

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 Rd. in said town, on Wednesday, July 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
4:00 pm meeting was called to order.*

The minutes of the last regularly scheduled meeting, June 20, 2018 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 3rd quarter of the current year. On a motion by Chairman, Mark E. Weber and second by Vice-Chairman, Judith M. Mietlicki to accept treasurer's report. Unanimously approved under motion duly made and carried.

* Opening a Business Credit Card through M&T Bank for the librarians to make purchases online was discussed and tabled for further discussion at the October board meeting.

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

June 2018
JBR -7.8% **REI** - 21%

NEW BUSINESS

Item #03: Staffing: The Board entered into executive session from 5:15-5:28 to discuss staffing.

Item #04: Community Report Comparison: Upon the Boards request Director Glenn Luba presented a five year comparison of the annual Community Report.

Item #05: System Contract Review: Upon the Boards review the voting was as follows: 4 ayes, 0 noes, and 1 absent. On a motion by Chairman, Mark E. Weber and second by Vice-Chairman, Judith M. Mietlicki to accept the System Contract. Unanimously approved under motion duly made and carried.

Item #06: Staffing Budget: After talks with the Business Office at Central, Director Glenn Luba has confirmed that our staffing profile for 2019 will be the same as 2018.

OLD BUSINESS

Item #07: Construction Grants: The replacement of the main condensing unit and coil is slated to begin on Monday July 23rd. In preparation of the absence of air conditioning for a possible 7 to 10 days, fans and portable air conditioning units to circulate the air will be in place around the library. The Board voted unanimously to close the library while this HVAC work is being completed. The next day after the Board meeting, Director Glenn Luba contacted the Board members. Individual phone calls out to Chairman, Mark Weber and Trustee Christine Cywinski, and a conference call between himself, Vice-Chairman, Judith Mietlicki, and Secretary-Treasurer, Angela Yates, to discuss closing the library during the construction time. Director, Glenn Luba has discussed in detail with the contractors the physical safety aspect of this project from the public/staff stand point. They all agree that there is no physical safety issue for people being in the library. The only variable that will have to be determined on an ongoing daily basis is internal comfort conditions. After discussions the Board members agreed unanimously to keep the library opened during this project as long as the weather conditions remain favorable. The conditions will be constantly monitored and staff will always have an option to leave if their personal comfort level is exceeded. If conditions reach a level of discomfort for the majority of staff, the library hours will be truncated accordingly that day.

**The rest of the old business has been tabled until the next Board meeting in September.

Item #08: Ongoing Policy Reviews:

Item #09: Phone Quote:

Item #10: REI Meeting Room Projector System:

Under a motion duly made and carried, the meeting was adjourned at 6:15 pm.

The next regularly scheduled meeting will be held on September 19, 2018 at the Reinstein Memorial Library, 2580 Harlem Rd., Cheektowaga, NY at 4:00 pm.

Respectfully submitted:
Jill Ptak, Recording Secretary