

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, September 18, 2024 at 4:00 p.m.

Trustees:

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

Mark E. Weber
Chairman

Denise Wilczak
Vice-Chairman

Angela M. Yates
Secretary-Treasurer

Excused: *N/A*

Judith M. Mietlicki
Trustee

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

Christine Cywinski
Trustee

Daniel Caufield
Director

Public
Guests: *N/A*

The Board Meeting was officially called to order by Chairman Mark E. Weber at 4:00 pm.

PUBLIC COMMENT: *N/A*

MINUTES:

The minutes from July were read, and with said corrections were unanimously approved and carried.

TREASURER'S REPORT:

The treasurer's report for June 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 approved and carried.

CORRESPONDENCE: N/A

DIRECTOR'S REPORT:

- **Programs** are abundant in the Cheektowaga Libraries.
 1. July and August JBR hosted Summer Reading Adventure Clubs for children 5-8 and 9-12 years of age. Librarian Carol Veach provided activities and stories tied into the summer reading theme "Adventure Begins at Your Library".
 2. July and August both libraries continued their Story Hour programs for children 3 to 12 years of age.
 3. In July both libraries hosted a ConnectLife Blood Drive. The ConnectLife blood donation vehicle parked in each parking lot for half a day collecting blood from volunteers. Fourteen pints of blood were collected to aid in emergency care of Erie County residents.
 4. Throughout July and August both libraries continued their partnership with the Cheektowaga Y.E.S. groups. The Y.E.S. program provides volunteer opportunities for teens who want to take an active role in the community. They teens coordinated "Craft" and "Lego Night" for children 4 to 12.
 5. Throughout July and August JBR hosted a Teen D&D program. With positive feedback from the participating teens, the program was requested to be offered again during the fall.
 6. JBR hosted 2 Medicare 101 programs. Speakers from the Clarity Group of New York explained services provided by various medicare plans and how anyone 65 and up can sign up or change their coverage to meet their individual needs.
 7. Throughout July REI hosted a Story Walk provided by B&ECPL Youth System Services. Story Walks take a children's book and divide them by pages stretching them out along a walk for families to read as they explore new areas at their own pace.
 8. Local author Peter M. Talty read passages and spoke about his new book "Anatomy of a Pummeled Life" at JBR. After readings from his works, Mr. Talty answered questions and signed books.
 9. At JBR the Buffalo Niagara Water Keepers and the Army Corp. of Engineers shared updates on their research to find the best way to clean up the Scajaquada Creek. Environmentalists, residents and the media were there to add input to the \$650,000 plan.
 10. At JBR, Librarian Kathleen Goodrich hosted a "Pre-K Boot Camp" designed to prepare young children for their first day in preschool. The children received a small book bag, crayons, and safety scissors.
 11. JBR continued its monthly Teen Activity Box program for ages 12 to 18 hosted by Librarian Laura Scott.
 12. Throughout the summer the Cheektowaga Libraries promoted reading through attractive reading selections, programming and reading competitions. "Ticket to Read" contest incentivized reading making it a fun challenge bringing in readers of all ages. The 2024 Summer Reading Campaign

was a great success by helping children keep their reading skills sharp, generating interest in the library and books and encouraging reading become a lifelong habit.

13. Director, Daniel Caufield spoke at a Small Business workshop for the Small Business Administration Starting and Managing Your Own Business program at the WEDI West Side Bazar. Caufield demonstrated Library resources entrepreneurs could use online which will help the strategically plan for a successful future.

- **Collections** Library staff continue to weed and order for their respective collections.

- **Operations and Infrastructure**

1. William Fenzl generously donated a map table for the Children's area at REI.
2. Johnson System Controls was able to repair a boiler leak. Fortunately, the boilers were off for the summer and are now ready for the fall and winter seasons.

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

1. Director, Dan Caufield met with System Director John Spears, Tracy Palicki, and Emily Patronik from the Central Library's Business Office to discuss the 2025 budget. The 2025 budget stands to be the same as the previous year with no changes to the staff but with an increase in programming monies of \$1,000 per library to be used as needed.
2. Director, Dan Caufield met with Cheektowaga Town Engineer Paul Piwowarski and Structural Engineer Robert Stellanou from Trautman Associates at REI. A review of the roof was conducted and structural support covers were inspected. Trautman Associates will be citing a price for rehabilitation, which will be included in bids for a forthcoming construction project.
3. Director, Dan Caufield met with Nick Bonarek from the NYS Dept. of Labor and arranged a Job Fair to be held at JBR on September 18th from 11am – 1pm.
4. Director, Dan Caufield met with Hiedi Ziemer from WNY Library Resource Council in a planning meeting to offer entrepreneurs a day to learn about what it takes to start and run a business in the arts. On October 28, there will be a daylong conference at the Central Library where Caufield and other lectures will inform artists how to strategically plan for success using free business resources provided by the library. The following month, taking what they learned at the conference, the artist will table at JBR during a Craft/Art Fair on November 30th.
5. Director, Dan Caufield met with Cheektowaga Town Supervisor Brian Nowak to discuss the roof repairs at REI. Supervisor Nowak was very responsive to the needs of the library and committed to matching funds from the New York State Library Construction Program. The Cheektowaga Town Board authorized a

resolution to provide \$197,000 dollars matching what the Cheektowaga Libraries will be seeking through a NYS Library Construction grant.

6. With cooperation from the Adult Services Librarian Carol Kwalchek-Happy, Director Dan Caufield was able to secure musicians to play for Hispanic Heritage month. September 22 musicians Stephen Guerra (guitar) and Titus Stevens (mandolin) will be playing Choro: Upbeat Brazilian Instrumental Music from Rio de Janeiro, Brazil in a free concert for patrons at JBR.
7. Director Dan Caufield attended a meeting of the Erie County Department of Health. The meeting was to introduce services provided free to Erie County residents. Caufield secured a community NARCAN training at REI
8. With the resignation of PT Librarian Christine Webb (leaving for a full time position), interviews were conducted throughout the beginning of August and Hiedi Bofinger was hired as the new part time Librarian at REI. Joan Butrch, PT Clerk also resigned (retiring) and Judith Edmister was hired as the new PT Clerk at REI.

OLD BUSINESS

- ***ITEM #01: Updates – NYS Construction Grant:*** Application submitted to replace and remediate four of the laminated support columns.

NEW BUSINESS

- ***ITEM #02: Staffing:*** Hiedi Bofinger hired as the part-time Librarian and Judith Edmister hired as part-time clerk at REI.

At 4:45 pm Chairman, Mark E. Weber motioned to adjourn the meeting, and passed unanimously.

The next regularly scheduled meeting will be held October 16th, 2024 at the Julia Boyer Reinstein Library at 4:00 pm.

Respectfully submitted:

Jill Todd, Recording Secretary