

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
July 10,2018

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, July 10, 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 members were present:
Annette Della Posta, Richard Geer, Kathy Kanaley, Jeanne Phillips, Stanley Pustulka, Sheila Ginnane and Eileen Crawford.

Also attending: Mary Muscarella, Library Director of the Town of Tonawanda Public Library – Kenmore and Kenilworth Branches.
Joseph Patton – Kenmore Branch Librarian
Elizabeth Federice – Friends of the Library

APPROVAL/CHANGES TO AGENDA:

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

GUEST SPEAKER:

- Kenmore branch Librarian, Joseph Patton, was the guest speaker. He gave a brief overview of his duties at the Library. Board members asked him questions and expressed appreciation of his work at the library.

ADOPTION OF MINUTES OF THE JUNE 12, 2018 BOARD MEETING:

- Motion made by Sheila Ginnane and seconded by Kathy Kanaley to accept minutes from June 12, 2018 meeting. Motion passed and minutes approved.

APPROVAL OF BILLS:

- List of bills to be paid distributed by Director Muscarella. Discussion and questions followed. Motion made by Annette Della Posta and seconded by Eileen Crawford to approve payment of bills. Motion passed.

REPORT OF THE TREASURER:

- Treasurer's report distributed by Treasurer Pustulka. Following discussion, motion made Kathy Kanaley and seconded by Annette Della Posta to accept report. Treasurer's report accepted.

REPORT OF THE CHAIR:

- Chair Geer welcomed Director Muscarella as the Library Director of the Town of Tonawanda Public Library.
- Chair noted that the Board has received two applications for serving as Board Members through the Library Facebook page. These applications are being reviewed.

- Geer spoke with Sue Barnes from the Town of Tonawanda re: Library Construction Grant for 2019. This Grant has been approved by the Town Board and will proceed for final approval.

REPORT OF THE DIRECTOR:

STATISTICS

Circulation:

Kenmore:	June 2017:	22,109	June 2018:	20,342	-8.0%*
Kenilworth:	June 2017:	5,380	June 2018:	5,527	+2.7%

Patron Visits:

Kenmore:	June 2017:	12,549	June 2018:	11,315	-9.8%*
Kenilworth:	June 2017:	4,827	June 2018:	4,609	-4.5%

*The elevator at the Kenmore Branch was out of order from June 20, 2018 – June 30, 2018.

Programs:

Town of Tonawanda Public Library Branch Manager **Nicole Bermingham** presented two sessions of the *Toddler Time for 2s Program* June 1st at the Kenmore Branch. There were 25 children and 21 adults for a total of 46 in attendance. Kenmore Branch Librarian **Jill Jablonski** presented the *Crafter-Day Program* for ages 5-10 on June 2nd at the Kenmore Branch. There were 10 children and 8 adults for a total of 18 in attendance. Kenmore Branch Volunteer **David Bortolin** provided assistance as a *Computer Coach* on June 4th, June 11th, June 18th and June 25th at the Kenmore Branch. There were 3 participants. Kenmore Branch Volunteer **Susan Doran** facilitated the *Resume Helper Program* on June 4th and June 25th at the Kenmore Branch. Although patrons had signed up for appointment times, no one attended. Starting July 10th, **Susan** will be holding her *Resume Helper Program* on Tuesdays from 1-3pm in hopes that the new time will help with attendance. Kenmore Branch Volunteer Resume Helper **Lynda Vandermeer** was on vacation during the month of June.

