

**West Seneca Public Library**  
**Board Meeting Agenda - October 12, 2022 @ 4:00pm in the Large Community Room**

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting - September 21, 2022

D. Nominations and Elections of Officers, if any.

E. Report of the Director - September 2022

1. Librarian, pt position posted

F. Report of the Treasurer.

1. County account statement September 2022
2. Local account statement September 2022
3. Summary of accounts September 2022
4. Check abstract and approvals
5. System Paid Budget Analysis through 7/31/2022

G. Report of the Friends of the Library.

H. Report of the President.

I. Old Business.

1. Narcan in the library

J. New Business.

1. Review: Exhibits and Displays Policy and Application and Release Form
2. Assemblyman Burke Grant Funds Expenditure: \$3,000
3. Open Meetings Law Changes

K. Public Comment.

L. Adjournment.

Next Regular Meeting: Wednesday, November 30, 2022 at 4:00pm

**West Seneca Public Library**

**Library Board of Trustees Meeting Minutes**

**September 21, 2022 @ 4:00 pm in the Large Community Room**

- A. Call of the Roll– Meeting called to order at 4:00pm
- Present: Amanda Cleesattel, Cynthia Johnson, William Josefiak, Susan Kims
  - Excused: Jennifer Dobe
  - Guest(s): Jessica Casamassa, Robert Alessi (Library Director)
- B. Approval / Changes to Agenda: none  
\*Note no meeting August 2022
- C. Minutes of Preceding Meeting (July 20, 2022)
- No changes
- Motion to approve:** William Josefiak  
**Second:** Amanda Cleesattel  
**Ayes:** all  
**Nays:** none
- D. Report of the Director – See July & August 2022 documents posted
- Return of local author talks since COVID
  - Emily M conducted/booked many weekly and special programs during the summer months
  - Reading Rover received well in community/from parents in the school per guest Jessica (from West Seneca schools)
  - Posting for part time librarian (Robert)
    - V helping with youth programs and West Seneca Bee article in Pat and Laura’s absence
  - Cindy Solly/Art Society may collaborate with us to help restore book carts with painting
  - Successful Friends of the Library book sale in August (rest of books will go to Salvation Army)
  - VIP library perks discount program rolled out (trifold available for patrons)
  - Per guest (Jessica from WS Schools) Reading Rover to be at East v West football game with age appropriate books available
  - Guest (Jessica) inquired about e card in library system. Currently, patrons may take pictures of their library cards.
  - More guest/local authors coming; specifically one related to West Seneca, October Storm & Buffalo Bills and another Mystery writer
  - Trustee education policy in effect per NYSED effective January 1, 2023
- E. Report of the Treasurer: See July & August 2022 documents posted
- County account statement July & August 2022

- Local account statement July & August 2022
  - Electric rates budgeted per year
- Summary of accounts July & August 2022
- Check abstract and approvals July & August 2022
- 6 checks for board approval at this meeting (see documents posted for details)

**Motion to approve: William Josefiak**

**Second: Cynthia Johnson**

**Ayes: all**

**Nays: none**

**F. Report of the Friends of the Library (from Cynthia Johnson):**

- Sponsored 15 children's events over the summer (July & August)
- Something to do bags successful
- Farmers market, night out, and book sale were recent events by Friends of the Library

**G. Report of the President:**

- ACT board meeting cancelled/postponed for September due to passing of ACT President. ACT board to meet in the next two weeks for future planning.
  - i. The board recognize the advocacy efforts and dedication of the ACT President.
- Rob/Director will look into using West Seneca as future site for next (October/November) ACT meeting
- National Banned Book week this week

**H. Old Business:**

- Letter of support submitted for UB CSPAN lab

**I. New Business:**

- Update to Rules of Conduct Policy (redlined to show edits)
  - Change in policy to clarify the prohibition of the filming of patrons
  - Narcan in the library- training offered by Erie County and suggested by Director of Buffalo and Erie County Public Libraries for branches. West Seneca library open to the possibility of having Narcan on site after training was presented. ECDOH will provide stock free of charge should library support it.

**Motion to approve updated Rules of Conduct Policy & Narcan implementation and training-training to occur before implementing:**

**William Josefiak**

**Second: Amanda Cleesattel**

**Ayes: all**

**Nays: None**

- Library Board of Trustees vacancy. Resumes received and being considered.

**J. Public Comment: see above (Jennifer's input)**

Adjournment @ 5:15 pm

**Motion:** William Josefiak

**Second:** Amanda Cleesattel

**Ayes:** all

**Nays:** none

**Next Regular Meeting: Wed, October 12<sup>th</sup>, 2022 @ 4pm**

Respectfully submitted by Amanda Cleesattel, Secretary

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

*September 2022*

**Circulation - September 2022**

20,180

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

\$628.18

**Library Visitors - September 2022**

6,603

**Programming - September 2022**

**(Youth)**

Make & Take Craft Bags	All month	223 bags
Tutoring	All month	43 sessions
Water Marbling	9/1	2 attendees
Teen Watercolor Painting	9/8	2 attendees
Lego Club (2)	9/10, 9/24	38 attendees
Fuse Beads	9/22	16 attendees

**Programming - September 2022**

**(All Ages)**

Dungeons & Dragons (4)	9/3, 9/10, 9/17, 9/24	48 attendees
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**Programming - September 2022**

**(Adult)**

Knitting Club (3)	9/12, 9/19, 9/26	18 attendees
Book Club	9/26	10 attendees
Book A Technology Trainer (5 appointments)	9/27	5 attendees

**Collection Development**

WSE - 2022 Funds-

AV= \$877.61 - \$330.66 (est. discount price) = \$546.95

MAT= All MAT material budget funds spent.

