

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

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, October 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 members were present:

Richard Geer, Kathy Kanaley, Jeanne Phillips, Stanley Pustulka, Sheila Ginnane Eileen Crawford, Nicole Pauly-Rejewski and Julie Miller.

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

Nicole Brown– Kenmore Branch Librarian

GUEST:

- Nicole Brown, Librarian Kenmore Branch Library, addressed the Library Board in regard to her responsibilities. Nicole was the Bookmobile Driver prior to her present position. She now plans and teaches two Toddler Times as well as a Family Time for Toddlers. Nicole also cares for the Children's Book Collection. She has begun an outreach program at Brookdale home for Seniors entitled Journey's With Nicole. Nicole anticipates starting a Book Club there as well. Trustees appreciated Nicole's presentation.

APPROVAL/CHANGES TO AGENDA:

- Motion made by Sheila Ginnane and seconded by Eileen Crawford to approve agenda as is. Agenda approved.

ADOPTION OF MINUTES FOR SEPTEMBER 11, 2018 BOARD MEETING:

- Motion made by Kathy Kanaley and second by Stanley Pustulka to accept minutes as written. Motion passed.

APPROVAL OF BILLS:

- Listing of bills from previous month distributed and discussed. Motion made by Eileen Crawford and seconded by Nicole Pauly-Rejewski to approve payment of bills. Motion passed.

REPORT OF THE TREASURER:

- Treasurer's report distributed and discussed. Motion made to accept report by Kathy Kanaley and second by Nicole Pauly-Rejewski . Motion passed.

REPORT OF THE CHAIR:

- Chair Geer thanked the Friends of the Library for their great job organizing and running the annual book sale. He also thanked them for all the other activities they do for the Library.

REPORT OF THE DIRECTOR:

KENILWORTH

Statistics

Changes from September 2017 to September 2018

- Circulation: -8.8%
- Door count: -6.8%
- PAC: -4.5%
- WiFi: +35.5%

In Library Programs:

- Books and Barks program, facilitated by **Librarian Amy Christman**, was held on Wednesday, September 12th. There were 4 adults and 4 children for a total of 8 participants.
- Book Club, facilitated by **Librarian Amy Christman**, was held on Wednesday, September 5th. There were 9 participants.
- Craft Club, facilitated by **Library Associate Kate Shea**, was held on Friday, September 14th. There were 4 adults and 13 children for a total of 17 participants.
- Button Making was available on Wednesdays, September 5th, September 12th, September 19th & September 26th. There were a total of 3 participants.
- Family Story Time, facilitated by **Librarian Jill Jablonski**, was held on Monday, September 24th. There were 12 children and 8 adults for a total of 20 in attendance.
- Passport to Reading concluded on September 15th. There were 153 purple, 8 green & 3 yellow entries at the Kenilworth Library over the summer.
- Read Down Your Fines program concluded on September 15th. There were 13 participants who read down a total of \$224.65 in fines over the summer.

Tutoring Sessions:

There were 6 tutoring sessions for children in September.

Adult Technology Programs:

* 'Book-A-Technology-Trainer' cybertrain computer class was held on Monday, September 10th. There were 3 participants.

* Computer Coach, **volunteer Teresa Brancato**, was at the Kenilworth Branch on Thursdays, September 6th, September 13th, September 20th & September 27th. She assisted a total of 3 patrons.

Tours/Outreach:

*Class visit from Benjamin Franklin Elementary School, Mrs.Pohl's first grade class, facilitated by **Librarian Nicole Bermingham**, took place on Tuesday, September 18th. There were 5 adults and 19 children for a total of 24 participants.

* Class visit from Benjamin Franklin Elementary School, Mrs. Brown's first grade class, facilitated by **Librarian Nicole Bermingham**, took place on Tuesday, September 25th. There were 3 adults and 16 children for a total of 19 participants.

Displays:

Ms. Lizz Switzer, an art teacher from Autism Services, put up displays of student artwork in both the inside and outside display cases.

