

TOWN OF HAMBURG PUBLIC LIBRARY-BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY-November 23, 2020

PRESENT: Jack Connors, Anita Metzger, Joe Lowry, Sheree Hillman, Michelle Parker, and Brian Hoth (Director), Karen Hoak, Marianne Chiumento

Michelle Parker called the meeting to order at 6:00 PM.

MINUTES: Joe Lowry moved to accept the Minutes of the October 2020 meeting. Jack Connors seconded and the motion was passed.

PUBLIC COMMENT: There was none.

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

- September and October were Library Card sign up. The library did several applications.
- Friends of the Library held a meeting on 11/4/2020 and Donna Ludwig was elected President. They are looking into 501C3, and doing library advocacy to John Gilmore for county budget help.
- There was Trick or Treating on Halloween.
- There were several hunts both at Hamburg and Lake Shore.
- Tracy did her first virtual Cookbook Club at Hamburg and Stephanie did the same for Lake Shore.
- Book Club was cancelled to being in the orange zone.
- The Kiwanis free cider and doughnuts for the month was a big success.
- Ashley attended the monthly TLC Board of Directors meeting.
- Director Hoth is slated to do a virtual Santa Story Hour in December for TLC.
- Stephanie did a presentation on the Memory Kits.

Sheree Hillman moved to accept the Director's Report and Joe Lowry seconded the motion.

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

TREASURER'S REPORT: The board reviewed the treasurer's report submitted by Jack Connors which was routine. Anita Metzger questioned the travel expenses and was apprised of the mileage reimbursement.

OLD BUSINESS:

- a. Update on HVAC system at Lake Shore-
There were a few issues stemming from a leaky relief valve and a pressure valve. Once the incidentals are cleared up the town will sign off the project.
- b. Review and adoption of Conflict of Interest and Ethics policies
Jack Connors moved to accept the Conflict of Interest policy, Anita Metzger seconded, and the motion was passed.
Sheree Hillman motioned to accepted the Ethics policy, Jack Connors seconded, and the motion was passed.
- c. Update on 2021 Budget-

Director Hoth said that he attended both the Library public hearing, as well as; the Managers and Directors meetings and are still waiting to see what transpires. Jack Connors said that the Budget meeting was held tonight via Zoom. Jack Connors said that the ACT meeting will be held via Zoom on December 12th from 9-11:00 AM.

- d. Air purifiers and filters-
- e. After seeing the cost, Director Hoth feels that this is not cost effective to push for this year. He does have two contractors bidding on these to see what the numbers actually are. Jack Connors questioned if grants will be available next year but that has not been yet been stated.
- f. DVD shelving @ Hamburg-
Director Hoth got competitive quotes from two companies but is awaiting the third bid.

NEW BUSINESS:

- a. Review and adoption of Micro-Cluster Plan-
Jack Connors moved to approve, Anita Metzger seconded, and the motion was passed.
- b. Review and adoption of Telecommuting Policy-
This was originally approved via email by Michelle Parker, Anita Metzger, and Sheree Hillman. We voted on it again tonight and it was unanimously approved.
- c. Proposed meeting schedule for 2021 was presented and seems fine.
- d. Proposed operational hours for 2021- Director Hoth is going to develop a patron survey. Below are the proposed hours:
Monday and Wednesday 9:00-8:00
Tuesday and Thursday 12:00-8:00
Friday and Saturday 9:00-5:00
Director Hoth did propose new modified hours for Hamburg beginning in 2021. They are as follows:
Monday, Tuesday and Thursday 12:00-8:00
Wednesday, Friday, and Saturday 9:00-5:00
Joe Lowry motioned to approve, Sheree Hillman seconded, and it was passed.
- e. Existing ventilation system at Lake Shore-
There was a burning smell in the old system which ended up being seized fans, exposed wiring, and issues with the humidifier. Director Hoth had it looked at, the scope of work was determined, and Building & Grounds will cover the cost.
- f. There are issues with the cordless telephones at Lake Shore. The work will paid for with money in the maintenance budget.
- g. Jack Connors shared that the Foundation is offering funds to bring in authors and to then record this and put them on the B&ECPL website for others to view. The logistics are being worked out. This might be a good way to keep Book Clubs moving forward in Covid times.

The Trustees did a presentation to honor Jack Connors for his years of dedicated service to the Hamburg Library system as he moves on to concentrate on the Library Foundation. We wish him well in his endeavor!

ADJOURNMENT: Anita Metzger moved to adjourn at 6:46 PM. Joe Lowry seconded, and the motion passed.

1. The next meeting of the Hamburg Library Board of Trustees will take place on Tuesday, January 19, 2022 via Zoom.

Respectfully submitted,

Sheree Hillman