmore Community Center on July 22<sup>nd</sup>.

The Town of Tonawanda Public Library – Kenilworth and Kenmore Branches provided an *Anderson's Gift Card* for all ages. Giovanni Gentile won the *Anderson's Gift Card* at the Kenilworth Branch. There were 88 entries at the Kenilworth Branch. Meaghan Piegay won the *Anderson's Gift Card* at the Kenmore Branch. There were 513 entries at the Kenmore Branch. *The Independent Reading Club* for children ages 12 and under began in July and will run through the end of August for the Kenilworth and Kenmore Branches. Children register and receive 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, they can bring a ticket back to the library and choose a prize. Of the registered 67 children, 29 participated in July at the Kenilworth Branch. Of the 66 registered 39 children, participated at the Kenmore Branch in July.

On July 28, 2017, Town of Tonawanda Public Library Director **Dorinda Darden** was informed by the recently appointed Kenilworth and Kenmore Branch Manager **Mary Phillips** that due to unforeseen circumstances effectively immediately, she has to vacate her position pending her retirement.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Town of Tonawanda Public Library Board Meeting* held at the Kenmore Branch on July 11<sup>th</sup>.

Town of Tonawanda Public Library Director **Dorinda Darden** and Kenilworth and Kenmore Branch Manager **Mary Phillips** attended the *Manager-Director Meeting* held at the Central Library on July 12<sup>th</sup>.

Tonawanda Public Library Director **Dorinda Darden** participated in the *Ask Us 24/7 Virtual Reference Chat service* on July 12<sup>th</sup> and July 26<sup>th</sup> 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 July 18<sup>th</sup>.

Town of Tonawanda Public Library Director **Dorinda Darden** conducted *Staff Meetings* at the Kenilworth Branch on July 26<sup>th</sup> and the Kenmore Branch on July 27<sup>th</sup>.

Kenilworth Branch Library Associate **Margaret Kunz**, Kenilworth Branch Senior Pages **Connie Brinkworth** and **Kathleen Bauer**, Kenilworth Cleaner **Brian Bauer**, Kenmore Branch Library Associate **Jeanne McGill**, Kenmore Branch Library Clerk **Stephen Carson**, Kenmore Branch Caretaker **Rickie Davis**, Kenmore Branch Senior Page **Niko Mancuso** completed the *2017 Annual Compliance Training on Harassment: Sex, Religion, and Beyond* and *Workplace Violence: The Early Warning Signs* provided by Kantola Productions Media.

The Town of Tonawanda repainted the Parking Lot lines at the Kenmore Branch on July 16<sup>th</sup>.

#### UNFINISHED BUSINESS:

- Town of Tonawanda Public Library Initiatives- National Grid is anxious to complete the electrical work at the Kenmore Branch.  
Exploring the procedure for proceeding with a garden at the Kenilworth Library Branch  
The new telephone system at both Branches will be installed shortly
- Strategic Plan – Kathy Kanaley distributed template for developing a Library strategic plan. Review and discussion followed. Decision made to begin working on Goal I: Leadership at the next Board meeting.

#### NEW BUSINESS:

- Agreement and Resolution for the 2017-2018 New York State Library Construction Grant – Resolution was distributed and discussed. Motion made by Jeanne Phillips to accept the agreement and resolution for 2017-18 New York State Library Construction Grant. Annette Della Posta seconded motion. Motion passed with 5 yeas and 0 nays. This grant will be used to cover expenses of electrical work at Kenmore Branch.
- Buffalo & Erie County Public Library Resolution 2017-32 Amend 2017 Budget: NYS Grant in Aid: Budget amended to note the \$10,000 grant received by NY State Senator Chris Jacobs for each branch of the Town of Tonawanda Public Library.

PUBLIC COMMENT: None

Motion made by Annette Della Posta to adjourn to Executive Session for Personnel concerns. Motion seconded by Sheila Ginnane. Meeting adjourned to Executive Session at 8:15 pm.

EXECUTIVE SESSION

Motion made by Kathy Kanaley and seconded by Annette Della Posta to adjourn from Executive Session. Adjourn from Executive Session at 8:30 pm.

Motion made by Annette Della Posta to adjourn. Motion seconded by Sheila Ginnane. Meeting adjourned at 8:35 pm.

THE NEXT MEETING OF THE TOWN OF TONAWANDA PUBLIC LIBRARY BOARD OF TRUSTEES WILL BE HELD ON TUESDAY, SEPTEMBER 12, 2017 AT 7PM IN THE KENMORE BRANCH LIBRARY.

Respectfully Submitted,

Jeanne Phillips  
Secretary