

West Seneca Public Library
Board Meeting Agenda - January 15, 2025 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting - December 4, 2024

D. Nominations and Elections of Officers, if any.

E. Report of the Director - November & December 2024

1. 2025 System Budget Updates
2. Erie County Legislator Lindsay Lorigo Toiletries for Veterans Drive November 2024
3. WNYLRC Advocacy Meeting with Patrick Burke @ Trocaire College
4. System Board implementing 2024 Contracting Library Contract Extension Provision
5. Reminder: Trustee Education Activity Completion Forms
6. Reminder: Trustee Oaths of Office
7. Memorial Donations
8. Buffalo Museum of Science Admission Passes

F. Report of the Treasurer.

1. County account statement November 2024 and December 2024
2. Local account statement November 2024/December 2024
3. Summary of accounts November 2024 and December 2024
4. Check abstract and approvals

G. Report of the Friends of the Library.

H. Report of the President.

I. Old Business.

J. New Business.

1. 2025 Local Accounts Budget
2. Sign annual Conflict of Interest Policy statements
3. Sustainable Libraries Initiative Certification Program
4. Assemblyman Burke Funds Expenditure - Citizen Science Kits \$1,200
5. Rotary Grant Funds Expenditure - Board Books \$500
6. Rotary Grant Funds Expenditure - Juvenile Paperbacks \$500

K. Public Comment.

L. Adjournment.

Next Regular Meeting: Wednesday, February 19, 2025 @ 4:00pm

West Seneca Public Library

Library Board of Trustees Meeting Minutes

December 4th 2024 @ 4:00pm in the Large Community Room

A. Call of the Roll

- Present: Jessica Casamassa, Cynthia Johnson, William Josefiak, Jennifer Dobe
- Excused: Amanda Cleesattel
- Guest(s): Robert Alessi (Director)

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting (October 23rd, 2024)

Motion to approve: Jennifer Dobe

Second: William Josefiak

Ayes: all

Nays: none

D. Report of the Director

See October 2024 documents posted

- 770 make and take bags were given out!
- 148 attendees at the Halloween Trick or Treat Story time
- More than 50 people attended the "Dare to Repair" day, 24 items fixed and nearly \$3,500 saved in replacement costs.
- New activity Wall installed in the Children's Room funded by the Friends of the Library

E. Report of the Treasurer

See October 2024 documents posted

- County account statement October 2024
- Local account statement October 2024
- Summary of accounts October 2024
- Check abstract and approvals October 2024

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

F. Report of the Friends of the Library:

- Met on November 4th
- Seed Swap – January 25th Emily is donating a composter for a prize
- Jewelry Sale – donations and then sale as a fundraiser
- Volunteer Lanyards – coming soon
- Attended November 8th Zoom Meeting for all Friends group – visibility is key
- Next meeting: March 13th

G. Report of the President:

- ACT – possible meeting here in January – Rob will check calendar

H. Old Business:

- Lanyards – Jessica will look into prices and create a design in Canva

Motion to approve up to \$100 to purchase volunteer lanyards:

Motion: Jennifer Dobe

Second: William Josefiak

Ayes: All

Nays: none

I. New Business:

- Changes to B&ECPL Personnel Policies and Procedures

PERSONNEL POLICIES AND PROCEDURES

WEST SENECA PUBLIC LIBRARY MEETING DATE: December 4, 2024

RESOLUTION:

Amendments to B&ECPL Employee Handbook and Personnel Policies and Procedures Manual

BACKGROUND:

On December 18, 2014, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) approved and adopted the B&ECPL Personnel Policies and Procedures Manual (Manual), which contained approximately 100 policies drafted by the Human Resources Department, and the B&ECPL Employee Handbook (Handbook) to be effective January 1, 2015. Thereafter, this Board adopted the Manual at its meeting on January 14, 2015 for application to its employees.

Since January 1, 2015, a number of Personnel Policies and Procedures have been modified by the Human Resources Department at the direction of the Chief Operating Officer, several of which were necessary based on changes to the applicable laws or governing collective bargaining agreements. Other changes were minor and incidental. As stated in the Introduction of the Manual, changes made by Human Resources are distributed electronically to all library departments and contract libraries. It is the recommendation of this Board for an annual review of the changes made by Human Resources to the Manual and Handbook in the months prior and

subsequent adoption by this Board. The last review and approval of the Manual took place February 15, 2023.

