

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, August 19, 2015 at 4:00 p.m., there were:

Trustees:

MARK E. WEBER

Chairman

DEBORAH E. COPE

Vice-Chairman

PRESENT: *Mark E. Weber, Chairman
Christine Cywinski, Secy-Treas.
Judith M. Mietlicki, Trustee
Phyllis O'Donnell, Trustee*

CHRISTINE CYWINSKI

Secretary-Treasurer

ALSO PRESENT *Christine S. Bazan, Director
A.M. Yates, Recording Secy.*

PHYLLIS O'DONNELL

Trustee

Cheektowaga Library Board Welcomes:
Kennth H. Stone, Deputy Director, Chief Financial Officer, Buffalo & Erie County Public Library

JUDITH M. MIETLICKI

Trustee

EXCUSED: *Deborah E. Cope, Vice-Chairman*

CHRISTINE S. BAZAN

Director

*The meeting was called to order by Chairman Mark E. Weber at 4:00 pm
Seconded by Christine Cywinski*

The minutes of the last regularly scheduled meeting, June 17, 2015 were approved unanimously, under motion duly made and carried.

The Financial Report was presented by Secy-Treas. Christine Cywinski. Accepted unanimously under motion duly made and carried.

Item #01: Monthly Reports

Statistics: June 2015

JBR +4.4% REI -10.7%

July 2015

JBR -12.2% REI -19.15%

OLD BUSINESS

Item #02: Investment Policy Mr. Stone was invited by the Board to explain the investment policy required of all public entities by New York State. A sample investment policy template was presented and discussed, with Mr. Stone agreeing to revise the sample policy to more closely reflect considerations of the Cheektowaga Library. He will forward this policy to the Director, who will distribute it to the complete Board before the next meeting on September 16th.

Item #03: Audit Update The New York State audit report has been received. There were two recommendations. They were:

1. The Board should update the by-laws to include the Treasurer's duties.
2. The Treasurer should prepare monthly financial reports consisting of actual revenues and expenditures compared to budgeted amounts and distribute this report to the Board.

The Cheektowaga Library Board agreed with the recommendations.

Mr. Stone, together with the Cheektowaga Library Board, drafted a reponse and Corrective Action Plan, which was approved. The Corrective Action Plan included the review and revision of the bylaws to delineate the Treasurer's duties, including the need to regularly provide financial reports, with an implementation date of 12/31/2015. Additionally, the Treasurer will review the staff prepared spreadsheet of Library Revenues monthly and distribute same to the full Board of Trustees for their review. The Treasurer will also review the quarterly reports sent by the Buffalo & Erie County Library System, and distribute same to the full Board of Trustees for their review, with an implementation date of 8/31/2015.

Item #04: Budget Mrs. Bazan presented the updated budget to the board from the county. It shows monies spent on utilities and personnel as of Pay Period #16.

NEW BUSINESS

Item #05: Contract A resolution to accept the contract between the Cheektowaga Public Library and the Buffalo & Erie County Public Library was presented. Accepted unanimously under motion duly made and carried.

Item #06: By-Laws Mrs. Bazan presented a change to the by-laws to include the Treasurer's Duties per the audit recommendation. The recommended changes will be typed up and presented to the Board at the next meeting for approval.

Item #7: Personnel Staffing and personnel were discussed.

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 September 16, 2015 at the Julia Boyer Reinstein Library, 1030 Losson Rd., Cheektowaga, NY at 4:00 pm.

Respectfully submitted:

A.M. Yates, Recording Secretary
