

# ***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, June 21, 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*

*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.*

*Mary Jean Jakubowski, System Director*

*Barbara Stanley, Librarian I*

*Jennifer Villa, Librarian I*

*Heather Luce, Library Clerk*

***Deborah E. Cope***

*Trustee*

***Christine Cywinski***

*Trustee*

*The meeting was called to order by Chairman*

*Mark E. Weber at 4:04 pm*

*Seconded by Judith M. Mietlicki.*

The minutes of the last regularly scheduled meeting, May 17, 2017 were approved unanimously under motion duly made and carried.

***Glenn Luba***

*Director*

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**\*\*Executive session:** On a motion by Chairman, Mark Weber second by Vice-Chairman, Judith Mietlicki at 4:10 pm the Board entered executive session to discuss personnel matters. Trustees, staff and System Director were asked to remain. Returned to open session at 4:17 pm on a motion by Chairman, Mark Weber second by Vice-Chairman, Judith Mietlicki. No action was taken.

**Item#01: Special guest:** System Director Mary Jean Jakubowski is present to discuss service hours and the possibility of a meeting room technology fee.

Director Mary Jean Jakubowski expressed her concern over the Cheektowaga Library Staff being scheduled and in the building during closed hours to the public. She noted the number of hours per week that staff is in the both Cheektowaga Libraries prior to the buildings being opened. An example is on Wednesday, the Julia Boyer Reinstein Library (JBR) is open to the public 1:00pm to 9:00pm. There is staff scheduled to start at 9:00am. The public's perception is that while seeing all the cars in the parking lot couldn't we be open if staff is in the building. Director Luba indicated that Wednesday mornings are an opportunity for staff to get special projects and tasks done to serve the public prior to the public entering the building. Great customer service / user experience is our goal. Librarian I Jennifer Villa and staff members created a list of the jobs that are done Wednesday mornings, which was presented to System Director Mary Jean Jakubowski. Her response to most if not all of the items on the list was that she believes the tasks could be done during open hours with the public in the building. She also noted the disparity in staffing between JBR and the Anna Reinstein Memorial Library (REI). Discussion ensued.

System Director Mary Jean Jakubowski stated that it is common practice for libraries to open to the public with only two staff members in the building; and that only one staff member is needed to set up the library a half an hour to an hour before it opens. Discussion ensued.

Director Glenn Luba asked "So are you saying that a Librarian does not need to be in the building every hour it's open to the public?" Director Mary Jean Jakubowski responded "There is no law or New York State Minimum Standard for Public Libraries that requires this. . If there is no librarian in the building and there is a reference question another library can be contacted. We can call Central and ask to speak to a librarian there to help the patron. JBR is open until 9:00pm four nights a week, Central closes at 6:00 p.m on most evenings. Discussion ensued.

Director, Glenn Luba is proposing that we open earlier and have less staff scheduled. He will meet with his staff to discuss possibilities and changes and then present to the Board at the July Board meeting.

On the possibility of charging a meeting room fee for technology usage, System Director Mary Jean Jakubowski stated she has to look into the laws a bit further and get back to us.

**Item#02: Treasurer's Report:** Forego

**Item#03: Statistics:** Forego

### **OLD BUSINESS**

**Item #04: Computer Chairs:** New computer chairs are needed at both locations. Director Glenn Luba is in the process of selecting a chair that will best serve all of our patrons. Chair weight support limitations has reduced the quantity of chair options available.

**Item #05: JBR Roof update:** Planning is in progress. The pipes on the roof need to be addressed.

**Item #06: JBR HVAC System update:** Waiting on estimates from JohnsonControls about the mechanical system and the pipes on the roof.

**Item #07: REI ADA Concrete Work update:** Sometime mid-July the concrete work will get under way at REI. REI will be possibly closing for 2 days the week this work begins. A meeting is planned for July fifth or sixth to discuss project timeline.

**Item #08: Exterior Building Lights update:** The lights are not complete. Director Glenn Luba will plan a walk around while it's dark outside to see if the lights are in fact doing as he envisioned.

**Item #09: Policies reviews:** Continuously trying to get them reviewed an updated.

### **NEW BUSINESS**

**Item #10: Meeting with System Director/Library Hours:** Meeting with System Director Mary Jean Jakubowski as summarized above.

**Item #11: Community Report:** Final edition was reviewed for approval. Motion to accept by Chairman, Mark Weber second by Vice-Chairman, Judith Mietlicki at 6:02 pm. Unanimously approved under motion duly made and carried.

**Item #12: State standards revised proposals:** Currently under State review, latest working proposals were emailed to all Board members.

**Item #13: Personnel Updates:** In the beginning of the meeting we went into executive session to discuss ongoing personnel issues.

**Item #14: Contract between BECPL System and the Cheektowaga Public Library:** Board of Trustees reviewed the contract. Motion to accept by Chairman, Mark Weber second by Vice-Chairman, Judith Mietlicki at 6:20 pm. Unanimously approved under motion duly made and carried.

There was no further business and under a motion duly made and carried, the meeting was adjourned at 6:25 pm.

The next regularly scheduled meeting will be held on July 19, 2017 at the Julia Boyer Reinstein Library, 1030 Losson Rd., Cheektowaga, NY at 4:00 pm.

Respectfully submitted:  
Jill Ptak, Recording Secretary