



**City of Tonawanda Library  
December 9th, 2019 Library Board Meeting Minutes**

**In attendance: Bonnie Bugbee, Karen Bordonaro, Gayle Brown, & Library Director John Gaff**

**Excused: Jay Holler, Sharry Folmsbee**

**Meeting called to order at 6:29 PM by Bonnie Bugbee**

*Motion made to approve November Minutes by Karen Bordonaro and seconded by Gayle Brown. Unanimously approved.*

***PUBLIC SERVICES***

**NOVEMBER In-Library Programs:**

- Evening Book Club met on Thursday, November 7<sup>th</sup> to discuss 'Bel Canto'. There were 5 attendees.
- Coloring for Relaxation program was held on Thursday, November 14<sup>th</sup>. There were a total of 4 participants.
- Mother Goose on the Loose was held on Mondays, November 4<sup>th</sup> & 18<sup>th</sup>, and Tuesdays, November 12<sup>th</sup> & 19<sup>th</sup>. There were a total of 139 participants.
- Story Time was held on Tuesdays, November 4<sup>th</sup> & 18<sup>th</sup>. There were a total of 33 participants.
- Book Babies was held on Thursdays, November 7<sup>th</sup>, 14<sup>th</sup>, & 21<sup>st</sup>. Two sessions were held each day. There were a total of 174 participants.
- LEGO Club was held on Saturday, November 9<sup>th</sup> and Tuesday, November 26<sup>th</sup>. There were a total of 40 participants.
- Art in the Evening was held on Mondays, November 4<sup>th</sup> & 18<sup>th</sup>. There were 12 attendees.
- Science Saturday was held on Saturday, November 30<sup>th</sup>. There were 17 participants.

**NOVEMBER Adult Technology Programs:**

- 'Book A Technology Trainer' one-on-one sessions were held on Thursday, November 21<sup>st</sup>. There were 3 attendees.

**NOVEMBER Outreach:**

**NOVEMBER Displays:**

- Seasonal and topical book displays by Librarian Terasa Gipson.
- Triangle display featuring three unique displays by Librarian Terasa Gipson.

**NOVEMBER Partnerships:**

- University Express classes were held on Mondays, Thursdays, and Fridays, November 1<sup>st</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, 21<sup>st</sup>, & 22<sup>nd</sup>. There were a total of 114 attendees.
- Ravel Rousers knitting club met at the library on Fridays, November 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, & 29<sup>th</sup>. There were a total of 34 participants.
- Widows Supporting Widows met on Mondays, November 4<sup>th</sup> & 18<sup>th</sup>. There were a total of 35 attendees.
- Hawk Creek was at the library on Saturday, November 23<sup>rd</sup>, for a presentation on birds, mammals, and reptiles. There were 44 attendees.
- PAWS to Read was held at the library on Saturday, November 16<sup>th</sup>. There were 3 participants.
- Friendship Quilters did not meet in the month of November.
- The Swiftwater Book Club and the Friends of the City of Tonawanda Public Library did not meet in November.

**Correspondence:**

**FUNDING**

- 2019 MAT, SER and AV budgets:  
 MAT = \$4,659 (minus \$4,478 spent to date) = \$181  
 AV = \$675 (minus \$760 spent to date) = -\$85  
 SER = \$3,722 (minus \$3722 paid to date) = \$0  
 PBKSO = \$191 (minus \$64 paid to date) = \$127

Campaign Name	Dates	Total Amount
Candy bars	11/1 through 11/30/19	\$112.00 YTD = \$1,252.00
Ongoing book sale	11/1 through 11/30/19	\$282.60 YTD = \$3,339.35

**LIBRARY FINANCES**

(ATTACHED)

## STAFF DEVELOPMENT

## STATISTICS

### Changes from November 2018 to November 2019

- Total Circulation: N/A\*
- Change in circulation: N/A\*
- Door Counts: 5,579
- Change in door count: -4.7% (member library average -1.0%)
- Public Access Computer Sessions: 837
- Change in PAC statistics: -5.7% (member library average -4.8%)
- WiFi Logins: 577
- Change in WiFi: 16.1% (member library average 8.5%)

\*Not available at time of authoring.

### NOVEMBER New Statistics:

- Reference questions answered in November: 237
- Children's programs offered: 18 (18 last year)
- Attendance at children's programs: 406 (524 last year)
- Adult programs offered: 19 (15 last year)
- Attendance at adult programs: 193 (200 last year)
- Intergenerational programs offered: 4 (8 last year)
- Attendance at intergenerational programs: 60 (50 last year)

Total Program Attendance: 659

## OLD BUSINESS

- Drop Box
- Hours in 2020
- Gift Policy & Form
- Request for Reconsideration Form

## NEW BUSINESS

- Merit Increment
- Purchase Request
- 2020 Meeting Schedule
- Trustee Terms
- Trustee Elections
- Friends of the Library
- NYLA
- Yearly Holiday Staff Gift

*Gift Policy & Donor Form presented to Library Board with changes made by Library Director. Motion to approve the Gift Policy & Donor Form made by Bonnie Bugbee. Motion seconded by Karen Bordonaro. Unanimously approved.*

*Motion made to purchase curtains for use in the Community Room totaling no more than \$100.00 made by Bonnie Bugbee. Motion seconded by Karen Bordonaro. Unanimously approved.*

*Library Board Meeting Schedule for 2020 proposed. Motion made by Gayle Brown to accept the schedule as presented. Motion seconded by Karen Bordonaro. Unanimously approved.*

*Trustee terms and elections reviewed. Two members of the Board currently serving have yet to partake in the election process, as they were appointed to fill vacancies. Descriptions of Officer positions were presented. Elections to be held at the January meeting.*

*Discussion related to strategic initiatives and the role that the Friends of the City of Tonawanda Library plays in was discussed. The Library will host two informational events in January for the Friends of the Library to aid in fulfilling strategic initiatives.*

*Discussion ensued regarding Library Advocacy Day in February 2020. The Library Board encouraged Library Director John Gaff to attend the event.*

*Discussion regarding yearly gift to staff members. Motion made to approve 15 \$10 gift cards from Target from the Trustee's bank account made by Karen Bordonaro. Motion seconded by Bonnie Bugbee. Unanimously approved. The Friends of the Library will be supplementing the gift cards and will provide an additional \$150. The total value of each gift card will be \$20. The cards will reflect as being from both the Trustees and the Friends of the City of Tonawanda Library.*

*Motion to adjourn by Karen Bordonaro and seconded by Bonnie Bugbee.*

**Meeting adjourned at 7:56 PM.**

**Respectfully submitted,**

**Board of Trustees**