ACTION REQUIRED: Motion to approve Resolution.

WHEREAS, the Board of Trustees of the West Seneca Public Library (WSE) has the power and duty to determine and carry out all policies and principles pertaining to operations of the library(ies); and the exclusive power and duty to control library personnel, and

WHEREAS, on December 18, 2014, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) approved and adopted the B&ECPL Personnel Policies and Procedures Manual (Manual) and the B&ECPL Employee Handbook (Handbook) to be effective January 1, 2015, and **WHEREAS,** thereafter, on January 14, 2015 this Library Board adopted same for application to its employees, and

WHEREAS, the Human Resources Department reviews the policies and procedures in the Manual throughout the year and makes changes as necessary, and

WHEREAS, changes to said policies and procedures are incidental or based on changes to applicable laws or collectively bargained agreements, and

WHEREAS, changes to said policies and procedures may require corresponding updates to the Handbook, and

WHEREAS, on December 4, 2024, this Board reviewed the changes made by the Human Resources Department to the policies since February 15, 2023 and recommends approval of same, and

WHEREAS, this Board recommends the review of the changes annually with subsequent reaffirmation of adoption of the Manual, and adoption of the amendments, now therefore be it

RESOLVED, that the Board of Trustees of the West Seneca Public Library reaffirms its adoption of the B&ECPL Personnel Policies and Procedures Manual and Employee Handbook, and adopts the amendments made since February 15, 2023, and be it further

RESOLVED, that the Human Resources Department will continue to update the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook, as necessary, and will distribute same to all departments and contract libraries as set forth in the Introduction to the Personnel Policies and Procedures Manual, and be it further

RESOLVED, that the Board of Trustees of the West Seneca Public Library endorses the annual review of the revisions made by the Human Resources Department to the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook in the months prior to review for adoption by the Board.

Motion to approve B&ECPL Manual with all recent changes:

Motion: William Josefiak

Second: Cynthia Johnson

Ayes: All

Nays: none

Motion to approve schedule of 2025 Library Board of Trustees Meetings on the following Wednesdays at 4pm in the large community room:

- **January 15**
- **February 19**
- **March 19**
- **April 16**
- **May 21**
- **June 18**
- **July 23**
- **September 17**
- **October 15**
- **December 3**

Motion: William Josefiak

Second: Cynthia Johnson

Ayes: All

Nays: none

J. **Public Comment:** none; no community members present

Adjournment @ 4:36pm

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

Next Regular Meeting: December 4th, 2024 @ 4pm

Respectfully submitted by Jessica Casamassa, Vice President/Temporary Secretary

**West Seneca Public Library Board Meeting
Director's Report**

November 2024

Circulation - November 2024

18,715

Revenue - County Account Fees, Copies, Print - November 2024

\$709.43

Library Visitors - November 2024

8,172

Programming - November 2024

(Youth/Teen)

Make & Take Craft Bags	All month	302 bags
Tutoring	All month	108 sessions
Leaf Craft	All month	137 participants
Scavenger Hunt	All month	254 participants
Lego Club (2)	11/2, 11/26	73 attendees
Preschool Story Time (3)	11/5, 11/12, 11/19	27 attendees
Baby & Me Story Time (6)	11/13, 11/20, 11/27	90 attendees
Toddler Time (4)	11/14, 11/21	115 attendees
Teen STEM: Index Card Castles	11/14	6 attendees
Preschool Class Visit: St. John's	11/15	49 attendees
Kids Craft: Acorn People	11/18	27 attendees
Fuse Beads	11/21	11 attendees
Painting for Fun (Art Society)	11/23	9 attendees

Programming - November 2024

(Adult)

Knitting Club (3)	11/4, 11/18, 11/25	18 attendees
Business of Music Workshop	11/7	2 attendees
Erie County Dept of Health: Narcans Training	11/18	3 attendees
Charcuterie 101	11/19	18 attendees
Book Club	11/25	6 attendees

Collection Development

WSE – 2024 Funds- All AV and MAT material budget funds spent.

