



**City of Tonawanda Library
May 9, 2017 Library Board Minutes**

In Attendance: Bonnie Bugbee, Sharry Folmsbee, Jay Holler, Cindy Narloch, Carole Sinclair, Mary Muscarella, Library Director

Meeting was called to order at 7:05 pm by Bonnie Bugbee

Motion made to approve minutes of March 13, 2017 Board Meeting and April 3, 2017 Special Board Meeting was made by Carole Sinclair and seconded by Cindy Narloch. Unanimously approved.

PUBLIC COMMENT:

Mary McKee, the Secretary of the Friends of the Library organization, asked to speak to the Board regarding some concerns she had about the Friends organization. The Board listened and thanked her for her comments. No action was taken.

PUBLIC SERVICES

In Library Programs:

- Central Library children's program team held a Dinosaur program at the library on Saturday, April 1st. There were 14 attendees.
- Lego Club was held on Tuesday, April 18th, Saturday, April 22nd & Saturday, April 29th. There were a total of 47 participants.
- Preschool Story Time on Mondays, April 3rd, April 17th & April 24th. There were a total of 29 attendees.
- Family Story Time was held on Mondays, April 3rd, April 17th & April 24th. There were a total of 50 attendees.
- Toddler Time was held on Tuesdays, April 4th, April 18th & April 25th. There were a total of 97 attendees.
- Book Babies was held on Thursdays, April 6th, April 20th & April 27th. There were a total of 82 attendees.
- Adult Coloring program was held on Thursdays, April 13th & April 27th. There were 31 participants.
- University Express program, 'US and the Muslim World' was held on Tuesday, April 11th. There were 20 attendees.

- University Express program, 'Boots, Bootleggers & Patriots' was held on Thursday, April 27th. There were 37 attendees.
- Movie Matinee on Friday, April 28th. There were 13 attendees.
- 'PAWS' to Read was held on Monday, April 10th. There were 2 participants.
- Evening Book Club met on Tuesday, April 4th. There were 7 participants.
- Swiftwater Book Club met on Tuesday, April 25th. There were 14 participants.
- Erie County Department of Health held an opioid response training session at the Library on Thursday, April 20th. There were 31 attendees.

Adult Technology Programs:

'Internet Basics' computer class was held on Tuesday, April 11th. There were 7 attendees.

Outreach :

Displays:

Librarian Michelle Hurley made a display that looks like a Red Box kiosk, it's called a 'Read Box'. The shelf is stocked with staff favorites.

Partnerships:

- Durham Staffing had an informational table at the library on Tuesday, April 4th & Tuesday, April 18th.
- Ravel Rousers knitting club met at the library on Fridays, April 7th, April 21st & April 28th. There were a total of 24 attendees.

Correspondence:

Library Director, Mary Muscarella, wrote thank you notes to the 3 participants of our focus group.

Staff signed a thank you card to the Board for the great dinner at Pane's restaurant on Wednesday, April 19th.

FUNDING

- 2017 MAT, SER and AV budgets as of April 30, 2017:
 - MAT = \$3210 total minus \$869 paid to date = \$2341
 - AV = \$2332 total minus \$1236 paid to date = \$1096
 - SER = \$2983 total minus \$2645 paid to date = \$338

| Campaign Name | Dates | Amount Deposited |
|-------------------|---------------------|------------------|
| Candy bars | 4/1 through 4/30/17 | \$122.00 |
| Ongoing book sale | 4/1 through 4/30/17 | \$382.40 |

LIBRARY FINANCES

(ATTACHED)

STAFF DEVELOPMENT

- **Library Director Mary Muscarella** attended the Manager/Director meeting at Central Library on Wednesday, April 12th.
- **Library Director Mary Muscarella** attended a Board meeting of the Historical Society of the Tonawandas on Wednesday, April 5th.

STATISTICS

Changes from April 2016 to April 2017

- Change in circulation: -3.6% (member library average -10.3%)
- Change in door count: +0.5% (member library average -8.8%)
- Change in PAC statistics: -2.2% (member library average -14.4%)
- Change in WiFi: -57.2% (member library average -49.0%)

New Statistics:

- Reference questions answered: 345; for comparison, Grand Island had 189 reference questions, West Seneca had 104 reference questions, and JBR had 198 reference questions in the month of April)
- Children's programs offered: 20 (20 last year)
- Attendance at children's programs: 382 (362 last year)
- Adult programs offered: 15 (11 last year)
- Attendance at adult programs: 234 (107 last year)
- Family programs offered: 1 (0 last year)
- Attendance at family programs: 27 (0 last year)

NEW BUSINESS

- University Express classes have been scheduled for April, May & June.
- Memorandum of Understanding with the Friends of the Library to be presented to the Board for review.
- State Report Approved at Special Board meeting on Monday, April 3. State Report has been submitted.
- Fireplace has arrived.
Motion made by Bonnie Bugbee to have a dedication, commemorative plaque and reception for the fireplace and seconded by Carole Sinclair. Unanimously approved.
- Chairs to go in front of fireplace have been ordered.
- CD shelving units (2) have been ordered.
Motion made by Bonnie Bugbee to have the Board pay for one CD display, seconded by Jay Holler. Unanimously approved.
- Some flooding in Meeting Room and Office areas due to heavy rain last week.
- Reevaluate numbers for a continuation of Sunday hours in the Fall.
- Schedule another Narcan Presentation.

*Motion for adjournment made by Cindy Narloch and seconded by Sharry Folmsbee.
Meeting adjourned at 8:00 pm.*

Respectfully submitted

Carole Sinclair