

West Seneca Public Library
Board Meeting Agenda - November 17, 2021 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of Preceding Meeting - October 20, 2021

D. Nominations and Elections of Officers, if any.

E. Report of the Director - October 2021

F. Report of the Treasurer.

1. County account statement October 2021
2. Local account statement October 2021
3. Summary of accounts October 2021
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. Library Board Trustee Resignation
2. Library Assistant Position
3. B&ECPL Personnel Policy & Procedures Manual re-approval

Next Regular Meeting: TBD

West Seneca Library Board

Minutes for October 20, 2021

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

Guests: Robert Alessi

B. Approval/changes - none

C. Minutes of Preceding meeting - September 22 , 2021 : motion by Josefiak, seconded by Johnson. Motion carried unanimously.

D. Nominations and Elections of Officers, if any – none

*Note: West Seneca was designated a part of the orange zone micro-cluster in Erie County and on 11/20/2020, the library transitioned to curbside service only. The library reopened to the public on 1/5/2021 and services (open or curbside only) were determined weekly based on the West Seneca Public Library's Covid-19 Micro-cluster Plan and data received every Monday from the Erie County Department of Health. On 1/27/21, the Governor announced that NYS was lifting the orange and yellow zones that were in place in Erie County, meaning we will no longer be week-to-week in determining whether we are open or curbside.

Collection Development

WSE - 2021 Funds-

AV= \$310.14 - \$284.56 (est. discount price) = \$25.58

MAT= \$1,681.26-\$15.52 (est. discount price) = \$1,665.74

Outreach/Meetings/Library Visits

9/15 Viewed Zoom Manager's Meeting from 9/8/2021

9/22 West Seneca Public Library Board of Trustees meeting

E. Report of the Director – Robert Alessi

1. Interviews completed for Sr. Page position, Kelly Mercer begins employment next week
2. 9/15 Town reviewed concern with the damaged stationary glass at the entrance to study room #1; the door stopper was reattached and an edge bumper was installed. Additional edge bumpers will be purchased and put on rooms #2-5
3. 9/24 Wireless printing up and running for patrons from their own devices
4. Annual technology training completed by Laura Scott and Emily Sieg on 9/15 and Jennifer Balogh on 9/29

F. Report of the Treasurer

1. County account statement September 2021
2. Local account statement September 2021
3. Summary of accounts September 2021
4. Check abstract and approvals. Motion made by Josefiak, seconded by Johnson, 5 aye, 0 nay
5. Payroll Report through PP#19

G. Report of the Friends of the Library

1. Friday, 10/22/2021 a Zoom meeting of all Erie County Friends of the Library (18 groups total) will be held
2. Patron brought a booklet titled The Constitution to Rob. Patron offering a donation to purchase and then offer booklets for free to other interested patrons

H. Report of the President

1. ACT meeting was 10/2 via Zoom. This is available on our Trustee website for viewing. Discussed main points, including the 2 hour training requirement for trustees. This will go into effect January 1, 2023. Also, discussed the search for a new Erie County Library director, funding, and innovations from the pandemic/services still provided

I. Old Business

1. None at this time

J. New Business

1. Motion by Josefiak to approve 2022 Operating Calendar
Seconded by Wass 5 aye, 0 nay
2. Kelly Clifford, trustee and secretary, announced resignation effective January 1, 2022

K. Public Comment

1. None at this time

- L. Adjournment @ 5:07pm., Motion by Josefiak, seconded by Clifford
Next meeting , November 17, 2021@4:00pm

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

October 2021

Circulation - October 2021

10,254*

Revenue - County Account Fines, Fees, Copies, Print - October 2021

\$1,611.28*

Library Visitors - October 2021

5,755*

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Programming - October 2021

(Youth)

Make & Take Craft Bags	All month	177 bags
Read Down Your Fines	All month	5
Preschool Storytime (4)	10/5, 10/12, 10/19, 10/26	30 attendees
Toddler Time (4)	10/7, 10/14, 10/21, 10/28	115 attendees
Teen Craft Night: Halloween Paper Crafts	10/21	3 attendees
Costume Day	10/26	32 attendees
Fuse Beads	10/28	9 attendees

Programming - October 2021

(All Ages)

Dungeons & Dragons (5) live-in-person	10/2, 10/9, 10/16, 10/23, 10/30	40 attendees
Erie Canal	10/11	29 attendees

Programming - October 2021
(Adult)

Knitting Club (4)	10/4, 10/11, 10/18, 10/25	22 attendees
Book Club	10/25	9 attendees

Collection Development

WSE - 2021 Funds- All AV and MAT material budget funds spent by Nov. 1 deadline.

