

## West Seneca Library Board

Minutes for September 19, 2018

In attendance: Kelly Clifford, Jennifer Dobe, William Josefiak, Cynthia Johnson, Patricia Wass

Absent:

Guests: Robert Alessi

Approval of minutes for August 29, 2018: motion by Dobe, seconded by Josefiak . Motion carried unanimously.

### Library Director's Report – Robert Alessi

1. Received keys for access to computer network
2. Library safe is inoperable, called company and safe will be replaced. Items secured until replacement arrives
3. Contacted Councilman Eugene Hart regarding emergency exits and gate for porch area in children's area, waiting for information. Motion presented by board to approve spending up to \$500.00 for alarms. Motion carried unanimously
4. Multi-line phone system reinstalled
5. Window frosting on study room door panels removed. Town will remove remaining panels and fix carpet in children's area that has lifted
6. Discussed key fob system for locks on inner doors at Legion Parkway
7. Working on bringing shelving units from Central for Friends of the Library room
8. Viewed furniture surplus, discussed uses, refurbishing, need for taller table space and seating
9. Discussed borrowing more audiobooks for library, shelving of fiction books to different location, lighting of certain areas in library
10. Concerned about communication within the library among staff, especially in case of emergency. Will research walkie-talkie cost
11. Discussed library policies, thoughts, concerns regarding displaying art work within the library. Will discuss further at next meeting
12. SPCA offers free read to a dog program. Approved to call and set up this opportunity
13. Reviewed food policy. No food, drinks need to be covered
14. Met with Rotary members regarding signage design
15. Contacted Megan Wnek for invoice of electric bills
16. Interviewed by Jennifer Waters for the WS Bee
17. Asked by West Seneca town attorney, Diane Weber, if library would be willing to be included in program for individuals needing volunteer hours. Will request more information and discuss at next meeting
18. Revised study room sign-up sheet
19. Plant offered as a donation for library by William Matalonis
20. Submitted plan for Rights of Nursing Mothers in Workplace to Central
21. West Seneca staff completed training on Harassment and Workplace Violence
22. Community Room reservation system – testing, discussed room usage, set-up, shared calendar
23. Changed plans from front desk gate to children's changing table

#### Treasurer's Report – Jennifer Dobe

1. Spending is in line and on target for the year
2. Viewed and approved two invoices
3. Changed names on accounts to include new director, Robert Alessi, and rolled over CD

#### Friends of the Library – Patricia Wass

1. Friends provided refreshments for recent directors meetings
2. Planning for Kathy Goodrich's retirement party, including hospitality and including those people wishing to say a few words
3. West Seneca Art Society is looking at a possible date in November to run a chair reveal and Makerspace programs

#### President's Report – Bill Josefiak

1. ACT meeting, September 29, 2018 @9:00 at Collins Library. Speaker will be discussing contracts
2. Discussed appreciation for attorney, Paul Notaro. Will send thank you note.

#### Old Business:

1. Discussed shelf placement in library. Will discuss again next meeting
2. Discussed missing shade in Miss Emily's office. Will investigate so this can be resolved

#### New Business:

1. None at this time
1. Future meeting date: October 24, 2018 @ 4:15 p.m.

Adjourned at 6:15 p. m., Motion by Josefiak , seconded by Dobe