

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
January 9, 2018

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, January 9, 2018 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 were present:

Rick Geer, Stan Pustulka, Sheila Ginnane, Annette Della Posta, Kathy Kanaley.

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

APPROVAL/CHANGES TO AGENDA:

- Motion made by Kathy Kanaley to accept agenda as submitted. Seconded by Annette. Carried.

GUEST SPEAKER:

- Olivia Schneggenburg, Kenmore Branch Library Page introduced herself to the Board and provided a description of her job duties. Board members asked her questions. Olivia started working as a Page in June 2017.

ADOPTION OF MINUTES OF THE DECEMBER 12, 2017 BOARD MEETING:

- Motion by Annette Della Posta to accept Minutes of 12/12/17 meeting as read. Seconded by Stan Pustulka. Carried.

APPROVAL OF BILLS:

- Director Darden presented monthly bills for review and comment. Motion by Annette Della Posta to approve payment of bills as presented. Seconded by Kathy Kanaley. Carried.

REPORT OF THE TREASURER:

- Stan Pustulka presented the report for December 2017. Comments regarding the amount of fees generated each week. Motion by Sheila Ginnane to accept Treasurer's Report as presented. Seconded by Annette Della Posta. Carried.

REPORT OF CHAIR:

- Director Darden, Rick Geer and Stan Pustulka met with Buffalo and Erie County Public Library Director Mary Jean Jakubowski and Chief Financial Officer Kenneth Stone on January 3, 2018 at the Kenmore Branch Library to review the Kenmore Branch Library hours and staffing schedule. This is being done at all libraries to ensure optimal use of building and staff. Director Darden will follow up with any recommendations they have.

- Rick Geer purchased a plant for Library Associate Jeanne McGill who retired in December 2017.
- The Kenmore-Town of Tonawanda Friends of the Library invited Town of Tonawanda Public Library Director, Town of Tonawanda Public Library Board members and Library staff to join them at a meeting on Thursday, January 25, 2018 at 7pm at the Kenmore Middle School.

REPORT OF THE DIRECTOR:

STATISTICS

Circulation:

Kenmore:	December 2016:	18,515	December 2017:	17,274	-6.7%
Kenilworth:	December 2016:	4,718	December 2017:	4,596	-2.6%

Patron Visits:

Kenmore:	December 2016:	9,689	December 2017:	9,187	-5.2%
Kenilworth:	December 2016:	3,755	December 2017:	3,516	-6.4%

Programs:

Kenmore Branch Librarian **Jill Jablonski** presented the *Crafter-Day Program* for ages 5-10 on December 2nd at the Kenmore Branch. There were 20 children and 13 adults for a total of 33 in attendance. Kenmore Branch Librarian **Jill Jablonski** presented the *Kenmore Library Knitting/Crochet Group* on December 4th, December 11th and December 18th. There were a total of 15 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 December 5th, December 12th and December 19th at the Kenmore Branch. There were a total of 4 participants. Kenilworth Branch Librarian **Amy Christman** facilitated the monthly *Adult Monthly Journal Group* at the Kenmore Branch on December 5th. There were 9 in attendance. Kenmore Branch Volunteer **Partho Bhattacharya** provided assistance as a *Computer Coach* at the Kenmore Branch. He assisted patrons on December 5th, December 7th, December 12th, December 14th, December 19th, December 21st, December 26th and December 28th. There were a total of 15 participants. Explore and More Children's Museum presented the *Graham Cracker House Construction Program* for ages 1-12 on December 6th at the Kenilworth Branch. There were 9 children and 5 adults for a total of 14 in attendance. Kenilworth Branch Librarian **Amy Christman** facilitated the monthly *Adult Book Discussion Group* at the Kenilworth Branch on December 6th. There were 7 in attendance. Kenmore Branch Volunteers **Susan Doran** and **Jill Greenberg** presented the *Resume Helper Program* on December 6th and December 13th at the Kenmore Branch. There were no participants. Kenmore Branch Librarian **Joseph Patton** presented the *Kenmore Library News Program* for ages 9-12 on December 6th, December 13th, December 20th and December 27th at the Kenmore Branch. There were a total of 31 in attendance. The meeting on December 20th was a *Pizza Party* in celebration of all the hard work done throughout the year. Kenmore Branch Volunteer **Matthew Gates** provided assistance

