

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
Hamburg Library – January 24, 2024

President Michelle Parker called the meeting to order at 6:03 PM.

**PRESENT:** Acting Director Ashley Cassidy, President Michelle Parker, Anita Metzger, Cate Lee, and Sheree Hillman were present. Dr. Holly Schreiber had an excused absence.

**MINUTES:** Michelle Parker moved to accept the Minutes of the last meeting. Anita Metzger seconded, and the motion was passed. Cate Lee abstained.

**PUBLIC COMMENT:** Donna Ludwig, President and JoAnn Maciuba, Vice President from Friends of the Hamburg Public Library were present. December sales were strong. In 2023 average was \$800 sales per month. They are running the membership drive now. Donations have been light so the shelves are not as well stocked. The mini sale will be held in March. Bob Mahoney from the Council staff attended representing Councilmember Dan Kozub. Dan Kozub also stopped by to introduce himself but had to leave to attend another meeting.

**DIRECTOR'S REPORT:**

See Report Link on the Board Info tab at [www.buffalolib.org](http://www.buffalolib.org).

**PRESIDENT'S REPORT:**

Reviewed 11/16/23 correspondence from Director Hoth re: change to January meeting date and location; Librarian Ashley Cassidy to appear in his place.

Reviewed 11/20/23 correspondence from BECPL's Library Administrative Manager Tracy Palicki re: payroll report for Hamburg Library systems (pay period 22); review payroll report.

Review and exchange of correspondence on 11/21/23 with Director Hoth regarding Thanksgiving good wishes.

Review 11/21/23 correspondence from Director Hoth regarding request for approval to change hours for Near Year's Eve at Hamburg; draft response to assent; review other Directors' correspondence regarding their assent.

Review 11/28/23 note from BECPL Assistant Deputy Director – System Services, Dorinda Darden, regarding minutes and handouts from the ACT General meeting on 11/18/2023; review minutes, handouts, and Censorship PowerPoint presentation.

Reviewed 12/2/23 correspondence from Director Hoth regarding library advocacy meeting with Senator Patrick Gallivan and location.

Reviewed 12/5/23 correspondence from BECPL's Director John Spears regarding a message from the NY Library Association re: state funding for libraries.

Reviewed 12/12/23 correspondence from Director Hoth re: request for my reappointment to the HPL Board of Trustees for another 5-year term.

Review 12/15/23 correspondence from BECPL Assistant Deputy Director – System Services, Dorinda Darden, regarding Trustee Survey; access and complete the survey.

Reviewed 12/16/23 correspondence from BECPL's Library Administrative Manager Tracy Palicki re: payroll report for Hamburg Library systems (pay period 24); review payroll report.

Reviewed 12/20/23 correspondence from Library Trustees Association section of the NY Library Association re: 2023 conference and 2024 activities.

Reviewed 12/22/23 correspondence from BECPL's Assistant Deputy Director Joy Testa Cinquino regarding media release re: eclipse viewing glasses.

Reviewed 1/3/24 correspondence from Director Hoth re: HPL Year in Review video; watch video; draft request to Hoth to issue the video to the new members of the Town Board.

Reviewed 1/8/24 correspondence from Director Hoth BECPL Director John Spears message regarding Advocacy Day in Albany on February 6.

Reviewed 1/12/24 correspondence from BECPL's Assistant Deputy Director Joy Testa Cinquino regarding media release in the Buffalo News; review article regarding BECPL trustee removal due to his objection to a drag queen reading to children during Pride Month.

Exchanges of correspondence on 1/12/24 with Acting Library Director Ashley Cassidy regarding weather forecast and authorizing a closure for Sunday, 1/14/24.

Exchanges of texts on 1/13/24 with Acting Library Director Ashley Cassidy regarding weather forecast and authorizing a closure for Saturday at noon given the travel advisory issued on that date.

