

**West Seneca Public Library**  
**Library Board of Trustees Meeting Minutes**  
**January 18, 2023 @ 4:00 pm in the Large Community Room**

- A. Call of the Roll– Meeting called to order at 4:02pm
- Present: Jessica Casamassa, Amanda Cleesattel, Jennifer Dobe, Cynthia Johnson, William Josefiak
  - Excused: None
  - Guest(s): Susan Kims (Town Board Liaison), Robert Alessi (Library Director).
- B. Approval / Changes to Agenda: none
- C. Minutes of Preceding Meeting: (November 30, 2022)
- No changes.

**Motion to approve:** William Josefiak  
Second: Cynthia Johnson  
Ayes: all  
Nays: none

- D. Report of the Director – See November & December 2022 documents posted for details
- New library staff started (from central) 1/17/2023 and in training
  - Town in discussion proposing changes in building that may impact noise and activity level in library. Library may explore install of glass doors to reduce noise if necessary
    - Getting cost estimate for doors with help of the Town (to be submitted to CEN) which will be part of public library construction projects needs list for NYS from 2023-2027. If considering a NYS Public Library Construction Grant, this would have to be worked on soon and then turned into Central around Sept 2023 and reviewed around October 2023 by Central. Review by state comes after this with approval/awards named perhaps around spring of 2024. NYS budget for public library construction grant funds available and/or the number of other potential projects within the library system could impact the recommended level of funding after Central review.
    - Discussion/ideas around sound dampening panels if necessary before (possible) door installation- incorporated town liaison with conversation
  - Reminder: Trustee Education policy now effective. Turn in completed “self assurance of trustees education activity completion” to Library Director at each completion. Library Director to retain.
  - Reminder: trustees to sign off in town oath book by end of month (January 2023)
- E. Report of the Treasurer: See November & December 2022 documents posted
- County account statements November & December 2022
  - Local account statement November & December 2022
  - Summary of accounts November & December 2022
  - Check abstract and approvals November & December 2022

- Four checks for board approval (see documents posted for details)

**Motion to approve:** William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

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

- Sponsored Thanksgiving and Christmas tales as well as Emily's retirement celebration
- Spring and fall meetings for Friends proposed
- Last Saturday in January seed swap
- Author visit also upcoming (Dennis Adams- mystery author retired from BPD)
- Board suggests Chef Shannon as a Friends activity in spring/summer 2023

G. Report of the President:

- ACT meeting will be at West Seneca Library January 21<sup>st</sup>
  - i. West Seneca Trustees to assist

H. Old Business:

- None to review

I. New Business:

- The board wishes to formally recognize the dedication and contributions that Emily Moser ("Miss Emily") has brought to the West Seneca Library as well as her contributions to the Buffalo and Erie County Public Library System. Also noteworthy is the longevity of her dedication that has spanned generations for the love and promotion of literacy. Miss Emily was a welcoming presence, especially to children, and families who visit the library. Many trustees have fond memories of interactions with her. There is now a plaque in the children's section that is a dedicated area to Miss Emily in honor and recognition of her contributions. The library board of trustees wishes Emily well in her retirement and are in great appreciation for her services.
- Reviewed proposed 2023 West Seneca Library Budget
- **Motion to approve the proposed 2023 West Seneca Library Budget:**
  - Motion: Jennifer Dobe
  - Second: William Josefiak
  - Ayes: all
  - Nays: None

J. Public Comment: none

Adjournment @ 4:52 pm

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

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