Community Room Use:

- Tonawanda Coke Soil Study
- National Institute for Safety Research

Materials Budgets:

MAT = \$87

AV = \$175

Proceeds from candy bar sales = \$38

Proceeds from discarded materials sales = \$167



KENMORE

Statistics

Changes from September 2017 to September 2018

- Circulation: +4.8%
- Door Count: -0.5%
- PAC: -2.7%
- WiFi: +16.1%

In Library programs:

- Crafter Day, facilitated by **Librarian Jill Jablonski**, was held on Saturday, September 1st. There were 8 adults and 19 children for a total of 27 participants.
- Kenmore Library News/KNL Zine meetings, facilitated by **Librarian Nicole Bermingham**, were held on Wednesdays, September 5th, September 12th, September 19th & September 26th. There were 3 adults and 44 children for a total of 47 participants.
- Books and Barks, facilitated by **Librarian Jill Jablonski**, was held on Saturday, September 8th. There were 3 adults and 4 children for a total of 7 participants.
- LEGO Club, facilitated by **Librarian Joe Patton**, was held on Saturday, September 15th. There were 5 adults and 12 children for a total of 17 participants.
- Preschool Story Time, facilitated by **Librarian Jill Jablonski**, was held on Thursday, September 27th. There were 18 adults and 26 children for a total of 44 participants.
- Family Story Time, facilitated by **Librarian Nicole Brown**, was held on Thursday, September 27th. There were 17 adults and 15 children for a total of 32 participants.
- Toddler Time for 2's, facilitated by **Librarian Nicole Brown**, was held on Friday, September 28th for 2 sessions. There were 25 adults and 25 children for a total of 50 participants.
- Adult Journal Group, facilitated by **Librarian Amy Christman**, was held on Tuesday, September 4th. There were 9 participants.
- Knit/Crochet group, facilitated by **Librarian Jill Jablonski**, was held on Mondays, September 10th, September 17th & September 24th. There were 28 participants.
- Town of Tonawanda Coalition Community Resource HUB was held on Thursday, September 20th. There were 7 service providers and 22 attendees.

- Alzheimer's Informational Series, presented by the Alzheimer's Association of WNY, was held on Tuesday, September 18th. There were 14 participants.
- Smart Seniors presentation, facilitated by the Consumer Fraud Protection Bureau, was held on Tuesday, September 25th. There were 4 attendees.
- Button Making was available on Tuesdays, September 4th, September 11th, September 18th & September 25th. There were 26 adults and 53 children for a total of 79 participants.
- Family Yoga, facilitated by 'Kidding Around Yoga', was held on Tuesday, September 18th. There were 2 adults and 3 children for a total of 5 participants.
- Passport to Reading program concluded on September 15th. There were a total of 264 purple entries and 5 green entries at the Kenmore Library over the summer.
- Read Down Your Fines program concluded on September 15th. A total of 43 children participated and read down \$283.65 in fines over the summer.

Tutoring:

- There were 4 tutoring sessions for adults and 2 sessions for children at the Kenmore library in September.

Adult Technology programs/Assistance:

- Computer Coach **volunteer David Bortolin** was at the library on Mondays, September 3rd, September 17th & September 24th. He assisted a total of 4 patrons.
- Computer Coach **volunteer Matthew Gates** was at the library on Wednesdays, September 5th, September 12th, September 19th & September 26th. He assisted a total of 7 patrons.
- Computer Coach **Partho Bhattacharya** was at the library Tuesdays, September 4th, September 11th, September 18th & September 25th. He assisted a total of 15 patrons
- Resume Helper **volunteer Susan Doran** was at the library on Mondays, September 10th, September 17th & September 24th. She assisted a total of 2 patrons.
- Resume Helper **volunteer Lynda Vandermeer** was at the library on Thursdays, September 6th, September 20th & September 27th. She assisted a total of 4 patrons.
- 'Book-A-Technology-Trainer' cybertrain program was held on Friday, September 21st. There were 4 participants.

