

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, July 17, 2019 at 4:00 p.m., there were

Trustees:

Mark E. Weber
Chairman

Judith M. Mietlicki
Vice-Chairman

Angela M. Yates
Secretary-Treasurer

Deborah E. Cope
Trustee

Christine Cywinski
Trustee

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

EXCUSED: *Deborah E. Cope, Trustee*

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

*On a motion by Chairman, Mark E. Weber
second by Christine Cywinski, Trustee at
4:00 pm meeting was called to order.*

Glenn Luba
Director

The minutes of the last regularly scheduled meeting on June 20, 2019 were approved unanimously under motion duly made and carried.

Item #01: Treasurer's Report: Chairman Mark E. Weber inquired at the bank as to why we have not received a Board of Trustees bank statement yet this year; it was due to inactivity. The Cheektowaga Library's spending is in line with and on target for the 2nd quarter of the current year. On a motion by Chairman, Mark E. Weber and second by Trustee, Christine Cywinski to accept treasurer's report. Unanimously approved under motion duly made and carried.

Item #02: Statistics: Circulation at JBR and REI for June was as follows:

June 2019
JBR -21% **REI** -4%

***The Board members continued their discussion on ideas to help increase circulation, and bring more people into the libraries. Possible ideas discussed were; more displays in general and mobile displays for programming, specialty item bags containing books/items of specialty interest, library article in the Bee, teaming up with University Express for cross marketing opportunities, refresh paperbacks, author speakers (particularly Reinstein author).

NEW BUSINESS

Item #03 & #04: Security Harlem location: On Monday July 15th there was an incident in which 9-1-1 had to be called in to handle a patron situation. During the event, staff were threatened because of a computer related issue. Director Glenn Luba has finalized the legal review of a contract with Buffalo Protection and Investigation (BPI) with WNYLRC lawyer, Stephanie Adams Esq.. The contract will establish a security person to be at the Harlem location for 17 hours per week. On a motion by Chairman, Mark E. Weber and second by Secretary-Treasurer, Angela M. Yates to vote on accepting the security contract: 4 ayes 0 noes 1 absent)

Item #05: State Politicians Thank You Letter: Director Glenn Luba forwarded a Thank You letter to Senator Kennedy and Assemblymember Monica Wallace on behalf of Board President Mark E. Weber thanking them for State funding for libraries.

Item #06: Assemblymember Wallace Funding: Assemblymember Monica Wallace has contacted Director Glenn Luba about funding she secured for the Cheektowaga Public Library. The amount is for \$15,000 and her Chief of Staff Jordan and Director Glenn Luba are discussing eligible projects.

Item #07: 2020 Budget Worksheets: The preliminary 2020 staffing budget from Central has been released to Director Glenn Luba. He will be discussing changes with Central Business Manager Tracy Palicki before submitting back officially.

Item #08: Census Committee: Director Glenn Luba has joined the BECPL Census committee. The committee will be responsible for creating a training itinerary that will be used to train staff at each library. Libraries will be a focus once the Census officially starts because this census will be the first year for online participation.

Item #09: System Contract: Director Glenn Luba presented the system contract for Board review. On a motion by Chairman, Mark E. Weber and second by Secretary-Treasurer, Angela M. Yates to vote on accepting the system contract: 4 ayes 0 noes 1 absent)

OLD BUSINESS

Item #10: Current Construction Grants: Town Grantwriter Sue Barnes is awaiting paperwork from the Town to be able to officially close out the current grant. An extension has been applied for, which now gives us until August to hand in all paperwork needed.

Item #11: Additional Access Door: A store front window in the front of the building is being converted to an access door so maintenance equipment can be brought into the building as needed.

Item #12: Parking Lot: The last step in the parking lot project is stripping. We are still waiting for the town to complete this step.

Item #13: Seating/NonFiction Area REI: Director, Glenn Luba has reconfigured the nonfiction area at REI. There will be additional seating and temporary electric outlets for tables.

Item #14: Policies/Procedures: The Board members along with Director, Glenn Luba need to review, update or possibly create policies. This is a work in progress with the Rules of Conduct and Meeting Room updates coming first.

Item #15: M&T Credit Card: Work in progress.

Under a motion duly made and carried, the meeting was adjourned at 5:23 pm.

The next regularly scheduled meeting will be held on September 18, 2019 at the Anna M. Reinstein Library, 2580 Harlem Rd, Cheektowaga, NY at 4:00 pm.

Respectfully submitted:
Jill Ptak, Recording Secretary