

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, November 16, 2016 at 3:00 p.m., there were:

Trustees:

MARK E. WEBER

Chairman

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

DEBORAH E. COPE

Vice-Chairman

EXCUSED:

*Deborah E. Cope, Vice-Chairman
Judith M. Mietlicki, Trustee*

ANGELA M. YATES

Secretary-Treasurer

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

JUDITH M. MIETLICKI

Trustee

CHRISTINE CYWINSKI

Trustee

*The meeting was called to order by Chairman
Mark E. Weber at 2:53 pm
Seconded by Angela M. Yates*

The minutes of the last regularly scheduled meeting, October 26, 2016 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. The treasurer's report has been accepted.

Item#02: Statistics Circulation at JBR and REI has decreased again. We will be coming up with incentives for patrons to come in and check out materials.

Statistics: October 2016

JBR -6.5 % REI -10.5%

OLD BUSINESS

Item #03: Security Cameras Project on hold till early 2017.

Item #04: Roof support beam Caretaker Bill Heitzman has completed all tasks associated with the weather damaged beam replacement.

Item #05: JBR Roof With the construction grant now approved, the Town can move forward with planning for this project.

Item #06: Disclosure/Conflict of Interest, Meeting Room Policy, etc The Disclosure/Conflict of Interest policy is still under review by the Town attorney.

Item #07: Security Meeting with Town Police Mark E. Weber, Board President and Glenn Luba, Director have set up a meeting with the Town Police to discuss the state of security at our libraries.

Item #08: JBR/REI Phone System The phone software has been successfully modified at both libraries.

Item #09: Town Building Maintenance List The list is a work in progress. It includes photo documentation of items on the list.

Item #10: JBR HVAC system Planning project for possibly next year.

Item #11: REI ADA concrete work Planning project for possibly next year.

NEW BUSINESS

Item #13: Reinstein archive request The Jewish History Museum of Philadelphia has requested Reinstein archived materials. Glenn Luba, Director is working with Amy Pickard and staff of the Rare Book Room at the Buffalo & Erie County Public Library to ensure safe transport of the materials.

Item #14: SummerStaff Team Building We wish to build some camaraderie between both locations. We will have a team building gathering for half a day sometime during the summer when the library is closed to the public.

Item #15: December Holiday Schedule The JBR & REI libraries will be closed on Christmas Eve and New Year's Eve going forward.

There was no further business and under a motion duly made and carried, the meeting was adjourned at 3:29 pm.

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

Respectfully submitted:

Jill Ptak, Recording Secretary
