

# ***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 Road, in said town, on Wednesday, September 20, 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  
Deborah E. Cope, Trustee*

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

***EXCUSED:***     *Christine Cywinski, 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  
4:00 pm meeting was called to order.*

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The minutes of the last regularly scheduled meeting, August 16, 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 3rd quarter of the current year. On a motion by Vice Chairman, Judith M. Mietlicki second by Trustee, Deborah E. Cope 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 2017***  
**JBR** -5.7 %       **REI** -8 %

**Item#03: Correspondence:** Board Chairman Mark Weber received a letter from System Director Mary Jean Jakubowski in regards to a staffing position proposal.

**OLD BUSINESS**

**Item #04: Computer Chairs:** The chair order will be divided between the 2017 and the 2018 budgets. The total for all the chairs being ordered (for both locations) will be \$11,500.00 plus shipping costs. At 4:07 pm Chairman, Mark E. Weber motioned a vote on this proposal (4 ayes, 0 noes, and 1 absent Trustee) which the Board unanimously approved under motion duly made and carried.

**Item #05: JBR Roof Update:** The roof project has been put out to bid by the Town of Cheektowaga. No action was taken.

**Item #06: JBR HVAC System Update:** We have a verbal Cheektowaga Town approval to submit this application to the Buffalo & Erie County Library Board. No action was taken.

**Item #07: REI ADA Concrete Work Update:** All of the concrete work directly related to the library has been completed. No action has been taken.

**Item #08: Exterior Building Lights Update:** Waiting for new Town electrician to be hired to finish installing perimeter and flood lights at JBR. No action was taken.

**Item #09: Glass wall project:** This project is in the discussion and planning phase so in June when the next grant application can be submitted everything will be in place. No action was taken.

**Item #10: Ongoing Policy Reviews:** This is an on-going project; our policies are always being looked at to see how we can better our library and in turn the patrons experience with the library. No action was taken.

**NEW BUSINESS**

**Item #11: Library Hours/Staff Schedules:** The new open hours at JBR have been in effect since after Labor Day. There has been no changes made to open hours at REI.

**Item #12: Personnel Updates:** Director Glenn Luba has hired Joanne Raczka for the FT Library Clerk position at JBR. She started the pay period after Labor Day. He will be in search of a PT Librarian at REI to fill that current opening.

**Item #13: Grant contract for Town:** The grant application was submitted to the Town Council for approval, we are awaiting official word.

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 October 18, 2017 at the Julia Boyer Reinstein Library, 1030 Losson Rd., Cheektowaga, NY at 4:00 pm.

Respectfully submitted:  
Jill Ptak, Recording Secretary