Board of Trustees

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

AGENDA

1. **Call to Order – TRUSTEES**
   - Mark Weber, Christine Cywinski, Angela Yates, Denise Wilczak and Judith Mietlicki.
   - Guests: Laura Scott

2. **Public Comment:** None at this meeting

3. **Minutes:** November 15, 2023

4. **Treasurer’s Report:** Nov. 1, 2023 thru Dec. 31, 2023
   - Bank statements, approval of expense report

5. **Directors Report:**
   - Infrastructure/Statistics/Notable Programs

6. **Correspondence:** NA

7. **Old Business:**
   - Board position (Vice-President) review

8. **New Business:**
   a. Review of Meeting Room Policy
   b. Set Board Meeting Dates for 2024

9. **Adjournment - Next** Meeting – March 20, 2024 - 4pm JBR
MEETING NOTES:

In Attendance:
- Mark E. Weber - Chairman
- Judith M. Mietlicki - Vice-Chairman
- Angela M. Yates - Secretary-Treasurer
- Denise Wilczak - Trustee
- Christine Cywinski - Trustee
- Daniel Caufield, Library Director
- Laura Scott, Librarian I, served as substitute note taker for Jill Todd

1. Call to Order: 4:17 PM

2. Public Comment: None at this time

3. Minutes: November 15th meeting minutes accepted as presented: 5 yeas, 0 nays.

4. Treasurer’s Report
   a. Director Caufield and Jill Todd will set up and submit information for the Comptroller’s report and NYS State Libraries report to be submitted before the end of March.
   b. Money left over from part-time employee vacancies addressed; all positions now filled as noted in Director’s Report.
   c. Treasurer’s Report accepted as presented: 5 yeas, 0 nays.

5. Director’s Report
   a. JBR and REI visitor, WiFi, computer use and circulation in November and December was up reaching the top 4 libraries in the system
   b. Programming is going well with five programs standing out in Nov. and Dec.
      i. Bluey Bashes in November (REI) and December (JBR)
      ii. Holiday Parties: December 2nd (JBR) and December 21st (REI)
      iii. December 6th: Jewish Family Services at JBR assisted refugees displaced from the war in Ukraine.

6. Facilities
   a) New podium (JBR) and whiteboards (both branches)
   b) REI’s historical collection is now available in New York State Digital Collection

7. Partnerships
   a) Town and Central reimbursements for programming accepted

8. Meetings
a) November 8th: Dan Caufield spoke at a manager's meeting focused on the eclipse viewing and programming
b) November 16th: Dan Caufield spoke at the Youth Services Meeting regarding the eclipse
c) Eclipse glasses continue to be distributed, with the support of the Buffalo Science Museum.
d) Daniel Caufield scheduled to feature at Straight Talk business conference on January 20th

9. Correspondence
a) Sandra De Palmo donation of $200 accepted and thank you letter sent.

10. Old Business
a) Vice-Chairman position accepted by Denise Wilczak as Judith Mietlicki waits for the Town Board to reinstate her as a CPL Board member through resolution.

11. New Business
a. Meeting Room Policy was reviewed with revisions needed. Changes will be made and action to accept at next Board meeting
b. Discussion of other policies and minimum standards were discussed. Director Caufield will work toward updating and bringing what is needed to the Boards attention. Discussions on sub-committees were also started in the context of creating a procedure if individuals need to be banned from Library use.

c. Board Meeting schedule set for 2024 (5 yeas, 0 nays)
   • March 20th 2024- Mark Weber is available via phone
   • April 17th 2024
   • May 15th 2024
   • June 19th 2024- Denise Wilczak may not be able to attend
   • July 17th 2024
   • [No meeting in August]
   • September 18th 2024
   • October 16th 2024
   • November 20th 2024
   • [No meeting in December]
   • January 2025: Thursday, January 2nd 2025

Meeting adjourned: 5:40 pm