

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY – March 27, 2024

PRESENT: Michelle Parker, Cate Lee, Dr. Holly Schreiber, Brian Hoth (Director), Councilmember Daniel Kozub (liaison to the library), Donna Ludwig (President of the Friends of the Hamburg Public Library)

ABSENT: Anita Metzger, Sheree Hillman

Michelle Parker called the meeting to order at 6:07 PM.

MINUTES: The minutes were presented by President Michelle Parker. Michelle Parker moved to accept the Minutes of the January 24, 2024 meeting, Dr. Holly Schreiber seconded, and the motion was passed.

PUBLIC COMMENT:

- Donna Ludwig reported that the Friends Book Sale in March took in \$982. The Friends funded prizes for the winter and summer reading programs. Funded Vox and Wonderbooks for the Lake Shore Library.
- Councilmember Kozub stated he is the liaison to the library and a library advocate.

DIRECTOR'S REPORT:

See Reports Link on the website.

PRESIDENT'S REPORT:

President Michelle Parker presented the following:

- Reviewed January 25, 2024 correspondence from Acting Library Director Ashley Cassidy regarding link for the digital version of the Trustee Handbook.
- Reviewed January 26, 2024 note from B&ECPL Assistant Deputy Director – System Services, Dorinda Darden, to save the date for the next Association of Contracting Library Trustees (ACT) Annual Workshop at Central on March 9, 2024.
- Reviewed February 24, 2024 correspondence from B&ECPL Assistant Deputy Director Joy Testa Cinquino regarding media release re: Black Doll Exhibit at Central.
- Reviewed February 5, 2024 note from B&ECPL Assistant Deputy Director – System Services, Dorinda Darden, regarding ACT Dues invoice for 2024.
- Reviewed February 7, 2024 correspondence from Acting Library Director Ashley Cassidy regarding mail from the US Bankruptcy Court for the SDNY; exchanges of correspondence to arrange for pickup for the 40+ pages of materials.
- Reviewed February 9, 2024 correspondence from B&ECPL Assistant to the Director Cait Goodrich regarding next meeting of the B&ECPL Board of Trustees meeting on February 15, 2024 at 4 PM.; reviewed proposed agenda, information items, and Director's monthly report.

- Reviewed February 12, 2024 correspondence from Town of Hamburg Board staffer Bob Mahoney regarding a link for assistance with grant application; responded with copy to Director Hoth.
- Reviewed February 13, 2024 correspondence from B&ECPL Assistant Deputy Director Joy Testa Cinquino on media release regarding reelection of Kimberly L. Johnson to Board Chair, Carima El-Behairy to vice chair, Joel Moore to secretary, Alan Bedenko to treasurer, the Executive Committee members, the system Trustees, and Trustee emeriti. Drafted correspondence to Board's liaison to Hamburg, Ms. El-Behairy, to congratulate her.
- Reviewed February 13, 2024 correspondence from B&ECPL Assistant Deputy Director Joy Testa Cinquino regarding media release re: NYSDEC grant to the Central Library for a green roof and solar panels; and the Leaders Are Readers – MLK Jr. – Local Literacy award.
- Reviewed February 14, 2024 correspondence from B&ECPL Library Administrative Manager Tracy Palicki regarding System Paid expenses as of December 31, 2023 and confirmed that Hamburg does not owe anything towards the expenses.
- Drafted a February 16, 2024 report to Acting Library Director Ashley Cassidy on notice to the Board of Trustees our review of the 40+ pages of material from the US Bankruptcy Court for the SDNY; summarized the material and how the library should proceed.
- Reviewed February 20, 2024 note from B&ECPL Assistant Deputy Director – System Services, Dorinda Darden, regarding ACT Annual Workshop on Saturday, March 9, 2024; reviewed Agenda and list of presentations.
- Exchanges of correspondence on February 20, 2024 with Acting Library Director Ashley Cassidy regarding payment of the ACT invoice.
- Reviewed February 21, 2024 correspondence from B&ECPL Library Administrative Manager Tracy Palicki regarding Return to System calculation and Invoice for Hamburg; reviewed invoice and confirmed that no amount (\$0.00) is due.
- Reviewed February 23, 2024 note from B&ECPL Assistant Deputy Director – System Services, Dorinda Darden, regarding ACT Annual Workshop on Saturday, March 9, 2024 including a change to the agenda and proposed change to ACT Bylaws and Mission Statement.
- Reviewed February 26, 2024 correspondence from Director Hoth to Town Board Liaison Daniel Kozub regarding bidding process for the rehabilitation of the Lake Shore parking lot.
- Reviewed February 27 – February 28, 2024 exchanges of correspondence between Director Hoth, Town Board Liaison Daniel Kozub, and Town Director of Building & Grounds Nathaniel Rivera regarding the project and how to proceed.
- Reviewed note from B&ECPL Assistant Deputy Director – System Services, Dorinda Darden, regarding ACT Annual Workshop on Saturday, March 9, 2024; how to enter Central and where to park.

