

# City of Tonawanda Public Library

## Board of Trustees

### Meeting Minutes

October 9<sup>th</sup>, 2023

6:30 PM

- I. Call to Order : Meeting called to order at 6:30 pm by Vice President , Mario Pena.
- II. Attendance: Karen Bordonaro, Bonnie Bugbee, Mario Pena, Betsy Koch and Librarian John Gaff . Excused: Amy Mazur
- III. Approval of [Minutes](#) From Last Meeting : Motion to approve meeting minutes from September 11<sup>th</sup>, 2023. Motion made by Ms. Bordonaro and seconded by Ms. Bugbee. Ayes: 4. Motion passed.
- IV. Finances
  - a. Financial Report – Presented by Mr Gaff. Information presented that the Library now owns the copy machine and revenue generated by its use will go back to the library. Mr Gaff noted that owning this machine will be a revenue stream and servicing and maintenance of the machine will still be available through Xerox.
  - b. Signers : Mr.Gaff brought to the Boards attention that we need to review, amend and decide who should be listed on the Libraries signature card for banking purposes. This was tabled til January 2024 with the new election of Officers.
- V. [Director's Report](#) : Mr. Gaff noted that a Staff meeting was planned for Thursday, October 12<sup>th</sup>. Mr. Gaff was presenting a Front Desk schedule, looking at presenting quarterly meetings and encouraging and keeping staff involved and engaged with programming.
- VI. Public Comment : No comments
- VII. Old Business
  - a. Reading Garden Update : More to come. We will be kept updated, hoping that work would start soon, but no date given.

- VIII. New Business : Mr. Gaff introduced updates to the staff bathroom that he would like to see completed including a new vanity and tile refinished. Other additions include a filtered water dispenser for staff and patron usage, reconfiguring the fireplace area with new lounge furniture and enhancing the Children's section with new area rugs.
- IX. Friends of the Library : Ms. Mazur, updated that she would forward the organizations by-laws to Lippes Matheis Law Firm, for their review and advisement. This information came to the board via email from Ms. Mazur, and the service being performed is a professional courtesy.
- X. Adjournment: Motion to adjourn made by: Mr. Pena and seconded by Ms. Bordonaro. Ayes: 4

Next meeting scheduled is November 13<sup>th</sup>, 6:30 pm, in the Library meeting room.

Respectfully submitted,

Elizabeth Koch

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CC : John Gaff, Amy Mazur, Mario Pena, Karen Bordonaro, Bonnie Bugbee