

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING

HAMBURG LIBRARY – January 19, 2021

PRESENT: Joe Lowry, Director Brian Hoth, Dr. Holly Schreiber, and Sheree Hillman

ABSENT: Michelle Parker and Anita Metzger

Joe Lowry called the meeting to order at 6:07 PM and role was called.

MINUTES: Sheree Hillman moved to accept the Minutes of the last meeting. Dr. Holly Schreiber seconded, and the motion was passed.

PUBLIC COMMENT: N/A

DIRECTOR'S REPORT: Director Brian Hoth presented his written report to the Trustees.

- Both libraries reopened on January 4, 2021 and the response has been good. They are still offering curbside pickup
- The new modified library hours have been put into place at the Hamburg Library. Lake Shore's hours modified hours remain unchanged.

Hamburg

- On December 12th, Curbside with Santa was held with 123 children and adults participating.
- Catherine Konieczny, Penn Dixie's new director of science dropped off Take & Make crafts for children. The crafts promote STEAM activities and will be distributed the last week of January and February. It has been a huge success! The December crafts were gone by the end of that week.
- Book Bundles have been extremely popular.
- The library received \$935.00 in donations from patrons who realize that there was a financial impact from having been closed periodically throughout 2020 due to the pandemic.
- The library in partnership with Hamburg Holidays held a virtual storytime with Santa and Mrs. Claus. 123 children and parents attended.
- The library held a Santa Story Time with TLC Daycare with 19 kids in attendance.
- The library held a "Find Baby Yoda" virtual hunt via Facebook.

Lakeshore

- Lakeshore is working with North Collins, Julia B. Reinstein, and Town of Tonawanda to hold a joint Book club.

PRESIDENT'S REPORT:

- N/A Michelle was not present. Joe Lowry presided but had nothing to report.

TREASURER'S REPORT:

- Director Hoth presented the report to the board. All transactions were routine.

OLD BUSINESS:

- Brian updated the board on the HVAC system at Lake Shore and advised that it is complete. He is waiting for paperwork to complete so the library can receive the remaining 10% of the grant.
- Lake Shore's next project will be to address the parking lot.
- Director Hoth reported on the 3 bids he received for the DVD shelving. The low bidder was BGI Millworks in Lackawanna, NY. Sheree Hillman voted to approve, Dr. Schreiber seconded it, and the motion was passed.

NEW BUSINESS

- Election of the Officers:
Sheree Hillman made a motion to approve Dr. Schreiber as Treasurer, Dr. Schreiber seconded, and the motion was passed.
Motion to keep current offices:
Michelle Parker -President
Joe Lowry -Vice President
Sheree Hillman -Secretary
Dr. Schreiber made a motion to approve, Sheree Hillman seconded, and motion was passed.
Note: Jack Connors who was formerly the treasurer resigned from the board effective 12/31/2020.
- Reaffirmation of System-wide Personnel Policies:
Sheree Hillman moved to approve, Dr. Schreiber seconded, and it was approved.
- Adoption of Open Meeting Policy:
Dr. Schreiber moved to approve, Sheree Hillman seconded, and motion was passed.
- Adoption of Hamburg Public Library Micro-Cluster Plan:
Sheree Hillman moved to approve, Dr. Schreiber seconded, and the motion was passed.
- Declared Health Emergency Plan:
Director Hoth will submit a DRAFT to each of the union representatives from the CMU and Librarians' Association for comments by February 1, 2021. Once Director Hoth receives and adds any/all comments he will bring it to the board for review and adoption. The final Plan must be in place by April 1, 2021.
- Review the Bylaws:
The current Bylaws have not been updated in some time. It was discussed that we set up a committee to do so. It was agreed to table this until next month's meeting.

EXECUTIVE SESSION: N/A

ADJOURNMENT: Sheree Hillman moved to adjourn at 6:48 PM. Dr. Schreiber moved to second the motion, and the motion was passed.

The next meeting of the Hamburg Library Board of Trustees will take place on Tuesday, February 16, 2021 via Zoom.

Respectfully submitted,

Sheree Hillman,
Secretary

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING

HAMBURG LIBRARY -February 16, 2021

Michelle Parker called the meeting to order at 6:04 PM.

PRESENT: Director Brian Hoth, Michelle Parker, Dr. Holly Schreiber, and Sheree Hillman

ABSENT: Anita Metzger

PUBLIC: Karen Hoak

MINUTES: Sheree Hillman moved to accept the Minutes of the last meeting. Dr. Holly Schreiber seconded, and the motion was passed.

PUBLIC COMMENT: N/A

DIRECTOR'S REPORT: Director Brian Hoth presented his written report to the Trustees.

Hamburg

- The Year in Review video that Ashley put together was well received by all who viewed it.
- Ashley and Stephanie are looking into scheduling performers for summer.
- The STEAM take & make crafts from Penn Dixie are going very well.
- The library received a \$2,000.00 donation.
- The Book Bundles have been extremely popular.
- Tracy is hosting a virtual interactive story hunt. It is a picture book from 1942 about bunnies.
- Ashley met with the Hamburg High School class who donated seeds.
- Hold fees have been eliminated.
- Blind date with a book is going well during February.
- Stephanie has joined the Committee for Health Information Awareness (CHIA) with the WNY Library Resource Council (WNYLRC).
- Stephanie, working with another librarian, submitted a program proposal for the New York State Library Association's (NYLA) upcoming fall conference.

Lakeshore

- Sean McSkimming (caretaker) installed floor tile in the breakroom at Lakeshore Library breakroom. The tile was excess from the expansion project at the Hamburg Library. Director Hoth said it looks very nice.

PRESIDENT'S REPORT:

- Per Michelle Parker, there was nothing to report.

TREASURER'S REPORT:

- Dr. Holly Schreiber presented the report. All transactions were routine. There were donations totaling \$723.45 from book and candy sales.

OLD BUSINESS:

- a. Update on HVAC system at Lake Shore-The work was completed in November and Director Hoth is working to get the proper paperwork in place. He hopes to complete the final grant report by the end of March.
- b. DVD shelving @ Hamburg-BGI Millworks started construction on 2/15/2021 to the library specs.
- c. Bylaws-have been put on hold until next month when we hope to have a full board again.
- d. Public Health Emergency Operations Plan (Declared Health Plan)-required by the state that each contracting library must have their own Plan. It was sent out for comments with a deadline of 2/26/21. The final plan must be in place by 4/1/21.

