

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

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, December 11th, 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, Sheila Ginnane, 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. William Conrad, Councilman for the Town of Tonawanda.

APPROVAL/CHANGES TO AGENDA:

- Motion made by Sheila Ginnane and seconded by Kathy Kanaley to accept agenda as written. Motion approved.

ADOPTION OF MINUTES OF THE NOVEMBER 13th, 2018 BOARD MEETING:

- Motion made by Kathy Kanaley and seconded by Annette Della Posta to accept minutes of November 13, 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 Nicole Pauly-Rejewski to approve payment of bills. Motion passed.

REPORT OF THE TREASURER:

- Treasurer's report distributed and discussed. Treasurer Pustulka reminded everyone that CDs come due in April and there will need to be a discussion re: rate of interest and possibility of changing banks if needed.

REPORT OF THE CHAIR:

- Chair Geer reported that he, Julie Miller and Stanley Pustulka attended the A.C.T. meeting. The topic was re: audits. Chari Geer feels that Town of Tonawanda Library is in good shape in this regard and we do have an updated Audit Policy. The Library Board Treasurer will begin to review all bills and checks written to be sure there are no discrepancies as a precautionary measure.

REPORT OF THE DIRECTOR:

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

KENILWORTH

Statistics

Changes from November 2017 to November 2018

- Circulation: -1.5% (contracting library average -2.8%)
- Visitor count: -6.3% (contracting library average -2.9%)
- PAC: +2.2% (contracting library average -8.0%)
- WiFi: +1.2% (contracting library average +17.8%)
- Number of programs: 12 (7 in November 2017)
- Attendance at programs: 101 (66 in November 2017)

In Library Programs:

- Books and Barks program, facilitated by **Librarian Amy Christman**, was held on Wednesday, November 14th. There were 6 adults and 6 children for a total of 12 participants.
- Book Club, facilitated by **Librarian Amy Christman**, was held on Wednesday, November 7th. There were 11 participants.
- Craft Club, facilitated by **Librarian Amy Christman**, was held on Friday, November 9th. There were 2 adults and 3 children for a total of 5 participants.
- Button Making was available on Wednesdays, November 7th, November 14th, November 21st, November 23rd & November 28th. There were 22 children and 18 adults for a total of 40 participants.
- Family Story Time, facilitated by **Librarian Jill Jablonski**, was held on Monday, November 5th. There were 9 children and 11 adults for a total of 20 in attendance.
- Kidding Around Yoga, facilitated by Donna Baia, was held on Wednesdays, November 7th & November 21st. There were 4 adults and 5 children for a total of 9 participants.
- Kenilworth library celebrated 'Book Friday' as an alternative to 'Black Friday' on the day after Thanksgiving. The first 50 people at the library that day were entered to win a \$50 Amazon gift card. Joyce Costner was the winner.
- Letters to Erie County Legislative Chairman Peter Savage encouraging him to vote in favor of the proposed 2019 Erie County

Operating Budget were collected through the month of November.
Kenilworth gathered 11 letters from patrons.

Tutoring Sessions:

There were 20 tutoring sessions for children in November.

Adult Technology Programs:

* 'Book-A-Technology-Trainer' cybertrain computer class was held on Monday, November 5th. There were 3 participants.

* Computer Coach, **volunteer Teresa Brancato**, was at the Kenilworth Branch on Thursdays, November 1st, November 15th & November 29th. She assisted a total of 1 patron.

Tours/Outreach:

*Ripen With Us Daycare center visited the library on Thursday, November 1st. There was 1 adult and 6 children for a total of 7 participants.

Displays:

Display titled 'Get Ready for the Holidays' was put up featuring craft books and holiday cook books.

Community Room Use:

- United Health Care
- VA Caregiver Support Group
- Tonawanda Coke Soil Study

Materials Budgets:

MAT = \$0

AV = \$0

Proceeds from candy bar sales = \$31

Proceeds from discarded materials sales = \$73.25

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## KENMORE

### Statistics

#### Changes from November 2017 to November 2018

- Circulation: +6.9% (contracting library average -2.8%) (year-to-date, Kenmore Library is #5 in circulation, not including the Central Library)
- Visitor Count: -5.0% (contracting library average -2.9%) (year-to-date, Kenmore is #5 in visitor count, not including the Central Library)
- PAC: -7.4% (contracting library average -8.0%) (year-to-date, Kenmore is #2 in public computer usage, not including the Central Library)
- WiFi: -1.9% (contracting library average +17.8%) (year-to-date, Kenmore Library is #2 in WiFi logins, not including the Central Library)
- Number of programs: 34 (30 in November 2017)
- Attendance at programs: 507 (386 in November 2017)

