

Town of Tonawanda Public Library

Board of Trustees Meeting

Tuesday September 8, 2020

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

The Zoom meeting was called to order at 7:05 pm. Per NY Governor's Executive Order 202, the Open Meeting Law has been modified to include telephonic and virtual meeting until 10/4/20.

Motion made by Annette, seconded by Stan to approve the agenda for the September 8, 2020 meeting. Motion carried.

Motion made by Annette, seconded by Stan to approve the minutes of the August 11, 2020 meeting as presented. Motion carried.

Report of the Chair-

Rick reported the Board of Election will be using the Library in November.

Report of the Director-

- Program review. Increase in programs on social media for Kenmore. Circulation is also up at the Kenmore Branch
- Tutoring has returned with sessions arranged with tutors by patrons directly.

-Nicole Brown created a voter registration display at both libraries which generated great patron response.

-There is an ACT meeting planning committee in place. Attendance at ACT meetings by all Board Trustees is now a requirement of NY Dept of Education.

-Libraries material budgets must be used by 10/31/20. The materials budget is interchangeable with the AV budget. Amounts included in Director's report.

- New boilers at Kenmore are installed but have not yet been tested.

-The County is requesting a 13% personnel reduction in our budget. Currently we are at 14% with no anticipated increase in hours of operation.

- Restrictions remain in place for holding any community events or in person programs at either location.

-Mary reported staff continues to deal with patrons who refuse to wear masks or who are not wearing them properly in the building. Staff is great about enforcing the regulations. Mary recommended staff watch the webinar "Customers Without Masks" done by Ryan Dowd of the Homeless Training Institute.

Report of the Treasurer- Monthly bills were reviewed and approved for payment. Review of Key Bank CD accounts with the option to transfer CD #4319, 30day term, to a higher interest CD should one become available.

Unfinished Business-

-Mary drafted a letter for Board review to Town Supervisor, Joseph Emminger, regarding the discrepancies in the terms for the Library Board Trustees. The proposed term changes will be considered by the Board and results reported at the October meeting.

The interviews of interested Board candidates was interrupted by Covid and the need to correct the current Board terms. Mary will contact the interested parties so the interview and Board recommendation process can be completed. Successful applicants will then be submitted to the Town Board for final approval.

There is no word yet on the Town including our phone system under their service plan. The staff is experiencing phone difficulties at Kenmore and Mary will need to make a service call for which we will pay the hourly service rate and any associated repair costs.

New Business-The 2021 budget is on hold pending the NY State budget. Cuts are expected due to Pandemic expenses.

There being no further business, at 8:20 pm, a motion was made by Nicole, seconded by Kathy to adjourn the meeting. Motion carried.

Next Meeting Tuesday October 13, 2020 at 7pm. Location to be determined.

Respectfully submitted,

Kathy Kanaley

Secretary

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