### Outreach/Meetings/Library Visits

- 9/1 From Diversity to Inclusion: How to Audit Your Collection and Why (webinar)
- 9/2 Book Challenges and Intellectual Freedom: Proactive Planning for Public Libraries (webinar)
- 9/3+9/7 Handling Complaints or Protests about Content (webinar) (Rob A., Amy, Emily S, V, Rob E.)
- 9/14 Manager Meeting at Central Library; Call with Susan Kims (Liaison from Town Board)
- 9/16 DAR Constitution Week display installation (Sept 17-23)
- 9/21 Kuniko Simon (Librarian, Central Library) tour and prize presentation for Chloe R., the 2022 Teen Summer Online Reading Contest winner
- 9/21 West Seneca Public Library Board of Trustees Meeting
- 9/28 Meeting with Cindy Solly, President - West Seneca Art Society re: potential book cart painting project, maker space programming and arts grants

### Misc.

- 9/1 & 9/22 UB CSPAN lab table/outreach in library
- New pt Librarian Robert Ellis resigned.
- Getting Started With Libby (webinar) (Dennis, Craig and Judi). All staff have now completed their required annual technology training for 2022.

## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Sep-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	6,573	627	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	52	548	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>7,083</b>	<b>26,580</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	2,520	(295)	2,520	295	
Copy Machines	1,200	0	1,531	(331)	1,950	750	
Print Cost Recovery	4,200	0	3,531	669	4,500	300	
Other Income	200	0	123	77	200	0	
State Funding	0	25,838	25,838	0	25,838	0	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		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	
<b>TOTAL DIRECT INCOME</b>	<b>7,825</b>	<b>25,838</b>	<b>33,543</b>	<b>120</b>	<b>35,008</b>	<b>1,345</b>	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	9/7/22	Donation deposit check #0068 (from Lori J Wells)			\$25.00	\$22,721.73
	9/7/22	West Seneca Public Library Book Sale			\$1,351.65	\$24,073.38
989	9/21/22	SYNCB/Amazon (Craft supplies and first aid kit: invoices- 463448699657, 456948493455, 454889838845)		\$67.12		\$24,006.26
990	9/21/22	SYNCB/Amazon (Craft supplies, label removers, USB port hub: invoices - 568777795358, 469894457848, 668634489535)		\$98.37		\$23,907.89
991	9/21/22	West Seneca Chamber of Commerce- Not for Profit Membership Renewal		\$75.00		\$23,832.89



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

**M&T County Account**

**Balance \$42,005.54 (Note: Includes \$25,000 Assemblyman Burke State Aid)**

**M&T Local Account**

**Balance \$23,832.89 (Note: Includes \$17,884.90 Rotary)**

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

**Balance \$40,707.92**

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

**Balance \$5,079.58**

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

**Balance \$5,079.58**

**Northwest Construction Grant Phase II**

**Balance \$0.00**

**M&T Construction Fundraiser Account**

**Balance \$14,319.36**

**Northwest Makerspace/Tech Account**

**Balance \$0.00**

October 12, 2022 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2022-L22	10/12/2022	Buffalo and Erie County Public Library	\$ 924.31	992	Library materials- Invoice #22053. Rotary- 881.14; Elaine Idzik- 14.29; Boice-Green/Bflemeister- 28.88	10/12/2022
2022-L23	10/12/2022	SYNCB/AMAZON	\$ 86.96	993	Perler beads, mini iron, origami paper. Invoice #439675465494	10/12/2022

