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, January 15, 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
Christine Cywinski - Trustee

Excused: *Angela M. Yates, Secretary-Treasurer*
Judith M. Mietlicki – Trustee

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

Public Guests: *N/A*

DRAFT

The Board Meeting was officially called to order by Chairman Mark E. Weber at 4:40 pm.

PUBLIC COMMENT: N/A

MINUTES:

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

TREASURER'S REPORT*:*

The treasurer's report for November & December have been postponed until next meeting, 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 only correspondence we have received has been from the Town of Cheektowaga and Erie County reimbursement checks for end of the year programming.

DIRECTOR'S REPORT:

- **Programs** are abundant in the Cheektowaga Libraries.
    1. JBR hosted a Silent Book Club. The Silent Book Club allows readers to briefly discuss what they are reading and then quietly read in the library. Attendees like this event as it gives them a chance to read uninterrupted whereas if they were home other distractions would stop them from just sitting and reading.
    2. Both Cheektowaga Libraries hosted a fundraising basket raffle that ran from November 1 to December 14. Through this raffle the libraries made over $1000, which will be used for programming in 2025.
    3. JBR hosted a photo exhibition for teens completing their fall photography semester with photographer Sara Tuttle of Forty Two Photo LLC. Fourteen teens learned how to use a camera, modify images physically and electronically and create exhibit boards to share with friends and family during the exhibit. The event was very well received and Ms. Tuttle looks forward to the spring semester once again using the Library as her learning center.
    4. Librarian Jeff Matracisia hosted a trivia night at REI. Patrons participated in five rounds of trivia across various topics, with the final round being literature and worth double points. The winner took home a prize of their choice, which ended up being a selection of puzzles.
    5. Laura Scott hosted a holiday adult craft at JBR. Attendee were instructed on how to make sock gnomes. These were very popular and attendees truly enjoyed making them for the holidays.
    6. Director Dan Caufield hosted a Krampus & Creatures of Yule program at REI, where he led the attendees around the world with a discussion of the many forgotten creatures and personalities of Yule who sometimes make their way back into our modern Christmas celebrations. The attendees enjoyed the talk asking many questions about folklore, Krampus, solstice celebrations and Yule.
    7. The Mothers Club of Buffalo held their monthly meeting at JBR and brought in musician Ray Braselton to entertain with holiday song. Attendees, both members of the Mothers Club and Library patrons, joined in on the holiday music and sang along.
    8. Heidi Bowfinger hosts the Early Bird and Night Owl storytimes at REI and Kathy Goodrich hosts the Storyhour at JBR. Both librarians continue to keep the children active and engaged.

DRAFT

9. Judith Wypij is a textile expert who hosts crocheting classes at both JBR & REI for children teens and adults.
10. After the winter storms, the Reinstein Yeti was noticed at JBR. Yeti took time to stop and say hello and read some quick stories to everyone present in the Kids space.
11. JBR & REI both hosted a Christmas Magic Show by Cris Johnson. After a very entertaining show, children created candy Christmas trees along with other crafts and had a chance to meet Santa who stopped by to say hello before his long journey around the world.
12. REI hosted a Family Game Nights. Families and individual patrons came to play a selection of games including Ticket to Ride, Villainous, and Scrabble, as well as enjoy refreshments.
13. Kathy Goodrich hosted a Noon Year's Eve Party at JBR for children 12 and under. They welcomed in the New Year with over 50 attendees, who danced, played games, and made crafts and celebrated 2025 with noontime balloon drop.

- **Outreach**

1. Director Dan Caufield spoke at a SCORE (Sevice Core of Retired Executives) Small Business workshop at Daemen University. Director Caufield's part in the workshop was to introduce the free resources the Library offers to entrepreneurs starting or running an existing business.
2. Librarian Carol Veach spent the day meeting students and speaking about the Library at Maryvale Intermediate School. Carol met with several classrooms reaching over 170 students. Working with the schools Librarian over a hundred new library cards were issued and many of the students were seen throughout the month checking out books for the first time.

- **Collections**

All funding has been spent for 2024's collection development budget.

