

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. NY. Held at the Julia Boyer Reinstein Library 1030 Losson Rd. in said town, on Wednesday, March 17th, 2021 at 4:00 p.m.

Trustees:

Mark E. Weber
Chairman

Judith M. Mietlicki
Vice-Chairman

Angela M. Yates
Secretary-Treasurer

Christine Cywinski
Trustee

Present:

Mark E. Weber, Chairman – Via Phone
Judith M. Mietlicki, Vice-Chairman
Angela M. Yates, Secretary-Treasurer
Christine Cywinski, Trustee

Excused: *None*

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

Public Guests: *Amy Freedman – Via Phone*

Glenn Luba
Director

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

LAST MINUTES:

The minutes of the last two regularly scheduled meetings in November & January 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 1st quarter of the current year. Unanimously approved, made and carried.

STATISTICS: Per handout.

CORRESPONDENCE: N/A

NEW BUSINESS

- **Item #01: State Report:** Chairman, Mark E. Weber made a motion to vote on accepting the Cheektowaga Public Library 2020 State Report as is. Unanimously voted yea to accept as is, duly made and carried. The Cheektowaga Public Library 2020 State Report has been completed and submitted to the State.
- **Item #02: ACT Meeting Survey:** All library board trustees have an ACT Meeting Survey to complete on-line. The due date for submittal is 3/18/2021.
- **Item #03: Call In Trustee Applicant (4:30):** Amy Freedman expressed interested in filling the vacant position on the Cheektowaga Public Library Board of Trustees. At 4:30 Amy Freedman called in to be interviewed by the board members. After a brief summary of Amy's professional life, the board members asked her some questions. The phone call ended, then the board had a brief discussion. Chairman, Mark E. Weber made a motion to vote on filling the board's vacancy with Amy Freedman. Trustees unanimously voted yea to submit Ms Freedman for Town approval, duly made and carried. Director, Glenn Luba will submit information to the Town of Cheektowaga Attorney Office for Town Council approval.
- **Item #04: Declared Health Emergency Plan:** All state organizations have to have a Health Emergency Plan in place and on their websites by the end of April 2021. Deputy Director, Jeannine Doyle composed a template that meets NY State mandates and would be easy for the contracting libraries to adapt to their specific locations. Director, Glenn Luba presented the board with a Cheektowaga based version of the Health Emergency Plan for the Cheektowaga Public Library. Upon review, Chairman, Mark E. Weber made a motion to vote on accepting the Health Emergency Plan. Unanimously voted yea, duly made and carried.

OLD BUSINESS

- **Item #05: Collection Development Private Funds:** The librarians are ordering more Large Print materials to add to our collections. Our storybook-in-a-bag items are big hit with families, so we are purchasing more. We are planning to add 24 more to JBR's collection and adding 8 to REI's collection.
- **ITEM #06: Fundraising:** Librarian II, Chelsey Lonberger reached out to Chiavetta's Chicken to get updated information and date options. She was informed of an increase to their base level of participating which drew pause regarding pursuing this option. We will explore other options to compare.
- **ITEM #07: Assemblymember Wallace funding Update:** Director, Glenn Luba has met with Town Engineering and two contractors to obtain current estimates for the children's area glass wall project.
- **ITEM #08: Policies:** The board is currently working on finalizing the policies, and will soon be presented for a vote.
- **ITEM #09: M&T Credit card / Bylaws:** After the bylaws are amended and voted on, an M&T credit card application will be applied for to make library purchases easier to document.

At 5:10 Mark Weber motioned to adjourn, it was seconded and passed unanimously.

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

Respectfully submitted:

Jill Todd, Recording Secretary