

Board of Trustees – City of Tonawanda Library
Dec 14, 2015 6:30 p.m.

LIBRARY FINANCES ATTACHED

BUILDING & GROUNDS

- Ray Lockhart and Caroline Hailand are the adult artists and Julianna Sukel remained the children's artist for the month of December.
- This item has been tabled until new Director arrives...The discussion of two new children's Boardbook bins has changed based on some creative reuse of existing bin holders. The two bins currently holding archived newspapers and misc other items have been re-commissioned for children's Board books. The archived newspapers will be placed under the information handouts table. I will have a discussion with the shelf contractor to price just the extension shelves. Plus additional CD shelves and newspaper archive shelf.
- City electrician Aaron Kisloski stopped by on Dec 9th to upgrade our exterior outlets to GFI's, replace the photo sensor for the the flag/sign lights, and weatherize outside junction box by the shed. He will return in January to:
 1. Run two new computer drops.
 2. Re-route existing fax phone line to service desk area for new fax machine.
 3. Replace bad fluorescent fixture for an LED at base area of stairs in basement.
 4. Connect both basement light switches together so the upper switch turns on all basement lighting.
 5. Address fire inspection issues...add CO detector to staff area, and replace non-functioning emergency lights at Main St entryway.
- SmartEdge / Grantwork...met with Treasurer Hogenkamp on Dec 11. Received all remaining paperwork needed to start the final close-out paper process. Former Director Glenn will meet with new director to finalize this project.
- Librarian Betsey met with TonSchool Art Director Liz Randell on Dec 1st at the library to discuss the logistics for a new display program that will feature specific student artwork at the library throughout the year. The student art work was left with the library which will be installed before the event on Jan 6th. Dawn from CEN graphics is working on two signs that will highlight the collection and artist.
- Coordination continues with the Historical Society and CEN Graphics Dept regarding the next photo exhibit. The program date is scheduled for January 13th at 7pm. Ned Schimminger and Alice Roth will be in prior to the event on the 13th to set up the display. Dawn from CEN will be in the morning of the 13th or the 12th to add wording to the wall. Caretaker Joe and Ned will take down the current display on Dec 30th so the wall can be prepped and painted for the new display.
- We have received our new snowthrower, walk mower, and string trimmer. The old equipment has been returned to CEN. Photo documentation is on S-drive.
- Caretaker Joe has begun painting in the meeting for the new festival wall to compliment the carousel horses.

FRIENDS OF THE LIBRARY

- Book sale dates have been confirmed for Jan 14, 15, 16, 2016. Set-up to start on Jan 4th.
- TonCity Parks Dept has finished the installation of the 50th Anniversary bench.

STAFF

Caretaker John has had to resign from the library due to personal reasons.

DIRECTORS NOTES / NEW BUSINESS

- Still waiting on official word from Assemblyman Schimmingers office regarding the \$6000 aid money for an ADA service desk.
- Medina Ejaz, the UB intern assigned to our library to assist patrons with a variety of ECDSS program assistance has helped a few patrons thus far. Still trying to spread the word about this new service.
- New fax machine has arrived, Electrician Aaron will not be able to install until January.
- Extension letter to State Comptroller.
- Final expense account list.
- E-Rate letter.
- Board appointment letters.
- Bank signatures for private account.
- 2016 calendar closed dates.
- Board President Bonnie has begun to digitize the library board minutes.
- Alyssa/Imagination Station.

OLD BUSINESS

- Janet Holler Memorial book purchase. (Betsey generating some title options), SrPage Chelsea is working on a book plate design.
- Check for Aimee Murcin.

PROGRAM STATISTICS (NOV):

- Lego Club, 2 sessions, 32 patrons.
- Knitting Club, 4 sessions, 46 patrons.
- Balloons Over Broadway, 3 patrons.
- PreSchool StoryHour, 7 sessions, 45 patrons.
- Toddler Time, 5 sessions, 111 patrons.
- BookBabies, 3 sessions, 92patrons.
- Medicare Programs 2 sessions, 47 patrons.
- Birds of Prey, 42 patrons.
- Durham Temporary Services, 5 patrons.

CIRCULATION STATISTICS

Total Circ **8446** (Oct 2015), **9391** (Oct 2014) Down 10%

Hi – **637**, Lo – **222**, Avg (20 days) **422** (2015)

*****Next meeting: Jan 11, 2016*****