

**West Seneca Public Library**  
**Library Board of Trustees Meeting Minutes**

**Wednesday, February 18, 2026 @ 4:00pm in the Large Meeting Room**

**A. Call of the Roll**

- Present: William Josefiak, Cynthia Johnson, Lindsey Burgmaster, Jessica Casamassa, Jennifer Dobe
- Excused: Scott Robertson (W.S. Town Board Liaison)
- Guest(s): Robert Alessi (Director)

**B. Approval / Changes to Agenda: none**

**C. Minutes of Preceding Meeting (January 21, 2026):**

**Motion to approve preceding minutes:** William Josefiak

Second: Cindy Johnson

Ayes: all

Nays: none

**D. Nominations and Elections of Officers: n/a**

**E. Report of the Director:**

- January programs were very well attended, the children's programs particularly.
- The Seed Swap was a very popular event as well
- VITA tax prep has been steadily booking appointments with West Seneca so far having the greatest response of the newer locations; looking to double capacity for it next year.
- Water leaking issues in Study Rooms #1 and #2 and near main library gate from the roof - town has had roof repaired
- Revised Personnel Policies & Procedures Manual & Employee Handbook available

**F. Report of the Treasurer:**

See January 2026 documents posted

- County account statement January 2026
- Local account statement January 2026
- Summary of accounts January 2026
- Check abstract and approvals
- Payroll Report through PP#26
- System Paid Budget Analysis through 12/31/2025

**Motion to approve:** William Josefiak

Second: Jessica Casamassa

Ayes: all

Nays: none

G. Report of the Friends of the Library:

- Meeting February 2nd
- Friends will sponsor teen book boxes and 1,000 books before kindergarten program as well as STEM/STEAM kits.
- Purchasing Popcorn Machine
- Purchasing room dividers
- Tabling flex space room for right now due to new (higher) price, will seek out other quotes
- Next Meeting March 16<sup>th</sup> at 4:30pm

H. Report of the President:

- ACT Meeting coming up in March – discussing program content

I. Old Business:

- Sign Annual Conflict of interest policy statements (Jennifer and Jessica)

J. New Business:

- Revise Operating Calendar – Open Sat, June 20<sup>th</sup> 10am-4pm and Closed Sat, June 27<sup>th</sup> 10am-4pm

**Motion to approve:** William Josefiak

Second: Jessica Casamassa

Ayes: all

Nays: none

K. Public Comment: none; no community members present

Adjournment @ 4:50 pm

**Next Regular Meeting: March 18, 2026 @ 4 pm**

Respectfully submitted by Lindsey Burgmaster, Secretary