

## **2013 Hamburg Public Library Board of Trustee Meetings**

January 2013

February 2013

March 2013

April 2013

May 2013

June 2013

July 2013

August 2013

September 2013

October 2013

November 2013

December 2013

Town of Hamburg Public Library – Board of Trustees meeting  
Monday, January 14, 2013 Hamburg Public Library convened at 6:05 p.m.

Present: Pres. M. Salzman, Vice Pres. K. Sacco, Sec. B. Halligan, M. Chimento, Treas. R. Kaiser, Dir. Edson

**Motion to approve minutes** of December 12, 2012 meeting made by M. Salzman, second by M. Chimento: Passed

### **No Public Comment**

### **Expansion Project – “Building Our Next Chapter - Thinking Big”**

**New York State** - All paperwork had been completed and submitted for New York State Library Construction Grant after the text was modified.

#### **Town of Hamburg**

- **HVAC** has high priority - Dir. Edson and Pres. Salzman met with Hamburg Town Supervisor, S. Walters and Zaxis architect D. Hutter on 1/8/13 to discuss heating and air conditioning issues and to plan for replacement before summer.
- On agenda of Town Board meeting tonight is motion to **approve payment** for architectural services going forward: \$5700 for HVAC and \$140,000 for beginning the construction project with Zaxis Architectural.
- Still need to provide **MOU** to library regarding project
- **Bank Account** – Opened with Evans Bank; waiting for 2<sup>nd</sup> person from Town to sign on, and for deposit slips – considering direct deposit as option for contributors

**Building Committee** – M. Salzman and B. Halligan discussed advisability of establishing advisory and /or working committee to assist Board in moving the expansion project in a timely fashion. The consensus of the Board is to gather information and names and to move in that direction.

B. Halligan will contact Jack Connors, Hamburg resident and President of the BECPL Board to discuss possibilities/suggestions and set up meeting with M. Salzman.

**Internship (UB)** – M. Salzman presented a posting she had prepared for the University of Buffalo School of Management, seeking an Intern to assist with our expansion project. This intern would be a graduate or undergraduate student who would work during the Spring 2013 term for a period of 150 hours, earning 3 credit hours. Applications will go through Dir. Edson.

### **Old Business**

**Open Meetings Law** – Approved minutes will be posted on the library website, starting with the meeting of December 12, 2012. The board discussed the different ways that contracting libraries wrote and posted their minutes online.

**New chairs for Hamburg** – M. Salzman moved and K. Sacco seconded a motion to approve spending up to \$2700 to replace broken seating. This new furniture will be integrated into the library’s new addition. Motion passed. Items will be ordered for delivery.

## **New Business**

**Elections:** Motion by M. Chiumento, second by M. Salzman, to keep existing slate of officers for 2013: President, Martha Salzman; Vice President, Kathleen Sacco; Treasurer, Robert Kaiser; Secretary, Bev Halligan – Passed

**Contract extension** with Central Library was reviewed.

**ACT meeting 1/19/13** – M. Chiumento will attend this meeting at the Clearfield Library.

**Annual Board meeting schedule for 2013** discussed; Board members will forward their preferences to M. Salzman to see if schedule for year can be established

**Executive Session** – EEO issue regarding Librarian1 hiring.

Motion by M. Salzman at 7:25 p.m. to go in to Executive Session, second by M. Chiumento: Passed

Motion at 7:45 p.m. by M. Chiumento to close Executive Session, second by B. Halligan: Passed.

Regular meeting was resumed at 7:45 pm.

## **Directors Report:**

Because of length of meeting, quick review of report submitted by Dir. Edson: programs continue to be very successful, and Dir. Edson expressed appreciation to Ken Stone, Connie Miner, Doug Hutter, Supervisor Walters, Mike Bartlett, and Library Board for support during new building project application – and the best is yet to come!

Next meeting scheduled: **Tuesday, Feb. 5, 2013**, 6 p.m., Hamburg Library

Motion to adjourn at 7:55 p.m., second by K. Sacco. Passed.

Respectfully submitted  
Beverly Halligan, Secretary

Town of Hamburg Public Library – Board of Trustees meeting  
Tuesday, February 5 , 2013 Hamburg Public Library convened at 6:05 p.m.

Present: President M. Salzman; Secretary B. Halligan; M. Chiumento; Treasurer R. Kaiser;  
Vice-president K. Sacco; Director Edson  
Guest: Hamburg Town Supervisor Steven J. Walters

**Motion to approve minutes** of January 14, 2013 meeting with corrections noted made by M. Salzman, second by R. Kaiser: Passed

### **No Public Comment**

### **Director's Report**

Unusual programs included eReader Open Lab, a blood drive, and a class about editing digital photographs.

Output measure for January are not yet available

### **Expansion Project – “Building Our Next Chapter - Thinking Big”**

**Process** - Town Board passed a resolution on January 14, 2013 to hire Zaxis Architectural to provide engineering and architectural services for the library expansion project.

Dir. Edson, M. Salzman, and K. Sacco met with D. Hutter to revise plans to move toward finalization. There was discussion about a schedule to repair the air-conditioning system for Summer, 2013.

**Finances** – Account at Evans National Bank open: Dir. Edson reported that we made an initial deposit of \$1,698!

Dir. Edson announced we have received Community Grant from Town of \$2,700. M. Salzman moved to accept money, K. Sacco seconded: passed.

We are still waiting for Memo of Understanding from Hamburg Development Corporation to clarify legal relationship.

K. Sacco will continue working on methods to accept donations online.

Supervisor Walters is the conduit for assistance from the Town Grant writer Connie Miner.

Supervisor Walters suggested we do the initial investigation of grant monies that might be available, fill out applications, and then have them reviewed by Town.

Suggested Foundations are: West Herr, First Niagara, NYSERDA, National Fuel, Key Bank. B. Halligan and M. Chiumento will begin gathering applications. B. Halligan has contacted M&T and will follow through with local manager.

**Building Committee** – Jack Connors from Central Library Board will provide insight into setting up this group. B. Halligan and M Salzman will follow through with him.

M. Chiumento and B. Halligan will create "To Do" list for this committee.

### **Old Business**

**Open Meetings Law** – Minutes from the Library Board meeting of December, 2012 have been posted online. Dir. Edson will post board minutes each month after minutes are approved.

**2013 tentative schedule** for Board meetings announced: all meeting to be held on Tuesday at 6 p.m. at the Hamburg Library: March 12, April 2, May 7, June 4, July 2, August 6, September 10, October 8, November 12, December 3.

### **New Business**

**ACT meeting March 23** – all trustees urged to attend if possible

**Executive Session** – EEO issue regarding Librarian 1 hiring

Motion by M. Salzman at 7:10 p.m. to go in to Executive Session, second by M. Chiumento: Passed

Motion at 7:16 p.m. by M.Salzman to close Executive Session, second by R. Kaiser: Passed

Next meeting scheduled: **Tuesday, March 12, 2013**, 6 p.m.at the Hamburg Public Library

Motion by K. Sacco to adjourn at 7:30 p.m., second by M. Chiumneto: Passed.

Respectfully submitted,  
Beverly Halligan, Secretary

Town of Hamburg Public Library – Board of Trustees Meeting  
Tuesday, March 12, 2013 Hamburg Public Library convened at 6:07 p.m.

Present: Pres. M. Salzman, Sec. B. Halligan, M. Chiumento, Treas. R. Kaiser, V.P. K. Sacco,  
Dir. Edson

**Motion to approve minutes** of February 5, 2013 meeting with corrections was made by M. Salzman, second by K. Sacco: Passed

**No Public Comment**

**Director's Report**

Brief review of Dir. Edson's "2012 Report to the Community for the Hamburg Public Libraries" which highlights programs and statistic for 2012. This report was published in The Sun and it will be posted on the library website.

Both libraries are noticing a slight decrease in circulation for February, similar to decreases in other libraries. Computer use was up slightly in Hamburg, down slightly at Lakeshore

Dir. Edson will be attending conference in Dallas, Texas, April 2-4.

**Expansion Project – "Thinking Big: Building Our Next Chapter"**

**Finances** – Following recommendations from several sources, decision was made to establish a bank account for donations using the library's 501 (C) (3) status. Pres. Salzman will update town about change and a new bank account will be opened.

K. Sacco continuing to investigate possibilities of Pay Pal for option for donations, including billing, and annual payments. Central Library may have software system that we may use to manage fundraising activities.

M. Chiumento will contact Linda Rogers, of the Town of Hamburg. B. Halligan will begin outreach to potential large donors and foundations.

**Logistics** – plans are proceeding with construction issues. Asbestos abatement figured in for ceiling issues. We anticipate groundbreaking by June or July. The new HVAC system is our top priority at this time.

Town workers can be enlisted to help move items such as items in the library meeting room.

**Promotional materials** – Letterhead stationery, brochures and note cards are being developed by Dir. Edson and staff member Allison Lund.

**Village Update** – A meeting with officials of the Village of Hamburg is scheduled for Monday, March 18, 2013. Dir. Edson, Architect Doug Hutter and officials of the Town of Hamburg will attend with as many Hamburg Public Library Board members as possible.

## **Old Business**

**Open Meetings Law** – Approved board minutes are now posted on the library website.

Reminder: Trustees meeting Saturday, March 23 at Central Library.

## **New Business**

Recommendation received regarding switches for computer networking:  
Motion by M. Salzman, second by M. Chiumento to buy switch now for Lakeshore (approximately \$475) and wait until after renovations are complete to purchase a switch for Hamburg: passed

Need to have a discussion about impact of Affordable Health Care Act (sharing personnel: to be discussed at next meeting)

Brief discussion on providing Sharps disposal containers: no action taken

## **Executive Session** – EEO issue regarding Library 1 hiring

Motion by M. Salzman at 6:45pm to go in to Executive Session, second by M. Chiumento: Passed

Motion at 6:50 p.m. by M. Salzman to close Executive Session, second by K. Sacco: Passed

Next meeting scheduled: **Tuesday, April 2, 2013**, 6 p.m., Hamburg Library

Motion by K. Sacco to adjourn at 7:30 p.m., second by M. Chiumento: Passed.

Respectfully submitted  
Beverly Halligan, Secretary

Town of Hamburg Public Library – Board of Trustees meeting  
Tuesday, April 2, 2013 Hamburg Public Library convened at 6:05 p.m.

Present: Pres. M. Salzman, Sec. B. Halligan, M. Chiumento

Excused: Treas. R. Kaiser, V.P. K. Sacco, Dir. Edson

**Motion to approve minutes** of March 12, 2013 meeting with correction noted made by M. Salzman, second by M. Chiumento: Passed

### **No Public Comment**

### **Director's Report**

Numerous meetings regarding renovation project, including a presentation at work session of Village Board, which was very enthusiastic about project.

Dir. Edson to be encouraged to let Board know if he is getting overwhelmed with additional responsibilities!

### **Expansion Project – “Building Our Next Chapter - Thinking Big”**

**Design** – Two more meetings scheduled this month – hope finish soon.

Cindy from Comfort Zone provided drawings of former spaces she has worked from and is very eager to work with Library on coffee shop concept

**Finances** – A new account was opened at M&T Bank: the 501 C 3 status of Central Library will be used rather than HDC.

**ACTION: Letter to be sent to Town indicating change (M. Salzman)**

Dir. Edson and B. Halligan met with Joy Testa-Cinquo regarding “Raiser’s Edge” software to manage fund raising: some questions still remaining – B. Halligan may be able to recruit volunteer for date management - Joy liked website and made a few suggestions – suggested getting it operational ASAP

**ACTION: Decide on software and implement and finish website.**

M. Chiumento and B. Halligan met with West Herr Ford: B. Halligan submitted M&T grant application: M. Chiumento has call in to Linda Rogers; M. Chiumento and Dir. Edson met with Chamber staff and got marketing ideas for fund raising

**ACTION: Contact individuals: Ellsworth Gaskill (Casino); Maureen Meyers (events); Kevin Currier (events)**

**ACTION: Need to clarify “Naming Rights” issues with Supervisor Walters?**

**ACTION: Need contacts at local service clubs – arrange to do presentation BEFORE summer** –Rotary Clubs, Lions, Zonta, Imagine Hamburg and others

**Logistics** – Document for bids for HVAC being processed for submission by 4/17/13: to be opened at Town Hall at 2 p.m.

**Promotional materials** –



**ACTION: Need to finalize designs and get printed ASAP**

Several boiler plate letters will be developed by B/ Halligan for use with different targeted markets, signed by Trustees who know recipients –

**ACTION: Need to having “Giving Levels” finalized** (higher ones for some, lower for others)

**Marketing** –

**ACTION: Farmers Markets coordinator: Market starts May 4** Library needs to have weekly presence: Table should include model, donation jar (to look like addition?), brochures, stickers, volunteers wearing Thinking BIG T-shirts (also for sale?), Board members should schedule themselves to be at Market periodically

**ACTION: NEED Model, donation jar design/execution, t-shirts ordered**

**Schools’ Outreach** – Need to get info into hands of elementary school kids before summer break so they can do back yard fairs, etc, as fund raisers.

