

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY – May 28, 2025

PRESENT: Cate Lee, Anita Metzger, Matt Bourke, Holly Schreiber, and Brian Hoth (Director)

ABSENT: Michelle Parker

Other Attendees: Megan Comerford (Town Board Liaison), Nicole Brown (Librarian), JoAnn Maciuba (Friends of the Hamburg Library)

Cate called the meeting to order at 6:00 PM.

MINUTES: The minutes were presented by Cate, Anita moved to accept the Minutes of the March 26, 2025 meeting, Matt seconded, and the motion was passed.

PUBLIC COMMENT:

JoAnn Maciuba, Friends of the Library updates:

- Unsold books from the book sale go to Bread of Life outreach, which is a great organization
- Friends group received a large collection of books and cookbooks. September is next book sale
- Friends of the Library Week is October 19-25 - the Hamburg Friends group will be out doing a “friends raiser” and basket raffle
- Friends group purchased a brick on the Hamburg Village Hall walkway

No other comments were made

DIRECTOR’S REPORT:

See Reports Link on the website.

Cate asked about how the library is sharing information. Nicole and Brian spoke to all of the ways that the library shares information and updates.

PRESIDENT’S REPORT:

There was no President’s Report this month

TREASURER’S REPORT:

Treasurer Holly Schreiber presented the following:

- Expenses were routine this month with a few things to note:
 - Check from the Central Library came in April
 - There were several donations
 - Annual contribution from the Town of Hamburg was received
 - New display unit was purchased
 - Proceeds from the candy/books/mugs sale

Matt made the motion to approve the report, Anita seconded, and it was approved.

OLD BUSINESS:

a. NYS Construction Grant

Brian commented that it continues to move along. There are excess funds due to low bid and the library must file an amendment to scope for new path at Lakeshore. There has been some back and forth to coordinate timing of the work with amendment to scope, any library closings, etc. Once scope amendment is approved work can start. Brian is working with the Town Grant Writer to figure out additional scope. The goal is to have the work done by the end of this construction season.

b. Funding from Erie County Legislature

Brian was in contact with the Secretary of the Republican Caucus about the donation. The \$1,000 check should be arriving, but needs to be approved by the System Board. Funds will be used for a new Lego cart.

c. Funding for the Hamburg Public Library

This funding is through Assemblyman Jon Rivera's office. Brian is looking to schedule a meeting to discuss the funding. There are some needs at the Buffalo Branches as well that may be funded.

d. Alarm system update for Hamburg Library

Brian emailed Town Highway Superintendent Ed Hughes about this. Revised estimate is \$1,200. Brian is still waiting to hear back from Ed.

e. Rel Comm phone system

No updates.

f. Replacement of exterior lighting at Lake Shore Library

The lights were purchased but the posts need to be replaced as well - one of the posts is cracked. This could be added to the parking lot project - the cost is still to be determined. Brian has discussed this possibility with the Town Grant Writer.

g. Bylaws Committee

The committee met to review the bylaws and only suggested two changes. The board decided to wait to vote until the next meeting so that Michelle can also review.

NEW BUSINESS:

a. Review and approval of Petty Cash Policy

This policy must be reviewed every 5 years. The board reviewed and didn't notice any changes that needed to be made. A motion to approve was made by Anita, Holly seconded, and the motion was passed.

b. Review and approval of 2024 State Report

Brian said the state had no questions about the report.

c. Review and approval of 2024 Annual Report to the Community

Cate read the resolution (for both New Business items B and C). The motion was approved by all board members.

d. Health and Hygiene Suspension procedure

Brian reported that this was a procedure (not a policy) for the Central Library and Buffalo branches. A notice was received that this is in fact a system wide procedure, but the Hamburg Library Board does not need to vote on the procedure. Brian read the procedure aloud.

e. Suspension of Library Privileges

Brian commented that the library has been experiencing some challenges with middle schoolers/teens at the Library. Brian wrote a letter and a suspension of privileges that includes an appeal provision to the challenging patrons. The Village Police occasionally get involved if needed

f. Fence along garden wall

Brian noted that the fence was damaged by snowplowing from Elderwood in January. Elderwood said they would take care of it. The Town Legal department is now dealing with it.

EXECUTIVE SESSION:

Holly motioned to move the meeting into executive session, Matt seconded, and the Board moved into executive session at 6:50 PM. The Board moved out of executive session at 7:40 PM.

ADJOURNMENT:

Holly motioned to adjourn the meeting, Matt seconded, and the meeting was adjourned at 7:40 PM.

The next meeting is scheduled for Wednesday, July 23, 2025 at 6:00 PM at the Hamburg Public Library.

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Respectfully submitted,

Matt Bourke