Town of Tonawanda Public Library Branch Manager **Nicole Bermingham** facilitated the *Kenmore Library Knitting/Crochet Group* on June 4th, Kenmore Branch Librarian **Nicole Brown** facilitated on June 11th and Kenmore Branch Librarian **Jill Jablonski** facilitated on June 18th and June 25th at the Kenmore Branch. There were 21 adults and 1 child for a total of 22 in attendance. Kenmore Branch Volunteer **Partho Bhattacharya** provided assistance as a *Computer Coach* on June 5th, June 7th, June 12th, June 14th, June 19th, June 21st, June 26th and June 28th at the Kenmore Branch. There were a total of 17 participants. **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 June 5th and June 12th at the Kenmore Branch. There were no attendees and the program is stopping for the summer months. Both volunteers have graduated from high school and will no longer be available for this program. The plan is to look into

finding new volunteers to start in the fall. The *Button Making! Program* was held on June 5th, June 12th, June 19th and June 26th at the Kenmore Branch. There were 27 children and 38 adults for a total of 65 in attendance. Kenilworth Branch Librarian **Amy Christman** facilitated the monthly *Adult Monthly Journal Group* at the Kenmore Branch on June 5th. There were 8 in attendance. Kenilworth Branch Librarian **Amy Christman** facilitated the monthly *Adult Book Discussion Group* at the Kenilworth Branch on June 6th. There were 11 in attendance. The *Button Making! Program* was held at the Kenilworth Branch on June 6th, June 13th, June 20th and June 27th. There were 24 children and 19 adults for a total of 43 in attendance. Town of Tonawanda Public Library Branch Manager **Nicole Bermingham** presented the *Kenmore Library News Program* for ages 9-12 on June 6th, June 13th, June 20th and June 27th at the Kenmore Branch. There were a total of 33 in attendance. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Battle of the Books Team Meetings* on June 6th, June 13th, June 20th and June 27th at the Kenmore Branch. There were a total of 47 teens in attendance. Kenmore Branch Volunteer **Matthew Gates** provided assistance as a *Computer Coach* on June 6th, June 13th, June 20th and June 27th at the Kenmore Branch. There were a total of 2 participants. Kenilworth Branch Librarian **Amy Christman** presented the *Craft Club* for children ages 5 and up on June 8th at the Kenilworth Branch. There were 16 children and 6 adults for a total of 22 in attendance. Kenmore Branch Librarian **Jill Jablonski** facilitated the *Books and Barks Program* for ages 5-12 held on June 9th at the Kenmore Branch. There were 7 children and 6 adults for a total of 13 in attendance. Kenilworth Branch Librarian **Amy Christman** facilitated the *Books and Barks Sit, Stay, Read! Program* for ages 5-12 held on June 13th at the Kenilworth Branch. There were 3 children and 3 adults for a total of 6 in attendance. Kenilworth Branch Volunteer **Teresa Brancato** provided assistance as a *Computer Coach* on June 14th, June 21st and June 28th at the Kenilworth Branch. There were no participants. The *Book a Technology Trainer* session scheduled on June 15th at the Kenilworth Branch was cancelled due to no one registering for the training. Kenmore Branch Librarian **Joseph Patton** presented the *Lego Club* for ages 6-12 on June 16th at the Kenmore Branch. There were 10 children and 5 adults for a total of 15 in attendance.

The Central Library Cybertrain Team presented *Book a Technology Trainer* sessions on June 18th at the Kenmore Branch. There were 3 participants. A representative from the Alzheimer's Association of WNY presented the second session of a six part *Alzheimer's Informational Series* on June 19th at the Kenmore Branch. The topic was *Know the 10 Warning Signs*. There were 3 adults in attendance. The Central Library Children's Programming Team presented the *Rock Yourself into Puffy Paint Program* for ages 6-10 on June 20th at the Kenilworth Branch. There were 15 children and 7 adults for a total of 22 in attendance. The *Ask Immigration Naturalization Information Session* presented by a representative from the United States Citizenship and Immigration Service was held on June 27th at the Kenilworth Branch. There were no participants. The Central Library Children's Programming Team presented the *Rock Yourself into Puffy Paint Program* for ages 6-10 on June 29th at the Kenmore Branch.

