

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY – July 23, 2025

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

ABSENT: Anita Metzger

Other Attendees: Megan Comerford (Town Board Liaison)

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

MINUTES: The minutes were presented by Michelle, Holly moved to accept the Minutes of the May 25, 2025 meeting, Cate seconded, and the motion was passed.

PUBLIC COMMENT:

Megan Comerford expressed condolences for the passing of Library System Director Mark Spears.

No other comments were made.

DIRECTOR'S REPORT:

See Reports Link on the Library website.

PRESIDENT'S REPORT:

Michelle noted that the Board the usual correspondence.

TREASURER'S REPORT:

Treasurer Holly Schreiber presented the following:

- Expenses were routine this month with a few things to note:
 - Summer reading program expenses
 - There were a few other large expenses
 - Friends of the Library reimbursed the library for the new display unit
 - There is still money left over from the Lakeshore Library parking lot project
 - The book sale, candy sale, and mug sales collectively made \$658.55

Cate made the motion to approve the report, Matt seconded, and the motion passed.

OLD BUSINESS:

- a. NYS Construction Grant
The parking lot was paved and striped last month. There was funding left over from the project. Brian is working with the Town Grant Writer on other potential items to cover. Brian submitted an amendment to scope to Library Development, who questioned the eligibility of other improvements. Brian and the Town Grant Writer have a meeting tomorrow to try to resolve those eligibility questions.
- b. Funding from Erie County Legislature

The \$1,000 check has still not arrived, and needs to be approved by the System Board. The funds will be used for a new Lego cart.

c. Funding for the Hamburg Public Library

\$100,000 in funding has been secured from Assemblyman Jon Rivera's office. Brian held a recent meeting with the Assemblyman's office to discuss needs, and during the meeting they discussed how to provide funding for expenses upfront rather than as reimbursement. The Assemblyman's staff has asked for updated cost estimates.

d. Music Garden

The instrument purchased by the Friends last fall was installed last month.

e. Alarm system update for Hamburg Library

Burglar and fire alarms should be updated next month.

f. Rel Comm phone system

Director Hoth emailed Jennifer Robertson, the IT director for the Town of Hamburg, for an update and is awaiting a reply.

g. Replacement of exterior lighting at Lake Shore Library

The lights have been replaced and look good. Brian remarked that the lighting has brightened the place.

h. Bylaws Committee

The committee met to review the bylaws and only suggested two changes. The board decided to wait to vote until the September meeting.

NEW BUSINESS:

a. Review, approval, adoption of Procurement Policy

A motion to approve the ratification of the procurement policy was discussed. Holly made the motion, Cate seconded, and the motion was passed.

b. Review, approval, and adoption of System Contract

Matt read the resolution language to the rest of the Board.

A motion to approve was made by Matt, Holly seconded, and the motion was passed.

c. Landscaping at Lakeshore Library

The Hamburg Garden Club visited the library to plant new perennials. It was agreed that some overgrown plants should be removed, to be done in September.

EXECUTIVE SESSION:

The Board did not move into executive session.

ADJOURNMENT:

Michelle adjourned the meeting in honor of Former Library Director John Spears at 6:35 PM.

The next meeting is scheduled for Wednesday, September 24, 2025 at 6:00 PM at the Hamburg Public Library.

Respectfully submitted,

Matt Bourke