

## **MEETING OF THE TOWN OF TONAWANDA LIBRARY BOARD JANUARY 8<sup>th</sup>, 2019**

A regular meeting of the Board of Trustees of the Town of Tonawanda Public Library was held on Tuesday, January 8th, 2019 at the Kenmore Library, 160 Delaware Road, Kenmore, New York following due notice to trustees, official public notice to the Ken-Ton Bee and a posting in the Kenmore and Kenilworth Libraries.

The following Board members were present:

Annette Della Posta, Richard Geer, Sheila Ginnane and Nicole Pauly-Rejewski

Excused: Kathy Kanaley; Julie Miller; Stanley Pustulka

Also attending: Mary Muscarella, Library Director of the Town of Tonawanda Public Library – Kenmore and Kenilworth Branches.

### **ADOPTION OF MINUTES OF THE DECEMBER 11<sup>th</sup>, 2018 BOARD MEETING:**

- Motion made by Sheila Ginnane and seconded by Nicole Pauly Rejewski to accept minutes from December 11<sup>th</sup>, 2018. Motion passed and minutes approved.

### **APPROVAL OF BILLS:**

- List of bills to be paid distributed by Director Muscarella. Discussion and questions followed. Motion made by Sheila Ginnane and seconded by Annette Della Posta to approve payment of bills. Motion passed.
- Treasurer Pustulka will be asked to come to the library to sign checks when he is able.

### **REPORT OF THE TREASURER:**

- Treasurer Pustulka was not present at this meeting.

### **REPORT OF THE CHAIR:**

- Chair Geer noted the evaluation of Director Muscarella has been completed, probationary status has been lifted & Director Muscarella has been made permanent as Library Director II for the Town of Tonawanda Libraries.

**Monthly Report**  
**Prepared by Mary Muscarella**  
**Town of Tonawanda Libraries – Kenilworth & Kenmore Branches**  
**DECEMBER 2018**

**KENILWORTH**

**Statistics**

**Changes from December 2017 to December 2018**

- Circulation: +0.5% (contracting library average +0.9%)
- Visitor count: -3.1% (contracting library average +4.9%)
- PAC: +2.9% (contracting library average -0.8%)
- WiFi: -0.6% (contracting library average +28.9%)
- Number of programs: 11 (4 in December 2017)
- Attendance at programs: 66 (48 in December 2017)

**Changes from 2017 to 2018 full year**

- Circulation: +2.2%
- Visitor Count: +0.1%
- PAC: -0.9%
- WiFi: +22.9%

**In Library Programs:**

- NARCAN community training, presented by the Erie County Department of Health, was held on Monday, December 3<sup>rd</sup>. There were 10 participants.
- Graham Cracker Houses, presented by Explore & More Children's Museum, was held on Friday, December 7<sup>th</sup>. There were 8 adults and 14 children for a total of 22 participants.
- Books and Barks program, facilitated by **Librarian Amy Christman**, was held on Wednesday, December 12<sup>th</sup>. There were 2 adults and 3 children for a total of 5 participants.
- Book Club, facilitated by **Librarian Amy Christman**, was held on Wednesday, December 5<sup>th</sup>. There were 8 participants.
- Craft Club, facilitated by **Librarian Amy Christman**, was held on Friday, December 14<sup>th</sup>. There were 5 adults and 8 children for a total of 13 participants.
- Button Making was available on Wednesdays, December 5<sup>th</sup>, December 12<sup>th</sup>, December 19<sup>th</sup> & December 26<sup>th</sup>. There were 2 children who participated.

**Tutoring Sessions:**

There were 4 Adult and 13 Youth tutoring sessions for a total of 17 in December.

**Adult Technology Programs:**

\* 'Book-A-Technology-Trainer' cybertrain computer class was held on Monday, December 3<sup>rd</sup>. There was 1 participant.

\* Computer Coach, **volunteer Teresa Brancato**, was at the Kenilworth Branch on Thursdays, December 13<sup>th</sup> and December 27<sup>th</sup>. She assisted 1 patron.

**Tours/Outreach:**

'Ripen With Us' Daycare center visit, facilitated by **Librarian Amy Christman**, was on Thursday, December 6<sup>th</sup>. There were 5 children and 1 adult for a total of 6 participants.

**Displays:**

Display titled 'Get Ready for the Holidays' featured craft books and holiday cook books.

**Community Room Use:**

- Mental Health Peer Connection
- VA Caregiver Support Group
- Tonawanda Coke Soil Study

**Other:**

- A holiday card-making station was put out from December 11<sup>th</sup> - December 21<sup>st</sup> where patrons of all ages could make handmade greeting cards for friends and family.
- The Snow Day basket was raffled off this month. There were 110 entries. The winner was Mary Ann Szarvan.