Outreach/Meetings/Library Visits

- 11/4 Friends of the West Seneca Public Library Meeting
- 11/5-11/9 NYLA Conference (Rowan)
- 11/7 Communication Skills for Professionals Webinar (Susan)
- 11/13 WNYLRC Advocacy Meeting w/ Senator Patrick Gallivan at Hilbert College (attended with Cindy Hager, Friends of the Library Co-President)
- 11/13 Centering Community ad Your Library – Long Island Library Resources Council Webinar (Emily)
- 11/18 Erie County Department of Health Narcan Training (Brad)
- 11/21 B&ECPL System Youth Services Group Meeting (hosted at West Seneca) (Emily)

Misc.

- 11/1-11/29 Participated as a drop-off site for the Erie County Legislator Lindsay Lorigo Toiletries for Veterans Drive (Approximately 5 boxes were collected and picked up for distribution on 12/6)
- 11/9 Dare to Repair event with The Tool Library from 11am-2pm:
 - More than **50 people** stopped by
 - **24 items** successfully repaired
 - **63% of repairs** were successful
 - **248.4lbs of potential waste** diverted from local landfills
 - **\$3,453** saved on replacement costs
 - **1,802.04lbs of carbon** offset
- 11/16 Partnered with the West Seneca Chamber of Commerce for their first trade show/wellness fair/job fair. There were agencies tabling in the community rooms and guest speakers in the makerspace from 10am-2pm

**West Seneca Public Library Board Meeting
Director's Report**

December 2024

Circulation - December 2024

17,110

Revenue - County Account Fees, Copies, Print - December 2024

\$647.54

Library Visitors - December 2024

6,917

Programming - December 2024

(Youth/Teen)

Make & Take Craft Bags	All month	49 bags
Tutoring	All month	83 sessions
Preschool Story Time (3)	12/3, 12/10, 12/17	25 attendees
Baby & Me Story Time (6)	12/4, 12/11, 12/18	85 attendees
Lego Club (2)	12/7, 12/28	103 attendees
Kids Craft: Snowman Finger Painting	12/9	26 attendees
Painting For Fun (Art Society)	12/14	8 attendees
Christmas Story Time	12/16	33 attendees
Toddler Time (2)	12/19	35 attendees
Holiday Movie Night: Elf	12/19	11 attendees
Teen Paint and Sip	12/28	16 attendees
Noon Year's Eve Party	12/30	49 attendees

Programming - December 2024

(Adult)

Knitting Club (3)	12/2, 12/9, 12/16	14 attendees
Book A Technology Trainer (4)	12/3	4 appointments / 4 attendees
Book Club	12/30	5 attendees

Collection Development

WSE – 2024 Funds- All AV and MAT material budget funds spent.

Outreach/Meetings/Library Visits

- 12/16 Reception with West Seneca Art Society and CarStar;
- 12/16 Cindy Solly re: RSVP and University Express programs
- 12/16 WNYLRC Advocacy Meeting w/ rep of Assemblyman Patrick Burke at Trocaire
- 12/17 Manager Meeting audio review from Dec. 11
- 12/23 Civility and Courtesy in the Workplace webinar by EviCore EAP (Susan)
- 12/26 Collaborative Summer Library Program Summer Symposium by Collaborative Summer Library Program (CSLP) (Emily)

Misc.

- 12/2-12/14 Participated as a drop-off site for pet supply donations for a WS high school student volunteer project
- The library was closed due to the weather on Thursday, December 5th and Thursday, December 12th.
- Play Down Your Fines program ended effective 12/31/2024.

SELF-ASSURANCE of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature/Date

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Nov-24

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
Utility Charges:								
515000	Water	0	0	0	0		0	
515000	Sewer	0	0	0	0		0	
515000	Electric	7,500	0	7,170	330	7,170	330	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	0	0	0	0		0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	700	(150)	110	440	700	(150)	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	100	(46)	12	42	100	(46)	
530000	Other Expenses & Charges	600	196	1,107	(311)	600	196	
530000	Contingency (Bullet Aid)	0	0	10,095	(10,095)		0	
TOTAL EXPENSES		8,900	0	18,494	(9,594)	8,570	330	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	100	0	575	(475)	541	441	
Copy Machines	2,000	0	2,624	(624)	2,400	400	
Print Cost Recovery	5,000	0	5,624	(624)	5,500	500	
Other Income	100	0	67	33	70	(30)	
State Funding	0	0	20,000	(20,000)	20,000	20,000	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		0	
Fundraising (events/booksales)	0	0	0	0		0	
Interest Income	0	0	0	0		0	
Misc Income	0	0	0	0		0	
Use of Fund Balance	0	0	0	0		0	
TOTAL DIRECT INCOME	7,200	0	28,890	(21,690)	28,511	21,311	

