

# ***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, June 20, 2018 at 4:00 p.m., there were:

#### ***Trustees:***

***Mark E. Weber***  
*Chairman*

***Judith M. Mietlicki***  
*Vice-Chairman*

***Angela M. Yates***  
*Secretary-Treasurer*

***Deborah E. Cope***  
*Trustee*

***Christine Cywinski***  
*Trustee*

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***Glenn Luba***  
*Director*

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

***EXCUSED:***     *Deborah E. Cope, Trustee*

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

*On a motion by Chairman, Mark E. Weber  
second by Vice-Chairman, Judith M. Mietlicki at  
4:00 pm meeting was called to order.*

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The minutes of the last regularly scheduled meeting, May 16, 2018 were approved unanimously under motion duly made and carried.

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***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 2nd quarter of the current year. On a motion by Chairman, Mark E. Weber and second by Vice-Chairman, Judith M. Mietlicki to accept treasurer's report. Unanimously approved under motion duly made and carried.

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

*May 2018*  
**JBR** -12.09%     **REI** - 14.2%

**NEW BUSINESS**

**Item #03: Phone Quote:** Director Glenn Luba received a quote from BlinkVoice Communications from Long Island, NY to “upgrade” our phone system. Included was the ability of having an electronic fax system set up. Director Luba will have discussions with Central Network and the Central Business office to discuss the details of this opportunity further before presenting to the Board.

**Item #04: Therapy dog program:** Part Time Children’s Librarian Elaine Mosher had the first session scheduled but unfortunately the dog unexpectedly passed away. She has reached out to another owner and they are scheduled to be at the library the same night as this Board meeting.

**Item #05: JBR parking lot/Irrigation/Shed pad:** Patchwork paving was performed on the parking lot at JBR today to stop the expansion of existing potholes. Due to the library being adjacent to a wetland, we are/have been experiencing water related issues such as high humidity in meeting room and undulating parking lot surface near meeting room. Additional underground irrigation piping is being installed to help alleviate these conditions.

**Item #06: Town mulch at Harlem:** The Town Parks Department has supplied mulch to begin the transformation of the landscape beds along the entry ways to the library at REI.

**Item #07: Staffing:** The Board entered into executive session to discuss staffing issues.

**Item #08: Community Report:** Director Glenn Luba has completed the Community Report, which is the final step to completing the 2017 State Report. The Board of Trustees asked for clarification on some data points and then voted unanimously to approve under motion duly made and carried.

**Item #09: Board Member Request:** Upon discussing the 2017 Community Report a Board Member requested copies of the last five years. Director Glenn Luba will get this information together and present it at the next meeting.

**OLD BUSINESS**

**Item #10: Construction Grants:** Phase one of two phases for the roof replacement has been completed. The second phase will begin once the piping has been removed from the flat section of roof. The meeting room mechanical system scope of work is going out for bid today. The replacement condensing unit and coil for the main library system has a tentative delivery date of mid-July. All the existing glass outside doors have been replaced at JBR. The Children’s area wall and lighting is still in the discussion/estimating phase. It is the recommendation of the Board to close the library while the construction of the HVAC is happening. Director Glenn Luba has talked to the contractors and they feel confident that most if not all the construction can get done safely without having to close the building. Weather remains the only unknown variable.

**Item #11: Ongoing Policy Reviews:** This is an on-going project. No action has been taken.

**Item #12: REI Meeting room projector/media system:** Director Glenn Luba has been discussing equipment options with staff from Central Network.

***Item #13: Trustee Cywinski renewal letter:*** Trustee Cywinski's term on the Cheektowaga Public Library Board of Trustees has been renewed for another five years.

There was no further business and under a motion duly made and carried, the meeting was adjourned at 6:05 pm.

The next regularly scheduled meeting will be held on July 18, 2018 at the Julia Boyer Reinstein Library, 1030 Losson Rd., Cheektowaga, NY at 4:00 pm.

Respectfully submitted:  
Jill Ptak, Recording Secretary