

**West Seneca Public Library**

**Library Board of Trustees Meeting Minutes**

**Wednesday, December 3rd, 2025 @ 4:00pm in the Large Meeting Room**

**A. Call of the Roll**

- Present: William Josefiak, Jessica Casamassa, Cynthia Johnson, Jennifer Dobe, Amanda Cleesattel
- Excused:
- Guest(s): Robert Alessi (Director), Susan Kims (W.S. Town Board Liaison)

**B. Approval / Changes to Agenda: none**

**C. Minutes of Preceding Meeting (October 15, 2025):**

**Motion to approve preceding minutes:** William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

**D. Nominations and Elections of Officers: none**

**E. Report of the Director:**

October 2025, documents posted

- Formal VITA tax prep support for community members solidified (qualified tax prep professionals). They will bring all their own supplies. Appointments to be scheduled using 211 when time slots/dates are confirmed.
- Dedicated area for teens being set up near YA collection/makerspace
- Library director (Rob Alessi) attended WNYLRC meeting with Senator Gallivan at the Lakeshore Library on Dec. 2 to advocate for library needs.
- Hoopla discontinued by Library System due to rates that are not sustainable. Only approximately 2% of all system circulation is via Hoopla.
- The board wishes to recognize Emily Sieg for her dedication and innovative programming drawing new patrons and receiving a great deal of positive feedback.

**F. Report of the Treasurer:**

See October 2025 documents posted

- County account statement October 2025
- Local account statement October 2025
- Summary of accounts October 2025
- Check abstract and approvals

**Motion to approve:** William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

G. Report of the Friends of the Library:

- Diary of a Wimpy Kid and Fall Carnival supported by Friends of the Library. Positive feedback from community on events.
- Jewelry sale this coming Saturday December 6<sup>th</sup>, 2025.
- Friends will sponsor teen book boxes and 1,000 books before kindergarten programs as well as STEM/STEAM kits.

H. Report of the President:

- Suggestion for another Bee article to explain how Rotary fund are utilized. Will occur again in 2026.
- October 2025 ACT meeting at Kenmore branch:
- Discussed search for new system director
- ACT Meeting – discussion / review library building process for approval for murals

I. Old Business:

- None

J. New Business:

- Revisions to policies and updates:
  - i. Ethics Policy
  - ii. Conflict of Interest Policy
  - iii. B&ECPL Personnel Policies and Procedures Manual Re-approval
  - iv. 2026 Operating Calendar
  - v. 2026 Library Board of Trustees Proposed Meeting Dates: 1/21, 2/18, 3/18, 4/15, 5/20, 6/17, 7/15, 9/16, 10/21, 12/2

PERSONNEL POLICIES AND PROCEDURES

WEST SENECA PUBLIC LIBRARY MEETING DATE: December 3, 2025

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 December 4, 2024.

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 3, 2025, this Board reviewed the changes made by the Human Resources Department to the policies since December 4, 2024 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 December 4, 2024, 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 Ethics and Conflict of Interest Policy revisions:** William Josefiak

Second: Jessica Casamassa

Ayes: all

Nays: none

**Motion to approve Personnel Policies and Procedures Manual updates/revisions:** William

Josefiak

Second: Jessica Casamassa

Ayes: all

Nays: none

**Motion to approve 2026 Operating Calendar and 2026 Library Board of Trustees Proposed**

**Meeting Dates:** William Josefiak

Second: Jessica Casamassa

Ayes: all

Nays: none

K. Public Comment: none; no community members present

Adjournment @ 4:54 pm

**Next Regular Meeting: January 21, 2026 @ 4 pm**

Respectfully submitted by Amanda Cleesattel, Secretary