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Dec-24

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
Utility Charges:								
515000	Water	0	0	0	0		0	
515000	Sewer	0	0	0	0		0	
515000	Electric	7,500	0	7,170	330	7,170	330	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	0	0	0	0		0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	700	(150)	110	440	700	(150)	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	100	(46)	12	42	100	(46)	
530000	Other Expenses & Charges	600	196	1,107	(311)	600	196	
530000	Contingency (Bullet Aid)	0	0	10,095	(10,095)		0	
TOTAL EXPENSES		8,900	0	18,494	(9,594)	8,570	330	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	100	0	575	(475)	575	475	
Copy Machines	2,000	0	2,624	(624)	2,624	624	
Print Cost Recovery	5,000	0	5,624	(624)	5,624	624	
Other Income	100	0	67	33	67	(33)	
State Funding	0	0	20,000	(20,000)	20,000	20,000	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		0	
Fundraising (events/booksales)	0	0	0	0		0	
Interest Income	0	0	0	0		0	
Misc Income	0	0	0	0		0	
Use of Fund Balance	0	0	0	0		0	
TOTAL DIRECT INCOME	7,200	0	28,890	(21,690)	28,890	21,690	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
1077	12/4/24	Amazon Capital Services- Invoices 1GLM-WM6Q-CDHY for sanitizer, balloons, cotton balls, paper plates (used credit memo 17QJ-FY3L-N61C) and Invoice 1HYG-PM6P-gG1M for new diaper trash can		\$110.86		\$17,723.92
1078	12/4/24	Rob Alessi- Michaels craft store- holiday card and watercolor supplies	√	\$57.90		\$17,666.02
1079	12/4/24	Amazon Capital Services- Invoice 1WQL-W3TD-WMPN for superhero backdrop and stainless steel hot water/coffee urn (WNYFCU movie night expenses)		\$154.96		\$17,511.06
1080	12/4/24	Robert Alessi- Dollar Store for balloons, ribbon, tablecloths	√	\$9.50		\$17,501.56
1081	12/4/24	Emily Sieg- Tops trip for cups and drink mixes (from WNY FCU movie expenses)		\$58.20		\$17,443.36
1082	12/4/24	Rob Alessi- Pharmacy- reusable gel ice pack for employees, 2-pack of instant ice pack for first aid kit	√	\$13.28		\$17,430.08
	12/9/24	Donation deposit cash (\$50) from Charles Jarzyniecki for winter children's programming, and donation check 5244 (\$25) from E.G. and Sharon Stribick	√		\$75.00	\$17,505.08

West Seneca Public Library Bank Account Balances November 2024

M&T County Account

Balance \$44,703.46 (Note: Includes \$26,220.13 Assemblyman Burke State Aid)

M&T Local Account

Balance \$17,834.78 (Note: Includes \$14,813.00 Rotary)

Local M&T CD (1)

Balance \$40,735.46

Local M&T CD (2)

Balance \$5,082.63

Local M&T CD (3)

Balance \$5,082.63

M&T Construction Fundraiser Account

Balance \$7,220.41

West Seneca Public Library Bank Account Balances December 2024

M&T County Account

Balance \$44,156.00 (Note: Includes \$26,220.13 Assemblyman Burke State Aid)

M&T Local Account

Balance \$17,505.08 (Note: Includes \$14,813.00 Rotary)

Local M&T CD (1)

Balance \$40,735.46

Local M&T CD (2)

Balance \$5,083.01

Local M&T CD (3)

Balance \$5,083.01

M&T Construction Fundraiser Account

Balance \$7,220.41

January 15, 2025 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2025-C1	1/15/2025	Town of West Seneca	\$ 597.50	6447	Electric Bill for January 2025	1/9/2025
2025-L1	1/15/2025	Emily Sieg	\$ 23.96	1083	Popcorn for movie night	1/9/2025
2025-L2	1/15/2025	Amazon Capital Services	\$ 211.03	1084	Lanyards/ID holders, replacement 2" tape blade, toy disinfectant, soft soap, lights for Noon Years Eve and Baby Rave. Invoice 17FF-33CH-91KF	1/9/2025

