

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, September 15th, 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

Glenn Luba
Director

Present:

Mark E. Weber, Chairman
Judith M. Mietlicki, (via phone)
Angela M. Yates, Secretary-Treasurer
Christine Cywinski, Trustee
Amy B. Freedman, Trustee

Excused: *None*

Also Present: *Glenn Luba, Director*
Chelsey Lonberger, Recording Secretary

Public *None*
Guests:

Meeting called to order by Chairman Mark E. Weber at 3:57 pm

LAST MINUTES:

The minutes of the last regularly scheduled meeting in July had corrections made. With corrections, were approved unanimously under motion duly made and carried.

TREASURER'S REPORT:

Sr. Clerk Todd is set up to work remotely until further notice and has continued to finalize accounting tasks/reports with inhouse assistant from Director Luba for the CPL. Mrs. Todd is also training with new software so that the financials will be better organized from a visual standpoint.

As of yet, the Children's wall has not been paid fully, we are waiting on invoices. Thanks to various revenue aid, the library will only be spending approximately \$1,000 for the wall. More on the wall in Old Business.

Money from Central regarding staff budget seems to be high, but seems inflated only because that number reflects short staffing due to restricted conditions this past year and staffing challenges due to absence's. This occurred because of the Covid-19 pandemic and the high turnover in staffing experiences, coupled with the abridged hours enacted as a response to the virus. Treasurer Yates asked for a FT Clerk position to be implemented at Anna M. Reinstein. Director Luba agreed that when the new staffing budget gets entered in he would see if that was feasible. However, the next budget for staffing will not be accepted until Summer 2022. In the meantime, Director Luba will monitor and assess the staffing levels needed for both locations.

Trustee Cywinski then asked about private funds and if they could be allotted for Large Print books. A discussion ensued and the current plan is to weed the current large print selection and then purchase replacement books with private funds.

Cheektowaga Library's spending is in line with and on target for the 3rd quarter of the current year. Unanimously approved, made and carried.

STATISTICS:

Board members received library statistics for Anna Reinstein prior to meeting and were found to be satisfactory. The statistics for Julia Boyer Reinstein were presented without narration because of limited staff. Motion was made to approve and unanimously passed and carried.

CORRESPONDENCE:

There was no correspondence of note to review at this meeting.

OLD BUSINESS

- **ITEM #01: Programming:** There will be several programs to celebrate for Halloween. At Anna M. Reinstein we have Dave Jeffers coming to do his magic show/petting zoo/ pumpkin program. At Julia Boyer Reinstein there will be a Halloween Party that includes crafts, games and prizes.
- **ITEM #02: Pamphlet:** A pamphlet was created and, after editing, will be distributed to various non-profit and government institutions to advertise the libraries.
- **ITEM #03: Chicken Dinner Sale:** A profit was made from the Chicken Dinner Sale of almost \$1000.
- **ITEM #04: Children's Wall:** The Wall is up and functioning, small details are still being added including baseboards and trim. New lights are also going up in the Children's section to light the space better.
- **ITEM #05: Chairs:** New chairs will be arriving at Anna M. Reinstein to replace the old chairs currently at that location. Julia Boyer Reinstein will be taking the (common to both locations) chairs from Anna M. Reinstein to replace older wooden table chairs. The library will now have 2 chairs per study table. More chairs were discussed for purchase. A vote will be held once Director Luba gathers information on pricing.
- **ITEM #06: Anna M. Reinstein Roof:** Outside wood beams of the building that interface with the edge of roofing are in bad condition and should be addressed in the same conversation as roof replacement.

Thus, the roof project grant has been postponed till next year to allow for further assessment by the Town of Cheektowaga Engineer. Also, the New York State Preservation Board needs to be informed and give their approval of said project. Since this will involve major work it is the goal to address a few problems all at once. This also includes the switch to LED lighting, and lighting the perimeter of the building to be more visible at night. This will sought through a New York State Grant for next year.

- **ITEM #07: Policies:** Delayed until a future date.
- **ITEM #08: Credit Card:** The M&T Credit card is functional and is being used.

NEW BUSINESS

- **ITEM #09: ACT:** There is an ACT meeting occurring Oct 2nd at 9:30 am via Zoom. All are encouraged to attend. Director Luba will look into Continuing Education Requirements for Board Members and if ACT counts towards that number.

EXECUTIVE SESSION

At 5:25 Mark Weber motioned to adjourn the meeting, it was seconded by Amy B. Freedman and passed unanimously.

The next regularly scheduled meeting will be held Oct 20th, 2021 at the Julia Boyer Reinstein Library at 4:00 pm.

Respectfully submitted:

Chelsey Lonberger, Interim Recording Secretary