

West Seneca Library Board

Minutes for December 2, 2020

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

Guests: Robert Alessi, Councilman Jeff Piekarec

- B. Approval/changes - none
- C. Minutes of Preceding meeting - October 28 , 2020 : motion by Josefiak, seconded by Wass.
Motion carried unanimously.
- D. Nominations and Elections of Officers, if any

*Note: As a result of the COVID-19 pandemic and Gubernatorial workforce reduction orders, all B&ECPL libraries temporarily closed beginning 3/17/2020. The West Seneca Public Library reopened for curbside service on 6/8/2020 and for limited hours/transactional services inside the building on 6/22/2020. Effective 10/1/2020 hours were reinstated to NY State Minimum Standard 55 hours/week. Note: West Seneca was designated a part of the orange zone in Erie County and on 11/20/2020, the library transitioned to curbside service only.

Report of the Director – Robert Alessi

1. Online and make and take programs have been very popular. Examples include the 231 craft bags passed out to patrons, over 600 views of Miss Emily's story time and approximately 400 views of Make-It-At-Home by Ms. Laura
2. West Seneca Art Society will display two different artists each month in the library

Collection Development

WSE – 2020 Funds- All AV and MAT material budget funds spent by Nov. 1 deadline

Outreach/Meetings/Library Visits

10/16 Reviewed Zoom Manager Meeting from Oct. 14
10/26 Bill Josefiak and Pat Wass re: Library 85th anniversary
10/26 Bernice Smith (West Seneca Art Society) re: installing monthly exhibits
10/28 West Seneca Public Library Board Meeting

E. Report of the Treasurer

1. County account statement October 2020
2. Local account statement October 2020
3. Summary of accounts October 2020
4. Check abstract and approvals. Motion made by Josefiak to approve, seconded by Johnson 5 aye, 0 nay (these include the following not listed: Amazon \$29.94 3D printer scale and tools, Amazon \$60.70 signage for social distancing, MatterHackers \$66.60 filament, Dell Computer \$114.16)
5. Payroll report (PP#22)
6. System Paid Budget Analysis as of 9/30/2020

F. Report of the Friends of the Library

1. Friends of the Library happy to reimburse Miss Emily's purchases for "Something to do" bags

G. Report of the President

1. ACT meeting, Saturday, December 12, 2020 from 9am-11am. An email link will be sent for online attendance

H. Old Business

1. Motion make by Josefiak, seconded by Dobe to adopt changes and revisions of Ethics Policy 5 aye, 0 nay
2. Motion make by Josefiak, seconded by Wass to adopt changes and revisions of Whistleblower Policy 5 aye, 0 nay
3. Motion make by Josefiak, seconded by Johnson to adopt changes and revisions of Conflict of Interest Policy 5 aye, 0 nay

I. New Business

1. Motion made by Josefiak, seconded by Clifford to approve B&ECPL Personnel Policy & Procedures Manual updates and re-approval.

PERSONNEL POLICIES AND PROCEDURES

WEST SENECA PUBLIC LIBRARY MEETING DATE: December 2, 2020

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 twelve (12) months prior and subsequent adoption by this Board.

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 December 2, 2020, this Board reviewed the changes made by the Human Resources Department to the policies since November 20, 2019 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 20, 2019, 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 twelve (12) months prior to review for adoption by the Board.

Motion approved 5 aye, 0 nay

2. Motion made by Josefiak, seconded by Wass to approve COVID-19 MicroCluster Plan Motion approved 5 aye, 0 nay
3. Motion make by Josefiak, seconded by Clifford to approve Micro-Cluster Orange Zone Walk-up and Curbside Procedures Motion approved 5 aye, 0 nay
4. Motion make by Josefiak, seconded by Dobe to approve Telecommuting Policy Motion approved 5 aye, 0 nay
5. Motion make by Josefiak, seconded by Johnson to approve 2021 Hours/Calendar Motion approved 5 aye, 0 nay
6. Discussed plans for 85th Anniversary celebration. Some of these celebrations will include a poster displaying past and current libraries and Facebook stories
7. Scheduled 2021 trustee meetings: 1/20/21, 2/17/21, 3/17/21, 4/21/21, 5/19/21, 6/16/21, 7/21/21, 9/22/21, 10/20/21, 11/17/21. All meetings to be held at 4:00pm.

J. Public Comment

1. Reminder given by Councilman Jeff Piekarec regarding submitting cover letter and resume for opening of trustee position (term expiring December 2020)

K. Adjournment @ 2:50 pm., Motion by Josefiak, seconded by Dobe Next meeting, Wednesday, January 20, 2021 @ 4:00pm