West Seneca Public Library Local Account Budgets 2025

M&T Local Checking Account

Opening Balance: \$17,505.08 (Note: Includes \$14,813.00 Rotary)
Estimated Revenue: \$2,300
 \$2,300 (Patron donations/Book Sale)
Estimated Expenses: \$6,600
 \$300 (Dues/memberships)
 \$200 (Building/cleaning supplies)
 \$2,500 (Programming supplies)
 \$200 (Material processing/labeling supplies)
 \$3,400 (Material purchases-\$3,000 Rotary and \$400 future donations)
Estimated Closing Balance: \$13,205.08 (Rotary estimated closing balance \$11,813.00)

M&T Construction Fundraiser Account

Opening Balance: \$7,220.41
Estimated Revenue: \$0.00
Estimated Expenses: \$2,000.00 (Furnishings)
Estimated Closing Balance: \$5,220.41

Additional Local Accounts

Local M&T CD (1) - Balance \$40,735.46
Local M&T CD (2) - Balance \$5,083.01
Local M&T CD (3) - Balance \$5,083.01

Adopted by the West Seneca Public Library Board of Trustees at a regular meeting on January 15, 2025.

West Seneca Public Library
CONFLICT OF INTEREST POLICY

ARTICLE I Purpose

The purpose of this Conflict of Interest policy is to protect the West Seneca Public Library when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, trustee, or Key Person of the West Seneca Public Library. It provides guidelines for handling perceived, potential or actual Conflicts of Interest and addresses procedures and disclosures of Related Party Transactions. This policy is intended to supplement but not replace any applicable state and federal laws governing Conflict of Interest applicable to nonprofit and charitable organizations.

ARTICLE II Definitions

2.1. **Interested Person.** An Interested Person is any trustee, officer, employee or member of a committee with powers delegated by the Board of Trustees, who (1) has a direct or indirect Financial Interest, as defined below, and/or (2) is a Related Party, as defined below.

2.2. **Disinterested Trustee.** A Disinterested Trustee is any trustee who is not an Interested Person.

2.3. **Relative.** A Relative of an individual means his or her spouse or domestic partner as defined in Section 2994-a of the Public Health Law, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren and great-grandchildren.

2.4. **Financial Interest.** A person has a Financial Interest if the person has, directly or indirectly, through business, investment, or a Relative:

(A) An ownership or investment interest in any entity with which the West Seneca Public Library has a transaction or arrangement;

(B) A compensation arrangement with the West Seneca Public Library or with any entity or individual with which the West Seneca Public Library has a transaction or arrangement, except for compensation payable to a Trustee of the West Seneca Public Library for service on the Board that is to be made available or provided to all Trustees of the West Seneca Public Library on the same or substantially similar terms; or

(C) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the West Seneca Public Library is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

2.5. Substantial Financial Interest. A Financial Interest in a Related Party Transaction is a "Substantial Financial Interest" if, in the discretion of the Board after giving due consideration to the material facts and circumstances of the Financial Interest as presented, the Board determines that such Financial Interest is substantial.

2.6. Related Party. A Related Party includes:

(A) any trustee, officer or Key Person of the West Seneca Public Library or any Affiliate of the West Seneca Public Library or any other person who exercises the powers of trustees, officers or Key Persons over the affairs of the West Seneca Public Library or any Affiliate of the West Seneca Public Library;

(B) any Relative of an individual described in clause (A) of this section; or

(C) any entity in which any individual described in clauses (A) and (B) of this section has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent.

2.7. Key Person means any person, other than a director or officer, whether or not an employee of the West Seneca Public Library, who:

(A) has responsibilities, or exercises powers or influence over the West Seneca Public Library as a whole similar to the responsibilities, powers, or influence of directors and officers;

(B) manages the West Seneca Public Library, or a segment of the Library that represents a substantial portion of its activities, assets, income or expenses; or

(C) alone or with others controls or determines a substantial portion of the West Seneca Public Library's capital expenditures or operating budget.

2.8. Affiliate of the West Seneca Public Library. An Affiliate of the West Seneca Public Library means any entity controlled by or in control of the West Seneca Public Library.