#### In Library programs:

- Crafter Day, facilitated by **Librarian Jill Jablonski**, was held on Saturday, November 3<sup>rd</sup>. There were 8 adults and 13 children for a total of 21 participants.
- Kenmore Library News/KNL Zine meetings, facilitated by **Librarian Nicole Bermingham**, were held on Wednesdays, November 7<sup>th</sup>, November 14<sup>th</sup>, November 21<sup>st</sup> & November 28<sup>th</sup>. There were 2 adults and 30 children for a total of 32 participants.
- Books and Barks, facilitated by **Librarian Jill Jablonski**, was held on Monday, November 10<sup>th</sup>. There were 7 adults and 7 children for a total of 14 participants.
- LEGO Club, facilitated by **Librarian Joe Patton**, was held on Saturday, November 17<sup>th</sup>. There were 10 adults and 22 children for a total of 32 participants.
- Preschool Story Time, facilitated by **Librarian Jill Jablonski**, was held on Thursdays, November 1<sup>st</sup> & November 8<sup>th</sup>. There were 23 adults and 38 children for a total of 61 participants.
- Family Story Time, facilitated by **Librarian Nicole Brown**, was held on Thursdays, November 1<sup>st</sup> & November 8<sup>th</sup>. There were 24 adults and 20 children for a total of 44 participants.
- Toddler Time for 2's, facilitated by **Librarian Nicole Brown**, was held on Fridays, November 2<sup>nd</sup> & November 9<sup>th</sup> (2 sessions on each of those dates). There were 30 adults and 30 children for a total of 60 participants.
- Stuffed Animal Sleepover, facilitated by **Librarian Jill Jablonski**, was held on Thursday, November 15<sup>th</sup>. There were 8 adults and 12 children for a total of 20 participants.

- 'Wolf in the Snow' story time, facilitated by UB Library Student Grace Trimper, was held on Friday, November 23<sup>rd</sup>. There were 12 adults and 14 children for a total of 26 attendees.
- Nature Play program, facilitated by the Central Library Children's Programming Team, was held on Saturday, November 24<sup>th</sup>. There were 4 adults and 4 children for a total of 8 attendees.
- Dragons & Unicorns program, facilitated by the Central Library Children's Programming Team, was held on Friday, November 30<sup>th</sup>. There were 5 adults and 10 children for a total of 15 attendees.
- Adult Journal Group, facilitated by **Librarian Amy Christman**, was held on Tuesday, November 6<sup>th</sup>. There were 9 participants.
- Knit/Crochet group, facilitated by **Librarian Jill Jablonski**, was held on Mondays, November 5<sup>th</sup>, November 19<sup>th</sup> & November 26<sup>th</sup>. There were 20 participants.
- Town of Tonawanda Coalition Community Resource HUB was held on Thursday, November 15<sup>th</sup> from 3-6pm. There were 7 service providers and 20 attendees.
- Button Making was available on Tuesdays, November 6<sup>th</sup>, November 13<sup>th</sup>, November 20<sup>th</sup> & November 27<sup>th</sup>. There were 26 adults and 39 children for a total of 65 participants.
- Book Club, facilitated by **Library Director Mary Muscarella**, met on Wednesday, November 7<sup>th</sup> to discuss the book 'City of Light' by Lauren Belfer. There were 6 attendees.
- 'The Refugee Experience', presented by Journey's End organization, was held on Wednesday, November 14<sup>th</sup>. There were 20 attendees.
- Erie County Department of Health presented Narcan Training on Thursday, November 15<sup>th</sup>. There were 9 attendees.
- Kenmore Library celebrated 'Book Friday' on Friday, November 23<sup>rd</sup> as an alternative to Black Friday. The first 50 patrons at the library that day got a chance to win a \$50 Amazon gift card. Paul Mageli was the winner.
- Letters to Erie County Legislative Chairman Peter Savage encouraging him to vote in favor of the proposed 2019 Erie County Operating Budget were collected through the month of November. Kenmore gathered 78 letters from patrons.

### **Tutoring:**

- There were 3 tutoring sessions for adults and 11 sessions for children for a total of 14 sessions at the Kenmore library in November.

