

City of Tonawanda Public Library
Board of Trustees
Meeting Minutes

November 14th, 2022
6:30 PM

I. Call to Order

Meeting called to order by President Karen Bordonaro at 6:30 PM

II. Attendance

Present: Karen Bordonaro, Bonnie Bugbee, Betsy Koch, Amy Mazur, Mario Pena, and Library Director John Gaff

III. Approval of [Minutes](#) From Last Meeting (Action Required)

Motion to approve the October meeting minutes by Amy Mazur. Motion seconded by Mario Pena. Unanimously approved.

IV. Financial Report - [October 2022](#)

Financial report given by Library Director John Gaff. Discussion ensued regarding the Library's Amazon Smile account. Library Director Gaff will be in contact with Amazon regarding the ownership of the Library's account.

V. [Director's Report](#)

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

VI. Public Comment

N/A

VII. Old Business

a. Community Reading Garden - [Payment Authorization](#) (Action Required)

The results of an online and paper survey regarding the design of the Community Reading Garden were reviewed. An overwhelming majority of at least 91% indicated they like the design, as well as the plant choices for the garden. Feedback will continue to be reviewed before the garden is built. With no major changes required, a motion to approve final payment for the design to Stone Landscape

Architecture was made by Mario Pena. Motion seconded by Betsy Koch. Unanimously approved. A check will be sent the following business day.

b. Parking Lot

The Library will begin seeking quotes for work to be completed on the repair of the parking lot. The Library will review options, including resurfacing and complete replacement of the lot.

VIII. New Business

a. Staff Appreciation

The Board of Trustees discussed staff appreciation. The Board of Trustees will seek to work with the Friends of the City of Tonawanda Library to provide a gift to staff members, with each organization providing \$25 per staff member. A motion to approve the gift made by Bonnie Bugbee. Motion seconded by Amy Mazur. Unanimously approved.

b. [Mission: Ignite Program Proposal](#)

Library Director Gaff reviewed a proposal from Mission: Ignite to provide technology training at our location. Key components of the proposal include a paid AmeriCorps technology trainer, group and individual technology training for 50 participants, and computer hardware for those who complete the training. The total cost to the Library would be \$4,000. Complete details are found in the attached program proposal. The Board of Trustees agreed to table the issue until the December Board Meeting. Library Director Gaff will contact Mission: Ignite to inform them of that decision.

IX. Friends of the Library Updates

N/A

X. Adjournment (Action Required)

Motion to adjourn the meeting by Amy Mazur. Motion seconded by Bonnie Bugbee. Meeting adjourned at 8:06 PM.