NEW BUSINESS:

- a. Board vacancy-The Hamburg Town Board will meet on Monday, February 22 and vote on the appointment of potential candidate, Cate Lee.

EXECUTIVE SESSION: N/A

ADJOURNMENT: Dr. Schreiber moved to adjourn the meeting, Sheree Hillman seconded the motion; motion was passed.

The next meeting of the Hamburg Public Library Board of Trustees will take place on Tuesday, March 23, 2021 at 6:00PM. Meeting location/format will be forthcoming

Respectfully
submitted,

Sheree Hillman

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING

HAMBURG LIBRARY – March 23, 2021

PRESENT: Michelle Parker, Holly Schreiber, Anita Metzger, and Brian Hoth (Director)

ABSENT: Sheree Hillman, Cate Lee

Michelle called the meeting to order at 6:01PM.

MINUTES: Anita Metzger moved to accept the Minutes of the February 16, 2021 meeting. Holly Schreiber seconded, and the motion was passed.

PUBLIC COMMENT:

Carima el-Bhairy, System trustee and liaison to the contracting libraries mentioned that the System is looking to see how stimulus will affect the operating budget and whether there will be stimulus for libraries.

DIRECTOR'S REPORT: Brian Hoth presented his written report to the Trustees.

Spoke about several programs that went on throughout the month at both the Hamburg and Lake Shore libraries. Also talked about the effort Caretaker Sean McSkimming and Librarian Ashley Cassidy put forth in rearranging shelving to accommodate the new DVD units purchased with bullet aid.

PRESIDENT'S REPORT:

Michelle Parker spoke to Cate Lee, our newest trustee, about being elected vice-president. She mentioned she has known Cate through a Book Club.

TREASURER'S REPORT: Holly Schreiber reported that all transactions were routine. The DVD shelving was paid for and a check sent to the Town of Hamburg for the installation of the HVAC system. She also reported on book sales and candy sales. The board reviewed the treasurer's report.

OLD BUSINESS:

- Brian updated the board on the HVAC system at Lakeshore. Payment was made to the Town and the final grant report was submitted to the Library Development office. Awaiting final 10 percent of the grant.
- DVD units. Delivered and in place. Patrons love them! Also recommended the purchase of 3 additional cameras for the AV and children's area. The quote was \$1,871.00 from Amherst Alarm.
- Discussion of bylaws was tabled until next month's meeting.
- Public Emergency Operations Plan moved by Holly Schreiber to adopt the Plan and seconded by Anita Metzger. Motion passed.

- Approval to extend current hours of operation at both libraries through June 30. Moved by Anita Metzger and seconded by Holly Schreiber. Motion passed.

NEW BUSINESS

- Election of vice-president. Tabled until the April 20 meeting.
- Imagine Hamburg Project. Director Hoth spoke with Chris Snyder, a volunteer with Imagine Hamburg about designing a “park like” setting with chairs and trees at the Buffalo St. entrance. Most of the property belongs to Elderwood Assisted Living and they would need to work with them.
- Dr. Seuss titles. Titles that will longer be published by Dr. Seuss Enterprises because of racial overtones. Director Hoth will make them non-circulating and place them in the workroom so they can be viewed in the library. Michelle suggested creating a display depicting how society was during that time when they were published.
- In-library programming. Director Hoth suggested that programming not begin until the staff has been vaccinated. Begin with outdoor programming and see how conditions are in the fall.

EXECUTIVE SESSION: None

ADJOURNMENT: Michelle Parker moved to adjourn at 6:30PM. Holly Schreiber seconded, and the motion passed.

The next meeting of the Hamburg Library Board of Trustees will take place on Tuesday, April 20, 2021 at 6:00 PM on Zoom if the executive order has been extended, otherwise at the Lake Shore Branch.

Respectfully submitted,

Brian R. Hoth
Director

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY
April 20, 2021

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

PRESENT: Director Brian Hoth, Michelle Parker, Dr. Holly Schreiber, Cate Lee, Anita Metzger,
and Sheree Hillman

PUBLIC: Karen Hoak

MINUTES: Anita Metzger moved to accept the Minutes of the last meeting. Sheree Hillman seconded, and the motion was passed.

PUBLIC COMMENT: Karen Hoak stated that she is available should we need her for anything. Brian Hoth spoke on behalf of Carima el-behairy, System trustee and liaison to the contracting libraries, since she couldn't attend the meeting but wanted us to know that the state budget was passed. We had anticipated a decrease but not only was the budget not cut, it was increased.

DIRECTOR'S REPORT: Director Brian Hoth presented his written report to the Trustees about several programs that went on throughout the month at both the Hamburg and Lake Shore libraries.

Hamburg

- Three cameras were installed in the AV and Children's areas. Director Hoth suggested purchasing two 21.5" monitors for each of the workstations at the public service desk for a total cost of \$1,618.00 so staff can monitor activity in the building. There are funds left over from past Bullet Aid totaling approximately \$1,500.00. The Trustees agreed to use the money to purchase the monitors.
- Scholastic Publishing has removed *The Adventures of Ook and Gluk: Kung-Fu Cavemen from the Future* by Dav Pilkey because it perpetuates passive racism. Director Hoth will keep it in the collection.
- Director Hoth has reached out to Sean Ryan and Jon Rivera asking for Bullet Aid funding.
- Three years ago, a slide show "A Walk around Hamburg at the Turn of the Century" was found and recently sent to Central where it was digitized. We now have a link for it and it is catalogued as well for use.
- Director Hoth purchased two Adirondack chairs and a table for the Buffalo Street entrance. There is an 8-12 week lead time.
- Sean put out the furniture for the Reading Garden. It received several Likes on Facebook.
- A patron got one of the Book Bundles for their child and the child said, "Those librarians are geniuses or spies! How did they know the perfect book for me?" That speaks volumes of a job well done.
- The next Garden series will be June 7, 2021.
- Ashley did her monthly storytime with TLC Daycare.
- Several new Vox titles were added to increase the collection.

