

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, October 15, 2025 at 4:30 p.m.

Trustees:

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

Mark E. Weber
Chairman

Judith M. Mietlicki
Vice-Chairman

Denise Wilczak
Secretary-Treasurer

Philip Martino
Trustee

David A. Lupejkis
Trustee

Excused: *N/A*

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

Daniel Caufield
Director

Public
Guests: *N/A*

The Board Meeting was officially called to order by Chairman Mark E. Weber at 4:30 pm.

PUBLIC COMMENT: *N/A*

MINUTES:

The reading of the minutes from September were unanimously accepted, approved and carried.

TREASURER'S REPORT:

The treasurer's report for September has been 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: N/A

DIRECTOR'S REPORT:

- **Programs** are abundant in the Cheektowaga Libraries.

1. The Cheektowaga YES group (Youth Engagement Services) moderated the monthly LEGO Clubs and Craft Nights at both Cheektowaga Libraries. This wonderful partnership between the Library and the Town of Cheektowaga's Youth and Recreational Services Department allows teens to volunteer and help provide activities for younger children.
2. The Anna M. Reinstein Memorial Library hosted a movie day featuring the animated story "Gnomo and Juliet" for families. These movie days are popular with our families visiting the Anna Reinstein Library and often tie into other events. This title worked well to promote the following week's visit of the Shakespeare in the Park Players who will be acting out a shortened version of Romeo and Juliet.
3. The Julia Boyer Reinstein Library was honored to host a lecture entitled "The Peoples Pope, Reflections on Meeting with Pope John Paul II". Speakers Rich Newburg, WIVB-TV Senior Correspondent, and former Erie County Executive Ed Rutkowski recounted many stories exploring the close relationship Erie County had with Pope John Paul II. Through recorded news reports filmed in the 1990's by Mr. Newberg attendees were brought into the close-up / personal stories and interviews captured during this time. Organized by the Polish Arts Group of Buffalo the lecture was a wonderful success with many in the audiences remembering the Pope's visit and sharing stories of their own encounter with Pope John Paul II.
4. The Shakespeare in Delaware Park Theatre Company performed an abridged production of Romeo and Juliet at the Anna Reinstein Memorial Library. Along with the play, the production included a pre-show workshop and a post-show talkback with the actors. The event was part of Shakespeare in Delaware Park's "50 for 50" educational tour. During the tour, the theatre company will bring the production to 50 schools and community venues throughout 2025 as part of their 50th anniversary.
5. The Julia Boyer Reinstein Library collaborating with the Department of Labor hosted its bi-yearly Job Fair. Thirty-five companies and employment training centers attended the event with over 200 attendees stopping by to see what opportunities were available to them. The job fair went very well with many applications being collected and interview dates being set. The Department of Labor will be in contact to host another Job Fair in spring of 2026.
6. The Julia Boyer Reinstein Library hosted a lecture by Master Gardeners Ken Parker and Devon Southall. Promoting native gardens, they shared examples of how the small but powerful design choices (edging, paths, signs, art, sightlines, etc.) show your garden is intentional, cared for, and

avoiding titles such as unkempt and weed patches. The lecture was very well received by local gardeners and botanists who shared their experience in growing native plants in a neighborhood setting.

7. The Julia Boyer Reinstein Library hosted a blood drive with Connect Life. The Connect Life Bus was able to collect fifteen units of blood while parked at the Library from 1:30pm to 4:30pm and look forward to returning again to both Libraries.
8. Cheektowaga Public Libraries Knitting and Crocheting programs (Saturdays at Anna M. Reinstein Library and Thursdays at the Julia Boyer Reinstein Library) 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.
9. Throughout September the children's Story Hour programs at both Cheektowaga Libraries drew in many families for reading, crafts and fun. Librarian Heidi Bofinger facilitated the Wednesday Night Owl and Thursday Early Bird Story Times at the Anna M. Reinstein Memorial Library while Librarian Kathy Goodrich led the Wednesday Preschool Story Times at the Julia Boyer Reinstein Library. These story times are very popular and well received by children, parents and grandparents attending.

- **Outreach**

1. Library Director Dan Caufield spoke at "Entrepreneurship and the Arts" at Buffalo State University. Entrepreneurship and the Arts is a 6 week series of workshops aimed to benefit artists and creative individuals who want to turn their skills and passion into business. Invited by Susan McCartney, Director of the Small Business Development Center, Caufield was able to emphasize the importance of a business plan, define a basic plan and its components then show attendees how to find example business plans as well as industry / marketing data that they will need to write their own. Caufield was able to highlight many of the library's online resources and met later for one-on one sessions for a deeper dive into the resources available.

- **Collections**

1. Library Manager Matthew Best has reviews the collections budgets and is coordinating the final spending and orders for materials purchased for 2025.

- **Operations and Infrastructure**

1. Throughout September, Danforth HVAC has serviced both Libraries and has our boilers ready for the winter. More work needs to be done at both facilities and will be started soon.
2. Suburban Pest Control sprayed the exterior of both facilities.
3. Care Taker William Heitzman caulked and sealed the skylight window at the Anna M. Reinstein Library. During heavy rains, this window would leak. No drips or leaks have been observed after his work.

4. Throughout September Caretaker Eric Szymborski has tended to the crabapple trees and weeded an area to the back of the Anna M. Reinstein Library making it visible from the sidewalk to the back wall.
5. Throughout September Caretaker Nicholas Perison has been touching up the painting where needed at the Julia Boyer Reinstein Library.

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

1. Director Caufield met with Cheektowaga Works Managers Mark Mez, John Ciesielski, Dean Mertowski, Town Comptroller Dennis R. Dombrowski and various Danforth HVAC representatives to coordinate communications between town agencies when there is need for HVAC service. Who to call and how quotes were to be prepared were discussed and a more efficient communication protocol set in place.
2. Throughout September – The WNY Iris Society has been working with Director Caufield to start their Fall Sunday Speaker Series which will commence in October. Their first speaker will be Dave O'Donnell director of the Eastern Monarch Butterfly Farm in Clarence.

OLD BUSINESS

- **ITEM #01: CPL Board members and account changes:** Proper paperwork was filled out and signed for a newly appointed treasurer to take over our accounts through M&T Bank, including a credit card.

NEW BUSINESS

- **ITEM #02: New Board Officers - Updates:** The Board of Trustees after interviewing for the vacant trustee opening of Angela Yates, offered the position to long time Cheektowaga resident David A. Lupejkis, to which he accepted. Director Dan Caufield will send this information to the Town Board of Cheektowaga for a resolution of acceptance at their next Board Meeting.
- **ITEM #03: Staff schedules and new hires:** Director Dan Caufield will be posting a job vacancy for part time librarian for REI, as Librarian Jeffrey Matrachia is leaving us. Jeff has accepted a full time Librarian position at the Niagara County Library.

At 4:57 pm Vice - Chairman, Judith M. Mietlicki motioned to adjourn the meeting, and passed unanimously. The next regularly scheduled meeting will be held November 19th, 2025 at the Julia Boyer Reinstein Library at 4:30 pm.

Respectfully submitted:

Jill Todd, Recording Secretary