



**City of Tonawanda Library
July 9, 2018 Library Board Meeting Minutes**

In attendance: Bonnie Bugbee, Jay Holler, Sharry Folmsbee, Carole Sinclair, Cynthia Narloch, Acting Director Elizabeth Higgins.

Meeting called to order at 6:33 pm by Bonnie Bugbee

Motion made to approve June 2018 Minutes by Jay Holler and seconded by Sharry Folmsbee. Unanimously approved.

PUBLIC SERVICES

In Library Programs:

- Lego Club was held on Tuesdays, June 19th & 26th. There were 27 participants.
- Adult Coloring program was held on Thursdays, June 7th & 21st. There were a total of 25 participants.
- Evening Book Club met on Tuesday, June 5th to discuss 'The Nightingale'. There were 7 participants.
- A movie matinee (Marshall) was shown on Friday, June 22nd. There was 1 attendee.
- 'PAWS' to Read was held on Tuesday, June 12th. There were 3 participants.
- University Express classes were held on Tuesdays, June 12th, June 19th & June 26th, and on Thursdays, June 7th, June 14th & June 21st. There were 135 attendees.
- The Swiftwater Book Club met on Tuesday, June 5th. There were 12 attendees.

Adult Technology Programs:

'Book A Technology Trainer' computer class was held on Saturday, June 9th. There were 3 attendees.

Outreach

*Michelle Hurley and Mary Muscarella met with Nicole from KidsAbility to set up Summer story times. They will be bringing a class over on Thursdays at 11:00am.

* Michelle Hurley and Mary Muscarella had an informational table at the gateway Harbor Food Truck Thursday, on June 28th. We spoke to 48 people and handed out flyers & bookmarks.

Displays:

- ‘Great North American Read’ display created by Terasa Gipson.
- Monthly art exhibit from City of Tonawanda Schools.

Partnerships:

- Ravel Rousers knitting club met at the library on Fridays, June 1st, 15th, 22 & 29th. There were a total of 20 attendees.
- UB Employment Opportunity Center had an informational table at the library on Tuesdays, June 5th & 19th.
- Durham Staffing had an informational meeting at the library on Tuesday, June 5th.

Correspondence:

*Letter from a book club in Pittsburgh, PA with enclosed donation to the library of \$220 for the purchase of mystery books in memory of Mary M. Elwell (mother of one of their book club members & longtime patron of City of Tonawanda Library). I have asked Librarian Betsey Higgins to choose mystery books to be purchased with the donated money. When the books are received, a bookplate will be affixed inside the front cover indicating that the book was purchased with funds donated in memory of Mary M. Elwell. Thank you letters were sent to all book club members.

• **FUNDING**

- 2018 MAT, SER and AV budgets:
 MAT = \$2956 (minus \$1947 spent to date) = \$1009
 AV = \$2290 (minus \$1021 spent to date) = \$1270
 SER = \$4483 (minus \$2900 paid to date) = \$1584
 PBKSO = \$254 (minus \$67 paid to date) = \$186

Campaign Name	Dates	Amount Deposited
Candy bars	6/1 through 6/30/18	\$151.00 YTD = \$806.00
Ongoing book sale	6/1 through 6/30/18	\$302.90 YTD = \$1892.65

LIBRARY FINANCES

(ATTACHED)

STAFF DEVELOPMENT

STATISTICS

Changes from June 2017 to June 2018

- Change in circulation % (member library average %) (for comparison, CEN -% AUD %)
- Change in door count: -10.0% (member library average -6.3%)
- Change in PAC statistics: -15.2% (member library average -12.4%)
- Change in WiFi: +25.9% (member library average +24.1%)

New Statistics:

- Reference questions answered in June = 292 (for comparison, Grand Island had 137 reference questions, and Elma had 379)
- Children's programs offered: 2 (6 last year)
- Attendance at children's programs: 27 (38 last year)
- Adult programs offered: 15 (14 last year)
- Attendance at adult programs: 200 (163 last year)
- Family programs offered: 0 (3 last year)
- Attendance at family programs: 0 (59 last year)

NEW BUSINESS

- University Express classes end in June until Fall semester.
- Mary Muscarella has accepted a position as the Library Director for the Town of Tonawanda Libraries, effective July 7th. Her resignation letter was submitted to the Board on June 20th.
- Tracy Wing has resigned to take a position as a Librarian I, part time at the Hamburg Library. Her last day at the City of Tonawanda Library will be July 5th.
- Summer Reading story times and special events begin in July.
- Summer Picnic will be held on Tuesday, August 14th, Kiwanis donated hot dogs and will grill them and In Jest will perform.
- Outreach planned for Gateway Food Truck Thursdays, Family Nights on June 28th, July 26th & August 23rd. I have spoken to Linda Foels, and the Library will have a table on those 3 nights. Michelle Hurley and I will staff the table, and have fun activities for kids as well as information about upcoming programs.
- Reevaluate Movie Matinee participation regarding continuation of program.
- Connor Wolbert promoted to Sr. page leaving a vacancy for the Page Position.
- Elizabeth Higgins will follow up regarding Citizens new trustee account and financial statement.

- \$10,000 Bullet Aid from Senator Jacobs has been spent as follows:
 - *Computer chairs (\$5024.35 including shipping cost) chairs have been received and are in use at the public computer stations
 - *Makerspace technology (\$393.75 for Bee-Bots; \$___ for iPads; \$___ for Osmo hardware & programs) makerspace items have been ordered and received, not all invoices have been received. Connor Wolbert did a demo for the children.
 - *Clear display cases with sleeve for CDs (\$2437.79) display cases have been ordered & received- will be changed over as time allows
 - *Enclosed bulletin boards for foyer (\$475.58) (received-have been installed)
 - *Computer for Karen (\$857.72) (received-has been installed)
 - *Door Counter for Side Entrance (\$1822)
- TOTAL COSTS =**

Motion made to approve the 2019 Budget by Bonnie Bugbee and seconded by Carole Sinclair. Unanimously approved.

Motion made to approve Contracts by Jay Holler and seconded by Cynthia Narloch. Unanimously approved.

Motion made for adjournment by Sharry Folmsbee and seconded by Bonnie Bugbee at 7:25 pm.

Respectfully Submitted,

Carole Sinclair