

**West Seneca Public Library**  
**Board Meeting Agenda - June 15, 2022 @ 4:00pm in the Large Community Room**

- A. Call of the Roll.
- B. Approval / Changes to Agenda.
- C. Minutes of Preceding Meeting - May 18, 2022
- D. Nominations and Elections of Officers, if any.
- E. Report of the Director - May 2022
  - 1. West Seneca Schools - Reading Rover
  - 2. West Seneca Art Society
  - 3. Summer adult program updates
  - 4. Hoopla & Overdrive/Libby
- F. Report of the Treasurer.
  - 1. County account statement May 2022
  - 2. Local account statement May 2022
  - 3. Summary of accounts May 2022
  - 4. Check abstract and approvals
  - 5. System Paid Budget Report as of 3/31/2022
- G. Report of the Friends of the Library.
- H. Report of the President.
- I. Old Business.
- J. New Business.
  - 1. Review: Draft revised Whistleblower Policy
  - 2. Burchfield artwork
  - 3. Juneteenth
- K. Public Comment.
- L. Adjournment.

Next Regular Meeting: Wednesday, July 20, 2022 at 4:00pm

**West Seneca Public Library**  
**Library Board of Trustees Meeting Minutes**  
**May 18, 2022 @ 3:00pm in the Large Community Room**

- A. Call of the Roll– Meeting called to order at 3:10pm
- Present: Amanda Cleesattel (first half call in/remote), Jennifer Dobe, Cynthia Johnson, William Josefiak
  - Excused: Patricia Wass
  - Guest(s): Robert Alessi (Library Director), Susan Kims
- B. Approval / Changes to Agenda: none
- C. Minutes of Preceding Meeting (April 2022) –
- No changes
- Motion to approve:** William Josefiak  
**Second:** Jennifer Dobe  
**Ayes:** all  
**Nays:** none
- D. Report of the Director – See April 2022 documents posted. System Circulation Policy updated now that the library system has “fine free” in effect 5/1/2022.
- E. Report of the Treasurer:
- County account statement April 2022
    - Upcoming adjustments to budgets to accommodate fine free
    - Central to support budgetary needs related to going fine free
    - Payroll lines reported by Central on a separate document
  - Local account statement April 2022
  - Summary of accounts April 2022
  - Check abstract and approvals April 2022
- Motion to approve:** William Josefiak  
**Second:** Cynthia Johnson  
**Ayes:** all  
**Nays:** none
- F. Report of the Friends of the Library (from Cynthia Johnson):
- Cindy attended zoom meeting with Central library (Dorinda Darden). Approximately 6 libraries attended
    - Future thinking- volunteer replenishment, currently library has a form with emergency contract for regular volunteers.

- W. Seneca library partners with community agencies for volunteers (Aspire, SASI) as well as schools
- Most library friends collect dues and in exchange early access to book sale is granted or a free book at book sale
- Another meeting in the works
  
- Amanda to look into hearing impaired resources/workshops currently available in the community
  
- G. Report of the President:
  - ACT meeting held May 7<sup>th</sup> 2022 and went well
    - i. New Director to continue individual library visits
  - Next ACT meeting in the fall
  
- H. Old Business: Kelly Clifford removed from M&T account privileges and keeping the current 3 member privileges completed.
  
- I. New Business:
  - Literature rack, to be purchased from Central funds (Year end appeal) and expand space/availability of literature.
  - Charging station arrived and setup
  - Exploring blood drive for summer
    - WS Chamber has worked with Connect Life, currently vetting Red Cross
    - Seek confirmation from current insurance coverage before moving forward (Rob)
  - Rules of conduct policy review
    - Change: removal from property for breach of conduct.
      - Staff are first line of defense for removal and patron may be welcome next day depending on issue with conduct
      - Escalations to appropriate authorities
    - Town looking to expand opportunities for town youth (Susan Kims to help coordinate/communicate between library and town)
    - Posted around various places within the library (study room has additional rules)
  - Open meeting policy, standard relating that the board meetings are open to the public and WS draft approved is the policy from central library
    - Only change (from central) board is that the board is not required to respond per WS; central states board will not respond. WS feels this alleviates concerns that can be efficiently addressed at the time as appropriate.