Contract Library "System Paid" Budget Analysis

West Seneca Public Library

As of 7/31/2022

	"System Paid" Budget*	Jan-May 2022	April	May	June	July	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	43,829.74	14,381.64	15,066.47	15,066.48	14,543.86	102,888.19	180,660.04	1,585.96
Other Payments	1,946.00	0.00					0.00	0.00	1,946.00
Overtime		0.00					0.00	0.00	0.00
<b>Total Salaries &amp; Wages, Full Time</b>	<b>184,192.00</b>	<b>43,829.74</b>	<b>14,381.64</b>	<b>15,066.47</b>	<b>15,066.48</b>	<b>14,543.86</b>	<b>102,888.19</b>	<b>180,660.04</b>	<b>3,531.96</b>
Wages, Regular Part-Time	28,395.00	7,020.77	2,311.66	2,428.66	2,340.24	2,418.27	16,519.60	28,653.62	(258.62)
Wages, Part Time	122,167.00	28,640.58	9,676.21	9,916.12	9,842.32	7,456.68	65,531.91	113,933.68	8,233.32
Savings Goal	(5,783.00)						0.00		(5,783.00)
Employer FICA Total	25,612.00	5,817.98	1,971.28	2,006.31	1,995.42	1,823.37	13,614.36	23,893.18	1,718.82
Employee Health Insurance	19,740.00	6,441.19	2,004.09	1,966.57	1,915.93	1,856.46	14,184.24	24,933.19	(5,193.19)
Dental Plan	750.00	203.08	66.12	63.43	82.02	58.89	473.54	829.19	(79.19)
Health Insurance Waiver	2,400.00	300.00	100.00	100.00	100.00	100.00	700.00	1,200.00	1,200.00
NYS Retirement	24,162.00	6,207.50	3,169.98	2,113.32	2,126.14	1,688.12	15,305.06	22,045.69	2,116.31
Disability	0.00	0.00					0.00		0.00
Natural Gas (NFG)	0.00	0.00					0.00	0.00	0.00
Electricity	0.00	0.00					0.00	0.00	0.00
<b>Bottom Line Total</b>	<b>401,635.00</b>	<b>98,460.84</b>	<b>33,680.98</b>	<b>33,660.88</b>	<b>33,468.55</b>	<b>29,945.65</b>	<b>229,216.90</b>	<b>396,148.59</b>	<b>5,486.41</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

## Exhibits and Displays Policy

*West Seneca Public Library (WSPL) display spaces are intended for exhibits or displays related to library business or library-sponsored activities and public service items of educational, cultural or civic interest to the community. Mounting of exhibits or displays does not indicate WSPL endorsement of the ideas, issues or events promoted by those exhibits or displays.*

1. Potential exhibitors must complete the Exhibits and Displays Application and Release Form a minimum of 7 days in advance for consideration by WSPL management. No installations are permitted without authorization of WSPL management.
2. WSPL reserves the right to review the content of any exhibit or display before it is displayed to ensure compliance with this Policy and the WSPL Rules of Conduct.
3. The duration of any approved exhibit/display is subject to the discretion of WSPL management. The needs of the library take precedence over those of exhibitors. Should the WSPL require a display or exhibit space for its own use, the WSPL reserves the right to pre-empt such space upon written notice to the exhibitor.
4. The sponsor/exhibitor must supply information for a standard display card that may be produced by the WSPL. Information is to include the name and contact information of the sponsoring agency and/or its authorized representative and the title of the exhibit/display.
5. In fairness to numerous community groups, the WSPL may limit the frequency with which exhibits/displays may be mounted by the same organization.
6. Exhibits/displays that are not removed on or prior to the date established by WSPL management will be removed by the library. Any expense for such removal becomes the responsibility of the exhibitor.
7. Exhibits/displays must be installation-ready. Installation and removal of the exhibit/display will be under the guidance of WSPL personnel. Expenses incurred for insurance, installation, materials, mounting, removal or security are the sole responsibility of the exhibitor.
8. Exhibits/displays should be appropriate in scale, material, form and content for the library environment.
9. Neither the WSPL nor the WSPL Board of Trustees accepts responsibility for loss or damage to any exhibit/display.
10. Exhibit/display space may not be used for commercial purposes.
11. Permission to mount an exhibit/display is based on the provisions of WSPL policies and not on the content, viewpoints, beliefs or affiliations of the organizations responsible for those exhibits/displays. Failure to comply with WSPL policies may result in denial of exhibit/display privileges.
12. Requests pertaining to permanent exhibits/displays are evaluated on a case-by-case basis by the director or their designee and must follow the provisions of the West Seneca Public Library Gift and Donor Recognition Policy.



## Exhibits and Displays Application and Release Form

West Seneca Public Library (WSPL) display spaces are intended for exhibits or displays related to library business or library-sponsored activities and public service items of educational, cultural or civic interest to the community. Mounting of exhibits or displays does not indicate WSPL endorsement of the ideas, issues or events promoted by those exhibits or displays.

***I agree that I have read and will abide by the rules of the West Seneca Public Library Exhibits and Displays Policy. I hereby release, indemnify and hold harmless the WSPL and the WSPL Board of Trustees from any claim, suit, or loss related to this exhibit/display.***

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Org. Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date: \_\_\_\_\_

Phone # Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Description and Title of the Exhibit / Display: \_\_\_\_\_

\_\_\_\_\_

Number of Items to be Displayed: \_\_\_\_\_

Exhibit/Display Format: circle all that apply

Tabletop

Freestanding panels

On easels

Separate 3 - dimensional objects

Framed artwork

Prints

Photos

Other: \_\_\_\_\_

Library Name: \_\_\_\_\_

Location in the Library: \_\_\_\_\_

Exhibit Set Up Date: \_\_\_\_\_ Exhibit Take Down Date: \_\_\_\_\_

Approval By: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Library Phone #: 674-2928

*The signed original form should be kept with the library. A copy of the signed form should go to exhibitor.*

Adopted by the West Seneca Public Library Board of Trustees December 12, 2018. Confirmed January 16, 2019. Reviewed and re-approved September 22, 2021. Amended October 12, 2022.