TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY – September 23, 2026

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

Brian Hoth (Director)

ABSENT: None

Other Attendees: Suzanne Davis (Friends of HPL), Carima El-Behairy (B&ECPL), Christine

Schonhart (B&ECPL)

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 July 22, 2026 meeting, Heather seconded, and the motion passed.

PUBLIC COMMENT:

Friends of the Library Updates (made by Suzanne Davis)

- Book sale this weekend
- Basket raffle starting October 18th - 7 baskets made so far
- Christmas pop-up sale table will be set up on November 16th
- Recent purchases for the library include bike locks for bike library, contributions to the newcopier, and a new book cart for the Lakeshore Library

Christine started in her role on August 3rd, Carima is trying to have her meet all library boards.

Christine mentioned that the strategic planning process for the Library is starting soon and she wants to hear from the community.

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**:**

- The final purchase from the Carnegie Grant of a Browser Bin for Board Books arrived in August and the Hamburg Kiwanis Club donated funds for the Literacy Hub. The Hamburg Library

purchased a new phone system & Lake Shore now had water delivery from Primo Brands but all other expenditures where fairly routine since the last meeting. Proceeds from the recent Book Sale, Candy Sale and mugs: 7/16/2026-9/15/2026 = $897.35

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

OLD BUSINESS:

A. NYS Construction Grant update

Brian is waiting on Town Building and Grounds to install parking stops. Check vouchers for the grant are all set.

B. Funding for the Hamburg Public Library update

$100,000 discussed at the last meeting, no update.

C. Garden fence update

Brian talked to Town legal department to continue resolving, hopefully that is done before winter. A contractor recently replaced the paver stones.

D. Lighting Project (Hamburg Library)

No updates, Town Building and Grounds to replace lighting inside and out.

E. Phone System update

Replaced on August 18th for a cost of $3,500 and has beenworking well so far.

F. Mural Project (Hamburg Library)

Visit Buffalo project, Brian contacted them again. The project is not ready to present to Town Board, Visit Buffalo is working with the artist. Brian has emailed the Board so they are aware of the project.

G. Bike Borrowing Program update

Launched on August 24th, there was a kickoff event that day. No utilization yet. The bikes will be available from April 15th to October 15th

H. Emergency Preparedness & Disaster Plan

Cate and Michelle went through the plan, a section for controlling pests was added. The plan must be in place by January 1st and will need to be approved by November meeting. Brian will provide the plan for board review before that meeting; Megan requested draft by November 1st to allow time for comments and revisions.

I. Literacy Partnership with Kiwanis Club

Library received a $4,500 check from Kiwanis. Nicole ordered storage containers and other materials for literacy hub, Brian is working on other logistics for launch and dedication. Kiwanis will provide annual funding to update the collection.

J. Smell in the Hamburg Library

Has been ongoing since renovation, test results were circulated, an exhaust fan in the boiler room was replaced and smell has gone away.

NEW BUSINESS:

A. Review and approval of Open Meetings Law Policy

Cate made a motion to approve the policy, Heather seconded, motion passed.

B. Adoption of Photography and Filming Guidelines Policy

Brian received a call from a production company that wants to film this weekend (12-5 on Sunday). The policy adapted from the central branch. Megan asked if there's a decency clause in the policy.

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

C. Assigning Senior Library Clerk as a signatory for accounts at M&T and Northwest

Banks are getting stricter about fraud prevention, hence the need for these new assignments.

Heather made a motion to have Senior Library Clerk Laura Cunningham as a signatory on the checking and saving accounts for M&T bank - Megan seconded, and the motion passed.

Cate made a motion to have Senior Library Clerk Laura Cunningham as a signatory on the checking and saving accounts at Northwest Savings bank, Matt seconded, and the motion passed.

D. Staff departures

Sarah Welker accepted a position at Orchard Park; Eileen McDonald, another long time employee, retired; Samantha Kaufman has been hired in Sarah's role as library trainee.

EXECUTIVE SESSION:

Heather made a motion to move into Executive Session to discuss a disciplinary action against employees, Matt seconded, and motion passed unanimously. The Board moved into Executive Session at 6:35 PM. Cate made a motion to move out of Executive Session, Megan seconded, and the motion passed unanimously. The Board moved out of Executive Session at 7:22 PM.

ADJOURNMENT:

All agenda items having been completed, Michelle adjourned the meeting at 7:22 PM.

The next meeting is scheduled for **Monday, November 16, 2026 at 6:00 PM** at the Hamburg Public Library.

Respectfully submitted,

Matt Bourke - Secretary