

# ***Cheektowaga Public Library***

## ***-----Board of Trustees-----***

### ***Julia Boyer Reinstein Library***

*Administration Office  
1030 Losson Road  
Cheektowaga, NY 14227*

At a regular meeting of the Library Board of Trustees of the Town of Cheektowaga, Erie Co. NY, held at the Julia Boyer Reinstein Library, 1030 Losson Road, in said town, on Wednesday, November 15, 2017 at 4:00 p.m., there were:

#### ***Trustees:***

***Mark E. Weber***  
*Chairman*

***PRESENT:***     *Mark E. Weber, Chairman  
Judith M. Mietlicki, Vice-Chairman  
Angela M. Yates, Secretary-Treasurer  
Christine Cywinski, Trustee*

***Judith M. Mietlicki***  
*Vice-Chairman*

***EXCUSED:***     *Deborah E. Cope, Trustee*

***Angela M. Yates***  
*Secretary-Treasurer*

***ALSO***           *Glenn Luba, Director*  
***PRESENT***       *Jill Ptak, Recording Secy.*

***Deborah E. Cope***  
*Trustee*

***Christine Cywinski***  
*Trustee*

*On a motion by Chairman, Mark E. Weber  
second by Vice-Chairman, Judith M. Mietlicki at  
4:05 pm meeting was called to order.*

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The minutes of the last regularly scheduled meeting, October 18, 2017 were approved unanimously under motion duly made and carried.

***Glenn Luba***  
*Director*

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***Item#01: Treasurer's Report:*** The Board of Trustees' bank statement was presented. The Cheektowaga Library's spending is in line with and on target for the 4th quarter of the current year. On a motion by Chairman, Mark E. Weber second by Vice-Chairman, Judith M. Mietlicki to accept treasurer's report. Unanimously approved under motion duly made and carried.

***Item#02: Statistics:*** Circulation at JBR and REI for September was as follows:

***October 2017***  
**JBR** -7%       **REI** -13 %

\*\*At both locations circulation is down. There is work in progress by staff to weed, organize, and display the collections in a more appealing way.

**OLD BUSINESS**

***Item #03: Construction Grant:*** Town Engineer Paul Piwowarski is working on an RFP for the mechanical system grant project.

***Item #04: JBR Roof Grant Update:*** Neth and Son was awarded the roofing contract after the conclusion of the bid process. Mike Kominiarek from Neth and Son met with Town Engineer Paul Piwowarski and Director Glenn Luba to discuss project logistics and a changed scope of work due to a second grant that will impact the roofing project. It was determined that the best course of action would be to put the roof project on hold until after the mechanical work impacting the roof is completed.

***Item #05: Exterior Building Lights Update:*** Currently awaiting to meet with the new Town electrician to move forward on this project. No action was taken.

***Item #06: Glass wall project:*** Still in legal talks on the financial signing off on this project. No action was taken.

***Item #07: Ongoing Policy Reviews:*** This is an on-going project. No action was taken.

**NEW BUSINESS**

***Item #09: Personnel Updates:*** Director Glenn Luba discussed some changes in for one part time childrens librarian and began interviews for the open position at the Harlem location.

***Item #10: ACT Meeting:*** The ACT meeting held on October 4, 2017 at the Hamburg Library was attended by board members Christine Cywinski and Angela Yates. Some key points of the meeting were how to gain community partnerships with your library, and how to create different events to bring people into your library.

***Item #11: NY State Survey:*** All directors and trustees should have received an email containing the NY State Survey that must be individually completed and submitted.

There was no further business and under a motion duly made and carried, the meeting was adjourned at 4:50 pm.

The next regularly scheduled meeting will be held on January 10, 2018 at the Julia Boyer Reinstein Library, 1030 Losson Rd., Cheektowaga, NY at 4:00 pm. This meeting will be the Annual Officers Meeting, and we will also solidify the meeting schedule for 2018.

Respectfully submitted:  
Jill Ptak, Recording Secretary