City of Tonawanda Library Board Meeting

May 9, 2016

In Attendance: Bonnie, Jay, Sylvia, Sue, Kathy, Mary

Meeting was called to order at 6:30 pm.

Approval of Minutes from March 2016 meeting. Motion was made by _____ and seconded by ______. All approved.

Prepared by Mary Muscarella
March & April 2016

PUBLIC SERVICES

In Library Programs (March):
- Science Magic was held on Saturday, March 26th. There were 13 children and 6 adults in attendance.
- Lego Club was held on Saturday, March 5th, and Tuesdays, March 15th & 29th. There were a total of 43 children and 11 adults total attendance.
- Preschool Story Time was held on Mondays, March 7th, 14th, 21st & 28th. There were a total of 45 children and 3 adults in attendance.
- Toddler Time was held on Tuesdays, March 1st, 8th, 15th, 22nd & 29th. There were a total of 58 children and 3 adults total attendance.
- Book Babies on Thursdays, March 3rd, 10th, 17th, 24th & 31st. There were a total of 57 children and 63 adults attending.
- Family story time was held on Mondays, March 7th, 14th, 21st, & 28th. There were a total of 42 children and 35 adults total attendance.
- Adult Coloring program was held on Thursdays, March 17th & 31st. There were 47 participants.
- Downton Abbey finale viewing was held on Thursday, March 3rd. There were 6 attendees.

In Library Programs (April):
- Book Club organizational meeting was held on Tuesday, April 5th. There were 7 people in attendance.
- Book Art Workshop was held on Thursday, April 7th. There were 12 attendees.
• Preschool story time was held on Mondays, April 4th, 11th, 18th & 25th. There were 51 children and 3 adults.
• Family story time was held on Mondays, April 4th, 11th, 18th & 25th. There were 31 children and 28 adults.
• Toddler time was held on Tuesdays, April 5th, 12th & 26th. (no session on April 19th due to polling) There were 33 children and 28 adults.
• Lego Club was held on April 5th, April 9th & April 26th. There were 30 children and 11 adults.
• Book Babies was held on Thursdays, April 7th, 14th, 21st & 28th. There were 44 children and 49 adults.
• Battle of the Books informational meeting was scheduled for Monday, April 18th. There were no attendees. (Letters were sent to past participants)
• STEM program, ‘What Sticks?’ was presented by Sr. Page Chelsea Kerwin on Saturday, April 23rd. There were 11 children and 3 adults.
• Adult coloring program was held on Thursday, April 21st. There were 18 attendees.

Adult Technology Programs:
(none were scheduled for March or April)

Outreach:
Fletcher St. school literacy night – Thursday, March 10th. Michelle Hurley attended and handed out flyers to approximately 61 children and 32 adults.

Partnerships
MARCH:
• UB School of Social Work Intern had an informational table at the library on Thursdays, March 3rd, 10th, 17th, 24th & 31st to help community members connect with available social resources as needed.
• Durham Staffing had an informational table at the library on Tuesdays, March 1st & 15th.
• Knitting group met on Fridays, March 4th, 11th & 18th. There were a total of 18 participants.
• The Friends of the City of Tonawanda Library held a meeting on Tuesday, March 29th. There were 12 attendees.
• The Swift water Reading Club met on Tuesday, March 29th. There were 10 attendees.
• **APRIL:**
  • Historical Society of the Tonawanda’s held program ‘Fort Niagara – Proving Ground for the Great War’ presentation by Robert Emerson at the library on Wednesday, April 13th @ 7pm. There were 35 attendees.
  • The Swift water Reading Club met at the library on Tuesday, April 26th. There were 7 attendees.
  • Knitting group met at the library on Fridays – April 1st, 8th, 15th, 22nd & 29th. There were 28 knitters.
  • Trustees & Friends hosted a welcome reception for Library Director Mary Muscarella on Thursday, April 21st from 2-6pm. Treats were served and harpist Beth Anne Breneman entertained. There were 40 attendees.
  • UB School of Social Work Intern had an informational table at the library on Thursdays, April 7th, 14th, 21st & 28th to help community members connect with available social resources as needed. This program is suspended for the summer months, and will be re-evaluated in the fall.
  • Durham Staffing had an informational table at the library on Tuesday, April 5th.
  • Autism Awareness Services had an informational table at the library on Thursday, April 28th.
  • Library served as a polling site for primary elections on Tuesday, April 19th.
  • **ANNUAL Financial Report –(2015)** Motion made by Jay to accept 2nd by Kathy. All approved.

