



City of Tonawanda Library
February 13th, 2017 Library Board Meeting Minutes

In attendance: Bonnie Bugbee, Jay Holler, Sharene Folmsbee, Cindy Narloch & Carole Sinclair

Also: Mary Muscarella, Library Director

*Meeting was called to order at 6:35pm by Bonnie Bugbee
Motion made to approve minutes of January 9th, 2017 Board meeting by Jay Holler,
seconded by Cindy Narloch. Unanimously approved.*

*Election of officers for 2017:
Bonnie Bugbee, President
Jay Holler, Treasurer
Carole Sinclair, Secretary
Unanimously approved.*

MONTHLY REPORT:

In Library Programs:

- Lego Club was held on Tuesday, January 3rd, Saturday, January 7th and Tuesday, January 31st. There were a total of 34 participants.
- Preschool Story Time on Mondays, January 9th, January 23rd & January 30th. There were a total of 24 attendees.
- Family Story Time was held on Mondays, January 9th, January 23rd & January 30th. There were a total of 53 attendees.
- Toddler Time was held on Tuesdays, January 10th, January 17th, January 24th & January 31st. There were a total of 106 attendees.
- Book Babies was held on Thursdays, January 12th, January 19th & January 26th. There were a total of 74 attendees.
- Adult Coloring program was held on Thursdays, January 12th & January 26th. There were 38 participants.
- Movie Matinee on Friday, January 20th (Sully) had 9 attendees.
- 'PAWS' to Read was held on Tuesday, January 10th. There were 2 participants.
- Beach Party Bash was held on Saturday, January 14th. There were a total of 27 attendees.

Adult Technology Programs:

- 'Book a Technology Trainer' was held on Thursday, January 12th. There were 3 participants.

Outreach :**Displays:****Partnerships:**

- Erie County Department of Social Services intern was reassigned by UB to another location and will not be here for the remainder of this semester. Unfortunately, we were not informed of this until after February schedule had been sent to print publications.
- Durham Staffing was at the library on Tuesdays, January 3rd, January 17th & January 31st.
- Ravel Rousers knitting club met at the library on Fridays, January 6th, January 13th, January 20th & January 27th.

Correspondence:

- Letter from the Board to the Friends of the Library thanking them for their ongoing support of the library.

FUNDING

- 2017 MAT and AV budgets were published on January 16th:
 - MAT = \$3210
 - AV = \$2332
 - SER = \$2983

Campaign Name	Dates	Amount Deposited
Candy bars	1/1 through 1/31/17	\$178
Ongoing book sale	1/1 through 1/31/17	\$398.60

LIBRARY FINANCES

(ATTACHED)

STAFF DEVELOPMENT

- Mary Muscarella attended the Manager/Director meeting at Central on Wednesday, January 11th.

STATISTICS

Changes from January 2016 to January 2017

- Change in circulation: +14.4% (member library average -5.0%)
- Change in door count: +20.5% (member library average 0%)
- Change in PAC statistics: +4.5% (member library average -3.2%)
- Change in WiFi: +221.3% (member library average +119.7%)

New Statistics:

- Reference questions answered: **472** (for comparison, Kenilworth Library had 187 reference questions, Grand Island had 230 reference questions, West Seneca had 266 reference questions, and JBR had 273 reference questions in the month of January)
- Children's programs offered: 17 (8 last year)
- Attendance at children's programs: 293 (133 last year)
- Adult programs offered: 11 (4 last year)
- Attendance at adult programs: 101 (60 last year)
- Family programs offered: 1 (1 last year)
- Attendance at family programs: 27 (51 last year)

NEW BUSINESS

- University Express classes have been scheduled for April, May & June. A total of 9 classes will be held here, either on Tuesday or Thursday @ 1pm. (schedule attached) Finalized schedule for the program has been sent to be printed.
- Report from ACT Trustee Workshop held at Central on Saturday, February 11th.
- Bank signatures need to be updated: signatures on M&T Bank accounts (savings & checking) include Jay Holler, Mary Muscarella & Susan Tirone; signatures on Citizens Bank account include Kathy Reitz, Don Barry & Jay Holler
- *Signatures on accounts to be changed as follows:*
 - *M&T Bank - delete Sue Tirone & add Carole Sinclair*
 - *Citizens Bank - delete Kathy Reitz & Don Barry, add Sharry Folmsbee & Cindy Narloch.*
 - *Motion made by Bonnie Bugsbee to update signatures and seconded by Carole Sinclair. Unanimously approved.*

- Update Board of Trustees contact information

Motion for adjournment made by Sharry Folmsbee, seconded by Jay Holler.

Meeting adjourned at 7:45pm.

Respectfully Submitted,

Carole Sinclair, Secretary