Exchanges of texts on 1/16/24 with Acting Library Director Ashley Cassidy regarding weather forecast and authorizing a closure for Wednesday 1/17/24 given the forecast issued on that date.

Exchanges of texts on 1/17/24 with Acting Library Director Ashley Cassidy regarding weather forecast.

Exchanges of texts on 1/18/24 with Acting Library Director Ashley Cassidy regarding weather forecast, no travel ban, and that she will proceed with opening the libraries.

Received 1/17/24 correspondence from Trustee Holly Schreiber, Ph.D., regarding unable to make it to the 1/24/24 Trustee meeting.

Reviewed 1/18/24 correspondence from BECPL's Assistant to the Director Cait Goodrich regarding BECPL Board of Trustees meeting for 1/18/24 will be virtual only.

Reviewed 1/12/24 correspondence from BECPL's Assistant Deputy Director Joy Testa Cinquino regarding media release about the 2024 Winter Reading Challenge; review release.

Review 1/19/24 correspondence from Town Board member Megan Comerford regarding change and that the new Board Liaison to the Library is Daniel Kozub.

Review 1/19/24 correspondence from Acting Library Director Ashley Cassidy regarding election of officers at the January meeting; exchanges of correspondences with other Directors on how they wish to proceed.

Addressed various personnel-related matters.

### **TREASURER'S REPORT:**

Michelle Parker presented that all transactions were routine during the last two months. Anita Metzger made the motion to approve the report, Cate Lee seconded, and it was approved.

### **OLD BUSINESS:**

- a. Friends update - They have nothing to add to what was stated in the public comments section. The library has been advertising for the March sale and handing out the bookmarks.
- b. Music Garden update - Brian contacted the Art Services regarding additional funding for two more instruments. Grants open in March. Brian is working with Eagle Scouts and the Hamburg Garden Club to create a sensory herb garden.
- c. NYS Construction Grant - Nothing new at this time.
- d. Repurposing Café Space - Brian met with Del Posto Coffee and Tea and was advised that they are not interested in the space at this time. Ashley Cassidy also showed the space to a nonprofit education group. If they were interested, they would reach out to Brian. To date, Brian has not heard back.
- e. AEDs – The AED kits arrive and were installed: 2 for Hamburg and 1 for Lake Shore. Cabinets were purchased to mount them to the wall. Bob Mahoney mentioned that there are County-funded training sessions for the public available.
- f. Library Advocacy - This will take place February 7<sup>th</sup> in Albany.
- g. Solar Eclipse - The library is providing glasses and educating the public as to how to safely view the eclipse. The glasses have been donated by various organizations. It is expected that the area will have an influx of tourists for the eclipse. Brian and Ashley have attended Eclipse stakeholders meetings with town departments, businesses and school districts. Five staff members of the library will be trained by Penn Dixie as Eclipse Community Educators. There will also be programs held in both branches by Penn Dixie to educate the community.

### **NEW BUSINESS:**

- a. Election of Officers - Michelle Parker made a motion that all officers would continue to serve in their current positions, Anita Metzger seconded the motion, and the motion was approved. President Michelle Parker will continue to serve as the President, Cate Lee as Vice-President, Dr. Holly Schreiber as Treasurer, and Sheree Hillman as Secretary.

- b. Reappointment of Michelle Parker - Her five-year term ended in 2023 and was reappointed at the Town Board Planning Meeting in January 2024.
- c. Reaffirmation Of Personnel Policies & Procedures - All information has not been received so this will be tabled until the March meeting.
- d. 2024 Town Agreement - The agreement and voucher require signatures. Sheree Hillman made a motion for Michelle Parker to authorize this, Cate Lee seconded, and the motion was passed. President Parker signed the forms.

**EXECUTIVE SESSION: N/A**

**ADJOURNMENT:**

President Michelle Parker adjourned the meeting at 6:56 PM.

Next meeting scheduled Wednesday, March 27 at 6:00 PM at the Hamburg Library.

Respectfully Submitted,

Sheree Hillman