

West Seneca Library Board

Minutes for January 15, 2020

A. Call of the Roll: Kelly Clifford, Jennifer Dobe, Cynthia Johnson, William Josefiak

Absent: Pat Wass

Guests: Robert Alessi, Councilman Jeff Piekarec

B. Approval/changes - none

C. Minutes of Preceding meeting - November 20, 2019: motion by Dobe, seconded by Josefiak. Motion carried unanimously.

D. Nominations and Elections of Officers, if any - all officers to remain the same for 2020: Josefiak- President; Dobe – Treasurer; Clifford - Secretary

E. Report of the Director – Robert Alessi

Building

- Phone installed by Town in Children’s Librarian office.
- Door installation started 1/7/2020 and completed

Collection Development

WSE – 2019 Funds- Materials & AV Budget. Spent remaining funds by Nov. 1st deadline for Central Material & AV budgets.

Outreach/Meetings/Library Visits

- 11/19 East Middle School Family Night Outreach (Rob)

Misc.

- Northland Workforce Training Center tabled every open Monday in November and December.
- John R. Oishei Foundation's Mobile Safety-Net Team tabled on 12/11 to conduct parent surveys for their community report currently being updated
- New Senior Page Andrew Spencer began 11/12/19
- Updated B&ECPL System Policies: Confidentiality of Library Records, Internet Safety & Acceptable Use Policy, EEO Anti-Harassment Policy, Sexual Harassment Prevention Policy, Volunteer Program Policy, Free Direct Access Plan
- West Seneca Library website updated, local Policies uploaded
- Meeting on January 17, 2020@ 1:00, Orchard Park Library with Legislator Patrick Burke

- Meeting on February 6, 2020 @2:00, Elma Library with Senator P. Gallivan
- Discussed West Seneca School District Summer Reading Kickoff on June 19, 2020. Councilman Jeff Piekarec will notify Town Board of event
- Discussed Monthly Financial Report and surplus
- Discussed costs of newly installed door, actual cost will be considerably less
- Check approvals, motion made by Josefiak, seconded by Dobe 4 yay, 0 nay
- Discussed new notification of banking fees (paper fees, maintenance fees)
Visited bank, will convert accounts so no fee would accrue

F. Report of the Treasurer

1. County account statements November & December 2019
2. Local account statement
3. Summary of accounts
4. Payroll statement through PP26
5. Check approvals
6. Annual Comptroller's Report Extension Request

G. Report of the Friends of the Library

1. Jackie Albarella, author of "Women in the City of Good Neighbors"
February 12, 2020@6:30
2. Paul Wieland, author, "Taro Lives! Confessions of the Sabres Hoaxer"
January 16, 2020@6:30
3. January 25, 2020, Seed exchange program in Maker Space@1:30-3:30
4. Next Friends meeting -January 21, 2020@6:30

H. Report of the President

1. Provided information regarding recent ACT meeting. Sessions included: Trustees-How to Run a Meeting, Discussed policies and how to update.
2. Discussed Trustee training in 2021. Will require trustees to have 2 hours of training per year. This may be offered online or attending one ACT meeting per year.
3. Trustees are being reminded to complete survey sent via email (due by February 14)
4. West Seneca Library will be celebrating 85th anniversary of our Charter. Will discuss future plans to celebrate this occasion

I. Old Business

1. Motion to adopt Claims Audit Policy update made by Josefiak, seconded by Clifford 4 aye, 0 nay
2. Motion to adopt FOIL Policy update made by Josefiak, seconded by Clifford 4 aye, 0 nay

J. New Business

1. Trustees signed annual Conflict of Interest Policy/Disclosure Statements
2. Motion to add open library hours at 9:00 on Saturday, April 4, 2020 for Kids Day with Chamber of Commerce made by Josefiak, seconded by Johnson 4 aye, 0 nay
3. 2020 Library Board of Trustees Meeting Schedule: February 19, March 18, April 29, May 20, June 17, July 15, September 16, October 21, December 2, 2020@4:15 p.m.

4. Motion to purchase up to \$500.00 from Technical Fund Budget for Maker Space materials made by Dobe, seconded by Josefiak 4 aye, 0 nay
5. Discussed using West Seneca Rotary funds for programs and Maker Space activities

K. Public Comment

1. Councilman Jeff Piekarec suggested opening back door entrance to meeting room for trustees meetings

- L. Adjournment @ 5:15 pm., Motion by Dobe, seconded by Josefiak
Next meeting February 19, 2020 @ 4:15