

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY – May 27, 2026

PRESENT: Cate Lee, Heather Jackson, Matt Bourke, Megan Comerford, Michelle Parker, and
Brian Hoth (Director)

ABSENT: None

Other Attendees: JoAnn Maciuba, Nicole Brown

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

MINUTES: The minutes were presented by Michelle, Cate moved to accept the Minutes of the March 25, 2026 meeting, Megan seconded, and the motion passed.

PUBLIC COMMENT:

Friends of the Library Updates (made by JoAnn Maciuba)

- The friends group funded the purchase of CD players for each library at \$274
- Current membership is 49 individuals
- Friends of Library week is in October (10/18-10/24), the group is planning another basket raffle
 - It was suggested that the Library Board could contribute a basket

DIRECTOR'S REPORT:

See Reports Link on the Library website.

PRESIDENT'S REPORT:

Michelle reviewed and processed the normal correspondence.

TREASURER'S REPORT:

Heather presented the following:

- Through a grant from the Carnegie Foundation, the Hamburg Library purchased several items including seating, book bins, and a reading nook for the Kid's Space area
- The Friends of the HPL provided reimbursement for tables and display holders ordered for the Lake Shore Branch Library.
- The Library contributed \$1,500 toward replacement of the walkouts (carpet) at both public entrances at the Hamburg Library with the Buildings and Ground Department paying the balance. Total cost: \$5,507.13.
- The remaining expenditures since the last meeting were fairly routine.
- Proceeds from book sales, candy sales, and mugs: 3/19/2026 - 5/18/2026 = \$864.40

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

OLD BUSINESS:

a. NYS Construction Grant

The security camera was added but needs to be repositioned. The existing shed is being replaced.

b. Funding for the Hamburg Public Library update

There are no updates. The Board discussed the typical timing of State legislative funding.

c. Garden fence update

There is an estimate secured and two more in process. The Town Legal department asked for the name of the contractor responsible for snow plowing at the neighboring property.

d. Phone System

There are no updates. Brian is still waiting to hear back from the Town.

e. Mural Project (Hamburg Library)

Brian mentioned the mural project to the Town Supervisor recently. Visit Buffalo has apparently not reached out to the Town yet for approvals.

f. Carnegie Grant

The funding has been spent.

NEW BUSINESS:

a. Approval of 2025 State Report

Matt read a resolution for the Board to approve the report. Cate made a motion approving the resolution, Matt seconded, and the motion passed.

b. Replacement of lighting (Hamburg Library)

The Town will be taking a closer look at lighting that is not working.

c. Replacement of walkouts (Hamburg Library)

Updates were provided during the Treasurer's Report.

d. Bike Borrowing Program

Brian is working on the exploratory logistics for this program. Megan explained that there are related needs to be met in the community. The existing bike racks would be used to store and lock the bikes.

e. Amendment to NYS Minimum Standards

There is now a requirement to have an emergency preparedness and disaster plan for all libraries in the state. Brian is requesting that two Board members review the existing plan to make sure it meets required criteria. Cate and Michelle volunteered to do that review.

f. State Comptroller's Report

Brian wanted to thank Heather for the support preparing the report.

g. Review and approval of Emergency Preparedness and Disaster Plan

The Board agreed to review and approve this Plan at a future meeting.

h. Employee Oath of Office Cards

Brian obtained cards for all applicable employees. Employees have signed the cards and Brian has sent the signed cards to the Central Library.

i. Review and approval of Archived Materials Policy

The Board reviews and approves this policy every 5 years. Cate made a motion to approve the Policy, Heather seconded, and the motion passed.

j. Adoption of Freedom of Information Law (FOIL) Policy

The policy is not required but is a valuable policy to have on file. The Board discussed the value of having Library-specific email addresses. Matt made a motion to approve the Policy, Cate seconded, and the motion passed.

k. Review and approval of Procure Policy

The Board reviews and approves this policy every year. There are no changes since the last review. Heather made a motion to approve, Cate seconded, and the motion passed.

EXECUTIVE SESSION:

The Board moved into Executive Session at 7:00PM and moved out of Executive Session at 7:31PM.

ADJOURNMENT:

Michelle adjourned the meeting at 7:31PM.

The next meeting is scheduled for **Wednesday July 22, 2026 at 6:00 PM** at the Hamburg Public Library.

Respectfully submitted,

Matt Bourke