

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, November 20, 2019 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*

EXCUSED: *Deborah E. Cope, Trustee*

Angela M. Yates
Secretary-Treasurer

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

Deborah E. Cope
Trustee

Special Guest: *Chelsey Lonberger, Librarian II*

Christine Cywinski
Trustee

*On a motion by Chairman, Mark E. Weber
second by Judith M. Mietlicki, Trustee at
3:58 pm meeting was called to order.*

Glenn Luba
Director

The minutes of the last regularly scheduled meeting on October 16, 2019 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 4th 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: Circulation at JBR and REI for October was as follows:

October 2019

JBR -12% REI -10%

Item #03: Correspondence: Director, Glenn Luba sent a Thank You letter to Courtney Mailhot, Community Relations Coordinator for Tops Markets. They had a re-grand opening at their French/Transit store in Cheektowaga where they presented a \$500 Tops gift card to the Cheektowaga Library as one of their community partners.

NEW BUSINESS

Item #04: Holiday Dates: The Board discussed the holiday dates of 2020. They voted on being closed on May 24th, July 4th, December 24th, and December 31st of 2020. These are additions to the standard holiday schedule published via the Central Library Human Resources department. On a motion by Chairman, Mark E. Weber and second by Secretary-Treasurer, Angela M. Yates to accept the 2020 holiday closed schedule. Unanimously approved under motion duly made and carried.

Item #05: Board Meeting Dates: The Board discussed the Board Meeting dates of 2020. They voted on:

Jan. 6
Feb. No Meeting
Mar. No Meeting
April 15
May 20
June 17
July 15
August No Meeting
September 16
October 21
November 18
December No Meeting

On a motion by Chairman, Mark E. Weber and second by Secretary-Treasurer, Angela M. Yates to accept the 2020 holiday closed schedule. Unanimously approved under motion duly made and carried

OLD BUSINESS

Item #06: Construction Grants Funding: There has been a little bit of confusion with the final grant #2 funding. The original grant application was for a total amount of \$155,310. The actual cost came in under budget at \$110,427. In order to meet grant requirements, the town needed to invoice another \$44,883. This was to achieve spending the grant requirement of \$155,310. An amendment to the grant was submitted to include groundwater drainage and parking lot repairs due to water damage from the adjacent wetland area. Town invoicing came to \$53,188.08 for this additional work. This surpassed the invoice amount needed to be spent by the town to finalize the grant paperwork. The library used \$7,656 from the Mant & Rep budget line to help with the overage cost. Total grant funds received for this work was \$116,483.

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Item #07: Mural: On a motion by Chairman, Mark E. Weber and second by Secretary-Treasurer, Angela M. Yates to approve the private funds payment of \$1800 for completion of the mural at JBR. Unanimously approved under motion duly made and carried.

Item #08: Reinstein Stained Glass: Chairman, Mark E. Weber is still working on getting more information on the stained glass restoration work at REI.

Item #09: Assemblymember Wallace Funding: Director, Glenn Luba and is still in the process of obtaining estimates for proposed projects to review with Assemblymember Wallace's staff.

Item #10: Seating/Nonfiction Area REI: Director, Glenn Luba is obtaining estimates for a more permanent electrical solution for patrons to connect their personal devices.

Item #11: Policies/Procedures: Still a work in progress.

Item #12: M&T Credit Card: Still a work in progress.

Item #13: 2020 Town Budget: Director, Glenn Luba has viewed online the voted-on 2020 Cheektowaga Town Budget and has to plan for it accordingly. Glenn and staff have gone through the books to total up all the reoccurring maintenance bills for a typical year that the libraries need to function. Options to absorb the significant staffing budget amount of \$30,000 were discussed and subsequently tabled for an executive session during the next meeting in January. Three positions are in flux due to an upcoming retirement and two involved in civil service related outcomes that will not be known until, at least, early January. This information will be needed to truly discuss final decisions to a very challenging 2020 budget.

Under a motion duly made and carried, the meeting was adjourned at 5:55 pm.

The next regularly scheduled meeting will be held on January 6, 2020 at the Julia Boyer Reinstein Library, 1030 Losson Rd, Cheektowaga, NY at 4:00 pm.

Respectfully submitted:
Jill Todd, Recording Secretary