

**Town of Tonawanda Public  
Library Board of Trustees  
Meeting (VIRTUAL)  
Tuesday, January 12, 2021**

**Attendance:** Mary Muscarella, Rick Geer, Annette Della Posta, Mark Jowett, Stanley Pustulka, Marney Klein

Excused: Kathy Kanaley, Nicole Pauly-Rejewski

The meeting is called to order at 5:30pm.

Motion made by Annette, seconded by Stan to approve the agenda for the 1/12/21 meeting.  
Motion carried.

Motion made by Stan, seconded by Annette to accept the minutes of the 12/8/20 meeting with no changes. Motion carried.

Motion made by Stan, seconded by Annette to accept the Treasurer's Report and bills. Motion carried.

Mary talked to Key Bank about the CD that reached maturity on December 18, 2020, they suggested rolling it over into our savings account. She did so.

Mary talked about the NY State Construction Grant coming due in June, that we will need invoices from the Town to pay back, so that we can then request the final 10% payment from the State

Questions about COVID-19 Metrics: Mary shared metrics are published weekly by the Erie County Department of Health on Mondays and take effect the following day, Tuesday. Several libraries will be closed to patrons this week due to the metrics.

**Report of the chair:** None

**Report of the director:**

Kenilworth:

- circulation down as well as visitor count (because they were closed).
- Curbside pick-ups were: 230 appointments & walk-up 124.
- Craft & carry, Gingerbread kits and Explore & More craft kits were all well received.
- No tutoring, technology programs, no community room use.

Combined Virtual (Kenilworth & Kenmore):

- Online virtual storytimes were viewed 487 times.
- Facebook challenges reached 1611 people.
- Winter reading contest has 49 participants.
- Book club by Mary had 5 participants.

Kenmore:

- circulation down as well as visitor count (because they were closed).
- Curbside pick-ups were: 936 appointments & 323 walk-ups.
- Craft & carry, Gingerbread kits, Explore & More craft and floating boat kits were all well received.
- No tutoring, technology programs, no community room use.

Tax appointments to begin in mid February in the new meeting room at Kenmore. Packets to assist in streamlining the process will be available to keep appointment length down.

**Meetings:**

- Manager/Director meeting held via Zoom was attended by Mary Muscarella & Nicole Bermingham.
- Staff e-book virtual training was well attended.
- Nicole Bermingham viewed webinar titled, "Strategies for Coping with Toxic People".

Two donations (thank you notes were sent):

- Anne & David Hahn Baker for \$300 from Perelandra Fund at Community Foundation for Greater Buffalo.
- Andrew Cohn for \$250 from Fidelity Charitable matching funds.

Questions and discussion about patrons being respectful of the new rules, no food or drink? People have been respectful and wearing masks and new rules regarding no food or drink are still a work in progress.

A few questions about how the curbside is working out? Working out well. Has it been a disruption to the flow of daily activities? Just the extension of due dates has affected those who are waiting for materials.

Staffing questions: All invited back have come back to work, others still not back yet but we are good with staffing as is for the time being.

**Unfinished business:** None

**New Business:**

Review of Suspension of Library Privileges and Appeal Process. Motion to accept with no changes made by Annette and second by Mark. Motion carries.

Review System Personnel Policy and Procedure Manual. Motion to re-affirm by Annette and second by Mark. Motion carries.

New Policy: Open Meetings Policy. Motion to adopt this new policy made by Annette, seconded by Mark. Motion carries.

Motion to adjourn the meeting at 6:30pm by Rick and second by Marney. Motion carries.