

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 Anna M. Reinstein Memorial Library, 2580 Harlem Rd. in said town, on Wednesday, May 15, 2019 at 4:00 p.m., there were

Trustees:

Mark E. Weber
Chairman

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

Judith M. Mietlicki
Vice-Chairman

EXCUSED: *Deborah E. Cope, Trustee
Judith M. Mietlicki, Vice-Chairman*

Angela M. Yates
Secretary-Treasurer

ALSO present: *Glenn Luba, Director
Jill Ptak Recording Secretary*

Deborah E. Cope
Trustee

Christine Cywinski
Trustee

*On a motion by Chairman, Mark E. Weber
second by Christine Cywinski, Trustee at
3:58 pm meeting was called to order.*

Glenn Luba
Director

The minutes of the last regularly scheduled meeting on April 17, 2019 were approved unanimously under motion duly made and carried.

Item #01: Treasurer's Report: The Board of Trustees' bank statement has not been received at the Library since the beginning of the year, Chairman Mark E. Weber and/or Secretary/Treasurer Angela M. Yates will inquire about this at the bank. The Cheektowaga Library's spending is in line with and on target for the 2nd quarter of the current year. On a motion by Chairman, Mark E. Weber and second by Trustee Christine Cywinski to accept treasurer's report. Unanimously approved under motion duly made and carried.

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

April 2019
JBR -21% **REI** -8%

***Director Glenn Luba suggested in the interest of going “green”, that our Board members view the Board Minutes electronically from now on unless otherwise requested. Chairman Mark E. Weber made a motion to vote on viewing Board Minutes electronically going forward, seconded by Trustee Christine Cywinski: (3 ayes, 0 noes, and 2 absent)

Item #03: Correspondence: Director Glenn Luba sent out letters to Assemblywoman Monica Wallace and Senator Timothy Kennedy requesting available aid monies to help with construction projects at both Cheektowaga libraries.

Director Glenn Luba, System Director Mary Jean Jakubowski, and City of Buffalo Branches Manager Linda Rizzo met with newly elected Timothy Meyers the 7th District seat in the Erie County Legislature, to enlighten him about library services and, to discuss the needs and concerns of our unique library system.

NEW BUSINESS

Item #04: Staff: Director Glenn Luba concluded interviews for the available Librarian II position. Chelsey Lonberger from the Lakeshore Library accepted the position and will be starting on Tuesday May 28, 2019. Two Library Tech Clerk positions have been temporarily filled, one at each location. Regarding a security guard at REI, Director Glenn Luba has reached out to seven firms and is awaiting final information before moving forward with one firm over the others.

Item #05: East Aurora ACT Meeting: The ACT meeting at EAU featured the safety in libraries, along with the Rules of Conduct being readily available for patrons to see. NARCAN training is readily available for people to take, but based on legal reasons, Central Library has opted out of having a trained staff member on duty. A powerpoint presentation of the full meeting is available to view on the Trustee website.

Item #06: Tour of REI: At the conclusion of today’s meeting, Director Glenn Luba offered the Trustee’s a tour of Reinstein library to showcase changes made and to inform of changes to come.

Item #07: Extra Door at JBR: The new ADA door at JBR is not wide enough for the caretaker to move specialized equipment in and out of the library. The town is securing three estimates to replace an existing window frame unit with a non-patron use door.

OLD BUSINESS

Item #08: Current Construction Grants: Director Glenn Luba is working with Grantwriter Sue Barnes and Town Engineer Paul Piwowski on final invoicing paperwork needed to close out the second grant. All work has been completed.

Item #09: Lighting Project: A refund check was issued to JBR from National Grid for recently installed LED lighting. The refund money will be invested back into more light upgrades. The parking lot lights are flickering at both locations. When the caretakers can get the proper equipment from the town, they will fix them.

Item #10: Parking Lot/Irrigation (Summer 2019): Work starts next week on the irrigation/drainage of the parking lot. Then in 2 weeks the lot will be re-surfaced. This does not include the re-striping. Our caretaker will do that job.

Item #11: Security: Director Glenn Luba is in the process of getting estimates from three firms to hire a part time security guard at REI.

Item #12: M&T Credit Card: Work in progress.

Under a motion duly made and carried, the meeting was adjourned at 4:54 pm.

The next regularly scheduled meeting will be held on June 19, 2019 at the Julia Boyer Reinstein Library, 1030 Losson Rd, Cheektowaga, NY at 4:00 pm.

Respectfully submitted:
Jill Ptak, Recording Secretary