



**City of Tonawanda Library  
September 14th, 2020 Library Board Meeting Minutes**

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

**Meeting called to order at 6:31 PM by Karen Bordonaro.**

*Motion made to approve July Minutes by Gayle Brown and seconded by Jay Holler. Unanimously approved.*

*Financial report given by Library Director John Gaff.*

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

**JULY**

**FINANCIAL REPORT**

*(Attached)*

**FUNDING**

- o 2020 MAT, SER and AV budgets:  
 MAT = \$4,051 (minus \$1,299 spent to date) = \$2,751  
 AV = \$1,421 (minus \$213 spent to date) = \$1,207  
 SER = \$3,685 (minus \$3,685 paid to date) = \$0.00  
 PBKSO = \$168 (minus \$38 paid to date) = \$130

**Campaign Name:**

**Dates:**

**Total Amount:**

Candy bars	7/1 - 7/31	\$110.00 YTD = \$481.00
Ongoing book sale; Operated by the Friends of the City of Tonawanda Library	7/1 - 7/31	\$0.00 YTD = \$871.19

**Statistics:**

**July 2020**

- Total Circulation: 6,096
- Door Counts: 2,957
- Public Access Computer Sessions: 505
- WiFi Logins: 280
- Program Attendance: 0 (No programs were offered)

**AUGUST**

**FINANCIAL REPORT**

*(Attached)*

**FUNDING**

- 2020 MAT, SER and AV budgets:  
 MAT = \$4,051 (minus \$2,555 spent to date) = \$1,496  
 AV = \$1,421 (minus \$620 spent to date) = \$801  
 SER = \$3,685 (minus \$3,685 paid to date) = \$0.00  
 PBKSO = \$168 (minus \$42 paid to date) = \$126

Campaign Name:	Dates:	Total Amount:
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Candy bars	8/1 - 8/31	\$84.00 YTD = \$565.00
Ongoing book sale; Operated by the Friends of the City of Tonawanda Library	8/1 - 8/31	\$0.00 YTD = \$

**PUBLIC SERVICES REPORT - AUGUST**

**Statistics:**

**August 2020\***

- Total Circulation: 6,069
- Door Counts: 3,199
- Public Access Computer Sessions: 603
- WiFi Logins: 307
- Programs Offered: 3
- Program Attendance/Participation: 132

## **August Programs**

- The library participated in the system-wide teen reading program Ticket To Read. There were three participants throughout the summer who read a total of 28 books.
- The library also participated in the system-wide Read Down Your Fines program. There were four participants who read for a total of 1050 minutes.
- The library provided Take-and-Make crafts to 125 children and their families

**\*No programs were held in the library. All social distancing protocols remain in place and the library's Meeting Room is currently inaccessible.**

## **OLD BUSINESS**

- Trustee Vacancy
- Staff Appreciation

## **NEW BUSINESS**

- ACT Updates
- Update to Open Hours
- Annual Report to the Community
- Picture Book Shelving Purchase
- Book Sale and Donations
- New Policy and Planning Development

*The Board of Trustees are without a fifth trustee. Library Director John Gaff will increase efforts to promote the vacancy.*

*Staff Appreciation Day, originally to be held in April, was cancelled due to COVID-19. Discussion ensued as to what the Board of Trustees could do to show Staff Appreciation. To be re-assessed at the next meeting.*

*Board of Trustees President, Karen Bordonaro, will now sit in on the Association of Contracting Library Trustees meeting as an At-Large member. A vote to confirm her appointment will follow. Karen will also be serving on the library system's Strategic Planning Committee as an ACT representative.*

*Director Gaff reviewed the Library's current hours of operation and suggests increasing open hours from 32 to 40 hours. The change will take place on Monday, September 28<sup>th</sup>.*

*Motion made to approve the library's 2019 Annual Report to the Community by Bonnie Bugbee. Motion seconded by Karen Bordonaro. Unanimously approved.*

*Director Gaff detailed a plan to re-arrange shelving in the Children's area of the library. The change includes the purchase of three shelving units. Director Gaff requests \$1,500 for the purchase of such shelving units to be paid using both the library's*

*allocated Year-End Appeal Funds and General Programming Funds. Motion of approve the purchase by Jay Holler. Motion seconded by Gayle Brown. Unanimously approved.*

*Donated materials and the Friends of the Library book sale were discussed. Director Gaff is recommending the Friends to purchase two display units to replace the previous shelving unit that was removed from the library.*

*Director Gaff reviewed the policies and plans that the library needs in order to meet the change in State Minimum Standards in 2021. Two policies will be reviewed in October and two will be reviewed in November.*

*Motion to adjourn by Jay Holler and seconded by Bonnie Bugbee.*

**Meeting adjourned at 7:33 PM.**

**Respectfully submitted,**

**John Gaff**