

# ***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, September 16, 2015 at 4:00 p.m., there were:

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

***MARK E. WEBER***

*Chairman*

***DEBORAH E. COPE***

*Vice-Chairman*

***CHRISTINE CYWINSKI***

*Secretary-Treasurer*

***PHYLLIS O'DONNELL***

*Trustee*

***JUDITH M. MIETLICKI***

*Trustee*

***PRESENT:*** *Mark E. Weber, Chairman  
Deborah E. Cope, Vice-Chairman  
Judith M. Mietlicki, Trustee  
Phyllis O'Donnell, Trustee*

***ALSO PRESENT*** *Christine S. Bazan, Director  
A.M. Yates, Recording Secy.*

***EXCUSED:*** *Christine Cywinski, Secy-Treas.*

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***CHRISTINE S. BAZAN***

*Director*

*The meeting was called to order by Chairman  
Mark E. Weber at 4:04 pm  
Seconded by Deborah E. Cope*

The minutes of the last regularly scheduled meeting, August 19, 2015 were approved unanimously, under motion duly made and carried.

**Item #01: Treasurer's Report** The Director presented the Board of Trustees' bank statement, as well as quarterly and monthly financial reports prepared by the B&ECPL, in the Treasurer's absence. The reports were discussed, with Mrs. Bazan explaining the overtime category.

### **Item #02: Monthly Reports**

***Statistics:***

***August, 2015***

JBR -2.7%      REI -13.51%

**OLD BUSINESS**

**Item #03: Audit** The final report from the New York State Audit of the Cheektowaga Library was discussed, and is posted on both the library's and New York State Comptroller's websites.

**Item #04: Investment Policy** The investment policy was reviewed and discussed. It is modeled after the Central library's policy. A resolution to accept the investment policy was approved unanimously under motion duly made and carried. The Investment Policy will be added to the Cheektowaga Library by-laws.

**Item #05: Treasurer's Duties** The Cheektowaga Library Board of Trustees' Treasurer's duties were amended according to the New York State Handbook and under the recommendation of the auditors. The Treasurer's duties will now read: The duty of the Treasurer is to examine financial spreadsheets detailing expenditures and to compare them to the budget. The Treasurer shall report same to the Board at their monthly Board meeting." A resolution to accept the revised Treasurer's duties was approved unanimously under motion duly made and carried. The revised Treasurer's duties will be added to the Cheektowaga Library by-laws.

**Item #06: Procurement Policy** The procurement policies from the Central Library and the Town of Cheektowaga were compared and discussed. After much consideration, it was decided that the library will follow the Central Library's procurement policy. A resolution to accept the new Procurement Policy was approved unanimously under motion duly made and carried. The new Procurement Policy will be added to the Cheektowaga Library by-laws.

**Item #7: Personnel** Personnel issues were discussed.

**NEW BUSINESS**

**Item #08: Lion's Club** Mrs. Bazan attended the annual dinner at the Lion's Club and accepted their very generous donation of a check for \$500 to purchase large print books for the library.

**Item #09: Town Budget** The 2016 budget request from the town was presented. There will be no changes if the budget is passed by the town.

There was no further business and under a motion duly made and carried, the meeting was adjourned at 4:40 pm.

The next regularly scheduled meeting will be held on October 21, 2015 at the Julia Boyer Reinstein Library, 1030 Losson Rd., Cheektowaga, NY at 4:00 pm.

Respectfully submitted:

*A.M. Yates*

Recording Secretary