

West Seneca Library Board

Minutes for December 12, 2018

In attendance: Kelly Clifford, Jennifer Dobe, William Josefiak, Cynthia Johnson, Patricia Wass

Absent:

Guests: Robert Alessi, Councilman Eugene Hart

Approval of minutes for October 24, 2018: motion by Dobe, seconded by Johnson. Motion carried unanimously.

Library Director's Report – Robert Alessi

1. Resolution confirming Gift and Donation policy approved on September 24, 2018. Reconfirmed on October 24, 2018
2. Alarm sounded in maintenance room from what appeared to be the roof heaters. Lauren from Recreation Department called Town electricians to address situation
3. Sara Evans of Midcity Office Furniture troubleshooting Chargespots for mobile devices installed at several tables
4. Dawn Stanton and Darlene Pennachi from CEN Department for WSE signage installation; additional signage has been ordered
5. Brad Kingsburg to furnish additional quotes for updating older shelving in children's area. Discussed using monies received from Western New York Credit Union
6. Moved additional table from the office onto main floor
7. In progress; emergency exits and security for children's doors, Chimeasaurus to be installed on children's area patio, baby changing station to be installed in children's area restroom
8. Employees Sarah Morey, Sarah Waite and Virginia Gannon gave notice. New personnel being hired, Amy Gorski, to start effective December 22, 2018.
9. Windows 10, Microsoft Office, Sheet-fed scanner and flatbed scanner have been installed
10. Explore & More Children's Museum passes now available. Families can checkout pass to be used for a week. Thank you to Emily Moser and Katelyn Urbanczyk for working on this and to Explore & More for providing the passes
11. Motion to adopt Resolution; Rules of Conduct Policy 2018-8 made by Josefiak, seconded by Dobe. Motion carried unanimously
12. Motion to adopt Resolution; Exhibits and Displays Policy 2018-9 made by Josefiak, seconded by Clifford. Motion carried unanimously
13. Motion to adopt Resolution; Bulletin Board Policy 2018-10 made by Johnson, seconded by Dobe. Motion carried unanimously
14. Motion to adopt Resolution; Distribution Policy 2018-11 made by Dobe, seconded by Clifford. Motion carried unanimously
15. Motion to adopt Resolution; Petty Cash Policy 2018-12 made by Dobe, seconded by Clifford. Motion carried unanimously. This supersedes Policy 2018-4 from 9/28/16.
16. Motion to adopt Resolution; Lost and Found Policy 2018-13 made by Wass, seconded by Dobe. Motion carried unanimously
17. Motion to adopt Resolution; Study Room Policy 2018-14 made by Clifford, seconded by Josefiak. Motion carried unanimously. This supersedes Policy 2018-5 from 5/31/18
18. Annual Disclosure Statement signed by each board member
19. Reminder to board members to sign Oath of Office in January 2019

20. Motion for surplus furniture to be claimed by town and rest being disposed. Made by Dobe, seconded by Josefiak. Motion carried unanimously
21. Received Bullet Aid monies, \$4,300.00 from Assemblyman Eric Bowen and \$5,000.00 from Senator Gallivan . Budget updated to include these monies
22. Proposed purchase of the following; Green machine (small spot remover) from Amazon @\$140.00. Motion made by Wass, seconded by Clifford. Carried unanimously
23. Proposed purchase of the following; Two stools @\$175.00 each for employee shelving, patrons viewing books on lower shelves. Motion made by Josefiak, seconded by Dobe. Carried unanimously
24. Will order new checks, supply is low
25. Capital Asset Report to Controller requires reporting furniture threshold. Motion made to make threshold \$5,000.00. Motion by Josefiak, seconded by Dobe. Carried unanimously
26. Approached by Women's Club looking for reading donations (books, magazines) for non-profit shelters. Discussed donating magazines and books.
27. West Seneca Women's Club donation of \$1245.00 has been used to purchase items, including women's biography books, doll house.

Treasurer's Report – Jennifer Dobe

1. Spending is in line and on target for the year

Friends of the Library – Patricia Wass

1. Discussed next article for West Seneca Bee

President's Report – Bill Josefiak

1. ACT meeting, March 2, 2019 at Central downtown location. Discussed agenda
2. Discussed meeting West Seneca Rotary Club in January regarding signage, placement, recognition of donations

Old Business:

1. None at this time

New Business:

1. Councilman Eugene Hart will reappoint Patricia Wass to West Seneca Library Board as trustee
1. Future meeting dates January 16, February 27, March 20, April 17, May 15, June 19, 2019 @ 4:15 p.m.

Adjourned at 6:10 p. m., Motion by Josefiak , seconded by Clifford