TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY – November 16, 2026

PRESENT: Cate Lee, Heather Jackson, Matt Bourke, Megan Comerford, Michelle Parker, and

Brian Hoth (Director)

ABSENT: None

Other Attendees: Suzanne Davis and Joanne Macuiba (Friends of Hamburg Public Library), Chris

Guck (NBT Bank)

Michelle called the meeting to order at **6:00 PM**.

MINUTES: The minutes were presented by Michelle and the Board proposed several edits. Cate moved to accept the revised Minutes of the September 23, 2026 meeting, Heather seconded, and the motion passed unanimously.

PUBLIC COMMENT:

Friends of the Library Updates (made by Suzanne Davis):

- Book sale in September made $757
- A basket raffle fundraiser was held the last week in October. 15 baskets were raffled, raising $1000.
    - The Board expressed thanks to the donations made
- On November 5th Red Robin hosted a fundraiser for the library, $636 was raised
- A holiday book sale table was set up on 11/16 and will remain up until Christmas
- On December 17th the Friends membership holiday gathering will be held at the Library

DIRECTOR'S REPORT:

See Reports Link on the Library website.

Literacy Hub dedication is scheduled for November 17th at the Library.

[The Board jumped ahead to NBT Bank Presentation in the agenda to allow Chris Guck to present]

- Northwest Bank has gotten stricter with deposit requirements, which has posed challenges
- Angola Library Director recommended NBT Bank
- Chris presented:
    - NBT HQ'ed in Central NY, purchased Evans Bank
    - Chris is part of NBT's Government banking division
- Michelle asked if library staff would have the same issues as the library has experienced with Northwest Bank?
    - Chris said no:
        - State law dictates that staff do not need to provide ID, etc.
        - Due diligence requires the Board to designate signing authority - given to NBT
    - If someone is withdrawing funds, an ID will be required

- Brian: we are interested in online banking, can you explain offerings?
    - Chris: online banking is safe and recommended, there are different options available
- Chris:
    - You'll need a list of approved depositors including NBT - something to do sooner than later
    - Board agreed that the new year makes sense for that motion - an organizational meeting could make sense.

PRESIDENT'S REPORT:

Michelle reviewed and processed the normal correspondence.

TREASURER'S REPORT:

Heather presented the following**:**

- Payment of 90 percent of the Library's share of the NYS Construction Grant for rehabilitation of the parking lot at the Lake Shore Library has been made.
- Grant money from the Kiwanis Club of Hamburg has been used to purchase materials for a Literacy Hub at the Hamburg Library.
- Summer prizes chosen by children and adults summer program were purchased. The cost will be
- reimbursed by the Friends of the Hamburg Public Library.
- In addition the Friends purchased a new book cart for the Lake Shore Library. All other expenditures were routine.
- Proceeds from our routine Book Sale, Candy Sale and mugs: 9/16/2026 – 11/11/2026 = $679.25

Matt made the motion to accept the report, Cate seconded, and the motion passed unanimously.

OLD BUSINESS:

A. NYS Construction Grant update

Brian submitted the final expenses for the project.

B. Funding for the Hamburg Public Library update

The facilities manager for the central library submitted the grant, Brian is waiting to hear back. Some project modifications may be necessary with rising costs. Brian will be reaching out to the new Assemblyman, Adam Bojak.

C. Asphalt Walkway (Hamburg Library)

Brian sent a letter to Senator Gallivan about paving a walkway between the two library entrances. The Senator sent a reply, the office will keep the request on file.

D. Mural Project

Brian received an email from Drew Brown, who is leading the effort for Visit Buffalo. A resident's survey was done on social media, Brian will share the results. Megan recommended that Drew contact the Town Code Enforcement regarding compliance with architectural standards.

E. Literacy Partnership with Kiwanis Club

Literacy Hub dedication is scheduled for November 17th at the Library.

NEW BUSINESS:

A. NBT Bank Presentation

[see notes above]

Cate made a motion to designate NBT as an approved depositor for the Library's private account savings and checking, Heather seconded, and the motion passed unanimously.

B. 2026 Payroll Budget

There was a significant increase of the retirement calculation by the Comptroller's Office which is significantly higher than what was estimated. This put the HPL over budget by $21,780. As this is an unanticipated expense the HPL will not be responsible for it.

C. Advocacy Meeting

Scheduled for December 10th at Elma Library at 10 AM and will be a chance to meet with Senator Gallivan to advocate for library funding.

D. Cafe Equipment

The Town is looking to repurpose the library's cafe equipment for the Senior Center, including freezer, refrigerator, prep trays, etc. The cafe space in the library will be repurposed for study rooms.

E. Approval to close on Friday, June 18 in observance of Juneteenth Independence Day

F. Approval to close on Monday, July 5 in observance of Independence Day

G. Approval to close Christmas Eve 2027

H. Approval to close New Year's Eve 2027

I. Approval of 2027 Board of Trustees Meeting Schedule

The board agreed on the following meeting dates for 2027:

- Monday 1/25
- Monday 3/22
- Monday 5/24
- Monday 7/26
- Monday 9/20
- Monday 11/15

Cate motioned to approve all scheduled closures in 2027 and the 2027 Library Board meeting schedule (agenda items E through I), Megan seconded, and the motion passed unanimously.

J. Approval of Emergency Preparedness & Disaster Plan

Heather motioned to approve the plan, Matt seconded, and the motion passed unanimously.

K. Approval of Business Continuity Plan

Cate motioned to approve the plan, Matt seconded, and the motion passed unanimously.

L. Approval of Facilities Plan

Megan asked about the prioritization of facility expansion for Lakeshore Library in the plan. Brian will review and consider an update. The motion for this approval was tabled.

EXECUTIVE SESSION:

The Board did not enter Executive Session.

ADJOURNMENT:

All agenda items having been completed, Michelle adjourned the meeting at 7:15 PM.

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

Respectfully submitted,

Matt Bourke