**Materials Budgets:**

MAT = \$0

AV = \$0

Proceeds from candy bar sales December, 2018 = \$36

Proceeds from discarded materials sales December, 2018 = \$92.25

## KENMORE

### Statistics

#### Changes from December 2017 to December 2018

- Circulation: +12.8% (contracting library average +0.9%)
- Visitor Count: +5.5% (contracting library average +4.9%)
- PAC: +0.3% (contracting library average -0.8%)
- WiFi: +20.9% (contracting library average +28.9%)
- Number of programs: 24 (17 in December 2017)
- Attendance at programs: 349 (187 in December 2017)

#### Changes from 2017 to 2018 full year

- Circulation: -3.6%
- Visitor Count: -4.1%
- PAC: -9.4%
- WiFi: +13.1%

#### Town of Tonawanda Libraries 2018 (KNL & KNM combined)

#4 in circulation (#1-Amherst; #2-Cheektowaga; #3-Central)

#4 in total visits (#1-Amherst; #2-Central; #3-Cheektowaga)

#4 in PAC usage (#1-Central; #2-Cheektowaga; #3-Amherst)

#3 in WiFi usage (#1-Central; #2-Amherst)

#### In Library programs

- Crafter Day, facilitated by **Librarian Jill Jablonski**, was held on Saturday, December 1<sup>st</sup>. There were 10 adults and 18 children for a total of 28 participants.
- Kenmore Library News/KNL Zine meetings, facilitated by **Librarian Nicole Bermingham**, were held on Wednesdays, December 5<sup>th</sup>, December 12<sup>th</sup>, December 19<sup>th</sup> & December 26<sup>th</sup>. There were 2 adults and 30 children for a total of 32 participants.
- Books and Barks, facilitated by **Librarian Jill Jablonski**, was held on Saturday, December 8<sup>th</sup>. There were 3 adults and 5 children for a total of 8 participants.
- LEGO Club, facilitated by **Librarian Joe Patton**, was held on Saturday, December 15<sup>th</sup>. There were 10 adults and 17 children for a total of 27 participants.
- Adult Journal Group, facilitated by **Librarian Amy Christman**, was held on Tuesday, December 4<sup>th</sup>. There were 8 participants.

- Knit/Crochet group, facilitated by **Librarian Jill Jablonski**, was held on Mondays, December 3<sup>rd</sup>, December 10<sup>th</sup>, December 17<sup>th</sup> & December 31<sup>st</sup>. There were 23 participants.
- Town of Tonawanda Coalition Community Resource HUB was held on Thursday, December 20<sup>th</sup> from 12-3pm. There were 7 service providers and 8 attendees.
- Button Making was available on Tuesdays, December 4<sup>th</sup>, December 11<sup>th</sup> & December 18<sup>th</sup>. There were 16 adults and 31 children for a total of 47 participants.
- Book Club, facilitated by **Library Director Mary Muscarella**, met on Wednesday, December 5<sup>th</sup> to discuss the book 'Elsewhere' by Gabrielle Zevin. There were 6 attendees.
- Performance of 'A Christmas Carol' was presented by Mike Randall (dressed as Charles Dickens) on Tuesday, December 18<sup>th</sup>. There were 39 adults and 5 children for a total of 44 attendees.
- Graham Cracker House construction was presented by Explore & More Children's Museum on Thursday, December 6<sup>th</sup> and on Sunday December 16<sup>th</sup>. There were 35 adults and 46 children for a total of 81 attendees.

#### **Tutoring:**

- There were 7 tutoring sessions for adults and 9 sessions for children for a total of 16 sessions at the Kenmore library in November.

#### **Adult Technology programs/Assistance:**

- Computer Coach **volunteer Matthew Gates** was at the library on Wednesdays, December 5<sup>th</sup>, December 12<sup>th</sup>, December 19<sup>th</sup> & December 26<sup>th</sup>. He assisted a total of 4 patrons.
- Computer Coach **volunteer Partho Bhattacharya** was at the library Tuesday, December 4<sup>th</sup>. He assisted a total of 4 patrons.
- Resume Helper **volunteer Lynda Vandermeer** was at the library on Thursdays, December 6<sup>th</sup>, December 13<sup>th</sup>, December 20<sup>th</sup> & December 27<sup>th</sup>. She assisted 1 patron.
- 'Book-A-Technology-Trainer' cybertrain program was held on Tuesday, December 4<sup>th</sup>. There were 2 participants.

#### **Tours/Outreach:**

- **Librarian Nicole Brown** visited Brookdale Senior Living facility on Monday, December 17<sup>th</sup> 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, December 3<sup>rd</sup>. There were 12 participants.

**Displays:**

- A display called “Homemade Holidays” featured books on cooking and crafting for the holidays.
- To highlight the “Grinch” side of the holidays, a display was put up of books and movies that feature grumpy characters.
- The children’s area had a book display called ‘Hungry for the Holidays?’ featuring children’s picture books, readers, and fiction about food.

**Other:**

- A holiday card-making station was put out from December 15<sup>th</sup> – 23<sup>rd</sup> where patrons of all ages could make handmade greeting cards for friends and family.
- The winter ‘Snow Day’ basket was raffled off this month. There were 393 entries and the winner was Derry Moore.

