

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 15, 2024 at 4:00 p.m.

Trustees:

Mark E. Weber
Chairman

Denise Wilczak
Vice-Chairman

Angela M. Yates
Secretary-Treasurer

Judith M. Mietlicki
Trustee

Christine Cywinski
Trustee

Daniel Caufield
Director

Present:

Mark E. Weber, Chairman
Denise Wilczak, Vice-Chairman
Angela M. Yates, Secretary-Treasurer
Judith M. Mietlicki, Trustee
Christine Cywinski, 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 4:10 pm.

PUBLIC COMMENT: *N/A*

MINUTES:

The minutes from April were read, and were unanimously approved and carried.

TREASURER'S REPORT:

The treasurer's report from January to April has been accepted. Unanimously approved, and carried.

STATISTICS:

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

CORRESPONDENCE: N/A

DIRECTOR'S REPORT:

- **Statistics** As far as circulation statistics go, JBR is 3rd in the system. And REI's circulation went up from last year.

- **Programs** are abundant in the Cheektowaga Libraries.
 1. Both libraries hosted viewing parties for patrons during the total solar eclipse. Although the sky was intermittently overcast, viewers at both locations were able to see parts of this once in a lifetime event. Eclipse activities, and snacks were available alongside the NASA simulcast.
 2. SCORE Buffalo/Niagara hosted a workshop focused on marketing and leadership for small business owners at JBR. The free resources the library provides were featured.
 3. JBR partnered with the NYS Department of Labor and hosted a Job Fair. 30 companies from the Cheektowaga area were taking applications, interviewing and hiring at this Job Fair. Cheektowaga Councilman Vern Thompson hosted a table featuring employment opportunities available in Cheektowaga.
 4. Librarian Kathy Goodrich hosted a meeting of the Next Chapter Book Club at JBR. New titles of books the library will be receiving soon were announced at the meeting.
 5. Laura Scott taught patrons how to make yarn and felt art on canvas board at this month's Adult Craft Hour at JBR.
 6. Cheektowaga Y.E.S. volunteer Haley Roberts, led an Earth Day program at JBR. The children learned about protecting the environment and planted their own flowers in eco-friendly pots.
 7. Dozens of children and parents enjoy stories and crafts with Preschool Story Time at JBR, and Night Owl and Early Bird Story Hour at REI.
 8. Director, Daniel Caufield presented a "Sun, Moon and You" program for the Cheektowaga Girl Scout Troops at the Apple Tree Mall. Stories were read and art projects were done with a focus on explaining the eclipse and notable women in science and space exploration. Eclipse viewing glasses were handed out to all the girl scouts and their families.
 9. Librarian Carol Veach has been continuing her outreach at Maryvale Intermediate Elementary School and Cleve Hill Elementary where she read stories, offered crafts and spoke to teachers and students about library resources. She also handed out library card applications.
 10. Librarian Christine Webb visited the "Just for Kids" afterschool program at Union East Elementary School, where she explained library resources to the students and teachers. Also, she handed out library card applications, and flyers for our Summer Reading Kick-off programs.

- **Collections:** Librarians are currently weeding their respective collections.

- **Operations and Infrastructure**

1. Johnson Controls turned off boilers and set the air conditioner for spring/summer at both libraries.
2. Suburban Pest Control has started spraying for the summer at both locations.
3. Trost Fire Equipment Specialists conducted an inspection of all fire extinguishers, and replaced a few that were expired. Also, all fire alarms were tested and certified at both libraries.
4. Cheektowaga Fire Protection Systems tested both libraries fire alarm systems, and everything was functional and in working order.

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

1. Director, Daniel Caufield met with Central Library Maintenance Chief Mark Kross and selected shelving and display units to be transferred to JBR & REI.
2. Director, Daniel Caufield met with members of the Cheektowaga Gardening Club to make plans for the lecture that is to be held at JBR on May 13th. (Native Plants and Invasive Species)
3. The Cheektowaga Libraries partnered with knitter/chrocheter, Judy Wipej, she works with children, teens and people of all ages at her “Twisted Stitches” classes.
4. The Cheektowaga Y.E.S. group continues to host LEGO and Craft Nights at JBR & REI.
5. Throughout the month of April, Stuff the Sneakers charity has hosted a donation barrel at JBR. We collected footwear and personal hygiene materials for adults, teens and children who are at risk of or who are homeless. The donations were distributed to local charities such as Kids Escaping Drugs, Harbor House, Gerard Place, Compass House and others.

OLD BUSINESS

- **NYS Construction Grant:** Director, Daniel Caufield has submitted information to SHPO for the REI project in which he is trying to obtain a New York State Construction Grant. REI is not on the historic registry but the building is older than 50 years old, so this step must be done.

EXECUTIVE SESSION

- Brought to executive session at 4:35. Adjourned executive session at 4:46.

NEW BUSINESS

- **Creation of a 5 year planning sub-committee:** Director, Daniel Caufield is in the process of gathering information and input from our patrons, staff, and trustees to help create and develop a Cheektowaga Public Library 5 year Plan. A librarian student has come up with a survey that will be used this summer and then again in the winter.

At 5:00 pm Chairman, Mark E. Weber motioned to adjourn the meeting, and passed unanimously.

The next regularly scheduled meeting will be held June 26th, 2024 at the Julia Boyer Reinstein Library at 4:00 pm.

Respectfully submitted:

Jill Todd, Recording Secretary

DRAFT