**ACTION: Elementary school** -M. Chiumento will work on this, and perhaps Kevin Currier?

**ACTION: High School** - Need DECA contact so it can be fall project

**Local businesses** – Perhaps ask for gift certificate to be put into big basket for raffle.

**ACTION: Need coordinator.**

**Media** – Continue to provide The Sun (and News) on-going stories to keep interest up

**Misc** - All purchase should be made locally as much as possible

**Old Business** None

**New Business**

Resolution was passed unanimously:

Resolved, that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and be it further

Resolved, that the Library attest that the financial information provided to the Buffalo & Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further

Resolved, that the “Annual Report” was reviewed and accepted by the Board of Trustees.

**Executive Session** None

Next meeting scheduled: **Tuesday, May 7, 2013**, 6 p.m., Lake Shore Public Library.

Motion by M. Salzman to adjourn at 7:35 p.m., second by M. Chiumneto: Passed.

Respectfully submitted  
Beverly Halligan, Secretary

Town of Hamburg Public Library – Board of Trustees meeting  
Tuesday, May 7, 2013 Lake Shore Public Library convened at 6:05 p.m.

Present: Pres. M. Salzman, Sec. B. Halligan, M. Chiumento, Tres. R. Kaiser, Dir. Edson

Excused: V.P. K. Sacco

**Motion to approve minutes** of April 2, 2013 meeting (with spelling correction noted) made by M. Salzman, second by M. Chiumento: Passed

### **No Public Comment**

### **Director's Report**

Exceptionally active program month for both locations with good participation

Great deal of time and effort being put into the building expansion project (see below)

### **Expansion Project – “Building Our Next Chapter - Thinking Big”**

**Design** – We continue to tweak the building plans, looking for June finalization

**Phase I** has begun, with Danforth getting contract for HVAC project: completion anticipated by late June!

**ACTION: Dir. Edson will communicate with Central Library administration to insure they are OK with plans**

#### **Finances** –

**M&T** not awarding any grant money: Pres. Salzman may follow through with them

**West Herr** guaranteeing \$2500 with extensive public relations marketing campaign:

M. Chiumento working closely with them: need access to 501 C 3 form for larger donations.

**ACTION: Dir. Edson will check with Central how to handle this**

**ACTION: Donation jar needed: Dir. Edson will follow through**

**ACTION: Need to do presentations at local service clubs before summer  
Sunrise Rotary, Evening Rotary, Kiwanis, Lions, Zonta**

**Bricks** – K. Sacco gathered information and sample: decision to sell bricks for \$100 (4”x8”), \$250 (8”x8”) and \$1000 (12”x12”)

Need to finalize process for donations through Raisers Edge (with Central)

#### **Marketing** –

**ACTION: Need model (Edson), donation jar design/execution (Edson) , T-shirts (Halligan)**

### **Events/Community Outreach**

**Farmers' Market booth up** and running thanks to vol. Kevin Currier! \$315 raised at opening May 4! Two terrific raffle baskets created enthusiasm and interest (Thanks, Tammy!) Kevin will be away 5/18 so we need a coordinator for that day

**ACTION: Need additional on-going volunteers; model; banner; info on bricks with sign-up sheet**

**Open House Progress report to Community** ; Thursday, May 16, 7 p.m. – Dir. Edson will handle; will reach out for additional volunteers for administration, support, event support, fund raising support, and whatever else folks are willing to do!

**Action: Marketing, sheet (completed); press release; sign-up sheets at event; refreshments**

**DECA** – Dir. Edson has made contact with advisor Amanda Bolin and will discuss the group's involvement during summer and next school year

**Burger Fest** – B. Halligan waiting for response for Eileen Hotho

**Imagine Hamburg** – Dir. Edson will discuss possibilities of collaboration

**Facebook** site and Building site looking good – maintained by Dir. Edson, K. Sacco, and staff

**Expenses** –

Motion made by Pres. Salzman, second by M. Chiumento to approve reimbursements from private funds account to the following: Kevin Currier (Farmer's Market supplies), Pam (printing), Teacher's Center (printing), and Katie Sacco (website update) – all were preapproved, and total for all is under \$1,000.

Motion by Pres. Salzman, second by R. Kaiser, to reimburse out of private funds authorized expenses totaling up to \$2,000 during the next month for items to include t-shirts, donation jars, banner, expenses for model.

### **Old Business**

**Affordable Health Care issue:** Dir. Edson attended seminar: discussing with Central and Orchard Park regarding employee time sharing

**New Business** None

**Executive Session** Motion at 8 p.m. by Pres. M. Salzman, second by M. Chiumento to discuss litigated matter. Passed

Motion at 8:10 by Pres. Salzman, second by M. Chiumento to end Executive Session; passed.

Next meeting scheduled: **Tuesday, June 4, 2013 (may be changed) 6 p.m. , Hamburg Library**

Motion by M. Salzman to adjourn at 8:15 p.m., second by R. Kaiser - Passed.

Respectfully submitted  
Beverly Halligan, Secretary

Town of Hamburg Public Library – Board of Trustees meeting  
Tuesday, June 4, 2013 Hamburg Public Library convened at 6:07 p.m.

Present: Pres. M. Salzman, Sec. B. Halligan, V.P. K. Sacco, Dir. Edson

Excused: M. Chiumento, R. Kaiser

**Motion to approve minutes** tabled until next meeting

**No Public Comment**

**Director's Report**

- Discussion about significantly declining numbers: no specific reason(s) identified
- Director is member of Library District Initiative team charged with visiting other libraries and discussing initiative with staff
- See below for expansion project activities

**Expansion Project – “Building Our Next Chapter - Thinking Big”**

**Design** – Plan still a work in progress – next meeting June 11

- **Phase I** AC/Heating to be delayed: Danforth will install temporary unit(s) to mitigate heat until ordered unit is available
- Need to meet with **BECPL Building Oversight Committee** June 26 to discuss “cost neutrality” aspects of design: Director Edson, D. Hutter, and some Board members will attend
- Shelving units need to be picked up from Fredonia and stored: perhaps Town will help

**Finances** –

- **General discussion about trying to create a structure relative to fund raising**
- **ACTION: Need to create Excel sheet for tracking donors, contributions, follow-up (Edson/staff)**
- **Bricks** – On-line sales have begun: info kept in data base until we submit one order : **K. Sacco** can set up automatic electronic Thank You
- **ACTION: Need to keep order forms available in libraries and for special events and mailings (Edson/staff)**
- **Friends of the Library** responded to mailing by Edson with some donations
- Process with West Herr and “matching donations” set-up
- Still waiting to finalize Raisers Edge process with Central: Edson will follow through
- **ACTION: Need to do presentations at local service clubs before summer Sunrise Rotary, Evening Rotary, Kiwanis, Lions, Zonta**

**Marketing** –

- Dir. Edson completed one model (looks great!!)
- **ACTION: Need donation jars “designed” (Edson)**
- **Action: Need posters distributed (Everyone!)**

**Events/Community Outreach**

- Volunteer Kevin Currier continues to be HUGE asset regarding co-ordinating Farmers' Market: needs assistance getting more volunteers – money raised with weekly raffle coordinated by Tammy
- **ACTION: Need additional on-going volunteers; banner; info on bricks with sign-up sheet**

- **ACTION: Need to create data base of volunteers and their interests, abilities (Edson/Staff)**
- **DECA coordinator Amanda Bolin** and two students met with Dir. Edson and B. Halligan to discuss DECA involvement – very enthusiastic – will develop project(s)

**Expenses**

OK'd reimbursement to K. Sacco for minor expenses relative to website development and Edson for fundraising expenses.

**Old Business**

**Affordable Health Care issue:** issue of employees working part-time at two different libraries being discussed by Central

**New Business**

**Central's initiative "Hug the Library" promotion June 20, 6 p.m – everyone invited!**

**Resolution:**

**Motion by Pres. Salzman, second by K. Sacco to approve:**

**RESOLVED, that pursuant to Chapter 768 of the Laws of 1953 of the State of New York, this Board of Trustees does hereby approve the agreement submitted by the Buffalo and Erie County Public Library for the furnishing of free library privileges to the people of Erie County, by this Library for the year 2013, and**

**BE IT FURTHER RESOLVED, that the President of this Board be, and she is, hereby authorized and directed to execute the same on behalf of this board.**

**Ayes 3**

**Noes 0**

**Passed**

Next meeting scheduled: **Tuesday, July 2, 2013, 6 p.m. at Hamburg Public Library**

Motion by M. Salzman to adjourn at 8:06 p.m., second by K. Sacco, Passed.

Respectfully submitted  
Beverly Halligan, Secretary

Town of Hamburg Public Library – Board of Trustees meeting  
Tuesday, July 2, 2013 Hamburg Public Library convened at 6:03 p.m.

Present: Pres. M. Salzman, Sec. B. Halligan,, V.P. K. Sacco, M. Chiumento, R. Kaiser  
Dir. Edson

**Motion to approve minutes** of May 7, 2013 meeting by M. Salzman, second by M. Chiumento;  
Passed.

Motion to approve minutes of June 4, 2014 meeting made by M. Salzman, second by K. Sacco:  
Passed

## **No Public Comment**

### **Director's Report (other than Expansion Project items)**

AC in Lakeshore Library has failed: Motion by M. Salzman, second by R. Kaiser, to spend up to \$200 to buy whatever additional fans may be helpful to keep building as cool as possible: Passed. Fans from Hamburg Library will also be used upon completion of the temporary cooling units to be installed by Danforth until the new AC for Hamburg arrives

“Hug Your Library” event held in conjunction with Central promotion

Meeting with Assemblyman Sean Ryan July 3 to familiarize him with library

### **Expansion Project – “Building Our Next Chapter - Thinking Big”**

#### **Design**

Plan still a work in progress – weekly meetings with architect to finalize plans

- **Phase I** AC temporary units to be installed week of July 1; specified unit to be shipped 7/22 and installed immediately upon delivery – prep work will be done ahead of time to avoid delays (Danforth)- -
- Pres. Salzman, Sec. Halligan, Dir. Edson and Architect D. Hutter met with Carol Batt, IT Director for Central to discuss IT needs and **BECPL Building Oversight Committee** June 26: discussed “cost neutrality” aspects of design and answered questions about environmental impact: received favorable feedback and anticipate approval; will research and send additional information regarding geothermal consideration

#### **Finances**

- **State has announced grant** award of \$290,084 for Library expansion project: Dir. Edson and Architect D. Hutter will begin preparing information for 2014 application
- **West Herr** has mailed promo naming Library as recipient of matching funds for car services provided during specified time (THANK YOU, West Herr!)
- Pres. Salzman talked with Leo Fallon and will follow through with Leo and Johanna: has also reached out to the Sherwoods
- Some donations coming in from website and mailings Dir. Edson has done
- Pres. Salzman suggested Trustees meet to do personalize letters and do mailing blitz: meetings scheduled 5 p.m. July 24, and July 31. Dir. Edson will participate and computers will be available. Marketing materials will be available.
- Discussion about “value” of naming rights: schedule established:
  - Circle Room - \$250,000
  - Meeting Room - \$100,000
  - Children's Room - \$100,000
  - Secret Garden - \$75,000-\$100,000

Ramp - \$50,000  
Fireplace - \$25,000  
Art Gallery - \$15,000  
Teen Area - \$12,000  
Stairway - \$10,000  
Audio Books - \$10,000  
Large Print Books - \$10,000  
Film Lovers DVD's - \$10,000  
Music Lovers CD's - \$10,000  
Picnic Table - \$7,000  
Bench (front garden) - \$5,000  
Five year reimbursement acceptable, and ``In-kind`` values to be negotiated

- Octoberfest coordinator interested in donating proceeds to Library in 2014
- Still waiting for Central to finalize Raisers' Edge process

### **Marketing**

- Poster distribution to Village businesses on-going
- Dir. Edson did presentation to Sunrise Rotary; scheduled evening Rotary presentation July 30. Outreach to be made to Imagine Hamburg folks and other service clubs.

### **Events/Community Outreach**

- Dir. Edson to do press release for Grant award; also, for installation of AC
- BurgerFest (July 20) booth to be coordinated by K. Sacco and M. Chiumento
- Farmers' Market booth will possibly begin again in Fall
- **ACTION: Need to create data base of volunteers and their interests, abilities (Edson/Staff)**

### **Old Business**

- **Affordable Health Care issue:** system taking new approach: will notify us of our responsibilities

### **New Business**

None

### **Executive Session**

None

Next meeting scheduled: **Tuesday, August 6, 2013, 6 p.m., Hamburg Library**

Motion by M. Salzman to adjourn at 7:55 p.m. second by K. Sacco: Passed.

Respectfully submitted  
Beverly Halligan, Secretary

Town of Hamburg Public Library – Board of Trustees meeting  
Tuesday, August 6, 2013 Hamburg Public Library convened at 6:04 p.m.