- Exchanges of correspondence on February 29-, March 2- and March 4, 2024, between Director Hoth and Board members; Board approval of closing the libraries on the day of the solar eclipse (April 8, 2024) conditioned on “a lot of advance notice (starting today [March 4, 2024] about the closing so that people know before that date -- Facebook and other social media, signs at the branches, the B&ECPL website for each library; anything else you can think of.”
- Reviewed March 7, 2024 note from B&ECPL Assistant Deputy Director – System Services, Dorinda Darden, regarding proposed revised ACT Bylaws and Mission statement to prepare for discussion and a vote at the ACT Annual Workshop on Saturday, March 9, 2024.
- Attended the March 9, 2024 ACT Annual Workshop at Central Library; 9 AM – Noon.
- Reviewed March 9, 2024 correspondence from Director Hoth to Town Board Liaison Daniel Kozub regarding request for meeting about updates to the Hamburg libraries.
- Reviewed March 9, 2024 correspondence from B&ECPL Library Administrative Manager Tracy Palicki regarding instructions and State Report Worksheet for 2023 State Report, Bank Reconciliation Template, and how to complete the Financial Statement.
- Reviewed March 15, 2024 correspondence from B&ECPL Assistant to the Director Cait Goodrich, regarding next meeting of the B&ECPL Board of Trustees meeting on March 21, 2024 at 4 PM.; reviewed proposed agenda, information items, and Director’s monthly report.
- Reviewed March 22, 2024 correspondence from B&ECPL Assistant Deputy Director Joy Testa Cinquino regarding PBS video documentary *Let’s Go!* Episode filmed at Central.
- Reviewed March 23, 2024 correspondence from Director Hoth regarding agenda and reports for the Trustee meeting at Hamburg on March 27, 2024; reviewed agenda, report, and minutes of last meeting on January 24, 2024.
- Drafted correspondence on March 24, 2024 to members of the Board of Trustees regarding Treasurer Dr. Holly Schreiber’s video on behalf of the Buffalo Museum of Science re: the upcoming eclipse.
- Reviewed March 27, 2024 correspondence from B&ECPL Assistant Deputy Director Joy Testa Cinquino regarding *Buffalo News* article about the new Children’s Room at Central.

TREASURER’S REPORT:

Dr. Holly Schreiber stated that all transactions were routine this month. Michelle Parker made the motion to approve the report, Cate Lee seconded, motion was passed.

OLD BUSINESS:

- a. Music Garden update
Two Polywood Adirondack chairs were purchased from Arthur’s Home Furnishings. They are scheduled for delivery at the Lake Shore Library on Saturday, March 30. Director Hoth is pursuing a grant to acquire two additional instruments from Art Services Inc.

- b. NYS Construction Grant
Director Hoth is working with Buildings & Grounds and Mark Melewski, the town grant writer to get the bidding process underway. Grants are awarded in mid-August. Would like to get on the contractor's schedule to get the project completed before winter. There is also a potential of increasing costs if we wait until 2025.
- c. Repurposing Café space
No real interest from potential vendors. Director Hoth would like to repurpose café space into two study rooms with glass walls. He stated there is a constant demand from patrons. Also repurpose the kitchen into a staff restroom.
- d. Solar Eclipse (April 8)
The library received donations of eclipse glasses from Assemblymember Rivera's office, the North Collins Library, and 400 from Penn Dixie. There is an Eclipse Storywalk happening in the village until April 13, organized by Hamburg Holidays. An eclipse-related craft and posters are available for pickup at the end of the Storywalk. A post-eclipse program by Penn Dixie is scheduled for April 20. The system board resolved to make April 8 a holiday for full time and regular part time staff in the event libraries close. The Hamburg and Lake Shore libraries will be closed.
- e. Rel Comm phone system
Software will expire at the end of 2025. Director Hoth emailed asking for options and cost. He also reached out to Jennifer Robertson in the Town IT department to clarify whether our phones are serviced/maintained with them or is this something that was done independently with the library. She is contacting the finance department and will be in touch. Councilmember Kozub will inquire with Town Attorney Kenneth Farrell.
- f. AED
The Library system has a partnership with American Heart Association and is working with them to schedule public training. There will be a new hire in place for our region by mid-April, and we can schedule then.

NEW BUSINESS:

- a. LED lighting replacement
The Town received a grant to convert to LED for all town-owned buildings. Director Hoth spoke with Nate Rivera, Director of Buildings & Grounds, about replacing the interior lighting at the Lake Shore Library. This would uncover the skylights. Some lighting is to be replaced at the Hamburg Library.
- b. Approval of 2023 State Report
Michelle Parker moved to accept the 2023 State Report, Dr. Holly Schreiber seconded and the motion was passed.
- c. Reconstruction of Municipal Parking Lot
Work began on March 11 and is slated to be completed on June 1. Mayor Tallman asked if they could advertise the library lot as alternative parking. Director Hoth denied the request as the parking is needed for use by our patrons.
- d. Cluffalo artwork at the Hamburg Library
Some of the paint is cracking from the piece displayed above the meeting room. Michelle suggested reaching out to the preservation department at Buffalo State or Fredonia University. Also, reach out to former trustee Jack Connors.
- e. Imagine Hamburg Project
Doing a chronological photo project in the meeting room related Hamburg history including the Hamburg Library. They want to display framed, enlarged photos on the walls. They are looking for additional funding to achieve the end result.

- f. Thelma Winter prints
The Hamburg Library received a donation of prints by artist Thelma Winter last year. They are displayed on the walls opposite the café. Eric Adams from Picture Your Walls donated eight additional 8"x10" prints which he will frame.
- g. Sesquicentennial
Director Hoth spoke about all the programs happening at the Hamburg Library in May and June related to the Sesquicentennial.

Michelle mentioned performing an evaluation on Director Hoth by November.

EXECUTIVE SESSION: N/A

ADJOURNMENT: President Michelle Parker adjourned the meeting at 7:26 PM.

Next meeting scheduled for Wednesday, May 22, 2024 at 6:00 PM at the Hamburg Library.

Respectfully submitted, Brian Hoth - Director