Cheektowaga Public Library
----------Board of Trustees----------

Julia Boyer Reinstein Library
Administration Office
1030 Losson Road
Cheektowaga, NY 14227

At a regularly scheduled meeting of the Library Board of Trustees of the Town of Cheektowaga, Erie Co. Cheektowaga, NY. Held at the Julia Boyer Reinstein Library 1030 Losson Rd. in said town, on Wednesday, April 16, 2025 at 4:00 p.m.

Trustees:

Mark E. Weber
Chairman

Denise Wilczak
Vice-Chairman

Angela M. Yates
Secretary-Treasurer

Judith M. Mietlicki
Trustee

Christine Cywinski
Trustee

Daniel Caufield
Director

Present: *Mark E. Weber, Chairman*
Denise Wilczak, Vice-Chairman
Angela M. Yates, Secretary-Treasurer

Excused: *Judith M. Mietlicki – Trustee*
Christine Cywinski - Trustee

Also Present: *Daniel Caufield, Director*
Jill Todd, Recording Secretary

Public Guests: *N/A*

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The Board Meeting was officially called to order by Chairman Mark E. Weber at 4:03 pm; at which time a motion for a moment of silence was put forth, in honor of Trustee, Christine Cywinski who passed away on April 14, 2025.

PUBLIC COMMENT: N/A

MINUTES:

The reading of the minutes from March were postponed until the next meeting, which was unanimously agreed upon.

TREASURER'S REPORT:

The treasurer's report for March has been read, unanimously accepted, approved, and carried.

STATISTICS:

Library statistics for the Julia Boyer Reinstein Library and the Anna M. Reinstein Memorial Library were reviewed. Unanimously approved and carried.

CORRESPONDENCE:

N/A

DIRECTOR'S REPORT:

- **Programs** are abundant in the Cheektowaga Libraries.
    1. The Buffalo Niagara Chapter of SCORE (Service Core of Retired Executives) conducted a small business development workshop at JBR. The workshop entitled "How to Start and Run a Business" was a daylong session for potential and existing entrepreneurs to learn what it takes to create and run a business in Erie County. Throughout the day expert speakers in law, taxes, insurance, marketing, and accounting covered the essentials one may need to know if running a business. Director Dan Caufield spoke to the attendees on free resources found through the Library which could help entrepreneurs find trade and marketing data that could increase business. Attendees were very happy with the program and SCORE looks forward to returning to JBR for more workshops.
    2. The Western New York Iris Society's Sunday speaker series continued with a lecture featuring the Japanese iris. Discussed were how these elegant flowers enhance the beauty of any Iris garden along with practical "how to" information such as planting and care. The Western New York Iris Society's speaker's meet once a month at JBR to discuss Iris and flower growing with the public in anticipation of their big Iris and Flower show set for May 31 at JBR.
    3. Both Cheektowaga Libraries are hosting Dungeons and Dragons for Adults and Teens. Librarian Laura Scott coordinates the large and loyal following of Teens at JBR and Librarian Jeff Matrachisia runs the growing adventuring group of Adults at REI.
    4. The Cheektowaga YES group (Youth Engagement Services) moderated the monthly LEGO Clubs and Craft Nights at both JBR & REI. This wonderful; partnership between the Library and the Town of Cheektowaga's Youth & Recreational Services Department allows teen to volunteer and help provide activities for younger children.
    5. JBR hosted a concert featuring local Musician Sally Schaefer, and a special accompaniment from locally known Irish musician Taylor Bogwell. Sally Schaefer is a Buffalo-based ethnomusicologist, archivist, and multi-instrumental folk musician best known for her work as a violinist in genres as diverse as Americana, Celtic music, rock, hip-hop, polka, and punk. The concert was a wonderful lead up to the coming St. Patricks Day celebrations and was truly enjoyed by the many who came to hear them sing and play.

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6. REI hosted a movie day featuring "Wild Robot", recently released to DVD. Wild Robot follows an intelligent robot called Roz who is stranded on an uninhabited island after a shipwreck. These newly released movies are popular with our families visiting REI.
7. JBR hosted a Read to a Dog event sponsored by the SPCA's Paws for Love program. Children 10 and under signed up to read to a dog who listened and loved all the attention.
8. The "Spiritualist and the Suffragist" author Amanda Woomer spoke at JBR for Women's History Month. Her talk focused on the early connections of spiritualism with the suffragist movement in the late 1800's to early 1900's. Women mediums found freedom from the norms expected at the time by becoming sought out advisors who controlled their own finances and work schedules. Many of the early spiritualists lived a life being fought for by the suffragists and having the financial means helped the suffragists fund their campaigns.
9. Both REI and JBR hosted story hour programs that drew in many families for reading and crafts. Librarian Heidi Bofinger facilitated the Wednesday Night Owl and Thursday Early Bird Story Times at REI and Librarian Kathy Goodrich led the Wednesday Preschool Story Times at JBR. These story times are very popular and well received by children, parents and grandparents attending.

