

TOWN OF HAMBURG PUBLIC LIBRARY-BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY-September 21, 2020

PRESENT: Michelle Parker, Jack Connors, Joe Lowry, Anita Metzger, Director Brian Hoth, Carima El-Beahry, Sheree Hillman

ABSENT: N/A

Michelle Parker called the meeting to order at 6:03 PM and roll was called.

MINUTES: Sheree Hillman moved to accept the Minutes of the June 21, 2020 meeting. Jack Connors followed suit and the motion was passed.

PUBLIC COMMENT: Carima El-Beahry told us that the Board meeting was last Thursday and that it was the first time they had met in a couple months. While in session, the Whistle Blower policy was approved and steps were taken to work on a budget. They received some Covid funding and applied for state funding to help bridge the gap in the budget.

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

The library will be reimbursed from the County for face shields and Plexiglas purchased by the Hamburg Public Library.

PRESIDENT'S REPORT: Nothing to report.

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

OLD BUSINESS:

- A. The HVAC system is installed at the Lake Shore library and the few issues that were found will be addressed prior to signing off on the work. Training for the staff on the system will be on October 9, 2020 at which time they will switch from AC to heat.
- B. Status of Café: Sue Walczak may be interested in using the café next year as a commissary.
- C. Hamburg Seed Share is going well and has been refilled several times already. A dedication was held on Friday, September 4.

NEW BUSINESS:

- A. 2021 Proposed Direct Budget: This is the second part of the budget looking at revenues and expenses. The county will release their budget on or about October 15, 2020 so we will have a better idea of what we have to work with then.

- B. Approve procedures for Memory Kits (Lake Shore) Sheree Hillman motioned to approve, Jack Connors made a motion to second, and all were in favor.
- C. Approval to expand hours at Hamburg from 40-48. This was previously approved via email but now being made official. Jack Connors made a motion to approve and Anita Metzger seconded the motion. All were in favor.
- D. Laminator-Director Brian Hoth would like to purchase a laminator for the library at a cost of \$1880.00 which is within his buying power but chose to get the Board's approval. Sheree Hillman suggested allowing the public to pay to use the laminator to help offset the cost of buying it. Michelle Parker asked for a cost benefit analysis of purchasing this vs. using services in the town. Jack Connors suggested that if we are going to offer the service to the community to get a standard letter size unit which is more cost effective. Director Hoth does not want to offer that service.
- E. System Board Meeting-This requires that the library have an ethics policy and conflict of interest policy. Director Hoth will send the trustees a copy to review and put it on the November agenda.

EXECUTIVE SESSION: Michelle Parker hosted the session with Trustees Jack Connors, Joe Lowry, Anita Metzger, and Sheree Hillman.

ADJOURNMENT: Jack Connors moved to adjourn at 6:43 PM. Anita Metzger seconded, and the motion passed.

The next meeting of the Hamburg Library Board of Trustees will take place on Tuesday, October 20, 6PM @ Hamburg or via Zoom (if executive order is extended)

Respectfully submitted,

Sheree Hillman