

Town of Tonawanda Public Library

Board of Trustee Meeting

January 25, 2022

Attendees- Mary Muscarella, Richard Geer, Annette Della Posta, Stanley Pustulka, Marney Klein, Mark Jowett, Kathy Kanaley

Excused- Nicole Pauley Rejewski

In person meeting was held at the Kenmore branch and was called to order at 5:35 PM.

Motion made by Annette D, seconded by Marney K. to approve the agenda as presented. Motion carried.

Motion made by Marney K., seconded by Annette D. to accept the minutes of the December 14, 2021, meeting with corrections. Motion carried.

After a review of the monthly bills and bank account statements, a motion was made by Marney K., seconded by Kathy K. to accept the treasurer's report as presented. Motion carried.

REPORT of the CHAIR-

On 1/3/2022, Richard Geer was appointed Chair of the Tonawanda Public Library to a 5-year term by the Town Board.

Review of recent ACT meeting attended by Mary M., Kathy K. and Rick G. The meeting was held via zoom with updates and reports on activities being held at other libraries throughout the system.

REPORT of the DIRECTOR- attached

Monthly Report
Prepared by Mary Muscarella
Town of Tonawanda Libraries - Kenilworth & Kenmore branches
DECEMBER 2021

KENILWORTH

Statistics

December 2021 (compared to December 2019 & December 2020)

- Circulation: 3153; 4237 in 2019; 1274 in 2020
- Visitor count: 2120; 3419 in 2019; 478 in 2020
- PAC: 329; 526 in 2019; 7 in 2020
- WiFi: 386; 478 in 2019; 201 in 2020
- Number of programs: 6; 11 in 2019; 3 in 2020
- Attendance at programs: 98; 148 in 2019; 77 in 2020
- New library card applications: 15 adult and 1 child for 16 total

In Library Programs:

- **Kids Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'WISH ornament' make-at-home craft for kids. There were 35 participants in December.
- **Gingerbread House Kits 'To Go'** program had 19 participants.
- **'Books and Barks'** program, facilitated by **Librarian Kathy Galvin**, was held on December 15th. There were 5 participants.
- **'Brick Boxes' LEGO** program, facilitated by **Library Clerk Beth Scibetta**, had 2 participants in December.
- **Book Club**, facilitated by **Librarian Kathy Galvin**, had 2 participants for their December meeting.
- **Holiday Card Making Station**, facilitated by **Branch Manager Nicole Bermingham**, had 34 participants in December.

Virtual Programs:

- **Storytime on Facebook** every Tuesday at 7pm & Thursday at 10:30am, facilitated by **Librarian Joe Patton** on Tuesdays and **Librarian Jill Jablonski** on Thursdays. Combined KNL & KNM total of 603 views in the month of December.
- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: 'Name a Book that Would Make a Great Movie or TV Show'; 'What's the Longest Book You've Ever Read?'; 'What was the Most Amazing Thing You Ever Found at a Book Sale?'; 'What is Your Favorite Holiday Food Tradition?'; 'Did You Discover a Great New Author This Year?'. The total number of people reached in December (KNL & KNM combined) was 1095. Number of engagements in December was 41.

Tutoring Sessions:

There were 21 tutoring/therapy sessions at the Kenilworth Library in December.

Adult Technology Programs:

NONE

Tours/Outreach:
NONE

Displays:

- Children's Area - Hanukkah, Christmas & Kwanzaa books
- Adult area - Christmas fiction and non-fiction
- Lobby display case - 'It's Reading Season' winter theme.

Community Room Use:

The community room was used once during the month of December.

Other:

- Kenilworth parking lot needs to be re-surfaced and striped.

Materials Budgets:

MAT = \$3916 (-\$3916 spent) = \$0

AV = \$1345 (-\$1345 spent) = \$0

Candy bar sales December 2021 = \$9 (2021 total=\$176)

Discarded materials sales December 2021 = \$54 (2021 total=\$582)

Donations December 2021 = \$112 (2021 total=\$329)

Book Bags December 2021 = \$14 (2021 total=\$83)

KENMORE

Statistics

December 2021 (compared to December 2019 & December 2020)

- Circulation: 12,477 (#4 behind AUD, CFD & CEN); 16,194 in 2019; 4647 in 2020
- Visitor Count: 6132; 9125 in 2019; 2580 in 2020
- PAC: 1252; 2239 in 2019; 0 in 2020
- WiFi: 1653; 1705 in 2019; 667 in 2020
- Number of programs: 17; 26 in 2019; 4 in 2020
- Attendance at programs: 373; 519 in 2019; 140 in 2020
- New library card applications: 61 adult and 10 children for 71 total

In Library programs:

