

MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD
November 13, 2018

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, November 13, 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, Eileen Crawford, Nicole Pauly-Rejewski, Stanley Pustulka and Julie Miller.

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

APPROVAL/CHANGES TO AGENDA:

- Motion made by Annette Della Posta and seconded by Eileen Crawford to accept agenda as written. Motion passed.

GUEST SPEAKER:

- Kenmore branch Library Associate, Kate Shea, was the guest speaker. She gave a brief overview of her duties at the Library. Board members asked her questions and expressed appreciation of her work at the library.

ADOPTION OF MINUTES OF THE OCTOBER 9, 2018 BOARD MEETING:

- Motion made by Kathy Kanaley and seconded by Annette Della Posta to accept minutes of October 9, 2018. 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 Annette Della Posta to approve payment of bills. Motion passed.

REPORT OF THE TREASURER:

- Treasurer's report distributed and discussed. Motion made Eileen Crawford and seconded by Annette Della Posta to accept report. Treasurer's report accepted.

REPORT OF THE CHAIR:

- Chair Geer reported that the Town Clerk is requesting a list of those Trustees who have completed a term and will not be returning for a new term. This includes Eileen Crawford and Jeanne Phillips. Sheila Ginnane has also completed a term and will be returning for a new term.

REPORT OF THE DIRECTOR:

Monthly Report Prepared by Mary Muscarella Town of Tonawanda Library – Kenilworth & Kenmore Branches OCTOBER 2018

KENILWORTH

Statistics

Changes from October 2017 to October 2018

- Circulation: -1.7%
- Visitor count: -1.1%
- PAC: +9.4%
- WiFi: +31.3%
- Number of programs: 36 (33 in October 2017)
- Attendance at programs: 192 (207 in October 2017)

In Library Programs:

- Books and Barks program, facilitated by **Librarian Amy Christman**, was held on Wednesday, October 10th. There were 3 adults and 3 children for a total of 6 participants.
- Book Club, facilitated by **Librarian Amy Christman**, was held on Wednesday, October 3rd. There were 9 participants.
- Craft Club, facilitated by **Librarian Amy Christman**, was held on Friday, October 12th. There were 2 adults and 6 children for a total of 8 participants.
- Button Making was available on Wednesdays, October 3rd, October 10th, October 17th, October 24th & October 31st. There were 12 children and 8 adults for a total of 20 participants.
- Family Story Time, facilitated by **Librarian Jill Jablonski**, was held on Mondays, October 1st, October 8th, October 15th, October 22nd & October 29th. There were 44 children and 23 adults for a total of 67 in attendance.
- Nature Play program was presented on Wednesday, October 17th by the Central Library Programming Team. There were 12 children and 2 adults for a total of 14 participants.
- Festive Fall Basket had a total of 70 entries and the winner was Kaleb Abraham.

Tutoring Sessions:

There were 17 tutoring sessions for children in October.

Adult Technology Programs:

* 'Book-A-Technology-Trainer' cybertrain computer class was held on Monday, October 8th. There was 1 participant.

* Computer Coach, **volunteer Teresa Brancato**, was at the Kenilworth Branch on Thursdays, October 4th, October 11th, October 18th & October 25th. She assisted a total of 1 patron.

Tours/Outreach:

*Class visit from Benjamin Franklin Elementary School, Mrs. Lambert's first grade class, facilitated by **Librarian Nicole Bermingham**, took place on Tuesday, October 9th. There were 4 adults and 17 children for a total of 21 participants.

* Class visit from Benjamin Franklin Elementary School, Mrs. Smith's first grade class, facilitated by **Librarian Nicole Bermingham**, took place on Tuesday, October 16th. There were 4 adults and 18 children for a total of 22 participants.

Displays:

Display for 'The Great American Read' PBS program continued in the month of October.

