

West Seneca Library Board

Minutes for September 28, 2016

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

Absent: none

Guests: Kathleen Goodrich

Approval of minutes for June 15, August 18, August 25, 2016: motion by Dobe, seconded by Josefiak. Motion carried unanimously.

Library Director's Report – Kathleen Goodrich

1. Northwest Bank requesting board meeting minutes (see more information under New Business)
2. Request by West Seneca Art Society to hold "Display in the Case" sale to be held at a future date. Will make donation- 50% of proceeds. Approved, motion carried unanimously
3. Mike Shank, patron, offered to assist with groundbreaking ceremony
4. Summer program highlights included Battle of the Books, Writers Workshop, Yard Sale, Kindergarten Bootcamp
5. Received \$75.00 donation from Gardenville Country Club
6. Attended Directors meeting. Discussed the many audits that have been conducted locally, reviewed our procedures to ensure we are in compliance. Suggestions include adopting the following policies: Claims Auditor, Petty Cash, FOIL request
7. Library Director, Kathleen Goodrich, invited to October 12, 2016 meeting to be held with West Seneca Town Supervisor Sheila Walsh, Councilman Eugene Hart for final approval of new library plans
8. Discussed need for future meetings regarding library fundraising

Treasurer's Report – Jennifer Dobe

1. Spending is in line and on target for the year
2. Statements have been received from M & T Bank, account open and collateralized

Friends of the Library – Patricia Wass

1. Held many programs including Writers Workshop, Chalk the Walk, Yard Sale (\$900.00 profit)
2. Attended Orchard Park Library presentation by New York Library Association, "How to Build Your Friends Group", very informative and helpful
3. Future speakers: Gerry Rising (author), Pharmacist offering one-on-one consultation regarding medicines (October 12), Chris Gibbons (editor of PennySaver)

President's Report – Bill Josefiak

1. Future ACT meetings, dates, topics:
October 15, 2016 – Strategic Planning
December 10, 2016 – Trustee Training
February 11, 2017 – Workshop Meeting
April 8, 2017 – Financial issues, marketing , audits

Old Buisness: none

New Business:

1. Resolution passed to provide required information, as per Northwest. This will include the following:
 - a.) That more than one Officer has approved to open the account: Bill Josefiak, Jennifer Dobe, Kathleen Goodrich
 - b.) The date the meeting was held to approve opening the account: September 28, 2016
 - c.) The individuals approved to be Agents (authorized signers): Bill Josefiak, Jennifer Dobe
 - d.) And will be signed by the Organization's Secretary: Kelly Clifford
Motion by Dobe, seconded by Johnson. Motion carried unanimously.
- 2 Resolution to approve West Seneca Library Petty Cash Fund Policy. Motion by Clifford, seconded by Dobe. Motion carried unanimously
3. Discussed adopting Claims Audit Policy and FOIL policy. Tabled to allow Trustees to review policies and allow discussion
4. Future meeting dates: October 19, December 7, 2016 all @ 5:00 p.m.

Adjourned at 6:45 p. m., Motion by Dobe, seconded by Johnson