

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, May 20, 2026 at 4:30 p.m.

Trustees:

Mark E. Weber
Chairman

Judith M. Mietlicki
Vice-Chairman

Denise Wilczak
Secretary-Treasurer

Philip Martino
Trustee

David A. Lupejkis
Trustee

Daniel Caufield
Director

Present:

Mark E. Weber, Chairman
Judith M. Mietlicki, Vice-Chairman
Denise Wilczak, Secretary-Treasurer
Philip Martino, Trustee
David A. Lupejkis, Trustee

Excused: *N/A*

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 4:35 pm.

PUBLIC COMMENT: *N/A*

MINUTES:

The reading of the minutes from April were unanimously accepted, approved and carried.

TREASURER'S REPORT:

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

STATISTICS:

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

CORRESPONDENCE:

- FOIA Request for information regarding a 2015 Roof Repair at the Julia Boyer Reinstein Library. (Assigned FOIA# FOIA-CPL-2026-1)
- Estate of Christine E. Cywinski bequest of \$25,000 received and deposited into the CPL checking account.
- FOIA Request for information regarding former Library Director. (Assigned FOIA# FOIA-CPL-2026-2)
- NYS Library Construction Grant – 90% of the money received from NYS. New Checking account open on April 24, 2026 specifically for grant.
- Thank you letter from St. Mary's School for the Deaf.
- Received \$500 from The Lions Club of Cheektowaga for use in purchasing Large Print materials.

DIRECTOR'S REPORT:

1. Public Services

Programs, Learning Opportunities, Outreach and Events

- The Anna M. Reinstein Memorial Library hosted a free pop-up legal clinic focusing on Consumer Debt issues. The clinic was presented by CLARO (The Civil Legal Advice and Resource Office) a program out of the Western NY Law Center. Staffed by paralegals and CLARO Attorneys, this free legal clinic helped individuals facing consumer debt related legal issues, such as handling collection lawsuits from creditors, to providing legal assistance and limited scope representation in court.
- Both Reinstein Libraries hosted a Paws for Love: Read to a Dog program for children under 10. The "Paws for Love: Read to a Dog" event allows children to read aloud to certified therapy dogs. These sessions featured dogs from the SPCA's Paws for Love program who provide a supportive, non-judgmental environment for kids to boost their reading skills and confidence.
- Throughout April both Reinstein Libraries hosted various knitting and crocheting programs teaching attendees how to knit a hat using a round loom, make granny squares or just improve their skills while enjoying friendly conversation with other textile enthusiasts.
- The Julia Boyer Reinstein Library hosted an Internet Privacy and Safety workshop provided by the Central Libraries TechKnow Lab computer staff. This workshop showed attendees how to protect their personal data online and how to stay safe when using web browsers, creating passwords, accessing emails, and more.

