

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 18, 2018 at 4:00 p.m., there were:

Trustees:

Mark E. Weber
Chairman

Judith M. Mietlicki
Vice-Chairman

Angela M. Yates
Secretary-Treasurer

Deborah E. Cope
Trustee

Christine Cywinski
Trustee

Glenn Luba
Director

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

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

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

*On a motion by Chairman, Mark E. Weber
second by Vice-Chairman, Judith M. Mietlicki at
4:04 pm meeting was called to order.*

The minutes of the last regularly scheduled meeting, January 10, 2017 were approved unanimously under motion duly made and carried.

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 2nd quarter of the current year. On a motion by Chairman, Mark E. Weber second by Vice-Chairman, Judith M. Mietlicki to accept treasurer's report. Unanimously approved under motion duly made and carried.

Item #02: Statistics: Circulation at JBR and REI for February and March was as follows:

<i>February 2017</i>				<i>March 2017</i>			
<i>JBR</i>	<i>+1.25%</i>	<i>REI</i>	<i>-20%</i>	<i>JBR</i>	<i>-3.69%</i>	<i>REI</i>	<i>-8.74%</i>

NEW BUSINESS

Item #03: New Electrical Subpanel: The Town Electrician has agreed to put in a new electrical subpanel to aid in future electrical projects.

Item #04: Surplus Removal REI: Director Glenn Luba and Maintenance staffers William Heitzman and Eric Szymborski have been identifying and setting aside library material from storage to be transferred to county surplus. This is warranted because contractors will need extra space in mechanical rooms to execute upcoming grant projects.

Item #05: Weeding REI: Retired Director Christine Bazan and retired Senior Library Clerk Angela Yates are volunteering their time to weed the collection at REI. The extra space will allow for future collection shifts and additional tables to be added that will have electric/USB ports for public use.

Item #06: Damaged Windows/Doors REI: The internal wooden frames around the windows and emergency doors in the most recent addition areas at REI have been damaged over the years from sun and moisture. Also, carpenter ants have done damage. A contractor has come in and fixed and refinished the wood frames around the windows. The emergency door still needs to be refinished.

Item #07: Fixed Assets Value: Director Glenn Luba informed the Board that the annual State Comptroller report, going forward, needs to include valuations for any item owned by the library not acquired with town of Cheektowaga or Erie County funds. A minimum valuation amount must be established and everything beyond that value must be documented.

OLD BUSINESS

Item #08: Construction Grants: An extension for the roofing construction project will be applied for due to start up delays. The main condenser replacement project is delayed due to the bid winning contractor backing out of the project. An application for a new separation wall for the Children's area to mitigate noise levels and lighting replacements for increased energy efficiency will be applied for starting in June.

Item #09: Exterior Building Lights Update: Director Glenn Luba is working with Graybar and a utility rebate to get the best lights for this project. The Cheektowaga Town Electrician will be used to install the new lights.

Item #10: Ongoing Policy Reviews: This is an on-going project. No action has been taken.

Item #11: Trustee Christine Renewal Letter: Cheektowaga Public Library Board of Trustees member Christine Cywinski's term expired December 31, 2017. Christine expressed interest in staying on the Board. Director Glenn Luba will compose a letter of request to issue another term to the expired Board member and send it to the Town attorney.

There was no further business and under a motion duly made and carried, the meeting was adjourned at 4:40 pm.

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The next regularly scheduled meeting will be held on May 16, 2018 at the Reinstein Memorial Library, 2580 Harlem Rd., Cheektowaga, NY at 4:00 pm.

Respectfully submitted:
Jill Ptak, Recording Secretary