**Motion to approve (purchase of rack & open meeting policy):** Jennifer Dobe

Second: William Josefiak

Ayes: all

Nays: none

**Motion to approve (rules of conduct policy): William Josefiak**

Second: Cynthia Johnson

Ayes: all

Nays: none

J. Public Comment: none; no community members present

Adjournment @ 4:16pm

**Motion: William Josefiak**

Second: Jennifer Dobe

Ayes: all

Nays: none

**Next Regular Meeting: Wed, June 15<sup>th</sup>, 2022 @ 4pm**

Respectfully submitted by Amanda Cleesattel, Secretary

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

*May 2022*

**Circulation - May 2022**

18,676

**Revenue - County Account Fees, Copies, Print - May 2022**

\$1,451.00

**Library Visitors - May 2022**

7,366

**Programming - May 2022**

**(Youth)**

Make & Take Craft Bags	All month	156 bags
Tutoring	All month	203 sessions
Lego Club	5/14	18 attendees
Class Visit - Clinton St Elementary	5/16	50 attendees
Class Visit - Clinton St Elementary	5/17	53 attendees
Class Visit - Winchester (2)	5/20	78 attendees
School Outreach Visit - Northwood	5/24	175 attendees
Class Visit - Allendale (2)	5/26	47 attendees
Fuse Beads	5/26	19 attendees
Class Visit - Northwood (4)	5/31	84 attendees

**Programming - May 2022**

**(All Ages)**

Dungeons & Dragons (4)	5/7, 5/14, 5/21, 5/28	50 attendees in-person + 2 virtually
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**Programming - May 2022**

**(Adult)**

Knitting Club (4)	5/2, 5/9, 5/16, 5/23	24 attendees
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Book Club	5/23	10 attendees
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### Collection Development

WSE - 2022 Funds-

AV= \$1,630.92 - \$18.35 (est. discount price) = \$1,612.57

MAT= \$4,316.63 - \$1,269.59 (est. discount price) = \$3,047.04

### Outreach/Meetings/Library Visits

- 5/2 Talking to Patrons About Northstar Assessments Webinar
- 5/7 ACT Annual Meeting @ CEN
- 5/7 Getting Started with Libby Webinar (Laura)
- 5/11 Spectrum Health & Human Services with Amelia Green and Joe Kirchmyer
- 5/11 Excel/Google Sheets: Three Ways to Create a Formula Webinar (V)
- 5/16 Northstar Digital Literacy- Overview of Northstar & Training Webinar (V)
- 5/18 Contracting Director Meeting via Zoom
- 5/18 Library Board of Trustees Meeting
- 5/24 Hoopla Basics Webinar (Rob, Pat, Emily S)
- 5/26 Hoopla Basics Webinar (Laura, V)

### Misc.

- Central Library supplied 4 cases (360 packs) of covid-19 test kits on 4/27. All were distributed by 5/7.
- Collaborated with West Seneca Schools (Allendale, Clinton St and West Elementary) during the week of May the 4<sup>th</sup> for a Star Wars scavenger hunt
- 5/13 Kwikboost charging station received and installed for patron use near the makerspace/catalog workstation.
- 5/20 Nearly New Fiction and Mystery sections were set up and prepared by V. These are "nearly new" items just taken off of the new shelves that now have a full 21-day loan period rather than 7-days.

## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: May-22

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	
<b>Utility Charges:</b>								
515000	Water	0	0	0	0		0	
515000	Sewer	0	0	0	0		0	
515000	Electric	7,200	0	3,585	3,615	7,170	30	
515000	Telephone - Maintenance	0	10	10	0	10	0	
510200	Dues and Fees	0	0	0	0		0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	763	(10)	448	305	753	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	23	577	600	0	
530000	Contingency (Bullet Aid)	0	25,000	0	25,000		25,000	
<b>TOTAL EXPENSES</b>		<b>8,663</b>	<b>25,000</b>	<b>4,066</b>	<b>29,597</b>	<b>8,633</b>	<b>25,030</b>	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	2,225	0	2,264	(39)	2,264	39	
Copy Machines	1,200	0	838	362	1,600	400	
Print Cost Recovery	4,200	0	1,930	2,270	4,300	100	
Other Income	200	0	45	155	200	0	
State Funding	0	25,838	25,838	0	25,838	0	
Municipal Support	0	0	0	0	0	0	
Donations (priv. persons/foundations)	0	0	0	0	0	0	
Fundraising (events/booksales)	0	0	0	0	0	0	
Interest Income	0	0	0	0	0	0	
Misc Income	0	0	0	0	0	0	
Use of Fund Balance	0	0	0	0	0	0	
<b>TOTAL DIRECT INCOME</b>	<b>7,825</b>	<b>25,838</b>	<b>30,915</b>	<b>2,748</b>	<b>34,202</b>	<b>539</b>	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	5/5/22	Donation deposit check #4477 (from Rotary Foundation)	√		\$1,000.00	\$23,139.52
979	5/18/22	Demco, Inc. (processing supplies: book labels - graphic novels, mystery, biography, tv series, new. Invoice #7118684)			\$83.84	\$23,055.68
980	5/18/22	Program supplies (canvas panels, tongs, and plastic cups), Invoice #'s 475336773358 and 837664376835			\$64.97	\$22,990.71