- The Julia Boyer Reinstein Library hosted a Pokemon Club meet and greet. Set for children 6 to 14, the program offers games, art projects and trading card discussions for Pokemon enthusiasts. Run by Librarian Laura Scott the club continues to grow and will be offered throughout the summer.
- The Julia Boyer Reinstein Library continues its Teen Dungeons & Dragons programs. Over the last eight weeks, attendees 12 to 17 years of age have enjoyed beginner-friendly games of fantasy storytelling and adventure. The end of April was the last gaming session until the next eight-week summer sessions beginning in June. These programs are very well attended and enjoyed by the teens but they are more than just kids telling stories. The D&D sessions encourage reading and creativity, build teamwork and communication, and improve problem solving, support individual confidence and self-expression while creating a welcoming social space for teens. We look forward to the summer sessions when young adventurers return.
- Iris Society continued its Sunday Speaker Series at the Julia Boyer Reinstein Library with a presentation by American Iris Society Master Judge, Wendy Roller. The presentation focused on the variety of Irises that can grow in Western New York gardens and demonstrations of planting techniques by Iris Society members.
- Librarian Kathy Goodrich coordinated the adult Next Chapter Book Club meeting. Kathy moderated discussions of new and forthcoming books while offering attendees a chance to discuss what they are reading.
- Throughout April on Wednesdays and Thursdays – Story Times at both Reinstein Libraries offer reading and craft activities for children 10 and under. One Preschool Story-Time run by Kathy Goodrich (April 15) welcomed children from St. Mary's School for the Deaf. With two signing interpreters present, Kathy's story-time shared and taught signs to both the visiting children and the Library's regular attendees. Teachers from St. Mary's look forward to more story-time fun in the future.
- The Anna M. Reinstein Library hosted a Movie Day. Shown was the classic Studio Ghibli animated film, Ponyo. A story about a five-year old boy who develops a relationship with Ponyo, a young goldfish princess who longs to become human after falling in love with him.
- Both Reinstein Libraries hosted workshops by Western New York Braver Angels. Braver Angels is a secular, non-partisan organization that develops tools to bridge the divide in families over politics. These programs are given in hopes to bring families back together and learn strategies in communications to discuss politics in a constructive way.
- Throughout April – YES (Youth Engaged in Service) Teens coordinated and ran the Craft and Lego nights at both Reinstein Libraries. Both programs are focused toward children 5 to 11 years of age and encourage artistic expression and creative building. While providing supervision to the younger attendees the teens receive leadership opportunities while filling their volunteer hours needed to graduate from High School.
- In celebration of Earth Day (April 22) and Arbor Day (April 24) both Reinstein Libraries offered tree and shrub giveaways. The Anna M. Reinstein Memorial Library collaborated this year with the nonprofit Neighborhood Forest to provide native tree species free to children in the Cheektowaga community. The 2026 selected tree species for New York was the Canaan Fir. Parents were able to sign up their children for a tree from February to March and received a small tree sapling on Earth Day. Through this program, the library gave children the opportunity to grow up nurturing their own tree. At the Julia Boyer Reinstein Library Director Dan Caufield, working with the Niagara and Erie County Soil and Water Conservations Tree and shrub program was able to offer over 100 tree saplings and bushes native to Western New York to

plant and help the environment. In addition, to the tree giveaways, Librarian Heidi Bofinger coordinated a birding program at the Anna Reinstein Memorial Library on Earth Day. The program helped to teach children about local birds in Western New York and demonstrated how recycling can make a positive impact on birds and the Earth. Children learned basic facts and skills for spotting birds with the use of information from the Cornell Laboratory of Ornithology. The children also made natural bird feeders using pinecones and recycled bird feeders and bird homes from old household containers.

Outreach:

- Director Dan Caufield was invited to speak at the Women's Business Center at Canisius University. Caufield presented many of the online resources the library offers which entrepreneurs could find helpful in starting and running a business. Featured resources were the Libraries marketing databases and the industry information that can provide a ground overview of many business sectors. The attendees were grateful for the information with nine individuals signing up for library cards at the program.
- Director Dan Caufield staffed a Library information table at a Department of Labor Job Fair held at Erie One Boces on Harlem Road. In Addition to informing attendees about job hunting and resume sources provided by the library, Caufield also helped review resumes for job seekers. After review, attendees could take the updated resume and print through Boces printers. Caufield was also able to speak to the Department of Labor coordinators and set a tentative date for a September Job Fair at the Julia Boyer Reinstein Library.

2. Collections: Development and Use

a. Highlights:

- Adult Non-Fiction & Juvenile Non-Fiction / Picture Book checklists have been ordered.

b. Displays:

- Make a Pop-Up Frog!, Celebrate National Library Week: April 19-25.
- The Julia Boyer Reinstein Library celebrated the Week of the Young Child by collaborating with local Day Cares (Doodle Bugs, Great Expectations and It's a Small World) to host a display of the children's art work. The Week of the Young Child is a nationwide celebration that recognizes the importance of early childhood education and the role families play in shaping a child's development. The exhibit was set in the Children's Room windows for families and young artists to visit.

