

BOARD OF TRUSTEE – CITY OF TONAWANDA LIBRARY

Minutes of April 14, 2014 6:30 pm

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

Bonnie called the meeting order at 6:40pm

Minutes from March were read and moved to accept by Sue and

Seconded by Sylvia. All approved.

LIBRARY FINANCES

Attached

BUILDING & GROUNDS

Grant – Smart Edge came in to document the location of all the control Valves so an accurate estimate can be obtained from the abatement Contractors.

Smart Edge came out for an emergency call regarding the boiler. The ceramic Heat shield surrounding the combustion chamber broke apart exposing the Outer shell to damaging heat. Control wires to the boiler were damaged in the Process. The techs were able to patch up the shield and wires temporarily. They will further service the unit after the heating season.

FRIENDS OF THE LIBRARY

Received the newly framed library certificates. It turned out beautifully.

STAFF

Performance reviews : Central is creating new performance forms that will Require input from the employee before evaluation is finalized.

Sexual Harassment Training - This is a mandatory program

DIRECTORS NOTES

The State report, Financial report, Comptroller report, NYS Tax File and the 990 Report should all be done by the end of the month.

The Boys and Girls Club of the North Towns are having an event at the library
On Wednesday May 7 from 6-8 pm

OLD BUSINESS

Bonnie will be working with the Historical society on the 50th Building Anniversary. The committee will be pursuing the April 2015 target date

NEW BUSINESS

Amazon Smile Account - Discussion in regard to bank account info being Given. As Central and a few of the other libraries are doing this, it was voted To go ahead and start an account. The library will see .5% of customer sales Who designate the City of Tonawanda Library at the time of their purchase.

Staff Appreciation Day is on April 15, 2014. Bonnie will get Tim Horton gift cards To give to the Staff

PROGRAM STATISTICS:

Lego Club – 2 sessions, 58 patrons

Computer Training - 1 sessions, 3 patrons

Toddler Time – 9 sessions, 135 patrons

PreSchool Storyhour, 4 sessions, 45 patrons

Knitting Club – 4 sessions, 38 patrons

Literacy Night @ Fletcher, 76 people

Author Isaiah Rashad met at length with two people discussing
His book Battlefield Business

CubScourts Tour of the Library, 14 patrons

Swiftwarter Book Club, 13 patrons

CIRCULATION STATISTICS

Total Circulation – 10,497 (March 2014)

10,961 (March 2013) down 4.2%

Hi – 689 (Check out of all material)

Low – 336

Avg (22 days)

477 (2014)

Next Meeting – May 12th, 2014

Meeting was adjourned at 7:37pm by Bonnie, 2nd by Sue

Bonnie, Sylvia, Sue and Kathy went into the other room

To work on Glenn's performance review, Bonnie will discuss

With Glenn before the next meeting.

Respectfully Submitted

Kathleen A Reitz