

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
Hamburg Library – January 24, 2024

President Michelle Parker called the meeting to order at 6:03 PM.

PRESENT: Acting Director Ashley Cassidy, President Michelle Parker, Anita Metzger, Cate Lee, and Sheree Hillman were present. Dr. Holly Schreiber had an excused absence.

MINUTES: Michelle Parker moved to accept the Minutes of the last meeting. Anita Metzger seconded, and the motion was passed. Cate Lee abstained.

PUBLIC COMMENT: Donna Ludwig, President and JoAnn Maciuba, Vice President from Friends of the Hamburg Public Library were present. December sales were strong. In 2023 average was \$800 in sales per month. They are running the membership drive now. Donations have been light so the shelves are not as well stocked. The mini sale will be held in March. Bob Mahoney from the Council staff attended representing Councilmember and Library Liaison Dan Kozub. Dan Kozub also stopped by to introduce himself but had to leave to attend another meeting.

DIRECTOR'S REPORT:

See Report Link on the Board Info tab at www.bufffalolib.org.

PRESIDENT'S REPORT:

President Michelle Parker presented the following:

Reviewed November 16 correspondence from Director Brian Hoth regarding the change to January meeting date and location. Librarian Ashley Cassidy will appear in his place.

Reviewed November 20 correspondence from Administrative Manager Tracy Palicki regarding the payroll report for the Hamburg Public Library (pay period 22).

Reviewed and exchanged correspondence on November 21 with Director Brian Hoth regarding Thanksgiving good wishes.

Reviewed November 21 correspondence from Director Brian Hoth to the Board regarding request for approval to change hours for Near Year's Eve at Hamburg. Drafted response to assent and reviewed other Directors' correspondence regarding their assent.

Reviewed November 28 note from Assistant Deputy Director Dorinda Darden regarding minutes and handouts from the ACT General meeting on November 18; reviewed minutes, handouts, and Censorship PowerPoint presentation.

Reviewed December 2 correspondence from Director Brian Hoth regarding library advocacy meeting with Senator Patrick Gallivan and location.

Reviewed December 5 correspondence from B&ECPL Director John Spears regarding a message from the NY Library Association discussing state funding for libraries.

Reviewed December 12 correspondence from Director Brian Hoth regarding the request for my reappointment to the Hamburg Public Library Board of Trustees for another five-year term.

Reviewed December 15 correspondence from B&ECPL Assistant Deputy Dorinda Darden, regarding a Trustee Survey; accessed and completed the survey.

Reviewed December 16 correspondence from Library Administrative Manager Tracy Palicki regarding the payroll report for Hamburg Public Library (pay period 24) and reviewed payroll report.

Reviewed December 20 correspondence from Library Trustees Association section of the NY Library Association regarding 2023 conference and 2024 activities.

Reviewed December 22 correspondence from Assistant Deputy Director Joy Testa Cinquino regarding media release on eclipse viewing glasses.

Reviewed January 3 correspondence from Director Brian Hoth regarding Hamburg Library's Year in Review video. Watched video and drafted request to Hoth to issue the video to the new members of the Hamburg Town Board.

Reviewed January 8 correspondence from Director Brian Hoth sharing B&ECPL Director John Spears' message regarding Advocacy Day in Albany on February 6.

Reviewed January 12 correspondence from Assistant Deputy Director Joy Testa Cinquino regarding media release in the Buffalo News. Reviewed article regarding B&ECPL trustee removal due to his objection to a drag queen reading to children during Pride Month.

Exchanges of correspondence on January 12 with Acting Library Director Ashley Cassidy regarding weather forecast and authorizing a closure for Sunday, January 14.

Exchanges of texts on January 13 with Acting Library Director Ashley Cassidy regarding weather forecast and authorizing a closure for Saturday at noon given the travel advisory issued on that date.

Exchanges of texts on January 16 with Acting Library Director Ashley Cassidy regarding weather forecast and authorizing a closure for Wednesday January 17 given the forecast issued on that date.

Exchanges of texts on January 17 with Acting Library Director Ashley Cassidy regarding weather forecast.

Exchanges of texts on January 18 with Acting Library Director Ashley Cassidy regarding weather forecast, expiring of travel ban, and that she will proceed with opening the libraries.

Received January 17 correspondence from Trustee Holly Schreiber, Ph.D., regarding being unable to attend the January 24 Board of Trustees meeting.

Reviewed January 18 correspondence from B&ECPL Assistant to the Director Cait Goodrich regarding the B&ECPL Board of Trustees meeting for January 18 will be virtual only.

Reviewed January 12 correspondence from Assistant Deputy Director Joy Testa Cinquino regarding media release about the 2024 Winter Reading Challenge and reviewed release.

Reviewed January 19 correspondence from Hamburg Town Board member Megan Comerford introducing the new Board Liaison to the Library as Daniel Kozub.

Reviewed January 19 correspondence from Acting Library Director Ashley Cassidy regarding election of officers at the January meeting. Exchanged of correspondence with other Directors on how they wish to proceed.

Addressed various personnel-related matters.

TREASURER'S REPORT:

Michelle Parker presented that all transactions were routine during the last two months. Anita Metzger made the motion to approve the report, Cate Lee seconded, and it was approved.

OLD BUSINESS:

- a. Friends update - They have nothing to add to what was stated in the public comments section. The library has been advertising for the March sale and handing out the bookmarks.
- b. Music Garden update - Brian contacted Art Services regarding additional funding for two more instruments. Grants open in March. Brian is working with local Eagle Scouts and the Hamburg Garden Club to create a sensory herb garden.
- c. NYS Construction Grant - Nothing new at this time.
- d. Repurposing Café Space - Brian met with Del Posto Coffee and Tea and was advised that they are not interested in the space at this time. Ashley Cassidy also showed the space to a nonprofit education group. If they were interested, they would reach out to Brian. To date, Brian has not heard back.
- e. AEDs - The AED kits arrived and were installed: two for Hamburg and one for Lake Shore. Cabinets were purchased to mount them to the wall. Bob Mahoney mentioned that there are County-funded training sessions for the public available.
- f. Library Advocacy Day - This will take place February 7th in Albany.
- g. Solar Eclipse - The library is providing glasses and educating the public as to how to safely view the eclipse. The glasses have been donated by various organizations. It is expected that the area will have an influx of tourists for the eclipse. Brian and Ashley have attended Eclipse stakeholders meetings with town departments, businesses and school districts. Five staff members of the library will be trained by Penn Dixie as Eclipse Community Educators. There will also be programs held in both branches by Penn Dixie to educate the community.

NEW BUSINESS:

- a. Election of Officers - Michelle Parker made a motion that all officers would continue to serve in their current positions, Anita Metzger seconded the motion, and the motion was approved. President Michelle Parker will continue to serve as the President, Cate Lee as Vice-President, Dr. Holly Schreiber as Treasurer, and Sheree Hillman as Secretary.
- b. Reappointment of Michelle Parker - Her five-year term ended in 2023 and was reappointed at the Town Board Planning Meeting in January 2024.
- c. Reaffirmation Of Personnel Policies & Procedures - All information has not been received so this will be tabled until the March meeting.
- d. 2024 Town Agreement - The agreement and voucher require signatures. Sheree Hillman made a motion for Michelle Parker to authorize this, Cate Lee seconded, and the motion was passed. President Parker signed the forms.

EXECUTIVE SESSION: N/A

ADJOURNMENT:

President Michelle Parker adjourned the meeting at 6:56 PM.

Next meeting scheduled Wednesday, March 27 at 6:00 PM at the Hamburg Library.

Respectfully Submitted,

Sheree Hillman