

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 @ 4:36 pm

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