

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD  
SEPTEMBER 11,2018

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, September 11, 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, Nicole Pauly-Rejewski

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

Kate Shea– Kenmore Branch Library Associate

APPROVAL/CHANGES TO AGENDA:

- Motion made by Eileen Crawford and seconded by Kathy Kanaley to move “Book Sale Report” under New Business before Adoption of Minutes and to eliminate “Strategic Plan” under Old Business. Motion approved.

GUEST SPEAKER:

- Kenmore branch Library Associate, Kate Shea, was the guest speaker. She gave a brief overview of her duties at the Library including (but not limited to) handling day-to-day financial matters, ordering supplies as well as working at the desk. Board members asked her questions and expressed appreciation of her work at the library.

BIG BOOK SALE:

- Eileen Crawford reported that the Big Book Sale is going very well and expressed appreciation for all the assistance she has received from volunteers and staff. Crawford stated that they have many more books than usual so expect a successful sale.

ADOPTION OF MINUTES OF THE AUGUST 14,2018 BOARD MEETING:

- Motion made by Sheila Ginnane and seconded by Kathy Kanaley to accept minutes from August 14, 2018 with suggested changes. 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 Kathy Kanaley and seconded by Nicole Pauly-Rejewski to approve payment of bills. Motion passed.

REPORT OF THE TREASURER:

- Treasurer Pustulka distributed Report for review. Motion made by Annette Della Posta and seconded by Nicole Pauly-Rejewski to accept Treasurer Report. Motion passed.

#### REPORT OF THE CHAIR:

- Chair Geer noted the success of the Patron Appreciation picnic held at Kenilworth Library on August 23, 2018. Over 75 people attended and all had a good time. Plans are underway to make this an annual event.
- Chair Geer has signed all necessary papers required for submission of New York State Library Construction Grant application.

#### REPORT OF THE DIRECTOR: KENILWORTH BRANCH

#### IN LIBRARY PROGRAMS:

- Books & Barks, facilitated by **Librarian Amy Christman**, was held on August 8<sup>th</sup>. There were 4 children and 3 adults, for a total of 7 participants.
- Craft Club, facilitated by **Library Associate Kate Shea**, was held on August 10<sup>th</sup>. There were 3 children and 2 adults, for a total of 5 participants.
- Adult Book Discussion, facilitated by **Librarian Amy Christman**, was held on August 1<sup>st</sup>. There were 10 participants.
- Music & Art Journaling, facilitated by **Librarian Amy Christman**, was held on August 15<sup>th</sup>. There were 7 participants.
- Button-making sessions were held on August 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup>. There were 14 children and 15 adults, for a total of 29 participants.
- Defiant Monkey Improv. Group performed on August 2<sup>nd</sup>. There were 15 children and 8 adults, for a total of 23 attendees.
- Zoomobile presented on August 7<sup>th</sup>. There were 43 children and 19 adults, for a total of 62 attendees.
- The Wondermakers presented on August 9<sup>th</sup>. There were 8 children and 6 adults, for a total of 14 attendees.
- Buffalo Animal Adventures presented on August 14<sup>th</sup>. There were 15 children and 7 adults, for a total of 22 attendees.
- Hawk Creek presented on August 16<sup>th</sup>. There were 16 children and 8 adults, for a total of 24 attendees.
- The Primate Sanctuary presented on August 21<sup>st</sup>. There were 39 children and 25 adults, for a total of 64 attendees.
- Chris Johnson presented a magic show on August 23<sup>rd</sup>. There were 30 children and 12 adults, for a total of 42 attendees.

- 'Passport to Reading' had 55 purple and 5 green entries in August.
- The Independent Reading Club had 18 children registered for the Summer. A total of 527 books and 12,503 minutes (208.38 hours) were read.
- The backpack raffle had 125 entries, and the winner was Tahmeed Mahmud.

### ADULT TECHNOLOGY PROGRAMS:

\*'Book A Technology Trainer' computer sessions were held on August 6<sup>th</sup>. There were 2 attendees.

\*Computer Coach, **Volunteer Teresa Brancato**, was available on August, 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> & 30<sup>th</sup>. There was 1 attendee.

### OUTREACH:

Patron Appreciation Picnic was held on August 23<sup>rd</sup>. There were 50 children and 25 adults, for a total participation of 75.

**Branch Manager, Nicole Bermingham**, hung library program flyers at 13 area businesses.

### DISPLAYS:

- 'Great North American Read' display.
- Signage to promote upcoming 'Big Book Sale'.
- 

### PARTNERSHIPS:

### COMMUNITY ROOM USE:

The Community Room was used for 4 meetings of the group 'Beyond the Mainstream' in August.

### STAFF DEVELOPMENT:

\* Librarian Amy Christman attended the Librarian's meeting at the Kenmore Branch on August 7<sup>th</sup>.

\* Staff meeting was held on August 29<sup>th</sup>. Entering Book Sale money into the cash register was explained and will be implemented immediately.

