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, February 19, 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: *Denise Wilczak, Vice-Chairman*
Angela M. Yates, Secretary-Treasurer
Judith M. Mietlicki – Trustee
Christine Cywinski - Trustee

Excused: *Mark E. Weber, Chairman*

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

Public Guests: *N/A*

The Board Meeting was officially called to order by Chairman Mark E. Weber at 4:04 pm.

PUBLIC COMMENT: N/A

MINUTES:

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

TREASURER'S REPORT*:*

The treasurer's report for November, December, and January have 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:

The Cheektowaga Public Library received a check for $260.00 from the National Fuel Charitable Foundation Giving Program.

DIRECTOR'S REPORT:

- **Programs** are abundant in the Cheektowaga Libraries.
    1. REI hosted its monthly movie day with snacks and drinks for attendees. The movie that was shown this month was Inside Out 2.
    2. Librarian Laura Scott led the Dungeons and Dragons sessions at JBR. These programs have drawn a loyal following with teens in our area enjoying an afternoon of fantasy adventure.
    3. Joanne Whipkei did "Kids Crocheting" and "Advanced Crocheting" workshops at REI, and "Crochet Corner for Kids" and "Beyond Basics Crocheting" at JBR.
    4. In January both JBR and REI presented children's story hour programs. Librarian Heidi Bofinger facilitated the Wednesday Night Owl and Thursday Early Bird Story times at REI, while 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.
    5. The Read to a Dog program sponsored by the SPCA's PAWS for Love campaign came to JBR to the joy of many young readers. PAWS for Love offers children the opportunity to read aloud to a well-trained therapy dog in order to improve their reading and communication skills.
    6. The Cheektowaga YES group moderated the monthly LEGO Clubs and Craft Nights at JBR & REI. This wonderful partnership between the Library and the Town of Cheektowaga's Youth & Recreational Services Department allows teens to volunteer and help provide activities for younger children.
    7. On Tuesday's and Thursday's at JBR "Hooks, Needles, & Threads" knitting club meets to teach others and to work on knitting projects.
    8. Librarian Laura Scott hosted her monthly Adult Craft program featuring woven heart shaped baskets for Valentine's Day. The program was very well attended and truly enjoyed the craft.

- **Outreach**

    1. Director Dan Caufield spoke at Entrepreneur's Edge, a Small Business event held at the Buffalo Convention Center and the Central Library. Collaborating with SCORE/Buffalo Niagara, Dan staffed an information table at the Convention Center meeting dozens of entrepreneurs and on the 28th spoke at the follow up event series introducing attendees to the free resources the Library offers to aspiring entrepreneurs.

- **Collections**

  Library staff continue to weed and order for their respective collections.

- **Displays**

1. Healthy Habits - display.
2. Got Cabin Fever? Try some of these crafts - display.
3. 2025: What's Your Resolution? - display
4. Ice Kings & Snow Queens - display.

- **Operations and Infrastructure**

1. Staff: The Cheektowaga Public Library welcomed Lisa Thiel, a new Part Time Clerk to our Libraries. She will be predominantly working at the Julia Boyer Reinstein Library but will be cross-trained to work at both Libraries.

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

1. Director Dan Caufield attended the Cheektowaga Community Collaborative meeting. These meetings bring together non-profit and governmental agencies in the region that assist residents who may need help. At this meeting Melissa Duquette, Resource Specialist at the Regional Bilingual Education Resource Network, discussed how pantries can implement trauma-informed practices to better support their clients, especially refugees, immigrants, and asylum seekers who have experienced trauma. She outlined essential strategies for fostering a healing environment, such as creating welcoming spaces, addressing language barriers, providing client choice in food selection, and emphasizing nutrition education.
2. Director Dan Caufield has been working with teachers from Cheektowaga Central Schools to host an art exhibit at REI. The exhibit will take place throughout February.
3. Conversations between Director Dan Caufield, the Department of Labor (DOL) and the Small Business Administration (SBA) led to setting up future job fairs and small business development workshops at the Cheektowaga Libraries.
4. The Cheektowaga Libraries received a check for $260.00 from the National Fuel Community Giving Program.

Executive Session

Vice-Chairman Denise Wilczak 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 4:34 pm and ended at 5:22 pm.

OLD BUSINESS

- ***ITEM #01:*** **Review of Policies:** Director Dan Caufield and the trustees will be reviewing policies and working on the Disaster Plan policy.

NEW BUSINESS

- ***ITEM #02:*** **ACT Membership and meetings:** The Cheektowaga Libraries have paid for ACT Membership for 2025. The next ACT meeting is the annual meeting held at Central on March 22 from 8:30 am to 1:00 pm.

At 5:30 pm Chairman, Mark E. Weber motioned to adjourn the meeting, and passed unanimously.

The next regularly scheduled meeting will be held March 19th, 2025 at the Julia Boyer Reinstein Library at 4:00 pm.

Respectfully submitted:

Jill Todd, Recording Secretary