- Director Hoth is temporarily scheduling his Book Club on Mondays due to the pandemic. 10 people attended.
- A Local Authors section was set up next to the New Fiction titles.

Lake Shore

- Stephanie has joined the Committee on Health Information Access (CHIA) for a 3 year term. This is a standing committee of the WNY Library Resources Council (WNYLRC).
- A new picnic table was purchased for the Kennison St. entrance. The existing table will be moved to the park near the shed.
- Held a socially distanced Easter Egg Hunt.
- Cookbook Club was held.
- Virtual Book Club was held.
- “Downsizing Your Home” by professional organizer Nancy Underwood was held virtually.
- Take and Make crafts were a big hit again.
- Volunteers planted daffodils on two sides of the building.

PRESIDENT’S REPORT:

Michelle Parker stated that with the System Director’s retirement, what will the future hold. She asked Director Hoth to send Mary Jean a card on behalf of the staff and trustees.

TREASURER’S REPORT:

Holly Schreiber reported that all transactions were routine. The cost of the Gardening Series through Cornell Cooperative Extension was shared with the Erie County Agricultural Society. She also reported on the units for holding program fliers. Book sales and candy sales totaled \$402.80 for the month. The State Report was completed after the March meeting. The board reviewed the treasurer’s report. Anita Metzger moved to approve the report, Cate Lee seconded, and the report was approved.

OLD BUSINESS:

- a. Update on HVAC system at Lake Shore-Director Hoth is still waiting for the State to review the final report.
- b. Bylaws-have been put on hold until next month after the Bylaw’s Committee chaired by Anita Metzger with the help of Cate Lee and Dr. Holly Schreiber have reviewed them.
- c. Imagine Hamburg-they have reached out to the Director of Elderwood with respect to allowing the use of the property for chairs, etc. It had to go to corporate for approval and they are waiting to hear back.

NEW BUSINESS:

- a. Election of Vice President. Sheree Hillman nominated Cate Lee, Anita Metzger and Dr. Holly Schreiber seconded the motion. Everyone was in favor and Cate Lee was elected.
- b. Michelle Parker asked for a year to date comparison of the current year vs. previous year monthly statistics to be listed in the Director’s Report.
- c. 2020 State Report - Survey was reviewed by the Board. Dr. Schreiber made a motion to accept and Cate Lee seconded the motion; motion was passed.

- d. Patron Survey will be distributed in June regarding which days to extend operational hours at Hamburg.
- e. Incident was reported to the Hamburg Village Police regarding two teens in the restroom. They have not returned.
- f. Staff additions and changes included: Jayne promoted to senior page, the hiring of an additional senior page, and page at Hamburg. Carolyn, a senior page at Lake Shore, was brought back after being off for a year.

EXECUTIVE SESSION: N/A

ADJOURNMENT: Anita Metzger moved to adjourn the meeting, Sheree Hillman seconded the motion, and the motion was passed.

The next meeting of the Hamburg Library Board of Trustees will take place on Tuesday, May 18th, 2021 at 6:00 PM via Zoom.

Respectfully submitted,

Sheree Hillman

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES SPECIAL MEETING

HAMBURG LIBRARY – June 17, 2021

PRESENT: Michelle Parker, Holly Schreiber, Cate Lee, Brian Hoth (Director)

ABSENT: Sheree Hillman and Anita Metzger

Michelle Parker called the meeting to order at 3:04 PM.

NEW BUSINESS

The purpose of the meeting was to discuss, review, and approve proposed bids for carpet replacement in the community room and staff work area at the Lake Shore Library. Michelle discussed the three bids that were solicited from Carpets Plus, 5225 Southwestern Blvd, Hamburg; Custom Carpet Centers, 2847 Southwestern Blvd, Orchard Park; and Hamburg Floor Covering, 3882 South Park Ave, Blasdell. The proposal from Carpets Plus did not meet New York State Contract requirements and was therefore not considered. The two remaining bids were Custom Carpet Centers at \$8907.90 and Hamburg Floorcovering at \$8517.37. A motion was made by Holly Schreiber and seconded by Cate Lee to accept the bid from Hamburg Floorcovering. The motion passed.

Whereas the Buffalo & Erie County Public Library (B&ECPL) under the Program Equipment & Facility Improvement Initiative is offering funds up to 75% of approved costs for building improvements that add to the patron experience and would not typically qualify for New York State Construction Aid, and

Whereas the Lake Shore Library is in need of carpet replacement in both the community room and staff workroom;

Whereas the Hamburg Public Library is in charge with its library operations in cooperation with the Buffalo and Erie County Public Library System, and per the guidelines for the B&ECPL Initiative, must be the applicant for such grants, and

Whereas the Town of Hamburg, as owner of the Lake Shore Branch Library building and grounds, would benefit from the aforementioned grant since replacement of the carpeting to the Town-owned library building will be made; and,

Whereas the Hamburg Public Library will be providing matching funds in the amount of \$2129.34 with remaining 2018 Bullet Aid allocated to the Lake Shore Library; and

Whereas a B&ECPL Program Equipment & Facility Improvement Initiative Grant in the amount of \$6388.03 has been approved for this project, and the Hamburg Public Library desire to submit a request for funding;

Now Therefore Be It Resolved that the Hamburg Public Library Board authorizes Director Brian R. Hoth to submit the application to the B&ECPL for the Lake Shore Library and requests the Hamburg Public Library Board of Directors provide all necessary signatures and documents to successfully submit this application, and

Now Therefore Be It Resolved that the Hamburg Public Library Board authorizes Library Board President Michelle Parker to sign, and if funded, execute B&ECPL Program Equipment & Facility Improvement Initiative.

MISC:

With restrictions easing and new guidelines in place, Michelle asked Director Hoth to inform the Board whether a meeting can be held remotely by the next regularly scheduled meeting in July.

ADJOURNMENT:

Motion was moved to adjourn by Holly Schreiber at 3:15 PM and seconded by Cate Lee. Motion passed.

The next meeting of the Hamburg Library Board of Trustees will take place on Tuesday, July 20, 2021 at 6:00 PM at the Hamburg Library.