There were 11 children and 5 adults for a total of 16 in attendance. The *Hooping for Every Body! Program* was presented on June 30th at the Kenmore Branch by Benjamin Berry, Hula Hoop Dancer, Performer and Instructor. There were 4 children and 6 adults for a total of 10 in attendance.

Volunteers from Autism Services visited the Kenmore Branch on June 1st to make handmade Bookmarks for the library patrons.

Town of Tonawanda Public Library Director **Dorinda Darden** had a telephone interview with Josh Bazan, Reporter from Channel 7 News on June 14th who said he had heard from a colleague that there would be a push to get kids to sign up for a library card. **Dorinda** provided him with Town of Tonawanda Public Library – Kenilworth and Kenmore Branches Summer Program and Outreach activities. Mr. Bazan was also interested in the Bookmobile and thought perhaps they could do a story in that regard. **Dorinda** provided him with Systems Outreach & Mobile Services Manager **Samantha Purpora's** contact information which she informed **Samantha** about.

Patron, Robert C. Smith visited the Kenmore Branch on June 19th and provided a check donation in the amount of \$100 for the Kenmore Branch. Town of Tonawanda Public Library Director **Dorinda Darden** sent Mr. Smith a *Thank You Letter*. Mr. Smith has made a donation for the past several years.

UNYTS held at *Blood Drive* on June 5th at the Kenmore Branch. A *Father's Day Card Making Station* was set up at the Kenilworth Branch from June 11, 2018 - June 15, 2018 and at the Kenmore Branch from June 11, 2018 – June 16, 2018. Children and adults decorated cards for their families throughout the week.

The Town of Tonawanda Public Library partnered with the Bookmobile (Library on Wheels) for the *Discover Kenmore* event held on Saturday, June 16, 2018 from 9:00-4:00 in the Village of Kenmore on Delaware Avenue. The Bookmobile was located across Delaware Avenue at Victoria. Town of Tonawanda Public Library Branch Manager **Nicole Bermingham**, Kenmore Branch Library Associate **Catherine (Kate) Shea** and Bookmobile Branch Manager **Kimberly Falkowski** and Bookmobile Senior Page **Alyssa Johnson** represented the Town of Tonawanda Public Library – Kenilworth and Kenmore Branches and the Bookmobile respectively. **Nicole** and **Kate** promoted the Summer Programs at the Kenilworth and Kenmore Branches which includes the *Summer Fun Club*, the *Independent Reading Club* and *Family Programs*. Brochures were provided for the Town of Tonawanda Public Library – Kenilworth and Kenmore Branches *Summer Programs* with the *Libraries Rock!* Summer Reading Theme and also the Buffalo & Erie County Public Library System-wide *Passports to Reading Program*. Participants enjoyed making buttons with the Button Making Machine and making Egg Shaker Maracas. Bookmarks and other giveaways were

provided. Tours of the Bookmobile were provided by **Kimberly** and **Alyssa**. They also issued library cards. There were 345 people who visited.

Town of Tonawanda Public Library Director **Dorinda Darden** and Kenmore Branch Librarian **Joseph Patton** participated in the *Ken-Ton Community Day & Business Showcase* held at Lincoln Arena on June 17th. **Dorinda** and **Joseph** promoted the Summer Programs at the Town of Tonawanda Public Library – Kenilworth and Kenmore Branches. They distributed *Summer Program Brochures, Passport to Reading Books*, bookmarks, pencils, stickers and Library Card Applications. There were 63 adults and 27 children for a total of 90 participants. They also assisted 20 participants with making buttons on the Button Machine.

The *Town of Tonawanda Coalition Community Resource Hub* was held on June 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. Town of Tonawanda Public Library Branch Manager **Nicole Bermingham** and Kenmore Branch Senior Page **Harriet Insalaco** received volunteer training. The service providers included *Cradle Beach, Inc., Erie County Bar Association Volunteer Lawyers Project, WNYCOSH Worker Center* and *The Witness Project*. There were 3 participants. In addition, there were 7 people who inquired about services. The *18th Annual Buffalo Stand Down* event for Homeless and At-Risk Veterans was held at the KeyBank Center, As a result many of the service providers participated in this event instead of the *Town of Tonawanda Coalition Resource Hub*.

