

West Seneca Public Library

Library Board of Trustees Meeting Minutes

October 23rd, 2024 @ 4:00pm in the Large Community Room

A. Call of the Roll

- Present: Jessica Casamassa, Cynthia Johnson, William Josefiak, Jennifer Dobe
- Excused: Amanda Cleesattel
- Guest(s): Robert Alessi (Director)

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting (September 18, 2024) – none

Motion to approve: Jennifer Dobe

Second: William Josefiak

Ayes: all

Nays: none

D. Report of the Director

See September 2024 documents posted

- Paint & Sip for teens was a success
- All material orders using Central funds have to be in by end of October
- Legislator Lorigo proclaimed September “Library Card Sign Up Month” during her visit
- Congratulations to Rowan on the regular West Seneca Bee articles – they are excellent!
Thank you!

E. Report of the Treasurer:

See September 2024 documents posted

- County account statement September 2024
- Local account statement September 2024
- Summary of accounts September 2024
- Check abstract and approvals September 2024

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

F. Report of the Friends of the Library:

- Tuesday, October 29th Trick or Treat Event – several Friends will attend
- Possible custom buttons for friends and/or Volunteer lanyards
- Friend (Scott Dobe) has been sending emails to the group to help with minutes and information sharing.
- Next meeting 11/4/24, Zoom Meeting with Dorinda Darden Friday, November 8th

G. Report of the President:

- ACT October 19th @ East Aurora library Recap – summary: financial aspect of the Library – where do funds come from, fiscal year, operating budget, fund budget, ect.
- Discretionary funds: should not be spent on Gift Cards or gifts
- Auditing: Downtown Library and other branches have been audited in the past, make sure you are documenting everything
- Library Foundation: money for Library projects, working on ideas for special projects – survey sent to Directors for planning
- Possible meetings in January and March

H. Old Business:

I. New Business:

- 2025 Operating Calendar -
- Review: Claims Audit Policy & Payment Voucher Form
- Review: Lost & Found Policy
- Volunteer Lanyards

Motion to approve 2025 Operating Calendar, Claims Audit Policy & Payment Voucher and Lost & Found Policy:

Motion: Jennifer Dobe
Second: William Josefiak
Ayes: All

J. **Public Comment:** none; no community members present

Adjournment @ 4:37 pm

Motion to approve: William Josefiak
Second: Jennifer Dobe
Ayes: all
Nays: none

Next Regular Meeting: December 4th, 2024 @ 4pm

Respectfully submitted by Jessica Casamassa, Vice President/Temporary Secretary