**Community Room Use:**

The community room was used for 25 meetings for the following groups in December:

Peer Support Group; Mental Health Group; Home School Group; Bloom Girls; UB EOC; Town of Tonawanda Public Library Board Meeting; Fibromyalgia Support Group; Opera Buffs of WNY; Pencrafters; Eclectic Book Club; Knitters; Betty Carr book group; Tonawanda Republican Committee; AARP

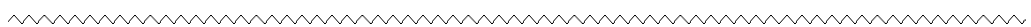
**Materials Budgets:**

MAT = \$0

AV = \$0

Proceeds from candy bar sales for December, 2018 = \$124

Proceeds from discarded materials sale for December, 2018 = \$185.15



### **Meetings/Conferences/Trainings/Presentations:**

- Librarian's meeting on Tuesday, December 4<sup>th</sup> was attended by **Nicole Bermingham, Nicole Brown, Amy Christman, Mary Muscarella and Jill Jablonski.**
- Manager-Director meeting held at Central Library on Wednesday, December 12<sup>th</sup> was attended by **Library Director Mary Muscarella and Library Manager Nicole Bermingham.**
- Mental Health Literacy Workshop was attended by **Librarian Nicole Brown** on Friday, December 7<sup>th</sup>.
- A Youth Services Group meeting was held at the Central library on December 5<sup>th</sup>, and was attended by **Library Manager Nicole Bermingham and Librarian Jill Jablonski.**
- A Battle of the Books Title selection committee meeting was held on December 18<sup>th</sup>, and was attended by **Librarian Nicole Brown.**
- A seminar titled 'Working with Individuals Affected by Homelessness' was attended by **Librarian Jill Jablonski** on December 20<sup>th</sup> at the Central Library.
- Springshare training (new online calendar system) was attended by **Library Director Mary Muscarella, Library Manager Nicole Bermingham, Librarian Nicole Brown, and Librarian Jill Jablonski.**

### **Correspondence:**

- Letter from Community Foundation for Greater Buffalo, with enclosed donation of \$200 from the Perelandra Fund. Thank you letter was sent.
- Card from Marie & Jay Novello of Wake Forest, NC, with enclosed donation of \$100 in honor of their sister, Diane Kirchberger (a resident of Kenmore). Thank you letters were sent.
- Letter from Fidelity Charitable with enclosed donation of \$250 from Kenmore resident, Andrew Cohn. A thank you letter was sent.

### **NEW BUSINESS:**

- Election of Officers for Board – *this was postponed due to having 3 Board members unable to attend this meeting. Election of Officers will be at February 12<sup>th</sup>, 2019 Board meeting.*
- Any names for potential new Board members? *None have been submitted.*
- Review 'Display Case/Exhibit Space Rules of Use' and application form (sent via email to Trustees on 1/2/19)  
*Trustee Della Posta believes that there is a newer version of the Display Case policy and will forward to Director Muscarella when located. Review of policy is postponed.*

- Probationary evaluation of Director (Part C)  
*Evaluation was completed & signed by Chair Geer, will be submitted to the HR Department of the Central Library.*
- Quotes re: re-stretching carpet in Kenmore Community Room. I called 3 different companies (Carpet Factory Outlet, Kenny Carpets & Custom Carpet Center) to ask for a quote – they all referred me to Mike Dewey, who is the same person who already gave us a quote of \$450. These carpet companies do not handle repairs themselves, they all seem to contract out to this individual.  
*Motion made to approve carpet repairs (not to exceed \$500) Motion made by Annette Della Posta and seconded by Sheila Ginnane. Motion approved.*
- Request to have water coolers in both Kenilworth & Kenmore Libraries.  
*Discussion took place and it was determined that Director Muscarella will look into the cost of having water coolers at both branches.*
- New 'Library Construction/Expansion Policy' from Central Board – highlight changes/additions (attached)  
*Director Muscarella briefly pointed out the changes that were made to this policy by the Central Library Board. Policy will be evaluated in more detail as needed.*
- Have all Board members sign an updated 'Conflict of Interest' certification.  
*All four Board members in attendance submitted signed 'Conflict of Interest' forms for 2019. These will be kept on file with Director Muscarella.*
- Set dates for Board meetings in 2019: January 8<sup>th</sup>, February 12<sup>th</sup>, March 12<sup>th</sup>, April 9<sup>th</sup>, May 14<sup>th</sup>, June 11<sup>th</sup>, July 9<sup>th</sup>, August 13<sup>th</sup>, September 10<sup>th</sup>, October 8<sup>th</sup>, November 12<sup>th</sup> and December 10<sup>th</sup>.  
*Motion made to accept schedule of Board meeting for 2019. Motion made by Annette Della Posta and seconded by Sheila Ginnane. Motion approved.*

**PUBLIC COMMENT:**

- None

**ADJOURNMENT:**

- Motion made by Annette Della Posta and seconded by Sheila Ginnane to adjourn. Meeting adjourned at 8:10 pm.

**THE NEXT MEETING OF THE TOWN OF TONAWANDA PUBLIC LIBRARY BOARD OF TRUSTEES WILL BE HELD AT THE KENMORE LIBRARY ON FEBRUARY 12<sup>th</sup>, 2019 AT 7PM.**

Respectfully Submitted,  
Mary Muscarella, Library Director