**West Seneca Public Library Bank Account Balances May 2022**

**M&T County Account**

**Balance \$42,394.27 (Note: Includes \$25,000 Assemblyman Burke State Aid)**

**M&T Local Account**

**Balance \$22,990.71 (Note: Includes \$18,633.12 Rotary)**

**Local M&T CD (1)**

**Balance \$40,704.87**

**Local M&T CD (2)**

**Balance \$5,078.81**

**Local M&T CD (3)**

**Balance \$5,078.81**

**Northwest Construction Grant Phase II**

**Balance \$0.00**

**M&T Construction Fundraiser Account**

**Balance \$15,620.34**

**Northwest Makerspace/Tech Account**

**Balance \$28.79**

June 15, 2022 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2022-C13		Town of West Seneca	\$ 597.50	6397	Electric Bill July, Invoice #70122	6/15/2022
2022-L11		Rotary Club of West Seneca	\$ 100.00	981	Semi-Annual Dues for Rotary Club of West Seneca (July-Dec 2022)	6/15/2022
2022-12		Buffalo and Erie County Public Library	\$ 9.60	982	Avery labels for DVDs and Nearly New, invoice #22017 and 22015	6/15/2022

Contract Library "System Paid" Budget Analysis

West Seneca Public Library

As of 3/31/2022

	"System Paid" Budget*	January	February	March	Actual 2022 Expenses	2022 Year End Projection	Projected Year End Surplus/(Shortfall)
<b>Salaries &amp; Wages, Full Time</b>							
Salaries & Wages, Full Time	182,246.00	14,381.63	13,696.81	15,751.30	43,829.74	179,017.18	3,228.82
Other Payments	1,946.00				0.00	0.00	1,946.00
Overtime					0.00	0.00	0.00
<b>Total Salaries &amp; Wages, Full Time</b>	<b>184,192.00</b>	<b>14,381.63</b>	<b>13,696.81</b>	<b>15,751.30</b>	<b>43,829.74</b>	<b>179,017.18</b>	<b>5,174.82</b>
Wages, Regular Part-Time	28,395.00	2,418.26	2,184.25	2,418.26	7,020.77	28,495.21	(100.21)
Wages, Part Time	122,167.00	9,712.32	9,558.27	9,369.99	28,640.58	117,107.46	5,059.54
Savings Goal	(5,783.00)				0.00		(5,783.00)
Employer FICA Total	25,612.00	1,939.38	1,864.42	2,014.18	5,817.98	24,244.10	1,367.90
Employee Health Insurance	19,740.00	997.56	2,248.33	3,195.30	6,441.19	25,789.30	(6,049.30)
Dental Plan	750.00	49.20	65.74	88.14	203.08	843.25	(93.25)
Health Insurance Waiver	2,400.00	100.00	100.00	100.00	300.00	1,200.00	1,200.00
NYS Retirement	24,162.00	1,951.87	2,142.31	2,113.32	6,207.50	23,253.22	908.78
Disability	0.00				0.00		0.00
Natural Gas (NFG)	0.00				0.00	0.00	0.00
Electricity	0.00				0.00	0.00	0.00
<b>Bottom Line Total</b>	<b>401,635.00</b>	<b>31,550.22</b>	<b>31,860.13</b>	<b>35,050.49</b>	<b>98,460.84</b>	<b>399,949.72</b>	<b>1,685.28</b>

Notes:

System Paid Budget per Res 2022-12

Overage in Health coverage due to change from Waiver to Single coverage due to change in staffing

## West Seneca Public Library Whistleblower Policy

The West Seneca Public Library is committed to upholding the highest standards of ethical, moral and legal business conduct, and transparency through open communication. Accordingly, all trustees, officers, employees and volunteers are required to comply with applicable federal, state and local laws, and must faithfully implement and adhere to the West Seneca Public Library's own policies and procedures in conducting their duties and responsibilities.

This policy provides an avenue for all trustees, officers, employees, former employees, independent contractors and volunteers to report any suspected or actual conduct contrary to these standards without the fear of intimidation, harassment, discrimination or retaliation.

