

BOARD OF TRUSTEE – CITY OF TONAWANDA LIBRARY

Minutes of October 19, 2015 6:30 pm

In attendance: Jay, Bonnie, Sue, Sylvia, Kathy and Glenn

Bonnie called the meeting order at 6:30pm

Minutes from July were read and approved by all.

LIBRARY FINANCES

Attached

BUILDING & GROUNDS

Mary McKee and Phylis Opera were the adult artists and Julianna Sukel remained the children's artist for the month of September.

We still need to reinforce the book drop in the back, to prevent overextension which leaves it open.

SmartEdge/Grantwork – all the work has been completed except minor electronic touch ups for controls and weatherizing an old exhaust fan on the roof. Controls training will take place this coming Wednesday (10-21-15) John has completed installing new grid for the stage ceiling where the new HVAC unit was installed. Ceiling tiles will be purchased to complete the ceilings in both the meeting room area and the closet off the staff workroom. Glenn will begin the paperwork process to close out both grants.

John has completed power washing the exterior concrete building panels. An attempt will be made to clean the few rust stains with Muriatic Acid. He also filled a crack in the panel containing the outside name letters with silicone and painted the letters with a fresh coat of black.

A meeting is scheduled for Oct 20th (Tues) with TonSchool Art Director Liz Randell for starting a new program that will feature specific student artwork at the library throughout the year.

Coordination continues with the Historical Society regarding the next photo exhibit. The start date is scheduled for some time around early January.

John has installed new soap dispensers in the ADA restroom, staff restroo, and kitchenette area. Now all in-house soap dispensers can be refilled with supply soap from Central. John also repositioned the paper dispenser in the ADA restroom to a better ergonomic position.

Central has confirmed that we will be getting a new snow thrower with system funding. Glenn has also submitted a request to replace our push lawn mower and string trimmer using funds from our maintenance budget. John has been using his trimmer since August.

FRIENDS OF THE LIBRARY

Next meeting confirmed for the 27th of October, Discussion of moving the book sale up to allow for an early start to children's programming in the new year.

The meeting of the 29 of Sept had 12 people in attendance and the program had 18 attending.

Central CFO Ken Stone met with several Friends members to discuss the structure/finances of Friends Group.

Bake sale will be held on Election Day November 3rd.

STAFF

Senior Pages Chelsea Kerwin and Alyssa Murcin have developed a new STEAM based program for children ages 5 – 10 yrs. called Imagination Station. This will supplement the same age that currently does Lego Club but who are not

interested in legos. They are also planning on re-inventing movie night starting in December (maybe – Polar Express)

DIRECTORS NOTES

System Director Mary Jean will be contacting Assemblyman Schimmingers office to find out when the funding awarded to libraries will be made available. The TON library was awarded \$6,000.00 towards the replacement of our service desk/upgrade of service desk area. Glenn is looking to put this towards a NYS construction grant in 2016.

CFO Ken Stone met with Board members Bonnie Bugbee, Sylvia Barry , Kathy Reitz, Sue Tirone and Glenn at the TON library to discuss the recent Cheektowaga audit and the need for Procurement and Investment policies for every library. Our Board went over these and agreed with most, Glenn to talk to Central in regard to a few questions.

Eric Tower, Community Coordinator for the Dept of Social Services has forwarded a Cooperative Agreement to be filled out between the City of Tonawanda Library and The DSS. Again, the Board thought this a good idea, but had some questions that Glenn will address with Eric.

Janet Holler Memorial Book Purchase. Glenn to look into some books on Writing And coordinate with Jay Holler on the final purchase.

OLD BUSINESS

NEW BUSINESS

PROGRAM STATISTICS (AUG):

Lego Club – 3 sessions – 70 patrons
Knitting Club – 4 Sessions - 50 patrons
Baptist School Tour – 10 patrons
Computer Training – 1 Session – 5 patrons
Pre-School Story Hour, 3 sessions, 24 patrons
Toddler Time, 4 sessions, 69 patrons
Book Babies, 1 sessions, 36 patrons
Swift Water Book Club – 18 patrons

Friends Program – Shroud of Turin – 18 patrons
Durham Temporary Services – 3 patrons

CIRCULATION STATISTICS

Total Circ. 8,738 (Sept 2015), 9,875(Sept 2014) Down 11.5%

Hi – 605, Lo – 202; Avg. (20 days) 437 (2015)

Next Meeting – November 16th, 2015

Meeting was adjourned at 7:20 pm by Bonnie, 2nd by Jay

Respectfully Submitted

Kathleen A Reitz