

## **West Seneca Library Board**

Minutes for November 20, 2019

A. Call of the Roll: Kelly Clifford, Jennifer Dobe, Cynthia Johnson, Patricia Wass

Absent: William Josefiak

Guests: Robert Alessi, Councilman Eugene Hart

B. Approval/changes - none

C. Minutes of Preceding meeting - October 16, 2019: motion by Dobe, seconded by Clifford.  
Motion carried unanimously.

D. Nominations and Elections of Officers, if any

E. Report of the Director – Robert Alessi

### **Building**

- Brief power outages experienced on Mon, Oct. 28 and Fri Nov. 1.

### **Collection Development**

WSE – 2019 Funds- Materials & AV Budget. Spent remaining funds by Nov. 1<sup>st</sup> deadline for Central Material & AV budgets.

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

- 10/1 Lee from Quaker Mills re: final measurements for new shelving at desk; Meeting with Bill Josefiak
- 10/2 Building tour with Erie1BOCES Librarians K-12
- 10/9 Managers Meeting @ CEN
- 10/16 WSE Library Board Meeting
- 10/18 WNYLRC Census 2020 Workshop (Rob & Kelly attended)
- 10/21 Town Board Meeting (for Friends of the Library week proclamation)
- 10/24 Brad Mazon re: potential fern donation
- 10/24 and 10/28 Interviews for new Senior Page. Hired Andrew Spencer.
- 10/30 Meeting with Bruce Gervan (Corr) re: cleaning supplies; Steve Amoia re: new phone line in office and torn fabric on furniture

### **Misc.**

- New photocopier delivered and installed.
- Received donation of electric print enlarger Oct. 10
- Two new circulation computers installed by CEN on Oct. 28
- Call to Amherst Alarm re: panic alarm notification from Oct. 24

- Sarah Segerson gave notice Oct. 23.
- West Seneca School District set possible date as June 19, 2020 for Summer Reading Kickoff
- West Seneca Art Society exhibits installed. Displayed through January 24, 2020
- Looking at potential placement of emergency door with Town. Possible installment in December or January

F. Report of the Treasurer

1. County account statement
2. Local account statement
3. Summary of accounts
4. Payroll statement through PP21
5. System Paid Budget analysis
6. Check approvals

G. Report of the Friends of the Library

1. Lissa Marie Redmond, author, Thursday, November 21@6:30
2. Jackie Albarello, author of "Women in the City of Good Neighbors" February 12, 2020@6:30
3. Paul Wieland, author, "Taro Lives! Confessions of the Sabres Hoaxter" January 16, 2020@6:30
4. Friends assisting SPCA through January with Paws for Love, Read to a Dog
5. January 25, 2020, Seed exchange program in Maker Space@1:30-3:30
6. Friends assisted West Seneca Art Society installing exhibits
7. Membership drive was held
8. Next meeting -January 2020 time TBA

H. Report of the President

1. Excused

I. Old Business

1. Motion to adopt Ethics Policy made by Clifford, seconded by Dobe 4 aye, 0 nay
2. Motion to adopt Bylaws of the West Seneca Public Library Board of Trustees made by Clifford, seconded by Dobe 4 aye, 0 nay
3. Motion to adopt Conflict of Interest Policy made by Clifford, seconded by Dobe 4 aye, 0 nay
4. Motion to adopt West Seneca Public Library Investment Policy made by Clifford, seconded by Dobe 4 aye, 0 nay
5. Motion to adopt West Seneca Public Library Procurement Policies and Procedures made by Clifford, seconded by Dobe 4 aye, 0 nay
6. Motion to adopt West Seneca Public Library Whistleblower Policy made by Clifford, seconded by Dobe 4 aye, 0 nay

J. New Business

1. Motion to approve Draft Claims Audit Policy update make by Clifford, seconded by Dobe, 4 aye, 0 nay
2. Motion to approve Draft FOIL Policy update made by Clifford, seconded by Johnson, 4 aye, 0 nay

3. Motion to approve resolution B&ECPL Personnel Policy & Procedures Manual update made by Clifford, seconded by Wass, 4 aye, 0 nay

PERSONNEL POLICIES AND PROCEDURES

WEST SENECA PUBLIC LIBRARY MEETING DATE: November 20, 2019

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 November 20, 2019, this Board reviewed the changes made by the Human Resources Department to the policies since January 1, 2015 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 January 1, 2015, 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.

4. Motion to approve 2020 West Seneca Library schedule made by Clifford, seconded by Dobe, 4 aye, 0 nay

5. AED training will be made available by Vigilant Fire Department in the library, date to be announced per Gene Hart

K. Public Comment

1. None at this time

L. Adjournment @ 5:36 pm., Motion by Clifford, seconded by Wass.

Next meeting January 15, 2020 @ 4:15