

# ***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, August 16, 2017 at 4:00 p.m., there were:

***Trustees:***

***Mark E. Weber***  
*Chairman*

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

***Judith M. Mietlicki***  
*Vice-Chairman*

***EXCUSED:***     *Deborah E. Cope, Trustee*

***Angela M. Yates***  
*Secretary-Treasurer*

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

***Deborah E. Cope***  
*Trustee*

***Christine Cywinski***  
*Trustee*

*On a motion by Chairman, Mark E. Weber second by Vice-Chairman, Judith M. Mietlicki at 4:00 pm meeting was called to order.*

The minutes of the last regularly scheduled meeting, July 19, 2017 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. On a motion by Treasurer, Angela M. Yates second by Chairman, Mark E. Weber to accept treasurer's report. Unanimously approved under motion duly made and carried.

***Item#02: Statistics:*** Circulation at JBR and REI for July was as follows:

***July 2017***

**JBR** -4.6 %        **REI** +8 %

**Item#03: Correspondence:** Board President Mark Weber wrote a letter to System Director Mary Jean Jakubowski in regards to a staffing position proposal. Director Jakubowski replied to President Weber with regret to say that, despite joining two part time positions, there is still too much of a budget differential to consider at this time.

**OLD BUSINESS**

**Item #04: Computer Chairs:** The chairs have been selected for purchase but not ordered as of yet. The chairs are made of all plastic, as this will be easy to clean. The adult chairs have no arms and a weight limit of 300 lbs. and are \$220.00 each. The children's chairs are \$94.00 each. The total for all the chairs being ordered (for both locations) will be \$11,500.00. No action was taken.

**Item #05: JBR Roof Update:** The roof project has been put out to bid by the Town of Cheektowaga. It is the hope of both the Town and Library that other projects included in the recently submitted NYS construction grant, will get approved such that those could be executed before the roof project commences. Those projects include: new condensing unit, re-routing of pipes on roof, new units in meeting room, and new aluminum external doors. No action was taken.

**Item #06: JBR HVAC System Update:** We have a verbal Town approval to submit this application to the Buffalo & Erie County Library Board. No action was taken.

**Item #07: REI ADA Concrete Work Update:** All of the concrete work directly related to the library has been completed. However, roadwork is still ongoing and will impact vehicle traffic to and out of the library/Town parking lot. No action has been taken.

**Item #08: Exterior Building Lights Update:** The only lights that have not yet been installed at JBR are the front canopy lights. No action was taken.

**Item #09: Glass wall project:** This project was dropped from the current construction grant application due to a couple of details that need more time to address than is currently available to meet the deadline for submitting the grant application. This project will remain in discussions so that it is ready for next year's grant application. No action was taken.

**Item #10: Policy Reviews:** This is always an on-going project. No action was taken.

**NEW BUSINESS**

**Item #11: Library Hours/Staff Schedules:** After Labor Day the hours at JBR will change as follows:

Monday	9am – 9pm
Tuesday	9am – 9pm
Wednesday	1pm – 9pm
Thursday	9am – 9pm
Friday	9am – 5pm
Saturday	9am – 5pm

***Library Board Minutes cont. Page 03***

Sunday 12pm – 5pm

REI hours will not change they will remain the same all year long.

***Item #12: Personnel Updates:*** Director Glenn Luba will be setting up interviews to fill the vacant FT Library Clerk position at JBR. We are hoping to have this new hire start the pay period beginning Labor Day weekend. No action was taken.

***Item #13: Grant Check Account:*** The grant money was deposited into an interest bearing account successfully, and is ready for payments on our projects.

***Item #14: Grant contract for Town:*** On a motion to accept by Chairman, Mark E. Weber second by Vice-Chairman, Judith M. Mietlicki at 4:40 pm. 4 ayes, 0 noes, and 1 absent Trustee. Unanimously approved the submitting of the application for Town Council approval under motion duly made and carried.

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 September 20, 2017 at the Reinstein Memorial Library, 2580 Harlem Rd., Cheektowaga, NY at 4:00 pm.

Respectfully submitted:  
Jill Ptak, Recording Secretary