

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
Hamburg Public Library – September 18, 2018

PRESENT: Jack Connors, Anita Metzger, Joe Lowry, Matt Chandler, and Brian Hoth (Director)

President Jack Connors called the meeting to order at 7:30 AM. New trustees Joe Lowry and Matt Chandler were officially welcomed.

MINUTES: Anita Metzger moved to accept the minutes of the July 12, 2018. Joe Lowry seconded and the motion was passed.

PUBLIC COMMENT: none

DIRECTOR'S REPORT: Director Brian Hoth presented his written report to the Trustees.

- Ongoing book sales going strong at both Hamburg and Lake Shore libraries.
- A Chiavetta's Chicken Barbeque is scheduled at the Lake Shore branch on Friday, October 12 from 4-7pm. Pre-sale tickets are available for purchase.
- A Celtic Festival was held at the Hamburg Library with live bands, crafts, and activities.
- Three proposals were submitted for the Hamburg Library's Café.
- Staff did outreach at various events over the last two months.
- New staff hired were welcomed at both libraries.
- On August 3<sup>rd</sup> two teams of students competed in the 20<sup>th</sup> Annual Battle of the Books competition held at ECC South.
- Outdoor furniture is ready to be purchased for the new Reading Garden.
- Several programs, including a Summer Carnival, were held with very good attendance at the Lake Shore Library.

PRESIDENT'S REPORT: None

TREASURER'S REPORT: Anita reviewed the report the Trustees received.

OLD BUSINESS:

- A resolution was approved by Anita Metzger and seconded by Matt Chandler to purchase outdoor furniture from Arthur's Home Furnishings for the Reading Garden; motion passed.
- Funding in the form of bullet aid was presented by Senator Chris Jacobs in the amount of \$10,000 each for both the Hamburg and Lake Shore libraries.
- The investment policy was approved by Joe Lowry and seconded by Anita Metzger; motion passed.

NEW BUSINESS:

- New trustee Matt Chandler was appointed secretary
- Several policies were reviewed, revised, and adopted. They include: Bulletin Board, Display, Rules of Conduct, and Meeting Room. Jack Connors suggested all policies be reviewed every 12 to 18 months. All Hamburg Library specific policies will be posted to the Hamburg and Lake Shore homepages.
- An updated version of the trustee's handbook was reviewed and approved.
- Cordless phones were replaced to resolve the phone issues experienced at the Lake Shore Library.

EXECUTIVE SESSION:

At 8:50 AM a motion was made by Anita Metzger and seconded by Joe Lowry to move into executive session. At 8:54 AM a motion was made by Anita Metzger and seconded by Matt Chandler to move out of executive session.

The meeting was adjourned at 9:00 AM. The next meeting will be held on Wednesday, October 24 @ 6:00 PM at the Lake Shore Library.

Respectfully submitted, Brian Hoth, director