City of Tonawanda Public Library

Board of Trustees

Meeting Minutes

November 18th, 2024

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

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

III. Approval of Minutes From Last Meeting : Ms. Mazur, could I have a motion to approve the meeting minutes of November 18th? Mr. Pena, I'll make a motion to accept the meeting minutes of last month. Mrs. Bernosky: I'll second. Ms. Mazur, all those in favor. 4 Ayes. 1 Abstain.

IV. Finances:

Mr Gaff had forwarded all documents for Ms. Bordonaro to review and verify, which she verified. Mr. Gaff: Review of accounts: Toner was ordered for the copy machine as well as some office equipment and surge protectors for the computers. We also ended up getting a doll house through Amazon.

Mr. Gaff: Deposits totaled $1130.00 dollars that was a combination of reimbursing summer programming as well as the copy machine, book sale and candy bar sales of the previous month.

V. Director's Report : We have not been invoiced as of yet for our recent purchases so it looks like we have more money than we really do. Our book sale was down this month , so we did start another buy one get one free. And we do have quite a few donations piling up in the back, so we do have the inventory. Our copy machine does quite well, almost $750.00 dollars, through 10 months. WiFi logins also very high this month as well almost 1500. University Express has also been doing really well. Mr Gaff stated the library is also trying some new programs, for example a Dungeons and dragons program is being introduced this weekend.

VI. Public Comment no public comment

VII. Old Business: Staff appreciation: Staff were given $25.00 each in 2023. Concern stated that Board of Trustee account is not growing. Mr. Gaff stated thoughts were for a cash gift or an appreciation dinner to recognize staff. Mrs. Bordonaro

asked , has anyone asked the staff what they would like, as a token of our appreciation. Mr Gaff, no , I have not really heard one way or another , staff appreciation dinner used to be held in August , a month when we do not meet. It wasn't a holiday get together. Mrs. Bernosky: How many staff do we have? Mr. Gaff: 12, we have 2 staff through Autism services that probably would not attend. Mr. Pena: Mr Gaff, what do you think we should do? Suggestion was made to make a motion as to how the Board should proceed. Ms. Mazur made a motion that the Board purchase gift cards or give cash for the Library staff. Mr Pena, seconded the motion. Motion passes. Mr. Gaff will keep the Board updated on the planned pizza party, being hosted by Mr. Gaff, so board members could attend and hand out holiday cards.

Trustee Recognition. Catalog shared by Mr. Gaff from Niagara Awards, located at 2937 Delaware Ave ,for the board to review in order to purchase a plaque and name plates, in recognition for years of Library Trustee service. Niagara Awards has a minimum charge of $ 15.00 per etched plate if ordering one at a time. Mrs. Bernosky: How many plates would we need? Mr. Gaff: That would be a Board decision, how many years of service would be recognized? A wood plaque purchased through Niagara awards is $ 198.00 dollars. Library petty cash would cover the cost of the plaque. Ms. Mazur , made the motion for Mr. Gaff to purchase the plaque and subsequent plates in recognition to Board Trustees and their years of service to the City of Tonawanda Library. Seconded by: Mr. Pena. 5 ayes: motion passed.

VIII. The New York State Department of Environmental Conservation Fishing Rod Lending Program: This program offers opportunities to borrow fishing equipment for free. Mr. Gaff: I thought this program was very interesting. I received a phone call asking if we wished to participate and I thought it was very cool. The DEC would supply the equipment and instructional guides on how to use the equipment, and we would loan it out, like we do with anything else. The equipment would be cataloged into the library system and checked out accordingly.

The equipment to be loaned is: 5 spin casting/spin cast combo rods – Bobbers and Hooks.

The Library will be responsible for loaning out fishing rods to eligible patrons. There is no cost, but we will have to maintain the equipment. And if not returned the patron will be billed. Mr. Pena asked if there is an insurance component? Mr. Gaff will ask. If not we may create a waiver to insure the

Library will not be responsible for potential injuries. The equipment is available for rental to anyone with a Library card.

IX. Friends of the Library: No inquiries as of yet regarding our Friends group, despite information being shared by the Central Library. A pamphlet was updated by Mr. Gaff that he had created with information on the Friends of the Library and how to support the Library. The Knitting group has shown interest in supporting the Library, and that may include a renewed interest for Friends of the Library. Mr. Gaff felt with the social media exposure, the knitting group, and the updated pamphlet, we should get some interest. Ms. Mazur asked that the Board be kept updated regarding inquiries to the Friends of the Library.

Ms. Mazur: if no one has anything else to add I make a motion to adjourn. Mr. Pena, I second that motion . 5 ayes. Meeting adjourned at 7:09pm.

Next Meeting: December 9th, 2024 at 6:30pm.

Respectfully submitted:

Betsy Koch.

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