Present: Sec. B. Halligan, V.P. K. Sacco, M. Chiumento, Dir. Edson

Excused: R. Kaiser, Pres. M. Salzman

**Motion to approve minutes** of July 2, 2013 meeting made by M. Chiumento, second K. Sacco:  
passed

**Public Comment - none**

**Director's Report (other than Expansion Project items)**

- Circulation up in June over June; both libraries busy with multiple programs
- RFID system installed at Lake Shore: preliminary work to be done at Hamburg
- AC at Lakeshore is now working

**Expansion Project – “Building Our Next Chapter - Thinking Big”**

**Design** – Plan still a work in progress – next meeting date to be determined

Contractors have been visiting building to complete bid information

**Phase I** -AC/Heating temporary unit(s) functioning - completion expected 8/16

**Finances** –

**Ground breaking ceremony – August 24**

Promotion/Media – Dir. Edson will work with Central

Ground breaking at 6 pm outside – reception to follow

Shovels ordered – to be painted by staff

Podium and microphone from Central (Dir. Edson)

Program to be developed by Dir. Edson and M. Chiumento

Reception table will include name tags and greeters

Stations set-up for ordering bricks (need Board member & multiple volunteers)  
and Corporate/Naming (need Board members)

Catering: The Other Woman - food presented by servers, they provide  
napkins/plates? Confirm menu (B. Halligan)

Flowers: will try to get few small arrangements donated (B. Halligan)

Background Music – Dir. Edson will follow through

Meeting to finalize: Weds., Aug. 14, 5 p.m. Hamburg Library

• **Marketing** –

- Children's event painting the meeting room scheduled August 17 – supplies received, cake ordered: bucket for contributions

**Events/Community Outreach**

Booth at Burger Fest: DECA assisted

Dir. Edson presentation at evening Rotary July 30

Dir. Edson gave NYS Assemblyman Sean Ryan a tour and discussed expansion project with him

**Old Business - none**

**New Business**

**“Bullet aid”** of \$3,000 received through NYS Senator Mark Grisanti's office for LSH –  
to be used for laptops/WIFI, or cultural materials for free use by community



Book sale probably worth doing sometime in September as fund raiser, no donations to be accepted

Resolution: Library Construction Grant Application for the Hamburg Public Library

Motion made by K. Sacco, second by M. Chiumento to approve resolution:

**Library Construction Grant Application for the Hamburg Public Library**

**Whereas** the New York State Department of Education, Division of Library Development, under the Public Library Construction Grant Program (“State Grant”) is offering funds up to 50% of approved costs for renovation or rehabilitation of public libraries in New York State, and

**Whereas** the Town of Hamburg is the owner of the building that houses the Hamburg Public Library, located at 102 Buffalo Street, in the Town of Hamburg, and maintains the building under an agreement with the Buffalo and Erie County Public Library System, and

**Whereas** the Hamburg Public Library is in dire need of expansion and rehabilitation of its library facility;

**Whereas** the Hamburg Public Library is in charge with of its library operations in cooperation with the Buffalo and Erie County Public Library System, and per the guidelines for the State Grant and County Grant, must be the applicant for such grants, and

**Whereas** the Town of Hamburg, as owner of the Hamburg Public Library building and grounds, would benefit from the aforementioned grant since renovation/rehabilitation to the Town-owned library building will be made; and,

**Whereas** the Town of Hamburg will be providing matching funds through its capital budget and if necessary, through the sale of bonds, less any NYS Public Library Construction Grant proceeds, to complete the aforementioned Building Addition and Rehabilitation Project, based on the attached project budget for Phase I, and commits to the continuation of the project, to complete Phase II, contingent on the award of Library Construction Grants;

**Whereas** a NYS Public Library Construction Grant in the amount of \$290,084 has been approved for Phase I of the project, and the Town of Hamburg and the Hamburg Public Library desire to submit a NYS Public Library Construction Grant application for Phase II of the project;

**Now Therefore Be It Resolved** that the Hamburg Public Library Board authorizes Town Grants Consultant Connie D. Miner to submit the Public Library Construction Grant for the Hamburg Public Library and requests the Hamburg Town Board and Hamburg Library Board of Directors provide all necessary signatures and documents needed for the Grant Consultant to successfully submit this application, and

**Now Therefore Be It Resolved** that the Hamburg Public Library Board authorizes Library Board President Martha Salzman to sign, and if funded, execute the New York State Public Library Construction Grant Program 2013-2014.

Passed: 3 Ayes  
0 Nays  
0 Abstain

**Executive Session**

Motion at 6:53 p.m. made by M. Chiumento, second by K. Sacco to go into Executive Session to discuss correspondence for NYS Division of Human Resources regarding personnel issue. Passed.

Motion at 6:57 p.m. made by K. Sacco, second by B. Halligan to come out of Executive Session. Passed.

Next meeting scheduled: **Tuesday, September 10, 2013, 6 p.m. , Hamburg Library**

Motion by M. Chiumento to adjourn at 7:05 p.m., second by B. Halligan. Passed.

Respectfully submitted  
Beverly Halligan, Secretary

Town of Hamburg Public Library – Board of Trustees meeting  
Tuesday, September 10, 2013 Hamburg Public Library convened at 6:05 p.m.

Present: Pres. M. Salzman, Sec. B. Halligan, V.P. K. Sacco, M. Chiumento, Dir. Edson, R. Kaiser,

**Motion to approve minutes** of August 6, 2013 meeting (with slight correction) made by K. Sacco, second M. Chiumento: passed

**Public Comment - none**

**Director's Report (other than Expansion Project items)**

- RFID set to go live at Lakeshore today (Sept. 10, 2013)
- Partnership created with Hamburg Theatre Under the Stars for “Drama Circle” with impromptu play readings being done
- Continue to provide Library District Initiative training sessions for other libraries
- Interviewing candidates for Library Associate position

**Expansion Project – “Building Our Next Chapter - Thinking Big”**

- **Design** – meetings are being held regularly
- Town will formally reject bids because of projected costs: Project has to be rebid because of the cost projections: expected to be completed by October 16
- “Value Engineering” continues to be done on plan to downsize to realistic potential cost: next meeting Thursday, 10/12/13 at HPL
- Variance for ceiling not yet resolved: critical to project

**Application for Second grant** (for 2014) from NYS has been submitted

**Phase I** -

AC/Heating still not functioning: hopes for tomorrow...Danforth in default and will pay penalties to Town

**Fund raising**: guest speaker will be invited to October meeting (K. Sacco)

**Dir. Edson and Architect D. Hutter** met with Elderwood owners to discuss planting and utilities modifications on their property to accommodate the expansion

**Old Business**

- \$3,000 “Bullet Aid” for Lake Shore from Senator Grisanti  
Motion by M. Salzman, 2<sup>nd</sup> by M. Chiumento to be used for printer and lap top: Passed

**New Business**

Motion by M. Salzman, second by M. Chiumento to approve the preambles and resolution for the MOU for the Special Library District

**Resolution Regarding the Memorandum of Understanding Between  
The Hamburg Public Library and  
The Buffalo & Erie County Public Library**

At a duly called meeting of the Board of Trustees (the “Board”) of the Hamburg Public Library (the “Contracting Library”), held at 102 Buffalo Street, Hamburg, New York at 6 p.m. on the

10th day of September, 2013, the following preambles and resolutions were offered by Martha Salzman, and seconded by Marianne Chiumento, and were approved by the Board of Trustees by the vote indicated below; to wit:

WHEREAS, both Buffalo & Erie County Public Law (the "B&ECPL") and the Contracting Library have experienced repeated budget cuts as a result of reductions in appropriations made by Erie County to B&ECPL for the support of library services; and

WHEREAS, B&ECPL can expect to have difficulty adequately funding all of its branches and contracting libraries given its current fiscal circumstances; and

WHEREAS, B&ECPL and the Contracting Library desire to improve the likelihood that the Contracting Library's facilities can remain open and operational to serve the residents of Erie County including the Town of Hamburg (the "Municipality"); and

WHEREAS, B&ECPL and the Contracting Library have explored options for stabilizing funding, increasing accountability to voters and enhancing efficiency in the provision of library services to the residents of Erie County including the Municipality; and

WHEREAS, the Contracting Library, by resolution of its Board of Trustees dated August 18, 2011, has endorsed pursuing the creation of a special legislative district public library for this purpose, to serve the residents of Erie County and all the municipalities within the County including the Municipality, to be governed by a board of trustees elected by the voters of Erie County, and with funding determined by the voters of Erie County;

WHEREAS, B&ECPL, by resolution of its Board of Trustees dated September 15, 2011, has determined to seek to create a special legislative district public library to serve the residents of Erie County and of all the municipalities within Erie County including the Municipality; and

WHEREAS, the Board has determined that it is in the best interests of the Contracting Library and the Municipality to enter into the Memorandum of Understanding Between the Contracting Library and the B&ECPL that is attached hereto (the "Memorandum");

NOW, THEREFORE, BE IT RESOLVED, THAT the Board hereby approves the Memorandum;

and it is further

RESOLVED, that the Contracting Library shall enter into the Memorandum with the B&ECPL;

and it is further

RESOLVED, that the President of the Board is hereby authorized to sign the Memorandum on behalf of the Contracting Library.

Dated: September 10, 2013

---

Beverly Halligan, Secretary

Vote: 5 In Favor

0 Opposed  
0 Abstentions  
0 Absent

**Executive Session**

Motion at 7:03 p.m. made by M. Chiumento, second by M. Salzman go into Executive Session to discuss personnel issues: Passed.

Motion at 7:20 p.m. made by M. Salzman, second by R. Kaiser to come out of Executive Session. Passed.

Next meeting scheduled: **Tuesday, October 8, 2013, 6 p.m. , Hamburg Library**

Motion by M. Chiumento to adjourn at 7:25 p.m., second by B. Halligan. Passed.

Respectfully submitted  
Beverly Halligan, Secretary

Town of Hamburg Public Library – Board of Trustees meeting  
Tuesday, October 8, 2013 Hamburg Public Library convened at 6:06 p.m.

Present: Pres. M. Salzman, Sec. B. Halligan., V.P. K. Sacco, Treas, R. Kaiser, Dir. Edson  
Excused: M. Chiumento  
Guest: Karen Kaczmarski, Assoc. Dean of Development, SUNY Buffalo Law School  
Doug Hutter, Zaxis Architect

**Motion to approve minutes** of September 10, 2013 meeting made by M. Salzman,  
Second K.Sacco: passed

**Public Comment - none**

**Presentation by guest re: fundraising for expansion**

Informative and focused: suggestion to consider including grant money in our “to be raised” amount so it gives us a strong starting point: distributed fact sheets on fund raising fundamentals, and a chart identifying sums needed for different goals, i.e. \$250,000, \$400,000- “fundraising meeting” for Tuesday, Oct. 22, 6 p.m., Comfort Zone

**Expansion Project – “Building Our Next Chapter - Thinking Big”**

**Construction**

- HVAC almost completed: payment reductions to be taken based on failure to meet time requirements: town and architect will sign off at completion
- Internal work to be completed over winter: probably spring ground breaking

**Finances**

- Check received from Karen and Arthur Sherwood (\$4,000) and from the Kreher Family Fund at the Community Foundation of Greater Buffalo, through Arthur M. Sherwood, Esq. (\$1,000)
- BECPL has approved approximately \$423,000 for 2014 state grant

**Events/Community Outreach**

Booth at Farmers’ Market Saturday...Kevin Currier organizing, volunteers needed

**Director’s Report (other than Expansion Project items)**

Report deferred because of time: most items related to building project

**Old Business - none**

**New Business**

- Revised BECPL Policies deferred to next meeting

**No Executive Session**

Next meeting scheduled: **Tuesday, November 12, 2013, 6 p.m., Hamburg Library**

Motion by M. Salzman to adjourn at 7:30 p.m., second by K. Sacco. Passed.

Respectfully submitted, Beverly Halligan, Secretary

Town of Hamburg Public Library – Board of Trustees meeting  
Tuesday, November 12, 2013 Lakeshore Public Library convened at 6:12 p.m.

Present: Pres. M. Salzman, Sec. B. Halligan, V.P. K. Sacco, M. Chiumento, Dir. Edson  
Excused: R. Kaiser

**Motion to approve minutes** of October 8, 2013 meeting made by M. Salzman,  
Second K.Sacco: passed

**Public Comment - none**

**Director's Report (other than building expansion items)**

- Used book sale Nov. 21-23, 2013
- RFID project begun and moving forward
- Holiday programs planned: will work around limited use of meeting room
- Received check from Erie County for Lake Shore computer equipment (\$3,000)
- Imagine Hamburg inquired about using electricity in front of building for Christmas decorations: Dir. Edson will try to determine existence.
- Will look into Library Associate position at Lake Shore library

**Expansion Project – “Building Our Next Chapter - Thinking Big”**

**Construction**

- HVAC completed: Dir. Edson will send letter to Town regarding alarm system not being operational
- New bids for revised plan to be opened Nov. 19: board will meet 5 p.m. for update

**Finances**

- Dir. Edson will consult with Friends group regarding a donation to expansion project
- M. Chiumento got names of brick sponsors in Village park for potential solicitation
- Dir. Edson will respond to Assemblyman Sean Ryan's communication requesting recommendation for financial allocation

Article in Buffalo News indicates County has willingness to fill an art curator position for public art for the Albright Knox Art Gallery: Dir. Edson will request assistance from the county to allow us to have this person assist us in utilization of our public art spaces

**Old Business**

- Revised BECPL Policies deferred to next meeting

**New Business**

- Board meeting dates for 2014 suggested: First Tuesday of each month – Jan. 7, Feb. 4, Mar. 4, April 1, May 6, June 3, July 1, Aug. 5, Sept. 2, Oct. 7, Nov. 4, Dec. 2 - to be accepted at next meeting
- Holiday schedule for 2014 to be the same as this year
- Leadership positions for Trustees for 2014 to be discussed next meeting

**No Executive Session**

Next meeting scheduled: **Tuesday, December 3, 2013, 6 p.m., Hamburg Library**

Motion by M. Chiumento to adjourn at 7:30 p.m., second by M. Salzman: Passed.