2.9. Related Party Transaction. A Related Party Transaction means any transaction, agreement or any other arrangement in which a Related Party has a Financial Interest and in which the West Seneca Public Library or any Affiliate of the West Seneca Public Library is a participant, except that a transaction shall not be a Related Party Transaction if:

(A) the transaction or the Related Party's Financial Interest in the transaction is de minimis;

(B) the transaction would not customarily be reviewed by the board or boards of similar organizations in the ordinary course of business and is available to others on the same or similar terms; or

(C) the transaction constitutes a benefit provided to a Related Party solely as a member of a class of beneficiaries that the West Seneca Public Library intends to benefit as part of the accomplishment of its mission, which benefit is available to all similarly situated members of the same class on the same terms.

2.10. Conflict of Interest. A Conflict of Interest exists if an outside interest or activity influences or appears to influence the ability of an individual to exercise objectivity or impair the individual's ability to perform his or her responsibility in the best interests of the West Seneca Public Library.

ARTICLE III Disclosure

3.1. Initial Disclosure. Prior to the initial election of any trustee, officer, or member of a committee with powers delegated by the Board or hiring of any Key Person, the prospective trustee, officer, committee member, or Key Person shall complete, sign and submit to the Chair of the Governance Committee a written Disclosure Statement, attached as Appendix A, identifying, to the best of his or her knowledge, the following information:

(A) any entity of which such prospective trustee, officer, committee member, or Key Person is an officer, trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the West Seneca Public Library has a relationship; and

(B) any transaction in which the West Seneca Public Library is a participant and in which the prospective trustee, officer, committee member, or Key Person might have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction.

3.2. Annual Disclosure. Each trustee officer, member of a committee with powers delegated by the Board of Trustees, and Key Person shall annually submit to the Chair of the Governance Committee the written Disclosure Statement, attached as Appendix A, in which such person:

(A) identifies, to the best of his or her knowledge, the information specified in Paragraphs (A) and (B) of Section 3.1 of this Article;

(B) affirms that he or she has received a copy of the Conflict of Interest policy, read and understands the policy, agrees to comply with the policy, and understands the West Seneca Public Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

3.3. Continuing Duty to Disclose. In connection with any actual or possible Conflict of Interest or Related Party Transaction which may arise in the ordinary course of the year and within Board or committee meetings, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the Board of Trustees or the Governance Committee. Such disclosure may be made in a written statement or orally at a meeting of the Board, provided that such oral disclosure must be documented in the minutes of the meeting at which such disclosure is made and given to the Governance Committee for review in accordance with Article IV, Section 4.2.

ARTICLE IV General Procedures

4.1. General Prohibitions.

(A) An Interested Person is precluded from being present at or participating in any Board or committee deliberation or vote related to the transaction or arrangement giving rise to a Conflict of Interest or Related Party Transaction. Notwithstanding the foregoing, the Board of Trustees or the Governance Committee, may request that an Interested Person present information to the Board or Governance Committee prior to the commencement of deliberations or voting relating thereto.

(B) An Interested Person shall not directly or indirectly attempt to influence improperly the deliberation or voting on the transaction or arrangement giving rise to the conflict.

4.2. Determining Whether a Conflict of Interest or Related Party Transaction Exists.

(A) After the Interested Person's disclosure of the existence of and all material facts relating to his or her Financial Interest as required under Article III, and after any discussion among the remaining members of the Board of Trustees or the Governance Committee and the Interested Person regarding the facts and circumstances of the Financial Interest, the Governance Committee shall discuss and make a recommendation to the Board as to each of the determinations required by Paragraphs (C) and (D) of this Section 4.2. Alternatively, if the existence of the Financial Interest initially arises at a meeting of the Board of Trustees, then the Board of Trustees can directly make the determinations required without seeking recommendations from the Governance Committee, provided the Interested Person leaves the meeting while the remaining members of the Board of Trustees discusses the information disclosed.

(B) Upon due discussion and consideration of the Governance Committee recommendations, the Board shall make each of the determinations required by Paragraphs (C) and (D) of this Section 4.2.

(C) Upon discussion, the remaining Board members shall decide and document in the meeting minutes if the transaction or arrangement constitutes a Related Party Transaction as defined in Article II, Section 2.9. If so, then the Board of Trustees must also determine and document in the meeting minutes whether the Related Party has a Substantial Financial Interest, as defined in Article II, Section 2.5, in the proposed Related Party Transaction. Regardless of whether or not the Financial Interest is a Substantial Financial Interest, a Related Party Transaction is subject to the procedures set forth in Article V.

