City of Tonawanda Public Library

Board of Trustees

Meeting Minutes

October 14th, 2024
6:30 PM

I. Call to Order: Meeting called to order by Mr. Pena at 6:30pm.

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

III. Approval of Minutes From Last Meeting (Action Required) Mr. Pena: May I have a motion to approve the meeting minutes of Sept 9th? Ms. Bordonaro, I will make a motion to approve the meeting minutes, seconded by Ms. Bernosky. All those in favor of approving the meeting minutes: 4 ayes.

IV. Finances:

Mr Gaff had forwarded all documents for Ms. Bordonaro to review and verify, which she verified. Mr. Gaff: Now that we handle the used book sale we are required to make a quarterly filing to NYS sales tax division. We keep track of how much we earn over a certain period of time, we upload that information into a state website and then we are advised what we owe. That amount is reflected on the trustee financial statement as a payment on 09/10/2024, for $ 68.83.

Mr. Gaff: We were also reimbursed over $ 723.97 for our summer reading programs. This money is provided to us as part of the year end appeal fund. This is money that is provided to us through the system through private donations. Typically we get $ 1,000.00 for the year. The remaining $276.03 dollars will be reflected in November's statement.

The Key Bank account reflects our fines and fees. The total was $433.98. Every year the system sets a milestone of how much we are expected to take in, now that our primary source of earned revenue is printing fees, we are in good shape for meeting our expected revenue. Mr. Pena asked for a motion to approve the financial report as presented, Ms. Bernosky made the motion and seconded by Ms. Bordonaro. Motion. Passed 4 ayes.

V. Director's Report : September is typically a month where we experience a lull, as we are winding down from all of summers activities. We still did experience

good numbers for the programs we presented. Review of September stats: Computer and WiFi use remain high. University Express has started and we've had great response to that.

VI. Public Comment no public comment

VII. Old Business: Construction Aid: Mr Gaff, just a reminder that the total amount of construction aid for the state is $ 34 million dollars. This total is then divided up to each library system, based on population. Our area gets about $1 million dollars. Mr Gaff hopes our library will be approved for funding for next year. Ms Bordonaro: Will the library be closed during the roof replacement? Mr Gaff: That is hard to say? I don't know how much of a disturbance it will be? During the recent carpet replacement we were closed for four days, so its hard to say regarding the roof replacement and how roofers work. But we would know ahead of time and could prepare accordingly.

VIII. New Business: Plaque to recognize Trustees and Volunteers for years of service. Mr Gaff will contact a vendor.

Staff Appreciation: Mr Gaff: previously we had hosted a dinner at Panes. After Covid, that has not continued. We then gave a cash gift of $50.00, partially from the Friends of the Library and partially from the Trustees. Ms. Bordonaro commented that $ 1,000.00 was donated to the Trustees from the Friends account. Ms. Bordonaro expressed concern that the trustee account has had no additional funds added in over two years. Is there another way to do Staff Appreciation? Mr. Gaff : I also do a pizza luncheon to show my gratitude to the staff. Ms. Bordonaro expressed concern about draining the Trustee Account? Once emptied then what do we do? Mr. Gaff brought up that some boards do some kind of fund raising. For example basket raffles , which would support the trustees only. Suggestions for City of Tonawanda restaurants, Touch of Italy, Elks, 200 Main and Joeys. More to come on Staff appreciation at our November meeting.

IX. Friends of the Library : Mr. Gaff: Dorinda from the central library would like to promote that we have a Friends of the Library group. Mr. Gaff was also going to promote on social media that we do have a group to see if that boosts membership. Results should be available by our next meeting, November 18th.

X. Adjournment: Mr. Pena: Could I have a motion to adjourn this meeting? Ms. Bernosky: I'll make a motion to adjourn this meeting. Ms. Bordonaro, I'll second. 4 Ayes. Meeting adjourned at 7:07 pm.

XI. Next Meeting: November 18th at 6:30pm

Respectfully submitted:

Betsy Koch.

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