

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING

HAMBURG LIBRARY –January 3, 2022

President Michelle Parker called the meeting to order at 6:00 PM.

PRESENT: Director Brian Hoth, President Michelle Parker, Dr. Holly Schreiber and via Zoom were Cate Lee, Anita Metzger, and Sheree Hillman.

President of the Friends Group, Donna Ludwig attended as the liaison and Carima el behairy, the Contract Library Liaison to the System Board also attended via Zoom.

MINUTES: The Minutes of the Meeting of November 20, 2021 were not approved. President Michelle Parker wanted to amend the language regarding the conversation between Mr. Buscaglia and herself regarding the comment that, “He was slightly frustrated” and wants it to show that he wasn’t presenting anything that was relative to library business and that the Board cannot amend anything that he was trying to present. Dr. Holly Schreiber made the motion to approve the change, Anita Metzger seconded the motion. The minutes were approved with one dissension.

PUBLIC COMMENT: Donna Ludwig mentioned the Friends held a mini book sale in December. They are trying to come up with other ideas as to how to display the books to increase sales. They are also working on increasing membership. They are on the last step in completing the process of incorporation. Dr. Holly Schreiber asked what their mission statement is and Donna said: “To raise funds to support projects of the Library.”

Carima el-behairy stated that the initial interviews for the Library Director position will start taking place next week. They will be interviewing 8 candidates out of the 15 that applied. There will be additional questions asked over two days after which the number of candidates will go to 3. A decision is slated to be made by February. Both local and national candidates have applied for this position. Carima has been re-appointed and the Board voted to retain her as our liaison for the next year or two. Dr. Holly Schreiber made a motion to approve, Anita Metzger seconded the motion, and the motion passed.

DIRECTOR’S REPORT: Director Brian Hoth presented his written report to the Trustees about several programs that went on throughout the month at both the Hamburg and Lake Shore libraries.

Hamburg

Take & Make is still very popular.

On December 9 a Holiday Concert-was a big success. People were dancing and enjoying the event. Stories w/Santa had 2 time slots one at 6:00pm and another at 7:00pm with 30 people registered for each.

On December 14 a Listening Tour to discuss priorities of libraries within NYS was held at the Central Library. Several public officials, including Senator Sean Ryan and Majority Leader Chrystal Peoples-Stokes were in attendance. Due to time constraints, Director Hoth was unable to speak.

The Middle Grade collection was completed. This collection is geared toward 5th through 8th grade readers. Staff went through the collection and identified books specific to those grades. Director Hoth heard from a parent from East Aurora thanking the Hamburg Library for creating this collection. Dr. Schreiber stated that her daughter benefited from this. A BIG appreciation to Librarian Ashley Cassidy for coordinating this project! The Hamburg Library is the only library in the System to create this collection.

Phoebe the Reading Dog continues to be popular!

The last 3 sessions of story time with Miss Laurie had to be cancel due to increasing Covid rates.

Ashley continues to visit 2 preschool classes at Smarty Pants Childcare monthly. In addition, she provides classroom collections consisting of 25-30 books for use by each of the classes.

Cook Book Club is once again being held virtually with 19 attendees.

A snowflake scavenger hunt is currently being held.
Holiday cards were mailed to partners, libraries, and public officials.
Received several monetary donations from patrons.

Lake Shore

Director Hoth is working with the Red Cross to restart blood drives, which stopped during Covid.
Cook Book Club was held virtually in December with 2 attendees.
Adult Craft night had 11 in attendance.
Story Time in December had 16 children and adults in attendance.
On November 27 a patron demonstrated how to make Christmas cards out of Christmas boxes.

Circulation, computer sessions, and WiFi showed noticeable increases in December.

PRESIDENT'S REPORT: Michelle Parker reminded everyone that the Association of Contracting Libraries (ACT) meeting is being held virtually on Saturday January 8. She also informed the Board that Dr. Schreiber has officially been reappointed to a full 5 year term.

TREASURER'S REPORT: All transactions were routine. Director Hoth had mentioned about the promotional items and those are showing up in the financials, as well as the donations. Anita Metzger made a motion to approve, Cate Lee seconded, all in favor.

OLD BUSINESS:

- a. Friends update – see Public Comment
- b. Purchase of promotional items--mugs have each library's name on each side. Sold a dozen already. Also to be given to donors, public officials. Plastic card holders for kids so the kids can put their library card in it. Also purchased a tablecloth to be used for Outreach events, etc.
- c. Update on Covid measures - masks are still required in the Library. No eating or drinking. Programs limited to 30 people. Also received KN95 masks from the County for distribution to the public. They were gone in 5 hours. They are also getting home test kits to give away. Virtual option for Board meetings still in effect through January 15, 2022.

NEW BUSINESS:

- d. Election of Officers - First meeting of the year is the election of officers. The following offices were Secretary: Sheree Hillman; Treasurer: Holly Schreiber; Vice-President: Cate Lee; and President: Michelle Parker. Motion to accept the slate was made by Dr. Holly Schreiber, Cate Lee seconded the motion, and all were in favor.
- e. Annual agreement between the Town and Library - Annual agreement states that the Library will provide all the services, educational and cultural programs and the Town will provide the Library a check for those services in the amount of \$3,000. A motion was made to adopt the agreement as described between the town and library Cate Lee made a motion to approve, Anita Metzger seconded, and all in favor.
- f. Resolution to reinstate the Director title from Director II to Director III – The Hamburg Public Library meets the criteria to make this change but a resolution must be approved to move forward with this change. Cate Lee made the motion to approve, Sheree Hillman seconded, and the motion passed.
- g. Cards from an anonymous patron - Director Hoth said that his staff has been getting greeting cards from an anonymous patrons addressed to "all their girlfriends at the library". The last card was inappropriate. Staff was concerned about this and Director Hoth wanted to make the Board aware of the situation. President Michelle Parker suggested filing a police report about this to at

least have a record of it and Cate Lee suggested possibly having police presence when the library closes at night.

- h. Long Range Plan 2020-2022 - Director Hoth was thinking of asking some staff and interested individual community members to form a focus group to help modify the current Plan. This must be completed by the end of this year.
- i. Upcoming ACT meeting – see President's Report

EXECUTIVE SESSION: NA

Michelle Parker adjourned the meeting at 6:50 PM

Next meeting: Monday, March 7 @ 6 PM, Lake Shore Library