Respectfully submitted  
Beverly Halligan, Secretary

Town of Hamburg Public Library – Board of Trustees meeting  
Tuesday, December 3, 2013 Hamburg Public Library convened at 6:05 p.m.

Present: Pres. M. Salzman, Sec. B. Halligan, M. Chiumento, Treas. R. Kaiser, Dir. Edson  
Excused: K. Sacco

**Motion to approve minutes** of November 12, 2013 meeting made by M. Salzman,  
Second M. Chiumento; passed

**Public Comment - none**

**Director's Report (other than building expansion items)**

- Used book sale raised almost \$1,000
- Vacant Library Associate position at Lakeshore posted
- Holiday programs planned but meeting room will be closed (no heat)
- Central holding meeting with Director to discuss recent downward trends across system
- Public rest rooms have leaks; plumbing in staff room functioning OK
- Security system working again
- 

**Expansion Project – “Building Our Next Chapter - Thinking Big”**

**Construction**

- HVAC training done: alarm now working
- New bid for revised plan accepted from low bidder TCS: formal OK at Town Board meeting Dec. 9, 7 p.m.
- Bid alternates to be discussed to try to include as many “non-essentials” as possible

**Café**

- Productive meeting with Ken Stone from Central regarding their experience establishing café: he provided copies of RFP and suggested some guidelines: local restaurants to be contacted; letters of interest should be sent by potential vendors so they can receive RFP from Town

**Computers**

- Meeting set up with Carol Batt & Steve Hovey to discuss computer and network needs

**Sculpture**

- Dir. Edson wrote letter to Janne Siren, Director of the Albright Know Art Gallery, requesting consideration in providing outdoor sculpture

**Old Business**

- Deferred to next meeting: Revised BECPL Policies; Gift and Donor Recognition; Collection Development; Confidentiality of library records; Bulletin Boards

**New Business**

- Board meeting dates for 2014 not decided pending two openings on Board: M. Salzman will not be serving another term after hers expires Dec. 31, and B. Halligan is resigning effective no later than January 31. Meeting dates will be set by new Board.

**No Executive Session**

Next meeting scheduled: **Tuesday, January 7, 2014, 6 p.m., Hamburg Library**

Motion by M. Salzman to adjourn at 7:10 p.m., second by R. Kaiser: Passed.

Respectfully submitted  
Beverly Halligan, Secretary



## **2014 Hamburg Public Library Board of Trustee Meetings**

January 2014 (Meeting cancelled due to weather)

February 2014

March 2014 (Meeting Cancelled due to weather)

April 2014

May 2014

June 2014 (No Meeting)

July 2014

August 2014 (No Meeting)

September 2014

October 2014

November 2014

December 2014 (No Meeting)

Town of Hamburg Public Library – Board of Trustees meeting  
Wednesday, February 5, 2014 Hamburg Public Library convened at 6:10 p.m.

Present: V.P. K. Sacco, Sec. B. Halligan,, M. Chiumento, Treas. R. Kaiser, Dir. Edson  
New Trustee Karen Kaczmariski

**Motion to approve minutes** of December 3, 2013 meeting made by R. Kaiser, second M. Chiumento; passed (There was no meeting in January due to weather)

**Public Comment - none**

**Director’s Report (other than building expansion items)**

- Many program presented in spite of space restrictions beginning from renovation project
- Central is circulating information compiled from survey by Pew Research regarding trends in libraries: interesting information as the Board plans for the future
- Several candidates interviewed and new RPT Librarian 1 hired for Lake Shore
- Library expansion discussed positively by Supt. Walters at Chamber luncheon
- Received grant from Town Recreation Dept.: \$3,000 to be spent at Boards’ discretion

**Expansion Project – “Building Our Next Chapter - Thinking Big”**

**Construction**

- Primary and sub-contractors have been interviewed and approved by Town
- Asbestos abatement may begin after February 12.
- Items continue to be identified by staff for storage or discard
- Some time frames have been adjusted due to delays from contract awards

**Café**

- Two potential café operators will be interviewed on February 10.
- RFP will be issued by Town

**Computers**

- Carol Batt & Steve Hovey will help oversee computer and network needs

**Event**

- “Ground Breaking” tentatively scheduled for June 12, 6 p.m.-8 p.m.: community picnic, informal, casual: purpose to get community involved; sponsors to be solicited; more of a community event rather than fundraising event

**Funding**

- Discussion to: set realistic goal; wrap all funding into public discussions; target specific identified companies/individuals
- Payment made to Town for ac/heating from 2013 grant
- Grant application for 2015 needs to be tracked

**Old Business (other than building project)**

- Report about ACT meeting by M. Chimento: next meeting scheduled in March

**New Business**

- New Trustee Karen R. Kaczmariski welcomed
- Library Board Officers elected for 2014:  
President, Kathleen Sacco; Vice president, Karen Kaczmariski; Secretary, Marianne Chimento; Treasurer Robert Kaiser.
- New potential trustee will be contacted to bring Board back to 5 members
- 2014 Meetings scheduled 6 p.m. every 2<sup>nd</sup> Wednesday: March 12, April 9, May 14, June 11 (tentative), July 9, August 13, September 10, October 8, November 12, December 10. Meetings to be held at Hamburg Public Library unless otherwise noted.

**No Executive Session**

Next meeting scheduled: March 12, **6 p.m., Hamburg Public Library**

Motion by M. Chimento to adjourn at 7:30 p.m., second by R. Kaiser: Passed.

Respectfully submitted  
Beverly Halligan, Secretary

Town of Hamburg Public Library - Board of Trustees Meeting  
Hamburg Public Library  
Wednesday, April 9, 2014

PRESENT: Kathleen Sacco, President; Karen Kaczmarski, Vice President; Robert Kaiser, Treasurer; Marianne Chimento, Secretary; Jack Edson, Director  
New Trustee: Anita Metzger

Motion to approve Minutes of February 5, 2014 meeting made by Anita Metzger, second Bob Kaiser; passed. No March meeting due to weather conditions.

PUBLIC COMMENT - none

DIRECTOR'S REPORT, including EXPANSION PROJECT

--- Numbers are down, but that is to be expected. Things seem to be getting better with an improvement in the weather.

--- The Town built a ramp, and 2 door openers have been ordered.

--- A question came up regarding which bathrooms will be available when we have our Groundbreaking. We will know when we get closer to the June event.

--- Regarding the "Wish List" - Jack will call Assemblyman Sean Ryan and invite him to come to the Library to see the progress that is being made.

OLD BUSINESS, including EXPANSION PROJECT

--- The parking lot is very rough. This is one of the things we had to give up when the project was rebid. Jack will call the Town (Tom Best) and request that they fix some of the rougher areas so that it is in better condition, esp. for the June 12th Groundbreaking. Karen suggested having Jack or Katie send a note to Tom thanking him for his help and support.

--- Drop Box in parking lot - Jack has talked to HR at Central about this, but the negatives outweigh the positives.

NEW BUSINESS

--- New Trustee, Anita Metzger, was welcomed!

--- The 2013 NYS Annual Report for Public and Association Libraries - a report Jack prepares every year. M. Chimento made a motion to pass the resolution; K. Kaczmarski seconded and the resolution was passed. Jack will redo a few of the pages having to do with Trustee information.

--- 2013 Report to the Community has been completed.

--- Dual Employment - We have 1 person currently working at 2 libraries.

--- 2013 Funds returned to the System - \$38,821.70 was returned to the System. This includes monies collected and funds not completely used in some areas.

--- Jack has been asked to do Staff Evaluations by the end of this year. There is a process in place.

--- A discussion took place regarding how to thank Martha and Bev for their years of service to the Hamburg Library. It was decided to plan a dinner where each would be presented with a plaque that would show the "new" Hamburg Library. Jack will contact them and ask for a few dates in early May when we can get together.

--- Anita reported on the March 22nd ACT Meeting. Most of the meeting was devoted to discussion of the Special Library District, and the need to contact our Legislators and encourage

them to support this Initiative. The next ACT Meeting will be on Saturday, May 3rd, location to be announced.

SPECIAL LIBRARY DISTRICT - Jack reported that people are asked to come to the meeting on Thursday, when the Erie County Legislature plans to put forth a resolution to oppose the creation of a Special Taxing District to fund the B&ECPL.

No Executive Session

Next meeting scheduled: Wed., May 14, 6:00 PM at Hamburg Library

K. Kaczmariski moved to adjourn at 7:06 PM. K. Sacco seconded, and the motion passed.

Respectfully submitted,  
Marianne Chiumento  
Secretary

Town of Hamburg Public Library - Board of Trustees Meeting  
Hamburg Public Library  
Wednesday, May 14, 2014

PRESENT: Kathleen Sacco, President; Robert Kaiser, Treasurer; Marianne Chiumento, Secretary; Jack Edson, Director  
GUEST: Jackie Finamore

President Sacco called the meeting to order at 6:10 PM.

Motion to approve Minutes of April 9, 2014 meeting made by Bob Kaiser, seconded by Katie Sacco; passed.

DIRECTOR'S REPORT

--- Aaron Ott, newly appointed Curator of Public Art at the Albright Knox Art Gallery, will visit the Library on Monday, May 19 at 10:00 AM.  
--- Artist Charles Clough will visit the Library on Tuesday, May 20.  
--- Jack attended a meeting at Central; nothing was said about the Library District.  
--- Mary Jean cannot attend the Groundbreaking on June 12th, but Carol Batt will be there to represent Central.

EXPANSION PROJECT UPDATE - Fundraising, etc.

--- All donation information needs to be kept in a centralized place.  
--- Marianne will check with West Herr regarding their brick.  
--- Evenhouse will do the invitations to the June 12th Groundbreaking. They need to go out as soon as they are ready. Jackie will ask Debbie to help.  
--- We will need to work on the posters and program.  
--- Jackie talked to James Baker from the Hamburg Historical Society, and he will talk to Jack about a time capsule.

GROUNDBREAKING - We need to call politicians and be sure they attend. We should also call former politicians, like Kathy Hochul. We need to get out the word about this event.

NEW BUSINESS

---The Comptroller's Report for 2013 was given to Bob to check over and sign. It has already been received at Central.

NO EXECUTIVE SESSION

NEXT MEETING SCHEDULED: Wed., July 9 at 6:00 PM at the Hamburg Library

K. Sacco moved to adjourn at 6:40 PM. M. Chiumento seconded and the motion passed.

Respectfully submitted,  
Marianne Chiumento  
Secretary

Town of Hamburg Public Library - Board of Trustees Meeting  
Hamburg Public Library  
Wednesday, July 9, 2014

PRESENT: Kathleen Sacco, President; Karen Kaczmariski, Vice President; Robert Kaiser, Treasurer; Marianne Chimento, Secretary; Anita Metzger; Jack Edson, Director

President Sacco called the meeting to order at 6:00 PM.

Motion to approve Minutes of May 14, 2014 meeting made by Katie Sacco, seconded by Marianne Chimento; passed.

PUBLIC COMMENT - none

DIRECTOR'S REPORT

--- Hamburg closed for 2 weeks due to abatement; Staff moved to Lake Shore

--- On July 1st Assemblyman Sean Ryan announced, during a media event, that Phase 2 of the HPL construction project had been awarded \$449,399, for a total award of \$739,483 from NYS for 2 years.

--- Jack will email Carol Batt regarding HPL having a mixture of new computers: laptops and PC's. There is a method of securing the laptops so they cannot be used outside the building. Old PC's are being replaced by "all-in-one's".

OLD BUSINESS

EXPANSION PROJECT UPDATES - Jim Baker came to the picnic, but has not yet been contacted regarding a Time Capsule.

- - - Jack reported that Charles Clough will do the painting for the library and the Albright-Knox will pay (\$18,750) for it. The painting, which will be done on canvas, will be an "event". We need to contact a lawyer to be sure we have the rights to, and ownership of, this piece of art.

- - - We asked for an extension (Dec.) on the form we have to fill out for the NYS grant. Jack will check into what needs to be done to get the final 10% of the grant money.

FUNDRAISING - Thus far we have raised \$34,755.

- - - We need to have all donations and donor information in one place, and on one spreadsheet. Marianne volunteered to work on this. We need to look at all orders that have come in and see where there are errors and questions. Then someone needs to contact these people to be sure we have the correct information. Perhaps we could ask one of our volunteers to make the follow-up phone calls. Jack, Katie, Karen, and Marianne will meet to start the process.

- - - We need to come up with a tax form for all the donations.

- - - Jack will write a "Thank You" letter that will go into THE SUN and THE FRONT PAGE.

- - - We need to put an ad in the papers to remind people that bricks need to be ordered by

- August 31st.

NEW BUSINESS

BECPL Contract for 2014 - Katie read the Resolution, noting a date that needed to be changed. Karen made a motion to accept the Resolution, with the changed date. Bob seconded and the motion was passed.

Conflict of Interest Policy - Every year when we sign the Contract, we will need to sign the Conflict of Interest Policy. Karen made a motion to adopt the Conflict of Interest Policy proposed to the Hamburg Library Board of Trustees by Jaeckle, Fleischmann, & Mugel, LLP. Katie seconded and the motion was passed. Marianne made a motion to designate the Hamburg Library Board of Trustees to oversee the Conflict of Interest Policy. Karen seconded and the motion was passed. Karen made a motion to add the Conflict of Interest Policy to the By-Laws as Article VII. Marianne seconded and the motion was passed.