Outreach/Meetings/Library Visits

- 10/2 ACT Meeting (along with Bill Josefiak and Pat Wass)
- 10/18 Viewed Zoom Manager's Meeting from 10/13/2021
- 10/20 West Seneca Public Library Board of Trustees Meeting

Misc.

- 10/2 A new exhibit by the West Seneca Art Society was installed and runs until the first Saturday in December
- Annual technology training completed by Pat Zimpfer on 10/6, Rob Alessi on 10/20 and Mary Ann Sebastian on 10/22
- 10/23 Kelly Mercer hired as a new Senior Page
- 10/30 Town responded to an issue with the side door entrance. A part was ordered and installed on 11/1.
- Emily M provided bookmarks, library card applications and a box of donated children's books to the Winchester/Potter Rd Elementary PTA Fall Fest that took place on 10/15
- Town installed edge bumpers on all study room doorways.

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Oct-21

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	7,200	0	6,573	627	7,200	0	
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.	763	0	0	763	763	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	100	0	0	100	100	0	
530000	Other Expenses & Charges	600	0	2,567	(1,967)	600	0	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
TOTAL EXPENSES		8,663	0	9,140	(477)	8,663	0	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	15,231	(10,024)	7,628	(2,421)	8,400	3,193	
Copy Machines	1,808	(516)	1,419	(127)	1,500	208	
Print Cost Recovery	6,132	(1,488)	4,308	336	4,900	256	
Other Income	359	(170)	223	(34)	260	71	
State Funding	0	0	0	0		0	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	2,098	(2,098)		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	23,530	(12,198)	15,676	(4,344)	15,060	3,728	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	10/8/21	Donation deposit cash (John Buranich in memory of Bruce Moser)	√		\$100.00	\$24,424.26
965	10/12/21	Demco, Inc. (processing supplies: book labels - travel, tv series & local author, invoice: 7008784)		\$86.17		\$24,338.09
966	10/20/21	SYNCB/Amazon (program supplies - pine cones, feathers & glue 2 invoices 638644666785 & 499479955943)		\$42.93		\$24,295.16
967	10/20/21	B&ECPL (books purchased with Rotary & Lion's Club donation funding - invoice No. 21056)		\$703.24		\$23,591.92

West Seneca Public Library Bank Account Balances October 2021

M&T County Account

Balance \$22,081.39

M&T Local Account

Balance \$23,591.92 (Note: Includes \$18,403.10 Rotary)

Local M&T CD (1)

Balance \$40,698.78

Local M&T CD (2)

Balance \$5,078.05

Local M&T CD (3)

Balance \$5,078.05

Northwest Construction Grant Phase II

Balance \$0.00

M&T Construction Fundraiser Account

Balance \$15,620.34

Northwest Makerspace/Tech Account

Balance \$276.41

November 17, 2021 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2021-C13		Town of West Seneca	\$597.50	6381	Electric Bill December (invoice #120121)	11/5/2021
2021-C14		Kelly Waller	\$58.00	6382	Postage - Roll of 100 first class stamps for office use	11/5/2021
2021-L21		SYNCB/Amazon	\$52.26	968	Makerspace supplies (2 invoices #887558958667 & 439696665564)	11/4/2021

PERSONNEL POLICIES AND PROCEDURES

WEST SENECA PUBLIC LIBRARY MEETING DATE: November 17, 2021

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 twelve (12) months prior and subsequent adoption by this Board.

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 November 17, 2021, this Board reviewed the changes made by the Human Resources Department to the policies since December 2, 2020 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 December 2, 2020, 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 twelve (12) months prior to review for adoption by the Board.