

## **West Seneca Library Board**

Minutes for September 22, 2021

A. Call of the Roll: Jennifer Dobe, Cynthia Johnson, William Josefiak , Pat Wass

Guests: Robert Alessi

Excused: Kelly Clifford

B. Approval/changes - none

C. Minutes of Preceding meeting - July 21, 2021 : motion by Dobe, seconded by Wass. Motion carried unanimously.

D. Nominations and Elections of Officers, if any – none

E. Report of the Director – Robert Alessi

\*Note: West Seneca was designated a part of the orange zone micro-cluster in Erie County and on 11/20/2020, the library transitioned to curbside service only. The library reopened to the public on 1/5/2021 and services (open or curbside only) were determined weekly based on the West Seneca Public Library's Covid-19 Micro-cluster Plan and data received every Monday from the Erie County Department of Health. On 1/27/21, the Governor announced that NYS was lifting the orange and yellow zones that were in place in Erie County, meaning we will no longer be week-to-week in determining whether we are open or curbside.

### **Collection Development**

WSE – 2021 Funds- through July

AV= \$808.12 - \$298.85 (est. discount price) = \$509.27

MAT= \$2,301.20 - \$562.25 (est. discount price) = \$1,738.95

WSE – 2021 Funds- through August

AV= \$509.27 - \$199.13 (est. discount price) = \$310.14

MAT= \$1,738.95 - \$57.69 (est. discount price) = \$1,681.26

### **Outreach/Meetings/Library Visits**

7/6 Friends of the Library meeting

7/13, 7/20, 7/22, 7/27 Reading Rover w/ WS Schools (Rob & Emily S.)

7/14 Zoom Manager Meeting

7/15 Farmers Market (Emily M. and Friends)

7/21 West Seneca Public Library Board of Trustees meeting

8/11 Zoom Manager Meeting

## Misc.

- 7/12 The Library closed at about 5pm (rather than 8pm) due to a power outage in and around the area of West Seneca after a truck hit power lines on Main St.
- 7/21 Town addressed concerns regarding very high (76%) humidity throughout the library space (and building in general)
- 7/31 Began requiring masks for all due to the "substantial level" of transmission per the EC Department of Health and the latest CDC guidance.
- Library Discards Book Sale was held Wed 7/21 through Sat 7/24. A huge THANK YOU to the Friends of the West Seneca Public Library for assisting before, during and after the sale! We couldn't have done it without our Friends!!! We'd like to continue to hold a discard sale annually.
- Effective 8/9/2021, we are once again accepting donations of materials.
- 8/31 Salvation Army picked up approximately 60 boxes of library discards that had been left over following the book sale in July.
- Nearly 20 more West Seneca school yearbooks were donated by Dan Berger in September. Dan continues to search for missing volumes to help assemble as complete a collection as possible of West Seneca school yearbooks at the library. These new items have been inventoried and are now available for reference use in the library.
- Town replaced the door bumper on study room #1. They will also install a rubber edge on the first stationary pane of glass. If it works well, they will add rubber edges to the other rooms as well.
- Tuesday Art Studio classes have been discontinued.
- Ally Jindra (Sr. Page) has given 2-weeks notice. Now in the process of hiring a new Sr. Page.
- System policies have been updated – Internet Safety & Acceptable Use Policy and the Free Direct Access Plan.

## F. Report of the Treasurer

1. County account statements July and August 2021
2. Local account statements July and August 2021
3. Summary of accounts July and August 2021
4. Check abstract and approvals - Motion made by Josefiak, seconded by Dobe, 4 aye, 0 nay
5. Payroll Report through PP#15 and PP#17
6. System Paid Budget Analysis through 6/30/2021

## G. Report of the Friends of the Library

1. Continuing donations for take and make bags which have been very well-received
2. Pat continues to contribute weekly news to the local papers and the Bee has started to include titles from the Coming Soon list
3. Plan to help promote the upcoming Oct. 11 at 1pm Erie Canal program with the Hill Brothers

## H. Report of the President

1. ACT meeting will be held via Zoom on Saturday, October 2 at 9am, with future meetings potentially in December, March and May

## I. Old Business

1. None at this time

J. New Business

1. Motion by Josefiak to review and approve Exhibits and Displays Policy and the Petty Cash Fund Policy; Seconded by Dobe; 4 aye, 0 nay
2. Motion by Josefiak to review and approve Study Rooms Policy; Seconded by Wass 4 aye, 0 nay
3. Motion by Josefiak to confirm the requirement of masks to be worn by all ages 2+ at the library; Seconded by Dobe; 4 aye, 0 nay
4. Rotary Children's Collection materials – will be spending approximately \$700-\$750 of the previously approved \$3,500 in order to purchase additional children's fiction titles

K. Public Comment

1. None at this time

L. Adjournment @ 4:55pm., Motion by Josefiak, seconded by Dobe  
Next meeting, October 20, 2021 @ 4:00pm