EXECUTIVE SESSION - none

OTHER

Jack reported that the security system and the people counter are NOT working. The clock on the wall is also not working and this is a perfect opportunity to put in a new clock. Jack will ask if something can be built so we can have easy access to the clock (which we do not have now).

Jackie Finamore would like to do a fundraiser based on the book Stone Soup.

Jack will mail picnic attendees a brick form.

NEXT SCHEDULED MEETING - Wednesday, August 13th at the Hamburg Library.

Marianne moved to adjourn at 7:35 PM. Karen seconded and the motion was passed.

Respectfully submitted,  
Marianne Chiumento  
Secretary



Town of Hamburg Public Library - Board of Trustees Meeting  
Hamburg Public Library  
Wednesday, September 10, 2014

PRESENT: Kathleen Sacco, President; Robert Kaiser, Treasurer; Marianne Chiumento, Secretary; Anita Metzger; Jack Edson, Director

President Sacco called the meeting to order at 6:19 PM.

Motion to approve Minutes of July 9, 2014 meeting was made by Anita Metzger, seconded by Robert Kaiser; passed.

PUBLIC COMMENT - none

DIRECTOR'S REPORT

--- Work on the mural will take place on the stage of the Swan Auditorium at Hilbert College on Saturday, Oct. 25th. Anyone can attend, but those planning to work on the mural must sign up at the Albright-Knox website.

--- HPL will need to close from 12/15/14 - 1/15/15, but Jack is planning to wait until the end of Oct. to let the public know.

--- The new Senior Center has been offered as the place to store the books, CD's, DVD's, etc. as they need a space with Climate Control.

--- The Niagara and Dudley branches are interested in our Circulation Desk.

OLD BUSINESS

--- Construction status: Katie Sacco reported that she, Jack and Marianne meet every other week with Doug Hutter and the contractors to review progress. The electrician proposed to put all new LED lights and lenses in the lights in the original building so that they will all work. At a recent meeting, the Committee went over all the colors that had been chosen earlier, took out some and added others.

--- Fundraising - A meeting was scheduled to organize and finish the brick order.

NEW BUSINESS

--- MOU for CMU (Clerical and Maintenance Union) employees states that if they work Columbus Day and Election Day, they will get a floating holiday.

--- Jack is currently working on Staff evaluations.

--- NY Library Construction Grant application for 2015 - A Resolution was read for Lakeshore Library to have its roof fixed. This was initiated by the Town of Hamburg. Anita Metzger moved to approve the Resolution as revised. Bob Kaiser seconded and the motion was passed. The resolution reads as follows:

## **Library Construction Grant Application for the Hamburg Public Library**

**Whereas** the New York State Department of Education, Division of Library Development, under the Public Library Construction Grant Program (“State Grant”) is offering funds up to 50% of approved costs for renovation or rehabilitation of public libraries in New York State, and

**Whereas** the Town of Hamburg is the owner of the building that houses the Lake Shore Branch of the Hamburg Public Library ( “Lake Shore Public Library”) located at 4857 Lakeshore Road, in the Town of Hamburg, and maintains the building under an agreement with the Buffalo and Erie County Public Library System, and

**Whereas** the Lake Shore Public Library is in charge of its library operations in cooperation with the Buffalo and Erie County Public Library System, and per the guidelines for the State Grant and County Grant, must be the applicant for such grants, and

**Whereas** the Lake Shore Public Library is in dire need of a roof replacement along with the replacement of three sky lights at an estimated cost of \$97,165;

**Whereas** the Town of Hamburg, as owner of the Lake Shore Public Library building and grounds, recognizes its responsibility to maintain the building and, in accordance with its responsibility, hereby commits to paying the entire project cost less any grant funds awarded, as the local match towards the State Grant.

**Now Therefore Be It Resolved** the Town of Hamburg will be providing matching funds through its capital budget, less any NYS Public Library Construction Grant proceeds, to complete the roof replacement based on the attached project budget, contingent on the award of a Library Construction Grant;

**And Be It Further Resolved** that this Hamburg Library Board hereby authorizes and directs Town of Hamburg Grants Consultant Connie D. Miner to submit the Public Library Construction Grant for the Hamburg Public Library and directs Hamburg Library Board President and Library Director to provide all necessary signatures and documents needed for the Grants Consultant related to the aforementioned project and application for grant funding.

EXECUTIVE SESSION - none

NEXT SCHEDULED MEETING - Wednesday, Oct. 8th at the Hamburg Library.

Marianne moved to adjourn at 7:20 PM. Bob seconded and the motion was passed.

Respectfully submitted,  
Marianne Chiumento  
Secretary

Town of Hamburg Public Library - Board of Trustees Meeting  
Hamburg Public Library  
Wednesday, October 8, 2014

PRESENT: Karen Kaczmariski, Vice President; Marianne Chiumento, Secretary; Anita Metzger; Jack Edson, Director

Vice President Kaczmariski called the meeting to order at 6:30 PM.

Motion to approve the Minutes of the September 10, 2014 meeting was made by Anita Metzger, seconded by Marianne Chiumento; passed.

PUBLIC COMMENT - none

DIRECTOR'S REPORT

--- The Public Art Event will take place on Sat. Oct. 25th from 9-5 at the Swan Auditorium of Hilbert College. Two hundred volunteers have already signed up. The public is welcome.

--- Union picketers continue to show up on Tuesdays.

--- Central will give us some of their metal shelving.

--- An older metal outdoor book return box, from Central, is already in place.

OLD BUSINESS

--- Construction status - Things are moving along.

--- Fundraising - Jack reviewed the NYS Construction Grants, and the monies received as well as the monies paid out. Jack also reviewed the brick donations and other fundraising donations.

--- NYS Library Construction Grant application for 2015 - The request has gone in for the Lake Shore Library Roof and Skylight Replacement. There are about 8 requests altogether.

NEW BUSINESS

--- Planning for the Grand Opening - A suggestion was made to have a Ribbon Cutting Ceremony, but perhaps wait until later in the spring. We would need many months to plan this event; and we would want some sponsorship for this also. This topic needs to be included on the November agenda.

EXECUTIVE SESSION -none

NEXT SCHEDULED MEETING - Marianne will check with Katie and Bob about changing the meeting date from Wed. November 12th to Wed. November 5th.

Marianne moved to adjourn at 7:40 PM. Karen seconded and the motion was passed.

Respectfully submitted,  
Marianne Chiumento  
Secretary

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
HAMBURG PUBLIC LIBRARY  
Wednesday, November 5, 2014

PRESENT: Karen Kaczmariski, Vice President; Robert Kaiser, Treasurer; Marianne Chiumento, Secretary; Anita Metzger; Jack Edson, Director

Vice President Kaczmariski called the meeting to order at 6:00 PM.

Motion to approve the Minutes of the October 8, 2014 meeting was made by Anita Metzger, seconded by Karen Kaczmariski; passed.

PUBLIC COMMENT - none

DIRECTOR'S REPORT

--- There is concern about the storm drain. The brick work is done. There is a metal frame around the skylight.

--- looked at Central's shelving, asked about 2 round tables

--- We need exact dates as to when we are closing. Karen suggested placing large easels in the library that will explain the dates of closure.

--- It was agreed that we should seek help, regarding furniture, from Krystyna in Doug's office.

--- It was suggested that we need to capture the comments people are making in regards to the new expansion.

--- Public Art event was very successful! It would be great to keep it going.

--- Jack shared the 2015 Construction Grant list. The total cost to replace the roof and skylight at the Lake Shore Library is \$97,165. The recommended award is for \$48,582, or 50% of the total cost.

--- A good look needs to be taken at Lake Shore Library to see what other work needs to be done.

OLD BUSINESS

--- Expansion project is moving along. People are happy/excited about the whole project, especially the coffee shop.

--- Banking Information - The current financial reporting was reviewed, and suggestions were made for the future.

NEW BUSINESS

--- Grand Opening - Karen will contact Jackie to see if she is willing/able to help. Perhaps there can be an event for VIP donors ahead of time ("soft" opening).

EXECUTIVE SESSION - none

NEXT SCHEDULED MEETING - Wed. December 10, 2014, 6:00 PM at Lake Shore Library

Marianne moved to adjourn at 7:05 PM. Karen seconded and the motion was passed.

Respectfully submitted,  
Marianne Chiumento, Secretary

## **2015 Hamburg Public Library Board of Trustee Meetings**

January 2015

February 2015

March 2015 (Meeting Cancelled)

April 2015

May 2015

June 2015

July 2015

August 2015

September 2015

October 2015

November 2015 (No Meeting)

December 2015

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
Hamburg Public Library - Thursday, January 22, 2015

PRESENT: Katie Sacco, President; Karen Kaczmarski, Vice President; Marianne Chiumento, Secretary; Anita Metzger; Jack Edson, Director

President Sacco called the meeting to order at 6:45 PM. Motion to approve the Minutes of the November 5, 2014 meeting was made by Karen Kaczmarski, seconded by Anita Metzger; passed.

PUBLIC COMMENT: none

DIRECTOR'S REPORT: Jack reviewed the status of the addition at HPL, and how things are going with the added hours and temporary move to the Lake Shore Library.

OLD BUSINESS: CONSTRUCTION - Katie reviewed the process and the fact that some of the Trustees have been able to attend the construction meetings every other Thursday at 9:00 AM. Some of the things the Trustees have been doing include picking tile and carpet squares, choosing paint colors, and deciding on furniture.

NEW BUSINESS

--- Hamburg Caretaker Position - We are looking for a RPT (Regular Part Time) between 20 hrs. and full time - with benefits. Approval from Central has been requested.

--- Coffee Shop and Vendor - There was discussion regarding the proposals received. Anita Metzger moved to accept Jessica Reid's (Simply Gourmet) proposal. Karen Kaczmarski seconded and the motion was passed. Katie will write a letter to be sent to Kurt Allen, who will take it to the Hamburg Town Board. There was discussion regarding what to do with people who bring in their own food and drink. Jack will check with Central.

--- Employee Handbook - There was discussion about this and what to do next.

--- Blue Star Memorial Marker - It is the consensus of the Board of Trustees to have this Memorial placed on Library grounds, if the Hamburg Village Board agrees.

--- Grand Opening - We are looking at dates in late spring, perhaps June 3rd or 4th. Jackie will be invited to the next Board Meeting to discuss the Grand Opening.

--- Procurement - Katie corresponded with Ken Stone (Central) regarding AV purchases.

OFFICERS FOR 2015 - We need to look at the By-Laws ASAP. Katie will review and then email them to us. Bob Kaiser's term ended as of Dec. 31st, and the Trustees in attendance recommended his reappointment. As of the next meeting, the 2015 Officers are:

President: Katie Sacco, Vice President: Karen Kaczmarski, Treasurer: Anita Metzger, Secretary: Marianne Chiumento

EXECUTIVE SESSION: none

NEXT SCHEDULED MEETING: Meeting dates for 2015 will be the 2nd Tuesday of each month at 6:00 PM at the Hamburg Public Library.

Marianne moved to adjourn at 8:10 PM. Katie seconded and the motion passed.

Respectfully submitted,  
Marianne Chiumento, Secretary



TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
Hamburg Public Library - Tuesday, February 10, 2015

PRESENT: Katie Sacco, President; Karen Kaczmariski, Vice President; Anita Metzger, Treasurer; Marianne Chiumento, Secretary; Jack Edson, Director

GUEST: Jackie Finamore

President Sacco called the meeting to order at 6:20 PM. Motion to approve the Minutes of the January 22, 2015 meeting was made by Karen Kaczmariski, seconded by Anita Metzger; passed.

PUBLIC COMMENT: none

DIRECTOR'S REPORT - Lake Shore has been very busy, and statistics are up across the board.

OLD BUSINESS

CONSTRUCTION UPDATE includes the following: "substantial completion of the project" is scheduled for February 28th. Rug installation will be completed by 2/20. Exterior work will be completed in the spring. Easels are needed, as well as a "Coming Soon" sign. A question came up regarding when the main circulation desk will be built. The furniture has not been ordered.

PERSONNEL POLICIES AND PROCEDURES MANUAL - Marianne Chiumento made a motion to adopt the 2015 Buffalo and Erie County Public Library Personnel Policies and Procedures Manual as the operating handbook of the Hamburg and Lake Shore Libraries. Karen Kaczmariski seconded and the motion passed.

CARETAKER POSITION - This hasn't gone through yet, and discussions are continuing.

BY-LAWS: Discussion centered around Article III. It was decided to leave the first sentence as is. Karen Kaczmariski moved to revise the second sentence in Article III, which currently reads "The Village of Blasdell and Village of Hamburg shall always be represented by at least one member.", to now read "The Board should be representative of the geographic and socioeconomic diversity of the town and villages of the Town of Hamburg." Marianne Chiumento seconded and the motion passed.

NEW BUSINESS

CLEANING AND RESTORING - We are looking for volunteers to help during the day. Tuesday, March 3rd has been designated as the "major cleaning day", but volunteers can come in any time during the first week in March. It is important that we have specific projects for the volunteers to work on when they arrive. Jack and Jackie will work out the organization of the cleaning/restoring, with Tuesday, March 3rd being the start date.

