

# ***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, October 26, 2016 at 3:00 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 3:05 pm  
Seconded by Angela M. Yates*

The minutes of the last regularly scheduled meeting, September 21, 2016 were approved unanimously under motion duly made and carried.

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***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 3rd quarter of the current year. The Town's budget has not yet been ratified, but does include an increased staff line. The treasurer's report has been accepted.

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

*Statistics: September 2016*

JBR -11 %      REI -18%

## **OLD BUSINESS**

**Item #03: Security Cameras** We will continue to assess how to better secure our buildings with the addition of more security cameras and a possible part time security guard for the Harlem location.

**Item #04: Roof support beam** The Town Engineer is pleased with the work done on the roof support beam. His further recommendation on this project is to install custom made brackets.

**Item #05: JBR Roof** The BECPL System Board of Trustees has approved an amount of \$133,000 via the NYS Construction grant which will cover 75% of the roof replacement cost.

**Item #06: Disclosure/Conflict of Interest, Meeting Room Policy, etc** The Disclosure/Conflict of Interest policy has been forwarded to the Town of Cheektowaga attorney to modify as needed for the Cheektowaga Library.

**Item #07 Security Meeting with Town Police** Glenn Luba, Director and Barbara Stanley, Manager will be meeting with the Town Police to discuss the on-going problems of our libraries. The testing of and procedure in which we should use the panic buttons will be also be discussed.

**Item #08 Staff Schedule Challenges** Two staffers at Harlem have been out on medical leave. We have had to utilize overtime with other employees to make up for being down these two employees. We are also still trying to fill two page positions at Harlem.

**Item #09 JBR/REI Phone System** Our phone software has been modified by MVP at both locations in an attempt to provide better customer service.

**Item #10 Town Building Maintenance List** The list is almost complete.

## **NEW BUSINESS**

**Item #11: JBR HVAC System** One compressor is still down at JBR. Director Glenn Luba has been involved in talks with the Town Engineer Paul about this problem. They are trying to come up with the best solution possible.

**Item #12: REI ADA Concrete Work** The parking lot at REI has handicap parking spaces that are not as level and even with the adjoining sidewalk as they should be. Director Glenn Luba and the Town Engineer are working on a solution.

**Item #13 ACT Strategic Plan Meeting** On October 15, 2016 Angela M. Yates and Christine Cywinski attended the ACT meeting at the Lancaster Library. The take away from this meeting was to “talk to our people”. Asking our patrons their opinion on our library and also asking them what they like and don’t like about their library. Doing this might give us ideas on how we can better serve our patrons.

After discussing these ideas from the ACT meeting, we unanimously agreed that we should implement surveys or have a comment box at each of our libraries. We will come to a conclusion after getting staff feedback.

There was no further business and under a motion duly made and carried, the meeting was adjourned at 3:45 pm.

The next regularly scheduled meeting will be held on November 16, 2016 at the Julia Boyer Reinstein Library, 1030 Losson Rd., Cheektowaga, NY at 3:00 pm.

Respectfully submitted:

Jill Ptak, Recording Secretary

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