

**City of Tonawanda Public Library**  
**Board of Trustees**  
**Meeting Minutes**

December 13th, 2021  
6:30 PM

I. Call to Order

*Meeting called to order by President Karen Bordonaro at 6:31 PM.*

II. Attendance

*Present: Karen Bordonaro, Gayle Brown, Bonnie Bugbee, Cecilia Driscoll, and Library Director John Gaff.*

*Excused: Jay Holler*

III. Approval of minutes from last meeting (Action Required)

*Motion to approve the November meeting minutes by Gayle Brown. Motion seconded by Bonnie Bugbee. Unanimously approved.*

IV. Financial Report

*Financial report given by Library Director John Gaff. No additional comments.*

V. Director's Report

*Director's Report given by Library Director John Gaff. No additional comments.*

VI. Public Comment

*No public comment.*

VII. Old Business

a. Facility Improvement Program

*Library Director John Gaff provided a brief update on the status of the program. Materials for the project were ordered and have arrived to Hamburg Floor Covering. The Library will seek to schedule the work in the coming weeks.*

VIII. New Business

a. Meeting Schedule

*Library Director Gaff provided a schedule of dates for the 2022 meetings of the Board of Trustees. Motion to approve the schedule as presented by Cecilia Driscoll. Motion seconded by Bonnie Bugbee. Unanimously approved.*

b. Purchase Request

*Library Director Gaff requested funds in the amount of \$354.00 to renew the Library's yearly subscription to BookPage. The Library will seek a donation from the Friends of the City of Tonawanda Public Library for the total cost. Motion to approve the expenditure by Cecilia Driscoll. Motion seconded by Karen Bordonaro. Unanimously approved.*

c. Elections

*Library Director Gaff briefly detailed the election of officers to take place at the January meeting of the Board of Trustees. All officer positions, including President, Vice President, Treasurer, and Secretary will be elected.*

d. Board of Trustee Retirement

*Trustee Jay Holler, after serving on the City of Tonawanda Public Library Board of Trustees for over 20 years, submitted a letter to Library Director Gaff informing the Library of his retirement as a Trustee effective January 1<sup>st</sup>, 2022. The Board of Trustees and Director Gaff commend Mr. Holler on his dedication and service to the City of Tonawanda community. Mr. Holler provided untold wisdom, guidance, and encouragement to those around him. The Board of Trustees and Director Gaff honor Mr. Holler's service and wish him all the best.*

*This meeting also marks Trustee Gayle Brown's final meeting, having reached the end of her term. Mrs. Brown continues to be an active member of the Friends of the City of Tonawanda Public Library and the Board of Trustees and Director Gaff look forward to continuing working closely with Mrs. Brown. The Board of Trustees and Director Gaff thank Mrs. Brown for her service over the years.*

IX. Friends of the Library Updates

*No update.*

X. Adjournment (Action Required)

*Motion to adjourn the meeting by Cecilia Driscoll. Motion seconded by Gayle Brown.  
Meeting adjourned at 7:15 PM.*