

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, July 19, 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
PRESENT*** *Glenn Luba, Director
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
4:07 pm meeting was called to order.*

The minutes of the last regularly scheduled meeting, June 21, 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 April was as follows:

June 2017

JBR -2.11 % **REI** -3.8 %

*Stats are on a downward trend system wide due, in part, to e-books.

OLD BUSINESS

Item #03: Computer Chairs: Still in need of research to purchase chairs with a greater weight limit capacity. No action was taken.

Item #04: JBR Roof Update: Town Engineering Office is currently reviewing options for addressing the HVAC pipes installed over the flat section of roof.

Item #05: JBR HVAC System Update: Town Engineering is currently reviewing options relating to replacing the main condensing unit and the system servicing the meeting room. Other projects under serious consideration for NYS Construction Grant funds are replacing the exterior doors at JBR and constructing a glass wall to separate the childrens area, audibly, from the rest of the library and create an isolated YA area. Estimates are currently being worked out by contractors.

Item #06: REI ADA Concrete Work Update: The demolition of old concrete walkways on the parking lot side of the building began on Wednesday July 12. As of this meeting, most of the work has been completed (new ADA access to fire exit on far north side of building and landscaping remain).

Item #07: Exterior Building Lights Update: Town electrician, Bill Graczyk is still in the process of replacing the exterior lights in the foyer area at JBR. No action was taken.

Item #08: Policy Reviews: Still a work in progress. No action was taken.

NEW BUSINESS

Item #10: Library Hours/Staff Schedules: Director, Glenn Luba proposed to the Board that we change our open hours at JBR as follows: Every day open at 9:00 am except for Wednesdays and Sundays, those days would remain unchanged. This will keep consistency between REI and JBR. On a motion by Vice-Chairman, Judith M. Mietlicki second by Trustee, Christine Cywinski to accept change in library hours. Unanimously approved under motion duly made and carried.

Item #11: Personnel Updates: Part-time Librarian at REI, Sara Fuller has accepted a full-time Librarian position at the Hamburg Library. Friday July 14th was her last day with us. Part-time clerk typist at REI, Patricia Odribina is going to be retiring in October of this year. Director, Glenn Luba and Branch Manager/Librarian I, Barbara Stanley will be conducting interviews to fill these two positions. Staff schedules will be adjusted accordingly to help REI with the shortage of staff. Director, Glenn Luba is going to propose to the Buffalo & Erie County Public Library that we combine the Children's Librarian and the part-time clerk typist into a full-time Librarian position. Discussion ensued.

Item #12: Grant Check Account: The New York State Construction Grant check was received. On a motion Chairman, Mark E. Weber second Vice-Chairman, Judith M. Mietlicki propose that Director, Glenn Luba, Treasurer, Angela M. Yates, and Recording Secretary, Jill Ptak will go to

the bank and set up an interest bearing account for the grant. Unanimously approved under motion duly made and carried.

Item #13: Sunday Staff Picnic: Our annual “Pig Out” staff picnic is being held on Sunday, July 30, 2017 from 12 to 2. The picnic will be held outside behind the library, weather permitting. No action was taken.

There was no further business and under a motion duly made and carried, the meeting was adjourned at 5:17 pm.

The next regularly scheduled meeting will be held on August 16, 2017 at the Julia Boyer Reinstein Library, 1030 Losson Rd., Cheektowaga, NY at 4:00 pm.

Respectfully submitted:
Jill Ptak, Recording Secretary