

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, April 17, 2019 at 4:00 p.m., there were

Trustees:

Mark E. Weber
Chairman

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

Judith M. Mietlicki
Vice-Chairman

EXCUSED: *Deborah E. Cope, Trustee*

Angela M. Yates
Secretary-Treasurer

ALSO present: *Glenn Luba, Director*

Deborah E. Cope
Trustee

Christine Cywinski
Trustee

*On a motion by Chairman, Mark E. Weber
second by Christine Cywinski, Trustee at
4:00 pm meeting was called to order.*

Glenn Luba
Director

The minutes of the last regularly scheduled meeting on January 2, 2019 were approved unanimously under motion duly made and carried.

Item #01: Treasurer's Report: The treasurer's report is tabled until next meeting when state standards will be further discussed as well as the M&T bank account statement.

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

March 2019
JBR -14% **REI** -15%

NEW BUSINESS

Item #03: Comptrollers Report: Discussion was had regarding the "fixed asset" section of the report. Upon conclusion of discussion, the Board voted to establish \$5,000 as the threshold for

reporting assets. As for assets to report for this edition of the Comptrollers report, none were reported. The full report will be tabled until next meeting when Sr. Library Clerk Jill Ptak returns.

Item #04: State Report: The Board voted 4-0 to accept the State Report for submittal by the Central Library.

Item #05: Central Administration Meeting: Cheektowaga Director Glenn Luba spoke with BECPL System Director Mary Jean Jakubowski and COO Jeannine Doyle regarding staffing profile for Cheektowaga on a number of occasions. Director Luba was given an approval to upgrade the current vacant Librarian I position to a Librarian 2 position that will oversee daily operations at both Cheektowaga branches. Additionally, each branch will exchange a Sr. Page position for a Technical Clerk position, to address both staff and public tech questions and other duties. A part time security guard will also be added to the Harlem location.

Item #06: Census 2020: Director Glenn Luba mentioned that NYS libraries will be playing an active role in the gathering of upcoming Census data for 2020. The exact role and other program specifics are not completely known, beyond setting up computers in the library for the public to use.

Item #07: Minimum State Standards: Director Luba informed the Board that the “new” minimum Public Library Standards will become official as of January 1, 2021. One of the new standards is Board training requirements for which details are still a work in progress. Transparency of data will now require Board generated data, including financials, to be posted on library website.

OLD BUSINESS

Item #08: Current Construction Grants: The roof based grant was finalized by Director Luba and final paperwork submitted to NYS by Town grantwriter Sue Barnes. The remaining grant still awaits further financial assessments of project costs.

Item #09: Lighting Project: Caretakers William Heitzman and Eric Szymborski completed the installation of LED lights in certain areas of Losson location.

Item #10: Parking Lot/Irrigation (Summer 2019): Director Luba is in discussions with the town engineer regarding drainage issue and surface condition of parking lot on Losson Road.

Item # 12: M&T Credit Card: Director Glenn Luba is in the process of applying for a credit card to make library purchases more efficient and transparent.

Under a motion duly made and carried, the meeting was adjourned at 5:36 pm.

The next regularly scheduled meeting will be held on May 15, 2019 at the Anna M. Reinstein Memorial Library, 2580 Harlem Rd, Cheektowaga, NY at 4:00 pm.

Respectfully submitted:
Jill Ptak, Recording Secretary