

## **West Seneca Library Board**

Minutes for November 17, 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 - October 20 , 2021 : motion by Josefiak, seconded by Dobe.  
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- All AV and MAT material budget funds spent by November 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

E. Report of the Director – Robert Alessi

- 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
- Donations made by John Buranich in memory of Bruce Moser

#### 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. Motion made by Josefiak, seconded by Clifford, 5 aye, 0 nay
6. Motion made by Dobe, seconded by Josefiak to approve usage of balance of Northwest Maker space/technology account ( \$276.41) monies by Laura to purchase gadgets/items to be checked out 5 aye, 0 nay

#### F. Report of the Friends of the Library

1. Costume Day at the library was assisted by Friends of the Library, helped give out treats and prizes
2. Scott Dobe forwarded Central Library survey to Friends. Hope to set up a table in the future to increase participation but waiting on COVID numbers

#### G. Report of the President

1. Asked Director about condition of library furniture. Rob does not anticipate a need at this time. Would like to get shelving in the future
2. Asked if there have been any new directives from Central regarding COVID, None at this time
3. Thanked outgoing trustee, Kelly Clifford

#### H. Old Business

1. None at this time

#### I. New Business

1. Motion by Josefiak to approve one change on 2022 Operating Calendar. Change for Halloween 2022 to close at 5:00pm -Seconded by Johnson 5 aye, 0 nay
2. Library assistant , Kelly Waller, will be leaving her position on December 17, 2021. We wish her all the best. Will begin hiring process/interviews after position has been posted.
3. Motion by Josefiak to reapprove B&ECPL Personnel Policy & Procedures Manual (no changes at this time) Seconded by Wass. 5 aye, 0 nay

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.

4. Effective tomorrow November 18, 2022 any documents to be included in meetings need to be posted 24 hours prior to meeting on our website
5. Trustee Resignation, Kelly Clifford, thanked trustees and director for having the opportunity to work/volunteer with them over the past nine years

J. Public Comment

1. None at this time

K. Adjournment @ 5:07pm., Motion by Josefiak, seconded by Johnson

Next meeting, January 12, 2022@4:00pm

DRAFT