

# **BOARD OF TRUSTEE – CITY OF TONAWANDA LIBRARY**

## **Minutes of February 10, 2014 6:30 pm**

In attendance: Bonnie, Sylvia, Sue, Jay, Kathy and Glenn

Bonnie called the meeting order at 6:40pm

Minutes from January were read and moved to accept by Jay and

Seconded by Sylvia. All approved.

### **LIBRARY FINANCES**

Attached

### **BUILDING & GROUNDS**

Grant – discuss using Smart Edge to research the location of all the Service valves that will be replaced via upcoming grant to determine If asbestos is associated with all of them. Original drawings were supplied by Jason but no as-built drawing.

Key for basement door cannot be located; all the exterior doors should be keyed the same for emergency personnel. There are Three (3) exterior doors

(These above two issues plus a few more were to be discussed with Mayor Rick Davis of the City of Tonawanda) Glenn will be contacting our new Mayor and the City Treasurer Joe Hogenkamp with a list of Building and Maintenance projects.

Jay suggested that the items be prioritized.

The side entry mural was completed and also the clouds in the Children's area, Both are wonderful additions.

Chris and the staff from the City Parks Dept. have been doing a great job of keeping the parking lot plowed and de-iced.

The new public computers have been installed including the two (2) new children's, two (2) laptops, one (1) for the circulation desk, also headphones for the children's computers

Fire Inspection follow-up - Bonnie stated that the second extinguisher in the basement was for the book sale boxes that were always stored in the basement.

Two sinks have been retrofitted with new gaskets; more gaskets have been purchased with the eventuality of the other gaskets wearing out.

Fire Alarm sensor update - Aaron will clean the sensors when he brings the scissor truck in for the maintenance of the lights in the dome areas.

### **FRIENDS OF THE LIBRARY**

Book Sale/ Baked Goods/ Jewelry Sale went well, no official count  
Has come in as yet.

Tonawanda Service Club, With Advisor Gineen Frenning , brought in  
18 students to help with the book sale set up

Mary Smith with be starting the new season of the Switwater Book Club  
In March.

### **STAFF**

A thank you card was received from the Staff for the Christmas Dinner

Karen T. (clerk) is officially working 19 hours per week. The senior page  
Position is maxed out at 10 hours.

## **DIRECTORS NOTES**

It is officially State Report and Annual Report time. Progress is underway on Both fronts.

Tax Form season is also officially open. The Library has all the forms That are normally requested.

## **OLD BUSINESS**

Entry hallway floor – on hold, overall floor condition is noted on The Maintenance list to go over with the Mayor and Treasurer

## **NEW BUSINESS**

Annual ACT meeting at Central is coming on Saturday March 22

50<sup>th</sup> Anniversary of Library Building - Discussion followed with The outcome being that we would celebrate In April of 2015

Focus Group comments - Jay and Sylvia attended. They had Thought it would have been presented differently.

## **PROGRAM STATISTICS:**

Lego Club – 1 session, 23 patrons

Computer Training, 1 session, 10 patrons

The meeting room was unavailable for most of January due To the Book Sale.

## **CIRCULATION STATISTICS**

Total Circulation – 8,936 (Jan 2014)  
9,553 (Jan 2013) down 6.4%

Hi – 694 (Check out of all material)

Low – 2276

Avg (20 days)

445 (2014)

Next Meeting – March 10<sup>th</sup>, 2014

Meeting was adjourned at 7:25pm by Bonnie, 2<sup>nd</sup> by Kathy

Respectfully Submitted

Kathleen A Reitz