

West Seneca Public Library

Library Board of Trustees Meeting Minutes

Wednesday, January 21, 2026 @ 4:00pm in the Large Meeting Room

A. Call of the Roll

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

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting (December 3, 2025):

Motion to approve minutes: William Josefiak

Second: Cindy Johnson

Ayes: all

Nays: none

Brief discussion for new meeting attendees on how funding comes to the West Seneca Public Library through Erie County and the B&ECPL System Board. Also discussed how there is an annual contract between the system and West Seneca Public Library and that some policies are system-wide while others are local policies.

D. Nominations and Elections of Officers: William Josefiak-President, Cynthia Johnson-Claims Auditor, Lindsey Burgmaster-Secretary, Jessica Casamassa-Vice President, Jennifer Dobe-Treasurer

Motion to approve board positions: William Josefiak

Second: Cindy Johnson

Ayes: all

Nays: none

E. Report of the Director:

November and December 2025, documents posted

- 2026 System Budget Passed by Erie County Legislature
- Reminder to all library board trustees to fill out and submit their Trustee Education Activity Completion Forms as they attend trainings such as ACT presentations. Minimum requirement of 2 hours annually.
- Reminder to all library board trustees to complete their Trustee Oath of Office with the Town Clerk.
- Free VITA tax prep assistance will begin on Mon, February 2nd. Appointments for Monday and Wednesday afternoons can be made on the freetaxbuffalo.com website or by calling 2-1-1

F. Report of the Treasurer:

See November and December 2025 documents posted

- County account statements November and December 2025
- Local account statements November and December 2025
- Summary of accounts November and December 2025
- Check abstract and approvals
- Payroll Report through PP#24

Motion to approve: William Josefiak

Second: Lindsey Burgmaster

Ayes: all

Nays: none

G. Report of the Friends of the Library:

- Fall and Winter Carnivals supported by Friends of the Library. Positive feedback from community on events.
- Jewelry sale fundraiser took place Saturday December 6th, 2025.
- Friends assisted at Noon Years Party on Dec. 30th and will be holding the annual Seed Swap on Jan. 31st
- Feb 2nd will be the next Friends meeting at 4:30pm in the large community room

H. Report of the President:

- The annual ACT Meeting will be held in March at the Central Library – currently discussing program topics
- After a visit to the bank, it was determined that the three West Seneca Public Library CDs at M&T will be able to be changed at the end of March/beginning of April into CDs that will gain more interest (closer to 3-3 ½ %)

I. Old Business:

- None

J. New Business: (documents posted)

- 2026 Local Accounts Budgets
- Sign Annual Conflict of Interest Policy statements
- Review – Lost & Found Policy- no changes
- Review – Procurement Policy- primarily minor updates; largest change is the addition of a section on sustainable purchasing which goes along with our work towards being certified as part of the Sustainable Libraries Initiative

Motion to approve the Lost & Found and Procurement Policies: William Josefiak

Second: Cindy Johnson

Ayes: all

Nays: none

Motion to approve the Local Accounts Budget: William Josefiak

Second: Lindsey Burgmaster

Ayes: all

Nays: none

K. Public Comment: none; no community members present

Adjournment @ 4:54 pm

Next Regular Meeting: February 18, 2026 @ 4 pm

Respectfully submitted by Robert Alessi, Director, West Seneca Public Library

DRAFT