

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, May 19th, 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:

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 March & April 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. Unanimously approved, made and carried.

STATISTICS: Per handout.

CORRESPONDENCE: N/A

NEW BUSINESS

- ***ITEM #01: System Director Retirement:*** System Director, Mary Jean Jakubowski will be retiring as of June 25, 2021. The Cheektowaga libraries will be taking part in a memory scrapbook being coordinated by ACT representatives.
- ***ITEM #02: Staffing/Hours:*** Director, Glenn Luba proposed additional hours starting on June 1st, 2021 to be in line with New York State Minimum Standards. JBR will be open for 54 hours: Mon. 9-8, Tues. 9-5, Wed. 9-5, Thurs. 9-8, Fri. 9-5 and Sat. 9-5; and REI's hours will not change they will remain: Mon. 2-8, Tues. 9-3, Wed. 2-8, Thurs. 12-6, Fri. Closed and Sat. 9-3. After Labor Day we will be adding more open hours at both locations. Chairman, Mark E. Weber motioned for a vote on the increase of open hours, trustees unanimously voted yea, duly made and carried.
- ***ITEM #03: Mask Mandate Update:*** Central Administration and its legal team decided to keep the mask policy as is despite the State somewhat lessening restrictions. Masks will remain mandatory inside all Erie County Libraries even if you are fully vaccinated. Also, the libraries will not be quarantining returned materials any longer.

OLD BUSINESS

- ***ITEM #04: Collection Development Private Funds:*** The Librarians in the Cheektowaga Libraries are continuing to order new materials to boost our collections. This continues to be a work in progress. Two laptops, to be utilized by staff only (especially, but not solely) for collection development tasks, are being requested due to current workspace/computer access limitations in the workrooms. Each library would receive one laptop. The laptops will be equipped with the software needed to carry out all library functions. The total cost for two laptops is \$1628.22 and would come out of private donation funds. Chairman, Mark E. Weber motioned for a vote on spending private monies on this project, trustees unanimously voted yea, duly made and carried.
- ***ITEM #05: Fundraising:*** Librarian II, Chelsey Lonberger has locked in the date of Sunday July 25th, 2021 from Noon to 3PM, for a summer fundraising event at JBR. Chicken dinners will be sold from BW's Barbecue. Tickets will be sold in advance with some dinners available that day.
- ***ITEM #06: Children's Wall:*** Director Glenn Luba has received the lowest bid estimate, from the recently closed bidding process, which was the amount of \$24,250. Funding from Assemblymember Wallace for this project is \$15,000, leaving a balance of \$9,250 to be paid from private library funds. Previous discussions committed to moving forward on this project knowing that the balance needed could be in the range of \$11-\$14,000 after the official bidding process. Chairman, Mark E. Weber motioned for a vote on spending private monies in the amount of \$9250 for the childrens wall, trustees unanimously voted yea, duly made and carried.
- ***ITEM #07: Policies:*** The board is currently working on various policies, and will soon be presented for a vote.
- ***ITEM #08: 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 by Amy B. Freedman and passed unanimously.

The next regularly scheduled meeting will be held on June 16th, 2020 at the Julia Boyer Reinstein Library at **4:00** pm.

Respectfully submitted:

Jill Todd, Recording Secretary