Tours/Outreach:

- Kenmore Farmer's Market was attended by **Librarian Nicole Bermingham** and **Library Associate Kate Shea** on Sunday, September 8th. They had 95 people at the table and 35 people at story time. The Bookmobile had a door count of 148, circulation of 66, and 3 library card applications.
- Creative Child Day Care had a class visit, facilitated by **Librarian Jill Jablonski**, on September 12th. There were 3 adults and 24 children in the group, for a total of 27 participants.
- **Librarian Nicole Brown** visited Brookdale Senior Living facility on September 17th to present her 'Journeys with Nicole' program. This is a program that she has created that fosters discussion and remembrances of past memories for Senior Citizens. There were 14 residents who attended.
- **Library Associate Kate Shea** distributed Fall/Winter program flyers on September 27th to 15 area businesses.

Displays:

- 'The Great North American Read' display was set up near the front of the library. Many books have been checked out from the display, which promotes the PBS initiative.
- Display in children's area highlights juvenile graphic novels.
- Display near the circulation desk to promote The Kenmore-Town of Tonawanda Friends of the Library Big Book Sale.
- A Banned Books display was put up near the circulation desk to celebrate Banned Books Week (September 23rd-29th)
- Displays promoting September as Library Card Sign-Up Month were placed in the display case in the lobby and near the circulation desk.

Community Room Use:

The community room was used for 24 meetings for the following groups in July: Peer Support Group; Mental Health Group; Town of Tonawanda Public Library Board Meeting; Rite Aid Flu shot clinic; Fibromyalgia Support Group; Opera Buffs of WNY; Pencrafters; Harmonia Choral Group; FBI background check; Betty Carr Book Club; National Institute for Safety Research; Eclectic Book Club; Dizziness & Balance Support Group; Bloom Girls Club; Local Spiritual Assembly Bahai; Friends of the Library brunch; Tonawanda Republican Committee

Materials Budgets:

MAT = -\$427

AV = \$708

Proceeds from candy bar sales for September, 2018 = \$93

Proceeds from discarded materials sale for September, 2018 =
\$245.50

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Meetings/Conferences/Trainings/Presentations:

- Librarian's meeting on Tuesday, September 4th, was attended by **Nicole Bermingham, Amy Christman, Jill Jablonski, Mary Muscarella and Joe Patton.**
- Manager-Director meeting held at Central Library on Wednesday, September 12th, was attended by **Library Director Mary Muscarella and Librarian Nicole Bermingham.**
- WebJunction webinars (3) were viewed by **Librarian Nicole Bermingham** (3).
- A Staff meeting was held on Wednesday, September 26th.

Correspondence:

- A giant 'Thank You' card from the Library Staff was made for the Friends of the Library in appreciation of the great success of the Big Book Sale.
- Letter was sent to the parents of patron X, who has been warned on multiple occasions about her language and disrupting behavior in the library.
- Letter was sent to the parents of patron Y, who has been warned on multiple occasions about her language and disrupting behavior in the library.

NEW BUSINESS:

- 15 New mobile DVD shelving units arrived, were assembled by **Caretaker Rick Davis**, and have been placed in the library where the DVD spinner racks had been. Many patrons have commented on how nice they look & how much easier it is to search the collection. Staff is thrilled with the new set-up. This has led to a slight rearrangement of the CD collection to better fit the space and accommodate the traffic flow.
- New York State Library Construction Grant application has been submitted to Ken Stone & approved by him for presentation to the B&ECPL Board of Trustees.
- Security incidents @ Kenmore Library.

UNFINISHED BUSINESS:

- Continued review and revising of Strategic Plan. Discussion of Community Engagement Actions, who is responsible for these actions and target dates. Revisions will be noted in final draft.

NEW BUSINESS:

- Big Book Sale was a success. Friends of the Library will now be working with Director Muscarella to determine which items they can provide from the Library wish list. Unsold books were donated to various community organizations.
- Mary Muscarella and Stanley Pastulka attended ACT Meeting. At this meeting Library contracts were reviewed and discussion followed concerning possible need for revisions.

PUBLIC COMMENT:

- None

ADJOURNMENT:

- Motion to adjourn made by Jeanne Phillips and seconded by Sheila Ginnane. Meeting adjourned at 8:50 pm.

The next meeting of the Town of Tonawanda Public Library Board of Trustees will be on Tuesday, November 13, 2018 at 7 pm.

Respectfully Submitted,
Jeanne Phillips
Secretary