City of Tonawanda Public Library

Board of Trustees Meeting Minutes

November 10th, 2025

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

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

III. Approval of Minutes from previous meeting : Ms Mazur any additions, corrections or changes to the meeting minutes? None noted. Motion made by Mr. Pena to accept the meeting minutes and seconded by Ms. Bernosky. Vote taken to accept the meeting minutes: 4 ayes. 1 abstain. Motion carries.

IV. Finances: October financial reports forwarded to Ms. Bernosky for review and approval. Mr. Gaff, noted no activity in the Citizens Account. The MT account reflects debits of two $ 25.00 checks for University Express, a $ 290.00 check for a Halloween show and library lounge chairs for $342.68. Deposits were made totaling $2,110.18 with accrued interest of $2.21. That leaves our balance just shy of $26,000.00 for that account. Key Bank Account, balance $2,451.17 as of October 31, 2025. This account had to cover a payment to the city electrician of $337.02, for out door light repair. The city had already spent the allowed $5,000.00 for library repairs on the HVAC system.

V. Monthly report: We are a library system that is being affected by our book vendor going out of business, we will transition to a new vendor once we get our budget for the year. Our candy bar sale brought in $164.00, ongoing book sale $264.30 and revenue from the copy machine was $35.00. Our monthly statistics for computer use and WiFi use continues to be very high. Our door counts and total circulation exceeded the previous month. Assemblyman Bill Conrad will be at the library on Tuesday, November 18th. This is just one of many meetings across Erie County headed by Western New York Library Resource Council to put forth legislative priorities for all types of libraries. Anyone from his district is invited to

VI. Public Comment: Natalie Bolyard, attending the meeting, just to learn what is going on and what are struggles may be.

VII. Old Business: Status of the Board of Trustee Commemorative Service Plaque? Per Mr. Gaff, plaque received but not put up. A future meeting will be used to determine guidelines of how many years of service should a Trustee serve to be included on the plaque.

VIII. New Business: Holiday Closures. Mr. Gaff, I am wondering if the Board would be OK with the Library closing on Christmas Eve and New Years Eve, as a good will gesture for the staff. This year, both those days fall on a Wednesday, which is a short day for us. This is for 2025 only, that I am speaking for. Ms. Bordonaro, would staff scheduled for that day be able to make up those lost hours? Mr. Gaff, yes, I would allow staff to make up those hours. Ms. Bordonaro, so closing the library would not cause any hardship for staff due to loss of hours? Mr. Gaff, staff could use PTO for the day. Motion made by Mr. Pena to close the library on the dates presented to us by Mr. Gaff. Seconded by Ms. Bernosky. Motion passed. Mr Gaff, next year, 2026, both holidays fall on a Thursday, I am requesting a full day closure for 12/24/2026 and a half day closure for 12/31/2026. We would be open on 12/31/2026, 9am -2pm. Motion made by Ms. Mazur to accept the dates as proposed by Mr. Gaff to close on 12/24/2026 and be open a half day on 12/31/2026. Seconded by Ms. Bernosky. Motion passed.

IX. City of Tonawanda Library Board Meeting Schedule 2026: Mr. Gaff, according to NY State law, we are required to meet 6 times a year. We have typically met 10 times per year, being off in April and August. In the past we have done a staff appreciation day in April, but we haven't done that for quite some time. And that was why we didn't meet in April, and for August, to be respectful of vacations , we didn't meet in August. Ms. Bordonaro, I'm OK with meeting 8 months of the year. Ms. Bernosky, Ms. Mazur echoed same sentiments. Mr. Pena, supported 8 months with the stipulation that if need be we could add another meeting. Motion to meet with the presented schedule of meeting dates being: January 12th, March 9th, April 13th, June 8th, July 13th, September 14th, November 9th, and December 14th. No meeting scheduled for February, May, August and October, made by Ms. Mazur and seconded by Mr. Pena. 5 ayes, motion passed.

X. Policy Review: Rules of Conduct. Was last updated in 2019, and will need to be reviewed. Mr. Gaff, took the Central Library policy and modified it to incorporate how our Library would fit into that policy. The Central Library policy has been reviewed by legal council and vetted by system trustees, so that is a good place to start when reviewing policies, and shape it to our needs. As we look at more policies in the future, my process will be to start with the Central Library policies. If we find upon review, that a policy does not need to be updated, it will just be noted, that it was reviewed, no changes needed and the date it was reviewed. Ideally, every policy should be reviewed every 5 years. We have about a dozen to review, so we will do a few even couple of months.

XI. Ms. Mazur, I just wanted to mention that I would like to purchase gift cards for the staff once again, but understand that the account we pull this money from will eventually be empty. Mr. Gaff, are you aware of Trustees making a financial contribution to the Board account? This money would just be used for staff gifts. It would be with what ever a board member would be comfortable giving. Ms. Bordonaro, the money for that account always came from the Friends of the Library. The Friends ran the book sale and that is where that money came from. Mr. Pena suggested donation request letters to Board Alumni, as a possible revenue source for the Board Trustee account. Ms. Mazur, suggested a Board Trustee donation of $50.00, for the year, if its doable by the individual. Ms. Mazur, I would like to make a motion, that Mr. Gaff withdraw money for the Citizens account for Staff gift cards. Mr. Pena, seconded the motion. 5 ayes, motion passed. Ms. Mazur will bring Holiday cards for the board to sign for the Library Staff at our next meeting on December 8th. Mr. Gaff will be hosting a Holiday party again this year. More to come.

XII. Thank you to Ms. Bolyard for attending and her efforts to beautify the library grounds.

XIII. Motion to adjourn, Mr. Pena seconded by Ms. Mazur. 5 ayes.
Meeting adjourned at 7:15pm.
Next Meeting : Monday , December 8th. @ 6:30pm. Meeting Room in the Library.

Respectfully submitted,

Betsy Koch

Betsy Koch

Cc: John Gaff, Board Trustees