

Town of Tonawanda Public Library

Trustee Meeting

February 12, 2019

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday February 12, 2019 at the Kenilworth Library, Tonawanda, NY following due notice to trustees, official public notice to the Ken-Ton Bee and a posting in the Kenmore and Kenilworth Libraries.

Attendance-Richard Geer, Annette Della Posta Sheila Ginnane, Nicole Pauly-Rejewski, Julie Miller and Kathy Kanaley and Library Director, Mary Muscarella

Approval/Changes to Agenda

- Annette made the motion, seconded by Sheila, to accept the agenda as presented. Motion carried.

Adoption of Minutes of the January, 2019 Board Meeting

- Kathy made the motion, seconded by Stan, to accept the minutes of the 1/8/19 meeting as presented. Motion carried.

Approval of Bills/Treasurers Report

- After review, Annette made the motion, seconded by Sheila, to approval the payment of bills and the treasurer's report. Of note, Key Bank CD #8423 rolled over. Motion carried.

Report of the Chair

- Report of Chair- Rick reported that the funds from Assemblyman, Schimminger, which will be used for the Kenilworth sign have not yet been received. ACT meeting is scheduled for Saturday 3/2/19 at the Central Library from 8:30-1pm. Rick also attended the State of the Town Address -nothing to report about the libraries.

Report of the Director

- Mary reported decrease in counts for both libraries due to weather related closing and conditions. Increase in programs at both libraries especially Kenilworth. Successful evening family story time at Kenmore, Mary's book club. Materials budget for each library reviewed. Material and AV amounts can be used interchangeably. Discussion to place a water cooler at the checkout desk (In order to monitor use) took place. The board approved a 6month trial using Crystal Rock, purchasing our own cups, ensuring that no cups are allowed at the computer desks or tables. Monthly cost of \$90.00 with a significant rebate for bottle return. Chris Jacobs visited to the Kenmore Library and met with staff to learn about programs activities and library needs.

Election of officers

- There being no nominations from the floor, the Officers for 2019 are:

President- Rick Geer

Vice President-Annette Della Posta

Treasurer- Stan Pustulka

Secretary- Kathy Kanaley

Unfinished Business

-Review of Display Case/Exhibit and Conflict of Interest Policies. Signatures required on Conflict policy which were returned to Mary. No changes other than update review date on both.

Review of 2019 meeting schedule- March 12,2019 meeting will be held at Kenmore. No other changes.

New Business

-The Board agreed to have Kenmore East students submit ideas for a new logo and a mural inside the lower level at Kenmore. Submissions will be reviewed by the Library Board before going to the Town Board. Ideally B&ECPL should be included.

- Mary reported Library Advocacy Day in Albany will be held on 2/27/19. There are 12 delegates from our area attending. Mary hopes to be one of them.

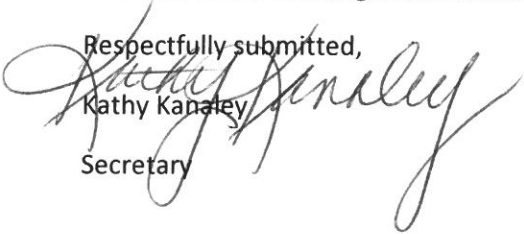
- Mary is interviewing 2 candidates for a Senior Library Clerk position. This will bring her up to full staff.

We need to be aware and prepare for the 2020 US Census which is only being done on line. This process will require people without computer access to go to their local libraries at which time assistance completing the forms may require assistance.

There being no public comment or further business, Annette made a motion seconded by Julie to adjourn the meeting. Motion carried.

The next Board meeting is scheduled for Tuesday, March 12, 2019 at 7pm at the Kenmore Public Library.

Respectfully submitted,


Kathy Kanaley

Secretary



Monthly Report
Prepared by Mary Muscarella
Town of Tonawanda Libraries - Kenilworth & Kenmore Branches
JANUARY 2019

KENILWORTH

Statistics

Changes from January 2018 to January 2019

- Circulation: -5.2% (contracting library average -3.9%)
- Visitor count: -5.7% (contracting library average -2.7%)
- PAC: -22.8% (contracting library average -10.8%)
- WiFi: -11.2% (contracting library average +19.6%)
- Number of programs: 14 (6 in January 2018)
- Attendance at programs: 79 (46 in January 2018)

In Library Programs:

