

Cheektowaga Public Library Board of Trustees March 20th, 2024

Board of Trustees

- Mark E. Weber - Chairman
- Denise Wilczak - Vice-Chairman
- Angela M. Yates - Secretary-Treasurer
- Judith M. Mietlicki - Trustee
- Christine Cywinski - Trustee

AGENDA

1. Call to Order – TRUSTEES

Mark Weber, Christine Cywinski, Angela Yates, Denise Wilczak and Judith Mietlicki.

Guests: Laura Scott

2. Public Comment: none

3. Minutes: January 3, 2023

4. Treasurer's Report: Nov. 1, 2023 thru Dec. 31, 2023

Bank statements, approval of expense report

5. Directors Report:

Infrastructure/Statistics/Notable Programs

6. Correspondence:

- a. National Fuel Employee Giving Program
- b. NYS Trustee Handbook Received for NYS Library

7. Old Business:

After a Town Board resolution, Judith Mietlicki will continue for another term as a CLP Board Member.

8. New Business:

- a. Review of Meeting Room Policy
- b. Discussion of NYS Library Construction Grant Timeline

9. Adjournment - Next Meeting – April 17, 2024 - 4pm at the Julia Boyer Reinstein Library

MEETING NOTES:

Attendance:

- Mark E. Weber – Chairman, via phone call
- Denise Wilczak – Vice-Chairman
- Angela M. Yates – Secretary-Treasurer
- Christine Cywinski – Trustee
- Daniel Caufield – Library Director
- Laura Scott - Librarian I, served as substitute note taker for Jill Todd

1. **Call to Order:** 3:59 PM

2. **Public Comment:** none

3. **Minutes:** January 3th minutes accepted as presented: 4 yeas, 0 nays

4. **Treasurer's Report**

- a. Postponed until April 17th meeting

5. **Director's Report**

- a. Attendance decline in January-February (1-6% at JBR and 20% at REI), likely due to weather-related closings and reduced foot traffic.
- b. Circulation numbers remain in the top 5 for branches.
- c. Programming numbers are good.
 - i. Laura gave a brief content summary of the popular take-home Teen Activity Boxes, which each contain a monthly reading list with links to the library catalog, a complete craft activity, and a small treat.
 - ii. An eclipse program will take place on March 21st and the library plans to be open for the eclipse viewing on April 8th.
 - iii. New program: Hooks, Needles, and Threads; a knitting and crochet group for adult patrons
 - iv. New program: The Silent Book Club
 - v. January featured a spotlight on business programming.
 1. Dan attended the Straight Talk Business conference in January to discuss library resources.
 - vi. February featured multiple music events.
 1. In February, REI hosted a Candlelight Concert before Valentine's Day (24 attendees) and Henri Star Mohammad's music group. JBR hosted Joyce Carolyn and The Best of the Best trio for a Jazz concert.

- vii. Engineering Week featured an augmented reality technology demonstration at JBR.
 - d. Outreach
 - i. Carol Veach attended the Union East Elementary School Family Fun Night, as part of an increased focus on reaching out to local schools.
 - ii. New shelving: Classics and commonly assigned reading list books will be moved in preparation for summer reading season.
 - e. New train table was moved into JBR children's area in response to interest in interactables.

6. Old Business

- a. After a Town Board resolution, Judith Mietlicki will continue for another term as a CLP Board Member.

7. New Business

- a. Review of Meeting Room Policy
 - i. Edits from January meeting have been implemented
 - ii. Meeting room policy accepted: 4 yeas, 0 nays
- b. Discussion of NYS Library Construction Grant Timeline
 - i. Dan mentioned the potential for the grant to Town Supervisor, update expected around May.
- c. Dan will be consulting the NYS Trustee Handbook Received for NYS Library to update banning procedures.
- d. The library has been signed up again for the National Fuel Giving Program to receive annual employee giving.
- e. Mark E. Weber, Denise Wilczak, and Judith M. Mietlicki are expected to attend the next meeting on April 17th. Angela M. Yates and Christine Cywinski will be unavailable on that day, but will return in May.

Meeting adjourned: 4:32 PM