

**West Seneca Public Library**  
**Library Board of Trustees Meeting Minutes**  
**March 15, 2023 @ 4:02 pm in the Large Community Room**

- A. Call of the Roll– Meeting called to order at 4:01pm
- Present: Amanda Cleesattel, Jennifer Dobe, Cynthia Johnson, William Josefiak, Jessica Casamassa
  - Excused: None
  - Guest(s): Robert Alessi (Library Director), Susan Kims

- B. Approval / Changes to Agenda: none

- C. Minutes of Preceding Meeting: (February 15, 2023)

- No changes.

**Motion to approve:** William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

- D. Officers of the Library Board of Trustees to remain the same for 2023.

President- William Josefiak

Vice President- Jessica Casamassa (new and approved March 15, 2023)

Treasurer- Jennifer Dobe

Secretary- Amanda Cleesattel

**Motion to approve Vice President position:** William Josefiak

Second: Amanda Cleesattel

Ayes: all

Nays: none

- E. Report of the Director – See February 2023 documents posted for details

- Power outages/ice storm caused library to delay opening on 2/23 until noon. A few power outages were experienced after opening lasting 5-10 minutes each. Did discuss closing after third such brief outage. Power flickered on/off a few more times in the evening, resulting in gates and computers having to be restarted, but did remain open.
- Currently fully staffed (as of 3/15/23) at West Seneca Library
- Review of “Library Educator Card” with application enclosed in board packet (also on B&ECPL website)
  - Jessica will introduce/promote among within her network of school librarian colleagues (possibly Erie 1 Boces)
- Lego program growing in popularity- may increase sessions if demand persists

- F. Report of the Treasurer: See February 2023 documents posted

- County account statements February 2023

- Local account statement February 2023
- Summary of accounts February 2023
- Check abstract and approvals February 2023
  - Six February checks for board approval (see documents posted for details)

**Motion to approve:** William Josefiak

Second: Amanda Cleesattel

Ayes: all

Nays: none

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

- Sponsored local author in March (Joan Albarella)
- Cindy attempted to contact Chef Shannon. Library Director found current email address. She is interested in doing another event at the West Seneca Library again. She will also be doing the farmer's markets at West Seneca.

H. Report of the President:

- Relationship between Friends of the Library and Library Board of Trustees- exploring formal written guidance/"mission statement." Updating and clarifying for future reference and possible recruitment
- Thinking through engaging local students with participation in government to promote education on library system/local library
- May 20<sup>th</sup>, 2023 large ACT meeting at Central Library. Agenda in process. Lunch provided
- The board of trustees would like to acknowledge the displays within the library that draw patrons and engage the community. These are creative and engaging

I. Old Business:

- None to review

J. New Business:

- Trustee bylaws distributed for review for update in next 2 months
- Long range plan review likely summer/fall
- Procurement policy review (based on Central library which was reviewed by an attorney) (most procurement through Central library)

**Motion to approve Procurement Policy:**

- Motion: William Josefiak
- Second: Jennifer Dobe
- Ayes: all
- Nays: None

K. Public Comment: none

Adjournment @ 5:07 pm

**Motion:** William Josefiak  
Second: Jennifer Dobe  
Ayes: all  
Nays: none

**Next Regular Meeting: April 19, 2023 @ 4pm**  
Respectfully submitted by Amanda Cleesattel, Secretary

DRAFT