

West Seneca Public Library
Library Board of Trustees Meeting Minutes
February 15, 2023 @ 4:00 pm in the Large Community Room

- A. Call of the Roll– Meeting called to order at 4:01pm
- Present: Amanda Cleesattel, Jennifer Dobe, Cynthia Johnson, William Josefiak
 - Excused: Jessica Casamassa
 - Guest(s): Robert Alessi (Library Director).

- B. Approval / Changes to Agenda: none

- C. Minutes of Preceding Meeting: (January 18, 2023)
- No changes.

Motion to approve: Jennifer Dobe

Second: Cynthia Johnson

Ayes: all

Nays: none

- D. Officers of the Library Board of Trustees to remain the same for 2023.

William Josefiak – President

Jennifer Dobe - Treasurer

Amanda Cleesattel - Secretary

Motion to approve: William Josefiak

Second: Amanda Cleesattel

Ayes: all

Nays: none

- E. Report of the Director – See January 2023 documents posted for details
- Dungeons & Dragons on pause due to lack of facilitator and some decreased interest
 - West Seneca Art Society moving to quarterly installations
 - Susan Kims witnessed/experienced noise levels and is working with Library Director to regarding need for front doors
 - Onboarding new staff with plan for longevity and growth regarding Librarian position – Emily Sieg is now our new Children’s Librarian Trainee. Priority on developing story time programming.
 - Decrease in state wide operational budgeted funding (decrease of about \$145,000)
 - Additionally, state aid for library construction is decreased by \$20 million from \$34 million down to \$14 million. This would lower the funding allocation for the B&ECPL system by \$914,226 (from \$1,551,184 to \$639,958)
 - West Seneca Art Society collaboration: They will hold a meeting here that public will have access to as well. Art society is interested in hearing public input on community desires for collaboration with the library. Art Society’s intention is to use maker space in March for a public activity to be determined.

- Reviewed system wide library survey results. Good feedback about current state of libraries and initiative. West Seneca Library had a great response rate.
- Strategic plan will end in 2023. Library interest survey can help direct updated strategic plan. Library director has begun preliminary brainstorming based on survey results.
- Educator cards now available so that educators can take out books for classroom purposes and they don't count against your personal limit and have extended limits and due dates. Hope that board member (Jessica) and others with contacts will assist us in spreading the word about this card in the West Seneca school district.

F. Report of the Treasurer: See January 2023 documents posted

- County account statements January 2023
- Local account statement January 2023
- Summary of accounts January 2023
- Check abstract and approvals November & December 2022
 - Six January checks for board approval (see documents posted for details)

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

G. Report of the Friends of the Library (from Cynthia Johnson):

- 2022 report of expenditures and income
 - Baskets and book sales generate the most revenue
- Explore business relationship between Library Board of Trustees and Friends of the Library (West Seneca)
- Will continue "something to do bags"
- Discontinue selling T-shirts and bags
- Two author events/speakers coming up

H. Report of the President:

- ACT meeting was at West Seneca Library January 21st and successful
 - i. Reminder to complete continuing education form for those who attended

I. Old Business:

- None to review

J. New Business:

- Personnel policy and procedures manual approval

PERSONNEL POLICIES AND PROCEDURES

WEST SENECA PUBLIC LIBRARY MEETING DATE: February 15, 2023

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 months prior and subsequent adoption by this Board. The last review and approval of the Manual took place November 17, 2021.

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 February 15, 2023, this Board reviewed the changes made by the Human Resources Department to the policies since November 17, 2021 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 November 17, 2021, 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 months prior to review for adoption by the Board.

- **Motion to approve:**
 - Motion: William Josefiak
 - Second: Jennifer Dobe
 - Ayes: all
 - Nays: None

K. Public Comment: none

Adjournment @ 5:16 pm

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

Next Regular Meeting: March 15, 2023 @ 4pm
Respectfully submitted by Amanda Cleesattel, Secretary