

Town of Tonawanda Public Library

Board of Trustees Meeting

December 10, 2019

Attendance- Mary Muscarella, Rick Geer, Annette Della Posta, Sheila Ginnane, Stanley Pustulka, Kathy Kanaley, William Conrad

Excused- Nicole Pauley Rejewski, Julie Miller

Meeting was called to order at 6pm at the Kenmore Branch.

Motion made by Sheila, seconded by Stan to accept the agenda for the 12/10/19 meeting as written. Motion carried.

Motion made by Stan, seconded by Sheila, to accept the minutes of the 11/12/19 Board meeting as presented. Motion carried.

Motion made by Kathy, seconded by Annette to accept the treasurer's report which includes a review of bill payments, as presented. Motion carried.

REPORT of the CHAIR-

Rick and Mary are on the system committee to review the B&ECPL bylaws. Meeting date and location to be announced.

Upcoming ACT meeting in January. Details to follow.

Assemblyman Robin Schimminger is retiring. He has been a strong supporter of our library. We will wait and see if his replacement will follow the same path.

REPORT of the DIRECTOR (attached)

Mary reported monthly stats. Both locations continue to see a decline in patrons and use of library services. Programs are strong at Kenmore

while Kenilworth is struggling with attendance at program. Staff continue to meet and discuss ideas to increase numbers.

Amy Christman is leaving. This will leave a gap in some of the activities she ran. Recently retired Kathy Galvin, Librarian I, has agreed to work part time at Kenilworth which will help.

Ricky, library custodian, is retiring on 12/17/19. Town and Village services will help until a replacement is hired. Interviews will begin soon.

There are additional staff changes at Kenmore as well.

Online registration for programs will begin 1/1/20 at both locations. Call in and sign in registration is still available but all information will be kept electronically.

Recent Friends of the Library book sale made \$3000.00

Reconstruction of our meeting room will begin around 2/1/20 per Matt Sutton, Town liaison.

Mary is arranging a holiday celebration for the staff sometime in January.

UNFINISHED BUSINESS-

Discussion of the Kenmore Branch water bill. Mary has been to the Village Water Department to enlist their help in reducing another large bill which was received after the leaks we found were repaired. Mary also sent a letter with the same request which she signed and will send a second letter from the full Board . The total of both bills already exceeds our budgeted amount.

NEW BUSINESS-

Financial Policy reviewed- no changes made review date to be noted on the policy.

Motion made by Kathy, seconded by Annette, to approve the B&ECPL Employee Handbook and Personnel Policy and Procedure manual (Resolution 2019-01) as read. Motion carried.

There being no further business, a motion was made by Annette, seconded by Stan, to adjourn the meeting at 6:55. Motion carried.

Respectfully submitted,

Kathy Kanaley

Secretary

**Monthly Report
Town of Tonawanda Libraries - Kenilworth & Kenmore branches
November 2019
Prepared by Mary Muscarella, Library Director**

KENILWORTH

Statistics

Changes from November 2018 to November 2019

- Circulation: -5.6% (contracting library average -5.9%)
- Visitor count: -9.7% (contracting library average -1.0%)
- PAC: -13.8% (contracting library average -4.8%)
- WiFi: -4.9% (contracting library average +8.5%)
- Number of programs: 10 (11 in November 2018)
- Attendance at programs: 85 (97 in November 2018)
- New library cards issued: 18

In Library Programs:

- **Books and Barks** program, facilitated by **Librarian Amy Christman**, was cancelled for Wednesday, November 13th because the dog did not show up !
- **Family Story Time**, facilitated by **Librarian Joe Patton**, was held on Monday, November 4th. There were 6 adults and 6 children for a total of 12 attendees. Sessions will start up again in January.
- **Book Discussion**, facilitated by **Librarian Amy Christman**, was held on Wednesday, November 6th. There were 10 participants. Amy will continue to facilitate this book club in a volunteer capacity after December 6th.
- **LEGO League**, facilitated by **Library Associate Margaret Kunz**, was held on Friday, November 22nd. There were 7 adults and 14 children for a total of 21 participants.
- **Button Making** was available on Wednesdays, November 6th, November 13th, November 20th & November 27th. There were 6 adults and 11 children for a total of 17 participants.
- **Tutoring Sessions:** There were 10 Adult and 9 Youth tutoring sessions for a total of 19 tutoring sessions in November.

