



**City of Tonawanda Library  
June 11, 2018 Library Board Meeting Minutes**

**In attendance: Bonnie Bugbee, Jay Holler, Sharry Folmsbee, Carole Sinclair, Cynthia Narloch, Library Director Mary Muscarella**

**Meeting called to order at 6:30 pm by Bonnie Bugbee**

*Motion made to approve May 14, 2018 Board Minutes by Jay Holler and seconded by Sharry Folmsbee. Unanimously approved.*

**Director's Report for May 2018**

*PUBLIC SERVICES*

**In Library Programs:**

- Lego Club was held on Saturday, May 19<sup>th</sup>, and Tuesdays, May 8<sup>th</sup> & 29<sup>th</sup>. There were 39 participants.
- 'Mother Goose on the Loose' Story Time was held on Mondays (morning & evening), May 7<sup>th</sup>, 14<sup>th</sup> & 21<sup>st</sup> and on Tuesdays, May 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup> & 22<sup>nd</sup>. There were a total of 213 attendees.
- Book Babies was held on Thursdays, May 3<sup>rd</sup>, 10<sup>th</sup> & 24<sup>th</sup>. There were a total of 107 attendees.
- Adult Coloring program was held on Thursdays, May 10<sup>th</sup> & 24<sup>th</sup>. There were a total of 22 participants.
- Evening Book Club met on Tuesday, May 1<sup>st</sup> to discuss 'A Farewell to Arms'. There were 7 participants.
- Chess Club was held on Sundays, May 6<sup>th</sup> & 20<sup>th</sup>. There were a total of 6 attendees.
- A movie matinee ('A Farewell to Arms') was shown on Friday, May 18<sup>th</sup>. There were 2 attendees.
- 'PAWS' to Read was held on Tuesday, May 15<sup>th</sup> with Cara. There were 4 participants.
- University Express classes were held on Tuesdays, May 1<sup>st</sup> & 22<sup>nd</sup>, and on Thursdays, May 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup> & 31<sup>st</sup>. There were 140 attendees.
- A Mother's Day program was held on Saturday, May 12<sup>th</sup>. There were 31 attendees.

- Jerry Zremski of the Buffalo News gave a talk on Thursday, May 3<sup>rd</sup>. There were 45 attendees.

**Adult Technology Programs:**

‘Book A Technology Trainer’ computer class was held on Tuesday, May 22<sup>nd</sup>. There were 3 attendees.

**Outreach**

**Displays:**

- Gardening display was created with library materials by Terasa Gipson.
- Monthly art exhibit from City of Tonawanda Schools.

**Partnerships:**

- Ravel Rousers knitting club met at the library on Fridays, May 4<sup>th</sup>, 11<sup>th</sup> 18<sup>th</sup> & 25<sup>th</sup>. There were a total of 29 attendees.
- UB Employment Opportunity Center had an informational table at the library on Tuesdays, May 1<sup>st</sup> & 15<sup>th</sup>.
- Durham Staffing had an informational meeting at the library on Tuesdays, May 8<sup>th</sup> & 15<sup>th</sup>.
- Erie County Environmental Department had a rainwater display at the library for the week of May 7<sup>th</sup>.

**Correspondence:**

- Library Director, Mary Muscarella, wrote a letter to Mayor Davis regarding clarification of the terms for Trustees of the Library.

- **FUNDING**

- 2018 MAT, SER and AV budgets:  
 MAT = \$2956 (minus \$2015 spent to date) = \$942  
 AV = \$2290 (minus \$569 spent to date) = \$1721  
 SER = \$4483 (minus \$2900 paid to date) = \$1584  
 PBKSO = \$254 (minus \$56 paid to date) = \$198

Campaign Name                      Dates                                      Amount Deposited

Candy bars	5/1 through 5/31/18	\$134.00
		YTD = \$655.00

Ongoing book sale	5/1 through 5/31/18	\$386.30 YTD = \$1589.75
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## LIBRARY FINANCES

(ATTACHED)

## STAFF DEVELOPMENT

Library Director Mary Muscarella, Librarians Michelle Hurley, Betsey Higgins & Terasa Gipson, as well as Senior Page Tracy Wing, attended Staff Development Day at the Central Library on May 9<sup>th</sup>. Each attended a variety of job related presentations, and everyone attended an active shooter training given by the Department of Homeland Security.

## STATISTICS

### Changes from May 2017 to May 2018

- Change in circulation: -4.3% (member library average -13.3%) (for comparison, CEN -14.8%; AUD -17.2%)
- Change in door count: -11.2% (member library average -8.0%)
- Change in PAC statistics: -14.4% (member library average -14.4%)
- Change in WiFi: +26.5% (member library average +22.6%)

### New Statistics:

- Reference questions answered in May = 338 (for comparison, Grand Island had 102 reference questions, Elma had 360 , and East Aurora had 606)
- Children's programs offered: 16 (19 last year)
- Attendance at children's programs: 363 (410 last year)
- Adult programs offered: 15 (13 last year)
- Attendance at adult programs: 245 (159 last year)
- Family programs offered: 3 (2 last year)
- Attendance at family programs: 37 (70 last year)

## NEW BUSINESS

- University Express classes continue in June.
- Library closed on Sundays for Summer from May 21 to after Labor Day September 3, 2018
- Jay Holler has been reappointed Trustee until 2022
- Summer Reading schedule is filling up. Miss Michelle has booked several performers, and is planning to do events for all ages. We will have the usual

raffles, with the prizes being paid for by The Friends of the City of Tonawanda Library. There will be a \$50 Target gift card for the winner in the 11-12 age group; a 16" bike for the winner in the 5-7 age group; a 20" bike for the winner in the 8-10 age group; and a play teepee for the winner in the 0-4 age group.

- Summer Picnic will be held on Tuesday, August 14<sup>th</sup> and In Jest will perform.
- Outreach planned for Gateway Food Truck Thursdays, Family Nights on June 28<sup>th</sup>, July 26<sup>th</sup> & August 23<sup>rd</sup>. I have spoken to Linda Foels, and the Library will have a table on those 3 nights. Michelle Hurly and I will staff the table, and have fun activities for kids as well as information about upcoming programs.
- Propose getting additional chair cushions for the meeting room if we are going to continue the University Express classes. The only complaint we've had here are about the chairs being uncomfortable.
- Review of proposed Library Procurement Policy.
- Propose getting an inflatable air dancer to use on sidewalk in front of library (Main Street side) to attract attention & possibly increase door count
- Wish List for \$10,000 Bullet Aid from Senator Jacobs
  - \*Computer chairs (approx. \$4000) *chairs were ordered, received the incorrect items, awaiting pickup & new delivery date*
  - \*Makerspace technology (approx. \$2000) *makerspace items have been ordered, not all have been received yet*
  - \*Clear display cases with sleeve for CDs (need 1150) (approx. \$2161) *display cases have been ordered & received*
  - \*Enclosed bulletin boards for foyer (\$475.58) **(received-have been installed)**
  - \*Computer for Karen (\$857.72) **(received-has been installed)**
  - \*Door Counter for Side Entrance (\$1822) **(received-need to schedule installation with CEN IT department)**

***Motion made to approve spending for Meeting Room seat cushions up to \$100 by Bonnie Bugbee and seconded by Carole Sinclair. Unanimously approved.***

***Motion made to approve the Library Procurement Policy by Jay Holler and seconded by Carole Sinclair.***

***Motion made for adjournment by Jay Holler and seconded by Cynthia Narloch at 7:30 pm. Unanimously approved.***

**Respectfully, Submitted,**

**Carole Sinclair**

*Executive session for personnel issue*