

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
November 14, 2017

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, November 14, 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, Jeanne Phillips

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 is. Motion seconded by Annette Della Posta and passed.

ADOPTION OF MINUTES OF THE OCTOBER 10, 2017 BOARD MEETING:

- Annette Della Posta made a motion to accept the minutes as written. Motion seconded by Sheila Ginnane and passed.

APPROVAL OF BILLS:

- Director Darden presented bills from previous month for approval. Some discussion followed re: procedure for bill approval. Discussion tabled until meeting in December.
- Motion made by Annette Della Posta to approve bills presented. Sheila Ginnane seconded the motion and motion passed.

REPORT OF THE TREASURER:

- Report distributed to Board for review. Jeanne Phillips made a motion to accept the report and Richard Geer seconded it. Motion passed.

REPORT OF THE CHAIR:

- Chair Geer reported that he and several Board members attended the ACT meeting. Libraries in attendance reported on various activities they sponsor and there is the possibility of beginning a trustee log for those interested.

REPORT OF THE DIRECTOR:



Director's Report
November 14, 2017.doc

UNFINISHED BUSINESS:

- Daily cash receipts and banking procedures – Following research and investigation into cash receipts and banking procedures at other Erie County libraries, it has been decided to continue with present procedures
- Strategic Plan- Continuing discussion re: strategic plan will be tabled until December meeting.

NEW BUSINESS:

- LED Outdoor Signs: Director Darden provided Trustees with information re: costs of outdoor sign for Kenilworth Library. Due to high cost of an LED sign (over \$10,000) a decision was made to proceed with securing necessary information for the construction of a sign at Kenilworth Library which would be similar to the one at Kenmore Library.
- OPEN HOURS AND STAFF WORK HOURS: Director Darden advised the Trustees that Buffalo & Erie County Public Library Director Mary Jean Jakubowski sent a letter dated October 30, 2017 to her and Chair Richard Geer. Buffalo & Erie County Public Library Director Mary Jean Jakubowski and Buffalo & Erie County Public Library Chief Financial Officer are requesting a meeting with the Town of Tonawanda Public Library Board and Director Darden to discuss open hours and work schedules at the Kenmore Branch Library based on their review of the 2-Week Schedule that they requested Director Darden send to them during the 2018 Budget process in July 2017. Chair Geer received a voice message from Buffalo & Erie County Public Library Director Mary Jean Jakubowski's Office about arranging a meeting. He will call them back to set up a meeting.
- Town of Tonawanda Public Library Wish List for 2018: Director Darden has begun discussion with staff re: needs for 2018. Trustees reviewed possible needs with Director Darden as well.
- ASSET INVENTORY: In accordance with the Office of the New York State Comptroller Local Government Management Guide a dollar minimum can and should be established so that insignificant items are not counted and recorded in capital assets. In determining the minimum amount to be included in the inventory of capital assets, the governing board should make a determination of what represents significant value. Also, similar items should be grouped together and included in the capital assets inventory if the group total exceeds the minimum amount. A motion was made by Annette Della Posta to set \$200 as the minimum amount for each fixed and grouped item to be included in the asset inventory. The motion was seconded by Sheila Ginnane and passed.

PUBLIC COMMENT: None

ADJOURNMENT: Motion made by Sheila Ginnane to adjourn and seconded by Annette Della Posta. Meeting adjourned at 8:45.

THE NEXT MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
WILL BE ON TUESDAY, DECEMBER 12, 2017 AT 6:30 PM.

Respectfully Submitted,

Jeanne Phillips
Secretary