

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, September 21, 2016 at 4:00 p.m., there were:

Trustees:

MARK E. WEBER

Chairman

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

DEBORAH E. COPE

Vice-Chairman

EXCUSED:

*Deborah E. Cope, Vice-Chairman
Judith M. Mietlicki, Trustee*

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 4:15 pm
Seconded by Angela M. Yates*

The minutes of the last regularly scheduled meeting, June 15, 2016 were approved unanimously under motion duly made and carried.

Glenn Luba

Director

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 3rd quarter of the current year. The treasurer's report has been accepted.

Item#02: Statistics Circulation at JBR and REI has decreased.

Statistics: August 2016

JBR -7 % REI -12%

Item#03: Correspondence: A letter was addressed to and received by Angela M. Yates from retired Board of Trustee member, Phyllis O'Donnell, and read by Mark E. Weber. In the letter Phyllis expressed gratitude and thankfulness to Angela for her many years of hard work and dedication with the board as the secretary. Phyllis stated that her health and lack of mobility has forced her to make the hard decision to retire from the library board, but she is encouraged to know that Angela will take her place.

OLD BUSINESS

Item #04: Security Cameras We will continue to assess where and how many additional cameras are needed and secure an estimate for this work to potentially submit as a construction grant in 2017.

Item #05: Locks at REI New locks have been installed at REI, all outside doors can now be accessed via one common key for emergency purposes.

Item #06: Roof support beam The storm damaged beam at JBR was installed and only needs the custom made brackets to arrive to be 100% complete.

Item #07: JBR Roof An application for a NY State Construction grant , in the amount of \$133,000.00, for a new roof at JBR has been sent forth to the System Board for approval.

Item #08: Disclosure/Conflict of Interest, Meeting Room Policy, etc The Disclosure/Conflict of Interest policy adopted by the System Board is being forwarded to the Town of Cheektowaga attorney to modify for the Cheektowaga Public Library.

NEW BUSINESS

Item #09: Town Budget proposal Director Glenn Luba has requested from the 2017 Town Budget that the staffing budget increase by \$5000 and to remain as is for the maintenance and other miscellaneous lines.

Item #10: Town Building Maintenance It was accepted unanimously under motion duly made and carried, that Director Glenn Luba has the authority to sign any construction grant documents and or contracts rather than the Board President Mark E. Weber.

Item #11: Security Meeting with Town Police There has been a few security issues at JBR & REI as of late. Over Labor Day weekend at REI a few junior vandals stole tomatoes and watermelons from the library's garden and proceeded to throw them at the building. At JBR there has been a rash of DVD thefts. At an Amherst library a 13 year old was caught for similar thefts against that library. Glenn has requested a Board member to join him in discussing solutions with the Town Police.

Item #12: Staff Changes At REI, three staff members have taken opportunities elsewhere, Director Glenn Luba and Librarian Barb Stanley are currently looking through resumes and applications to fill these positions.

Item #13: JBR Concrete work The Town of Cheektowaga completed a concrete path way in front of the Julia Boyer Reinstein Library. This will help with garbage removal as well as any emergency that may occur at the library.

Item# 14: JBR HVAC System The meeting room compressor was broken over the summer and has since been fixed. Now another compressor is down. We have 4 compressors serving the main building area and currently 3 are working.

Item# JBR Phone System The current phone system software has been modified at JBR in an effort to better serve the public. This same modification will also be implemented at the Harlem Road location.

There was no further business and under a motion duly made and carried, the meeting was adjourned at 5:25 pm.

The next regularly scheduled meeting will be held on October 26, 2016 at the Julia Boyer Reinstein Library, 1030 Losson Rd., Cheektowaga, NY at 3:00 pm.

Respectfully submitted:

Jill Ptak, Recording Secretary
