

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 Rd. in said town, on Wednesday, November 28, 2018 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: *Judith M. Mietlicki, Vice-Chairman
Deborah E. Cope, Trustee*

Angela M. Yates
Secretary-Treasurer

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

Deborah E. Cope
Trustee

Christine Cywinski
Trustee

*On a motion by Chairman, Mark E. Weber
second by Christine Cywinski, Trustee at
4:00 pm meeting was called to order.*

Glenn Luba
Director

The minutes of the last regularly scheduled meeting, October 17, 2018 were unanimously approved under motion duly made and carried.

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 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 September was as follows:

October 2018

JBR -6.91% **REI** -3.1%

NEW BUSINESS

Item #03: Nov ACT Meeting/Trustee Handbooks: At the ACT meeting held on Nov 17th at the West Seneca Library there was a panel of library employees that have already gone through the audit process at their library. A consistent point that was made was that better accounting and finance records need to be taken going forward and that debits and credits need to be reviewed and ultimately approved by the Board of Trustees. It was also discussed that at ELM and AUD they circulate button makers, GoPro cameras, and gaming system games.

Item #04: State Standards: Mary Jean Jakubowski, Director of the Central Library, has informed the BECPL System of new State standards and the impact on our local libraries. One of the standards identifies Trustee training. The ACT Meetings might constitute as time towards that requirement, more follow-up is needed from the State to confirm.

Item #05: 2019 Holiday Dates/Trustee Meetings: The schedule for time closed at both JBR & REI for 2019 holidays was proposed as the day of the holiday closed and the eve of the holiday closed (Christmas and New Year only). On a motion to vote on Chairman, Mark E. Weber and second by Secretary-Treasurer, Angela M. Yates to accept the schedule: 3 ayes 0 noes 2 absent

Item #06: REI Locks: One delivery key was lost for REI's building. To ensure safety, all of the locks are being replaced, excluding the bathrooms, and set-up so that staff keys only operate two staff entry doors. Suburban Lock & Key Service will be in to complete that job. This project will be paid out of county money.

Item #07: Meeting Room Policy: A new Meeting Room Policy was drafted and presented to the Board. Chairman Mark E. Weber made a motion to vote on it and was seconded by Secretary-Treasurer, Angela M. Yates to accept the Meeting Room Policy: 3 ayes 0 noes 2 absent

Item #08: 2019 Construction Grant/Senator: Director Glenn Luba is planning on proposing new ideas for 2019 construction grant projects. He will be consulting with Senator Tim Kennedy and Assemblywoman Monica Wallace about funding aid that could be used in conjunction with the NYS construction grant.

Item #8A: 2019 Board Meeting Schedule: The 2019 Board of Trustees schedule was proposed. On a motion to vote on Chairman, Mark E. Weber and second by Secretary-Treasurer, Angela M. Yates to accept the schedule: 3 ayes 0 noes 2 absent

2019 Board Meeting schedule is as follows:

January 2, 2019 @ JBR
February- NONE
March- NONE
April 17, 2019 @ JBR
May 15, 2019 @ REI
June 19, 2019 @ JBR
July 17, 2019 @ JBR
August- NONE
September 18, 2019 @ REI

October 16, 2019 @ JBR
November 20, 2019 @ JBR
December- NONE

*All meetings start @ 4pm.

OLD BUSINESS

Item #09: Current Construction Grants: All the construction grants are finalized. We are awaiting an invoice from the Town of Cheektowaga to close them out.

Item #10: Town Budget: At the last Cheektowaga Town Council meeting a 15% cut was passed across the board including the library lines.

Item #11: Lighting: Library Caretakers William Heitzman and Eric Szymborski are coordinating the new lighting installation.

Item #12: Parking Lot/Irrigation: Director Glenn Luba has stated that the Town has postponed this project until next year.

Item #13: Security: Director Glenn Luba is in discussions with System Director Mary Jean Jakubowski regarding security at REI and other staffing proposals.

Item # 14: M&T Credit Card: Application process is still not complete. Director Glenn Luba is aiming to have this process done by early next year.

Item #15: Fire Safety Equipment Upgrade Proposal: Director Glenn Luba is still awaiting an upgrade proposal.

Under a motion duly made and carried, the meeting was adjourned at 5:30 pm.

The next regularly scheduled meeting will be held on January 02, 2019 at the Julia Boyer Reinstein Library, 1030 Losson Rd., Cheektowaga, NY at 4:00 pm.

Respectfully submitted:
Jill Ptak, Recording Secretary