FUNDRAISING FOR GARDEN/LANDSCAPING - We can still order bricks, but we need to make some changes, including the wording on the website.

"SOFT" OPENING - We are not quite ready to pick a date for that.

GRAND OPENING - Suggestions included:

- a month long celebration
- hold a VIP event
- tours for various groups
- have something to sell - a commemorative . . . ?
- create a slogan
- June - every day a different letter of the alphabet
- one week a bake sale, then a quilt club sale, a garden club sale, etc.



- children/teenage event
- Bring in Tom and Brian to check schedules and get their ideas
- have music

We need to start a list of all different options, and send to Jackie at [jackiefinamore@hotmail.com](mailto:jackiefinamore@hotmail.com). She will compile the list. Jackie will also talk to Jessica about ideas for food. Jack will contact Jackie regarding a liaison from the library staff to work with her.

A question came up regarding use of the meeting room. Jack will put a PDF link on the website explaining the criteria for using the meeting room.

We need an OPENING BOOKLET to list the features of the library. They will be available on “donor” night to commemorate the event. We also need to include a “materials” rack in our laundry list of needs.

LIBRARY BUDGET/ACCOUNT INFORMATION - information was disseminated to the Trustees.

DONOR RECOGNITION WALL - We need to find a spot for this.

PROCUREMENT POLICY - tabled to March Meeting

EXECUTIVE SESSION - none

NEXT SCHEDULED MEETING: Tuesday, March 10, 2015 at HPL at 6:00PM

Karen moved to adjourn at 8:25 PM. Anita seconded and the motion passed.

Respectfully submitted,

Marianne Chiumento  
Secretary

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
Hamburg Public Library - Thursday, April 2, 2015

PRESENT: Katie Sacco, President; Karen Kaczmarski, Vice President; Anita Metzger, Treasurer; Marianne Chiumento, Secretary; Bob Kaiser; Jack Edson, Director

GUEST: Jackie Finamore

This special meeting was called to order at 6:10 PM.

The first order of business was to adopt a resolution. The Annual Report was accepted by the Board of Trustees through a motion made by Anita Metzger and seconded by Bob Kaiser.

The second order of business was to discuss the "soft opening" of the Hamburg Public Library. The furniture is due to arrive on April 20th. The date of the "soft opening" was changed to Monday, April 27th. Jackie Finamore will arrange to have volunteers come to the library, starting Wednesday, April 8th, to help with cleaning and numerous other tasks that need to be accomplished before the library is ready to re-open to the public.

The coffee shop should be ready to open sometime in the beginning of June.

Respectfully submitted,  
Marianne Chiumento  
Secretary

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
Hamburg Public Library - Tuesday, May 12, 2015

PRESENT: Katie Sacco, President; Karen Kaczmarski, Vice President; Anita Metzger, Treasurer; Marianne Chiumento, Secretary; Jack Edson, Director

President Sacco called the meeting to order at 6:03 PM. The Minutes of the February 10, 2015 meeting have one change. Under By-Laws, change the "revise the second sentence..." to "revise the third sentence..." A motion to approve the Minutes of the February 10, 2015, with the change, and the Minutes of the April 2, 2015 meetings was made by Karen Kaczmarski and seconded by Anita Metzger; passed.

PUBLIC COMMENT - none

DIRECTOR'S REPORT - After reviewing the numbers, Jack commented that time is needed to determine the pattern of use.

--- Volunteers, including high school students, did an amazing job helping to get the library ready to open.

--- There is currently \$44,939, left in the grant, to be given to the town.

--- The staff room needs a refrigerator and a microwave.

TREASURER'S REPORT - Pam is leaving at the end of May. Discussion ensued as to who could temporarily assume responsibility for the financial reports.

OLD BUSINESS -

- a. Expansion Project Updates - There are still MANY items that need to be completed. Karen suggested putting together a Master Punch List of items that need to be completed. The staff need to have input on this list as well. The list then needs to be sent to Kurt and Doug, and copied to Steve Walters.
- b. The bike rack is here, but needs to be installed.

NEW BUSINESS

- a. Phase 2 of the NYS Construction Grant is finished.
- b. Planning for the Grand Opening - tabled for now
- c. Selecting and purchasing equipment - discussion of purchasing furniture for the garden (naming opportunity) - Anita will call a few garden centers to see about design possibilities.
- d. Fundraising - tabled for now
- e. Report on ACT Meeting - Everyone loved the results of our Expansion Project!!! A brief overview was given of the 5 years this project took - from its inception to where we are today. Many of the attendees were taken on tours. The meeting agenda also included an analysis of the State Report, and a discussion regarding investment policies. It was suggested that we invite Ken Stone to talk, perhaps at a future ACT Meeting, about Central's Investment Policy, and what libraries need to do to be in line with Central's policies.
- f. THANK YOU TEA FOR VOLUNTEERS
  - Saturday, May 30th - 11:00 AM - Meeting Room
  - KATIE will contact Jackie to get a list of volunteers, email a Thank You and an invitation to each volunteer, and purchase library pins.
  - KAREN will take care of getting some flowers for the tables.
  - MARIANNE will purchase tablecloths, and contact Jessica to order small sandwiches, cookies, coffee, juice, etc.

ANITA will get a "Thank You" card for Jackie Finamore for all of us to sign.

EXECUTIVE SESSION: none

NEXT SCHEDULED MEETING: Thursday, June 4th, 6:00 PM at HPL

The meeting adjourned at 7:30 PM

Respectfully submitted,

Marianne Chiumento  
Secretary

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
Hamburg Public Library - Thursday, June 4, 2015

PRESENT: Katie Sacco, President; Anita Metzger, Treasurer; Marianne Chiumento, Secretary; Bob Kaiser; Jack Edson, Director

GUEST: Jackie Finamore

President Sacco called the meeting to order at 6:05 PM. Anita Metzger made a motion to approve the Minutes of the May 12, 2015 meeting. Katie Sacco seconded and the motion was passed.

PUBLIC COMMENT - none

DIRECTOR'S REPORT - Kathy Hochul was in to visit and to check out the new library.

- - - A posting for a Library Associate, to fill Pam's position, has gone out. There is a current list of candidates available to fill this position.

- - - We have not gotten any output measures for our first full month. This information comes from Central.

- - - It has been very hectic at the library. Many things still are not working properly. A list needs to be made of all the things that still need to be done/fixed, etc. A "wish list" should be included.

OLD BUSINESS

Expansion Project Update - Doug has communicated with Katie and Jack regarding items that need to be completed.

Staff Room - Katie will check with South Towns Appliance regarding a microwave and a refrigerator.

Meeting Room - Jack will try a few different ways to "set up" the furniture to see what works best. Once a "set up" is decided upon, a diagram will be made so that those using the facility will know what the room should look like when they leave.

Equipment - Jack will work with all staff members to assist them in becoming well-versed in using all the new media equipment, especially the TV in the Meeting Room. Jack will also work on AV rules for the public.

Bank Accounts - The suggestion is to get all the paper work in order and then to consolidate to just 2 or 3 accounts.

NEW BUSINESS

Ribbon Cutting - Wednesday, September 16, 2015. This will be a community event, similar to the Ground Breaking event. We plan to start at 3:00 with music, and have the Ribbon Cutting and speeches at 3:30. We plan to serve hot dogs and rolls, chips, pop and water. There will be a cake, and Marianne will talk to Jessica about the cake, baked goods, and beverages. Other ideas include: a sign board listing the agenda and the people involved; basket raffle; program; lots of publicity; invitations to brick purchasers, elected officials, those who donated large amounts.

Fundraising - Jackie will ask about a vacuum cleaner donation from the "Rug Doctor".

--- Katie has written to the Bills asking for a donation.

--- Perhaps we could have students decorate donation containers and then ask various business owners if they could be left at their place of business - not for a long period of time. This would help to advertise the Ribbon Cutting.

--- Another idea would be to have postcards made of the artwork, and place them, for sale, in various local shops. Jack will check with both Charles Clough and the Albright Knox regarding this idea.

EXECUTIVE SESSION - none

NEXT SCHEDULED MEETING - Tuesday, July 14, 6:00 PM at HPL

Anita moved to adjourn at 8:10 PM. Katie seconded and the motion was passed.

Respectfully submitted,

Marianne Chiumento  
Secretary

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
Hamburg Public Library - Tuesday, July 14, 2015

PRESENT: Katie Sacco, President; Anita Metzger, Treasurer; Marianne Chiumento, Secretary; Bob Kaiser; Jack Edson, Director

President Sacco called the meeting to order at 6:05 PM. Bob Kaiser made a motion to approve the Minutes of the June 4, 2015 meeting. Anita Metzger seconded and the motion passed.

PUBLIC COMMENT - none

DIRECTOR'S REPORT - Once we open the front door, our count should go up even more. People are wondering when the fence in front will be removed.

- - - The roof continues to leak, and part of the sewer line needs to be replaced.
- - - Appliances can be furnished for the Break Room. Katie has been looking into this.
- - - Marie Lavis, Treasurer of The Friends of the Hamburg Library, would like to close out their account and give the money to the Hamburg Library.
- - - Jack will contact Doug about ordering a bike rack to be placed near the main entrance.

TREASURER'S REPORT - Anita reported that she raised \$332 selling her hats.

- - - Jacob agrees with the consolidation of the bank accounts, and will work on this after the roof is replaced at the Lake Shore Library - if the library construction grant goes through.

OLD BUSINESS - Kurt hopes to have all the work on the Expansion project finished soon.

NEW BUSINESS - Contract for 2015 - This is the contract the B&ECPL maintains with contracting libraries regarding the purchase of materials, the budget, and the legal relationship between the B&ECPL and contracting libraries. Katie Sacco read the Resolution. Bob Kaiser moved to adopt the Resolution, and Anita seconded the motion. Passed.

- - - August 1st is the "Flavor of Hamburg" from 12 PM to 8PM. Perhaps we could have a table - they are free for nonprofits.
- - - Anita shared some information regarding Amazon's "Smile" Foundation. This would be a way to support the library whenever something is purchased from Amazon. Jack will look into publicizing this.
- - - Ribbon Cutting - Thursday, September 17th, with a Champagne reception on Wednesday, September 16th. Katie reported that Champagne glasses with the HPL logo are very expensive. There was discussion involving alternatives.
- - - Augmented Reality Devices - These need to be used with and iPad Air and would be for all library users.
- - - "Battle of the Books" - Abbie Barten recently accepted a full time position at another library, but will continue to work with the team from Hamburg. This is very gracious of her. It was decided that a thank you card and a token of appreciation from the Trustees would be appropriate.

EXECUTIVE SESSION - none

NEXT SCHEDULED MEETING - Tuesday, August 11, 6:00 PM at HPL

The meeting was adjourned at 7:15 PM.

Respectfully submitted,  
Marianne Chiumento

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
Hamburg Public Library - Tuesday, August 11, 2015

PRESENT: Karen Kaczmariski, Vice President; Anita Metzger, Treasurer; Marianne Chiumento, Secretary; Bob Kaiser; Jack Edson, Director

Vice President Karen Kaczmariski called the meeting to order at 6:00 PM. Bob Kaiser made a motion to approve the Minutes of the July 14, 2015 meeting. Anita Metzger seconded and the motion passed.

PUBLIC COMMENT: none

DIRECTOR'S REPORT: HPL has been a very busy place. Kurt has been working very hard to complete the outside work.

--- A bench from the front of the building may need to be replaced.

--- There needs to be a sign telling people not to chain their bikes to the bench at the entrance. An additional bike rack is coming, but it will be awhile. Jack will ask the Town about providing us with a temporary bike rack.

--- The roof is still leaking badly. Ryan, from Transit, is trying to resolve this problem. Karen will draft a letter, circulate it among Board members, and then send it on to Kurt, Steve Walters, and the appropriate construction personnel.

--- We are getting a Librarian 1 full time. Jack has applications. They will be reviewed and candidates will be interviewed.

--- We received a grant in the amount of \$48,582 from the New York State Library Construction Grants for the Lake Shore Library roof repair project. The check will be put into the Expansion Account. The money must be spent on the project as it was described in the grant application. Jack will contact Tom Best to explain this.

--- HPL received positive comments on the "Comment Form" at the B&ECPL. There is an article about the Expansion Project in the latest "Trustee Newsletter".

TREASURER'S REPORT - The September Event funds will come from the Private Account.

--- We need to create a budget for these events.

--- There needs to be more descriptive terms for each of these accounts. We need an expert to work through these accounts, explain them to us, and then make recommendations for the future. Jack will look into hiring an accountant.

OLD BUSINESS - Expansion Project Updates

--- Construction Status - IPL Electric wants to come out and finish 2 items. Nick Hunt received the "Punch List" from Doug Hutter and wants to get everything finished.

--- Marianne mentioned the need for a sign listing the schedule of meetings for the Meeting Room. Karen suggested also putting a smaller notice on each table so people working in the Meeting Room know when they will have to leave. Perhaps we need to revisit the "Meeting Room Rules" and the "Code of Conduct" and post both.

NEW BUSINESS - The Librarian 1 position will be full time. There are 11 applicants.

