

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 Road, in said town, on Wednesday, May 20, 2015 at 4:00 p.m., there were:

Trustees:

MARK E. WEBER

Chairman

DEBORAH E. COPE

Vice-Chairman

CHRISTINE CYWINSKI

Secretary-Treasurer

PHYLLIS O'DONNELL

Trustee

JUDITH M. MIETLICKI

Trustee

PRESENT: *Mark E. Weber, Chairman
Deborah E. Cope, Vice-Chairman
Christine Cywinski, Secy-Treas.
Phyllis O'Donnell, Trustee
Judith M. Mietlicki, Trustee*

ALSO PRESENT *Christine S. Bazan, Director
A.M. Yates, Recording Secy.*

Cheektowaga Library Board Welcomes:

*Diane Benczkowski, Cheektowaga Town
Councilmember and library liaison*

*The meeting was called to order by Chairman
Mark E. Weber at 4:03 pm
Seconded by Deborah E. Cope*

The minutes of the last regularly scheduled meeting, April 15, 2015 were approved unanimously, with the addition of the letter to MaryJean Jakubowski, Director, B&ECPL from Phyllis O'Donnell, under motion duly made and carried

CHRISTINE S. BAZAN

Director

The Financial Report was presented by Secy-Treas. Christine Cywinski. Accepted unanimously under motion duly made and carried.

Item #01: Monthly Reports

Statistics:

April 2015

JBR +1.2 %

REI -18.46%

OLD BUSINESS

Item #02: Statistics Even though Reinstein's statistics continue to fall, there is constant traffic in an out of the library and the computers are always busy.

Item #3: Audit The gathering of the information by the auditors has been completed. The report will be composed and sent on to Albany for review. This process can possibly take up to five months. The auditor has talked to each trustee and will inform them when the results are ready for review.

Item #4: Review of Current Budget Projected balance is right on track as compared to last year. The only control regarding personnel costs is with part-time hours.

NEW BUSINESS

Item #05: State Report The state has added some new reporting policies this year. They are asking some new questions including whether the library has been audited, and whether the library has both a procurement and investment policy.

Item #06: Procurement Policy & Investment Policy The Cheektowaga Library Board must adopt both a procurement as well as investment policy in 2015. Ken Stone, CFO, B&ECPL has forwarded templates which the Central library and city branches use for both of these policies, and has indicated that he would be available to answer questions, should the Board wish further clarification. Copies of the templates were given to each Board member, who will read them before the June meeting, when the policies will be discussed further.

Regarding the procurement policy, it was discussed whether the library should follow the county or the town policy. As the Town of Cheektowaga provides the buildings and grounds budget, the Board asked Mrs. Bazan to contact Kevin Schenk, Cheektowaga Town attorney, for further information.

Item #07: Budget Requests There was a request from the B&ECPL to each town library director to submit any requests for additional funding for FY2016. The requests were to be for additional programming and/or additional service hours, with appropriate justification for any increase in staffing. The Cheektowaga Library, along with the library system as a whole, suffered deep staffing cuts from 2004-2010, resulting in a curtailment of hours at the Reinstein Memorial library, as well as much less programming in both library locations. Through the generosity of the Town of Cheektowaga, from 2011 to present, 8 open hours/week (and accompanying staffing) have been added to the Reinstein Memorial library's schedule.

Mrs. Bazan submitted an increased budget request to the B&ECPL which would assume responsibility for these 8 hours funded by the Town, as well as one additional day/week, and additional staffing at both locations to increase children's, teen, and adult programming.

Item #8: Contract There is new proposed language in the contract between the B&ECPL and the contracting libraries. The board was presented with copies of the draft contract, and will review it further.

Item #9: Personnel (Executive Session) Staffing and personnel were discussed.

There was no further business and under a motion duly made and carried, the meeting was adjourned at 4:50 pm.

The next regularly scheduled meeting will be held on June 17, 2015 at the Julia Boyer Reinstein Library, 1030 Losson Rd., Cheektowaga, NY at 4:00 pm.

Respectfully submitted:

A.M. Yates, Recording Secretary