3. Operations and Infrastructure

a. Facilities:

- Suburban Pest Control began its yearly spraying of both Libraries to control insects and rodents.
- CPL Libraries received a FOIA request for materials related to the Roof Beam project in 2015. Director Dan Caufield has acknowledged the request and will reply within 20 business days. (May 14)
- Both boilers were down at the Julia Boyer Reinstein Library. Unfortunately, due to temperatures being in the 50's, the library was closed as Danforth Heating and Cooling made repairs.
- Director Caufield received grant funds from NYS Library Construction Grant for the roof replacement at the Anna M. Reinstein Library.
- CPL Libraries received bequest from Christine E. Cywinski for \$25,000.
- The JAMEX copy machine coin collector has malfunctioned and has no power. Without this connected to the copy machine the overall unit will not function. Director Caufield is currently waiting to see if Central can provide some support / repair or CPL will need to pay for a new coin collector.

b. Technology:

NA

4. Partnerships, Meetings / Future Planning / Special Projects

- Director Caufield was in contact with Town of Cheektowaga engineers to review bids for the roof and the support columns replacement.
- Working with the NYC Department of State Office for New Americans (NYIC) Director Caufield has attended webinars on the Libraries responsibility in handling ICE encounters in the library. Both Reinstein Libraries are making available "Know Your Rights" pages for patrons. Small "Know your Rights" business cards have also been received and are also available in multiple languages.
- Director Caufield has coordinated a blood drive with the Connect Life Van, which will take place May 18 at the Reinstein Libraries.
- Director Caufield has been in touch with the Department of Labor to host a Job Fair at the Julia Boyer Reinstein Library in fall. Department of Labor will set a date in May.
- Director Caufield attended a Cheektowaga Town Hall meeting 4/28/26. RESOLUTION 2026-264 Notice to Bidders – Replacement of the Flat Roof at the Anna Reinstein Memorial Library in Cheektowaga, NY, Bid #2026-08 passed and the Bid announcement will be the following week.
- The Cheektowaga Gardening Club has been preparing the outside gardens along the parking lot fence for this year's plantings. Two large bags of garden soil have been ordered which will be used to revive the soils at JBR and be used for public programming with the Iris Society and the Cheektowaga Gardening Club.

OLD BUSINESS

- **ITEM #01: Updates on vacation procedures:** Director Dan Caufield and Manager Matthew Best implemented at both libraries the vacation policy, which in short states that all vacation time off must be requested by the 15th of the previous month.
- **ITEM #02: Updates on roof and column replacements at REI:** Director Caufield attended the last Town of Cheektowaga Board Meeting, which passed a resolution for Notice to Bidders for the bid announcement.

NEW BUSINESS

- **ITEM #03: Request from Director to move remaining grant funding (10% withheld by NYS) from CPL discretionary account to NYS Library Construction account if needed:** New York State Library Construction Grant will cover 90% of the cost of the roof project at REI. If needed, the library will put in 10% in from our discretionary account to pay for the rest of the project. Vice-Chairman, Judith M. Mietlicki moves to accept the moving of library funds to the grant account in the form of a vote: vote is as follows: 5 Yea, 0 Noe, unanimously made and carried.
- **ITEM #04: New Library Policy Minimum Standards:** New library policy minimum standards are requiring us to have a Disaster Plan posted and in place by the end of 2026. Director Dan Caufield along with members of the board are drafting a Disaster Plan to be reviewed by the rest of the board members. By September/October the Disaster Plan Policy and a couple other policies will be voted on.
- **ITEM #05: System 990 Reports:** Chairman, Mark E. Weber has signed off to include CPL in with the system 990 reports. (4/27/2026)
- **ITEM #06: Review and vote on 2025 Year End Report for New York State Library:** Director Dan Caufield presented the board with the 2025 Year End Report for review, after a short discussion Vice-Chairman, Judith M. Mietlicki motions for a vote: vote is as follows: 5 Yea, 0 Noe, unanimously made and carried.
- **ITEM #07: Review and vote on 2025 Community Report:** Director Dan Caufield presented the board with the 2025 Community Report for review, after a short discussion Vice-Chairman, Judith M. Mietlicki motions for a vote: vote is as follows: 5 Yea, 0 Noe, unanimously made and carried.

At 5:30 pm Vice - Chairman, Judith M. Mietlicki motioned to adjourn the meeting, and passed unanimously. The next regularly scheduled meeting will be held June 17th, 2026 at the Anna M. Reinstein Memorial Library at 4:30 pm.

Respectfully submitted:

Jill Todd, Recording Secretary