

City of Tonawanda Public Library
Board of Trustees
Meeting Minutes

October 11th, 2021
6:30 PM

I. Call to Order

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

II. Attendance

Present: Karen Bordonaro, Gayle Brown, Cecilia Driscoll, Jay Holler, and Library Director John Gaff.

Excused: Bonnie Bugbee

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

Motion to approve the September meeting minutes by Cecilia Driscoll. Motion seconded by Gayle Brown. 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 reported to the Board of Trustees on the bids received for the Facility Improvement Program. Director Gaff detailed the breakdown of costs associated with each area of the project, including demolition, installation, and cost of materials. The lowest bid was submitted by Hamburg Flooring. A motion to award Hamburg Flooring with the project was made by Gayle Brown. Motion seconded by Cecilia Driscoll. Unanimously approved. Moving forward,

Director Gaff will send a letter of intent to Hamburg Flooring and will move forward with paperwork as required by the State of New York. Hamburg Flooring and Director Gaff will then work together to submit the order to the carpet supplier, Shaw Industries.

VIII. New Business

a. Staff Appreciation

The Board of Trustees discussed plans for staff appreciation. The Board ultimately decided to table the discussion until the November meeting.

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 7:18 PM.