**STATISTICS:**

**Changes from August 2017 to August 2018**

- Change in circulation: +0.1%
- Change in door count: +2.4%
- Change in PAC statistics: -5.0%
- Change in WiFi: +19.9%

**NEW BUSINESS:**

- Grant paperwork for a new library sign has been prepared by Sue Barnes, of Grantmakers Advantage. This sign will be situated on the library lawn at the corner of Montrose and Cambridge Streets. See below for proof:

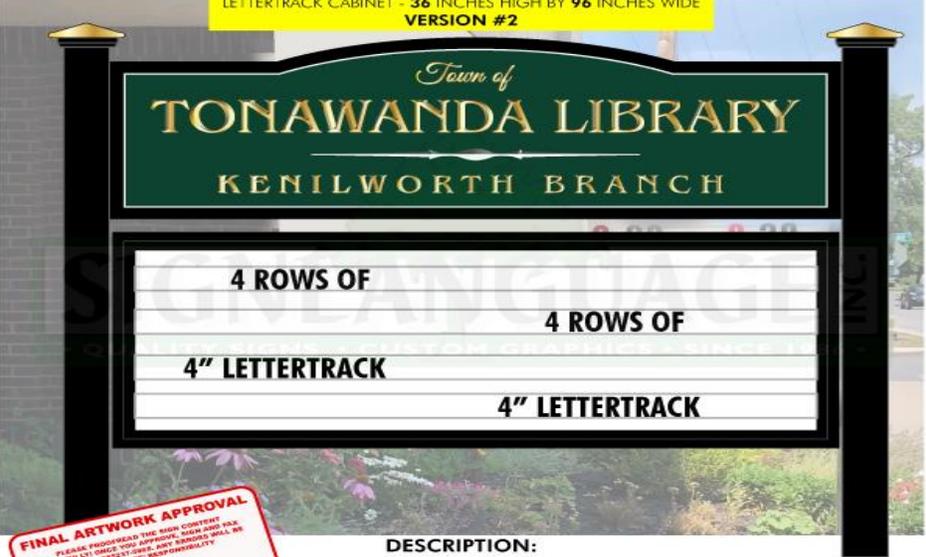


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*Town of*  
**TONAWANDA LIBRARY**  
KENILWORTH BRANCH

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INNER BORDER - WHITE  
BACKGROUND - DARK GREEN  
LETTERING - WHITE, 23K GOLD LEAF  
POSTS - NEW 6" POSTS W/ 23K GOLD LEAF BEVEL TOPS

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## KENMORE BRANCH

### IN LIBRARY PROGRAMS:

- Kenmore Library News/KLN Zine, facilitated by **Branch Manager Nicole Bermingham**, was held on August 1st, 8th, 15th, 22nd & 29th. There was a total attendance of 35.
- Preschool Story Time, facilitated by **Librarian Jill Jablonski**, was held on August 2nd, 9th & 16th. There were 67 children and 42 adults, for a total of 109 attendees.
- Toddler Time for 2's, facilitated by **Librarian Nicole Brown**, was held with 2 sessions on each of the following dates: August 3rd, 10th & 17th. There were 34 children and 34 adults, for a total of 68 attendees.
- Battle of the Books, facilitated by **Librarian Jill Jablonski**, had team meeting on August 1st & 3rd. Three teams participated in the Battle on August 4th. There was a total of 48 attendees.
- Books and Barks, facilitated by **Librarian Jill Jablonski**, was held on August 11th. There was 1 child and 1 adult, for a total of 2 attendees.
- LEGO Club, facilitated by **Librarian Joe Patton**, was held on August 8th. There were 12 children and 5 adults, for a total of 17 attendees.
- STEM Science program, presented by UB Grad. Student, was held on August 13th. There were 8 children and 7 adults, for a total of 15 attendees.
- Adult Journal Group, facilitated by **Librarian Amy Christman**, was held on August 7th. There were 10 attendees.
- Knit/Crochet Group, facilitated by **Librarian Jill Jablonski**, was held on August 6th, 13th, 20th & 27th. There were a total of 32 attendees.
- Button-making programs were held on August 7th, 14th, 21st & 28th. There were 52 children and 29 adults, for a total of 81 participants.
- Defiant Monkey Improv. presented a program on August 2nd. There were 23 children and 15 adults, for a total of 38 attendees.
- The Zoomobile visited on August 7th. There were 87 children and 55 adults, for a total of 142 attendees.
- The Wondermakers had a show on August 9th. There were 10 children and 5 adults, for a total of 15 attendees.
- Buffalo Animal Adventures presented a program on August 14th. There were 61 children and 46 adults, for a total of 107 attendees.
- Hawk Creek presented a program on August 16th. There were 28 children and 19 adults, for a total of 47 attendees.
- The Primate Sanctuary presented a program on August 21st. There were 60 children and 49 adults, for a total of 109 attendees.