- Books and Barks program, facilitated by **Librarian Amy Christman**, was to be held on Wednesday, January 9th. The session was cancelled due to lack of volunteer availability.
- Book Club, facilitated by **Librarian Amy Christman**, was held on Wednesday, January 2nd. There were 9 participants.
- Craft Club, facilitated by **Librarian Amy Christman**, was held on Friday, January 11th. There were 3 adults and 5 children for a total of 8 participants.
- Button Making was available on Wednesdays, January 2nd, January 9th, January 16th & January 23rd. There were 4 children and 5 adults for a total of 9 participants.
- Family Story Time, facilitated by **Librarian Joe Patton**, was held on Mondays, January 7th, January 14th & January 28th. There were 19 adults and 17 children for a total of 36 attendees.
- Cook Book Club, facilitated by **Librarian Nicole Brown**, was held on January 23rd. There were 4 adults and 1 child for a total of 5 participants.

Tutoring Sessions:

There were 2 Adult and 13 Youth tutoring sessions for a total of 15 tutoring sessions in January.

Adult Technology Programs:

* 'Book-A-Technology-Trainer' cybertrain computer class was held on Monday, January 7th. There were 3 participants.

* Computer Coach, **volunteer Teresa Brancato**, was at the Kenilworth Branch on Thursdays, January 10th & January 24th. She had no patrons seeking her assistance this month.

Tours/Outreach:

'Ripen With Us' Daycare center visit, facilitated by **Librarian Amy Christman**, was on Thursday, January 3rd. There were 8 children and 1 adult for a total of 9 participants.

Displays:

A display of winter-themed books for both children and adults was put in the main display case in the lobby.

Community Room Use:

- Art of Living
- VA Caregiver Support Group
- Contracting Library Managers & Directors Meeting

Other:

- **Due to the weather, the library closed early (at 3pm) on Tuesday, January 29th, and remained closed on January 30th and 31st.**

Materials Budgets:

MAT = \$4034

AV = \$1400

Proceeds from candy bar sales January, 2019 = \$23.00

Proceeds from discarded materials sales January, 2019 = \$151.50

KENMORE

Statistics

Changes from January 2018 to January 2019

- Circulation: -6.0% (contracting library average -3.9%)
- Visitor Count: -5.3% (contracting library average -2.7%)
- PAC: -7.8% (contracting library average -10.8%)
- WiFi: +8.9% (contracting library average +19.6%)
- Number of programs: 28 (29 in January 2018)
- Attendance at programs: 503 (345 in January 2018)

In Library programs

- Crafter Day, facilitated by **Librarian Jill Jablonski**, was held on Saturday, January 5th. There were 11 adults and 16 children for a total of 27 participants.
- Kenmore Library News/KNL Zine meetings, facilitated by **Librarian Nicole Bermingham**, were held on Wednesdays, January 2nd, January 16th and January 23rd. There were 28 young adult participants.
- Preschool story time, facilitated by **Librarian Jill Jablonski**, was held on Thursdays, January 10th, January 17th & January 24th. There were 41 adults and 52 children who attended, for a total of 93 attendees.
- Family story time, facilitated by **Librarian Nicole Brown**, was held on Thursdays, January 10th, January 17th & January 24th. Session scheduled for January 31st was cancelled due to weather closure. There were 41 children and 35 adults, for a total of 76 attendees.
- Toddler Time, facilitated by **Librarian Nicole Brown**, was held on Fridays (with 2 sessions each Friday), on January 11th, January 18th & January 25th. There were 77 children and 66 adults for a total of 143 attendees.
- Books and Barks, facilitated by **Librarian Jill Jablonski**, was held on Saturday, January 12th. There were 2 adults and 2 children for a total of 4 participants.
- LEGO Club, facilitated by **Librarian Joe Patton**, was held on Saturday, January 19th. There were 10 adults and 22 children for a total of 32 participants.
- Adult Journal Group, facilitated by **Librarian Amy Christman**, was held on Tuesday, January 8th. There were 8 participants.
- Knit/Crochet group, facilitated by **Librarian Jill Jablonski**, was held on Mondays, January 7th, January 14th & January 28th. There were 21 participants.
- Town of Tonawanda Coalition Community Resource HUB was held on Thursday, January 17th from 3-6pm. There were 7 service providers and 17 attendees.
- Button Making was available on Tuesdays, January 8th, January 15th and January 22nd. There were 14 adults and 34 children for a total of 48 participants.

- Book Club, facilitated by **Library Director Mary Muscarella**, met on Tuesday, January 15th to discuss the book 'Exit West' by Mohsin Hamid. There were 7 attendees.
- "Learn Etsy" program, presented by Vanessa Lauria, held part 1 of the class on Tuesday, January 22nd. There were 17 attendees. Part 2 is rescheduled for March.