Adult Technology Programs:

* **'Editing Digital Photos'**, was presented by **Central Library Technology staff** on Monday, November 18th. There were 6 participants.

* Computer Coach, **volunteer Teresa Brancato**, was at the Kenilworth Branch on Thursdays, November 7th & November 14th. She did not assist any patrons in November.

Tours/Outreach:

Ripen with Us Daycare visited on Thursday, November 7th, facilitated by **Librarian Amy Christman**. There were 2 adults and 10 children for a total of 12 attendees.

Kids Kampus Daycare visited on Thursday, November 21st, facilitated by **Library Director Mary Muscarella**. There was 1 adult and 6 children for a total of 7 attendees.

Displays:

*Autism Services, Inc. put up a display of artwork from students in a recent art show. There were mounted pieces as well as ceramics on display.

* A display in the central area of the library was themed, "Feast on a Good Book" and featured titles about food.

Community Room Use:

The community room was used by 2 outside groups for meetings in November:

- WNY American Meteorology Society
- AJ Smith Interviews

Other: NA

Materials Budgets:

MAT = \$4,034 (minus \$4034 spent) = \$0

AV = \$1,402 (minus \$1,402 spent) = -\$0

Revenue:

Candy bar sales November 2019 = \$51 (YTD=\$571)

Discarded materials sales November 2019 \$72.75 (YTD=\$1,327.10)

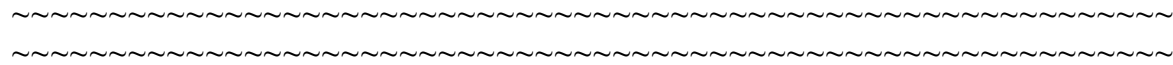
Book bag sales November 2019 = \$26 (YTD=\$119)

Donation box November 2019 = \$14 (YTD=\$150.97)

Meetings/Trainings/Conferences:

Librarian Amy Christman attended the **Librarians Meeting** at the Kenmore Library on Tuesday, November 5th.

Library Associate Margaret Kunz and **Library Clerk Beth Scibetta** attended LibCal training at Kenilworth on Friday, November 8th. The training was presented by Melissa Burgess from Central Library Communications Department.



KENMORE

Statistics:

Changes from November 2018 to November 2019

- Circulation: -13.4% (contracting library average -5.9%)
- Visitor Count: -2.6% (contracting library average -1.0%)
- PAC: -4.6% (contracting library average -4.8%)
- WiFi: +2.9% (contracting library average +8.5%)
- Number of programs: 40 (33 in November 2018)
- Attendance at programs: 611 (507 in November 2018)
- New library cards issued: 70

In Library programs:

- **Preschool Story Time**, facilitated by **Librarian Jill Jablonski**, was held on Thursdays, November 7th & November 14th. There were 14 adults and 23 children for a total of 37 attendees. Sessions will start up again in January.

