

Town of Tonawanda Public Library

Board of Trustees Meeting

Tuesday, May 12, 2020

Attendance – Mary Muscarella, Richard Geer, Annette Della Posta, Nicole Pauley- Rejewski, Stanley Pustulka, Shannon Patch, Kathy Kanaley

The meeting was called to order at 7:05 pm. Note –due to NY State Governor’s Executive Order 202, the Open Meeting Law has been **MODIFIED TO INCLUDE MEETING TELEPHONICALLY OR VIRTUALLY UNTIL JULY 6, 2020**. This meeting is being held remotely via Zoom.

Motion made by Annette, seconded by Stan to approve the agenda for the May 12, 2020 meeting. Motion carried.

Motion made by Annette, seconded by Stan to accept the minutes of the April 14, 2020 meeting as presented. Motion carried.

Treasurer’s report- review of accounts and bills. Kenmore’s first quarter water bill has a credit reflecting the arrangement made with the Village Board for previously high bills due to leaks.

We may suspend the contract with Crystal Rock until reopening procedures are established.

Motion made by Kathy, seconded by Nicole to accept the treasurer’s report as presented. Motion carried.

Report of Chair- Rick met with Shannon Patch who will be the Town Board liaison with the Libraries and brought her up to speed on the Boards activity.

Report of Director- Mary combined the limited activity of the libraries in her report as both locations remain closed. The online Storytime , adult book club and Kenmore News continue. Online trivia is being planned and will start at a date to be determined.

Mary continues to hold weekly **VIRTUAL** meetings with her staff who have attended a variety of Webinars .

Construction on the meeting room at the Kenmore branch **is almost completed**. Furniture is ordered. Concrete work at front and back entrances has also been completed.

Mary will attend a **VIRTUAL** B&ECLS budget meeting, Thursday May 14, 2020.

**Monthly Report**  
**Prepared by Mary Muscarella**  
**Town of Tonawanda Libraries – Kenilworth & Kenmore branches**  
**MAY 2020**

**KENILWORTH**

**Statistics**

**Changes from May 2019 to May 2020**

- Circulation -100% (contracting library average -100%)
- Visitor count: -100% (contracting library average -100%)
- PAC: -100% (contracting library average -100%)
- WiFi: -83.9% (contracting library average -85.4%)
- Number of programs 19 (16 in May 2019)
- Attendance at programs: -- (-- in May 2019)

**In Library Programs:**

- NONE

**Tutoring Sessions:**

There were no tutoring sessions in May.

**Adult Technology Programs:**

NONE

**Tours/Outreach:**

NONE

**Displays: NONE**

**Community Room Use:**

- NONE

**Other:**

**Materials Budgets:**

MAT = \$4066 (-\$1342 spent) = \$2724

AV = \$1400 (-\$61 spent) = \$1339

Candy bar sales May 2020 = \$00 (YTD=\$69)

Discarded materials sales May 2020 = \$00 (YTD=\$192)

Donations May 2020 = \$00 (YTD=\$48)

Book Bags May 2020 = \$00 (YTD=\$38)

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**KENMORE**

## Statistics

### Changes from May 2019 to May 2020

- Circulation: -100% (contracting library average -100%)
- Visitor Count: -100% (contracting library average -100%)
- PAC: -100% (contracting library average -100%)
- WiFi: -81.6% (contracting library average -85.4%)
- Number of programs: 31 (48 in May 2019)
- Attendance at programs: --(---in May 2019)

### In Library programs

NONE

### Virtual programs:

- **'Facebook live storytime'**, facilitated by **Nicole Brown**, was held on Tuesdays and Thursdays at 10:30am. These storytimes were viewed 1,441 times in the month of May.
- **Zoom Book Club meeting**, facilitated by **Director Mary Muscarella**, was held on Wednesday, May 6<sup>th</sup>. There were 3 participants.
- **'At-Home Facebook Challenges'**, facilitated by **Librarian Jill Jablonski**, were posted every Wednesday. These posts reached a total of 971 patrons.
- **'Social Saturdays' Facebook posts**, facilitated by **Library Associate Margaret Kunz**, were posted every Saturday. These posts reached a total of 1,981 patrons.
- **'Sending Sunshine to Seniors' postcard writing campaign**, facilitated by **Librarian Kathy Galvin**, reached a total of 363 people.

### Tutoring:

- There were no tutoring sessions at the Kenmore library in May.

### Adult Technology programs/Assistance:

- NONE

### Tours/Outreach:

- NONE

### Displays:

- NONE

### Other:

- The Town of Tonawanda Public Libraries continued to be closed to the public through the month of May due to COVID-19 precautions.

- Full-time staff and part-time librarian staff started working in the building the week of 5/25 to prepare for pickup service to the public as part of Phase 1.

**Community Room Use:**

NONE

**Materials Budgets:**

MAT = \$8039 (-\$3212 spent) = \$4827

AV = \$2705 (nothing spent) = \$2705

Candy bar sales for May 2020 = \$00 (YTD=\$256)

Discarded materials sale for May 2020 = \$00 (YTD=\$174.05)

Donations May 2020 = \$00 (YTD=\$58.26)

Book bag sales in May 2020 = \$00 (YTD=\$70)

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

- **Staff meetings (for all staff) via Zoom**, facilitated by **Director Mary Muscarella**, were held on May 1<sup>st</sup>, May 8<sup>th</sup> & May 21<sup>st</sup>.
- **Staff meeting for full time staff and part time librarians via Zoom**, facilitated by **Director Mary Muscarella**, was held on Tuesday, May 26<sup>th</sup>.
- **Organizing Your Files and Desktop** webinar, viewed by **Librarian Kathy Galvin**.

**Escape the Library** webinar viewed by **Librarian Kathy Galvin**

Unfinished Business- A decision was made to postpone adding any new Board members until such time that our NYS Charter and our bylaws are uniform. Mary is following up with that process which will necessitate staggering of current Board members' terms. Mary will reach out to the 4 interested candidates and let them know there is a delay and to make sure they are still interested.

Shannon reported she is still working with the Town Board for inclusion of the Libraries' Shortel phone system insurance coverage with the Town's policy.

New Business- Review and discussion of the proposed reopening post Covid 19. The Libraries should be part of the State's Phase 2 plan. It is expected that social distancing, wearing masks, sanitizing and reducing available materials such as magazines and newspaper will need to be implemented. Mary is in constant contact with Central on plans to reopen. The possibility of curbside pickup was discussed with having available WIFI outside of both libraries. Shannon will investigate the use of Town picnic tables and benches as people wait for materials they ordered or eventually for entrance to the building as again, special procedures will have to be implemented.

At 8:25, there being no further business, a motion was made by Nicole, seconded by Stan to adjourn. Motion carried.

Respectfully submitted,

Kathy Kanaley