

# *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. NY. Held at the Julia Boyer Reinstein Library 1030 Losson Rd. in said town, on Wednesday, June 16th, 2021 at 4:00 p.m.

***Trustees:***

*Mark E. Weber*  
*Chairman*

*Judith M. Mietlicki*  
*Vice-Chairman*

*Angela M. Yates*  
*Secretary-Treasurer*

*Christine Cywinski*  
*Trustee*

*Amy B. Freedman*  
*Trustee*

***Present:***

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

***Excused:*** *Judith M. Mietlicki, Vice-Chairman*

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

***Public***  
***Guests:***

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*Glenn Luba*  
*Director*

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

**LAST MINUTES:**

The minutes of the last regularly scheduled meeting in May had corrections made. With corrections, were approved unanimously under motion duly made and carried.

**TREASURER'S REPORT:**

Cheektowaga Library's spending is in line with and on target for the 2nd quarter of the current year. Overage in budget addressed and reviewed. Unanimously approved, made and carried.

**STATISTICS:** Director Glenn Luba will email the May statistics to the trustees upon completion.

**CORRESPONDENCE:** An email message to Board President Weber was discussed by the members.

## **OLD BUSINESS**

- ***ITEM #01: Collection Development private funds:*** The Cheektowaga Public Library librarians are continuously making progress on updating our collections, using our central budget and/or private funds. They are ordering brand new titles just being released as well as replacements for items that are well worn.
- ***ITEM #02: Archive update:*** Director, Glenn Luba and Librarian II, Chelsey Lonberger met with archive students from U.B to discuss digitizing the Julia Boyer Reinstein Collection over at the Anna M. Reinstein Memorial Library onto a flash drive. NY State Grant options will be researched to better secure, protect, and preserve the physical collection.
- ***ITEM #03: Fundraising:*** Librarian II, Chelsey Lonberger has locked in the date of Sunday July 25<sup>th</sup>, 2021 from Noon to 3PM, for a summer fundraising event at JBR. Chicken dinners from BW's Barbecue will be up for pre-sale at \$12 each. The goal is to sell 200 pre-sale tickets prior to the event and will be available to purchase at both Cheektowaga libraries.
- ***ITEM #04: Childrens Wall:*** The project has been started with an expected contractor completion time of mid to late July due to projected manufacturing timelines for the glass and door assembly.
- ***ITEM #05: Policies:*** The board is currently working on various policies, and will soon be presented for a vote.
- ***ITEMS #06: M&T Credit card/Bylaws:*** The M&T credit card application will be complete after we have a few documents in hand to give to the bank. The documents include the Bylaws, financial report, and an authorization letter of request from the Chairman of the Cheektowaga Library Board of Trustees. Director, Glenn Luba has presented the board with proposed revisions to the Bylaws. The trustees read over the revised policy and Chairman, Mark E. Weber motioned to accept the revised Bylaws. Unanimously approved, made and carried.

## **NEW BUSINESS**

- ***ITEM #07: Grant Activity (inhouse/State):*** Grant funding is being sought for two projects through the BECPL Program Equipment & Facility Improvement Initiative, Round 1, 2021. Upon clarification discussion, Chairman Weber moved to adopt the following two resolutions which were seconded and adopted by all present Trustees:

BE IT RESOLVED, that the Julia Boyer Reinstein Library at 1030 Losson Road is owned by the Town of Cheektowaga, and fully intends to utilize it for library services for a minimum of ten years, and has adopted Town Resolution 2021-245, which authorizes the construction of a Childrens Wall with Assemblymember Monica Wallace funds and private library funds which were verified by Board President Mark Weber and Treasurer Angela Yates as to the availability of private funds from \$925 based on 90% eligibility up to \$9250 to finance the childrens wall as submitted to the BECPL Program Equipment & Facility Improvement Initiative Round 1 2021 adopted June 16, 2021, and submitted to the Buffalo and Erie County Public Library System on June 18, 2021,

BE IT RESOLVED, that the Julia Boyer Reinstein Library at 1030 Losson Road is owned by the Town of Cheektowaga, and fully intends to utilize it for library services for a minimum of ten years, and that the Board of

Trustees of the Cheektowaga Public Libraries authorizes the purchase of public area chairs with private library funds which were verified by Board President Mark Weber and Treasurer Angela Yates as to the availability of matching private funds, in the amount of \$1,015 based on 90% eligibility, to finance the chair purchases as submitted to the BECPL Program Equipment & Facility Improvement Initiative Round 1 2021 adopted June 16, 2021, and submitted to the Buffalo and Erie County Public Library System on June 18, 2021,

- **ITEM #08: Exterior Hour Signs:** The graphics department at central has made signs with our new hours on them. The signs have been posted on the outside of both library buildings facing the parking areas.
- **ITEM #09: Staffing/Hours:** With the new increased hours at JBR, Director Glenn Luba has been able to hire three new Sr. Pages. The hours at Anna Memorial will remain the same until after Labor Day.
- **ITEM #10: Community Report:** Librarian II, Chelsey Lonberger is finalizing the annual Community Report for 2020. She has come up with a rough draft that Director, Glenn Luba will email to the trustees for comments and/or vote to accept.

**At 5:07** Mark Weber motioned to adjourn the meeting, it was seconded by Amy B. Freedman and passed unanimously.

The next regularly scheduled meeting will be held on July 21st, 2020 at the Julia Boyer Reinstein Library at **4:00** pm.

Respectfully submitted:

Jill Todd, Recording Secretary