Respectfully submitted,

Brian Hoth - Director

TOWN OF HAMBURG PUBLIC LIBRARY-BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY
July 20, 2021

PRESENT: Michelle Parker, Anita Metzger, Dr. Holly Schreiber, Sheree Hillman, and Brian Hoth (Director)

ABSENT: Cate Lee

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

MINUTES: Sheree Hillman moved to accept the Minutes of May 18, 2021 and June 17. Anita Metzger seconded this, and the motion was passed.

PUBLIC COMMENT: Carima el Behairy attended.

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

Hamburg Library

There is increased circulation with the lessening of Covid restrictions.

Kenmore Library had two children's picnic tables and two bowl chairs which were picked up and distributed to both libraries.

Received emails form both Assembly member Rivera's office and Senator Ryan's office about setting up community tables at both our locations. Several dates are scheduled.

In person summer programming began June 19.

We now have 3001 Facebook followers.

Director Hoth is contacting groups that previously used the meeting room in an effort to get them to return.

The Centennial Art Center held its biannual art show beginning Thursday, May 20 through June 9th. There is another one scheduled in November.

A scrapbook of before and after photos of both our libraries were submitted to the scrapbook for Mary Jean's retirement. Group photos of staff with a poster congratulating her were also taken.

On May 25th, Director Hoth met with Village Trustee Paul Gaughan about displaying several pieces of his art. He is set to display six pieces in August.

Penn Dixie's newest employee Chris, brought in his personal fossil collection to display. It will be on display until 8/15/21.

On June 24th, Director Hoth attended the reception for the Hamburg Garden Walk at Lockwood's.

Assembly member Jon Rivera is scheduled to visit and read a story on Wednesday, July 21 at 10:30.

We wrapped up the Spring Gardening Series with a Soil Health and Testing program with Master Gardener Lyn Chimera on June 7.

The Hamburg Library is a participating location for Herve Tullet art kits through the Albright-Knox Art Gallery. Art can be dropped off at the Gallery or the Hamburg Library for inclusion in the exhibit.

Family Storytime- has resumed with Miss Laurie. Weather permitting this will be held outdoors due to increasing demand. To date, we have had 165 children and adults attend.

Phoebe the Reading Dog-Children can read to her in the children's area twice a month on Saturday. 48 children and adults attended.

Mother Goose on the Loose is a new series with Miss Tracy. It is designed to develop early literacy skills through music and movement. 54 children and adults attended.

Tails and Tales Scavenger Hunt-Yard signs were placed around the library with facts and activities related to WNY animals. Those who complete the "hunt" will win a prize.

Paleo Art w/Penn Dixie-On July 15 Penn Dixie visited to conduct a STEAM activity. Attendees designed a creature based on fossils. 18 children and their parents attended.

Village of Hamburg Recreation Center Summer Camp has six locations around the village. Ashley visits each location on Tuesdays to conduct a program with 1-8 graders. 130 children and adults attended.

Harry Potter's Owls-Hawk Creek brought live owls for an outdoor program on July 20. This program was filled weeks in advance.

In-Jest Comedy Variety is scheduled for a live event on July 24 at 10:30 AM.

Turtle Dance Music-A virtual program where kids will dance, sing, and laugh. It is inclusive for all children.

Storytime in the Giving Garden-Ashley will run two story times.

Outreach with TLC Daycare-Ashley travels to the Preschool class for in person story time. In addition, TLC has a School Age class during the summer so Ashley did a STEAM activity.

Take and Make Crafts-Craft kits for both kids and teens continue to be distributed.

Director's Book Club-held on June 14 and July 16 with 10 and 11 attendees. June's selection was "Girl with the Dragon Tattoo" and July's was "Me."

Lake Shore

Story Time began on June 22. There have been five kids per week.

Summer Reading Program began on July 19. Grades K-5 have had a good turn out and a slightly lower turnout for grades 6-12.

Farm Day was a free program held July 12. We partnered with Alicia Spoth at Greg's U-Pick Farms in Clarence. There was coloring, craft, name the produce, and planting tables, as well as a story time and two animals (goat & rabbit). Ms. Spoth also donated two agricultural themed picture books to the library which are being added to the collection. There were 100 kids and adults in attendance.

Cookbook Club met on June 14 and July 12 with 7 and 5 attendees respectively. June 14 group gathered to discuss BBQ recipes and on July 12 the group shared salad recipes.

Take & Makes have been distributed from May through Mid-July.

TREASURER'S REPORT: Dr. Holly Schreiber presented the treasurer's report. The board reviewed the treasurer's report which was routine. The library received the remaining 10% of the grant for the HVAC system for Lakeshore and it was sent to the Town.

OLD BUSINESS:

- Brian Hoth updated the board on the HVAC system at Lake Shore library and that the remains of the grant were received.
- Bylaws-Dr. Holly Schreiber made a motion to accept, Anita Metzger seconded, and all approved
- Sports Equipment survey results Lakeshore-there was only one survey completed so due to lack of participation, this has been tabled.
- Program Equipment & Facility Improvement Initiative-the system Board recommended funding to replace the carpeting at the Lakeshore Library.

NEW BUSINESS:

- Review and approval of System Contract-Anita Metzger made a motion to approve, Dr. Holly Schreiber seconded, and the contract was approved.
- Review and adoption of Open Meetings Law Policy-Sheree Hillman made a motion to adopt the policy, Dr. Holly Schreiber seconded, all approved, and the policy is now effect.
- Review and adoption of Procurement Policy-Dr. Holly Schreiber made a motion to adopt the policy, Sheree Hillman seconded, all approved.
- Results of Patron Survey to expand hours-The results showed that extended hours were desired on Monday and Wednesday night.
- Summer Concert Series-Wednesday, August 4th will be library days at the Memorial Park concert.
- New staff additions at Lakeshore-Larry Porter has been hired part time as a caretaker and a new Senior Page will begin on 7/31/21 replacing Mary.

EXECUTIVE SESSION: Anita made a motion to go into Executive Session and Dr. Holly Schreiber seconded.

Anita Metzger motioned to move out of Executive Session and Dr. Holly Schreiber seconded the motion.

ADJOURNMENT: Dr. Holly Schreiber moved to adjourn at 6:55 PM. Sheree Hillman seconded, and the motion passed.