- Cris Johnson presented a magic show on August 23rd. There were 39 children and 26 adults, for a total of 65 attendees.
- 'Passport to Reading' had 179 purple entries and 1 yellow entry for the month of August.
- 'Ticket to Read' contest had 7 Teens participate, with a total of 20 books read.
- The Independent Reading Club had 118 children registered, reading a total of 1312 books and 28,359 minutes (472.65 hours).
- The backpack raffle had 420 entries.

### ADULT TECHNOLOGY PROGRAMS:

'Book A Technology Trainer' computer class was held on August 30th. There were 2 attendees.

Computer Coach , **Volunteer David Bortolin**, was available on August 6th, 20th & 27th. He assisted a total of 4 patrons.

Computer Coach, **Volunteer Partho Bhattacharya**, was available on August 7th, 14th, 21st & 28th. He assisted a total of 17 patrons.

Computer Coach, **Volunteer Matthew Gates**, was available on August 1st, 8th, 15th, 22nd & 29th. He assisted a total of 13 patrons.

Resume Helper, **Volunteer Susan Doran**, was available on August 6th, 20th & 27th. There were no patrons seeking assistance during those times.

Resume Helper, **Volunteer Lynda Vandermeer**, was available on August 2nd, 9th, 16th, 23rd & 30th. She assisted a total of 5 patrons.

### OUTREACH:

\***Librarian Nicole Brown** and **Senior Page Julie Spillman** attended the Kenmore Farmer's Market on Sunday, August 8th. The Bookmobile was also on site that day. Table visits totaled 112, attendance at story time was 28, there were 127 visits to the Bookmobile, and circulation of 80 at the Bookmobile.

\*The YMCA Young Explorer's Class, facilitated by **Branch Manager Nicole Bermingham**, visited the library on August 1st. There were 23 children and 4 adults, for a total of 27 participants.

\***Library Associate Kate Shea** placed flyers for August library programs at 12 local businesses.

\*Patron Appreciation Picnic was held at the Kenilworth Library on August 23rd. There were 50 children and 25 adults, for a total of 75 attendees.

#### DISPLAYS:

- The display in the adult area continued to promote our Summer Reading incentives and Summer programs.
- The display in the Children's area had snow-themed books for a 'Chill Out & Read' theme.

#### PARTNERSHIPS:

- Town of Tonawanda Coalition Community Resource HUB was held at the Kenmore Library on August 16th. There were 12 attendees.
- Alzheimer's Association held an informational meeting on August 21st. There were a total of 7 attendees.

#### CORRESPONDENCE:

#### STAFF DEVELOPMENT:

\*Librarian's meeting was held on August 7th. In attendance were: **Library Director Mary Muscarella, Branch Manager Nicole Bermingham, Librarian Jill Jablonski, Librarian Nicole Brown, Librarian Joe Patton, and Librarian Amy Christman.**

\*Managers-Directors Meeting was held at the Central Library on August 8th. **Librarian Nicole Brown** attended.

\*Audio version of August 8th Managers-Director's meeting was listened to by **Library Director Mary Muscarella** on August 21st.

\*Yearly compliance training videos were viewed by **Page Michaelene Hahin** on August 10th.

\*Staff Meeting were held on August 28th & 29th. Procedure for entering Book Sale money into the cash register was explained, and will be implemented immediately.

\***Librarian Nicole Brown** viewed several webinars.

#### STATISTICS:

Changes from August 2017 to August 2018

- Change in circulation: +1.7%
- Change in door count: -8.5%
- Change in PAC statistics: -13.7%

- Change in WiFi: +27.5%

#### **COMMUNITY ROOM USE:**

The Community Room was used for 13 meetings for the following groups in August:

Bloom Girls  
Mental Health Group  
Eclectic Book Club  
Fibromyalgia Support Group  
Opera Buff of WNY  
Local Spiritual Assembly Bahai  
Tonawanda Republican Committee  
Town of Tonawanda Library Board

#### **NEW BUSINESS:**

- Grant paperwork for new meeting room at Kenmore Library; new boiler system & concrete sidewalk/apron work was submitted by Sue Barnes of Grantmakers

- Director Muscarella also reported that the sign at Kenilworth Library will be paid for with the grant money received through Assemblyman Robin Schimminger.
- The Town of Tonawanda Public Library Staff is investigating the possibility of beginning an Adult Book Club if there is sufficient interest

#### **UNFINISHED BUSINESS:**

- No unfinished business to discuss at this time

#### **NEW BUSINESS:**

- Reminder that the ACT meeting will be held at the Collins Library on Saturday, September 29, 2018 beginning at 9 am.

#### **PUBLIC COMMENT:**

- None

#### **ADJOURNMENT:**

- Motion made by Annette Della Posta and seconded by Kathy Kanaley to adjourn. Meeting adjourned at 8:05 pm.

THE NEXT MEETING OF THE TOWN OF TONAWANDA PUBLIC LIBRARY  
BOARD OF TRUSTEES WILL BE HELD AT THE KENMORE LIBRARY ON  
OCTOBER 9, 2018 AT 7PM.

Respectfully Submitted,  
Jeanne Phillips, Secretary