

# *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. Cheektowaga, NY. Held at the Julia Boyer Reinstein Library 1030 Losson Rd. in said town, on Wednesday, April 20th, 2022 at 4:00 p.m.

***Trustees:***

***Mark E. Weber***  
*Chairman*

***Christine Cywinski***  
*Vice-Chairman*

***Angela M. Yates***  
*Secretary-Treasurer*

***Judith M. Mietlicki***  
*Trustee*

***Amy B. Freedman***  
*Trustee*

***Glenn Luba***  
*Director*

***Present:***

*Mark E. Weber, Chairman*  
*Christine Cywinski, Vice-Chairman*  
*Angela M. Yates, Secretary-Treasurer*  
*Judith M. Mietlicki, Trustee*  
*Amy B. Freedman, Trustee*

***Excused:*** *None*

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

***Public*** *None*  
***Guests:***

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Meeting called to order by Chairman Mark E. Weber at 4:00 pm

**LAST MINUTES:**

The minutes from January and March were read and unanimously approved, made and carried.

**TREASURER'S REPORT:**

Cheektowaga Library's spending is in line with and on target for the 2nd quarter of 2022. Unanimously approved, made and carried.

## **STATISTICS:**

Board members received library statistics for the Julia Boyer Reinstein Library and the Anna M. Reinstein Memorial Library and were found to be satisfactory. Unanimously approved and carried.

## **CORRESPONDENCE:**

There was no correspondence of note to review at this meeting.

## **OLD BUSINESS**

- **ITEM #01: REI Chair Grant:** The chairs have been ordered and delivered. Paid for out of the Central Business Office grant money (\$3700.00).
- **ITEM #02: Director II/III succession plan:** Due to the uncertainty of how this change will impact the current staff budgets at the respective three locations, Director Glenn Luba and the two other affected directors, have decided to wait until the 2023 budget process this June to pursue this succession plan.
- **ITEM #03: Policies:** The following policies have been viewed by the Board members: Open Meeting Policy, Conflict of Interest Policy, Rules of Conduct Policy, Procurement Policy, and Whistleblower Policy. The Board collectively voted on them as follows: 5 Ayes, 0 Noes. Unanimously approved and carried.
- **ITEM #04: NY Library State Report:** The 2021 State Report has been completed. Unanimously approved and carried.
- **ITEM #05: NY State Sales Tax Filing:** The NY State Sales Tax has been filed and paid on time (with respect to book sales).
- **ITEM #06: NYS Construction Grant 2022:** The construction grant that is in the works for Harlem will be delayed until 2023 due to the volume of projects currently underway within the Town. Harlem needs a roof replacement, reconditioned exterior wooden beams, and a new ADA door / emergency exit.
- **ITEM #07: Building Projects Updates:** At Harlem, the new water fountain area should be completed by next Board meeting. At Losson, lighting upgrades and painting will continue, as time allows.

## **NEW BUSINESS**

- **ITEM #08: Annual Report:** The annual report is complete and uploaded to our website.

- **ITEM #09: State Report Resolution Vote:** The 2021 State Report was read and voted on as follows: 5 Ayes, 0 Noes. Unanimously approved and carried.
- **ITEM #09: Purchase of Area rug and books:** A discussion took place regarding the purchase of an area rug for a new seating area at Harlem and purchasing of a new collection of currently very popular childrens books that incorporate user interaction technology. The final list of vox books is still being finalized for both libraries but the estimated total cost for the books and rug is approx. \$3000. The trustees unanimously approved the spending of private funds on these items.

**At 4:58 pm** Chairman, Mark E. Weber motioned to adjourn the meeting, and passed unanimously.

The next regularly scheduled meeting will be held May 18th, 2022 at the Julia Boyer Reinstein Library at 4:00 pm.

Respectfully submitted:

Jill Todd, Recording Secretary