

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 15, 2015 at 4:00 p.m., there were:

Trustees:

MARK E. WEBER

Chairman

DEBORAH E. COPE

Vice-Chairman

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

CHRISTINE CYWINSKI

Secretary-Treasurer

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

PHYLLIS O'DONNELL

Trustee

Cheektowaga Library Board Welcomes:
*Diane Benczkowski, Cheektowaga Town
Councilmember and library liaison*

JUDITH M. MIETLICKI

Trustee

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

CHRISTINE S. BAZAN

Director

The minutes of the last regularly scheduled meeting, January 14, 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: January 2015

JBR +3.8 REI -12.99%

February 2015

JBR -4.2% REI -20.79%

March 2015

JBR -2.6% REI -16.76%

OLD BUSINESS

Item #02: Statistics The cold and snowy weather in February and March had an effect on circulation. The computers continue to be busy.

Item #3: Carpet There have been two estimates received for replacing the carpet. At this point in time the library's budget is not sufficient to pay for carpet replacement. While the carpet appears worn, it is not frayed, nor is it a safety issue. A motion was made and duly carried to hold off for a year or two for replacement and have the carpet cleaned twice a year, instead of once a year, to improve the appearance of the carpet.

NEW BUSINESS

Item #04: Freedom of Information Request UAW Local 2300, Ithaca New York, requested that we make available, under the Freedom of Information Act, the following information: documents which showed the title of the person who is directly in charge of the circulation department in each of the Cheektowaga libraries; documents which showed the job description, duties and hiring qualifications of, and subordinate positions supervised by this person; documents which showed whether this person also performs duties outside the circulation department and what those duties are; and documents and charts which showed the organizational structure of all positions and departments within the library.

Christine Bazan consulted with Jeannine Doyle, Human Resources/Labor Relations Officer, Central Library, who advised her to answer that the Director is in charge of the circulation activities at both libraries, and include all job descriptions, statements of duties for each position, and a listing of all positions in order of ranking. These documents were mailed to UAW Local 2300 certified, with a return receipt requested.

Item #05: State Report The annual state report was presented for review, and accepted unanimously under motion duly made and carried.

Item #06: OSHA Survey The Cheektowaga libraries were selected to participate in the Survey for Occupational Illness and Injury for 2015. Tracy Palicki at Central will take care of recording any workplace injuries or illnesses, and responding to the survey. So far, there have been no workplace injuries or incidents to report.

Item #7: Audit The Cheektowaga Library was notified on March 11, 2015 that the Division of Local Government and School Accountability of the Office of the State Comptroller had selected the library for an audit. Central administration was contacted and met with Christine Bazan on March 20, 2015 to discuss the audit process, and to offer to be of assistance as needed. The audit began on April 1, 2015 and is ongoing.

Item #8: Staff Compliance Training All staff need to complete work place videos on violence and sexual harassment on an annual basis. Kantola provides the online training, and each staff member is required to score 70% or higher on the tests given at the conclusion of the training videos.

Item #9: Brownstone Book Fund Diane Brownstone, Director of the Brownstone Book Fund, a private non-profit foundation in NYC, has provided 100 new children's books to the Cheektowaga Public Library. The foundation is interested in providing books for young children that will foster an early interest in and a love for books and reading. The books will be processed by the Central library, and will be housed at the Julia Boyer Reinstein library.

Item #10: Storm Damage A large support beam in the children's section split from the weight of the accumulated snow from the November storm. It is temporarily braced and the Director reported that the town will repair it. Ms. Benczkowski referred to her notes, and said that the Town Board considered and passed a resolution dated March 2, 2015, authorizing the Supervisor to enter into an agreement with Trautman Associates for professional services to repair the beam and related areas.

Item #11: Report to Community The Annual Report to the Community was presented. It is a summary of programs, statistics and activities of the two Cheektowaga libraries for 2014.

Item #12: Erie County Taxpayers Return on Investment 2014 The Central Library provided the libraries and public with a one page 2014 Erie County Tax Payers Return on Investment. It calculates that for every \$1 funded, Buffalo & Erie County Public Libraries return a minimum of \$5.75 in services to the community. Copies of the report were provided and are available to the public in our foyer

CORRESPONDANCE

Item #1: Letter from Phyllis O'Donnell, Trustee, to Mary Jean Jakubowski, Director, B&ECPL

Phyllis O'Donnell, Trustee, sent a letter to Mary Jean Jakubowski, Director, B&ECPL regarding the formation of a committee to explore stable funding sources for the entire B&ECPL system. Mrs. O'Donnell detailed her experiences in fundraising and also gave numerous suggestions for ways that the library might be able to develop financial partnerships with local foundations, companies, and individuals. Mrs. Jakubowski and Joy Testa-Cinquino, Assistant Deputy Director of Development and Communications, met with Mrs. O'Donnell to further discuss her ideas.

There was no further business and under a motion duly made and carried, the meeting was adjourned at 4:30 pm.

The next regularly scheduled meeting will be held on May 20, 2015 at the Julia Boyer Reinstein Library, 1030 Losson Rd., Cheektowaga, NY at 4:00 pm.

Respectfully submitted:

A.M. Yates, Recording Secretary
