

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
December 12, 2017

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, December 12, 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, Kathy Kanaley, Stanley Pustulka, Eileen Crawford

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

APPROVAL/CHANGES TO AGENDA:

- Motion made by Annette Della Posta to accept agenda as is. Motion seconded by Kathy Kanaley and passed.

ADOPTION OF MINUTES OF THE NOVEMBER 14, 2017 BOARD MEETING:

- Stanley Pustulka made a motion to accept the minutes as written. Motion seconded by Eileen Crawford and passed.

APPROVAL OF BILLS:

- Director Darden presented bills to be approved for payment. Bills were reviewed and discussed. Motion made by Kathy Kanaley to approve payment of bills and seconded by Eileen Crawford. Motion passed.

REPORT OF THE TREASURER:

- Treasurer Pustulka presented report to Board. Following review a motion was made by Annette Della Posta and seconded by Kathy Kanaley to accept the Treasurers report. Motion passed. Comment made to note the increased interest made from investment of funds in higher interest bearing CD accounts.

REPORT OF THE CHAIR:

- 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 staffing at the Kenmore Library. Chair Geer is in the process of scheduling this meeting for the first week in January.
- Chair Geer thanked Board Members Ginnane and Kanaley for serving as the nominating committee.

REPORT OF DIRECTOR:

STATISTICS

Circulation:

Kenmore:	November 2016:	21,117	November 2017:	19,844	-
					6.0%*
Kenilworth:	November 2016:	5,671	November 2017:	4,681	-17.5%

Patron Visits:

Kenmore:	November 2016:	12,644	November 2017:	11,600	-8.3%*
Kenilworth:	November 2016:	4,124	November 2017:	4,031	-2.3%

*The Kenmore Branch was closed on November 8th from 10:00 AM – 1:10 PM due to the water being shut off by the Kenmore Department of Public Works for work needed to replace a Fire Hydrant in the area.

Programs:

Students from the Falk School visited the Kenilworth Branch on November 1st and November 2nd. There were 6 children and 2 adults for a total of 8 in attendance. Kenilworth Branch Librarian **Amy Christman** facilitated the monthly *Adult Book Discussion Group* at the Kenilworth Branch on November 1st. There were 9 in attendance. Kenmore Branch Volunteers **Susan Doran** and **Jill Greenberg** presented the *Resume Helper Program* on November 1st, November 8th, November 15th, November 22nd and November 29th at the Kenmore Branch. There were 6 participants. The Central Library Cybertrain Team presented *Book a Technology Trainer* sessions on November 1st at the Kenmore Branch. There were 3 participants. Kenmore Branch Librarian **Joseph Patton** presented the *Kenmore Library News Program* for ages 9-12 on November 1st, November 8th, November 15th, November 22nd and November 29th at the Kenmore Branch. There were a total of 52 in attendance. **Matthew Gates** began volunteering as a *Computer Coach* on November 1st at the Kenmore Branch. Additional sessions were held on November 8th, November 15th and November 29th. There were a total of 8 participants. Kenilworth Branch Librarian **Amy Christman** facilitated a visit from Ripen With Us Child Care Center at the Kenilworth Branch on November 2nd. There were 6 children and 2 adults for a total of 8 in attendance. Kenmore Branch Volunteer **Partho Bhattacharya** provided assistance as a *Computer Coach* at the Kenmore Branch. He assisted patrons on November 2nd, November 7th, November 9th, November 16th, November 21st, November 28th and November 30th. There were a total of 22 participants. Kenmore Branch Librarian **Jill Jablonski** presented the *Preschool Storytime* for ages 3-5 on November 2nd and November 9th at the Kenmore Branch. There were 33 children and 24 adults for a total of 57 in attendance. The Central Library Children's Programming Team presented the *Sensory Storytime* for children up to age 16 on November 2nd, November 9th and November 16th at the Kenmore Branch. There were 14 children and 15 adults for a total of 29 in attendance. Town of Tonawanda Public Library Branch Manager **Nicole Bermingham** presented two sessions of the *Toddler Time for 2's Program* on November 3rd and November 17th at the Kenmore Branch. There were 43 children and 44 adults for a total of 87 in

