

BOARD OF TRUSTEE – CITY OF TONAWANDA LIBRARY

Minutes of January 21, 2015 6:30 pm

In attendance: Bonnie, Sue, Kathy and Glenn

Bonnie called the meeting order at 6:57pm

Minutes from November were read, Changes to

The dates for our meeting were made, and moved to accept by Sue and

Seconded by Kathy. All approved.

We went over the By Laws

We took out one sentence.

Slate of Officers stands. Kathy Reitz – Secretary Cast a vote - Ayes – 3 and No – 0

We do need a short list for potential candidates for the future.

LIBRARY FINANCES

Attached

BUILDING & GROUNDS

Grant4 – Smart Edge has received two bids for abatement work. The abatement contractor who gave the original estimate for the grant is due in this Thursday morning (1-22-15). The goal is to have the abatement contractor scheduled before January 31, 2015. Then a schedule will be created for SmartEdge to complete the work for Grant 4 and Grant 5 (the boiler).

The Meeting Room HVAC – Still feeding heat to this space from the adjacent hallway.

Fire Inspection was completed. The only items needing attention are one of the bulbs for the emergency light by the Main Street door needs to be replaced and the fire extinguisher needs to be rehung in the maintenance room.

John Marcaccio has completed painting the main hall/restroom corridor and staff work areas including stripping the paint from the restroom door hinges and push plates.

The City Parks Dept. came by with the bucket truck to dislodge the flag which got snagged on something at the top of the pole.

Chelsea and Alyssa have begun work on a book mural at the entrance to the main area.

SmartEdge discovered a noisy fan bearing on the main air handling unit while performing their routine maintenance. Since these bearings are original to the unit, it was decided to replace all four at the same time to prevent possible damage to the coils should the bearing fail and dislodge the blower unit which operates at very high speeds. These bearings were replaced today, 1-21-15. They also installed an access door to the main outside / Return air chamber so that a bird/critter screen could be replaced (the original has corroded and dropped into the chamber leaving it exposed to foreign objects entering).

FRIENDS OF THE LIBRARY

Book Sale is ready to go along with minor jewelry sale

Candy sale management and funds are not completely under the library staff.

Bonnie and Glenn planning to meet with Friends officers sometime prior to the Friends next meeting on 2-24-15

Letter from Mary Smith to Bonnie. Discussion followed

STAFF

John Marcaccio has been on medical leave since 12-29-14. The possible return date has been noted as 3-16-15. The Director has been assuming the urgent duties of this position in the interim.

Due to the length of time needed for John's recovery, it was necessary to hire a temporary replacement. Joe Marcaccio will be assuming this temporary role until it is determined when John can specifically return to the position.

Staffing budget profile as attached.

DIRECTORS NOTES

A third Lauren Belfer video was created from her remarks about libraries and librarians and how they helped her in her research.

Video Thief – over the last month 10 videos have been taken. Glenn to post a BAG CHECK notice. He will also talk to the City of Tonawanda Police.

Maintenance Receipt List - What Glenn has purchase over the past few months. He will get a check to reimburse this expense.

Staff Truck (Book Dolly) request – Glenn presented the information and the board Ok 'd the purchase with the exception of the color. Sue wants it to be Tonawanda Maroon.

Circulation stats are down system wide. A committee has been formed to find out why. Glenn is on the committee and will keep us up to date.

Foyer chairs have arrive. Invoice to be paid out of the PVT account.

OLD BUSINESS

50th Building Anniversary / Committee, Historical Society has committed to a short Presentation during “the event” in April, 2015, Bonnie to Update. The date is April 15 from 5 – 7 pm.

Conclusion to The Tonawanda Board adopting the BECPL Policies and Employee Handbook (from an email sent out from Jeannine Doyle after the Dec Trustee meeting.

NEW BUSINESS

Dinner at Panes - Discussion about timing. Decided to move dinner to April and have the appreciation in December.

PROGRAM STATISTICS:

Lego Club – 6 sessions, 113 patrons
Computer Training - 2 sessions, 6 patrons
Toddler Time – 5 sessions, 73 patrons
Knitting Club – 7 sessions, 77 patrons
Swift water Book Club, 13 patrons
Preschool story hour, 2 sessions, 11 patrons
Michelle – Class Visit Middle School, 21 Students
Book Babies, 3 sessions, 33 patrons
Harpist Anne Breneman, 55 Patrons
Open enrollment Medicare meeting, 2 patrons
Graham Cracker Houses, 4 sessions, 110 patrons
Santa and Mrs Claus, 2 three hour sessions, 110 patrons

CIRCULATION STATISTICS

Total Circulation – 9,231 (Dec 2014)
9,057 (Dec 2013) up 1.9%

Hi – 584 (Check out of all material)

Low – 233

Avg (21 days)

447 (2014)

Next Meeting – Feb 9th, 2015

Meeting was adjourned at 8:30 pm by Bonnie, 2nd by Kathy

Respectfully Submitted

Kathleen A Reitz