



**City of Tonawanda Library  
May 11th, 2020 Library Board Meeting Minutes**

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

**Meeting called to order at 6:43 PM by Karen Bordonaro.**

*Motion made to approve March 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:*

**FINANCIAL REPORT**

*(Attached)*

**FUNDING**

- 2020 MAT, SER and AV budgets:  
 MAT = \$4,051 (minus \$609 spent to date) = \$3,442  
 AV = \$1,421 (minus \$106 spent to date) = \$1,315  
 SER = \$3,685 (minus \$3,685 paid to date) = \$0.00  
 PBKSO = \$168 (minus \$15 paid to date) = \$153

Campaign Name:

Dates:

Total Amount:

Candy bars	3/1 through 4/30	\$63.00 YTD = \$347.00
Ongoing book sale; Operated by the Friends of the City of Tonawanda Library	3/1 through 4/30	\$158.84 YTD = \$871.19

***PUBLIC SERVICES REPORT - MARCH***

**MARCH In-Library Programs:**

- Evening Book Club met on Tuesday, March 3rd to discuss 'The Shadow of the Wind'. There were 7 attendees.
- Coloring for Relaxation program was held on Thursdays, March 5th. There were 3 attendees.
- Mother Goose on the Loose was held on Mondays & Tuesdays, March 2nd, 3rd, 9th & 10th. There were a total of 166 participants.
- Story Time was held on Mondays, March 2nd & 9th. There were a total of 23 participants.
- Book Babies was held on Thursdays, February 5th & 12th. There were a total of 116 participants.
- LEGO Club was held on Saturday, March 7th. There 17 attendees.
- Art in the Evening was held on Monday, March 2nd. There were 12 attendees.
- A Census event presented by the Central Library was held on Wednesday, March 4th. There were 5 attendees.

#### **MARCH Adult Technology Programs:**

- N/A

#### **MARCH Outreach:**

- N/A

#### **MARCH Displays:**

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

#### **MARCH Partnerships:**

- City of Tonawanda Schools held an art opening at the library on Tuesday, March 3rd. There were 53 attendees.
- Ravel Rousers knitting club met at the library on Fridays, March 6th. There were 6 attendees.
- Widows Supporting Widows met on Monday, March 2nd. There were 21 attendees.
- Friendship Quilters met on Tuesdays, March 3rd & 10th. There were a total of 9 participants.
- Dyslexia Allies WNY met on Tuesday, March 10th. There were 7 attendees.

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

- N/A

#### **Staff Development:**

- N/A

#### **Statistics:**

**March 2020**

- Total Circulation: 4,540
- Door Counts: 3,133
- Public Access Computer Sessions: 514
- WiFi Logins: 317
- Program Attendance: 443

*The library was closed with Board approval in March beginning on Tuesday, March 17<sup>th</sup>.*

### ***PUBLIC SERVICES REPORT – APRIL***

*The library was closed for the entirety of April. Certain staff were in the building on a limited basis to empty the drop box and complete other necessary tasks.*

### **OLD BUSINESS**

- Library Closure
- Staff Appreciation
- Meeting Room Refresh

### **NEW BUSINESS**

- State Report Approval

*Library Director Gaff provided a report regarding the happenings leading up to the Library's closure and beyond.*

*As a result of COVID-19, Staff Appreciation Day could not be held. The Board will look to hold a similar event in the future when allowable.*

*Director Gaff reported that prior to the Library closing, work was underway to paint the Meeting Room with thanks to the Library's own Widows Supporting Widows group for their monetary donation, which paid for the supplies.*

*The Library's yearly State Report was reviewed by the Board. Motion to accept the report as submitted by Director Gaff by Bonnie Bugbee. Motion seconded by Jay Holler. Unanimously approved.*

*Motion to adjourn by Bonnie Bugbee and seconded by Gayle Brown.*

**Meeting adjourned at 7:19 PM.**

**Respectfully submitted,**

**John Gaff**