### **Adult Technology programs/Assistance:**

- Computer Coach **volunteer Matthew Gates** was at the library on Wednesdays, November 7<sup>th</sup>, November 14<sup>th</sup>, November 21<sup>st</sup> & November 28<sup>th</sup>. He assisted a total of 5 patrons.
- Computer Coach **volunteer Partho Bhattacharya** was at the library Tuesdays, November 6<sup>th</sup>, November 13<sup>th</sup>, November 20<sup>th</sup> & November 27<sup>th</sup>. He assisted a total of 13 patrons.
- Resume Helper **volunteer Lynda Vandermeer** was at the library on Thursdays, November 1<sup>st</sup>, November 15<sup>th</sup> & November 29<sup>th</sup>. She assisted a total of 2 patrons.
- 'Book-A-Technology-Trainer' cybertrain program was held on Tuesday, November 13<sup>th</sup>. There were 2 participants.

### **Tours/Outreach:**

- **Librarian Nicole Brown** visited Brookdale Senior Living facility on Monday, November 19<sup>th</sup> to present her 'Journeys with Nicole' program. There were 14 residents who attended.
- **Librarian Nicole Brown** held a Book Discussion at Brookdale Senior Living Facility on Monday, November 5<sup>th</sup>. There were 11 participants.

### **Displays:**

- A display called "Homemade Holidays" was put out that features books on cooking and crafting for the holidays.
- Picture Book Month was celebrated with a display in the Children's area featuring popular picture books. There was also a contest to guess how many picture books there are in the library. Sixty nine people entered the contest and the winner was Hidy Gleason with a guess of 4300 (the correct number was 4588).
- A small display featuring books on kindness (both adult and children's titles) was put out, inspired by World Kindness Day on November 13<sup>th</sup>.
- A display honoring the 100<sup>th</sup> anniversary of the end of World War I was put out a few days before Veterans Day with books about the war.
- A display called 'Walk in their Shoes' was put up featuring books about the refugee experience to coincide with our presentation from Journey's End on November 14<sup>th</sup>. Both adult and children's titles were included.
- A 'Book Friday' display was put up to highlight our book Friday contest on the day after Thanksgiving.

**Community Room Use:**

The community room was used for 27 meetings for the following groups in November:

Peer Support Group; Mental Health Group; Town of Tonawanda Public Library Board Meeting; Fibromyalgia Support Group; Opera Buffs of WNY; Pencrafters; Betty Carr Book Club; Eclectic Book Club; Bloom Girls Club; Local Spiritual Assembly Bahai; Knitters; United Healthcare; Kenmore Art Society; BABEs Beading; Zonta Club; Sistas in Christ

**Materials Budgets:**

MAT = -\$0

AV = \$0

Proceeds from candy bar sales for October, 2018 = \$87.00

Proceeds from discarded materials sale for October, 2018 = \$136.50

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**Meetings/Conferences/Trainings/Presentations:**

- Librarian's meeting on Tuesday, November 6<sup>th</sup> was attended by **Nicole Bermingham, Nicole Brown, Amy Christman, Mary Muscarella and Jill Jablonski.**
- Manager-Director meeting held at Central Library on Wednesday, November 14<sup>th</sup> was attended by **Library Manager Nicole Bermingham.**
- Mental Health Literacy Workshop was attended by **Librarian Nicole Brown** on Friday, November 30<sup>th</sup>.

**Correspondence:**

none

**NEW BUSINESS:**

- Hand out Library Trustee Association of NYS newsletter for Fall 2018.
- Any names for potential new Board members ?

Director Muscarella noted that new statistics have been added to the Report. Director related to the number of programs at each library and a comparison to the previous year. She also noted that she will be adding a Bob Ross painting class to the Kenmore program schedule and a Lego Club to the Kenilworth program schedule.

UNFINISHED BUSINESS:

- Discussion re: a logo for the Town of Tonawanda Libraries has been put on hold.

NEW BUSINESS:

- Business Debit card usage: No debit card has been secured.
- Markarian Rugs carpet repair: Rug in the community room was installed in 2012 and is no longer under warranty. Cost of repairs needed is estimated at \$450. Director Muscarella will secure other estimates.
- Library Director Evaluation: to be completed prior to January meeting.

William Conrad, Chair Library Committee of Town Board, discussed with the Trustees the possibility of a mural painted on the outside of the Kenmore Library. He has presented this possibility to the Town Board and will pursue options. Councilman Conrad also discussed possibility of local student artists doing some indoor painting. A discussion followed re: town issues that affect the library.

ADJOURNMENT

Motion made by Sheila Ginnane and seconded by Richard Geer to adjourn.  
Meeting adjourned at 8:20pm.

THE NEXT MEETING OF THE TOWN OF TONAWANDA PUBLIC LIBRARY  
BOARD OF TRUSTEES WILL BE HELD ON TUESDAY, JANUARY 8, 2019 AT  
7PM.

Respectfully submitted,  
Jeanne Phillips  
Secretary