

# *Cheektowaga Public Library*

## *-----Board of Trustees-----*

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

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At a regularly scheduled meeting of the Library Board of Trustees of the Town of Cheektowaga, Erie Co. NY. Held at the Julia Boyer Reinstein Library 1030 Losson Rd. in said town, on Wednesday, April 21st, 2021 at 4:00 p.m.

***Trustees:***

*Mark E. Weber*  
*Chairman*

*Judith M. Mietlicki*  
*Vice-Chairman*

*Angela M. Yates*  
*Secretary-Treasurer*

*Christine Cywinski*  
*Trustee*

*Amy B. Freedman*  
*Trustee*

***Present:***

*Mark E. Weber, Chairman*  
*Judith M. Mietlicki, Vice-Chairman – Via Phone*  
*Christine Cywinski, Trustee*  
*Amy B. Freedman, Trustee – Via Phone*

***Excused:*** *Angela M. Yates, Secretary-Treasurer*

***Also Present:*** *Glenn Luba, Director*  
*Jill Todd, Recording Secretary*

***Public***  
***Guests:***

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*Glenn Luba*  
*Director*

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Meeting called to order by Chairman Mark Weber at 4:15 pm

**LAST MINUTES:**

We will be foregoing the minutes of the regularly scheduled meeting on March 17th until the next meeting unanimously agreed upon, under motion duly made and carried.

**TREASURER'S REPORT:**

Cheektowaga Library's spending is in line with and on target for the 1st quarter of the current year. Unanimously approved, made and carried.

**STATISTICS:** Per handout.

**CORRESPONDENCE:** N/A

## **NEW BUSINESS**

- **ITEM #01: Library Project Funding:** At the April System Managers meeting, Deputy Director Ken Stone made an announcement that there is funding that will be made available to system libraries for projects not eligible via the NYS Construction grant program. It will have an application process similar to the State grant application and will be approved through Mr Stones office.

Director, Glenn Luba is seeking price estimates for a few projects that could be applied for via this system grant such as exterior painting at Losson, public chair replacements for both libraries, and supplemental funding for the childrens wall.

The State also has increased the amount of funds available through the NY State Grant program. Director Glenn Luba will be discussing this opportunity with Town engineering for the roof at Harlem.

- **ITEM #02: Local History Room Collection:** Librarian Chelsey Lonberger is making progress in the Local History Room at REI. She has weeded out extra copies of books and gifted them to other libraries. This fall Chelsey will be overseeing U.B. practicum students working in the Local History Room. The students will be RFIDing books, checking cataloging information, and creating a collection finding aide. Chairman, Mark E. Weber motions for a vote to decommission books in the Local History Room that have nothing to do with Cheektowaga's history (directly or tangentially). Trustees unanimously voted yea, duly made and carried. Chairman, Mark E. Weber motions to vote on giving the Grosvenor Room at Central our copies of the Financial Sections of the Buffalo News, and City of Buffalo Directories. Trustees unanimously voted yea, duly made and carried.
- **ITEM #03: Staffing/Hours:** New York States minimum standard for open hours for the Cheektowaga Libraries is 55 hours a week. Director, Glenn Luba will raise the open hours at REI to 40 hours a week, and at JBR to 50 hours then gradually to 55 hours a week. Both Cheektowaga Libraries have had staffing challenges so far this year. Between both libraries, nine employees have resigned since closing for the pandemic last March. Director, Glenn Luba has been interviewing candidates to replace vacancies.
- **ITEM #04: Programming:** Limited in house programming was scheduled to start in May, but we had to postpone till sometime in summer due to staffing challenges. Limited programs for adults will be a book club and a craft night starting in May.

## **OLD BUSINESS**

- **ITEM #05: Collection Development Private Funds:** JBR has a total of 24 story-time in a bags and REI has a total of 10. We may add more story-time in a bag to Anna Reinstein depending on how they are received by the patrons. Large Print books are also being ordered and put into the system for circulation.
- **ITEM #06: Fundraising:** Librarian Chelsey Lonberger has begun coordinating with BW's Barbecue as our summer fundraising event. She has made arrangements for 200 chicken dinners to be sold on Sunday July 25<sup>th</sup>, 2021 from Noon to 3PM. We will have 7 to 9 volunteers to help out with this fundraiser.

- **ITEM #07: Assemblymember Wallace funding Update:** Director, Glenn Luba is meeting with the Town Engineer April 22<sup>nd</sup>, 2021 to get updates on the contractor bidding process.
- **ITEM #08: Policies:** The board is currently working on various policies, and will soon be presented for a vote.
- **ITEM #09: M&T Credit card / Bylaws:** After the bylaws are amended and voted on, an M&T credit card application will be applied for to make library purchases easier to document.

**At 5:05** Mark Weber motioned to adjourn, it was seconded by Amy B. Freedman and passed unanimously.

The next regularly scheduled meeting will be held on May 19th, 2020 at the Julia Boyer Reinstein Library at **4:00** pm.

Respectfully submitted:

Jill Todd, Recording Secretary