

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 Anna M. Reinstein Memorial Library, 2580 Harlem Rd. in said town, on Wednesday, September 18, 2019 at 4:00 p.m., there were

Trustees:

Mark E. Weber

Chairman

PRESENT:

Mark E. Weber, Chairman

Judith M. Mietlicki, Vice-Chairman

Angela M. Yates, Secretary-Treasurer

Christine Cywinski, Trustee

Judith M. Mietlicki

Vice-Chairman

EXCUSED:

Deborah E. Cope, Trustee

Angela M. Yates

Secretary-Treasurer

ALSO present:

Glenn Luba, Director

Jill Ptak 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 Christine Cywinski, Trustee at 4:00 pm meeting was called to order.

Glenn Luba

Director

The minutes of the last regularly scheduled meeting on July 17, 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 3rd quarter of the current year. On a motion by Chairman, Mark E. Weber and second by Vice-Chairman, Judith M. Mietlicki to accept treasurer's report. Unanimously approved under motion duly made and carried.

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

August 2019

JBR -21% **REI** -15%

***The use of generic records was discussed but tabled for future discussions.

NEW BUSINESS

Item #03: Hidden Circulation and Program updates with guest Chelsey Lonberger: Chelsey Lonberger, Librarian II came to address the board on updates concerning circulation and programming. Weeding of the nonfiction collection in 2018 at REI opened up space for new materials. There are current orders in for updated materials on health, travel, and computers at both locations. With the rest of the AV budget we are ordering for the genres of horror, action/adventure, and TV shows, as our public seems to gravitate towards these titles. We are in the process of looking into buying new portable display units for both locations. During programs they will be utilized to display the subject of the program and within the library another display of seasonal/special interest items available for checkout. Also, we are trying to do more in-house programming, by using re-usable supplies and items that can be used interchangeably. JBR's tech-clerk has started a new program called Cookbook Club. More new ideas to start soon is a Silent Book Club, and an Adult Craft Night. We have already implemented a program for the numerous Group Homes that come in to the library. We will continue to advertise our programs in the Bee, only we will be making them more informative. These are just a few ideas that the staff is working on to increase traffic into the library to ultimately increase circulation numbers.

Item #04: 2020 Town Budget: Director Glenn Luba submitted a status quo budget request to the Town of Cheektowaga's Director of Administration and Finance.

Item #05: Reinstein Stained Glass: Director Glenn Luba has come across a few stained glass windows at REI that are in need of some repairs and touch-ups. These are part of the Reinstein Archive collection. He suggested we refurbish them and place them on display in the REI front entrance area. Chairman, Mark E. Weber knows someone at Sunshine Glassworks Ltd in Cheektowaga that may be able to help restore these windows. Discussion is tabled until Mark talks to his colleague.

Item #06: Staff Updates: Director Glenn Luba is still searching for a part-time librarian to do children's programming mostly at JBR. Two recently vacated senior page positions at REI were filled bringing the staff at REI back up to capacity.

OLD BUSINESS

Item #07: Current Construction Grants: The construction grants have been finalized, we have received the 10% of the second grant from the state. This concludes the library's grant requirements.

Item #08: Additional Access Door: The installation of the new equipment access door is complete. \$3,800.00 was paid out of the town maintenance budget to Town Finance Director Krause.

Item #09: Assemblymember Wallace funding: With the \$15,000 funded by Assemblymember Monica Wallace, Director Glenn Luba is looking into estimates for exterior lighting and a sign displaying library programming at REI.

Item #10: 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 #11: 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: Still a work in progress.

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

The next regularly scheduled meeting will be held on October 16, 2019 at the Julia Boyer Reinstein Library, 1030 Losson Rd, Cheektowaga, NY at 4:00 pm.

Respectfully submitted:
Jill Ptak, Recording Secretary