Community Room Use:

- United Health Care

Materials Budgets:

MAT = \$0

AV = \$0

Proceeds from candy bar sales = \$76

Proceeds from discarded materials sales = \$262.75

KENMORE

Statistics

Changes from October 2017 to October 2018

- Circulation: +10.0%
- Visitor Count: -0.6%
- PAC: -4.5%
- WiFi: +12.9%
- Number of programs: 78 (91 in October 2017)
- Attendance at programs: 1050 (593 in October 2017)

In Library programs:

- Crafter Day, facilitated by **Librarian Jill Jablonski**, was held on Saturday, October 6th. There were 14 adults and 27 children for a total of 41 participants who had a great time making their own Slime !
- Kenmore Library News/KNL Zine meetings, facilitated by **Librarian Nicole Bermingham**, were held on Wednesdays, October 3rd, October 10th, October 17th, October 24th & October 31st. There were 4 adults and 39 children for a total of 43 participants.
- Books and Barks, facilitated by **Librarian Jill Jablonski**, was canceled unexpectedly on Saturday, October 13th due to the volunteer not showing up. Volunteer was contacted and confirmed that they will be here for November and December.
- LEGO Club, facilitated by **Librarian Joe Patton**, was held on Saturday, October 20th. There were 13 adults and 21 children for a total of 34 participants.
- Preschool Story Time, facilitated by **Librarian Jill Jablonski**, was held on Thursdays, October 4th, October 11th & October 25th. There were 51 adults and 75 children for a total of 126 participants.
- Family Story Time, facilitated by **Librarian Nicole Brown**, was held on Thursdays, October 4th, October 11th, October 18th & October 25th. There were 40 adults and 38 children for a total of 78 participants.
- Toddler Time for 2's, facilitated by **Librarian Nicole Brown**, was held on Fridays, October 5th, October 12th, October 19th & October 26th (2 sessions on each of those dates). There were 91 adults and 83 children for a total of 174 participants.
- Adult Journal Group, facilitated by **Librarian Amy Christman**, was held on Tuesday, October 2nd. There were 12 participants.
- Knit/Crochet group, facilitated by **Librarian Jill Jablonski**, was held on Mondays, October 1st, October 8th, October 15th, October 22nd & October 29th. There were 33 participants.
- Town of Tonawanda Coalition Community Resource HUB was held on Thursday, October 18th from 12-3pm. There were 7 service providers and 20 attendees.
- Alzheimer's Informational Series, presented by the Alzheimer's Association of WNY, was held on Tuesday, October 16th. There were 6 attendees.
- Button Making was available on Tuesdays, October 2nd, October 9th, October 16th, October 23rd & October 30th. There were 39 adults and 40 children for a total of 79 participants.
- Paranormal Oddities, presented by Joe Pieri, was presented on Tuesday, October 16th. There were 13 attendees.

- Author visit by Alex Beard (The Lying King) was hosted on Thursday, October 18th in conjunction with Talking Leaves Book Store. There were 15 adults and 26 children for a total of 41 attendees.
- Spooky Movie day (showing Hocus Pocus) was held on Sunday, October 21st. There were 9 attendees.
- Kidding Around Yoga, facilitated by Donna Baia, was held on Tuesday, October 23rd. There were 4 adults and 8 children for a total of 12 participants.
- Monster Bash, facilitated by **Librarian Nicole Brown**, was held on Saturday, October 27th. There were 60 adults and 40 children for a total of 100 attendees.
- Festive Fall Basket had 294 entries and the winner was Sue Ayers.
- Book Club, facilitated by Library Director Mary Muscarella, held an informational meeting on Tuesday, October 2nd. There were 12 attendees.
- Chair & Mat Yoga, facilitated by Mari Irwin, was held on Wednesdays, October 10th, October 17th & October 24th. There were a total of 28 participants.

Tutoring:

- There were 5 tutoring sessions for adults and 8 sessions for children for a total of 13 sessions at the Kenmore library in October.

Adult Technology programs/Assistance:

- Computer Coach **volunteer David Bortolin** was at the library on Mondays, October 1st and October 22nd. He assisted 1 patron.
- Computer Coach **volunteer Matthew Gates** was at the library on Wednesdays, October 3rd, October 10th, October 24th & October 31st. He assisted a total of 7 patrons.
- Computer Coach **volunteer Partho Bhattacharya** was at the library Tuesdays, October 2nd, October 16th, October 23rd & October 30th. He assisted a total of 8 patrons.
- Resume Helper **volunteer Susan Doran** was at the library on Mondays, October 8th, October 15th & October 29th. She assisted a total of 0 patrons.
- Resume Helper **volunteer Lynda Vandermeer** was at the library on Thursdays, October 4th, October 11th, October 18th & October 25th. She assisted a total of 3 patrons.
- 'Book-A-Technology-Trainer' cybertrain program was held on Tuesday, October 23rd. There were 2 participants.