The next meeting of the Hamburg Library Board of Trustees will take place on Monday; September 20, 2021 at 6:00 PM at the Lakeshore Library.

Respectfully submitted,

Sheree Hillman

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING

HAMBURG LIBRARY – Tuesday, May 18, 2021

PRESENT: Michelle Parker, Cate Lee, Holly Schreiber, Anita Metzger, and Brian Hoth (Director)

ABSENT: Sheree Hillman

Michelle called the meeting to order at 6:05PM.

MINUTES: Cate moved to accept the Minutes of the April 20, 2021 meeting. Anita seconded, and the motion was passed.

PUBLIC COMMENT: None

DIRECTOR'S REPORT: Brian Hoth presented his written report to the Trustees.

- On April 22 a trustee orientation was held by Director Hoth for two of our newest trustees, Holly Schreiber and Cate Lee. Cate was given her Trustee Handbook including *The Handbook for Library Trustees in New York State*. They were also given folders with information on programming.
- Meg Cheman, the librarian who heads the Grosvenor Room, emailed to let Director Hoth know that the slide show presentation entitled, *A Walk around Hamburg at the Turn of the Century* is one of their featured collections -- <https://www.buffalolib.org/research-resources/digital-collections>. And in celebration of the Erie County Bicentennial, she is asking Joy Testa-Cinquino of the Development & Communications Office to showcase it on social media.
- Summer programming both in-person and virtual is being planned.
- Take & Makes continue to be a big hit with families.
- A new StoryWalk has begun around the Village of Hamburg using the book "Badger's Perfect Garden". Pages of the book can be found on participating business windows/ doors. The Hamburg Library is the last stop on the reading journey. The page is on the Buffalo Street entrance door. Since we are the last stop, there is a special take and make provided by StoryWalk Hamburg that StoryWalkers can pick up.
- Stephanie Molnar, the librarian/branch manager at Lake Shore received a nice complement on the Memory Kits.
- Cook Book Club continues to be held virtually.
- Virtual Book Club will be cancelled due to low turnout.

PRESIDENT'S REPORT: None

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

Treasurer Holly Schreiber reported that transactions were routine. She also mentioned about the 3 security cameras and 2 monitors that were purchased with the remaining budget aid. Anita questioned what the book sale and candy sale money was used for. Director Hoth stated it was used primarily for programming and craft supplies.

OLD BUSINESS:

- HVAC system at Lakeshore - An amended project scope form was completed and emailed to the Division of Library Development. Awaiting final approval and check.
- By-laws – Anita reported that Holly made several suggestions, which included term limits of officers and that the other 4 offices beside the office of treasurer should have descriptions of duties included. Anita will schedule a meeting with the committee to discuss further.
- Continuation of curb-side service post-Covid – Director Hoth stated curbside service will continue at both locations even after Covid is behind us. Michelle stated it is a good service. Director Hoth also reported on updated guidance on mask/face coverings in libraries beginning May 19. All staff and patrons will be required to wear masks/face coverings.

- Purchase of sports equipment at Lake Shore – Director Hoth directed Librarian/Branch Manager Stephanie Molnar to create a survey to see if there is interest in patrons wanting to borrow sports equipment and if the expense is justified. The results will be reported at the next board meeting.
- Imagine Hamburg Project Update – Chris Snyder from Imagine Hamburg emailed Director Hoth that they have not heard back from Elderwood regarding their interest in the project and therefore, the funding will be redirected.

NEW BUSINESS

- Review and adoption of Archived Materials Policy
Holly moved to adopt the Archived Materials Policy and Cate seconded. The motion was passed. Michelle suggested that the project could be digitized at a later date.
- Assemblymember Jon Rivera's visit – On May 18 Director Hoth conducted a tour of the Hamburg Library to Assemblymember Rivera and his assistant Michelle Laherty. Mr. Hoth mentioned all the great programming both the Hamburg and Lake Shore libraries are doing both during the pandemic and what is planned going forward. Mr. Hoth also mentioned the continued need for bullet aid and furnished Mr. Rivera a list of needs. Mr. Rivera thanked Director Hoth for the invite. Director Hoth told him he is welcomed to visit anytime and will be invited to read a story.
- Program Equipment & Facility Improvement Initiative – This is initiative, coordinated through the Buffalo & Erie County Public Library System, will provide funding for projects not covered through the NYS Library Construction Grant. The System will cover up to 75 percent of the cost. Director Hoth is looking to replace carpeting in the meeting room and staff workroom at the Lake Shore Library. He will look to coordinate with the Town to get projects completed.
- New speed limit signs – Buildings & Grounds installed two 10 MPH speed limit signs leading to and from the roundabout in the Hamburg Library parking lot. Director Hoth has witnessed patrons speeding through the parking lot and especially driving around the roundabout, thereby creating a safety hazard. There have been a few accidents over the last few months. He hopes this will resolve any issues. If not, then he will look into installing speed bumps.
- Caretaker retirement – Tim, the part time caretaker at the Lake Shore Branch is fully retiring. His last day is May 27. His position has been posted. Director Hoth will conduct interviews shortly to hire his replacement.

EXECUTIVE SESSION: Anita Metzger moved into executive session and Holly Schreiber seconded 6:47PM. The motion passed. Anita moved out of executive session and Cate Lee seconded at 6:57PM. The motion passed.

ADJOURNMENT: Holly moved to adjourn at 7PM. Cate seconded. The motion was passed.

The next meeting of the Hamburg Library Board of Trustees will take place on Tuesday, July 20 at 6:00 PM. Due to Covid concerns, the meeting may be held on Zoom. Updates will be given.

Respectfully submitted,
Brian R. Hoth -
Director

TOWN OF HAMBURG PUBLIC LIBRARY-BOARD OF TRUSTEES MEETING
Lake Shore Library-September 20, 2021

PRESENT: Michelle Parker, Anita Metzger, Dr. Holly Schreiber, Cate Lee, Sheree Hillman, and Brian Hoth (Director)

Michelle Parker called the meeting to order at 6:15 PM.

MINUTES: Sheree Hillman moved to accept the Minutes of July 20, 2021, and Dr. Holly Schreiber seconded this, and the motion was passed.

