

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY – January 28, 2026

PRESENT: Cate Lee, Heather Jackson, Matt Bourke, Anita Metzger, and Brian Hoth (Director)

ABSENT: Michelle Parker

Other Attendees: None

Cate called the meeting to order at **6:01 PM.**

MINUTES: The minutes were presented by Cate, Matt moved to accept the Minutes of the November 17, 2025 meeting, Cate seconded, and the motion was passed.

PUBLIC COMMENT:

No comments were made.

DIRECTOR'S REPORT:

See Reports Link on the Library website.

PRESIDENT'S REPORT:

No president's report was presented.

TREASURER'S REPORT:

Brian presented the following:

- Expenses were routine the past two months with a few things to note:
 - Program supplies were utilized for holiday events
 - Proceeds from sales totaled \$318
 - The Friends Group reimbursed the library for new teen area furniture

Anita made the motion to approve the report, Matt seconded, and the motion passed.

OLD BUSINESS:

- a. NYS Construction Grant

The library applied for the construction grant in 2023 for the parking lot rehabilitation at the Lake Shore Branch. It was completed in June 2025. \$30,000 was left over from the grant because the bid came in lower than the original estimate. Additional improvements were made in November and January. A new shed is also planned for purchase and additional security camera. Brian hopes that the project will be fully completed by June 2026.

b. Funding for the Hamburg Public Library update

Still awaiting the \$100,000 in funding from Assemblyman Jon Rivera's office. Director Hoth has been assured it is coming. Projects under consideration: A/V equipment, repurposing cafe into study rooms, revamping furniture and shelving in the children's area, and adding more instruments to outside music garden at Lake Shore. There are no recent updates from Assemblyman Rivera's office.

c. Rel Comm Phone System

Brian has been trying to have the Town take over the phone system, and is now looking into new estimates, which would include all new phones. Current phone software support ends in June 2027.

d. Teen Area

New chairs were delivered on December 4th, funded by the Friends of the Library group.

e. Gift to Hamburg Palace

Brian offered the print of The Palace Theater as a 100th Anniversary Gift. The Palace owner politely declined the gift because he already has one.

NEW BUSINESS:

a. Meeting with Town Attorney

The Town Attorney wanted to discuss accident/incident reports that the Library has submitted to the Town. Brian and the Attorney had a productive meeting together to discuss.

b. Meeting with Heather Cruz, vice-chair of the Library Foundation

Brian gave Ms. Cruz a tour of the library and they discussed ways to fund library projects.

c. Meeting with Administration

Brian and Nicole met with the Interim Library Director. They discussed increasing library staffing. Brian has drafted a letter of justification to the Library System.

d. Discussion about individual offices

The treasurer's office on the board is now vacant. The trustee elected treasurer must submit an extension for the report to the State Comptroller's office by March 1. This is through an online portal. The trustee will need to create and username and password. The newly elected treasurer will also need to go to both banks to become a signatory. There will be a special meeting scheduled in February for Election of Officers.

e. Mural Project

Erie County Legislator John Gilmore's office reached out about painting a mural on the side of the Hamburg Library in partnership with Visit Buffalo Niagara, and Brian confirmed interest. Brian will provide details as the project moves forward.

f. Painting Project

The hallway and break room are being repainted. Town Buildings and Grounds department is taking care of the project.

EXECUTIVE SESSION:

The board moved into executive session at 7:05. The board moved out of executive session at 7:21.

ADJOURNMENT:

Cate adjourned the meeting at 7:21.

The next meeting is scheduled for **Wednesday March 25, 2026 at 6:00 PM** at the Hamburg Public Library.

Respectfully submitted,

Matt Bourke