attendance. During the last class of the *Toddler Time for 2's Program*, two complimentary tickets to the Towne Players "The Christmas Trip" were raffled off. Lyla Murphy and her family won the tickets. The Central Library Cybertrain Team presented the *Microsoft Word 2016 Basics Technology Training* on November 3rd at the Kenmore Branch. There were 4 in attendance. Kenmore Branch Librarian **Jill Jablonski** presented the *Crafter-Day Program* for ages 5-10 on November 4th at the Kenmore Branch. There were 25 children and 16 adults for a total of 41 in attendance. The Central Library Children's Programming Team presented the *Take Flight: Airplanes and Rockets Program* for ages 8-12 at the Kenilworth Branch on November 6th. There were 7 children and 4 adults for a total of 11 in attendance. Kenmore Branch Librarian **Jill Jablonski** presented the *Kenmore Library Knitting/Crochet Group* on November 6th, November 13th, November 20th and November 27th. There were a total of 25 in attendance. **Anna Cryan** and **Lily Smith**, two student volunteers from Kenmore West High School 's International Baccalaureate Program presented the *Homework Helpers Program* for students in Grades 1-7 on November 7th, November 14th, November 21st and November 28th at the Kenmore Branch. There were no participants this month, but the volunteers are looking into new ways of advertising the program to create further interest. The program will be monitored to see if it should be continued. Kenilworth Branch Librarian **Amy Christman** facilitated the monthly *Adult Monthly Journal Group* at the Kenmore Branch on November 7th. There were 10 in attendance. The *Reading with Gus Therapy Dog Program* was held on November 8th at the Kenilworth Branch. There were 5 children in attendance. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Books and Barks Program* for ages 5-12 held on November 11th at the Kenmore Branch. There were 4 children and 4 adults for a total of 8 in attendance. Explore and More Children's Museum presented the *Tinkering Program* for ages 6-12 on November 15th at the Kenmore Branch. There were 12 children and 1 adult for a total of 13 in attendance. Kenilworth Branch Librarian **Amy Christman** presented the *Craft Club* for children ages 5 and up on November 17th at the Kenilworth Branch. There were 19 children and 6 adults for a total of 25 in attendance. Kenmore Branch Librarian **Joseph Patton** presented the *Lego Club* for ages 6-12 on November 18th at the Kenmore Branch. There were 14 children and 6 adults for a total of 20 in attendance. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Teen Gaming Program* for ages 12-17 on November 28th at the Kenmore Branch. There were 5 teens in attendance. The Central Library Children's Programming Team presented the *Take Flight: Airplanes and Rockets Program* for ages 8-12 at the Kenmore Branch on November 29th. There were 8 children and 4 adults for a total of 12 in attendance.

The *Town of Tonawanda Coalition Community Resource Hub* was held on November 16th at the Kenmore Branch. The service providers included *Catholic Charities WIC Program*, *Erie County Department of Social Services Foster and Adoptive Services*, *Fidelis Care*, *Ivy Lea Construction*, *New York State Department of Public Service*, *People Inc. Senior Services*, *Salvation Army*, *Schofield Care*, *United Healthcare* and the *University of Buffalo (UB) Education*

Opportunity Center. Free weatherization kits were provided to participants. There were 5 participants.

The Town of Tonawanda Public Library – Kenilworth and Kenmore Branches provided raffles for a *Toys R Us Gift Card* and *Tops Friendly Market Gift Card*. For every 5 items checked out, patrons could enter their name in a drawing for the Gift Card of their choice. Destiny Griffin won the \$25 *Toys R Us Gift Card* and Sascha McLauren won the \$25 *Tops Market Gift Card* at the Kenilworth Branch. There were 31 entries for the *Toys R Us Gift Card* and 12 entries for the *Tops Friendly Market Gift Card* for a total of 43 entries at the Kenilworth Branch. Braxton (no last name provided) won the \$25 *Toys R Us Gift Card* and Pam Horbett won the \$25 *Tops Friendly Markets Gift Card* at the Kenmore Branch. There were 202 entries for the *Toys R Us Gift Card* and 162 for the *Tops Friendly Markets Gift Card* for a total of 364 entries at the Kenmore Branch.

Town of Tonawanda Public Library Director **Dorinda Darden** and Town of Tonawanda Public Library Branch Manager **Nicole Bermingham** attended the *Manager-Director Meeting* held at the Central Library on November 8th. Town of Tonawanda Public Library Branch Manager **Nicole Bermingham** attended the *Accident/Incident Investigation Workshop* held at the Central Library on November 8th.

Tonawanda Public Library Director **Dorinda Darden** participated in the *Ask Us 24/7 Virtual Reference Chat service* on November 15th and November 29th for a total of 2 hours.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Librarians Association Negotiating Table Team Meeting* held at NYSUT (New York State United Teachers) Western New York Regional Office in Williamsville, NY on November 17th and at the Central Library on November 28th.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Database Committee Meeting* held at the Central Library on November 20th.

Kenilworth Branch Cleaner **Brian Bauer** attended the *Safety Data Sheet Training* held at the Central Library on November 28th.

Town of Tonawanda Public Library Director **Dorinda Darden** conducted *Staff Meetings* at the Kenmore Branch on November 29th and a *Staff Meeting* at the Kenilworth Branch on November 30th.

UNFINISHED BUSINESS:

- LED Outdoor Sign:

Director Darden shared an updated quote for single side changeable sign for Kenilworth Library as \$6,600. A single sided LED sign would cost \$11,300.

Board members encouraged Director Darden to pursue further information for construction of the single sided changeable sign.

- Town of Tonawanda Public Library Wish List for 2018:

Director Darden distributed and reviewed the 2018 wish list with the Board Members. Discussion followed. This wish list will now be presented to the Friends of the Library for their review.

- Strategic Plan:

Reviewed and discussed Goal I (Leadership). Finalized wording and thoughts from previous discussions. Plan to begin discussion of Goal II (Community Engagement) at the January meeting.

NEW BUSINESS:

- The Nominating Committee presented the proposed slate of officers for 2018. They are: Chair – Richard Geer Vice-Chair – Annette Della Posta Secretary – Jeanne Phillips Treasurer – Stanley J. Pustulka
Chair Geer asked for any further nominations. There were none. Eileen Crawford made a motion to accept the proposed slate and Kathy Kanaley seconded motion. Slate accepted.

ADJOURNMENT:

- Motion made by Eileen Crawford to adjourn. Motion seconded by Annette Della Posta. Meeting adjourned at 7:50 pm.

The next meeting of the Town of Tonawanda Public Library Board of Trustees will be on Tuesday, January 9, 2018 at 7pm.

Respectfully Submitted,

Jeanne Phillips
Secretary