

Cheektowaga Public Library (CPL)
Board of Trustees meeting January 3, 2024

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:

NY Heritage Digital Collection. The Reinstein collection now online.

<https://nyheritage.contentdm.oclc.org/digital/collection/p16694coll156/search/searchterm/reinstein>

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 years, 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