

# ***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, June 15, 2016 at 4:00 p.m., there were:

#### ***Trustees:***

***MARK E. WEBER***

*Chairman*

***PRESENT:*** *Mark E. Weber, Chairman  
Angela M. Yates, Secretary-Treasurer  
Judith M. Mietlicki, Trustee  
Christine Cywinski, Trustee*

***DEBORAH E. COPE***

*Vice-Chairman*

#### ***EXCUSED:***

*Deborah E. Cope, Vice-Chairman*

***ANGELA M. YATES***

*Secretary-Treasurer*

***ALSO PRESENT*** *Glenn Luba, Director  
Jill Ptak, Recording Secy.*

***JUDITH M. MIETLICKI***

*Trustee*

***CHRISTINE CYWINSKI***

*Trustee*

*The meeting was called to order by Chairman  
Mark E. Weber at 4:00 pm  
Seconded by Judith M. Mietlicki*

The minutes of the last regularly scheduled meeting, May 18, 2016 were approved unanimously under motion duly made and carried.

***Glenn Luba***

*Director*

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**Item#01: Treasurer's Report** The Board of Trustees' bank statement was presented. The Cheektowaga Library's spending is in line with and on target for the 2nd quarter of the current year.

Glenn Luba, Director, Angela M. Yates, Secretary-Treasurer, Jill Ptak, Recording Secretary, and Tracy Palicki, Library Administrative Manager met in June prior to the Board meeting, to discuss the state report. Unanimously it was agreed upon that all accounts including the pass through account will be recorded.

**Item#02: Statistics** Circulation at JBR increased a margin over last year, but decreased a margin at REI.

*Statistics:*

*May 2016*

JBR - +.05 %

REI - -11%

**Item#03: Poloncarz address to County** Erie County Executive Mark Poloncarz states there will be no increase in funding nor decrease, furthermore no staff cuts with new budget.

**Item #04: P.t Librarian at REI:** The p.t Childrens Librarian at Reinstein has given her 2 weeks notice.

## **OLD BUSINESS**

**Item #05: Security Cameras** A construction grant for better security cameras at both buildings is being investigated.

**Item #06: Locks at REI** Tim Wyzykowski is awaiting new estimates.

**Item #07: Roof support beam/book sale shelf** William Heitzman is awaiting estimates.

**Item #08: JBR Roof** John Jaroszewski is awaiting estimates/

**Item #09: Bank account signatures/stamps** The new stamper has been ordered. The two signers, Mark E. Weber and Angela M. Yates need to go to the bank and change the signatures on the accounts.

**Item #10: Disclosure/Conflict of Interest, Meeting Room Policy, etc** We are undergoing a Policy Project, in which we will determine such things as whether a meeting in the meeting room should be able to book 3 months in advance or not.

**Item#11: Advanced sending of meeting info/paper reduction** It is suggested by Director Glenn Luba that the majority of correspondence between the Board of Trustees and the Cheektowaga Public Library be through emails.

## **NEW BUSINESS**

**Item #12: Door Threshold/patron incident** There are incidents in which patrons have tripped and or lost their footing at the doors threshold. Renting a cement sander to sand down and feather the cement to make a smooth transition from the inside floor to the outside cement.

**Item #13: Staff Summer picnic combo** Every summer the Cheektowaga Public Library has a picnic called the Pig Out. We invite the staff from JBR and REI to enjoy some good food and good conversation with co-workers. It is unanimously agreed upon that REI will close 9-1 on July 13<sup>th</sup> to attend the picnic.

**Item #14: Trustee Handbook Webinar** Mark E. Weber and Glenn Luba took part in the webinar. The webinar went over the Civil Service hiring process, audits, board development and core values.

**Item #15: Alternate Meeting Sites** Starting in 2017 we will host alternate meeting sites between JBR and REI.

There was no further business and under a motion duly made and carried, the meeting was adjourned at 5:40 pm.

The next regularly scheduled meeting will be held on September 21, 2016 at the Julia Boyer Reinstein Library, 1030 Losson Rd., Cheektowaga, NY at 4:00 pm.

Respectfully submitted:

Jill Ptak, Recording Secretary

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