(D) If the transaction or arrangement does not constitute a Related Party Transaction as defined in Article II, Section 2.9, then the remaining Board members in their discretion shall decide if a Conflict of Interest, as defined in Article II, Section 2.10, exists nonetheless, after giving due consideration to the material facts and circumstances presented. If the Board determines that the transaction or arrangement involves a Conflict of Interest, then such transaction or arrangement is subject to the procedures set forth in Article V.

ARTICLE V Procedures for Addressing Conflicts of Interest & Related Party Transactions

5.1. Consideration of Alternatives.

(A) If the transaction or arrangement is a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then consideration of alternatives in accordance with this section is mandatory. For Conflicts of Interest, consideration of alternatives is within the discretion of the Board of Trustees. After disclosure and discussions with the Interested Person, the Board of Trustees may appoint a Disinterested Trustee or committee of Disinterested Trustees to investigate alternatives to the proposed transaction or arrangement. Alternatives must be presented to the Board of Trustees and must be documented in the minutes of the meeting at which the determination is made.

(B) If alternatives are investigated and presented to the Board, then after exercising due diligence and giving due consideration for any such alternative transactions presented, the Board of Trustees shall determine whether the West Seneca Public Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a Conflict of Interest or Related Party Transaction.

5.2. Board Decision.

(A) If alternatives are considered, whether mandatory or discretionary, and if the Board of Trustees determines that a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a Conflict of Interest or Related Party Transaction, the Board of Trustees shall determine by a majority vote of the Board whether the transaction or arrangement is in the West Seneca Public

Library's best interest, for the West Seneca Public Library's own benefit, and whether it is fair and reasonable.

(B) In conformity with the above determination, in accordance with the West Seneca Public Library's bylaws, the Board of Trustees shall make its decision as to whether to enter into the transaction or arrangement.

(C) If the transaction or arrangement involves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then a majority of the Board members present at the meeting is required to approve such transaction.

5.3. **Documentation Required.** In connection with all actual or possible Conflicts of Interest and Related Party Transactions, the Board of Trustees shall document in the minutes of the meeting at which such determinations are made the following:

(A) The names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible Conflict of Interest or Related Party Transaction, the nature of the Financial Interest, any action taken to determine whether a Conflict of Interest or Related Party Transaction was present, and the Board's decision as to whether a Conflict of Interest, Related Party Transaction or Substantial Financial Interest in a Related Party Transaction in fact existed.

(B) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussions at the meeting regarding the proposed transaction or arrangement, including the alternatives to the proposed transaction or arrangement considered, if any.

(C) The determination as to whether the transaction or arrangement is fair, reasonable and in the West Seneca Public Library's best interest.

(D) The determination as to whether to enter into the transaction or arrangement which gives rise to the Conflict of Interest or Related Party Transaction. If the Board of Trustees approves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then the minutes must also including the basis for such approval.

(E) A record of any votes taken in connection with the proceedings.

ARTICLE VI Oversight & Reviews

6.1. **Oversight Responsibility.** The designated Governance Committee of the Board, as defined in the West Seneca Public Library's bylaws, shall oversee the adoption of, implementation of, and compliance with this Conflict of Interest policy in accordance with the procedures contained herein and within the process and authority granted under the Bylaws.

6.2. Violation of the Conflict of Interest Policy.

(A) If the Governance Committee has reasonable cause to believe a trustee, officer or Key Person has failed to disclose an actual or possible Conflict of Interest or Related Party Transaction, it shall inform such person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose.

(B) If, after hearing the response of the trustee, officer or Key Person and after making further investigation as warranted by the circumstances, the Governance Committee determines that the trustee, officer or Key Person has failed to disclose an actual or possible Conflict of Interest or Related Party Transaction, it shall recommend to the Board appropriate disciplinary and corrective action, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a trustee, pursuant to New York State Education Law Section 226.

6.3. Periodic Reviews. To ensure the West Seneca Public Library operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, the Board shall conduct periodic reviews. The periodic reviews shall, at a minimum, include the following subjects:

(A) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

(B) Whether partnerships, joint ventures, and arrangements with management organizations conform to the West Seneca Public Library's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible or excessive benefit.