--- Champagne Reception (9/16) - Lynne Dixon will MC. Karen will follow-up with Steve Walters, and Jack will follow-up with Mary Jean Jakubowski. Jack will also reconfirm with Charles Clough about coming to both events. Karen will work on an agenda for us. The Staff needs to be recognized during the remarks.

--- Ribbon Cutting (9/17)- We need media coverage for this. Jack will ask Joy, at Central, to handle this.



--- Ribbon Cutting - At approx. 2:15 Katie will introduce Steve Walters who will say a few words. Then Mary Jean, Jack, and Katie will speak.

--- On October 10th Jack will present in an Art Show at the Burchfield Penney Art Center.

EXECUTIVE SESSION -none

NEXT MEETING SCHEDULED - Tuesday, September 8th, 6:00 PM at HPL

The meeting was adjourned at 8:05 PM.

Respectfully submitted,

Marianne Chiumento  
Secretary

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
Hamburg Public Library - Tuesday, September 8, 2015

PRESENT: Katie Sacco, President; Karen Kaczmarski, Vice President; Anita Metzger, Treasurer; Marianne Chiumento, Secretary; Bob Kaiser; Jack Edson, Director

President Kathleen Sacco called the meeting to order at 6:02 PM. Karen Kaczmarski moved to accept the Minutes of the August 11, 2015 meeting with the changes discussed. Anita Metzger seconded and the motion passed.

PUBLIC COMMENT - none

DIRECTOR'S REPORT - The plaque has been put up in the library, and the Blue Star Memorial was placed outside near the Buffalo Street sidewalk entrance.

- - - Jack described a workshop on government grants that he attended.

- - - Chelsey Lonberger joined the staff on September 5th. She has experience at the Central Library computer lab and will be working at both libraries.

TREASURER'S REPORT - Anita reviewed the accounts.

OLD BUSINESS

- - - Construction status - No one has been hired yet to put up a retaining wall, but various other projects have been completed.

- - - Champagne Reception and Ribbon Cutting - These events were discussed, and details ironed out.

NEW BUSINESS - Katie Sacco regrettably resigns her position on the Board of Trustees, after more than a decade of exemplary service, including the work she did to guide us through the Expansion process. Her last act, as a Trustee will be to attend the ribbon cutting, where she will introduce Supervisor Steve Walters, and be the final speaker.

EXECUTIVE SESSION - none

NEXT MEETING SCHEDULED - Tuesday, October 13, 2015, 6:00 PM at HPL

Katie moved to adjourn at 7:00 PM. Karen seconded and the motion passed.

Respectfully submitted,

Marianne Chiumento  
Secretary

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
Hamburg Public Library - Wednesday, September 30, 2015

PRESENT: Karen Kaczmarski, Vice President; Anita Metzger, Treasurer; Marianne Chiumento, Secretary; Bob Kaiser; Jack Edson, Director

Vice President Karen Kaczmarski called the meeting to order at 6:10 PM.

Bob Kaiser made a motion to appoint Vice President Karen Kaczmarski to the position of President. Anita Metzger seconded and the motion passed.

The Board would like to extend its deep appreciation to President Katie Sacco for her dedication and years of service to the Hamburg Public Library.

Marianne Chiumento made a motion to pay the Town of Hamburg the balance of the Phase II New York State Library Construction Grant in the amount of \$59,316.00, coming to a total of \$449,399.00 for the Phase II grant. Anita Metzger seconded and the motion passed.

President Karen Kaczmarski made a motion to authorize the dispersing of funds to the Town of Hamburg to cover costs related to library construction. Bob Kaiser seconded and the motion passed.

Assemblyman Sean Ryan offered the Hamburg Public Library \$30,000.00 to help with the Secret Garden. The Village of Hamburg has offered to help, including help with the paper work.

Marianne Chiumento made a motion to adjourn at 7:30 PM. Karen seconded and the motion passed.

Respectfully submitted,

Marianne Chiumento  
Secretary

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
Hamburg Public Library - Tuesday, October 13, 2015

PRESENT: Karen Kaczmarski, President; Anita Metzger, Treasurer; Marianne Chiumento, Secretary; Jack Edson, Director

President Karen Kaczmarski called the meeting to order at 6:00 PM.

PUBLIC COMMENT - Karen welcomed members from Imagine Hamburg and asked them to introduce themselves. Bob Stranz, along with members of the Imagine Hamburg Committee, presented the Hamburg Public Library with a beautiful commemorative plaque for our garden, along with a gift card from Gullo's Garden Center.

MINUTES - Anita Metzger moved to accept the Minutes of the September 8, 2015 meeting, and the Minutes of the September 30, 2015 meeting. Karen Kaczmarski seconded and the motion passed.

DIRECTOR'S REPORT - There was a meeting with Kurt Allen and officials from Elderwood to discuss the retaining wall to be installed.

- - - WiFi is becoming much more popular.

- - - Jack will contact Tom Best regarding the status of the Lake Shore Library roof project. There is a timeline that will need to be followed.

- - - There is an important ACT Meeting on Sat., Oct. 17th.

TREASURER'S REPORT - Information from the accounts was discussed.

OLD BUSINESS - There are a few construction items, such as the installation of a crash bar, that still need to be completed. Kurt has been informed.

- - - smell issue - Kurt is looking into this.

- - - Volunteers - Marianne will send an email thanking the Volunteers for their support and letting them know that we will resume our fundraising efforts after the first of the year.

NEW BUSINESS - The retaining wall will be in place soon.

- - - NYS Assemblyman Sean Ryan is providing \$30,000 to be used for the Secret Garden behind the library. Village Mayor Tom Moses has offered the services of the Village DPW for tree and brush removal.

- - - B&ECPL Volunteer Program - Jack will learn more about this at an upcoming Manager's Meeting.

- - - Trustee - Jack Connors, an executive with "Business First" and a former Trustee at the Central Library, was recommended to fill the remainder of Katie Sacco's position on the HPL Board. Karen Kaczmarski made a motion to appoint Jack Connors to fill the position vacated by Katie Sacco. Anita seconded and the motion passed.

- - - The Hamburg Holidays Santa Claus Parade will take place on Saturday, Nov. 28th. Jack Edson is honored to serve as Co-Marshall, along with Eileen Hotho.

EXECUTIVE SESSION - none

NEXT MEETING SCHEDULED - Tues., Dec. 8, 2015, 6:00PM at HPL

Respectfully submitted,  
Marianne Chiumento, Secretary

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
Hamburg Public Library - Tuesday, December 15, 2015

PRESENT: Karen Kaczmariski, President; Anita Metzger, Treasurer; Marianne Chiumento, Secretary; Jack Connors, Bob Kaiser, Jack Edson, Director

MINUTES: Anita Metzger moved to accept the minutes of the October 13, 2015 meeting. Jack Connors seconded and the motion passed.

DIRECTOR'S REPORT: retaining wall is built, and the fence will be started soon  
- - - 2 part time librarians recently got full time jobs  
- - - Lake Shore roof - Jack Edson talked to Tom Best about the time requirement, as it needs to be started in February.  
- - - smell - someone from the town investigated, but it doesn't seem to have completely gone away. Jack will monitor.

PRESIDENT'S REPORT: Karen reported that we appear to be on track and within our budget.

TREASURER'S REPORT: Jack Edson will talk to Ken regarding our threshold for the spending of funds, and report back. Karen will put Anita in touch with someone from M&T Bank who will check into the fee situation so that we are not charged any fees.

OLD BUSINESS: Construction - Kurt has been over as there are still a few things that need to be finished. Jack will follow up on this.  
- - - Bricks - Jack placed 4 bricks, so it appears that all orders are complete.

NEW BUSINESS: Trustees and Officers for 2016 - Anita's term is up and she is willing to continue for 5 years. Jack will send a letter to Steve Walters regarding Anita's appointment. Bob Kaiser moved to accept the following slate of officers. Karen Kaczmariski seconded and the motion passed:

President: Karen Kaczmariski  
Vice President: Jack Connors  
Secretary: Marianne Chiumento  
Treasurer: Anita Metzger

- - - Town of Hamburg contribution for 2015 - We will apply, but we may not receive it this year.  
- - - Staffing - Margo's job at LSH has been posted. Interviews for the position should occur shortly.  
- - - ACT meetings - Jack Edson reported on the 2 recent ACT meetings he attended. The first involved an audit of one of the Cheektowaga libraries. Jack and Marianne reported on the December 5th ACT meeting regarding the new edition of the Handbook for Library Trustees of New York State. For the next Board Meeting, Jack will look at his notes to be sure we are in compliance.  
- - - Secret Garden - We need to wait until the spring.  
- - - Meeting Room Policy - Chelsey went to a meeting at Central regarding this. It will be looked into as perhaps the HPL policy needs to be changed.  
- - - Fundraising/Volunteers - Marianne sent out Thank You notes. We need to think about projects, such as the Secret Garden, and other fundraising projects for the Volunteers to become involved with, as well as how we want to approach fundraising in the future. We will start to talk about a "wish list" at the January meeting. One idea is to have a suggestion box where we can

get community input regarding what they would like to see in the Secret Garden. Another idea would be to do an annual event in our new space.

- - - Calendar - There are 2 fewer holidays in 2016, with the libraries being closed on December 24, 25, and 26, but open on December 31st.

- - - 2016 meeting dates - We will meet at 6:00 PM at HPL. Our next meeting will be on Wednesday, January 13th. Karen will send an email checking on the 2nd Tuesday of each month after January.

PUBLIC COMMENT: Mrs. Elizabeth Hess of Norwood Avenue conveyed to the Trustees that her daughter had touched the fireplace. Mrs. Hess discussed this with the Director and the President of the Board.

Karen Kaczmarek moved to adjourn at 7:20 PM. Jack Connors seconded and the motion passed.

Respectfully submitted,  
Marianne Chimento  
Secretary

## **2016 Hamburg Public Library Board of Trustee Meetings**

January 2016

February 2016

March 2016 (**No Meeting**)

April 2016

May 2016

June 2016 (No Meeting)

July 2016 (No Meeting)

August 2016

September 2016

October 2016 (No Meeting)

November 2016 (No Meeting)

December 2016 (Minutes to be approved at January meeting)

**Town of Hamburg Public Library**  
**Board of Trustees Meeting**  
Hamburg Public Library - Tuesday Jan. 13, 2016

**Meeting called to order at 6:00 pm**

**In attendance:** Board members Karen Kaczmarski, Jack Connors, Anita Metzger, also Jack Edson (director) There was a quorum.

Excused: Bob Kaiser, Marianne Chiumento

**Minutes:** Minutes from meeting of Dec. 15, 2015 were presented. Motion to accept made by Anita Metzger, seconded by Jack Connors. Approved.

**Public comment:** No public comment but Cameron Peters, a student at Orchard Park HS, was there to observe for a class assignment

**Director's report:** Full report distributed. Jack Edson stated that circulation and door counts were up 2014 vs 2015. Statistical report was distributed.

Library hosted a variety of programs. Looking into an additional adult book club and possible mini-story hour for pre-school.

Three new employees hired: 1 RPT (Lakeshore); 1 PT and 1 FT (Hamburg)

Draft copy of Report to the Community was also presented.

**President's report:** Karen Kaczmarski reminded board of Feb. 6 ACT meeting. Also, a reminder of upcoming appreciation dinner for former board member Katie Sacco.

**Treasurer's report:** Anita Metzger presented end of year account balances. Question of service fees from M&T. Will be looked into. Also exploring banking options from other local banks or better rates/lower fees.

NYS Comptroller approved request for extension of time 60 days – until May 1. This is handled by Library CFO Ken Stone at Central.

**Old business:** -Retaining wall completed.

-Town of Hamburg 2015 contribution, \$3,000, received. Ideas discussed on use of funds. Shelving, 3D printer, programming, etc.. Funds are unrestricted.

-Volunteer organizational meeting discussed briefly but tabled until next meeting

**New business:** -Staffing - three new employees hired, 1 RPT, 1 PT, 1 FT)

-Definition of Treasurer's duties discussed. Duties updated and approved to be in compliance with Nonprofit Law.

-2016 contract extension from Central received and filed.

-Next meeting date discussed, March 8 set. February date cancelled. Will check with other board members.

**Executive session:** None

**Meeting adjourned:** 6:58 pm



TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
Hamburg Public Library - Tuesday, February 23, 2016

PRESENT: Karen Kaczmariski, Jack Connors, Anita Metzger, Bob Kaiser, Marianne Chiumento, and Jack Edson, Director

The meeting was called to order at 6:00 PM.

MINUTES: Karen Kaczmariski made a motion to accept the Minutes of the January 13, 2016 Meeting. Anita Metzger seconded and the motion was passed.

PUBLIC COMMENT: None

DIRECTOR'S REPORT: A full report was distributed. Lt. Governor Kathy Hochul visited on January 28th. Anita and Jack attended Steve Walters "State of the Town" luncheon. Chelsey and several staff members have been working on some very creative programs. Karen Kaczmariski made a motion to give \$100 to support a program on small business development to be run by Chelsey on Tuesday, April 12th. Marianne Chiumento seconded and the motion was passed.

Jack will check with Central on finding a way to recognize staff on the website.

Bob Kaiser made a motion to close the Hamburg Public Library on Wednesday, May 11th so that all full time and Regular Part Time staff can attend a Staff Development Day at Central. Jack Connors seconded and the motion passed.

