

# ***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 Reinstein Memorial Library, 2580 Harlem Rd. in said town, on Wednesday, September 19, 2018 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  
4:01 pm meeting was called to order.*

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***Glenn Luba***  
*Director*

The minutes of the last regularly scheduled meeting, July 19, 2018 were unanimously approved under motion duly made and carried.

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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 3rd quarter of the current year. On a motion by Chairman, Mark E. Weber and 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 August was as follows:

*August 2018*  
**JBR** -10.59%     **REI** - 8%

**NEW BUSINESS**

***Item #03: Staffing:*** The Board went into Executive session at 4:15pm to talk about staffing. Executive session concluded at 4:20pm.

***Item #04: ACT Meeting/Trustee Handbooks:*** The next ACT meeting is being held at the Collins Library on September 29th. Discussions will include new State Standards including trustee training. A board member from each library is asked to attend the meeting.

***Item #05: Town Budget:*** Cheektowaga Supervisor Diane Benczkowski has proposed a budget reduction of 15% from all Town department budgets in 2019. A full council vote on budget will take place in late October.

***Item #06: Fire Safety Proposal:*** Director Glenn Luba has been in discussions with Fire Safety concerning phone line equipment issues which cause the alarm system to malfunction. It has been recommended that we upgrade our system to a cell line system. Glenn is waiting for an estimate for the proposed work.

***Item #07: Pest Control REI:*** Suburban Pest Control was brought in for consultation and treatment for an issue at our Harlem Road location.

***Item #08: Chief Police Letter:*** System Director Mary Jean Jakubowski recommended that Director Glenn Luba write a letter to the Cheektowaga Chief of Police requesting further advice regarding security at the Harlem Road location. The Police have made the library a temporary check point on their rounds. Further evaluation will occur in early October.

***Item #09: Julie Reinstein Visit:*** Julie Reinstein emailed Director Glenn Luba and stated that she is working on a biography of her grandmother Anna and her mother Julia. She requested the use of the archive room for research purposes.

**OLD BUSINESS**

***Item #10: Construction Grants:*** All of the construction projects are nearing completion. The flat part of the roof and replacement of a failed part of the meeting room AC unit/testing is all that remains.

***Item #11: Ongoing Policy Reviews:*** This is an on-going project. No action has been taken.

***Item #12: Phone Quote from Blink:*** Director Glenn Luba has decided to walk away from this proposed deal. Spectrum has only recently taken over Time Warner and is still working out the kinks. Any phone issues we have should be resolved through Spectrum.

***Item #13: REI Meeting Room Projector System:*** Caretaker Bill Heitzman has installed a cabinet at REI to keep audiovisual equipment safe and will be installing the equipment to complete this projector system.

Under a motion duly made and carried, the meeting was adjourned at 4:50 pm.

The next regularly scheduled meeting will be held on October 17, 2018 at the Julia Boyer Reinstein Library, 1030 Losson Rd., Cheektowaga, NY at 4:00 pm.

Respectfully submitted:  
Jill Ptak, Recording Secretary