- **Toddler Time for 2's**, facilitated by **Librarian Nicole Brown**, was held on Fridays, November 1st, November 8th & November 15th. There were 43 adults and 47 children for a total of 90 attendees. Sessions will start up again in January.
- **Family Story Time**, facilitated by **Librarian Nicole Brown**, was held on Thursdays, November 7th & November 14th. There were 20 adults and 26 children for a total of 46 attendees. Sessions will start up again in January.
- **Baby Time**, facilitated by **Librarian Nicole Brown**, was held on Fridays, November 1st, November 8th & November 15th. There were 10 adults and 10 children for a total of 20 attendees. Sessions will start up again in January.
- **Sensory Play Time**, facilitated by **Librarians Jill Jablonski and Nicole Brown**, was held on Saturday, November 23rd. There were 29 adults and 27 children for a total of 61 participants.
- **Kenmore Library News/KNL Zine** meetings, facilitated by **Branch Manager Nicole Bermingham**, were held on Wednesdays, November 6th, November 13th, November 20th & November 27th. There were 29 teens & 6 children for a total of 35 participants.
- **Crafter Day**, facilitated by **Librarian Jill Jablonski**, was held on Saturday, November 2nd. There were 11 adults and 15 children for a total of 26 participants.
- **Books and Barks**, facilitated by **Librarian Jill Jablonski**, was cancelled on Saturday, November 9th due to lack of registration.
- **LEGO Club**, facilitated by **Librarian Joe Patton**, was held on Saturday, November 16th. There were 10 adults and 17 children for a total of 27 participants.
- **Adult Journal Group**, facilitated by **Librarian Amy Christman**, was held on Tuesday, November 5th. There were 8 participants. This program will be suspended until we can find another person to facilitate.
- **Knit/Crochet group**, facilitated by **Librarian Jill Jablonski**, was held on Mondays, November 4th, November 18th & November 25th. (November 11th was a holiday). There were 24 participants.
- **Button Making** was available on Tuesdays, November 5th, November 12th, November 19th & November 26th. There were 17 adults and 24 children for a total of 41 participants.
- **Widget Wednesday**, facilitated by **Librarian Joe Patton**, was held on Wednesdays, November 6th, November 13th, November 20th & November 27th. There were 15 adults and 24 children for a total of 39 participants.
- **Game Night**, facilitated by **Branch Manager Nicole Bermingham**, was held on Thursdays, November 7th, November 14th & November 21st. There were 12 adults and 8 children for a total of 20 participants.
- **Book Club**, facilitated by **Library Director Mary Muscarella**, met on Tuesday, November 19th. There were 5 attendees.
- **Exploring 4 Faith Traditions to Build Tolerance**, presented by **The Network of Religious Communities**, was held on Sunday, November 10th. There were 20 adults and 25 children for a total of 45 attendees.

- **'Fall Films and Food'** presented by **Librarian Nicole Brown**, was held on Saturday, November 23rd. There were 12 adults and 12 children for a total of 24 participants.
- **NYS Disaster Preparedness Training**, presented by **the NYS Disaster Preparedness Corps**, was held on Monday, November 4th. There were 30 attendees.
- **'Create a Felt Penguin'**, presented by **volunteer Elena Mileva-Anderson**, was held on Wednesday, November 6th. There were 10 participants.
- **'Green Cleaning Workshop'**, presented by **Donna Wysokenski from the UB Environmental Health Study for WNY**, was held on Wednesday, November 13th. There were 8 attendees.
- **'Retirement'**, presented by **Donna Ponholzer from Northwest Bank**, was held on Wednesday, November 20th. There were 5 attendees.

Tutoring:

- There were 10 tutoring session for adults and 15 tutoring sessions for children for a total of 25 sessions at the Kenmore library in November.

Adult Technology programs/Assistance:

- Computer Coach **volunteer Thea Z.** was at the library on Wednesdays, November 6th & November 27th. She assisted 3 patrons in November.
- Computer Coach **volunteer Partho Bhattacharya** was at the library on Tuesdays, November 5th, November 12th, November 19th & November 26th. He assisted a total of 14 patrons in November.
- Computer Coach **volunteer Saraswathy is on hiatus until February 2020.**
- Resume Helper **volunteer Lynda Vandermeer**, was at the library on Wednesday, November 27th. She assisted 1 patron in November.
- **Computer Coach, volunteer Kevin Garvey**, was at the library on Wednesdays, November 13th, November 20th & November 26th. He assisted 1 patron in November.
- **'eBooks & eReaders'** computer class scheduled for November 2nd was cancelled due to low registration.

Tours/Outreach:

- **Branch Manager Nicole Bermingham** held a **Book Discussion** at Brookdale Senior Living Facility on Monday, November 5th. There were 10 participants.

Displays:

Adult display table: 'Relax Your Body & Unwind Your Mind' featured adult titles about meditation, yoga, and other calming activities to help provide remedies to the stressful holiday season.

Display table near front desk: Retirement program promotion and Mark Twain program promotion.

