

TOWN OF HAMBURG PUBLIC LIBRARY-BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY-5/18/2020

PRESENT: Michelle Parker, Joe Lowry, Jack Connors, Sheree Hillman, Anita Metzger, Director Brian Hoth, and Carima el-behairy; System Board liaison to the contracting libraries.

ABSENT: N/A

Michelle Parker called the meeting to order at 6:01 PM and roll was called.

MINUTES: Jack Connors accepted the Minutes of April 14, 2020 meeting. Joe Lowry seconded, and the motion was passed.

PUBLIC COMMENT: N/A

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

PRESIDENT'S REPORT: Michelle Parker had nothing at this time.

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

OLD BUSINESS:

- a. Update on HVAC system at the Lake Shore Branch -the boiler has been installed and the installation of the chiller is scheduled for Wednesday, May 20th. The project is slated for completion by the second week of June.
- b. Friends group will be hosting the Chiavetta's Chicken Barbeque on June 19, 2020.
- c. The Petty Cash and Claims Audit policies have been reviewed and approved. Petty Cash - \$50 minimum and \$250 maximum. Anita Metzger moved to approve the motion and Sheree Hillman seconded. All were in favor and the motion was passed.
- d. Status of closure is still status quo. At this time, Carima el-behairy believes that the library will not open until Phase IV.
- e. Status of part time staff are no longer receiving emergency pay but have filed and are receiving unemployment.
- f. Update on Living History Project-Ashley and Stephanie are working on compiling photos, letters, and videos related to the pandemic. Unfortunately, Jennifer Robinson, IT director for the Town of Hamburg can no longer commit to helping with the project so it is up to the Library to see what can be done to get this going. The cost of creating a website is prohibitive at this time so Jack Connors questioned if the Foundation would help fund for the contract libraries. Carima el-behairy emailed System Director Mary Jean Jakubowski about this as well.

NEW BUSINESS:

- a. The Reopening Plan is fluid as the requirements are ever changing. The Plan will change as directives and guidance become clearer over time.
- b. PPE in the form of 25 face shields have been purchased for both libraries and plexiglass has been installed at the Hamburg Library. It will also be installed at the Lake Shore Branch. Other PPE will be provided by the System.
- c. Review and approval of 2019 Annual Report to the Community was motioned by Anita Metzger and seconded by Jack Connors. The motion was passed.
- d. Review of Comptroller's Report was given by Jack Connors. It was routine.
- e. A Seed Library is being started at Hamburg Library. Seeds are being donated by Tricia Miller, who oversees the Giving Garden. Jim Gang, the gentleman who built the lending library displays throughout the village will be building the Seed Library.
- f. Director Hoth asked for approval to purchase a Zoom account mainly to provide a platform for performers and to hold virtual meetings. The cost is \$12.49/month. Carima el-behairy questioned if that was a non-profit price to which Brian Hoth was not sure. He will check into this. Jack Connors made the motion to purchase this at the above-mentioned price and if it could be lowered as a non-profit that would be fine too, Sheree Hillman seconded it, and the motion was passed.
- g. Brian Hoth and Michelle Parker will be attending a meeting on Wednesday, May 20 to discuss projected budgets going forward. Form letters to Senators Schumer and Gillibrand were sent by Director Hoth to staff and partners including the Friends group advocating for additional stimulus for states and local governments.
- h. Director Hoth spoke about a patron who emailed System Director Mary Jean Jakubowski questioning why B&ECPL libraries are not providing curbside service at this time. She explained why this service isn't allowable under the governor's executive orders.

EXECUTIVE SESSION: N/A

ADJOURNMENT: Joe Lowry moved to adjourn at 7:15 PM. Michelle Parker seconded, and the motion passed.

The next meeting of the Hamburg Library Board of Trustees will take place on July 21, 2020 at 6:00 PM. The location to be determined based on the Covid restrictions as to whether it will be held virtually or at one of the Hamburg Library branches.

Respectfully submitted,

Sheree Hillman