

# City of Tonawanda Public Library

## Board of Trustees Meeting Minutes

September 9<sup>th</sup>, 2024

6:30 pm

- 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 July 8<sup>th</sup> meeting: Motion made by Ms. Bordonaro to accept the meeting minutes and seconded by Ms. Bernosky. Vote taken to accept the meeting minutes: 5 ayes. Motion carries.
- IV. Finances: Financial Report: July: Information presented and reviewed. No activity in the Trustees account. Cornell Honorarium, a donation of 25.00\$ was made to their organization, for University Express program. Check written for Penn Dixie, Children's program , a geological presentation, which was well attended and well received. They also did a program for Seniors as well. Key Bank Account: Water Bill paid.
- V. Finances: Financial Report: August: Information presented and reviewed. No activity in the Trustees account. The Library receives 500.00\$ every year from our Key Bank Account and a 1,000.00\$ from the Library system itself for reimbursement for a variety of things. This money can be spent at the discretion of the library. So the 1500.00\$ will be reimbursing money that was spent on August programs. A check was received for being a primary polling place. Review of system generated ledgers which is used to keep track of all expenses. We have one ledger for our Key Bank account, we have one ledger for our M&T account, we have a ledger for all the fines and fees we collect every day, and then Mr. Gaff has created a ledger dedicated to additional funding streams. Mr.Gaff wanted to show the board how transactions are tracked and this information is shared with the city as part of the audit process. Ms. Bordonaro, verified all checks written and budgeted numbers presented for both July and August.
- VI. Directors Report: Mr Gaff noted the Library has until November 1<sup>st</sup> to spend down, and that will be no problem. Statistics were pretty similar for both July and August. Mr. Gaff noted that our summer reading numbers were the best numbers since he has been at the Library. Report submitted to the state regarding summer reading statistics, and over 55,000 hours of reading was submitted. Teen participation was up, as well as adult reading . Reading hours submitted was 10,000 more than 2023 and 20,000 more than 2022. Mr Gaff noted that summer programming provided by staff and vendors was a great mix and kept the library very busy. Mr Gaff thanked the Kiwanis Club for their donation of the hot dogs for the summer picnic. Gifts supplied at the picnic were all donated.
- VII. Public Comment: None noted.

- VIII. Old Business: project proposals for the roof were due at the beginning of September. Mr. Gaff noted that there were a couple of things that needed to be done as part of the application process, for example the State Historic Preservation Office has to approve any modifications due to the age of the building, an environmental study has to be done , and 3 quotes need to be obtained to even submit the project proposal. In addition, the Municipality needs to say yes we have the money for this project, which is odd as most municipalities have not even approved their budgets for the upcoming year. Ms. Bordonaro , asked at what age of a building is considered historic? Mr Gaff, I'm thinking 50 years. Mr Gaff, progress has been made in this process. Mr Gaff noted a drain in the community room has over flowed due to tree roots, this happens infrequently, but the city was called and did snake out the drain. Not a roof problem but a drain problem. Mr Gaff noted they will have the city come out yearly or every other year to snake, to prevent it from happening. No damage was noted.
- IX. New Business: The Library budget approval process should happen in the next 4-6 weeks. The budget that was proposed we should have enough money to fund an additional part time position. Mr Gaff noted additional staff would be nice to support the day to day. He is hoping this could occur in late October or early November. In addition 2 employees completed their probation and were just made permanent in their positions. University Express starts up again in October. We have 15 classes booked for this season, Mr. Gaff believes 3 of those will be live streamed, which is great. Mr Gaff will be meeting with staff to develop programming. Mr Gaff would like to offer more weekend and night time programming and also offer board games that could be checked out.
- X. Friends of the Library: Ms. Mazur reported she had nothing new to report on. Mr. Gaff noted it may be a good time now to put some feelers out there to attract people to join. Possibly do an open house to see if anyone would be interested in joining the Friends of the Library, and if that does not generate any interest, then I think we move on to forming a temporary group to wrap things up.
- XI. Adjournment: Motion made by Mr. Pena to adjourn and seconded by Ms Mazur. Board: 5 ayes

Meeting adjourned at 7:06 pm.

Next Meeting: Monday , October 14th. @ 6:30pm. Meeting Room in the Library.

Respectfully submitted,

Betsy Koch

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Cc: John Gaff, Board Trustees