City of Tonawanda Public Library

Board of Trustees

Meeting Minutes

July 14th, 2025

I. Call to Order: Meeting called to order by Ms. Bordonaro at 6:30pm

II. Attendance: Karen Bordonaro, Betsy Koch, Mario Pena and John Gaff. Excused: Amy Mazur and Shelley Bernosky.

III. Approval of Minutes From Last Meeting : Ms. Bordonaro, could I have a motion to approve the meeting minutes of June 9th 2025? Mr. Pena, I'll make a motion to accept the meeting minutes. Ms. Koch, I'll second. Ms. Bordonaro, all those in favor. 3 ayes

IV. Finances: Mr. Gaff: Copies of all financial reports were forwarded to Ms. Bernosky for her to review. No change in the Citizens account. The M&T account reflects a few added Children's programming. We also had a local author stop by, Rick Falkowski, and 3 of his books were purchased for our library. They were sent downtown to be cataloged but will be returned to us. The Key bank account reflects our sewer bill payment and a deposit for fines and fees .

V. Directors Report: Our budgeted monies for material's, we don't want to spend too quickly in the beginning of the year, but then we don't want to be caught short at the end of the year. Sadly, we are never sure what our materials cost til we are invoiced, which happens after the fact. If you wait to long to submit an order you may leave a few hundred dollars behind at the end of the year. Mr Gaff feels that they are doing a good job of spending their money and he has set a goal that by mid September, all invoices should be in, and they will be on target. Monthly statistics remain pretty stable, but I would expect to see an up tick with the summer months. Which is to be expected. Our WiFi use is very high compared to many locations. One way to show how valuable the library is to the community is to show how much our computers are being used. University Express did great again this season. We live stream 4 classes, so we had in person and live streamed sessions which was really nice. The technology grant purchasing was delayed. Mr Gaff was notified that the business office is still looking for the best purchase price, so hopefully that will be completed soon. Applications were accepted for the Library Clerk. HR fielded over 40 applicants. Interviews were held and an offer was extended to a candidate, who accepted. She will be starting July 27th, budgeted for 15 hours. Summer reading program

has started. This year we have programs for all ages. We have partnered with Mayor John White, to combine our efforts into one summer reading program, and its been going really well. Book marks and information sheets were printed out and distributed to the schools, Mayor White collaborated with Dr. Oldenburg to insure all information was distributed to all students in the district. The Kenton Bee did reach out for information on our summer reading program , and an article did appear in the July 10th edition of the paper. Also want to note that I will be purchasing a dehumidifier for this conference room using general system allocation funds. There was also an issue with our AC last week. The technician was able to repair, but it is a pretty old system and will need to be addressed depending on what happens with this building.

VI. Public Comment : no public comment

VII. Old Business: No update on Buffalo Stallions proposal.

VIII. New Business: Mr. Gaff stated that as part of our annual reporting to the state, New York requires that we have a Board approved public report. Pamphlet was distributed to the Board, which contained information for the public report for 2024. Ms. Bordonaro, we need a motion to approve the NYS public annual report. Mr. Pena, Ill make a motion to approve. Ms. Koch, I'll second. Ms. Bordonaro: All in favor? 3 ayes. Mr. Gaff stated ,the bigger one I suppose is our actual member library contract. No significant changes were noted by Mr. Gaff. No questions were proposed by the Board regarding the contract. Mr Pena made a motion to approve the 2025 Member Library contract. Ms. Koch, second. Ms. Bordonaro , all in favor. 3 ayes. Paperwork completed and signed by Board Vice President and Board Secretary. Our 2026 personnel budget is currently being worked on, and Mr.Gaff does not anticipate any changes being made. No August meeting. Mr. Gaff will be sending out emails regarding the library picnic, and he hopes to see us there!

IX. Friends of the Library: No update.

X. Meeting adjourned at 7:01pm, motion made by Mr. Pena , seconded by Ms. Koch. 3 ayes.

Next Meeting: September 8th, 2025 6:30 pm

Respectfully submitted:

Betsy Koch.

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