



**City of Tonawanda Library
January 13th, 2020 Library Board Meeting Minutes**

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

Meeting called to order at 6:32 PM by Bonnie Bugbee

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

FINANCIAL REPORT

(Attached)

FUNDING

- 2019 MAT, SER and AV budgets:
 MAT = \$4,659 (minus \$4,568 spent to date) = \$91
 AV = \$675 (minus \$784 spent to date) = \$-109
 SER = \$3,722 (minus \$3722 paid to date) = \$0
 PBKSO = \$191 (minus \$76 paid to date) = \$114

Campaign Name	Dates	Total Amount
Candy bars	12/1 through 12/31/19	\$92.00 YTD = \$1,344.00
Ongoing book sale; Operated by the Friends of the City of Tonawanda Library	12/1 through 12/31/19	\$303.49 YTD = \$3,642.84

PUBLIC SERVICES REPORT

DECEMBER In-Library Programs:

- Evening Book Club met on Tuesday, December 3rd to discuss ‘The Sweet Hereafter’. There were 7 attendees.

- Coloring for Relaxation program was held on Thursdays, December 5th & 19th. There were a total of 9 participants.
- Sensory Playtime was held on Mondays & Tuesdays, December 2nd, 3rd, 16th, 17th, 30th, & 31st. There were a total of 169 participants.
- LEGO Club was held on Tuesday, December 10th, Sunday, December 22nd, & Saturday, December 28th. There were a total of 52 participants.
- Art in the Evening was held on Mondays, December 2nd & 16th. There were 15 participants.
- Science Saturday was held on Saturday, December 21st. There were 9 attendees.
- Build Your Own Graham Cracker House was held on Saturday, December 7th, and Thursday, December 12th. Two sessions were held each day. There were a total of 105 participants.

DECEMBER Adult Technology Programs:

- 'Book A Technology Trainer' one-on-one sessions were held on Thursday, December 17th. There were 2 attendees.

DECEMBER Outreach:

DECEMBER Displays:

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

DECEMBER Partnerships:

- University Express classes were held on Thursdays, and Fridays, December 5th, 6th, 12th, & 13th. There were a total of 83 participants.
- Ravel Rousers knitting club met at the library on Fridays, December 6th, 13th, 20th, & 27th. There were a total of 24 participants.
- Widows Supporting Widows met on Mondays, December 2nd & 16th. There were a total of 47 participants.
- Friendship Quilters met on Tuesdays, December 3rd & 10th. There were a total of 6 participants.
- A Green Cleaning Workshop was held on Monday, December 9th. There were 8 attendees.
- Smartphone 101 was held on Thursday, December 5th. There were 5 attendees.

Correspondence:

N/A

Staff Development:

N/A

Statistics:

Changes from December 2018 to December 2019

- Total Circulation: 6,866
- Change in circulation: 3.2% (member library average -7.0%)
- Door Counts: 5,483
- Change in door count: 16.8% (member library average -1.7%)
- Public Access Computer Sessions: 917
- Change in PAC statistics: 18.0% (member library average -3.0%)
- WiFi Logins: 603
- Change in WiFi: 20.6% (member library average 4.0%)

Additional December Statistics

- Reference questions answered in December: 224
- Children's programs offered: 11
- Attendance at children's programs: 260
- Adult programs offered: 17
- Attendance at adult programs: 182
- Intergenerational programs offered: 8
- Attendance at intergenerational programs: 129

Total Program Attendance: 571

OLD BUSINESS

- Friends of the Library
- Security

NEW BUSINESS

- ACT Meeting
- Election of Officers

Resignation of Trustee Sherry Folmsbee accepted by the Board of Trustees.

Discussion ensued regarding an update to the Bylaws to allow for a City of Tonawanda Library staff member to serve as the Secretary for the Board of Trustees.

Motion made to accept the slate for election of Officers by Bonnie Bugbee and seconded by Jay Holler. Karen Bordonaro nominated for President. Jay Holler nominated for Vice President. Gayle Brown nominated for Treasurer. All nominations were elected unanimously.

Discussion ensued regarding library security and the possibility of installing security cameras throughout the building. Library Director John Gaff will look into it and report back.

Motion made to spend up to \$300.00 for the purchase of a new larger drop box basket truck and depressible lift. Motion made by Jay Holler. Seconded by Gayle Brown. Unanimously approved.

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

Meeting adjourned at 7:57 PM.

Respectfully submitted,

Board of Trustees