



City of Tonawanda Library
July 13th, 2020 Library Board Meeting Minutes
Meeting held virtually via Zoom

In attendance: Karen Bordonaro, Gayle Brown, Bonnie Bugbee, Jay Holler, & Library Director John Gaff

Meeting called to order at 6:35 PM by Karen Bordonaro.

Motion made to approve June Minutes by Jay Holler and seconded by Gayle Brown. Unanimously approved.

Financial report given by Library Director John Gaff.

Monthly report given by Director Gaff including the following:

FUNDING

- o 2020 MAT, SER and AV budgets:
 MAT = \$4,051 (minus \$935 spent to date) = \$3,116
 AV = \$1,421 (minus \$106 spent to date) = \$1,315
 SER = \$3,685 (minus \$3,685 paid to date) = \$0.00
 PBKSO = \$168 (minus \$38 paid to date) = \$130

| | | |
|----------------|--------|---------------|
| Campaign Name: | Dates: | Total Amount: |
|----------------|--------|---------------|

| | | |
|---|------------|---------------------------|
| Candy bars | 6/1 - 6/30 | \$24.00 YTD = \$371.00 |
| Ongoing book sale; Operated by the Friends of the City of Tonawanda Library | 6/1 - 6/30 | \$0.00 YTD = \$871.19 |

PUBLIC SERVICES REPORT - JUNE

The library opened for curbside pickup on Monday, June 8th. Curbside pickup was offered for two weeks for a total of 16 hours per week. In total, the library completed 90 orders for materials.

On Monday, June 22nd, the Library reopened to the public. Measures in place to ensure safety include the removal of furniture to allow for social distancing, an increase in the amount of hand sanitizer, plexi-glass shields on service counters, and a number of other changes. The Library operated 30 open hours per week, as opposed to the 49 hours typically open.

Statistics:

June 2020

- Total Circulation: 2,154
- Door Counts: 1,436
- Public Access Computer Sessions: 104
- WiFi Logins: 182
- Program Attendance: 0 (No programs were offered)

OLD BUSINESS

- N/A

NEW BUSINESS

- Incident Report Review
- Library Contract
- Budget Preparation
- Hours of Operation
- Book Sale

Library Director John Gaff discussed the recent incident at the Library which occurred on June 29th. The incident report and narrative were reviewed by the Board and will be submitted to both the Library System and relevant City of Tonawanda departments.

The yearly contract made between the Buffalo & Erie County Public Library and the City of Tonawanda Public Library was reviewed by the Board of Trustees. Discussion ensued. A motion was made to approve and sign the contract by Jay Holler. Seconded by Gayle Brown. Unanimously approved. Board President Karen Bordonaro will sign the contracts the following day and one copy will be sent to the Library system.

Library Director Gaff and the Board of Trustees reviewed budget preparation documents for the upcoming 2021 year. Director Gaff, in conjunction with the Board and Staff will prepare for various budget scenarios and submit the document to the Library System for review.

Director Gaff reviewed the Library's current hours of operation. Reduced hours will continue at the Director's discretion in an effort to reduce operating costs.

Director Gaff reviewed a suggestion to hold outdoor book sales beginning in August with assistance from the Friends of the City of Tonawanda Library. He will work with the Friends to determine the best way to do so.

Motion to adjourn by Gayle Brown and seconded by Bonnie Bugbee.

Meeting adjourned at 7:17 PM.

Respectfully submitted,

John Gaff