



City of Tonawanda Library
February 10th, 2020 Library Board Meeting Minutes

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

Excused: Jay Holler

Meeting called to order at 6:32 PM by Karen Bordonaro.

Motion made to approve January Minutes by Gayle Brown and seconded by Bonnie Bugbee. Unanimously approved.

FINANCIAL REPORT

(Attached)

FUNDING

- 2020 MAT, SER and AV budgets:
 MAT = \$3,957 (minus \$10 spent to date) = \$3,947
 AV = \$1,375 (minus \$0.00 spent to date) = \$1,375
 SER = \$3,685 (minus \$0.00 paid to date) = \$3,685
 PBKSO = \$168 (minus \$4 paid to date) = \$164

Campaign Name:

Dates:

Total Amount:

Candy bars	1/1 through 1/31/20	\$157.00 YTD = \$157.00
Ongoing book sale; Operated by the Friends of the City of Tonawanda Library	1/1 through 1/31/20	\$332.50 YTD = \$332.50

PUBLIC SERVICES REPORT

JANUARY In-Library Programs:

- Evening Book Club met on Thursday, January 9th to discuss ‘Still Life’. There were 9 attendees.

- Coloring for Relaxation program was held on Thursdays, January 2nd & 16th. There were a total of 7 participants.
- Mother Goose on the Loose was held on Mondays & Tuesdays, January 6th, 7th, 13th, 14th, 21st, 27th, & 28th. There were a total of 344 participants.
- Story Time was held on Mondays, January 6th, 13th, & 27th. There were a total of 29 participants.
- Book Babies was held on Thursdays, January 9th, 16th, 23rd, & 30th. There were a total of 260 participants.
- LEGO Club was held on Saturdays, January 4th & 11th. There were a total of 36 participants.
- Science Saturday was held on Saturday, January 25th. There were 11 attendees.
- A memorial service was held at the library for former employee and President of the Friends of the City of Tonawanda Public Library Mary Smith. There were 55 attendees. (See Correspondence for additional information.)

JANUARY Adult Technology Programs:

- 'Book A Technology Trainer' one-on-one sessions were held on Saturday, January 18th. There were 2 attendees.

JANUARY Outreach:

JANUARY Displays:

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

JANUARY Partnerships:

- Local author, Amanda Woomer, presented "TNT Ghost Stories" in relation to her newly released book *A Haunted Atlas of WNY*. There were 59 attendees.
- The Friends of the City of Tonawanda Library held two open house sessions on January 18th & 23rd. There were a total of 7 participants.
- Paper Flower Making was held on Wednesdays, January 15th, 22nd, & 29th. There were a total of 33 participants.
- Ravel Rousers knitting club met at the library on Fridays, January 3rd, 10th, 17th, 24th, & 31st. There were a total of 36 participants.
- Widows Supporting Widows met on Monday, January 6th. There were 19 attendees.
- Friendship Quilters met on Tuesdays, January 7th, 14th, 21st, & 28th. There were a total of 12 participants.
- Girl Scouts of WNY held a three week program series called Crazy Coding for girls in Kindergarten and First Grade on Tuesdays, January 14th, 21st, & 28th. There were a total of 12 participants.
- Caring Crafters of WNY held a card making session on Monday, January 27th. There were 9 attendees.

Correspondence:

Received numerous sympathy cards for the passing of Mary Smith, former employee and President of the Friends of the City of Tonawanda Library. (See "JANUARY In-Library Programs" for more information.)

Staff Development:

N/A

Statistics:**Changes from January 2019 to January 2020**

- Total Circulation: 7,353
- Change in circulation: 1.6% (member library average -2.5%)
- Door Counts: 6,066
- Change in door count: 25.2% (member library average 9.6%)
- Public Access Computer Sessions: 1,010
- Change in PAC statistics: 32.5% (member library average 10.3%)
- WiFi Logins: 628
- Change in WiFi: 32.2% (member library average 9.5%)

Additional January Statistics

- Reference questions answered: 250
- Children's programs offered: 28
- Attendance at children's programs: 692
- Adult programs offered: 20
- Attendance at adult programs: 232
- Intergenerational programs offered: 3
- Attendance at intergenerational programs: 16

Total Program Attendance: 940

OLD BUSINESS

- Friends of the Library
- Security
- Drop Box Bin
- Lighting

NEW BUSINESS

- Bylaws Review and Update
- Election of Officers
- Spring University Express Sessions
- State Report

An update to the status of the Friends of the City of Tonawanda Public Library was provided. The Friends are actively working to recruit new members. The first meeting of the year will tentatively be held in March.

Director John Gaff provided an update to improving security. More research will be done.

The new drop-box bin arrived and is installed. The Library will work to go down to a single drop box.

A Special Legislative Grant from Assemblyman Schimminger's Office is moving forward. The Library is working with the City Electrician to determine what equipment is needed.

Updates to the City of Tonawanda Public Library Bylaws were reviewed. The updates allow for a Library staff member to serve as Secretary in a non-voting capacity. Motion made to accept the changes as presented by Bonnie Bugbee. Motion seconded by Gayle Brown. Updates unanimously approved.

Library Director John Gaff nominated to serve as Board of Trustees Secretary. Motion made to approve the nomination by Gayle Brown. Motion seconded by Karen Bordonaro. Library Director John Gaff unanimously elected to serve as Secretary for a one-year term.

Library Director John Gaff provided an update for the upcoming University Express season. As part of the program, each presenter receives a \$25 honorarium in the form of a gift card. For the upcoming season, the Library requires 10 gift cards totaling \$250. Motion made to approve the purchase of gift cards totaling \$250 by Bonnie Bugbee. Motion seconded by Gayle Brown. Unanimously approved.

Library Director John Gaff indicated he is working to complete the 2019 State Report.

The Library needs to replenish its supply of stickers it affixes to various materials. Motion made to approve the purchase of stickers totaling no more than \$270 by Karen Bordonaro. Seconded by Bonnie Bugbee. Unanimously approved.

Motion to adjourn by Gayle Brown and seconded by Karen Bordonaro.

Meeting adjourned at 7:28 PM.

Respectfully submitted,

John Gaff