

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, January 13, 2016 at 4:00 p.m., there were:

Trustees:

MARK E. WEBER

Chairman

PRESENT: *Mark E. Weber, Chairman
Deborah E. Cope, Vice-Chairman
Phyllis O'Donnell, Trustee
Judith M. Mietlicki, Trustee*

DEBORAH E. COPE

Vice-Chairman

EXCUSED:

Christine Cywinski, Secy – Treas.

CHRISTINE CYWINSKI

Secretary-Treasurer

ALSO *Glenn Luba, Director*

PRESENT *Jill Ptak, Recording Secy.*

PHYLLIS O'DONNELL

Trustee

JUDITH M. MIETLICKI

Trustee

*The meeting was called to order by Chairman
Mark E. Weber at 4:16 pm
Seconded by Deborah E. Cope*

The minutes of the last regularly scheduled meeting, December 9, 2015 were approved unanimously under motion duly made and carried.

Glenn Luba

Director

Item #01: Monthly Reports

Statistics:

December 2015

JBR -10.0 %

REI -20.4%

Item#2: 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 1st quarter of the current year.

Item#3: Statistics Circulation decreased over last year's. This is the trend system wide.

OLD BUSINESS

Item #04: County Budget Budget was increased only to include contractual raises, as well as a scheduled rise in the minimum wage.

Item #5: ACT Meeting Phyllis was absent from last meeting, has today received the ACT Meeting Handbook.

Item #6: JBR Roof Leaks A meeting with the new Town Supervisor is advised for the near future to discuss the on-going issues of roof leaks.

Item #7: Security Cameras Unanimously agreed upon to suspend going forward with any purchases, until next monthly report.

Item #8: Damaged Roof beam A meeting with the Town engineers for a new beam is being scheduled.

NEW BUSINESS

Item #09: New Scanner Other Library locations have been using a different type of scanner that makes multiple page projects very easy and quick to complete. This will aid tremendously with any digital projects relating to the Reinstein collection and offer the public a quicker option for digitizing paper documents. We recommend the purchase of this additional scanner to compliment the existing flatbed scanner.

Item #10: Additional Shelving Because of the great demand for DVD's by our patrons, we want to minimize the spacing on the shelves. The Director will be finalizing a proposal to replace an existing double sided eight section of low shelves with a narrower unit that will allow two rows of double sided shelves to replace the one wider section.

Item#11: Exterior Door Locks for REI The doors at REI currently have different locks, which means we have the use of many keys. Changing the locks, so only one key is needed is ideal in general but more importantly, for emergency situations.

Item #12: New Schedules / Program Brochure Implemented and presented was a new staff desk schedule, a new online monthly staff schedule, and a new format for our program brochure.

Item #13: New Staff member at REI Due to the resignation of a page at REI, hired in his place is another employee of the library system. Starting date January 23rd, 2016.

Item #14: Non-Voting Board Member After further review of by-laws and precedence it will be considered to enlist a new non-voting board member.

Item #15: Future Capital Improvement Projects The on-going problems with the roof at JBR is the #1 project to address. The #2 project is the lights at JBR. NYSERDA & construction grants could help with the costs for new energy efficient lights. Project #3 is the semi-annual carpet cleaning at JBR. Project #4 is to gain more storage space at JBR. Will be presenting an invitation to new Town Supervisor Diane Benczkowski to the next board meeting in March to discuss these projects and the libraries in general.

Item #16: Phone Equipment The contract for the current phone equipment has expired. A new, more user friendly phone system is recommended.

Item #17: Nice comment online Assistant Deputy Director, Joy Testa Cinquino has brought to our attention a very nice patron comment about JBR. It includes pictures, and a historical background. The comment is available to read in its entirety on our website.

Item #18: 2016 Board Meeting Schedule The Board will meet every third Wednesday of the month. No meeting will be held in February.

There was no further business and under a motion duly made and carried, the meeting was adjourned at 4:55 pm.

The next regularly scheduled meeting will be held on March 30, 2016 at the Julia Boyer Reinstein Library, 1030 Losson Rd., Cheektowaga, NY at 4:00 pm.

Respectfully submitted:

Jill Ptak, Recording Secretary
