

**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

DRAFT