

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

## **Minutes of September 8, 2014 6:30 pm**

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

Bonnie called the meeting order at 7:08pm (After Laura spoke to Board)

Minutes from July were read and moved to accept by Jay and

Seconded by Bonnie. All approved.

### **LIBRARY FINANCES**

Attached

### **BUILDING & GROUNDS**

Grant – Glenn met with Smart Edge twice, the first time was also with Jason the City Engineer to determine who is responsible for the various parts. Smart Edge And Jason will be acting as the project managers and coordinate all the work Through the library director (Glenn). The second meeting was only with Smart Edge and this established a detailed scope of work for the abatement Bids. SmartEdge also evaluated the other equipment components that will be Put into an estimate for a proposed 2015 NYS grant.

Glenn has not heard back from the two vendors in regard to the exterior doors. He will pursue other vendors.

Tim Stalker has concluded his work and has handed over the upkeep of the Library to our new caretaker, John Maracaccio.

John has been doing a great job keeping the outdoors looking good and Completing many paint projects from the “to do list”.

Clem, The new cleaner, has been working out really well with staying ahead of The Cleaning of the Interior of the library.

Boiler upgrade / replacement under review for the 2015 grant proposal.

Outside book drop shoot needed some maintenance due to abnormal Use

Envisionware came in to investigate the erroneous gate counts from the Main St gate. The gate was originally installed incorrectly, this was fixed And is functioning normal. The total gate counts will be out of whack from The previous year readings until August of 2015.

### **FRIENDS OF THE LIBRARY**

#### **STAFF**

Performance reviews, Librarians and clerks are currently completing phase 1 Of 3.

NOTE: Performance Reviews THIS PROCESS TO BE ON **ALL employees**

Director's review – Bonnie and Glenn have completed and sent original down To Central HR.

One (of two) part time Clerk position was eliminated.

### **DIRECTORS NOTES**

#### **OLD BUSINESS**

50 th Building Anniversary - Historical society has committed to a short Presentation during "the event" in April 2015. Bonnie will keep the Board informed of updates

The Board need to address/modify (where needed) / adopt the new Bylaws requirements as forwarded from Jaekle, Fleischmann & Mugal, LLP

## **NEW BUSINESS**

Tops Pharmacy inquired about advertisement. The Board agreed , not at this Time.

## **PROGRAM STATISTICS:**

Lego Club – 2 sessions, 25 patrons

Computer Training - 2 sessions, 11 patrons

Toddler Time – 2 sessions, 32 patrons

Knitting Club – 4 sessions, 40 patrons

SPCA Wildlife Rehab Show and Tell session , 40 patrons

Crazy Science Concoctions, 20 Children, 5 adults

Retirement Series Part 2, Medicare topics, 2 patrons

Summer Fun Club (ages 5 to 9 story hour), 13 patrons

End of Summer Picnic with Jump Bunch, 95 patrons

Battle of the Books Contest, (was a rebuilding year), 5 team members

Gained valuable knowledge for next year

## **CIRCULATION STATISTICS**

Total Circulation – 10,173 (Aug 2014)

12,238 (Aug 2013) down 16.8%

Hi – 660 (Check out of all material)

Low – 262

Avg (22 days)

462 (2014)

Next Meeting – October 20<sup>th</sup>, 2014

Meeting was adjourned at 7:28pm by Bonnie, 2<sup>nd</sup> by Kathy

Respectfully Submitted

Kathleen A Reitz