- **Craft & Carry** program, facilitated by **Librarian Kathy Galvin**, featured a 'WISH ornament' make-at-home craft for kids. There were 65 participants in December.
- **Kenmore Library Book Club**, facilitated by **Library Director Mary Muscarella**, had 5 attendees for December.
- **'Bricks-To-Go'** LEGO program, facilitated by **Librarian Joe Patton**, had 14 participants in December.
- **'Books & Barks'** program, facilitated by **Librarian Jill Jablonski**, was held on December 18th. There were 6 adults and 7 children for a total of 13 participants.
- **CrafterDay**, facilitated by **Librarian Jill Jablonski**, had 22 participants in December.
- **Kenmore Library News/KLN Zine**, facilitated by **Library Manager Nicole Bermingham**, met on Wednesdays in December (12/1; 12/8; 12/15; 12/22; 12/29). There were 44 teen participants total.
- **Knitting Club**, facilitated by **Librarian Jill Jablonski**, met on Mondays in December (12/6; 12/13; 12/20; 12/27). There were 19 participants.
- **Volunteer computer coaches** provide one-on-one computer/technology assistance to patrons on a drop-in basis. They assisted a total of 6 patrons in December.
- **Volunteer Notary Mary Jablonski** helped one patron in December.
- **Holiday Card Making Station**, facilitated by **Library Manager Nicole Bermingham**, had 150 participants in December.

Virtual Programs:

- **Storytime on Facebook live** every Tuesday at 7pm & Thursday at 10:30am, facilitated by **Librarian Joe Patton on Tuesdays and Librarian Jill Jablonski on Thursdays**. Combined KNL & KNM total of 603 views in the month of December.
- **Facebook Challenges**, facilitated by **Library Associate Margaret Kunz**: 'Name a Book that Would Make a Great Movie or TV Show'; 'What's the Longest Book You've Ever Read?'; 'What was the Most Amazing Thing You Ever Found at a Book Sale?'; 'What is Your Favorite Holiday Food Tradition?'; 'Did You Discover a Great New Author This Year?'. The total number of people reached in December (combined KNL & KNM) was 1095. Number of engagements in December was 41.

Tutoring:

There were 14 tutoring/therapy sessions at the Kenmore Library in December.

Adult Technology programs:

NONE

Tours/Outreach:
NONE

Displays:

- Lobby display case – Weavers Guild of Buffalo
- Adult area – Holiday books & DVDs; ‘Authors We Lost in 2021’
- Children’s area – Early Literacy 2022 calendars

Community Room Use:

The Flex Space was used 11 times in the month of December.

Study Room Use:

The study room was used 9 times in the month of December.

Materials Budgets:

MAT = \$7727 (-\$7727 spent) = \$0

AV = \$2542 (-\$2542 spent) = \$0

Candy bar sales for December 2021 = \$66 (**2021 total=\$1294**)

Discarded materials sale for December 2021 = \$88 (**2021 total=\$1657**)

Donation Box December 2021 = \$87 (**2021 total=\$1039**)

Book bag sales in December 2021 = \$18 (**2021 total=\$266**)

Meetings/Conferences/Trainings/Presentations:

- **Monthly Manager/Director Meeting**, held online via Zoom on Wednesday, Dec. 8th was attended by **Library Director Mary Muscarella and Library Manager Nicole Bermingham.**
- **‘Getting Started Using CANVA’**, webinar presented by Western New York Library Resources Council, was viewed by **Librarian Kathy Galvin.**
- **‘Digital Privacy 101: A Primer for Librarians’**, webinar presented by Capitol District Library Council, was viewed by **Library Director Mary Muscarella.**
- **“Video & CANVA: Breeze Through Video-Making’**, webinar presented by Western New York Library Resources Council, was viewed by **Librarian Jill Jablonski.**
- **‘Thinking Outside: Nature Based Programs at Your Library’**, webinar presented by Central New York Library Resources Council, was viewed by **Library Director Mary Muscarella.**

Correspondence:

- Thank you letter to patron Anne Moot for her generous donation of \$200 to the Town of Tonawanda libraries.
- Thank you letter to patron Andrew Cohn for his generous donation of \$250 to the Town of Tonawanda libraries through Fidelity Charitable.
- Thank you letter to Anne & David Hahn-Baker for the generous donation of \$300 to the Town of Tonawanda Libraries through the Normandy Fund at the Community Foundation for Greater Buffalo.
- Thank you letter to Jane Wilks for her generous donation of \$100 to the Kenilworth Library.

Other:

- Facility Improvement Initiative: We have received the lounge chairs, loveseats, side tables, diner chairs and one chandelier for the Kenmore Library. We are still waiting for patron seating for the Kenmore Library. The new shelving units for Kenilworth have been assembled and materials are being moved. A second 'balloon'-style chandelier has been ordered for pre-teen area at Kenmore. Central Library will pay for all items and then request the 10% match from Town of Tonawanda Library funds.
- Kenmore parking lot needs to be re-stripped. Jeff Rainey has indicated that the paint is on order and the project is on their agenda.
- We have received and deposited the initial 10% payment (\$2,500) of the Special Legislative Project money (\$10,000) from former Assemblyman Robin Schimminger's office. This money was awarded to go towards the glass-walled study rooms at the Kenmore Library.
- Money for an outdoor sign at the Kenilworth Branch is included in a Town grant, and an updated quote from Sign Language has been submitted to the Town Engineer, Matt Sutton. Town is moving forward on project.
- The Kenilworth Library Tonawanda Community Environmental Benefits Fund Grant has been awarded by New York State !! We will get more details in January regarding disbursement of the funds. Next step will be to hire a landscape architect to draw up plans.
- Krug Glass will begin construction of 2 glass-walled study rooms at Kenmore Library in January. They anticipate that it will take 3-4 days to complete the work.

