

Cheektowaga Public Library

-----Board of Trustees-----

Julia Boyer Reinstein Library
Administration Office
1030 Losson Road
Cheektowaga, NY 14227

At a regularly scheduled meeting of the Library Board of Trustees of the Town of Cheektowaga, Erie Co. Cheektowaga, NY. Held at the Julia Boyer Reinstein Library 1030 Losson Rd. in said town, on Wednesday, November 17th, 2021 at 4:00 p.m.

Trustees:

Mark E. Weber
Chairman

Judith M. Mietlicki
Vice-Chairman

Angela M. Yates
Secretary-Treasurer

Christine Cywinski
Trustee

Amy B. Freedman
Trustee

Glenn Luba
Director

Present:

Mark E. Weber, Chairman
Judith M. Mietlicki, Vice-Chairman (via phone)
Angela M. Yates, Secretary-Treasurer
Amy B. Freedman, Trustee
Christine Cywinski, Trustee

Excused: *None*

Also Present: *Glenn Luba, Director*
Jill Todd, Recording Secretary

Public *None*
Guests:

Meeting called to order by Chairman Mark E. Weber at 4:02 pm

LAST MINUTES:

The minutes of the last regularly scheduled meeting in October were approved unanimously under motion duly made and carried.

TREASURER'S REPORT:

Cheektowaga Library's spending is in line with and on target for the 4th quarter of the current year. Unanimously approved, made and carried.

STATISTICS:

Board members received library statistics for the Julia Boyer Reinstein Library and the Anna M. Reinstein Memorial Library and were found to be satisfactory. Motion was made to approve and unanimously passed and carried.

CORRESPONDENCE:

There was no correspondence of note to review at this meeting.

OLD BUSINESS

- ***ITEM #01: Grant Updates:***

A.)The Children's Wall is complete, and all invoices paid. Director Glenn Luba will complete and submit paperwork to CEN Business manager Tracy Palicki to finalize the grant.

B.)Director Glenn Luba spoke with a rep from Eaton Office Supplies regarding pricing/ availability of chairs quoted from earlier this year... Eaton confirmed no changes. So he is moving forward with purchasing the chairs per the CEN grant approved earlier this year with some additional chairs being purchased with private funds.

C.)A NY State Grant application will be pursued by Director Glenn Luba upon approval from Town of Cheektowaga for matching funds. Discussions with Town of Cheektowaga engineering will resume in January.

- ***ITEM #02: Local History Internships:*** Librarian II Chelsey Lonberger has been overseeing two MLS students interning from Univ Buffalo in the Local History Room at REI. They put in 120 hours each and have made two finding aids for maps and one for pamphlets, there are 300 items inside these aids. Chelsey is putting out another announcement at U.B. to hopefully get one more student to help finish the project during the spring semester.

NEW BUSINESS

- ***ITEM #03: Open Meeting Laws:*** Open meeting laws will change as of 11/18/2021. Virtual meetings will be allowed up until January 15, 2022. If anybody is attending virtually, the meeting needs to be recorded and uploaded to our website. Any documents that will be handed out to the trustees needs to be uploaded at least 24 hours in advance of the meeting to our website. (After the minutes are uploaded these documents can come down) Meeting minutes need to be uploaded within 2 weeks of each meeting. Verbal reports at meeting do not need to be prepared in advance and uploaded prior to meeting.
- ***ITEM #04: Fire Safety Updates:*** Fire Safety was recently out to do software updates to both locations and it was recommended that both libraries update the hardware/software system. Discussions also took place regarding upgrading the security systems and cameras at both locations. The Town of Cheektowaga uses Fire Safety for its buildings' and recommended that we follow suit. Director Glenn Luba is awaiting estimates on the discussed upgrades to determine feasibility for moving forward.
- ***ITEM #05: 2022 Board Meeting & Holiday Schedules:***

Board Meetings as follows: (Held 4:00 pm at JBR, unless otherwise stated)

January 5

February – No meeting

March 16 (3:00 pm)

April 20

May 18

June 15

July 20

August – No meeting

September 21

October 19

November 16

December – No meeting

2022 Holiday schedule same as BECPL system except as follows:

Christmas Day observed on Monday December 26

Cheektowaga Libraries closed December 24, 25, & 26

New Year's Day observed on Monday January 2

Cheektowaga Libraries closed December 31, January 1, & 2

Chairman, Mark E. Weber motioned for a vote to accept the 2022 schedules as presented, all in favor, unanimously passed and carried.

At 4:52 pm Mark E. Weber motioned to adjourn the public portion of the meeting, and passed unanimously.

- **ITEM #06: Staffing Business:** The Board went into executive session at 4:53 pm.

At 5:44 pm Chairman, Mark E. Weber motioned to adjourn the meeting, and passed unanimously.

The next regularly scheduled meeting will be held Jan 5th, 2022 at the Julia Boyer Reinstein Library at 4:00 pm.

Respectfully submitted:

Jill Todd, Recording Secretary