**Correspondence:**

• Mary Muscarella sent a letter to Friends of the Library President, Mary Smith, on Tuesday, April 5th.

• Library received a letter from the Community Foundation for Greater Buffalo dated March 31st, 2016. The letter indicated that the Friends of the City of Tonawanda library would be getting grant money from the foundation in October, 2016 in the amount of $201.00. Letter was forwarded to Mary Smith and the Friends organization.

**FUNDING**

• 2016 MAT and AV budgets for 2016:
  o MAT = $3440 (40% spent to date)
  o AV = $2290 (10% spent to date)
  o SER = $2611 (88% spent to date)
<table>
<thead>
<tr>
<th>Campaign Name</th>
<th>Dates</th>
<th>Amount Deposited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candy bars</td>
<td>3/1/16 to 4/30/16</td>
<td>$137</td>
</tr>
<tr>
<td>Ongoing book sale</td>
<td>4/1/16 to 4/30/16</td>
<td>$117 **just started tracking results at end of March, 2016</td>
</tr>
</tbody>
</table>

**LIBRARY FINANCES**
(ATTACHED)

**STAFF DEVELOPMENT**

- Mary Muscarella attended Manager/Director meetings at the Central Library on Wednesday, March 9th & Wednesday, April 13th.
- Librarian Michelle Hurley attended the Youth Services meeting at the Central library on Wednesday, March 23rd.
- Mary Muscarella participated in Ask 24/7 Reference Service on Tuesdays: March 8th, March 22nd, April 5th & April 19th.
- Librarian Betsey Higgins participated in Ask 24/7 Reference Service on Thursdays: March 3rd, March 17th, March 31st, April 14th & April 28th.
- Librarians Mary Muscarella & Michelle Hurley attended a ‘Battle of the Books’ coach meeting at JBR on Wednesday, April 6th.
- Mary Muscarella attended meetings for the City of Tonawanda Coalition @ City Hall on Tuesday, March 29th & Tuesday, April 26th.
- Sue Schmidts is retiring on June 24th

**STATISTICS**

**Changes from March 2015 to March 2016**

- Change in circulation: -7.2%
- Change in door count: -7.4%
- Change in PAC statistics: -0.6%
- Change in Wi-Fi: +221.7%

**Changes from April 2015 to April 2016**
Change in circulation:  +13.3%
Change in door count:  +13.7%
Change in PAC statistics:  +14.8%
Change in Wi-Fi:  +473.7%
**library was closed for 2 days in April, 2015 for asbestos abatement**

NEW BUSINESS

- Final paperwork for grant money from Assemblyman Schimminger ($6000) has been submitted to the State Education Department for approval. Funds will be used to modify/reconstruct the service desk to meet ADA standards and be more patron-friendly.
- Two outstanding New York State construction grants were finalized, and the paperwork has been submitted to the State. We are awaiting the final 10% reimbursement for both projects.
- Author Lauren Belfer will be at the library on Wednesday, May 18th @ 6pm to talk about her new book, ‘And After the Fire’ and to sign books. Talking Leaves book store will be on site to sell her books.
- Exterior ‘spring clean-up’ is underway and hopefully will be done before May 18th event. Mulch needs to be procured.
- The B&ECPL System Board of Trustees will hold their meeting at the City of Tonawanda library on Thursday, July 21st @ 4pm.
- PT Laborer, Bob Bunts, started working on Monday, April 4th.
- Staff Appreciation Dinner was hosted by the Board of Trustees at Pane’s Restaurant on Wednesday, April 27th. Thank you, Trustees, for a lovely dinner!
- **Petty cash fund – Jay made a motion to have $200.00 set aside for petty cash**
  Bonnie 2nd. Board approved.
- **Sunday Hours starting in the fall?** For the Fall of 2016, to be open on Sundays from 12-5pm, it would cost approximately $4300 for personnel. (starting the Sunday after Labor Day through the end of the year) Staffing model would include one Librarian 1 and 2 Senior Pages for each Sunday. An additional $150 for gas and $350 for electricity is estimated to be open for those hours. This brings the total cost to $4800 for the Fall. This item would need to be voted on by the Trustees. This will start in September until April or May on a trial basis to be re-evaluated in November.
  **Bonnie made the motion to open for Sunday hours starting in September, 2016, and Sue 2nd.**
  Board approved.

Meeting was adjourned at 7:45pm

Respectfully submitted