Town of Tonawanda Public Library Director **Dorinda Darden** accepted an *Assistant Deputy Director* position at the Central Library effective June 23, 2018. The Town of Tonawanda Public Library Board selected **Mary Muscarella** as the new Town of Tonawanda Public Library Director, **Mary** is currently the Director of the City of Tonawanda Public Library. She will start her new position effective July 7, 2018.

Kenmore Branch Library Associate **Catherine Shea** went around area businesses on Delaware Avenue on June 25th to hang flyers for the *Hooping for Every Body Program*. Going forward efforts will be made to do this monthly to highlight programs. The businesses that were visited were The Collector's Inn, Spot Coffee, DeSalvo's, Clan Na Cara, Record Baron, The Corner Store, King Condrell's, Flowers by Johnny, Joe's Panini Grill and the Laundromutt.

Town of Tonawanda Public Library Director **Dorinda Darden**, Town of Tonawanda Public Library Branch Manager **Nicole Bermingham**, Kenilworth Branch Librarian **Amy Christman**, Kenilworth Branch Library Associate **Margaret Kunz**, Kenilworth Branch Senior Pages **Connie Brinkworth** and

Elizabeth Scibetta, Kenmore Branch Librarians **Nicole Brown**, **Jill Jablonski** and **Joseph Patton**, Kenmore Branch Library Clerk **Stephen Carson**, Kenmore Branch Senior Pages **Partho Bhattacharya**, **Annette King**, **Patricia Lahti** and **Julie Spillman**, Kenmore Branch Pages **Olivia Schneggenburger** and **Gregory Sterlace** completed the *2018 Annual Compliance Training on Harassment: Sex, Religion, and Beyond* and *Workplace Violence: The Early Warning Signs* provided by Kantola Productions Media.

Kenmore Branch Librarians **Nicole Brown** and **Jill Jablonski** attended the *Ooey Gooey Squishy Plop! and The Importance of Early Experiences Workshops* held at the Central Library on June 4th.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Library Card Committee Meeting* held at the Central Library on June 6th.

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 at Classics V Banquet Hall on June 6th.

Town of Tonawanda Public Library Director **Dorinda Darden** was one of the volunteers for the *Town of Tonawanda Coalition Hub on Tour* held at the New Covenant Church on June 7th.

Town of Tonawanda Public Library Director **Dorinda Darden** participated in the *Ask Us 24/7 Virtual Reference Chat Service* for one hour on June 11th.

Town of Tonawanda Public Library Branch Manager **Nicole Bermingham** attended the *Manager-Director Meeting* held at the Central Library on June 13th.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Buffalo & Erie County Public Library Executive Committee Meeting* held at the Central Library on June 14th.

Town of Tonawanda Public Library Director **Dorinda Darden** attended the *Buffalo & Erie County Public Library Board Meeting* held at the Central Library on June 21st.

UNFINISHED BUSINESS:

- Reviewed Strategic Plan Goals and Actions. Suggestions made for refinement and improvement and will be incorporated.
- 2018 Library Construction Grant is on track for completion.

NEW BUSINESS:

- None

PUBLIC COMMENT:

- Elizabeth Federice from Friends of the Library updated the Board on plans for upcoming Book Sale.

ADJOURNMENT:

- Motion made Annette Della Posta and seconded by Eileen Crawford to adjourn. Motion passed and meeting adjourned at 8:15 PM.

THE NEXT TOWN OF TONAWANDA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING WILL BE ON AUGUST 14, 2018 AT THE KENILWORTH LIBRARY AT 7 PM.

Respectfully Submitted,

Jeanne Phillips
Secretary