

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
HAMBURG LIBRARY – March 26, 2025

PRESENT: Cate Lee, Michelle Parker, Anita Metzger, Matthew Bourke

Brian Hoth (Director), and Nicole Brown (Branch Manager)

ABSENT: Holly Schreiber (excused)

Michelle Parker called the meeting to order at 6 PM.

**MINUTES:** The minutes were presented by Michelle, Anita moved to accept the Minutes of the January 22, 2025 meeting, Cate seconded, and the motion was passed.

**PUBLIC COMMENT:**

Joanne Maciuba (president of Friends of the Hamburg Library) attended the meeting to update the board that she is the new president and there is also a new treasurer Aaron Measer. They are still looking for a vice president. The Friend's semiannual book sale this weekend made approximately \$900 and the left over books will go to Sustainable Books. The annual meeting is on May 8 and will have a special speaker present on Bee Keeping.

Councilperson Megan Comerford expressed excitement to be the town liaison again.

**DIRECTOR'S REPORT:**

See Reports Link on the website.

**PRESIDENT'S REPORT:**

President Michelle Parker presented the following:

- Received and reviewed correspondence
- Attend 3/22 ACT workshop with Cate Lee.

**TREASURER'S REPORT:**

Director Hoth stated that all transactions were routine this month. Cate made the motion to approve the report, Matthew seconded, and it was approved.

**OLD BUSINESS:**

- a. NYS Construction Grant update  
Director Hoth stated there is a difference of \$30,100 between the original estimate for the parking lot rehabilitation at the Lake Shore Library and the accepted bid. He spoke to the Town engineer to put in an asphalt walkway connecting the library to Cloverbank Ave. All Money from construction grant must be used. Progress report submitted to facilities manager at Central Library. Brian is filling out an amendment to scope form for changes to the original project.
- b. Funding from Erie County Legislature  
\$1,000 from Erie County Legislator John Mills. Waiting for budget director to approve.
- c. Funding for the Hamburg Public Library

\$100,000 in funding for various needed projects at both libraries. B&ECPL Director John Spears said that the System will front the money for the projects to be reimbursed by Assemblymember Rivera's office.

- d. Alarm system update for Hamburg Library  
Brian met with Ed Hughes regarding alarm system and building needs. Amherst Alarm released the proprietary information needed to move forward with the project. Cost is \$1,200 for a burglar alarm.
- e. Rel Comm phone system  
Jennifer, the IT director for the Town of Hamburg is looking into it.
- f. System Grant Program for Libraries  
Hamburg and Lake Shore Libraries did not receive approval. No explanation was given.

**NEW BUSINESS:**

- a. Election of Officers  
Motion to approve the slate of board officers, Cate made a motion to accept the slate, Anita seconded the motion, motion approved.  
  
Michelle Parker, President  
Cate Lee, Vice President  
Holly Schreiber, Treasurer  
Matthew Bourke, Secretary  
Anita Metzger, Trustee
- b. By-laws  
Propose change to Article II, Section 2 from "Hire qualified librarians to "Hire a qualified director." Cate moved to accept the change, Anita seconded, motion approved.  
  
Director Hoth suggested a Bylaws committee be created to review the bylaws and make possible changes. Minimum standards states it needs to be done five years or sooner. It has been four. Need to have three people on the committee. Michelle appointed the committee, Cate as the chair, Anita, and Matt. The committee will have recommendations at the next scheduled meeting on May 28.
- c. Meeting w/ Ed Hughes  
Brian supplied Mr. Hughes with a punch list in priority order of items that need attention at both buildings.
- d. Staff changes  
Debbie Bartus, new sr. page hire at Lake Shore Library. Jordan Roeder new librarian hire at the Hamburg Library.
- e. Trustee Education

Anita, Matt, and Holly have one more hour to complete by the end of the year. Michelle and Cate completed their required two hours at the Association of Contracting Trustees workshop on Saturday, March 22.

Michelle mentioned the federal government is cutting the Institute of Museum and Library Services (IMLS) funding that will have an effect on funding and staffing for the NYS Library, which provides funding for library aid and construction aid to local libraries.

**EXECUTIVE SESSION:**

No executive session was required.

**ADJOURNMENT:** Michelle adjourned the meeting at 6:49PM.

Next meeting scheduled for Wednesday, May 28 at 6:00 PM at the Hamburg Public Library.

Respectfully submitted,

Nicole Brown