

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

## **Minutes of November 17, 2014 6:30 pm**

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

Bonnie called the meeting order at 6:30pm

Minutes from October were read and moved to accept by Bonnie and

Seconded by Jay. All approved.

### **LIBRARY FINANCES**

Attached

### **BUILDING & GROUNDS**

Grant 4 – SmartEdge came in to clarify, document, and physically mark elements to be addressed by the abatement bids. We are now waiting to get the abatement bids finalized so that work can be scheduled. Grant 5(Boiler replacement) has become official and both the City Treasurer (Joe Hogenkamp) and SmartEdge have been informed so that grants 4 & 5 can be completed under one mobilization effort from SmartEdge.

The Meeting Room HVAC unit is now non-functional. The fan axle bearing has broken down which means the unit cannot provide heat to this space. A temporary, alternative source of heat is being searched for until the unit can be replaced. A timeline for this is unknown at this point because abatement needs to be finalized first. In the meantime, the thermostat in the Friends office/storage area has been turned way up to provide excess heat that can be pumped into the room with a portable fan.

Advance Lock and Key has completed the work relating to the five (5) exterior doors. Now, one key operates all the doors. The hinge on the mechanical room door was repaired, and the adjustments to the two (2) public doors including the weather strip at the base of the door to the parking lot and the replacement of a

door latch spring. Total submitted to the city was \$1,104.00 Fire inspection is scheduled for Friday Nov 21, 2014.

John Marcaccio has been covering all the basic maintenance chores due to Clem's medical absence. Clem sustained minor injuries while walking to work one morning. He may be back as soon as November 19, barring anything unforeseen.

A suggestion from the Friends meeting was to create a section of classic titled fiction books such as Dickens, Hemingway, Shakespeare, etc. This was accomplished next to the New/Nearly New section by rebranding our "school reading list" collection that was lost in plain sight within the young adult area. Was this a request?? Discussion followed.

### **FRIENDS OF THE LIBRARY**

Mary McKee's report on starting the Friends group (Bonnie has a copy)

Laura / Mary were to be at this meeting, but could not make it

### **STAFF**

Performance reviews, Librarians and clerks, phase 3 of 3 completed. Only Glenn's final written copy remains unfinished. John and Clem's reviews have been postponed until sometime after Clem's return to work, possibly Nov 19<sup>th</sup>. Marsha and Glenn will begin the standardized training of the senior pages after Thanksgiving due to Glenn's personal erratic schedule. This training will include evaluations. Discussion followed. It was agreed that the board would like a list of ALL employees and their positions.

### **DIRECTORS NOTES**

The Lauren Belfer videos were finally released. A short snippet of her presentation was created along with a longer video which contains the interview and full program presentation, minus the question and answer session.

Central would like a finalized calendar / holiday for 2015

Board did this: 1-12-2015

2-9-2015

3-9-2015

4-13-2015

5-11-2015

6-8-2015

7-13-2015

9-14-2015

10-12-2015

11-9-2015

12-9-2015 ( staff Party)

Glenn is still looking for book storage solutions

### **OLD BUSINESS**

Board voted to take off the Hallway floor from the agenda

50<sup>th</sup> Building Anniversary / Committee, Historical society has committed to a short presentation during the event in April 2015

Six (6) foyer chairs have been ordered from the office store on Youngs Street.

### **NEW BUSINESS**

The Erie County Employee Handbook has been unveiled in draft form to all the Trustees via the Trustee website (links and password were sent to all Trustees this past Friday). This revised handbook is tailored specifically for the library system. It is highly recommended that all contract libraries adopt this handbook so the HR policies can be simplified and streamlined. This will help HR in resolving any and all issues that are presented to them in the future because we will be working from the same policies. We can certainly adopt or make changes, if truly applicable to stand alone locations. If "tweaks" are needed to the draft copy, please respond by or before December 10, 2014 because a final edition will be

voted on at the December system Board meeting so that it becomes official on January 1, 2015.

We, unofficially, have received a \$4,000.00 "Bullet Aid" from Senator Grisanti for 2015. This covers technology/education related purchases. Glenn will get a clearer definition of this from the Senators office (Panepinto) Last year we spent the \$3,000.00 Bullet aid on laptops and child proof headphones.

**PROGRAM STATISTICS:**

Lego Club – 3 sessions, 49 patrons  
Computer Training - 2 sessions, 6 patrons  
Toddler Time – 10 sessions, 155 patrons  
Knitting Club – 6 sessions, 92 patrons  
Swift water Book Club, 9 patrons  
Preschool story hour, 5 sessions, 27 patrons  
Retirement Series Part 4, 2 patrons  
Historical Presentation, Bell Aerospace History, 40 patrons  
Book Babies, 7 sessions, 111 patrons  
Open enrollment Medicare meeting, 12 patrons  
Spook Stories with Anne Marie, 35 patrons  
It's a Mystery program (6-12 year olds) 5 patrons  
Creatures of the Night Family story time, 20 patrons

**CIRCULATION STATISTICS**

Total Circulation – 10,205 (Oct 2014)  
10,622 (Oct 2013) down 3.9%

Hi – 664 (Check out of all material)

Low – 277

Avg (21 days)

464 (2014)

Next Meeting – Jan 12<sup>th</sup>, 2015

Meeting was adjourned at 7:35pm by Kathy, 2<sup>nd</sup> by Jay

Respectfully Submitted

Kathleen A Reitz