- **Outreach**

1. Librarian Carol Veach staffed a Library Information table at the Maryvale Elementary School. Over 40 children stopped by to make a popsicle stick superhero and look at the upcoming event flyers. Many library card applications and flyers for Dolly Parton's Imagination library went home. Throughout March, Library staff at Outreach events and at both REI and JBR have informed patrons about Dolly Parton's Imagination Library program so much so that the Read to Succeed Buffalo organization called to commend the work Cheektowaga Libraries have done in advertising their partnership with Dolly Parton's Foundation. Through this program dozens of children (ages birth to 5yrs old) in Cheektowaga will be receiving free books through the mail creating home libraries and foster a love of reading.
2. Director Dan Caufield attended the Willie Hutch Jones Educational and Sports S.T.E.A.M. Fair at the Waterfront Elementary School, Buffalo. Director Caufield was one of a dozen judges who met and scored the children's science projects. The Fair was a chance for elementary and High School students from all of Erie County to show what they learned in Science Engineering and Math. Caufield also staffed a library table accepting new library card applications and promoting library services for the students and their parents.

- **Collections**

Library staff have weeded their assigned collections and Children's Fiction and Board Books order checklists were completed.

- **Display**

1. Both Cheektowaga Libraries celebrated Women's History Month with various book and poster displays.

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2. Throughout March, REI hosted The Lupus Foundation of America's "Health Corner" display in the library's lobby. This traveling display also appeared at other B&ECPL libraries during 2025. The Cheektowaga Libraries regularly provide public health information to their visitors in order to promote awareness and general knowledge within the community.

- **Operations and Infrastructure**

1. Johnson Controls repaired a coupling on the boiler system at REI. Service was not interrupted.
2. Johnson Controls repaired, inspected and cleaned the air conditioning system at JBR in preparation for the summer weather.

- **Partnerships, Meetings / Future Planning / Special Projects**

1. Director Dan Caufield received word that REI was chosen to receive $7,000 in funding to improve library services through an Increasing Resouces in Libraries Grant provided by the B&ECPL system. The funding will help buy new seating, a podium with speaker system for the programming room and various tablets and STEAM technologies that will support Book-A-Tech Trainer Sessions and Science programming. Library Manager Matthew Best will be working with the Central Library to facilitate all purchases and shipping.
2. Staff met at JBR for a Programmer's Meeting. In the meeting both libraries were able to roughly plan out the remaining programming and outreach for 2025.
3. Director Caufield and Matthew Best attended the Monthly Directors managers meeting at the Central Library.
4. Working with the Department of Labor the Cheektowaga Libraries posted announcements for a Job Fair at the Apple Tree Mall held on April 1st. Along with helping the Department of Labor reach a larger audience through our social media, plans to host a Job Fair at JBR were set for June.
5. Director Caufield and Vice-Chair of the CPL Board, Denise Wilczak attended an Association of Contracting Library Trustees (ACT) Meeting at the Central Library. Topics discussed: The status of Library fundunding with the closure of the Institute of Museum and Library Services (IMLS) under new federal executive orders. Also, the roll out of a new logo for the B&ECPL system.

Executive Session

Chairman Mark E. Weber asks the Board to enter executive session pursuant to Public Officers Law §105(1)(f) to discuss the employment history of a particular employee and matters relating to disciplinary action. The Board agrees unanimously and executive session starts at 4:20 pm and ended at 4:45 pm.

OLD BUSINESS

- ***ITEM #01:*** **Review of ACT Membership meeting:** Director Dan Caufield and trustee Denise Wilczak attended the ACT meeting on March 22 at the Central Library. They went over the topics that

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were discussed at the meeting; including library funding with the closure of the IMLS under new executive orders, and the roll out of a new logo for the B&ECPL system.

NEW BUSINESS

- ***ITEM #02:*** **2024 Cheektowaga Public Library Report to NYS:** Director Dan Caufield has been working closely with his library clerical staff on statistical data to help complete this report. The resolution was signed and accepted unanimously.

At 5:00 pm Trustee, Angela M. Yates motioned to adjourn the meeting, and passed unanimously.

The next regularly scheduled meeting will be held May 21st, 2025 at the Julia Boyer Reinstein Library at 4:00 pm.

Respectfully submitted:

Jill Todd, Recording Secretary

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