

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY – July 22, 2026

PRESENT: Michelle Parker, Cate Lee, Heather Jackson

JoAnn Maciuba (President, HPL Friends), Suzanne Davis (Vice-President, HPL Friends), Nicole Brown, Angela Marinucci (COO, B&ECPL), and Brian Hoth (Director)

ABSENT: Matthew Bourke, Megan Comerford

Michelle Parker called the meeting to order at 6 PM.

MINUTES: The minutes were presented by Michelle. Cate moved to accept the Minutes of the May 27, 2026 meeting and was seconded by Heather; the motion is passed.

PUBLIC COMMENT:

Friends of the Library – Setting records for purchases. Very successful with ongoing book sale and the summer pop up sale for DVD's and Puzzles. Friends of the Library Week in October, doing a raffle. Friends are funding the bike locks for the library's new bike program.

Presidents Report

Michelle had nothing to present for the presidents report.

Treasurer's Report

Cate moved to accept the report; Michelle seconded, motion approved.

Executive Session

At 6:17 PM Cate moved to go into executive session for the purpose of a personnel matter. Seconded by Heather. At 6:50 PM Cate moved to go out of executive session, seconded by Heather.

Furthermore, a motion was made by Heather to approve the minutes of the Governance Committee meeting scheduled on May 18, 2026; seconded by Cate. Motion passed.

For the record we, the trustees, are noting there was a whistleblower complaint April 17, 2026 and the board found there was no policy to act upon.

There was a whistleblower complaint on May 4, 2026, which demonstrated no basis for the board to take any action.

There was a second whistleblower complaint of May 4, 2026 the board accepted the governance committee findings that there was no violation of the Taylor Law no violation of the ADA nor any violation of library policy.

Cate moved out of executive session at 6:50 PM Heather Jackson seconded the motion and it passed unanimously.

OLD BUSINESS:

- a. NYS Construction Grant update
Shed went up on Friday, June 19. Looking at the remaining elements: either parking stops totaling \$756, not including shipping or drop box slot totaling \$1,103. Remaining funds totals \$856. Parking stops would need to be installed, hopefully by buildings & grounds department. Hunter Grad, assistant engineer reached out to Ed Hughes, highway superintendent. If not, we do the dropbox slot.
- b. Funding for the Hamburg Public Library update
COO Angela Marinucci stated the System Board approved providing \$100,000 of fund balance for projects at the Hamburg Library. Speaker letter received. Angela will be working on project scope with Director Hoth.
- c. Garden fence update
Moving along. Juniors Design and Build, the snowplow contractor, and Mr. Farrell, the town attorney, were at the library to look at the fence. All the landscaping was cut down to accommodate repair.
- d. Lighting Project (Hamburg Library)
Replacing interior and exterior lighting. Bids are in process.
- e. Phone System update
Going with Wiretek Communications, Inc. at a cost of \$3,400.
- f. Mural Project (Hamburg Library)
Drew Brown (Visit Buffalo) has reached out to Supervisor Farrell Lorentz and Councilmember Bogulski. Final sketches are being completed and will be brought before the town board for approval. He will let me know which board meeting it will be presented. I will attend.
- g. Bike Borrowing Program update
Approval of Bicycle Donation Agreement between the Hamburg Public Library and Wheels for Workers - Heather moved to accept the Wheels for Workers Hold Harmless Agreement, seconded by Cate, all in favor, the motion is passed.
- h. Emergency Preparedness & Disaster Plan
Director Hoth thanked Cate and Michelle for reviewing and making suggestions. Still in development. The Records Management Committee, is providing guidance on its development. We are awaiting additional guidance from the State in its development. It is to be in place by 1/1/2027.
- i. Business Continuity Plan
Currently in development while awaiting additional guidance.

NEW BUSINESS:

- a. Approval of System Contract
Cate moved to accept the 2026 System Contract, seconded by Heather all in favor, and the motion is passed.
- b. Approval of Facilities Plan
Heather moved to accept the Facilities Plan, seconded by Cate, all in favor, and the motion passed. Director Hoth stated this is a part of the Long Range Plan of Service.
- c. Literacy Partnership with Kiwanis Club.
A meeting was held with Bryan Carr from Kiwanis Club of Hamburg about coming up with a signature project. Nicole and I met with Bryan and Megan

Molbert, the librarian from HMS. We came up with a Literacy Hub idea providing phonics materials including Penworthy kits. It would be located on shelving in the Sensory Nook. Total cost \$4,329.00. Additional funding for expansion and replenishment.

- d. Smell in the Hamburg Library
Waiting for report from NYS Department of Labor.

ADJOURNMENT: Michelle adjourned the meeting at 7:25 PM, seconded by Cate.
Next meeting scheduled for Wednesday, September 23, 2026 at 6:00 PM at the Hamburg Public Library.

Respectfully submitted,

Nicole Brown – Librarian/Branch Manager