

**Cheektowaga Public Libraries  
Board of Trustee Meeting  
Agenda  
June 26, 2024**

**Board of Trustees**

- **Mark E. Weber** – Chairman; **Denise Wilczak** - Vice-Chairman; **Angela M. Yates** - Secretary-Treasurer; **Judith M. Mietlicki** – Trustee; **Christine Cywinski** - Trustee

**AGENDA**

**1. Call to Order – TRUSTEES**

Mark Weber, Christine Cywinski, Angela Yates, Denise Wilczak and Judith Mietlicki.

Guests: Laura Scott

**2. Public Comment:**

**3. Minutes: May 15, 2023**

**4. Treasurer’s Report: Apr. 30, 2023 thru May 31, 2023**

Bank statements, approval of expense report.

**5. Directors Report:**

Infrastructure/Statistics/Notable Programs

**6. Correspondence:**

- a. \$500 donation from the Lion’s Club of Cheektowaga

**7. Old Business:**

- a. Updates- NYS Construction Grant

**8. New Business:**

- a. Resolution to pursue funding for Anna M. Reinstein roof replacement via NYS Construction Grant
- b. Bringing in a Structural Engineer to inspect Anna M. Reinstein Memorial Library and splitting the \$5,000 cost with the Town to keep momentum going on repairs.
- c. Review and vote on contract agreement between the B&ECPL system and the Cheektowaga Public Libraries.
- d. Purchase of a ladder for Anna M. Reinstein Memorial Library.
- e. Staffing: Part-time Children’s Librarian Christine Webb has resigned for a full-time position as Manager of the Gonzales Soto Library. Her position has been posted and applications will be accepted until June 28<sup>th</sup>.

**9. Adjournment - Next Meeting – July 17, 2024 - 4pm at the Julia Boyer Reinstein Library**

**Minutes for the Cheektowaga Public Library (CPL)  
Board of Trustees Meeting  
June 26, 2024**

**Attendance:**

- Mark E. Weber – Chairman
- Denise Wilczak – Vice-Chairman
- Christine Cywinski – Trustee
- Judith Mietlicki -- Trustee
- Daniel Caufield – Library Director
- Laura Scott - Librarian I, served as substitute note taker for Jill Todd

**1. Call to Order: 4:05 PM**

**2. Public Comment: none**

**3. Minutes: May 15<sup>th</sup>, 2023**

- a. “Harbor House Gerald Place” changed to “Harbor House, Gerard Place”
- b. May 15th minutes accepted as presented: 4 yeas, 0 nays
- c. Request to add a New Business item to the agenda concerning the Contract between the Buffalo and Erie County Library System and the Cheektowaga Public libraries (CPL) Approved

**4. Treasurer’s Report: Apr. 30, 2023 thru May 31, 2023**

- a. All reports accepted

**5. Director’s Report**

- a. Statistics: CPL still ranks within the top 3-4 contract libraries in terms of circulation, visitor count, and WIFI/Computer use.
  - i. Children’s programing dipped slightly due to a few unforeseen sick leaves and the need to cancel a few programs
- b. Highlights
  - i. Cheektowaga Garden Club presentation at the Julia Boyer Reinstein Library was very successfully attended.
  - ii. Assembly Member Monica Wallace utilized the Julia Boyer Reinstein Library to host an awards ceremony recognizing Women of Distinction in the Cheektowaga community on May 17<sup>th</sup>
  - iii. On May 18<sup>th</sup>, both Cheektowaga Libraries celebrated the 2024 Summer Reading Kick-Off with Magician Chris Johnson and began signing up patrons for the many programs and reading contests that will be held throughout the summer.
  - iv. On May 20 the Anna M. Reinstein Memorial Library hosted a successfully “Jump-Start Your Genealogy” program.

**c. Outreach**

- i. Carol Veach continued local school outreach.
- ii. Director Dan Caufield took part in a Comic Fest Event at the Lord of Life Center with the WNY Superhero Alliance and B&ECPL Book Mobile.

**d. Collections**

- i. Mass-market paperback books weeded and updated via a new book order at both Cheektowaga Libraries.
- ii. Large Print book exchange requested with Central Library to freshen up collection.
- iii. Anna Reinstein Library reorganized graphic novels and manga (Japanese comics) collections for easier browsing.
- iv. The Julia Boyer Reinstein Library shifted collections to create more room for fantasy and science fiction collections, and introduced a new horror section for fiction books.

**e. Operations and Infrastructure**

- i. Partnerships
  - 1. \$500 donation from the Cheektowaga Lions Club
  - 2. Nana's Book Foundation visited and donated children's books that describe Alzheimer's, dementia, and other disabilities at an age appropriate level.

**6. Old Business**

- a. Director Dan Caufield has been exploring options for financing repairs concerning the roof and other water-damaged areas of the Anna Reinstein Memorial Library.

**7. New Business**

- a. Resolution to pursue funding for Anna M. Reinstein roof replacement via NYS Construction Grant to match Town's funding.
  - i. Resolution proof read and approved: 4 ayes, 0 nays
- b. Regarding the condition of the Anna M. Memorial Library, a structural engineer visit was approved by the CPL Board of Trustees for the Anna Reinstein Memorial Library. The Cheektowaga Public Libraries will be sharing half the cost with the Town of Cheektowaga.
- c. Ladder purchase for Anna Reinstein Library approved.
- d. Additional Agenda Item: Library Contract Agreement between the Buffalo & Erie County Library System and the Cheektowaga Public Libraries.
  - i. System Contract agreement unanimously approved by Board.
  - ii. Chairman Mark E. Weber signed approval of system-wide library agreement between the Buffalo & Erie County Public Library system and the Cheektowaga Public Libraries (CPL)

- e. Next Meeting – July 17, 2024 - 4pm at the Julia Boyer Reinstein Library
  - i. Judith M. Mietlicki will not be available to attend July's meeting.

**Meeting adjourned: 4:50 PM**