City of Tonawanda Library
March 9th, 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

<table>
<thead>
<tr>
<th>Campaign Name</th>
<th>Dates</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candy bars</td>
<td>2/1 through 2/29/20</td>
<td>$127.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>YTD = $284.00</td>
</tr>
<tr>
<td>Ongoing book sale;</td>
<td>2/1 through 2/29/20</td>
<td>$379.85</td>
</tr>
<tr>
<td>Operated by the Friends of the City of Tonawanda Library</td>
<td></td>
<td>YTD = $712.35</td>
</tr>
</tbody>
</table>

PUBLIC SERVICES REPORT

FEBRUARY In-Library Programs:

- Evening Book Club met on Tuesday, February 4th to discuss ‘The Lost Children Archive’. There were 9 attendees.
• Coloring for Relaxation program was held on Thursdays, February 6th & 20th. There was 1 participant.
• Mother Goose on the Loose was held on Mondays & Tuesdays, February 3rd, 4th, 10th, 11th, 18th, 24th, & 25th. There were a total of 349 participants.
• Story Time was held on Mondays, February 3rd, 10th, & 24th. There were a total of 34 participants.
• Book Babies was held on Thursdays, February 6th, 13th, 20th, & 27th. There were a total of 210 participants.
• LEGO Club was held on Saturdays, February 8th & 29th and Tuesday, February 18th. There were a total of 54 participants.
• Science Saturday was held on Saturday, February 22nd. There were 12 attendees.
• Art in the Evening was held on Mondays, February 5th & 25th. There were a total of 14 participants.

FEBRUARY Adult Technology Programs:
• ‘Book A Technology Trainer’ one-on-one sessions were held on Thursday, February 27th. 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 5th. There were 14 attendees.
• Ravel Rousers knitting club met at the library on Fridays, February 7th, 14th, 21st, & 28th. There were a total of 26 participants.
• Widows Supporting Widows met on Monday, February 3rd. There were 20 attendees.
• Friendship Quilters met on Tuesdays, February 4th, 11th, 18th, & 25th. There were a total of 15 participants.
• Caring Crafters of WNY held a card making session on Tuesday, February 25th. There were 6 attendees.
• The Elephant Sanctuary gave a presentation on Wednesday, February 12th. There were 11 attendees.
• Dyslexia Allies WNY met on Tuesday, February 11th. There were 7 attendees.
• Alzheimer’s Association WNY gave a presentation on Wednesday, February 19th. There were 6 attendees.

Correspondence & Meetings:
• Director Gaff attended two legislative meetings on February 13th and 20th, 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 28th, 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 27th 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

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 20th, 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