

Town of Tonawanda Public Library

Board of Trustees Meeting

Tuesday, November 10, 2020

Attendance-Mary Muscarella, Rick Geer, Annette Della Posta, Nicole Pauly Rejewski, Shannon Patch, Marney Klein, Mark Jowett, Kathy Kanaley.

Excused-Stanley Pustulka

The meeting was called to order at 5:35pm.

Motion made by Kathy, seconded by Annette, to approve the agenda for the 11/10/20 meeting as presented. Motion carried.

Motion made by Annette, seconded by Mark, to accept the minutes of the 10/13/20 meeting with corrections. Motion carried.

After a review of the pending bill payments and financial report a motion was made by Nicole, seconded by Annette, to accept the report and approve bill payments as presented. Motion carried.

Report of the Chair-Rick welcomed new Trustees Mark Jowett and Marney Klein. All Trustees agreed to new term assignments and will need to sign oath cards at the Town Clerk's office. Kathy agreed to serve a second term starting 1/1/21.

Report of the Director-Mary reviewed library activity for both locations. Several days this month the Kenmore library has been #1 in circulation throughout the B&EC Library system. Visitor count is down in both locations.

Saturday hours were restarted on 11/7/20. An additional hour is scheduled for Monday, Wednesday, Friday.

Online Book Club and Facetime Storybook time will continue, as will Take & Make adult and children crafts.

42 Tutoring sessions took place at Kenmore.

Lisa Chimera donated 200 disposable masks to Kenmore and 100 to Kenilworth. Delivery of supplies from Central has been inconsistent.

Kenmore front door glass which was vandalized on 10/7 has been replaced at the Town's expense.

Friends of the Library had a limited sale on 10/24/20 and took in \$600. Donation of books remains on hold due to COVID 19.

Mary arranged a press release to celebrate completion of the Mo Willems themed quilts made and donated by the Kenmore Quilt Guild. The library received a personal thank you from the author/illustrator.

Mary continues to hold monthly ZOOM staff meetings. Staff attended a variety of webinars and trainings.

Discussion of the request by AARP tax preparers to use community rooms. Concerns about number of clients and limited space available as a result of COVID 19 restrictions. This is a valuable community service which we will discuss further at the December 8, 2020 meeting.

Review of library restrictions as the "orange, red, yellow" zones begins. Increase in positive COVID cases determines the location of these zones. If we are "orange" we will return to curbside-only service.

New Business-Mary is requesting approval for the purchase of a power drill, air purifiers, and a ZOOM subscription. A motion to approve purchases was made by Kathy, seconded by Marie. Motion carried.

Review of Gift and Donor recognition, Distribution, and Petty Cash policies. Motion by Annette, seconded by Nicole, to keep policies as presented. Motion carried.

There being no further business, motion by Nicole, seconded by Kathy to adjourn at 6:20pm. Motion carried,

Next meeting is December 8, 2020 at 5:30 pm. Whether we will meet in-person or ZOOM will be determined by zone assignment.

Respectfully submitted,

Kathy Kanaley