### ARTICLE I Reporting Responsibility

Section 1.1. Duty to Report. It shall be the West Seneca Public Library's policy that all trustees, officers, employees, former employees, independent contractors and volunteers of the West Seneca Public Library have a responsibility to report known or suspected violations in accordance with this Whistleblower Policy. This includes reporting any action or suspected action taken by or within the West Seneca Public Library that is illegal, fraudulent or in violation of any policy of the West Seneca Public Library, which the reporter has either actual knowledge of or has a reasonable good faith belief that same occurred. Suspected or actual wrongful action(s) regarding West Seneca Public Library finances and governance, include but are not limited to the following:

- (A) Incorrect financial reporting;
- (B) Unlawful activity;
- (C) Activities that are inconsistent with West Seneca Public Library policies; and
- (D) Activities which otherwise amount to serious improper conduct.

### ARTICLE II Procedure

Section 2.1. Oversight. The Governance Committee of the Board comprised solely of Independent Trustees, as defined in the Bylaws, shall oversee the adoption, implementation of, and compliance with this Whistleblower Policy. All Independent Trustees of the West Seneca Public Library Board, as defined in the Bylaws, shall be part of the Governance Committee.

Section 2.2. Compliance Officer. The Compliance Officer shall be the Chair of the Governance Committee. The Compliance Officer will be the Secretary of the West Seneca Public Library assuming said individual is an Independent Trustee as defined in the Bylaws. Should the Compliance Officer be the subject of the report, then the Governance Committee shall appoint another member of the Committee to perform the Compliance Officer's role regarding the allegations. The Compliance Officer shall be responsible for administering the Whistleblower Policy, overseeing an investigation, and

reporting to the Governance Committee. The Compliance Officer shall report to the Board at least annually on compliance activity.

Section 2.3. Reporting Violations. All reports should be made using the *Whistleblower Reporting Form*, attached as Appendix A, which will be available on the West Seneca Public Library website. Trustees, officers, employees, former employees, independent contractors and volunteers should promptly report alleged violations to the Compliance Officer. If reporter deems it inappropriate to file the report with the Compliance Officer, the report may be submitted to the President of the West Seneca Public Library Board of Trustees. Any such reports received by the President or Vice President of the West Seneca Public Library Board of Trustees, or designee, including the completed *Whistleblower Reporting Form* shall be forwarded to the Governance Committee, subject to the restrictions of Section 2.2.

Section 2.4 Anonymous Reporting. With the exception of a person's report of his or her own violation, the reporter shall not be required to provide his or her name on said form. However, anonymous reports must include sufficient information, including but not limited to, the name of the person against whom the report is being made, the date of the incident, and a description of the incident, in order that an investigation can be conducted.

Section 2.5 Handling Reports.

- (A) The Governance Committee shall provide the reporter a timely acknowledgement of receipt of the report, whether submitted in person or otherwise. All reports submitted will be placed on the agenda for the next scheduled meeting of the Governance Committee of the West Seneca Public Library Board of Trustees. An appropriate investigation will be undertaken by the Governance Committee, or legal counsel or other designee if deemed appropriate by the Governance Committee. A report summarizing the findings will be given to the reporter within 10 business days of the Governance Committee's meeting, if a name is provided on the *Whistleblower Reporting Form*. If more than 10 business days from the date of the Governance Committee's meeting are needed to complete a thorough investigation, the reporter will be notified in writing of an estimated date when the investigation will be completed.
- (B) The person who is the subject of a whistleblower complaint shall not be present at or participate in any Board or Committee deliberations or vote on the matter relating to such complaint, provided that nothing in this subparagraph shall prohibit the Board or Committee from requesting that the person who is subject to the complaint present information as background or answer questions at a Committee or Board meeting prior to the commencement of deliberations or voting relating thereto.

Section 2.6. Results of Investigation. If the investigation establishes that a violation of law, external regulation or West Seneca Public Library policy has occurred, then the Governance Committee shall determine the appropriate action based upon law and West Seneca Public Library policy and make a recommendation to the Board. Civil or criminal prosecution will be pursued when warranted. If the investigation establishes that no violation of law, external regulation or West Seneca Public Library policy has occurred, then the Governance Committee shall report to the Board its findings and determination. The investigation is closed when the

Compliance Officer has deemed the investigation is complete and the Governance Committee has approved a recommendation for a resolution and/or corrective action to the Board.

Section 2.7. Documentation. The Compliance Officer shall document the investigation and explain the rationale for any recommended resolution and/or corrective action. All documentation relating to the investigation, including the *Whistleblower Reporting Form*, and the resolution and/or corrective action taken shall remain in the West Seneca Public Library's Governance Committee records and/or the Buffalo & Erie County Public Library's records in the Human Resources Department for at least five years.