PRESIDENT'S REPORT: Karen reported on the very informative and interesting February 6th ACT Meeting she attended with Anita and Marianne.

Karen congratulated Trustee, Jack Connors, a recipient of the 2016 Gaudete Award from St. Bonaventure University. This will be presented on April 28th at the Hyatt Regency Buffalo.

TREASURER'S REPORT: Anita reviewed the accounts. Jack Connors and Jack Edson will look into the possibility of transferring some of the accounts to another local bank.

OLD BUSINESS: We have received a check from the NYS Construction Grant to replace Lake Shore Library's roof. Tom Best is working on getting bids from contractors. Jack E. will talk to Ken Stone about this project.

NEW BUSINESS: Hamburg Town Contribution - We received \$3000 for 2015 and completed an application for a grant for 2016.

Fundraising and Volunteers - Our priorities at the moment are the Secret Garden and an upcoming book sale. Marianne will email volunteers about a Sat., March 19th meeting date.

Garden - Anita will check with Gullo's regarding plan and cost. Jack and Anita will also check with Kurt regarding plans.

Book Sale - to be held sometime this summer - perhaps June

EXECUTIVE SESSION: None

ADJOURNMENT: Anita moved to adjourn at 8:00 PM. Jack Connors seconded. Passed

Respectfully submitted,  
Marianne Chiumento, Secretary

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
Hamburg Public Library - Tuesday, April 12, 2016

PRESENT: Karen Kaczmariski, Jack Connors, Anita Metzger, Bob Kaiser, Marianne Chiumento, Jack Edson, Director

The meeting was called to order at 6:00 PM.

MINUTES: Jack Connors moved to accept the Minutes of the February 23, 2016 meeting. Karen Kaczmariski seconded and the motion was passed.

PUBLIC COMMENT - none

DIRECTOR'S REPORT: A full report was distributed.

- Karen and Jack will draft a letter listing all of the items on the punch list, including the entrance doors, that still need to be completed/fixed and send to the Town by May 1st.
- Karen will continue trying to contact Tom Best regarding the need to repair the parking lot.
- The board discussed obtaining three sections of shelving for the Hamburg Library.
- The board discussed the need for landscaping on the area of the retaining wall.
- Lake Shore roof - needs to be rebid and we have until April 22nd. Karen will contact Tom Best and remind him of the fast approaching time limit.
- Jacob offered to do "Battle of the Books" for Hamburg this year, and will try to do it with Lake Shore also. Jack Connors moved to supply approximately \$200 for the "Battle of the Books" program. Karen seconded and the motion passed.
- Jack E. will talk to Chelsey about establishing outreach with Cloverbank School.
- Jack E. will bring the contract for the coffee shop to the next meeting.

TREASURER'S REPORT - Anita reported on the various accounts.

OLD BUSINESS: ACT Meeting in Clarence - Anita reported on the Liability Insurance presentation and other items from the ACT agenda.

NEW BUSINESS

- NYS Report - This was compiled by Jacob and gives the numbers of everything we do, as pertains to the standards set by NYS. The report was reviewed by the Trustees. Karen read the Resolution. Jack Connors moved to accept the Resolution. Karen seconded and the motion was passed.
- FUNDRAISING AND VOLUNTEERS - Karen reported on the March 19th volunteer meeting. Anita reported on her research into buying bricks, and options for buying furniture, for the Secret Garden. We have room for many bricks. We can have a table at the Farmers' Market on May 7th and May 14th, and we need to get the brick/furniture fundraising organized before that. Marianne sent an email asking for volunteers for those 2 dates. There will also be a flyer regarding the June book sale. Jack E. will ask Chelsey to look into putting together a "Go Fund Me" page online.
- Karen will look into getting a new sign for the front entrance, as well as another sign giving "Parking" information.

EXECUTIVE SESSION: none

Jack Connors moved to adjourn at 8:00 PM. Karen seconded and the motion passed.

Respectfully submitted,  
Marianne Chiumento, Secretary

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
Lake Shore Public Library - Tuesday, May 10, 2016

PRESENT: Karen Kaczmariski, Jack Connors, Anita Metzger, Marianne Chiumento, Director Jack Edson

The meeting was called to order at 6:00 PM.

MINUTES: Jack Connors moved to accept the Minutes of the April 12, 2016 meeting. Anita Metzger seconded and the motion passed.

PUBLIC COMMENT: Jack Connors read a letter from Tara Ellis, who offered to help out with library projects. Jack C. responded and thanked her. Her name will be added to the Volunteer list.

DIRECTOR'S REPORT: A full report was distributed.

- reviewed the Punch List - many items have been completed. The front doors and the fire alarm are the main concerns. Someone from the Town will look into getting another phone line to possibly solve the alarm issue.
- Jack reviewed 3 estimates for shelving. Anita moved to accept the shelving estimate from "Educational Furnishings" for 3 sections of new shelving. Marianne seconded and the motion passed.
- Three estimates on landscaping were reviewed. Jack Connors moved to accept Gullo's estimate. Anita seconded and the motion passed.
- Karen and Jack E. will contact Steve Walters to discuss pursuing a 2017 NYS Construction Grant to help with parking lot concerns.
- Jack E. has received an estimate for the outdoor signs. He will get 2 more, and a decision will be made at the next Trustee meeting.
- Customer Service is the Theme for Staff Development Day at Central on May 11. Jack E. will look into getting name tags (first names only) for Staff and will bring the information to the next meeting.

PRESIDENT'S REPORT: Jack E. will do a budget/payroll breakdown once each year.

- Special thanks goes to Randy for setting up at the recent Farmers' Market. This is a great way to share information about the library.

TREASURER'S REPORT: Anita reported on accounts.

OLD BUSINESS: Lake Shore Roof (NYS Construction Grant) - Bid information will be in the SUN, and bids should be opened on May 27th.

NEW BUSINESS: Trustees filled out "Conflict of Interest" forms.

EXECUTIVE SESSION: none

Marianne moved to adjourn at 7:00 PM. Anita seconded and the motion passed. The next meeting is scheduled for Tuesday, June 14, 2016 at 6:00 PM at HPL.

Respectfully submitted,  
Marianne Chiumento, Secretary

## Hamburg Public Library Board of Trustees

Minutes of August 9, 2016 meeting held at Hamburg Library

Meeting called to order at 6:03pm

**Present:** Karen Kaczmarek, Bob Kaiser, Anita Metzger, Jack Connors, Jack Edson

**Excused:** Marianne Chimento

**Minutes** of the May 10, 2016 were unanimously approved. (June and July meetings were cancelled).

**Public comment:** There was no public comment

**Director's Report:** Jack presented his written report. (See director's report dated Aug. 4, 2016 for more details)

LSH Library roof was nearing completion. The NYS construction grant for the parking lot was discussed. (action item).

A memorial service for Jean Shaughnessy Behrns, past library director, was held July 13. Family has made a donation to the Library.

Library participated in Battle of the Books. Thank you Jacob.

Adult Book Club scheduled to start in Sept.

Book sale brought in more than \$2k.

Landscaping completed by Gullo's along and above retaining wall

Discussions ongoing concerning Secret Garden landscaping

Library served as a "sewing center" for Amanda Browder's public art project for a number of Buffalo buildings. This was in cooperation with the Albright Knox Art Gallery.

### **President's Report:**

Karen and Jack met with supervisor Steve Walters and grant specialist Connie Miner.

Volunteer Appreciation event was discussed and who should be invited.

**Treasurer's Report:** Anita discussed possible closure/consolidation of First Niagara account(s). Pending transfer of accounts from FN to Northwest Savings it was decided to table a motion to close/consolidate these accounts at this time.

### **Old Business:**

**LSH** roof payment – waiting for receipts to pay grant funds

**Motion** was approved to have Sign Language do new signs. Parking sign out front ASAP. Union Street as soon as we know how wide the renovated driveway will be and where sign can be placed without having to be moved after drive is widened.

**Name tags** – looking into styles and cost

**New Business:**

**NYS Construction** Grant application for \$33,300 to support HAM parking lot renovation in 2017 was approved.

**2016 Contract** with BECPL was approved

It was decided LSH Library should be a regular agenda item for all board meetings. Want to make sure it stays top of mind.

**Executive session:** None

Next meeting is Sept. 13, 2016 at 6pm – Hamburg Library

Meeting adjourned at 7:16pm.

Submitted by Jack Connors

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
Hamburg Public Library - September 13, 2016

PRESENT: Karen Kaczmariski, Anita Metzger, Jack Connors, Marianne Chiumento, Jack Edson  
EXCUSED: Bob Kaiser

President Karen Kaczmariski called the meeting to order at 6:00 PM. MINUTES - Anita moved to accept the minutes of the August 9, 2016 meeting. Karen seconded and the motion was passed.

PUBLIC COMMENT - none

DIRECTOR'S REPORT - Jack presented his written report. He reviewed the circulation statistics for the B&ECPL System. A suggestion was made to take a survey (online via Survey Monkey, or a card that could be filled out at checkout) to find out what people use the library for, and what they would like to see happen at the library. Another suggestion was to bring in local authors and/or partner with groups like the local Historical Society. A third suggestion involved putting together a packet to welcome new homeowners and businesses (with help from Hamburg Chamber of Commerce).

The Lakeshore Library roof is finished! Jack will check into the rug being replaced. When this happens the library will need to close for a day or two.

PRESIDENT'S REPORT - nothing official to report

TREASURER'S REPORT - Anita's report included the two accounts with First Niagara, which is now Northwest. She will check to see if Northwest intends to charge us a fee.

OLD BUSINESS - The outdoor sign (\$925) has been installed and looks very nice.

- - - LSH output measures - Ideas included doing a similar community outreach for new homeowners, and setting up a Keurig coffee station (patrons would be charged) to make it more appealing. Jack will check with Staff.
- - - Name Tags for Staff - Jack will order - first names only
- - - Volunteer reception/event - perhaps invite to the Book Club luncheon on Fri., Dec. 16th. A theme needs to be chosen that would encompass all groups - eg. "Holiday Lunch"
- - -Secret Garden status - Jack, Karen, and Donald Witkowski need to meet with Mayor Moses to discuss the management of the project and to get the Secret Garden going.

NEW BUSINESS - Officers will be voted on at the January meeting.

- - - ACT meeting - Saturday, Oct. 15th, 9:30 AM, at the Lancaster Public Library - to discuss the 5 year strategic plan
- - - HPL Union Street sidewalk will be replaced.
- - - Concert - Howie Evert and his guitar quartet will perform at HPL on Oct. 22nd at 7:00 PM.

EXECUTIVE SESSION - none

NEXT MEETING - Tuesday, Dec. 6th at 6:00 PM at HPL

Jack Connors moved to adjourn at 7:10 PM. Anita seconded and the motion was passed

Respectfully submitted,  
Marianne Chiumento, Secretary



TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
HAMBURG PUBLIC LIBRARY - December 6, 2016

PRESENT: Jack Connors, Anita Metzger, Marianne Chiumento, Jack Edson (Director)

Vice President Jack Connors called the meeting to order at 6:00 PM. MINUTES - Anita moved to accept the minutes of the September 13, 2016 meeting. Marianne seconded and the motion was passed.

PUBLIC COMMENT - none

DIRECTOR'S REPORT - Jack E. presented the written report. The doors have been replaced, and with lots of reinforcement. They work much better. Central's survey results are in and Jack has a copy for review. Tom Carloni has accepted a position as Librarian 2 and will be working in the Buffalo City branches beginning December 10th. We wish him the very best in his future career.

TREASURER'S REPORT - Anita reported that no charges are appearing on any of the accounts.

OLD BUSINESS - The Town of Hamburg will pay for the new carpet at Lake Shore Library (LSH), and then we can reimburse 50% of the cost from the LSH NYS Library Construction Grant.

- - The new Hamburg bookcases have been installed in the atrium.
- - Secret Garden status - Jack E. reviewed the 3 estimates for concrete and the 3 for fencing. He will check with Ken Stone regarding treating all three as one project instead of getting separate estimates for each. Then he will check with 2 other landscaping companies to get estimates covering all 3 areas.
- - The ACT meeting on October 15th (attended by Jack E. and Anita) reviewed Strategic Planning. This is something that should be done every 18-24 months. We need to set up a committee and start working on this. The committee should include Trustees, Community members, school librarians (or other interested teachers). Jack E. will send a letter to Principals requesting teacher involvement. Perhaps the first meeting could be scheduled in early January. Marianne volunteered to represent the Trustees, and Jack Connors will also if Karen is not available.
- - The next ACT meeting is scheduled for Dec. 10th at the Clearfield Library. Anita, Marianne, and Jack E. plan to attend.
- - Volunteer Reception - We will set a date at our January meeting.

NEW BUSINESS - Officers for 2017 - The following slate of officers will be voted on at the January meeting.

President: Jack Connors

Vice president: Karen Kaczmarek

Treasurer: Anita Metzger

Secretary: Marianne Chiumento

- - Librarian 1 position is currently posted and applications must be in by Dec. 7th.
- - Holidays for 2017 - Jack reviewed the list.

EXECUTIVE SESSION - none

NEXT MEETING - Tuesday, January 24, 2017 at 6:00 PM at Lake Shore.

Marianne moved to adjourn at 7:30 PM. Anita seconded and the motion passed.

Respectfully submitted,  
Marianne Chiumento, Secretary