

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, April 19, 2017 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
 Judith M. Mietlicki, Vice-Chairman

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

The meeting was called to order by Chairman Mark E. Weber at 4:05 pm
Seconded by Angela M. Yates.

The minutes of the last regularly scheduled meeting, January 04, 2017 were approved unanimously under motion duly made and carried.

Glenn Luba
Director

Item#01: Treasurer's Report: The Board of Trustees' bank statement and the approved 2017 Cheektowaga Town Budget was presented. The Cheektowaga Library's spending is in line with and on target for the 2nd quarter of the current year. The treasurer's report has been accepted.

Item#02: Statistics: Circulation at JBR and REI for February is down compared to the same time last year.

March 2017

JBR -5.2 % REI -16.9 %

Item#03: Correspondence: A sympathy card was sent out on 3/24/17 to Town Supervisor Diane Benczkowski, from the Cheektowaga Library Staff and Board of Trustees expressing condolences on the passing of her daughter Kelly Benczkowski.

OLD BUSINESS

Item #04: Reinstein Archive Exhibit: Archived items from the Reinstein Memorial Library are on display currently at the National Jewish History Museum in Philadelphia PA. It will stay on display there until July 2017 then move to its sister location in New York City where it will stay until December 2017. We will receive the items back the end of January 2018.

Item #05: Security Cameras: There are several libraries within the Buffalo & Erie County Public Library system that have shown interest in the possibility of purchasing new and better security cameras for their locations. Chief Financial Officer, Ken Stone is trying to work out the details of using a NY State Construction Grant to cover the cost for this project.

Item #06: JBR Roof: Senator Tim Kennedy will officially announce the awarding of State grant money in the coming months for the Julia Boyer Reinstein roof replacement project.

Item #07: JBR HVAC System: We are currently working with the Town of Cheektowaga and Johnson Controls to address some HVAC system issues at the Losson Road location and then applying for another State construction grant to help finance the project.

Item #08: REI ADA Concrete Work: For the safety of staff and patrons, the concrete pathways between the parking lot and library entryways at REI need to be addressed. This includes eliminating a curb by the ADA parking spaces, leveling the walk pads with the door thresholds, and shortening the pathway to the main entryway.

Item #09: Exterior Building Lights: The town electrician is still in the process of replacing all the exterior lights at JBR and REI. After all the lights are installed we will reassess any safety and or security issues.

Item #10: Policies: Central Library has completed the review and approval of their policies. All the libraries in the system must do the same. We can use the same policies as Central, just customize them to our locations.

NEW BUSINESS

Item #11: State Report: The 2016 State Report was presented and approved unanimously under motion duly made and carried.

Item #12: State Mandated Childrens Research Project: All libraries in NYS are included in this project. It involves collecting data from the public using focus groups and volunteers with no

involvement from staff. The purpose is to gain insight on how libraries can better serve children 0 to 5 years old and their caregivers.

Item #13: Annual ACT Mtg Notes/Library Hours: It was proposed that REI open hours stay the same all year long. This means their “winter” hours will become the year round hours. This proposal was approved unanimously under motion duly made and carried.

Item #14: April ACT Meeting Survey: ACT minimum standard surveys were presented to and voted on by the Trustees for submittal to an online survey.

Item#15: Copier: In October 2016 the copy machine at JBR went down. A new copier was delivered by Toshiba in March. The coin box we currently have is not compatible with the new copier. We are still awaiting connection of the coin box to be up and running for public use.

Item#16: REI Fire: The fire alarm at REI went off due to a riding lawn mower fire. The automatic fire reporting system contacted 9-1-1. The fire was put out with no incident by Caretaker Eric.

****The meeting went into executive session****

There was no further business and under a motion duly made and carried, the meeting was adjourned at 6:05 pm.

The next regularly scheduled meeting will be held on May 17, 2017 at the Reinstein Memorial Library, 2580 Harlem Rd., Cheektowaga, NY at 4:00 pm.

Respectfully submitted:

Jill Ptak, Recording Secretary