PUBLIC COMMENT: N/A

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

A Discarded Book Sale was held at the Hamburg Library from August 23-28 with a \$1.00 bag sale held on Saturday. Discards from both libraries were included. Friends of the Library, Cookbook and Book Club members provided much help. Over \$1,000 was raised and the money will be used for programming. The remaining books were donated to the Salvation Army.

On August 19, Director Hoth met with Ashley, Stephanie, Laurie, and Tracy to discuss fall programming.

Patron activity picked up over the summer with resumed in-library programming and the easing of restrictions.

A retired Clarence teacher is moving to the area and wrote about joining the Friends Group and the Hamburg Garden Club.

Ashley received a thank you for helping a patron for her assistance in locating a book on a busy Saturday.

September is Library Card Sign-Up month.

Hamburg

Several organizations have returned to use our community rooms, especially Girl Scout troops.

Abstract; an Art Exhibition by Paul Gaughan was held from August 10-24. Mr. Gaughan exhibited ten pieces throughout the library.

Imagine Hamburg placed two Adirondack chairs at the Buffalo St. entrance. They are a compliment to the two the library purchased.

Unfortunately, TLC Daycare will be closing permanently. Ashley has been providing outreach services here so she will be searching for other opportunities to continue this.

A community table was hosted for both Assembly Member Jon Rivera and Senator Sean Ryan

Summer programming was offered to three age groups this summer. Birth-five, K-five, and a digital only Teen program through ReadSquared an online reading log offered by the NYS

Library. Grand prize winners were Violet (Birth to five Sensory Play starter kit), Emma (K-five Flarts yard game), and Matthias and Eric (Teens Kohls and Spotify gift cards).

On August 3, “23 Skidoo” performed on the front lawn with seventy in attendance. It was enjoyed by all.

Shannon and Director Hoth attended the Wednesday concert series on August 4 which was sponsored by the Hamburg Library. There were giveaways and a craft for the kids. Prior to the concert starting, Director Hoth addressed the crowd to talk about the wonderful things going on at our libraries.

In Jest Comedy Variety performed a live event on July 24 at 10:30 AM. There were seventy-three in attendance.

Family Storytime with Miss Laurie wrapped up in August with increased attendance each week. Due to the increase in demand, remaining programs were held outdoors.

Harry Potter’s Owls-Hawk Creek brought in live owls for an outdoor program on July 20.

Paleo Art w/Penn Dixie-In July, Penn Dixie visited to conduct a STEAM activity with fossils and art.

Phoebe the Reading Dog-Children can read to her in the children’s area twice a month on Saturday.

Mother Goose on the Loose-Is a new series with Miss Tracy which wrapped up in August. It is designed to develop early literacy skills through music and movement. In total 121 children and

Tails and Tales Scavenger Hunt-Yard signs were placed around the library with facts and activities related to WNY animals. Those who completed the “hunt” won a prize. Approximately 350 people completed this activity.

Village of Hamburg Recreation Center Summer Camp has six locations around the village. Ashley and Director Hoth visited a different location each Tuesday to conduct a program with 1-8 graders. The kids played animal jeopardy. Afterwards, they made stress balls with flour and balloons. 225 children and adults attended throughout the summer.

Turtle Dance Music-A virtual program where the kids danced, sang, and laughed. It was inclusive for all children.

Storytime in the Giving Garden-Ashley ran a story time on August 19 with ten children in attendance.

Take and Make Crafts-Craft kits for both kids and teens continue to be popular.

Directors Book Club-held on August 20 and September 17 with 20 in attendance. August’s selection was “Spark of Light” and September’s was “The Tea Girl of Hummingbird Lane.”

Albright-Knox Art Kits

The Hamburg Library was a participating location for the Herve Tullet art kits through August 30. The exhibit begins this month.

Children's Area

One of the most common questions on Facebook is regarding when toys will be available in the children's area. It is currently being worked on, updated and revamped for them.

Lake Shore

On August 18, Stephanie and Director Hoth met with Donald Ernst, a Boy Scout who is interested in doing his Eagle Scout project at Lake Shore. He will be making two sensory boards for toddlers.

Story Time

We have had Story Time twice since our last report with nine kids total. It will resume on September 14.

Summer Reading Program

We had one teen who read 1,140 minutes for our online program. We had 38 participants in the kid's Summer Reading program who read a total of 618 books. The grand prize winner (of a \$30 Target gift card) was Sophia Z. and the second prize (of a library prize bag) went to James R.

Astronomy Night

Astronomy Night was on Wednesday, July 21 at 8:30PM. We partnered with Penn Dixie Fossil Park and had fifty- three attendees. Assembly member Jon Rivera stopped by and was given a tour of the building.

Cookbook Club met on August 9 and September 13 with 13 in attendance. The June 14 group gathered to discuss BBQ recipes and on July 12 the group shared salad recipes.

Take & Makes have been distributed from the end of July through mid-September.

- Curious George: 36
- Jungle: 36
- Under the Sea: 35
- Pinwheels: 34
- Rainy Day Umbrella: 29
- Bookmarks: 30
- Grandparents Day Owl Card: 30
- Tricorn hats: 30

LEGO Party

A Lego party was held on Saturday, August 28 with eight kids and five adults in attendance. Kids played with Legos, watched “The Lego Movie 2” and made Lego travel cases.

Adult Craft Night

The first Adult Craft night held in-person was on August 16 with eight attendees who made twine vases. The next craft of baby food jar pin cushions is September 20.

Senator Sean Ryan’s office held a mobile outreach event on July 20 with three patrons stopping by. The next event is September 21.

Stephanie attended a CHIA Meeting through WNYLRC on August 19.

Stephanie attended the first meeting of the Internship/Mentoring Group through WNYLRC on August 24. They met to discuss how to promote librarianship and library careers through events and outreach.

Diane Tabone donated a print of Lake Shore Library given to her mother; Donna R. Vogt, on her retirement as librarian from Lake Shore in 1992. Caretaker; Larry Porter, hung the print in the staff room.

TREASURER’S REPORT: Dr. Holly Schreiber presented the treasurer’s report. The board reviewed the treasurer’s report which was routine. The library received the remaining 10% of the grant for the HVAC system for Lakeshore and it was sent to the town.

