

Town of Tonawanda Public Library

Board of Trustees

Tuesday, December 9, 2025

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

The meeting was called to order at 5:34 and was held at the Kenmore location.

Motion made by Tom, seconded by Sharon, to approve the agenda as presented. Motion carried.

Motion made by Annette, seconded by Mark, to accept the minutes of the November 4, 2025, meeting as presented. Motion carried.

Motion made by Sharon, seconded by Kathy, to accept the treasurer's report which included a review of payables and Key Bank statements. Motion carried.

Board Chair Report-

Rick reported that the Town of Tonawanda will vote on 12/15/25 on the budget. This will include expenditures for the Kenilworth lavatory improvement project. The project is expected to take 8 -12 weeks during which time the library will be closed. We will be looking to the Town for financial support for the roof repairs at the Kenmore branch.

Library Director Report-

Review of the monthly library use and program report which is attached. Kenmore location remains #3 in circulation in the B&ECPLSystem.

Mary will initiate a "Lucky Day" table for kids. There will be a two (2) book limit for seven (7) days with one (1) renewal.

Mary distributed the annual payroll report which was consistent with the annual budget.

We will arrange another "Friends Appreciation "date in January. Mary will email dates to the trustees after speaking with the Friends.

The next A.C.T. meeting will be held at the Central library on March 21, 2026.

Mary will contact the Bookmobile to possibly visit Kenilworth during the reconstruction early next year. Any material holds will be rerouted to Kenmore for the duration of the construction.

Mary will work with Key Bank to discuss option for the Key Bank CD which matures 12/16/25.

Mary will contact the B&EC Security director to visit the libraries for a safety assessment.

Upcoming special events include-

“Noon Years’ Eve party on 12/30/25.

Job Fair on 12/12/25

The Moods Three Christmas Concert on 12/21/25

Mary requested approval to purchase new chairs for the Community room. A motion was made by Marney, seconded by Tom to approve \$3,720.00 for forty (40) new chairs. Motion carried.

A motion was made by Marney, seconded by Annette to accept the Library Petty Cash policy as revised. Motion carried.

The next Board meeting is scheduled for January13, 2026, at 5:30 pm, and will take place at the Kenmore location.

Respectfully submitted,

Kathy Kanaley

Secretary