West Seneca Public Library
Library Board of Trustees Meeting Minutes
March 15, 2023 @ 4:02 pm in the Large Community Room

A. Call of the Roll– Meeting called to order at 4:01pm
   o Present: Amanda Cleesattel, Jennifer Dobe, Cynthia Johnson, William Josefiak, Jessica Casamassa
   o Excused: None
   o Guest(s): Robert Alessi (Library Director), Susan Kims

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting: (February 15, 2023)
   o No changes.

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

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

   President- William Josefiak
   Vice President- Jessica Casamassa (new and approved March 15, 2023)
   Treasurer- Jennifer Dobe
   Secretary- Amanda Cleesattel

   Motion to approve Vice President position: William Josefiak
   Second: Amanda Cleesattel
   Ayes: all
   Nays: none

E. Report of the Director – See February 2023 documents posted for details
   o Power outages/ice storm caused library to delay opening on 2/23 until noon. A few
     power outages were experienced after opening lasting 5-10 minutes each. Did discuss
     closing after third such brief outage. Power flickered on/off a few more times in the
     evening, resulting in gates and computers having to be restarted, but did remain open.
   o Currently fully staffed (as of 3/15/23) at West Seneca Library
   o Review of “Library Educator Card” with application enclosed in board packet (also on
     B&ECPL website)
     o Jessica will introduce/promote among within her network of school librarian
       colleagues (possibly Erie 1 Boces)
     o Lego program growing in popularity- may increase sessions if demand persists

F. Report of the Treasurer: See February 2023 documents posted
   o County account statements February 2023
Local account statement February 2023
Summary of accounts February 2023
Check abstract and approvals February 2023

Six February checks for board approval (see documents posted for details)

Motion to approve: William Josefiak
Second: Amanda Cleesattel
Ayes: all
Nays: none

G. Report of the Friends of the Library (from Cynthia Johnson):
   o Sponsored local author in March (Joan Albarella)
   o Cindy attempted to contact Chef Shannon. Library Director found current email address. She
     is interested in doing another event at the West Seneca Library again. She will also be doing
     the farmer’s markets at West Seneca.

H. Report of the President:
   o Relationship between Friends of the Library and Library Board of Trustees- exploring
     formal written guidance/“mission statement.” Updating and clarifying for future
     reference and possible recruitment
   o Thinking through engaging local students with participation in government to promote
     education on library system/local library
   o May 20th, 2023 large ACT meeting at Central Library. Agenda in process. Lunch provided
   o The board of trustees would like to acknowledge the displays within the library that
     draw patrons and engage the community. These are creative and engaging

I. Old Business:
   o None to review

J. New Business:
   o Trustee bylaws distributed for review for update in next 2 months
   o Long range plan review likely summer/fall
   o Procurement policy review (based on Central library which was reviewed by an
     attorney) (most procurement through Central library)

   Motion to approve Procurement Policy:
     o Motion: William Josefiak
     o Second: Jennifer Dobe
     o Ayes: all
     o Nays: None

K. Public Comment: none

Adjournment @ 5:07 pm
Motion: William Josefiak
Second: Jennifer Dobe
Ayes: all
Nays: none

Next Regular Meeting: April 19, 2023 @ 4pm
Respectfully submitted by Amanda Cleesattel, Secretary