

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, January 04, 2017 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, Trustee*

DEBORAH E. COPE

Vice-Chairman

EXCUSED:

Deborah E. Cope, Vice-Chairman

ANGELA M. YATES

Secretary-Treasurer

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

JUDITH M. MIETLICKI

Trustee

CHRISTINE CYWINSKI

Trustee

*The meeting was called to order by Chairman
Mark E. Weber at 4:01 pm
Seconded by Judith M. Mietlicki.*

The minutes of the last regularly scheduled meeting, January 04, 2017 were approved unanimously under motion duly made and carried.

Glenn Luba

Director

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 1st quarter of the current year. The treasurer's report has been accepted.

Item#02: Statistics Circulation at JBR and REI for February is down compared to the same time last year.

February 2017

JBR -9.7 % REI -8.9 %

OLD BUSINESS

Item #03: Security Cameras: This project is under continued consideration to evaluate the extent of need and ultimately attach to a larger construction grant project.

Item #04: JBR Roof: The Town is currently working on securing estimates to move forward on this project.

Item #05: Policy reviews: All policies are reviewed as needed.

Item #06: Security Meeting with Town Police: Board Chairman Mark E. Weber, Director Glenn Luba, and Reinstein Branch Manager Barbara Stanley, attended a meeting with Town Police to discuss security issues within our libraries. The Police Officer said our staff should not hesitate to call them when a situation feels uncomfortable, they will respond in a timely manner.

Item #07: JBR/REI Phone System: MVP Networking Consultants have revised the operational commands of our phone system at both locations in an attempt to achieve a better customer experience.

Item #08: JBR HVAC system The mechanical system supplying comfort air for JBR has been very problematic over the years with respect to air noise/distribution drafts, humidity, temperature control, and mechanical breakdowns. The system for the main area currently has one compressor of four that is non-functional. Director Glenn Luba would like to get together with the Town Engineer to discuss possible solutions.

Item #09: REI ADA concrete work: During a periodic building review, Director Glenn noticed that the concrete pathway from the parking area to our main entry doors to the library are in an unacceptable condition from a safety perspective. He will be addressing this with the town engineer.

Item#10: REI Archive Request Director Glenn Luba worked alongside Amy Pickard and the staff of the Rare Book Room at the Buffalo & Erie County Public Library to put together a series of pictures of the archived materials housed at the Reinstein Memorial Library. The pictures were then sent to the National Jewish History Museum in Philadelphia PA.

NEW BUSINESS

Item #11: Staff Incident Report A staff member at the Reinstein Memorial Library fell in the parking lot while leaving work in the evening. A library patron called 9-1-1. When emergency help arrived it was reported that the staff member had various injuries being investigated or treated.

Item #12: Exterior Building Lights New LED lights were ordered to replace current exterior lighting for both library locations. They will be installed by the town electrician as time and weather permit. During this procedure to identify current exterior lighting, it has been noted that many areas, especially at the Harlem Road location, are lacking in adequate lighting for safety/security reasons. This will be discussed with the town engineer.

Item #13: Officer Elections: The election of officer titles was voted upon with results as follows...

Mark E. Weber	Chairman
Judith M. Mietlicki	Vice-Chairman
Angela M. Yates	Secretary-Treasurer
Christine Cywinski	Trustee
Deborah E. Cope	Trustee

It has been approved unanimously under motion duly made and carried.

Item #14: Board Meeting Schedule The Board will meet every 3rd Wednesday of the month unless otherwise specified. The meetings in May and September will be held at the Reinstein Memorial Library. It has been approved unanimously under motion duly made and carried.

There was no further business and under a motion duly made and carried, the meeting was adjourned at 4:56 pm.

The next regularly scheduled meeting will be held on March 15, 2017 at the Julia Boyer Reinstein Library, 1030 Losson Rd., Cheektowaga, NY at 4:00 pm.

Respectfully submitted:

Jill Ptak, Recording Secretary
