



**City of Tonawanda Library  
March 9<sup>th</sup>, 2020 Library Board Meeting Minutes**

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

**Meeting called to order at 6:27 PM by Karen Bordonaro.**

***Motion made to approve February Minutes by Jay Holler and seconded by Bonnie Bugbee. Unanimously approved.***

***Financial report given by Library Director John Gaff.***

***Monthly report given by Director Gaff including the following:***

**FUNDING**

- 2020 MAT, SER and AV budgets:  
MAT = \$4,051 (minus \$57 spent to date) = \$3,994  
AV = \$1,421 (minus \$106 spent to date) = \$1,315  
SER = \$3,685 (minus \$3,685 paid to date) = \$0.00  
PBKSO = \$168 (minus \$4 paid to date) = \$164

**Campaign Name:**

**Dates:**

**Total Amount:**

Candy bars	2/1 through 2/29/20	\$127.00 YTD = \$284.00
Ongoing book sale; Operated by the Friends of the City of Tonawanda Library	2/1 through 2/29/20	\$379.85 YTD = \$712.35

***PUBLIC SERVICES REPORT***

**FEBRUARY In-Library Programs:**

- Evening Book Club met on Tuesday, February 4<sup>th</sup> to discuss 'The Lost Children Archive'. There were 9 attendees.

- Coloring for Relaxation program was held on Thursdays, February 6<sup>th</sup> & 20<sup>th</sup>. There was 1 participant.
- Mother Goose on the Loose was held on Mondays & Tuesdays, February 3<sup>rd</sup>, 4<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 24<sup>th</sup>, & 25<sup>th</sup>. There were a total of 349 participants.
- Story Time was held on Mondays, February 3<sup>rd</sup>, 10<sup>th</sup>, & 24<sup>th</sup>. There were a total of 34 participants.
- Book Babies was held on Thursdays, February 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, & 27<sup>th</sup>. There were a total of 210 participants.
- LEGO Club was held on Saturdays, February 8<sup>th</sup> & 29<sup>th</sup> and Tuesday, February 18<sup>th</sup>. There were a total of 54 participants.
- Science Saturday was held on Saturday, February 22<sup>nd</sup>. There were 12 attendees.
- Art in the Evening was held on Mondays, February 5<sup>th</sup> & 25<sup>th</sup>. There were a total of 14 participants.

#### **FEBRUARY Adult Technology Programs:**

- 'Book A Technology Trainer' one-on-one sessions were held on Thursday, February 27<sup>th</sup>. There were 3 attendees.

#### **FEBRUARY Outreach:**

#### **FEBRUARY Displays:**

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

#### **FEBRUARY Partnerships:**

- Paper Flower Making was held on Wednesday, February 5<sup>th</sup>. There were 14 attendees.
- Ravel Rousers knitting club met at the library on Fridays, February 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, & 28<sup>th</sup>. There were a total of 26 participants.
- Widows Supporting Widows met on Monday, February 3<sup>rd</sup>. There were 20 attendees.
- Friendship Quilters met on Tuesdays, February 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, & 25<sup>th</sup>. There were a total of 15 participants.
- Caring Crafters of WNY held a card making session on Tuesday, February 25<sup>th</sup>. There were 6 attendees.
- The Elephant Sanctuary gave a presentation on Wednesday, February 12<sup>th</sup>. There were 11 attendees.
- Dyslexia Allies WNY met on Tuesday, February 11<sup>th</sup>. There were 7 attendees.
- Alzheimer's Association WNY gave a presentation on Wednesday, February 19<sup>th</sup>. There were 6 attendees.

#### **Correspondence & Meetings:**

- Director Gaff attended two legislative meetings on February 13<sup>th</sup> and 20<sup>th</sup>, with Assemblyman Schimminger and Senator Jacobs respectively. The goal of the meetings were to advocate for library funding in the State budget.
- On Friday, February 28<sup>th</sup>, Director Gaff and Board of Trustees President Karen Bordonaro welcomed they Mayor of the City of Tonawanda, Rick Davis to the Library for a tour.

#### **Staff Development:**

- Director Gaff attended Virtual PLA on Thursday, February 27<sup>th</sup> at the Central Library. During this virtual conference, sessions were held on a variety of topics including going fine free, planning, providing STEAM programming to seniors, and others.

#### **Statistics:**

##### **Changes from February 2019 to February 2020**

- Total Circulation: 7,275
- Change in circulation: -4.9% (member library average -4.4%)
- Door Counts: 5,553
- Change in door count: 4.9% (member library average 0.9%)
- Public Access Computer Sessions: 985
- Change in PAC statistics: 19.5% (member library average 2.0%)
- WiFi Logins: 538
- Change in WiFi: 24% (member library average 13.0%)

##### **Additional February Statistics**

- Reference questions answered: 319
- Children's programs offered: 27
- Attendance at children's programs: 659
- Adult programs offered: 18
- Attendance at adult programs: 117
- Intergenerational programs offered: 4
- Attendance at intergenerational programs: 15

Total Program Attendance: 791

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#### **OLD BUSINESS**

- Lighting
- 2019 Overage

#### **NEW BUSINESS**

- Return to System
- Staff Development Day

- Staff Appreciation

*Director Gaff provided an update on the status of the State Legislative Grant to replace the Library's fluorescent lights with energy efficient LEDs. The LEDs needed are being identified with the assistance of the City of Tonawanda's electrician. Once set, Director Gaff will submit needed paperwork to the State for final approval.*

*The Board of Trustees of the Buffalo & Erie County Public Library, per resolution 2020-4, approved our request to cover unanticipated expenditures that resulted in 2019.*

*Director Gaff reviewed the yearly Return to System. The Library is to return \$11,927.72 to the System. Motion made to authorize the return by Gayle Brown. Motion seconded by Bonnie Bugbee. Authorization unanimously approved.*

*Director Gaff gave an overview of Staff Development Day which will take place on Wednesday, May 20<sup>th</sup>, at the Central Library. All staff are welcome to attend. The Library will remain open, as programming was scheduled prior to the date's announcement.*

*The Board of Trustees discussed plans for Staff Appreciation Day, held in April of every year.*

*Motion to adjourn by Jay Holler and seconded by Gayle Brown.*

**Meeting adjourned at 7:26 PM.**

**Respectfully submitted,**

**John Gaff**