

TOWN OF HAMBURG PUBLIC LIBRARY-BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY-April 14, 2020

PRESENT: Michelle Parker, Jack Connors, Anita Metzger, Sheree Hillman, Brian Hoth (Director), Karen Hoak, town councilperson/library liaison, and Carima El-Behairy, System Board liaison to the contracting libraries.

ABSENT: Joe Lowry

Michelle Parker called the meeting to order at 6:06 PM and roll was called.

MINUTES: Anita Metzger moved to accept the Minutes of the February 18, 2020 meeting. Jack Connors seconded and the motion was passed.

PUBLIC COMMENT: None.

DIRECTORS REPORT: Brian Hoth presented his written report to the Trustees.

- The Annual agreement between the Town of Hamburg and Hamburg Public Library has been signed and mailed.
- Staff is working from home providing programs and services to our patrons and community; also working on professional development.
- Director Hoth had to postpone a meeting with BGI Millworks regarding a quote for storage units at the Hamburg Library until further notice.
- Children made shamrocks for residents at Elderwood Assisted Living Center. They were delivered by staff on March 13.
- Librarian Ashley Zengerski and Library Associate Laurie Obrochta met with staff from the Village Recreation Center to talk about what the library has to offer with respect to programming, especially during the summer months.
- Director Hoth met with a Boy Scout, from Troop 509 to discuss doing an Eagle Scout project.
- On February 20 an advocacy meeting was held at the Lake Shore Branch with Senator Chris Jacobs. Librarian/Branch Manager Stephanie Molnar spoke about the importance of construction grant funding in relation to the needs of the Lake Shore Library.
- On February 24 Director Hoth attended a Friends meeting.
- On February 25 Librarian Ashley Zengerski attended the One Community, One Book committee meeting on February 25.
- On March 3 the New York State Disaster Preparedness Corps. held a session on how to prepare for a disaster with 24 participants. Each participant received a free disaster backpack.
- On March 5 Librarian Ashley Zengerski a board meeting at TLC Daycare as a new board member.
- Stephanie did monthly outreach programming at EduKids with 49 students and teachers attending.
- Stephanie dropped off promotional materials at Cloverbank Elementary.

- Painting was finished at the Lake Shore Branch behind the public service desk. Director Hoth discussed additional work to be done with Pat Ryan, director of Buildings & Grounds. Pat will get additional work done as time permits.

PRESIDENT'S REPORT: Michelle Parker had nothing to report.

TREASURER'S REPORT: The board reviewed the treasurer's report. All transactions were routine.

OLD BUSINESS:

- Update on HVAC project at the Lake Shore Branch

The Town Board contracted with Greater Niagara Mechanical. The boiler and chiller units have been ordered and are expected to arrive in early May. The tentative schedule is for installation in mid-May and early June for completion. Director Hoth will have a more definitive construction timeline at the next scheduled meeting.

- Mmmm & Teas Café

They began takeout and delivery service on March 28 for three weeks with mixed results. The proprietors will be taking a pause and assess their options when the library re-opens.

- Friends of the Hamburg Public Library

Michele Timm, president of the Friends is looking into having virtual meetings. The group is still in the process of attaining 501 c 3 status and looking at additional fundraisers.

- Staff Development Day

Cancelled due to the Covid-19 pandemic. It will be rescheduled at a later date.

NEW BUSINESS:

- Continued closure of the Hamburg and Lake Shore libraries

Closed through April 30. Signage posted at the entrances stating "Until Further Notice".

- State of Emergency/Quarantine Leave Policy

A system-wide policy allowing part time staff who are not represented by a collective bargaining unit receive emergency pay through pay period 8. The System Board will review the policy as needed. Letters were sent to all part time, non-represented staff informing them

- Review of Petty Cash and Claims Audit policies

With regards to the Claims Audit Policy, Jack Connors directed Director Hoth to contact the Central Library to see if there were any changes made in State law since the policy was first created.

- Resolution and approval of 2019 State Report

Jack Connors suggested Director Hoth change the response in 3.11 (providing service to nursing homes) from N to Y. Director Hoth concurred. Jack Connors made the motion and was seconded by Anita Metzger to adopt the resolution. The resolution was passed.

- Living History Project

A collaboration between librarians Ashley Zengerski and Stephanie Molnar, which seeks to capture the experiences of our community during the COVID-19 pandemic. They will be asking the community to send photos, letters, videos or other forms of expression on how we are all coping. They are looking to partner with The Hamburg Sun. Also working with the Central Library to discuss using Archive-It, a web archiving service, to crawl official sites for health information.

EXECUTIVE SESSION: Michelle Parker made a motion to go into Executive Session at 6:45 PM and Anita Metzger seconded the motion.

Anita Metzger motioned to move out of Executive Session at 6:50 PM and Michelle Parker seconded the motion.

ADJOURNMENT: Michelle Parker moved to adjourn at 6:51 PM. Anita Metzger seconded, and the motion passed.

The next meeting of the Hamburg Library Board of Trustees will take place on Monday; May 18, 2020 at 6:00 PM to be held virtually.

Respectfully submitted,

Sheree Hillman

