

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

## **Minutes of October 20, 2014 6:30 pm**

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

Bonnie called the meeting order at 6:40pm

Minutes from September were read and moved to accept by Jay and  
Seconded by Sue. All approved.

### **LIBRARY FINANCES**

Attached

### **BUILDING & GROUNDS**

- Grant – Glenn met with Jason Lamonaco, Mayor Davis, and Joe Hogenkamp To discuss the estimate from SmartEdge for the 2015 grant application. Glenn told them what information is needed to complete the grant application with a deadline of September 30. This was accomplished. The application was accepted by the Central Board Executive for full funding at the max of 75%. The official Board meeting vote was on Oct 16 and passed. This project can be start, with the 2014 grant. Still awaiting SmartEdge to finalize the estimates for the abatement portion of the 2014 grant project. Glenn advised Joe Hogenkamp that the 2015 project can be started at any point after the official Central Board vote, but the funds from NYS will not be sent until sometime after March 2015.
  
- Advance Lock and Key has submitted an estimate to the library for work relating to all five (5) exterior doors. The main reason is to have all the doors keyed alike for the Fire/Police. Also, on the estimate, repair of the mechanical room door hinge and adjustments to the two public doors. Total estimate \$1,029. 00. Glenn submitted this to the City.

- John Maracaccio (Maintenance) has been working on the landscape. He has edged the curbs along the road and sidewalks. He has also been finishing up the paint projects – Window wells and main hallway. He caulked the gaps along the bottom window sill areas. Gravel was purchased for the area immediately around the shed where mud has been splashing up on the side of the building and shed. John will powerwash the shed prior to installing a support strip that will allow the lawn tools inside the shed to be hung in an organized fashion. John also spray painted all the storm grates and manhole covers on the property (5) a bright yellow for safety. The railing/fence along the side entrance stairwell has also been painted. Roof storm drains were checked/cleaned in advance of the fall rainy season.
  
- Clem has been doing a great job keeping the building clean. He has also started a list of special project such as cleaning the light lenses above the circulation desk.
  
- Gineen Freening, from the Middle School Service Club, brought a group of 14 students to the library on September 24<sup>th</sup> to help with some exterior work. John and Glenn pruned all the plants that needed pruning and the students cleaned up all the cut material from the beds and placed on the curb for pick-up.

### **FRIENDS OF THE LIBRARY**

Laura and Mary met with Jay and Bonnie on October 6, 2014

- Collection Development ( books)
- Bake Sale on Election Day
- No Basket Raffles until 2016 Election
- The future of the Friends Group will be evaluated after the January Book sale
- December 11 from 2 – 4 pm , Harpist Concert
- September 30th the Friends Meeting - 14 patrons attended
- October 28 is the next meeting

## **STAFF**

Performance reviews, Librarians and clerks, phase 2 of 3 has been completed. Phase 3 will be completed by the end of this week. John and Clem to be completed before the end of October (that will be their 3 month probation). Senior Pages will be evaluated after along with a standardized training that Glen and Marsha will be giving so that EVERYONE is operating off the same Set of standards.

## **DIRECTORS NOTES**

Thank you to all the staff and Trustees for a successful Lauren Belfer (author Of City of Light) event. Videos are not yet available, Glen to send out a link When it finally becomes live. Betsey received many positive comments about The event and the building.

Columbus and Election Day are no longer staff holiday - - Starting the Fall of 2014 these are normal business days that were ratified with the recent labor Contracts.

New Book Babies program - Michelle spoke on this new program for 3 month Old – 23 month old children. A story hour that has been well received.

Glen is still looking for storage options for the book sale books He will be talking to Dr. Newton about using a school in the area for storage And the sale itself.

## **OLD BUSINESS**

Entry Hallway Floor – on hold

50<sup>th</sup> Building Anniversary - The Historical society has committed to a short Presentation during the event on April 15, 2015 from 5 – 7 openhouse Mary is representing the Friends group Ned Shimminger to give a 10 minute presentation Cookies and small bottles of water to be served. These are a few of the ideas so far -- Bonnies' update Conflict of Interest – By Laws - This will need to be signed again in Jan 2015

## **NEW BUSINESS**

Glen has a request to buy new chairs for the front foyer. He will then move the existing chairs inside to match up with a reclaimed table from Central

## **PROGRAM STATISTICS:**

Lego Club – 3 sessions, 37 patrons

Computer Training - 1 session, 6 patrons

Toddler Time – 6 sessions, 93 patrons

Knitting Club – 4 sessions, 42 patrons

Author Talk, Isaiah Rashad, “What my parents didn’t tell me”, 5 patrons

Swift water Book Club, 15 patrons

Preschool story hour, 2 sessions, 6 patrons

Retirement Series Part 3, 2 patrons

## **CIRCULATION STATISTICS**

Total Circulation – 9,875 (Sept 2014)

10,622 (Sept 2013) down 7%

Hi – 677 (Check out of all material)

Low – 233

Avg (21 days)

470 (2014)

Next Meeting – November 17<sup>th</sup>, 2014

Meeting was adjourned at 7:55pm by Bonnie, 2<sup>nd</sup> by Jay

Respectfully Submitted

Kathleen A Reitz