

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