- **Displays**

1. Partnering with University at Buffalo's Department of Information Science, Library school student Mariel Buchtman created and set up an engineering display for children at JBR in the Kids space. The book display and building challenges featuring Mega Blocks have been very popular with children exploring the Library and its activities.
2. Other displays payed tribute to veterans for Veterans Day, Native American Heritage Month (and Indigenous Peoples Day) Thanksgiving, Christmas, Hanukah, Kwanza and many holidays celebrated this time of year.
3. At REI the staff installed the Proud Lion display in the library's exterior display case. Proud Lion is the first large-scale "Community Colors" coloring project completed by the staff from REI & JBR. The project consists of a single digital image of a lion enlarged across multiple sheets of 8.5 X 11 in. paper. Library staff members from REI & JBR worked throughout November to color individual portions of the image using crayons, colored pencils, and markers. The portions were assembled against a black background in the display case and surrounded by smaller colored versions of the lion image. Librarian Matthew Best started this project as a creative team building activity for our staff members. He hopes to enlist library patrons in future

DRAFT

"Community Colors" projects in conjunction with the 2025 NY State Library's Collaborative Summer Library Program "Color Our World"

- **Operations and Infrastructure**

1. Johnson Control technicians replaced the motor for the secondary boiler at JBR. Both boilers are working well and having one boiler did not affect heating in any way, so there was no disruption in Library services.

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

1. Director Dan Caufield attended a meeting of the Cheektowaga Community Collaborative at "The Chapel" (200 Thruway Plaza Dr. Cheektowaga, NY). The Community Collaborative represents many of the Town of Cheektowaga's works and services departments and non-profits who seek to answer the needs of Cheektowaga's residents. The programming Director of The Chapel presented an overview of how the church was answering the needs of food disparity in the area through newly open food pantries and Little Free Food stations. Attendees were very happy to see the Library represented as it has traditionally been a solid partner in hosting and advertising initiatives that help everyone in the region.
2. Collaborating with Erie County's Live Well Committee, both Cheektowaga Libraries have advertised free apps created to help the residents of Erie County stay safe during emergency weather conditions.
3. The Cheektowaga Public Libraries helped the New York State Department of Labor with a Virtual Career Fair. Hundreds of Job seekers attended virtually participating in online meet and greets with employers with many finding jobs after an online interview.
4. Throughout November and December Director Dan Caufield met with B&ECPL system staff and provided a grant request ($17,000) for programming and equipment funding offered by the system through its "Resources to Improve Libraries" grant. Requests for new comfortable seating for both libraries along with programming supplies that focus on science and the arts were submitted. Requests will be reviewed and award amounts will be announced in the spring of 2025.
5. Throughout November and December Director Dan Caufield met members of the Small Business Administration and SCORE to plan and organize an event at the Buffalo Convention Center entitled "Entrepreneurial Edge". This daylong conference for entrepreneurs will assist both established and starting entrepreneurs in the region learn how to run a successful business, allow them to network and learn about free and low cost services that can benefit. The event will be held on January 18 and Director Caufield will be staffing a library table and speaking about Library resources.

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 4:54 pm and ended at 5:09 pm.

DRAFT

OLD BUSINESS

- ***ITEM #01:*** **Review of Board members status:** Director Dan Caufield attended the Town of Cheektowaga Board of Trustees meeting, it was passed and approved that Mark E. Weber remains a member of the Cheektowaga Public Library Board of Trustees. Mark E. Weber will remain in his position as Chairman.

NEW BUSINESS

- ***ITEM #02:*** **B&ECPL – Increasing Resources in Libraries Grant submitted:** Director Dan Caufield submitted a grant request to B&ECPL for $17,000. The request is for comfortable seating at REI & JBR along with programming supplies that focus on science and the arts. The requests will be reviewed, and the awarded amounts will be announced in the spring of 2025.

- ***ITEM #03:*** **Review of 5 year plan:** Director Dan Caufield presented and read the Cheektowaga Public Library 5 year plan, after some discussion the trustees took a vote. The vote is as follows: 3 ayes, 0 noes, 2 absent. Unanimously approved and carried.

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

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

Respectfully submitted:

Jill Todd, Recording Secretary

DRAFT