# *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, June 18, 2025 at 4:00 p.m.

***Trustees:***

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

***Denise Wilczak***
*Vice-Chairman*

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

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

***Philip Martino***
*Trustee*

***Daniel Caufield***
*Director*

***Present:*** *Mark E. Weber, Chairman*
*Denise Wilczak, Vice-Chairman*
*Angela M. Yates, Secretary-Treasurer*
*Judith M. Mietlicki, Trustee*
*Philip Martino, Trustee*

***Excused:*** *N/A*

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

***Public Guests:*** *N/A*

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The Board Meeting was officially called to order by Chairman Mark E. Weber at 4:20 pm.

**PUBLIC COMMENT:** N/A

**MINUTES:**

The reading of the minutes from April & May were unanimously accepted, approved and carried, with a few clerical corrections to be made.

**TREASURER'S REPORT*:***

The treasurer's report for April & May 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 accepted, approved and carried.

**CORRESPONDENCE:**

The Lion's Club of Cheektowaga donated $500 in support of the libraries endeavors and as a thank you for our ongoing partnership.

**DIRECTOR'S REPORT:**

- **Programs** are abundant in the Cheektowaga Libraries.
    1. JBR & REI both hosted monthly LEGO Clubs and Craft Nights moderated by the Cheektowaga YES group. 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.
    2. JBR & REI both hosted children's story hour programs that drew in families for reading and crafts. 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.
    3. Cheektowaga Public Libraries Knitting and Crocheting programs (Saturday at REI and Thursday at JBR) continue to teach all ages how to knit and crochet. Thanks to textile expert Judy Wypij for teaching the Saturday programs and Linda Wetzler for coordinating the Hooks Needles and Thread programs on Thursdays, these meetings have become more than a learning experience as attendees reach out and create a community who learn and enjoy each other's company.
    4. WNY IRIS SOCIETY Sunday speaker's series continued at JBR with members discussing the best Irises for our climate, a hands-on demonstration in planting and how to care for your plants after they bloom. These Monthly programs help to educate and create excitement for the forthcoming Iris and Flower Show occurring May 31 at JBR.
    5. Librarian Jeff Matrachisia continues the Adult Dungeons and Dragons sessions at REI, and Librarian Laura Scott is preparing for the summer Teen D&D sessions at JBR.
    6. JBR hosted its monthly Silent Book Club. Readers gather at the library and briefly chat about their books then quietly read for the hour. Attendees enjoy this quiet book club as it gets them away from the day-to-day distractions and allows them to set time to read in a quiet environment.
    7. The Cheektowaga Libraries shared a virtual author talk with Lianne Zhang author of Julie Chan is Dead. Part of a monthly online author discussion group, Zhang read excerpts from her book and answered questions on writing and being an author. The virtual Author talks are provided by the Library Speaks Consortium. The consortium offers 2-3 Bestselling Author Talk events

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livestreamed every month to patrons of the participating library systems. The events are also archived, and can be accessed by all patrons at https://libraryc.org/buffalolib

8. REI hosted a workshop presented by the NYS Senior Action Council called "Saving Money with Medicare". Senior Action Council members presented how one could lower their Medicare cost, receive their maximum benefits and save money on prescriptions and insurance.
9. Coordinated by Librarian Laura Scott, the Adult Craft Hour programs are growing in popularity at JBR. This month attendees made sun catchers to hang in their windowa or gardens. The projects are made to be something that can be done within an hour and has become another outlet for adults to meet at the library and make new friends.
10. Sarah Tuttle from Forty Two Photo held her biannual photo exhibit for High School students at JBR. For 10 weeks, students from Cheektowaga met at JBR, learning to take photographs with cellphones to advanced DSL cameras and edit them with professional software. Composition, color and theme played important roles in creating their final exhibition, which they exhibited to family and local artists for judging.
11. The Western New York Iris Society presented their annual Iris and Lily Show at JBR. Flower enthusiasts throughout Western New York gathered to view this year's best flowers and learn best practices for growing Lilies and Irises in their own backyard.

- **Outreach**

1. Librarian Carol Veach attended STEAM Day at Cheektowaga Central High School. Over 200 adults and children stopped by the Library table to learn about programs, services and make a quick craft. The children made pinwheels and bookmarks, and adults took home flyers advertising our May and summer activities. In addition to the crafts and information, Carol also processed Library card applications for anyone who wanted a library card, with 10 new cardholders signing up.

- **Collections**

Central ordering checklists for new travel books and adult non-fiction were completed, new titles should be processed and in the CPL Libraries within 2 months.

- **Display**

1. REI displays featured: Gardening, Biographies, May is Mystery Month, and Get Crafty.
2. JBR displays featured: Gardening for Kids, Dinosaurs with a craft, Irises (display created by the WNY Iris Society)

- **Operations and Infrastructure**

1. Caretaker William Heitzman removed 4 dying bushes and replaced them with new foliage outside at JBR.
2. Boilers at JBR needed to be shut down due to a motor error. The Library did not need to close as temperatures outside are reaching spring and summer temperatures. Johnson Controls HVAC

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shut the boilers down and set up the air condition for the summer. This will allow Johnson Controls to fix the motor sometime in the summer.

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

1. Librarian Carol Veach attended a meeting of the Cheektowaga Community Collaborative. The Collaborative brings together area Non-Profits and Government agencies to meet each other and share how they help the community. The Felician Center was this month's feature sharing all they do for seniors and families in our region.
2. REI Manager Matthew Best and Director Caufield attended the B&ECPL Managers/Directors meeting.
3. Caretakers Eric Szymborski and William Heitzman attended a CORR Customer Appreciation Day Training Day. CORR is a local company that produces many of the cleaning solutions used in the Library and this event trains and showcases best practices in using their products to keep facilities clean.
4. Director Caufield is working with the Alzheimer's Association to schedule two workshops in June/July for both Libraries.
5. The Lions Club of Cheektowaga graciously donated $500 in support of the Libraries endeavors.

**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 4:40 pm and ended at 4:50 pm.

**OLD BUSINESS**

- ***ITEM #01:*** **Updates on the submitted NYS Library Construction Grandt for REI:** Director Dan Caufield is still awaiting word from NY State, expecting to hear something by the beginning of July.

**NEW BUSINESS**

- ***ITEM #02:*** **New Board Member:** Director Dan Caufield has given the Town of Cheektowaga Board of Trustees the name and information of a new Library Board member. Once the Town has made a resolution at their meeting, Director Caufield can officially name our new trustee.
- ***ITEM #03:*** **Review of the Annual Community Report:** Director Dan Caufield presented the Board with the Annual Community Report. After brief discussion and a few clerical error corrections, Chairman Mark E. Weber moves for a vote to accept the Annual Community Report with said corrections. Votes as follows: Ayes – 5 Noes – 0

**At 5:00 pm** Trustee, Judith M. Mietlicki motioned to adjourn the meeting, and passed unanimously.

The next regularly scheduled meeting will be held July 16th, 2025 at the Julia Boyer Reinstein Library at 4:00 pm.

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Respectfully submitted:

Jill Todd, Recording Secretary

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