OLD BUSINESS:

- Friends of the Library are currently working on becoming incorporated.
- Program Equipment & Facility Improvement Initiative-Funding was received to purchase carpeting at the Lakeshore Library and the carpeting was installed. The final report was submitted by Director Hoth to secure the final 10% of the funding.

NEW BUSINESS:

- Conflict of Interest was approved but documents need to be signed and returned at the next meeting.
- Mask requirement is back in place.
- Patron incident-Due to a violation of the Library’s Rules of Conduct, a patron has been banned for six months due to a verbal confrontation with a worker.
- Staff farewells & additions: Paige Huson and Kayla Alvira, were hired and Maddie Della Vella was promoted to a Sr. Page. Tracy and Carolyn resigned.
- **EXECUTIVE SESSION:** Sheree Hillman made a motion to go into Executive Session at 6:45 pm and Cate Lee seconded.

Dr. Holly Schreiber motioned to move out of Executive Session and Cate Lee seconded the motion.

ADJOURNMENT: Meeting was adjourned by Michelle Parker at 7:00 pm.

The next meeting of the Hamburg Library Board of Trustees will take place on Tuesday; October 19, 2021 at 6:00 PM at the Hamburg Library.

Respectfully submitted,

Sheree Hillman

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING

HAMBURG LIBRARY –October 18, 2021

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

PRESENT: Director Brian Hoth, Michelle Parker, Dr. Holly Schreiber, Cate Lee, Anita Metzger, and Sheree Hillman

MINUTES: Michelle Parker wants to amend the last minutes. Anita Metzger moved to accept the amended Minutes of the last meeting. Cate Lee seconded, and the motion was passed.

PUBLIC COMMENT: Carima El-behairy

DIRECTOR’S REPORT: Director Brian Hoth presented his written report to the Trustees about several programs that went on throughout the month at both the Hamburg and Lake Shore libraries.

Library card sign up continues through October at both libraries.

Both libraries participated in the Books for Kids Drive in conjunction with Project Flight. Anyone can drop off a new book in the donation bin located in each our buildings. Their drive runs from September 27 through October 15.

Director Hoth purchased corn stalks & pumpkins for both libraries.

Director Hoth is getting quotes from Creative Advertising Specialties for a tablecloth to be used for outreach events, coffee mugs, and library card holders for children when applying for a library card. All items will have our library’s name and image of the building

Hamburg

Continued to get more organizations using our community room. Also, discussed possible partnerships with Girl Scout troops with respect to completing their awards.

Continue to host community tables for both Assembly member Jon Rivera and Senator Sean Ryan.

Take & Make is very popular.

Directors Book Club-12 in attendance.

Story Time with Miss Laurie continues to grow

Halloween Scavenger Hunt-Ashley has again created a scavenger hunt for October.

Erie Canal on Tour-The Hills Brothers performed a medley of songs inspired by the construction and operation of the Erie Canal with 26 children and adults in attendance.

Earth Science Day at Penn Dixie-on October 2, Senior Page Jayne and Director Hoth did an outreach event at Penn Dixies’ annual Earth Science Day. They spoke to 172 children and adults.

Classical Guitar Hamburg Quartet-The annual concert was held on October 6th with 65 adults and children enjoying the performance.

Phoebe the Reading Dog-On October 2nd, Phoebe brought her friend; Ragan who is training to be a service dog.

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Lake Shore

Programs offered this month include:

Astronomy Night- On September 28th, Astronomy Night sponsored by Penn Dixie with Participation from the Buffalo Museum of Science was held from 7-9:00 PM with 8 in attendance.

Cookbook Club-This month’s book was “Happy in a Hurry Cookbook” by Steve and Kathy Doocy. Director Hoth hosted this and there were 12 in attendance.

Fall Gardening Presentation-Master Gardener Lyn Chimera discussed fall maintenance of perennials, how to plant bulbs, and preparing your garden for winter. There were 12 adults in attendance.

Halloween Movies-"Beetlejuice" and "Tower of Terror" were the featured movies this month.

Story Time-Whoo’s Ready for Story Time? was featured this month on Tuesday mornings. Five children attended so far this month. On October 12, Ashley filled in for Stephanie and did a program on superheroes. A tour or 10 children from

EduKids visited later in the morning. Ashley talked about colors and the color of the week was red. The class was organized and the children well behaved. Everyone received stickers.

PRESIDENT'S REPORT:

Michelle Parker spoke of the two hours of trustee training that will be mandatory beginning January 1, 2023 .

TREASURER'S REPORT:

- Holly Schreiber reported that all transactions were routine. Received the money to replace the carpeting in Lake Shore, got the balance of the money from Erie County. Hamburg Floor Covering was paid. Sheree Hillman moved to approve the report, Anita Metzger seconded, and the report was approved.

OLD BUSINESS:

- A. Program Equipment & Facility Improvement Initiative-got the final check for the carpeting
- B. Friends Update: final stages of incorporation and we gave them \$500, also gave them the balance owed, which includes \$5,058.00
- C. Conflict of Interest: Director Hoth passed out the forms to be signed by the Trustees.
- D. Trustee Education: 2 hours per year will be required starting in 2022.

NEW BUSINESS:

- A. _2022 Meeting schedule: First Monday of the month beginning January 3rd, March 7th, May 2nd, July 11th, September 12th, and November 7th, 2022 alternating between Hamburg and Lake Shore.
- B. Trustee Reappointment: Dr. Holly Schreiber to be appointed for a full five- year term.
- C. Staff Updates: Roseann Mumbach was hired as a Sr. Page at Lake Shore begins October 23. Leslie Carr was hired as a Librarian PT.
- D. Approval to close on Christmas Eve 2022-Dr. Holly Schreiber made a motion to approve, Anita Metzger seconded; and it was approved.

EXECUTIVE SESSION: Cate Lee made a motion to go into Executive session, Anita Metzger seconded, and the motion was approved. Sheree made a motion to exit Executive session, Cate Lee seconded, and the motion was passed to go out of Executive session.

ADJOURNMENT: Michelle Parker moved to adjourn the meeting,

The next meeting of the Hamburg Library Board of Trustees will take place on Monday, November 15, 2021, at 6:00 PM at the Lake Shore Library.