Section 2.8. Confidentiality. All violations or suspected violations may be submitted on a confidential or anonymous basis. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and prevent or correct suspected action(s). The Compliance Officer shall disclose information relating to a report with those who have a need to know so that the Governance Committee can conduct an effective investigation and determine what action to take based on the results of any such investigation. In appropriate cases, the investigation documents will be shared with law enforcement personnel. Disclosure of reports to individuals not involved in the investigation shall be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal, termination or civil lawsuits.

Section 2.9. Protection against Retaliation. Any West Seneca Public Library trustee, officer, employee, former employee, independent contractor or volunteer who reports a suspected or actual violation(s), in accordance with this policy shall not suffer intimidation, harassment, discrimination or other retaliation including adverse employment action or threats to take such adverse employment action, actions or threats of such actions that would adversely impact current or future employment, or threatening to contact or contacting United States immigration authorities or otherwise reporting or threatening to report suspected citizenship or immigration status or the suspected citizenship or immigration status of a family or household member to a federal, state or local agency.

### ARTICLE III Regulations

Section 3.1. Discipline for Retaliatory Conduct. Retaliation is a serious violation of this policy and should be reported immediately to the Chair of the Governance Committee or the West Seneca Public Library Board of Trustees. Depending on the nature and seriousness of the offense, the West Seneca Public Library will impose appropriate discipline against any trustee, officer or employee found to have engaged in any form of retaliatory conduct against an individual reporting suspected or actual wrongful action(s) in accordance with this policy, 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. Former employees, independent contractors and volunteers that engage in any such conduct will not be permitted to engage in West Seneca Public Library activities.

Section 3.2. Good Faith Reporting. Any West Seneca Public Library trustee, officer, employee, former employee, independent contractor or volunteer who files a report concerning a violation

or suspected violation must do so in good faith and have reasonable grounds for believing the information in the report indicates a violation under this policy. The West Seneca Public Library will impose appropriate discipline against any trustee, officer or employee found to have knowingly made a report/complaint in bad faith, 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. This includes, but is not limited to, giving false information or making a report in retaliation. Former employees, independent contractors or volunteers that engage in any such conduct will not be permitted to engage in West Seneca Public Library activities.

#### **ARTICLE IV Applicability and Distribution of Policy**

This policy shall apply to all trustees, officers, employees, former employees, independent contractors and volunteers of the West Seneca Public Library. A copy of this Whistleblower Policy shall be made available to all trustees, officers, employees and independent contractors and to volunteers who provide substantial services to the West Seneca Public Library via the West Seneca Public Library's website or at the West Seneca Public Library in a conspicuous location accessible to employees and volunteers.

Approved by the West Seneca Public Library Board of Trustees on Oct 16, 2019. Adopted November 20, 2019. Reviewed and approved October 28, 2020, adopted December 2, 2020. Amended and re-approved June 15, 2022.

West Seneca Public Library

Appendix A

CONFIDENTIAL

WHISTLEBLOWER REPORTING FORM

Date of Report: \_\_\_\_\_

REPORTER'S CONTACT INFORMATION: <i>Not required if being submitted anonymously</i>	
Name	Position/Title
Dept/Location	Work #
Home Address	Home/cell #
Best time to reach you	Email
Preferable method of communication	

PERSON AGAINST WHOM THE REPORT OF ACTUAL OR SUSPECTED WRONGFUL CONDUCT IS BEING MADE: <i>If more than one, please complete additional form(s).</i>	
Name	Position/Title
Dept/Location	Phone # (if known)

WITNESS TO ACTUAL OR SUSPECTED WRONGFUL CONDUCT: <i>Attach additional sheets if necessary</i>	
Name	Position/Title
Dept/Location (if applicable)	Phone # (if known)
Name	Position/Title
Dept/Location (if applicable)	Phone # (if known)

*Continued on Next Page*

The Whistleblower Reporting Form provides an avenue for all trustees, officers, employees, former employees, independent contractors and volunteers to report actual or suspected wrongful conduct without fear of retaliation. Please refer to the Whistleblower Policy for additional information.



**West Seneca Public Library**

**Appendix A**

**CONFIDENTIAL**

DESCRIPTION OF KNOWN OR SUSPECTED WRONGFUL CONDUCT: (Please be as specific as possible including who, what, where, when and how?) Attach additional sheets of paper if necessary.


Return completed form to:

Chair of Governance Committee of the West Seneca Public Library Board of Trustees, 1300  
Union Road, West Seneca, NY 14224

Compliance Officer Signature \_\_\_\_\_

Date Received \_\_\_\_\_

The Whistleblower Reporting Form provides an avenue for all trustees, officers, employees, former employees, independent contractors and volunteers to report actual or suspected wrongful conduct without fear of retaliation. Please refer to the Whistleblower Policy for additional information.