They will start early in the day in order to do the loud work before the library opens. The library will remain open while they are constructing the rooms. We have Special Legislative Grants of \$10,000 from prior Assemblyman Robin Schimminger and \$15,000 from Assemblyman Bill Conrad awarded to use for this project.

- NYS Construction Grant for new meeting room, boilers & concrete work is completed and final payment of \$12,154 is pending. We will then need to be billed by the Town in order to reimburse them for costs incurred in this construction project. Town Engineer Matt Sutton has been notified.
- Friends of the Library Book Sale was held December 16th, 17th & 18th
- Friends of the Library Basket Raffle raised \$113. The group plans to continue having basket raffle every few months.

NEW BUSINESS:

- Changes to New York State public meetings law requires that Draft minutes must be posted to the web page not more than 2 weeks after a Board meeting, and that all documents that are going to be reviewed at any Board meeting must be posted online before the meeting
- Town of Tonawanda Engineer, Matt Sutton, has expressed interest in applying for a 2023 New York State Library Construction Grant. The work to be done would be reconfiguring the public & staff restrooms at the Kenilworth branch in order to have one fully-accessible restroom to meet ADA requirements. Mary met at the Kenilworth branch with Dave Decker from the Town and an architect to look at the work to be done. Architect is working up a design & will submit to us and the Town. Quotes will need to be obtained so that grant paperwork can be filed by the end of the summer.

UPCOMING:

- Story time on Facebook every Tuesday (Librarian Joe Patton) @ 7pm and Thursday (Librarian Jill Jablonski) @ 10:30am will continue
- Book club at Kenmore Library with Mary on Tuesday, Tuesday, Jan 18th at 6:45pm, will be discussing *'The Night Watchman'* by Louise Erdrich
- Book Club at Kenilworth Library with Kathy Galvin on Wednesday, Jan 5th at 2pm, discussing *'Brooklyn'* by Colm Toibin
- Weekly Facebook Challenges
- 'Take & Make' craft kits for kids and adults
- Crafterdays - first Saturday of the month at Kenmore

- Books & Barks reading program once a month at both locations
- Kenmore Library News meetings for teens on Wednesdays
- Knit & Crochet Club meets on Mondays at Kenmore
- 'Bricks-To-Go' LEGO program at both Kenilworth and Kenmore
- Adult craft night (first Tuesday of every month), facilitated by Library Director Mary Muscarella – on hold for now
- In-person Storytimes at Kenmore Library began on Tuesday, January 4th. There will be a Tuesday @ 10:15am session and a Wednesday @ 6:30pm session through February 16th
- Special events began again on Tuesday, January 4th. Tuesdays from 4-6pm will be 'Tinker Tuesdays'; Thursdays from 6-8pm will be 'Build-A-Button'; and Sundays all day will be Game Day
- Tax Assistance at the Kenmore Library will begin on Wednesday, February 2nd and continue on Mondays and Wednesdays from 10am – 2pm until Wednesday, April 13th. Patrons need to make appointments by calling 2-1-1.

Mary gave an update on the search for the B&ECLS Director. There are 9 candidates with the final 3 candidates to be interviewed in March 2022.

UNFINISHED Business-

Mary M., Mark J. And Marney K. will have a draft of the long range plan for review at the February meeting.

Awaiting response for clarification on the FOIL Policy from Central.

NEW BUSINESS-

After review, a motion made by Annette, seconded by Stan P. to accept the Library Open Meeting Policy without changes. Motion carried.

After review, Marney made the motion, seconded by Mark to accept the Resolution to accept the B&ECPL Personnel Policies and Procedure Manual, Motion carried.

Each Board member signed the required annual Disclosure/Conflict of Interest Statements.

Staff located information on a proposal made in 1977 to initiate the Fredrick S. Parkhurst Award. This would be given to an individual or group from our community who has demonstrated support of the Town of Tonawanda Libraries. A plaque honoring the recipient would be placed on the portrait of Frederick S. Parkhurst located behind the desk at the Kenmore branch. A motion was made by Kathy K. seconded by Marney K. to give the first award to the FRIENDS of the LIBRARY. Motion carried.

PUBLIC COMMENT- none

There being no further business, Annette D. made a motion seconded by Mark J. to adjourn the meeting at 6:50 pm. Motion carried.

Next Meeting Tuesday, 2/8/22 at 5:30 pm at the Kenmore location.

Respectfully submitted,

Kathy Kanaley