Tours/Outreach:

- Kenmore Farmer's Market was attended by **Librarian Jill Jablonski** and **Senior Page Jadzia Insalaco** on Sunday, October 14th. They had 118 people at the table and 23 people at story time. The Bookmobile had a door count of 74, circulation of 63, and 0 library card applications.
- **Librarian Nicole Brown** visited Brookdale Senior Living facility on Monday, October 15th 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 15 residents who attended.

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.
- Halloween books were displayed in our children's area.
- A Teens Top Ten display was put out for Teen Read Week (October 7th – 13th) and young adults were encouraged to vote online for their favorite book. The display continued through the month of October to promote young adult fiction
- Displays promoting September/October as Library Card Sign-Up Months were placed in the display case in the lobby and near the circulation desk.

Community Room Use:

The community room was used for 32 meetings for the following groups in October:

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; Betty Carr Book Club; Eclectic Book Club; Dizziness & Balance Support Group; Bloom Girls Club; Local Spiritual Assembly Bahai; Tonawanda Republican Committee; Clean Air Coalition; Knitters; United Healthcare; Kenmore Art Society

Materials Budgets:

MAT = -\$0

AV = \$0

Proceeds from candy bar sales for October, 2018 = \$94.00

Proceeds from discarded materials sale for October, 2018 = \$226.00

.....

Meetings/Conferences/Trainings/Presentations:

- Librarian's meeting on Tuesday, October 2nd was attended by **Nicole Bermingham, Nicole Brown, Amy Christman and Mary Muscarella.**
- Manager-Director meeting held at Central Library on Wednesday, October 10th was attended by **Library Director Mary Muscarella.**
- Mental Health Literacy Workshop and LGBTQ Cultural Competency Workshop, presented by WNYLRC was attended by **Librarian Nicole Bermingham** on Wednesday, October 10th.
- Library Director Mary Muscarella attended the Town of Tonawanda Community Coalition Meeting on Wednesday, October 24th at 169 Sheridan Parkside Drive.

Correspondence:

NEW BUSINESS:

- Reintroduce retro Town of Tonawanda Library logo.
- Business debit card has been obtained for Key Bank account. Rules for usage need to be established. (ie. always use with tax exempt letter; set threshold for prior approval \$\$; who is allowed to use....)
- Lost & Found Policy to be reviewed and approved by Board. (see attached)
- Nicole Bermingham and Mary Muscarella met with leaders from the North Buffalo Business Association for information about the process that they went through to get the 'Looking Good' mural painted. It is our thought that the Chapel Street side of the Kenmore Library building would be an ideal location for the first public art in the Village. Would like Board approval to move forward with gaining approval for this project from the Village, and gaining community support.
- Hand out updated 'Handbook for Library Trustees of New York State'
- Board needs to approve 2019 holiday schedule
- Markarian rugs has given us a quote of \$450 to repair the carpet in the meeting room at Kenmore

UNFINISHED BUSINESS:

- Strategic plan distributed and finalized.

NEW BUSINESS:

- A reminder that A.C.T. meeting will be on November 17th.

- Public Art project – Director Muscarella is seeking approval for a community mural to be painted on the outside wall of the Kenmore Library.
- Holidays for 2019: Motion made by Kathy Kanaley for libraries to be open on Good Friday but Closed Christmas Eve and open on New Year's Eve from 10am-3pm. This is in accordance with employees' approval. Motion seconded by Julie Miller. Motion passed.
- Lost and Found Policy: Policy distributed for review. Motion made by Annette Della Posta to accept policy and seconded by Eileen Crawford. Policy accepted.

ADJOURNMENT

Motion made by Eileen Crawford and seconded by Annette Della Posta to adjourn. Meeting adjourned at 8:15pm.

THE NEXT MEETING OF THE TOWN OF TONAWANDA PUBLIC LIBRARY BOARD OF TRUSTEES WILL BE HELD ON DECEMBER 11, 2018 AT 7PM.

Respectfully submitted,
Jeanne Phillips
Secretary