Table near self-checkout: Upcoming Friends of the Library Book Sale.

Our lobby display case featured a display by Girl Scout Troop 434273

Other:

PetsAlive WNY sponsored a collection box during the month of November for canned cat food, paper towels, newspaper, trash bags, and plastic cat toys for their shelter animals.

Community Room Use:

The community room was used for 17 meetings in November by the following groups: Crocheters/Knitters; Betty Carr Book Group; Girl Scouts; Fibromyalgia Support Group; Opera Buffs; BABES Beading; Zeta Amicae of Buffalo; Erie County Board of Elections; US Census Job Information; Corrections Officer Recruitment; United Healthcare; HST of WNY; AJ Smith Art Show interviews.

Materials Budgets:

MAT = \$8,920 (minus \$8920 spent) = \$0

AV = \$1,683 (minus \$1,683 spent) = \$0

Revenue:

Candy bar sales for November 2019 = \$142 (YTD=\$1,772)

Discarded materials sales for November 2019 = \$52 (YTD=\$1,190.25)

Book bag sales for November 2019 = \$24 (YTD=\$360)

Donation box November 2019 = \$17 (YTD=\$357.60)

Meetings/Conferences/Trainings/Presentations:

- **Manager-Director meeting** held at Central Library on Wednesday, November 13th was attended by **Library Director Mary Muscarella and Library Branch Manager Nicole Bermingham.**
- A **Librarian's Meeting** was attended by **Nicole Bermingham, Nicole Brown, Amy Christman, Jill Jablonski, Joe Patton and Mary Muscarella** on November 5th.

- LibCal training for staff was presented by Melissa Burgess of Central Library Communications Department on Wednesday, November 13th. This was attended by **Sr. Library Clerk Mary Anne Bartkowiak, Senior Page Partho Bhattacharya; Library Clerk Stephen Carson, Senior Page Julie Heigl and Senior Page Jazia Insalaco.**

Correspondence:

- Letter to Mayor Mang re: water bills at Kenmore Library

Upcoming:

- Organizing Computer Files & Folders 12/10 at Kenilworth
- Graham Cracker Houses: 12/8 and 12/11 at Kenmore; 12/9 at Kenilworth
- Friends Book Sale: December 6th-8th
- Sweets & Cinema: 12/14 at Kenmore
- Holiday Cookie Exchange: 12/19 at Kenmore

INFORMATION:

- Working with Central graphics dept. for window displays for the 3 windows overlooking the parking lot at Kenmore Library
- Former office spaces on the first floor at Kenmore Library have been cleared out in anticipation of construction. The (former) conference room will now be used for storage.
- Staff training from The PRIDE Center re: pronouns.

STAFF

- **Kathy Galvin has been hired to fill the Librarian I pt position at Kenilworth.** Kathy comes to us with a wealth of experience. She retired from full-time work as the manager of the Central Library Children's Program team (Librarian III) in May, 2019. Her first day of work at the Kenilworth Branch will be during the week of December 7th. This will be a seamless transition for patrons and staff. Many of us have worked with Kathy in the past, and we are lucky to have her join our team.
- **Senior Page Partho Bhattachayra has resigned effective November 30th.** He has accepted a full time position with Ingram Micro. Partho has been a great asset to our team, and has a loyal following for his computer assistance. He will be missed.
- **Page James Gugliuzza will take the vacant Senior Page position** when Partho leaves. James has been a Page for over a year now, and before that was a library volunteer. He will be starting his education for a Masters in Library Science next year.
- **Elena Mileva-Anderson** has been hired to fill the Page position that James will vacate when he moves to being a Senior Page. Elena is the President of the Friends of the Ken-Ton Library, and has been volunteering at the library for the past 6 months.

- **Rickie Davis**, long-time Maintenance person for both buildings, will be retiring effective December 31, 2019. His last day of work will be Tuesday December 17th. Job has been posted and the deadline for applications is Wednesday, December 11th.
- **Staff/Board Holiday Party is scheduled for Saturday, Jan. 4th @ 5pm.** Mary will provide pizza & water and others are encouraged to bring dishes to share.