Respectfully submitted,

Sheree Hillman

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING

HAMBURG LIBRARY –November 22, 2021

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

PRESENT: Director Brian Hoth, Michelle Parker, Dr. Holly Schreiber, Cate Lee, Anita Metzger, and Sheree Hillman

MINUTES: Anita Metzger moved to accept the Minutes of the last meeting. Sheree Hillman seconded, and the motion was passed.

PUBLIC COMMENT: Leslie Carr, our new librarian; introduced herself to the board. George Buscaglia, a patron of the library, came to address the Board with respect to his suspended privileges at the Hamburg Library. He was trying to explain his side of the altercation and felt that Director Hoth suspended his privileges based on what others had said and that he was not asked his side of the story. While explaining to the Board what transpired, George went on a few different tangents. President Michelle Parker asked him what pertained specifically to the Hamburg Library and not anything other than that. He started once again and President Michelle Parker interrupted him once more to redirect him instead of letting him finish. George became frustrated and raised his voice slightly at which point President Michelle Parker asked him to leave. He felt he was not heard and that this process was not fair. Sheree Hillman apologized to him for the situation.

DIRECTOR'S REPORT: Director Brian Hoth presented his written report to the Trustees about several programs that went on throughout the month at both the Hamburg and Lake Shore libraries. Weekly and monthly take & makes for children and teens continue to be very popular at both libraries.

Hamburg

Christmas Wreaths

Director Hoth purchased 4 wreaths from Hamburg Holidays to place at our entrances. He also asked the Garden Club if they could place one each at the garden gate and sign at Buffalo St.

Binge Bundles

These are now available. These are themed bundles of movies and can be found on the top of the audiobook shelves. They range from 3-6 titles. Thanks to Ashley for coming up with the idea.

Outreach

Ashley began presenting a monthly program at Smarty Pants, a daycare near the Fairgrounds. She is conducting programming for two classes. She also asked if they would be interested in starting classroom collections. This is a box of 25 items that are checked out on an agency card. All of the classes began this service in November.

Middle Grade Collection

The Middle Grade Fiction section (grades 5-8) is complete and the Nonfiction is still a work in progress. They hope to have it completed in a few weeks. Research has shown that reading for fun begins to drop off around the age of 9.

Centennial Art Center

The CAC held their Fall Art Show from November 7 through December 3 with a reception on opening night.

Rental Assistance Session for Landlords

On November 5th an Emergency Rental Assistance session for Landlords was held at the Hamburg Library. The session was sponsored by Senator Sean Ryan's office and presented by the WNY Law Center.

Program offered this month include:

Halloween Scavenger Hunt

An interactive outdoor scavenger hunt was set up from mid-October until mid-November in which 175 people participated. Appreciation goes to Ashley & Maddy for organizing this.

Conductive Construction

This free program for children 5 and up was held on October 23 with 2 children in attendance. They learned about electricity using squishy circuits and conductive play dough. This is part of the Herschell Carrousel Factory Museum and was presented by Young Audiences of WNY.

John Philip Sousa

Mark Jones presented a program highlighting the history and music of John Philip Sousa. He supplemented his talk with photos and other documents. There were 8 adults in attendance.

Phoebe the Reading Dog

On Oct. 2, Phoebe brought her friend Ragan who is in-training to be a service dog.

Story Time w/Miss Laurie

Miss Laurie does a different theme each week on Wednesday morning. To date, 145 have attended.

School Tour

On November 12, a class of 4 year olds from Hamburg Nursery School 4 year olds visited for a tour and a story with Miss Ashley.

Book Signing with Jack Livingston

Local author Jack Livingston visited to talk about and sign his latest book, "A Lot like Fun-Only Different". 7 adults attended.

Lake Shore

Programs offered this month include:

Halloween Party

Held on October 23 with 38 children and adults in attendance.

Button Making

On November 6 Young Audiences of WNY held a button making program with 2 children in attendance.

Cookbook Club

Held on November 8 with 8 in attendance. "Delish: Insanely Easy Casseroles" was the book.

Estate Planning

On November 1, attorney Dan Schuller gave a presentation on estate planning with 12 people in attendance.

Halloween Movies

"Tower of Terror" was the featured movie this month.

EduKids

EduKids began bringing classes once a week to the library starting October 5. Miss Stephanie read them stories and Director Hoth spoke about applying for an agency card.

Story Time- "Who's Ready for Story Time" is held on Tuesday mornings. Stephanie averages 7 children per week.

Murder Mystery packs were given to patrons to play with their friends at home.

PRESIDENT'S REPORT:

Michelle Parker advised that Director Hoth submitted the letter to the Board for Dr. Schreiber to be approved and appointed for a full five- year term.

TREASURER'S REPORT:

- Dr. Holly Schreiber reported that all transactions were routine. All remaining funds were transferred to the Friends of the Library. Anita Metzger moved to approve the report, Cate Lee seconded, and the report was approved.

OLD BUSINESS:

- a. Friends Update-On October 28th, they discussed the procedures and ongoing fundraisers.

- b. Changes to Open Meeting Law—Agendas and reports must be posted 24 hours in advance of our meetings. Meeting minutes are to be available 2 weeks from meeting date.
- c. Update on Covid-Due to increased positivity rate, Family Story Time and Cook Book Club have been cancelled. Participation in the Holiday Concert & Story series with Santa will have a limited number of participants due to this as well. An author visit scheduled in December was also cancelled.

NEW BUSINESS:

- a. Purchase of new shelving for Lake Shore-four units were purchased from Demco.
- b. Director Hoth purchased promotional items from Creative Advertising Specialties for a tablecloth to be used for outreach events, coffee mugs, and library card holders for children when applying for a library card. All items will have our library's name and image of the building. He will sell some of the mugs to recoup some of the cost.
- c. Reaffirmation of Personnel Policies & Procedures-
Dr. Holly Schreiber made a motion to approve, Cate Lee seconded, and all were in favor.

EXECUTIVE SESSION: N/A

ADJOURNMENT: Michelle Parker moved to adjourn the meeting,

The next meeting of the Hamburg Library Board of Trustees will take place on Monday, January 3, 2022, at 6:00 PM at the Hamburg Library.

Respectfully submitted,

Sheree Hillman

