

West Seneca Library Board

Minutes for June 26, 2019

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

Absent:

Guests: Robert Alessi

Approval of minutes for May 16, 2019: motion by Josefiak, seconded by Wass. Motion carried unanimously.

Library Director's Report – Robert Alessi

Building

- Shelving unit for Emily's office from CEN installed 5/2
- 5/22 Requested new color/black & white copier via Central
- 6/24 New fax installed
- Town did several paint touchups; more to come

Collection Development

WSE – 2019 Funds- Materials & AV Budget.

AV= \$1,803.19 remains

MAT= \$3,909.14 - \$455.18 (est. discount cost) in May = \$3,453.96 remains

Outreach/Meetings/Library Visits

- 5/1 Rotary Meeting and Presentation w/ Emily & Bill Josefiak
- 5/1 Building Tour for 2 former library directors
- 5/2 Building Tour for PLACP students for class project
- 5/2 West Seneca Women's Club photo/donation acknowledgement w/ Emily & Pat Wass
- 5/2 Friends of the Library meeting
- 5/3 Meeting w/ Dan Berger re: West Seneca school yearbooks collection donation
- 5/4 Art Above the Stacks exhibit installation w/ Dennis
- 5/8 Manager's Meeting @ CEN
- 5/9 T-Rex skull delivery/setup w/ Glen LaPlaca
- 5/10 David Spahn's last day
- 5/13 Kelly Waller's first day
- 5/16 WSE Library Board Meeting
- 5/20 T-Rex skull pickup w/ Glen LaPlaca

- 5/21 Graphics Dept from Central installed additional signage in library and hours on main exterior doors
- 5/23 Assemblyman Patrick Burke presented Women of Distinction awards; discussed collaborative effort with Assemblyman's office for summer reading program (materials delivered to library on 5/31)
- WSE Library Board Meeting
- 5/31 Summer Reading Kickoff event with West Seneca school librarians - processed 95 new card applications and updated additional lost cards. Door count for 3,038.

Misc.

- School Yearbooks collected by WS Alumni and a set (as complete as possible) given to the West Seneca Public Library 6/6/2019
- Punkin the Clown will be offering Clown Club for ages 8 and up monthly
- A high school student volunteering one-on-one computer program assistance for 3 appointments every Monday morning during the summer months
- Long Range Plan of Service 2019-2023 approval. Motion by Clifford, seconded by Dobe. 5 yay, 0 nay
- Rules of Conduct updated # 6, 11, 12, 14. Motion to approve made by Josefiak, seconded by Johnson. 5 yay, 0 nay
- Free Direct Access Plan, EEO and Anti-Harassment policies updated
- Summer Reading Rover buses at 4 locations this summer. Discussed use of ipad and mini scanner at these type of events. Cost would include approximately \$520.00, \$279.00. Motions by Dobe, seconded by Clifford. 5 yay, 0 nay
- Bulletin boards will be hung
- Community bulletin board (locked, 6 panels) to include library programs. Cost of approximately \$660.00 plus shipping, \$1320. Motions by Clifford, seconded by Josefiak. 5 yay, 0 nay
- Discussed Claims Auditor role and need of for future meetings
- New shelving installed using Western New York Federal Credit Union monies. Will schedule photo opt soon
- New library contract signed and dated
- Received Whistle Blower policy for review. Will discuss at next meeting
- Discussed safety issues. Rob met with Chief of Police. Chief sent Officer Mike Rybak for tour of library. Officer Rybak then made some safety suggestions
- Purchase panic buttons and Fobs. Motion by Dobe, seconded by Josefiak 5 yay, 0 nay - at cost of \$935.00 installation (includes 2 buttons) and equipment, \$363.00 yearly monitor fee plus \$45 per additional fob
- Working with town regarding more fire extinguishers (4), exit door and phone in Emily's office

Treasurer's Report – Jennifer Dobe

1. Spending is in line and on target for the year
2. New York State tax bill of \$50.00 paid, required for book sales
3. Federal IRS Verification form received
4. Rollover CD's @M & T
5. Bank accounts updated check signers

Friends of the Library – Patricia Wass

1. July 17 @ 6:30 next Friends meeting
2. Cut Book Subscription from 100 to 50 due to cost
3. Tuesday, August 6, 5-9 @ Dunn Tire, National Night Out will hand out library information
4. Programs:
 - 7/17@10:30 Niagara Aerospace Museum
 - 7/25@6:30 Chef Shannon

President's Report – Bill Josefiak

1. Discussed Claims Auditor need
2. Updated check signing

Old Business:

1. None at this time

New Business:

1. None at this time
1. Future meeting dates: July 22, September 18, October 16, November 20 , 2019 @ 4:15 p.m.

Adjourned at 6:20 p. m., Motion by Dobe, seconded by Josefiak