as a *Computer Coach* on December 6th and December 13th at the Kenmore Branch. There were a total of 3 participants. Kenilworth Branch Librarian **Amy Christman** facilitated a visit from Ripen With Us Child Care Center at the Kenilworth Branch on December 7th. There were 5 children and 2 adults for a total of 7 in attendance. Kenilworth Branch Volunteer **Teresa Brancato** facilitated the Computer Coach session on December 7th at the Kenilworth Branch with one person in attendance. Kenmore Branch Librarian **Joseph Patton** presented the *Craft Club* for children ages 5 and up on December 8th at the Kenilworth Branch. There were 16 children and 4 adults for a total of 20 in attendance. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Books and Barks Program* for ages 5-12 held on December 9th at the Kenmore Branch. There were 4 children and 4 adults for a total of 8 in attendance. The *Reading with Gus Therapy Dog Program* scheduled for December 13th at the Kenilworth Branch was cancelled due to Gus sustaining an injury. The program will be continued in January 2018. The Central Library Cybertrain Team presented the *Organizing Your Computer Files and Folders Technology Training* on December 13th at the Kenmore Branch. There were 4 in attendance. Kenmore Branch Librarian **Joseph Patton** presented the *Lego Club* for ages 6-12 on December 16th at the Kenmore Branch. There were 21 children and 12 adults for a total of 33 in attendance. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Teen Gaming Program* for ages 12-17 on December 19th at the Kenmore Branch. There were 2 teens in attendance. Explore and More Children's Museum presented the *Graham Cracker House Construction Program* for ages 1-12 on December 20th at the Kenmore Branch. There were 25 children and 18 adults for a total of 43 in attendance. Kenilworth Branch Librarian **Amy Christman** facilitated the *Q.U.I.E.T. (Quest for Inspiring Effortless Thoughtful Time-out) Program* on December 28th at the Kenmore Branch. There were 3 in attendance.

The Kenmore Branch received a Christmas card and a check for \$100 from Marie and Jay Novello in honor of their sister and brother-in-law Diane and Art Kirchberger who live in Kenmore. Town of Tonawanda Public Library Director **Dorinda Darden** sent a *Thank You Letter* on December 18th for their annual donation.

The Kenmore Branch received a check for \$150.00 through the Perelandra Fund at the Community Foundation for Greater Buffalo from Anne and David Hahn-Baker. Tonawanda Public Library Director **Dorinda Darden** sent a *Thank You Letter* on December 27th for their donation.

The *Town of Tonawanda Coalition Community Resource Hub* was held on December 21st 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, *Congress on Your Corner with Congressman Higgins Office, Fidelis Care, New York State Department of Public Service, People Inc. Senior Services, Salvation Army, Schofield Care, University of Buffalo (UB) Education Opportunity Center and WNY Independent Living*. There were 6 participants who spoke to service providers and 10 who inquired about services of which 6 were interested in HEAP. Free weatherization kits were provided to a total of 12 people.

The Town of Tonawanda Public Library – Kenilworth and Kenmore Branches provided a *Get the Chill out! Basket Raffle* that included soups, cocoa, apple cider, a fleece blanket and books. For every 5 items checked out, patrons could enter their name in a drawing to win the *Get the Chill out! Basket*. Holly Stelmack won the and at the Kenilworth Branch. There were 49 entries at the Kenilworth Branch. Dylan Colosimo won the *Get the Chill out! Basket* at the Kenmore Branch. There were 177 entries at the Kenmore Branch.

A *Greeting Card Making Station* was put out during the last 2 weeks of December where patrons created handmade greetings for the holidays at the Kenilworth and Kenmore Branches.

