

Town of Tonawanda Public Library

Board of Trustees Meeting

Tuesday, May 14, 2024

Attendees- Mary Muscarella, Richard Geer, Annette DellaPosta, Mark Jowett, Thomas Reigstad, Sharon Sullivan, Marney Klein, Kathy Kanaley

Excused-Stanley Pustulka

The meeting was held at the Kenmore location and was called to order at 5:35 pm.

Motion to approve the agenda was made by Marney, seconded by Mark. Motion carried.

Motion to accept the minutes of the April 9, 2024 meeting was made by Marney, seconded by Annette. Motion carried.

Motion made by Kathy, seconded by Tom to accept the treasurer's report and payment of the monthly expenses. Motion carried.

REPORT of the CHAIR-Rick, Tom and Marney attended the A.C.T. meeting on May 4, 2024. John Spears, B&EC Library Director, reviewed the NYS Library Open Meeting Law and other library record keeping and procedural requirements.

The reorganization of the contract library manual has been submitted and approved.

REPORT of the DIRECTOR-

Review of monthly statistics (attached) at both branches.

Kenmore continues to rank 3rd in circulation behind Audubon and Clearfield.

Mary sent a thank you to Anne and Stan Evans for their \$500.00 donation in memory of Shirley Spriegel.

Mary received several applications for the library trainee position. The decision was made to hire Heather Bermingham who was a previous staff member at the Kenmore location.

“One Way” signs were hung at the Kenmore parking lot to improve traffic flow.

An additional security camera was installed to cover the area at the top of the stairs and check out areas.

Mary was notified that both Kenmore and Kenilworth will receive \$15,000.00 each secured by Assemblyman William Conrad.

The Friends of the Library held a book sale from 4/4-4/6 which was reportedly well attended.

Kenmore Village Improvement Society did a great job planting the front of the Kenmore branch.

Mary has scheduled indoor concerts in June, July and August.

Mary filed the New York State Comptroller’s 2023 Report online.

NEW BUSINESS- Marnie made the motion, seconded by Tom, to accept the Whistleblower policy as presented. Motion carried.

Annette made the motion, seconded by Mark, to accept the Review Claims Audit Policy as presented. Motion carried.

There being no further business, Annette made a motion, seconded by Marnie, to adjourn the meeting at 6:30 pm. Motion carried.

Respectfully Submitted,

Kathy Kanaley

Secretary

The next meeting is scheduled for Tuesday, June 11, 2024, 5:30 pm at the Kenmore location.

Kathy Kanaley

Next Meeting Tuesday, 5/14/24 at 5:30 pm at the Kenmore Branch.