

TOWN OF HAMBURG PUBLIC LIBRARY-BOARD OF TRUSTEES MEETING  
HAMBURG LIBRARY-OCTOBER 20, 2020

Michelle Parker called the meeting to order at 6:02 PM.

PRESENT: Jack Connors, Joe Lowry, Sheree Hillman, Michelle Parker, and Brian Hoth (Director)

ABSENT: Anita Metzger

Councilperson Karen Hoak, liaison to the Library and Carima El-Beahiry, System liaison to the contracting libraries also attended.

MINUTES: Michelle Parker asked that the spelling of Carima El-Beahiry be corrected in the September 21, 2020 minutes. Jack Connors moved to accept the amended Minutes and Sheree Hillman seconded and the motion was passed. Brian Hoth will resubmit with the change.

PUBLIC COMMENT: Karen Hoak stated that with the HVAC project for Lake Shore the maintenance budget will be impacted. Carima El-Beahiry stated that at the Central Library meeting last week that the Erie County budget only went down 1.3% vs. the 2% they had projected. At the meeting, they also expanded the hours at Central and amended the Information Technology Policy.

DIRECTORS REPORT: Brian Hoth presented his written report to the Trustees. Pumpkins and corn stalks were purchased for both libraries to make them more festive.

Hamburg and Lake Shore Library

- The Hamburg Holiday's meeting took place at the Hamburg Library last month and will again next Wednesday.
- Santa's Story Hour will be a Zoom event.
- Michael Edwards spoke with Director Hoth that his photography students were having difficulties doing assignments due to issues with Wifi, etc. and asked if a program called GIMP could be installed on the public computers. Director Hoth asked Central if that was possible and it is now on the computers throughout the system.
- Pick a Book to Shred-was a big hit.
- Race Car Raffle netted \$115.00. President Michelle Parker questioned if the library had a permit to do so and was informed by Director Hoth and Carmina El-Beahiry that it is not necessary.
- There will be free cider and doughnuts courtesy of the Kiwanis Club starting next Saturday until Halloween.
- Halloween Scavenger Hunt- a stuffed witch and vampire are hidden in the children's section and when found can be redeemed for a prize at the front desk.
- It is National Library Card sign up month.
- The library will be reimbursed by Erie County for the PPE equipment (plexiglass & face shields) that were purchased.

PRESIDENT'S REPORT: Michelle Parker announced that Jack Connors term concludes at the end of the year and that Jack will not return. Director Hoth said that he will advise Supervisor Shaw so that he can find a replacement for the position.

TREASURER'S REPORT: The board reviewed the treasurer's report which was routine.

OLD BUSINESS:

Brian Hoth updated the board on the HVAC system at Lake Shore Library. The contractor will be there tomorrow to finish the punch list. The contractor will provide a quote for filters suitable for use during Covid.

A pocket laminator was purchased for the Hamburg Library that will be suitable for use with 8-1/2" x 11" projects. This purchase was significantly less than what was discussed at last month's meeting and included 50 free pockets. Director Hoth said that it is working out well. Anything that is larger than that can be done by the Graphics Department.

NEW BUSINESS:

- a. Review of Conflict of Interest and Ethics policies- Director Hoth is going to update the wording to reflect 'Board Oversight' and resubmit for review at the November meeting.
- b. 2021 Budget-Director Hoth said that this was covered when Carima El-Behairy discussed what transpired at Central's meeting.
- c. In Library Programming-Due to social distancing, it has been decided not to resume this programming until the situation is better under control.
- d. Purchase of DVD shelving-Director Hoth will get quotes for DVD display units. He visited a Family Video store that is closing to see if there was anything suitable for this purpose but stated that there was not. He will continue to research this.
- e. Purchase of air purifiers & filters-Director Hoth stated that libraries with newer HVAC systems than ours are purchasing these. Michelle Parker and Jack Connors suggested that he contact the County Public Health Department to see what and if the library requires these.

Executive Session-N/A

Adjournment-Sheree Hillman moved to approve, Jack Connors seconded, and all were in favor. The meeting ended at 6:40PM.

The next meeting is Monday, November 23, 6PM @ Hamburg or via Zoom.