



**City of Tonawanda Library  
February 11, 2019 Library Board Meeting Minutes**

**In attendance: Bonnie Bugbee, Jay Holler, Sharry Folmsbee, Library Director John Gaff**

**Meeting called to order at 6:37 PM by Bonnie Bugbee**

**Director's Report for January 2019  
PUBLIC SERVICES**

**JANUARY In-Library Programs:**

- Adult Coloring program was held on Thursdays, January 10<sup>th</sup> & 24<sup>th</sup>. There were a total of 23 participants
- Evening Book Club met on Tuesday, January 8<sup>th</sup> to discuss 'The Nightingale'. There were 5 attendees.
- Lego Club was held on Saturdays, January 5<sup>th</sup> and 26<sup>th</sup> and Tuesday, January 15<sup>th</sup>. There were a total of 66 participants.
- Science Saturday was held on Saturday, January 19<sup>th</sup>. There were 16 attendees.
- Makerspace Open House was held on Saturday, January 12<sup>th</sup> and Tuesday, January 22<sup>nd</sup>. There were 5 attendees.
- Mother Goose on the Loose was held on Mondays, January 7<sup>th</sup>, 14<sup>th</sup>, and 28<sup>th</sup>, and Tuesdays, January 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>. There were a total of 307 participants.
- Book Babies was held on Thursdays, January 10<sup>th</sup>, 17<sup>th</sup>, & 24<sup>th</sup>. There were a total of 180 participants.

**JANUARY Adult Technology Programs:**

- 'Book A Technology Trainer' one-on-one sessions were held on Friday, January 11<sup>th</sup>. There were 3 attendees.

**JANUARY Outreach:**

**JANUARY Displays:**

- Monthly art exhibit from City of Tonawanda Schools.
- Broom display by local artist and craftsperson Karen Koch.
- Seasonal book display by Librarian Terasa Gipson.

**JANUARY Partnerships:**

- Ravel Rousers knitting club met at the library on Fridays, January 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, & 25<sup>th</sup>. There were a total of 28 participants.
- Friendship Quilters met at the library on Tuesdays, January 15<sup>th</sup> & 22<sup>nd</sup>. There were a total of 9 participants.
- The YWCA Widows' Group met at the library on Monday, January 7<sup>th</sup>. There were 19 attendees.
- PAWS to Read was held on Sunday, January 6<sup>th</sup>. There were 4 attendees.
- The Girl Scouts of Western New York hosted a session of G.I.R.L STEM Lab. There were 6 attendees.

**Correspondence:**

**FUNDING**

- 2019 MAT, SER and AV budgets:  
 MAT = \$3934 (minus \$23 spent to date) = \$3911  
 AV = \$1375 (minus \$0 spent to date) = \$1375  
 SER = \$3722 (minus \$0 paid to date) = \$3722  
 PBKSO = \$191 (minus \$3 paid to date) = \$188

Campaign Name	Dates	Amount Deposited
Candy bars	1/1 through 1/31/2019	\$90.00 YTD = \$90.00
Ongoing book sale	1/1 through 1/31/2019	\$246.40 YTD = \$246.40

**LIBRARY FINANCES**  
(ATTACHED)

**STAFF DEVELOPMENT**

**STATISTICS**

**Changes from January 2018 to January 2019**

- \*Change in circulation: % (member library average %) (for comparison, CEN % ELM %)
- Total Circulation: 7,291

- Change in door count: -13.9% (member library average -2.7%)
- Change in PAC statistics: -12.5% (member library average -10.8%)
- Change in WiFi: -17.1% (member library average 19.6%)

\*Not available at time of writing

#### JANUARY New Statistics:

- Reference questions answered in January: 231 (for comparison, Grand Island had 109 reference questions, Elma had 236, and East Aurora had 545)
- Children's programs offered: 23 (17 last year)
- Attendance at children's programs: 578 (409 last year)
- Adult programs offered: 10 (8 last year)
- Attendance at adult programs: 59 (51 last year)
- Intergenerational programs offered: 3 (4 last year)
- Attendance at intergenerational programs: 28 (19 last year)

Total Program Attendance: 665

#### **NEW BUSINESS**

- Library closed early on January 29<sup>th</sup> and was closed on January 31<sup>st</sup> due to weather conditions
- ACT Workshop on March 2<sup>nd</sup>
- University Express update
- Order submitted for CD shelving unit and CD cases
- Vacuum purchase
- Election of officers

***Motion made to amend Section 1 of the Board of Trustees Bylaws. Section 1 to read, with change, an addition, highlighted in red:*** "The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the first meeting of the year to serve for one year. **No officer shall serve more than three consecutive terms in any one office.** A simple majority of votes cast is necessary for election. In the event of a vacancy in office, a special election shall be held at the next regular meeting of the Board to fill the vacant office for the remainder of the unexpired term."

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

***Motion to table election of officers until next meeting made by Jay Holler and seconded by Sharry Folmsbee. Unanimously approved.***

**Respectfully, Submitted,**

**Carole Sinclair**

**Notes taken by Sharry Folmsbee**