

Cheektowaga Public Library

-----Board of Trustees-----

Julia Boyer Reinstein Library

*Administration Office
1030 Losson Road
Cheektowaga, NY 14227*

At a regular 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, August 19, 2020 at 4:00 p.m., there were

Trustees:

Mark E. Weber
Chairman

Judith M. Mietlicki
Vice-Chairman

PRESENT: *Mark E. Weber, Chairman
Judith M. Mietlicki, Vice-Chairman
Angela M. Yates, Secretary-Treasurer
Christine Cywinski, Trustee
Deborah E. Cope, Trustee*

EXCUSED: *None*

Angela M. Yates
Secretary-Treasurer

ALSO present: *Glenn Luba, Director
Jill Todd, Recording Secretary*

Deborah E. Cope
Trustee

Special Guest: *None*

Christine Cywinski
Trustee

*On a motion by Chairman, Mark E. Weber
second by Vice-Chairman, Judith M. Mietlicki at
3:55 pm meeting was called to order.*

Glenn Luba
Director

The minutes of the last regularly scheduled meeting on July 15, 2020 were approved unanimously under motion duly made and carried.

Item #01: Treasurer's Report: The Cheektowaga Library's spending is in line with and on target for the 3rd quarter of the current year. On a motion by Chairman, Mark E. Weber and second by Secretary-Treasurer, Angela M. Yates to accept treasurer's report. Unanimously approved under motion duly made and carried.

Item #02: Statistics: As per handout sheet.

Item #03: Correspondence: A patron sent a message to the library system's 24/7 AskUs service regarding the wearing of face masks in public buildings. She expressed a positive experience from

staff at our Losson location but wanted to further voice her concerns regarding the overall wearing of masks. She has since been seen with a face shield in the library.

NEW BUSINESS

Item #04: Current State of Library: *1. Current patron activities overview:* At both locations, when the library first opens there are moments when it is very busy. We have noticed that it does not matter if it is a 9 o'clock start or an 11 o'clock start, the first few hours are the heaviest traffic times. The last couple hours of the day it slows down noticeably.

Item #05: Library Budget Scenarios *1. System* System Director, Mary Jean Jakubowski and Chief Financial Officer, Kenneth Stone have stated and stressed that libraries should go forward with matching their staff with the needs of their library. If our needs go up we can bring back more employees, if our needs go down we should schedule accordingly. Director, Glenn Luba, as requested by Central Business Office Manager, Tracy Palicki, submitted budget reduction scenarios of 5%, 10%, and 25% because of the uncertainty of actual available funds for the remainder of the 2020 fiscal year and projected 2021 budget. *2. Town* Director, Glenn Luba has submitted a maintenance/capital budget request to Brian Krause, the Cheektowaga Finance Director for the 2021 town budget discussions.

Item #06: Archive Meeting with WNYLRC: Librarian II, Chelsey Lonberger met with Heidi Ziemer from WNYLRC to discuss our archive collection at REI, and the possibilities of digitizing the collection. Applying for a grant to help with the cost of this project was discussed. Also discussed was getting a UB archive student to come on board to help with this project. All talks are in preliminary stages, nothing has been decided on at this time.

OLD BUSINESS

Item #07: Reinstein Stained Glass: Chairman, Mark E. Weber has talked with his colleague Scott Emsley from the Sunshine Glassworks Ltd about the stained glass at REI. Mark gave Director, Glenn Luba Scott's contact information. Mark says that Scott is willing to make an appointment to come and look at the glass and give us his assessment on its condition.

Item #08: Assembly member Wallace Funding Update: Director, Glenn Luba talked to Monica's chief of staff earlier today about possible projects to use this funding towards. Given the current health crisis upon us the original project has been tabled, but new ideas are being discussed. Glenn is awaiting approval from Monica's staff to go forward with any new projects.

Item #09: Seating/NonFiction Area REI: This project is on hold due to current social distancing issues.

Item #10: Policies: The policies are still a work in progress. Director, Glenn Luba will send the policy drafts in an email for the trustees to read over and to vote on between Oct 1 and Dec 31.

Item #11: M&T Credit Card: This is on hold for now.

Under a motion duly made and carried, the meeting was adjourned at 5:00 pm.

NOTE

In a post meeting follow up email message to all Board members, Director Glenn Luba requested that booksale funds be considered for completing the storage building project started two summers ago when the concrete pad was completed. In a motion via email by Mark Weber to utilize booksale funds of \$7500 to complete the construction of the storage building (minus roof shingles being supplied from extra from the main library roofing project and electrical being discussed with Town electrician) this 2020 fall season. Vote 5 ayes, 0 noes, the motion to complete storage structure was approved.

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

Respectfully submitted:
Jill Todd, Recording Secretary