Tutoring:

- There were 6 tutoring sessions for adults and 15 tutoring sessions for children for a total of 21 sessions at the Kenmore library in January.

Adult Technology programs/Assistance:

- Computer Coach **volunteer Matthew Gates** was at the library on Wednesdays, January 2nd, January 9th, January 16th & January 23rd. He did not assist any patrons in January.
- Computer Coach **volunteer Partho Bhattacharya** was at the library on Tuesdays, January 8th, January 15th, January 22nd & January 29th. He assisted a total of 13 patrons.
- 'Book-A-Technology-Trainer' cybertrain program was held on Monday, January 14th. There were 2 participants.

Tours/Outreach:

- **Librarian Nicole Brown** visited Brookdale Senior Living facility on Monday, January 23rd to present her 'Journeys with Nicole' program. There were 14 residents who attended.
- **Librarian Nicole Brown** held a Book Discussion at Brookdale Senior Living Facility on Monday, January 7th. There were 12 participants.
- Blue Giraffe Preschool class visits, facilitated by **Library Manager Nicole Bermingham**, were held on Monday, January 28th. A total of 4 classes visited, with 9 adults and 52 children, for a total of 60 attendees.

Displays:

A display of "cheesy" books, movies, and music was put out to celebrate National Cheese Lover's Day on January 20th.

A display called "Lift with Your Legs" was put out to highlight our "big" books (thick, heavy, or a lot of pages).

A display called "Staff Does NOT Recommend" was put out to the delight and horror of many patrons. Various staff members picked books, movies, and music that they do

not like and then attached a brief explanation about why they would NOT recommend the material. The tongue-in-cheek display has gotten many patrons talking about some of their not-so-favorite books, movies, and music.

A patron suggestion board was put out called "You Should Check This Out" which asks for patrons to fill out a recommendation slip for materials they have checked out that they would recommend to other patrons. This was started as a patron suggestion.

Other:

- **The library closed early (3 pm) due to weather on Tuesday, January 29th, and remained closed on January 30th & January 31st.**
- **Personnel updates:**
Kate Shea, Library Associate @ Kenmore, left the Library to work for Explore & More Children's Museum. Her last day of work was February 1st. That job has been changed to a Senior Library Clerk classification, and the job has been posted. We expect to have interviews this week.

Margaret Kunz, Library Associate @ Kenilworth, is out for extended sick leave as of February 4th. It is anticipated that she will be out for 6-8 weeks.

One part-time Senior Page position at Kenilworth has been upgraded to a part-time Library Clerk position, and the job was offered to Elizabeth Scibetta. She will start in that position as of February 16th, 2019.

Community Room Use:

The community room was used by the following groups in January:
Mental Health Group; Bloom Girls; UB EOC; Town of Tonawanda Public Library Board Meeting; Fibromyalgia Support Group; Opera Buffs of WNY; Pencrafters; Battle of the Books Title Selection Committee; Eclectic Book Club; Knitters; Betty Carr book group; AARP; Kenmore Art Society; Housing Options Made Easy; Art of Living; Turn the Other Cheek; Buffalo Racquet Club; Buffalo-Niagara Payroll; Eclectic Movie Club; Dizziness & Balance Support Group.

Materials Budgets:

MAT = \$7831 (minus \$1040 spent) = \$6791

AV = \$2705

Proceeds from candy bar sales for January, 2018 = \$81 (YTD=\$81)

Proceeds from discarded materials sale for January, 2018 = \$146
(YTD=\$146)

Meetings/Conferences/Trainings/Presentations:

- Manager-Director meeting held at Central Library on Wednesday, January 9th was attended by **Library Director Mary Muscarella**.
- A Battle of the Books Title selection committee meeting was held on _____ at the Kenmore Library Librarian Nicole Brown and _____ other system wide librarians attended.
- Supercharged Storytimes, session 1, was viewed by **Librarian Nicole Brown and Librarian Jill Jablonski** on January 7th.
- Supercharged Storytimes, session 2, was viewed by **Librarian Nicole Brown and Librarian Jill Jablonski**, on January 28th.
- ALA (American Library Association) Mid-Winter Conference in Seattle was attended by **Librarian Joe Patton** on January 25th-27th.

Correspondence:

NONE

NEW BUSINESS:

- Election of Officers for Board
- Review 'Display Case/Exhibit Space Rules of Use' and application form (sent via email to Trustees on 1/2/19)
- Review quotes for water coolers
- Have all Board members sign an updated 'Conflict of Interest' certification.