6.4. Use of Outside Experts. When conducting the periodic reviews as provided for in Article VI, Section 6.3, the West Seneca Public Library may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Trustees of its responsibility for ensuring periodic reviews are conducted.

Approved by the West Seneca Public Library Board of Trustees on October 16, 2019. Adopted on November 20, 2019. (Supersedes Article VII: Conflict of Interest from the Bylaws of the Trustees of the West Seneca Public Library.) Reviewed and approved October 28, 2020. Adopted December 2, 2020.

Appendix A

**DISCLOSURE STATEMENT
OF THE
WEST SENECA PUBLIC LIBRARY**

The undersigned, being a trustee, officer, Key Person of the West Seneca Public Library, hereby acknowledges and confirms the following:

(1) I have received, read and understand the West Seneca Public Library's Conflict of Interest Policy in effect as of the date written below, and I agree to comply with the Conflict of Interest Policy.

(2) I understand that the West Seneca Public Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

(3) **Personal Interests & Relationships.** I am an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the West Seneca Public Library has a relationship: *[If none, please write "None." If such interests exist, please specify the capacity in which you hold such an interest (for example, employee, director, or owner). If an owner, please specify your percentage ownership].*

(4) **Interests & Relationships of Relatives.** A Relative (spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren and great-grandchildren) of mine is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the West Seneca Public Library has a relationship: *[If none, please write "None." If such interests exist, please specify the Relative (for example, sibling or spouse) and the Relative's position (for example, employee, director, or owner). If an owner, please specify the percentage ownership].*

(5) Transactions. The West Seneca Public Library is a participant in the following transactions in which I or my Relative may have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction, as defined in the Conflict of Interest Policy. *[If none, please write "None." If such transaction(s) exists, please specify the transaction and the potential financial interest involved and whether you or a Relative has such an interest for any such transaction(s). Please specify the Relative and their position, if applicable.]*

I certify that the above statements are true and correct to the best of my knowledge.

Name: _____

Position: _____

Signature: _____

Date: _____

Approved by the West Seneca Public Library Board of Trustees on October 16, 2019. Adopted on November 20, 2019. (Supersedes Article VII: Conflict of Interest from the Bylaws of the Trustees of the West Seneca Public Library.) Reviewed and approved October 28, 2020. Adopted December 2, 2020.



Sustainable Libraries Initiative

➔ [Log in](#)

Sustainable Library Certification Program FAQ

What is the SLCP?

The Sustainable Libraries Initiative's Sustainable Library Certification Program (SLCP) provides library leaders with a tested, structured path forward to increase your library's commitment to environmental stewardship, economic feasibility, and social equity.

How can public libraries, academic libraries and school librarians all use the same program?

They can't. That's why we have created three separate products, one for each audience.

Public Libraries

What does the process look like?

After you lay the groundwork for success (introductory presentations to your board and staff) you will survey your stakeholders and form a sustainability team. Your team will work through 12 categories that help align your efforts with the triple bottom line:

- Organizational Commitment
- Energy
- Materials Management – Waste & Recycling
- Materials Management – Purchasing
- Transportation
- Land Use
- Water
- Collective Impact
- Social Cohesion
- Community Resilience
- Financial Sustainability
- Collections

Actions within each category provide you with the opportunity to take a closer look at how things are done and/or consumed at your library and provide your team with the opportunity to think differently about how you will proceed on that issue in the future. We provide examples, inspiration, and "Pro Tips" along the way.

A final presentation is required to both help summarize the work you did for the evaluation team as well as to assist you in spreading the word locally about all you've accomplished through the program.

How long does it take?



A typical time frame is 18-24 months to complete the certification. Once you have enrolled and paid for the certification program, there is no deadline. You have as long as is needed to get certified. Your certification fee also pays for one year of membership. After that first year, we ask that you continue to pay the modest annual membership fee.

How big should my Sustainability Team be?



What type of support is provided to help our team through the program?



How much does it cost?



School Librarians

What does the process look like?



How long does it take?



Why don't I have a team like public and academic libraries?



How much does it cost?



Academic Libraries

What does the process look like?



How long does it take?



How big should my Sustainability Team be?



What type of support is provided to help our team through the program?



How much does it cost?



Why is there a membership fee to join the certification program?