Kenmore Branch Page **Samuel Hayes III** resigned effective December 15, 2017. His last day was December 14th.

Kenmore Branch Library Associate **Jeanne McGill** retired effective December 23, 2017 after 30 years of service. **Jeanne** became a Library Associate on September 30, 2006. She also worked as a Page and in various clerical positions throughout her 30 years of service primarily in all the branches of the Town of Tonawanda Public Library. In addition, **Jeanne** worked as a Library Clerk in the Department of Extension Services – Urban Services Division from May 1994 through December 1996. Her last day was December 19th.

Town of Tonawanda Public Library Director **Dorinda Darden** and Town of Tonawanda Public Library Branch Manager **Nicole Bermingham** conducted interviews for the *Library Associate* position at the Kenmore Branch on December 28th and December 29th.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Everything DiSC 363 for Leaders Program* on December 5th held at the Central Library.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Contracting Library Manager/Director Meeting* held at the Lancaster Public Library on December 6th.

Town of Tonawanda Public Library Branch Manager **Nicole Bermingham** attended the *Cultural Competency Training* held at the Merriweather Branch Library on December 6th.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Town of Tonawanda Community Coalition Meeting* held on December 7th at 169 Sheridan Parkside Drive.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Librarians Association Negotiating Table Team Meeting* held at the Central Library on December 12th.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Town of Tonawanda Public Library Board Meeting* held at the Kenmore Branch on December 12th.

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 December 13th.

Town of Tonawanda Public Library Branch Manager **Nicole Bermingham** attended the *Developing Effective Community Partnerships Webinar* held at the Central Library on December 13th.

Tonawanda Public Library Director **Dorinda Darden** participated in the *Ask Us 24/7 Virtual Reference Chat* service on December 13th and December 27th for a total of 2 hours.

Discussion of new sign for Kenilworth using funds in the amount of \$10,000 that may be awarded from a Special Legislative Grant from Assemblyman Robin Schimminger.

Director Darden reported the need for new DVD spinners for Kenilworth which can be purchased with funds from Robin Schimminger if awarded. Director Darden and Ken Berlinski, from Schimminger's Office are following up on this.

Director Darden also looking into purchasing new vacuum cleaner for the Kenmore Library through funds available from the Buffalo & Erie County Public Library System.

ACT meeting to be held Saturday, January 20 at 10am at City of Tonawanda Library. Those interested in attending should tell Director Darden.

Rickie Davis, caretaker, is out on disability. A part-time position for temporary replacement has been posted.

UNFINISHED BUSINESS:

Open Hours and Staff Work Hours

- Director Darden discussed the follow up from the meeting with Buffalo & Erie County Public Library Director Mary Jean Jakubowski and Buffalo & Erie County Public Library Director Chief Financial Officer Ken Stone about the Open Hours and Staff Work Hours at the Kenmore Branch Library.

Strategic Plan

- Reviewed Goal I - Leadership. Goal II discussion postponed until February 13, 2018 meeting.

NEW BUSINESS:

Election of Officers

- Absent any nominations from the floor the 2018 officers remain the same.

Policy Review Schedule

- In accordance with our Strategic Plan, the Bulletin Board, Conflict of Interest, and Display Case-Exhibit Case Rules of Use will be reviewed at the April 2018 Board meeting.

2017 Contract Extension and 2018 Budget Schedules

- Director Darden read a memo from Buffalo & Erie County Public Library Chief Financial Officer Ken Stone about the 2017 Contract Extension and 2018 Budget Schedules. The extension is until the Erie County Budget for 2018 is passed. Proposed budget increases include wage increases for library staff (0.7 percent increases for both pages and senior pages.)

PUBLIC COMMENT: None

ADJOURNMENT: Motion to adjourn by Annette Della Posta. Seconded by Sheila Ginnane. Carried and meeting adjourned at 7:50pm

THE NEXT MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD WILL BE ON TUESDAY, FEBRUARY 13, 2018 AT 7:00 PM.

Respectfully submitted,

Kathy Kanaley for Jeanne Phillips