Cheektowaga Public Library Board of Trustees May 21, 2025

AGENDA

1. **Call to Order – TRUSTEES**
   Mark Weber, Denise Wilczak, Angela Yates, Philip Martino and Judith Mietlicki

   Guests: Laura Scott

2. **Public Comment:**
   Public comments will be limited to 30 min.

3. **Review and Acceptance of the April 2025 minutes**

4. **Treasurer's Report: April 1, 2025 through April 30, 2025**
   Bank statements, approval of expense report

5. **Director's Report:**
   Infrastructure/Statistics/Notable Programs

6. **Correspondence:**
   - **a.** Rods & Customs of Buffalo - $100 donation
   - **b.** Thank you from the animal charity for Christine Cywinski

7. **Old Business:**
   - **a.** Acceptance of the 2024 Cheektowaga Public Library Report to NYS
   - **b.** Yearly report submitted to the NYS Comptroller's Office for Non-Profits
   - **c.** Caretaker Hiring

8. **New Business:**
   - **a.** New Board Member - Updates on Town Resolution
   - **b.** Review of Annual Community Report

9. **Adjournment -** Next Meeting – Wednesday – June 18, 2025 - 4pm at the Julia Boyer Reinstein Library

MEETING NOTES:

Attendance:

- Mark E. Weber – Chairman
- Denise Wilczak – Vice-Chairman
- Judith Mietlicki – Trustee
- Philip Martino – Pending Trustee
- Daniel Caufield – Library Director
- Laura Scott - Librarian I, served as substitute note taker for Jill Todd

1. **Call to Order:** 4:03 PM by Mark Weber seconded by Denise Wilczak

2. **Public Comment:** none

3. **Minutes:** April 2025
    a. Minutes from March-May will be accepted at June 18th meeting

4. **Treasurer's Report: April 1, 2025 through April 30, 2025**
    a. Due to Angela Yate's absence, the Board unanimously voted to postpone review of the Treasurer's Report to the June 18th meeting

5. **Director's Report**
    a. Statistics
        i. Decline in circulation from 2024 is largely explained by last year's eclipse glasses distribution
    b. Programs
        i. April Egg Hunt was highly successful, with 173 people attending.
        ii. Teen Dungeons & Dragons is doing well, with introductory sessions planned for the summer.
        iii. Craft and Lego nights at both library branches continue to provide volunteer opportunities for teens.
        iv. Kathy's story time is in high demand for young children.
        v. For National Librarian Day/Library Staff Appreciation Month, Children's Librarian Kathy Goodrich was honored by legislator Frank Todaro for her many years of librarianship.
        vi. A well-attended Author Talk with Thomas Swick focused on the author's experiences in Poland and with Polish culture.
    c. Outreach
        i. St. Leo's Art and Craft Fair: Dan Caufield signed up many attendees for Libby mobile library downloads.
    d. Collections
        i. Carol concentrated on a Health & Wellness checklist after having weeded the collection last year

e. Operations and Infrastructure

i. Partnerships

1. The WNY Iris Society is preparing for their Annual Iris and Perennial Show at the JBR Library
2. Johnson's Heating is working to maintain and update library utilities
3. Fire extinguishers were changed out
4. Caretaker Domenico L. left his caretaker position after being hired by the Town of Cheektowaga
5. Two new hand dryers are ordered for the JBR Library
6. Lunch was held for National Librarian Worker Appreciation Day
7. Dan Caufield met with the new Town Park Supervisor
8. April 25th- The librarians at the Buffalo History Museum offered a set of Anna Reinstein's music records. Dan Caufield and Librarian II Matthew Best discussed the possibility of putting together a YouTube page featuring the music of Anna Reinstein
9. Stuff the Sneakers collection was held at both libraries.

6. Request for Executive Session

a. Chairman Mark E. Weber asks the Board to enter executive session pursuant to Public Officers Law §105(1)(f) to discuss the employment history of a particular employee and matters relating to disciplinary action. The Board agrees unanimously and executive session starts at 4:20 pm and ended at 4:30 pm.

7. Old Business

a. Acceptance of the 2024 Cheektowaga Public Library Report to NYS
b. Yearly report submitted to the NYS Comptroller's Office for Non-Profits
c. Caretaker Hiring

8. New Business

a. New Board Member - Updates on Town Resolution
b. Review of Annual Community Report
c. ACT Board training session on May 31st at the Clarence Library

Meeting adjourned: 4:38 PM by Mark Weber seconded by Denise Wilczak