

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING

HAMBURG LIBRARY – July 11, 2022

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

**PRESENT:** President Michelle Parker, Dr. Holly Schreiber, Anita Metzger, Cate Lee (virtually) and Sheree Hillman were present. Also present were librarians Ashley Cassidy, Stephanie Molnar, and Donna Ludwig, president of the Friends of the Hamburg Public Library. Director Brian Hoth was not present.

**MINUTES:** Dr. Holly Schreiber moved to accept the Minutes of the last meeting. Anita Metzger seconded, and the motion was passed.

**PUBLIC COMMENT:** Present today was Donna Ludwig from Friends of the Hamburg Library, Ashley Cassidy from the Hamburg library and Stephanie Molnar from the Lake Shore library.

**DIRECTOR’S REPORT (Librarian’s Report):**

Submitted by the librarians Ashley Cassidy and Stephanie Molnar.

**PRESIDENT’S REPORT:**

President Michelle Parker presented:

Attended the Association of Contract Libraries (ACT) Annual Workshop at the Central Library on May 7; with Hamburg Director Brian Hoth and Trustee Anita Metzger. This included a presentation by new System Library Director John Spears re his background and vision for the library.

On May 18, conferred with Central Library concerning their inquiry about a patron complaint arising at the Hamburg Library.

On May 19, held a Zoom conference with members of the Hamburg Library Board of Trustees regarding the patron complaint. Attending: President Michelle Parker, Vice President Cate Lee, Treasurer Dr. Holly Schreiber, and Trustee Anita Metzger. Excused: Secretary Sheree Hillman.

On May 26, received an analysis of the “system paid” expenses as of March 31, 2022 from Tracy A. Palicki, library administrative manager. She confirmed that Hamburg “is projected to be within its 2022 ‘System Paid’ budget and therefore is not responsible to reimburse the System for any overages.

On May 31, I alerted Director Hoth, Town board liaison Megan Comerford, and Town Supervisor Randy Hoak about a plaque I saw at Hamburg’s Lakeside Cemetery regarding the burial location of Grant “Home Run” Johnson, a baseball superstar of the Negro league. He retired from baseball in 1932 and lived in Buffalo where he worked for New York Central Railroad. Upon his death he was buried at Lakeside Cemetery. September 23, 2022 will be the 150th anniversary of his birth. I alerted them so that the town, the local schools, and the Hamburg Library could coordinate to recognize the sesquicentennial and talk about the history of the Negro League.

On June 2, received an email from Lake Shore Branch Manager Stephanie Molnar regarding the Central Library’s decision to incorporate Juneteenth as a library holiday in conformance with the same decision by the County of Erie. It is up to the contracting libraries to decide whether to do the same. The Hamburg Board of Trustees met via email on June 2; President Parker moved to adopt Juneteenth as a holiday for the Hamburg Library. Vice President Cate Lee seconded the motion. Four ayes; motion passed. Parker advised Ms. Molnar of the approval on the evening of June 2.

On June 8, received an email from Assistant Deputy Director – CFO, Kenneth H. Stone, regarding the 2022–23 State Aid for Library Construction process. The deadline for submitting online applications is Thursday, September 1, 2022.

On June 10, received and reviewed the payroll report from the Library Administrative Manager, Tracy Palicki.

On June 17, received an email from Mr. Stone, regarding the System Board's approval of the 2022 Contracts, for Hamburg Board approval.

On June 21, received and reviewed the Library Open Hour and Work Schedules Worksheet from Library Administrative Manager, Tracy Palicki.

On June 21, received a correction from Mr. Stone resending the pdf to correct for a file previously omitted in error.

### **TREASURER'S REPORT:**

- Dr. Holly Schreiber reported that all transactions since the last meeting have been routine. Many of these are dealing with preparing for the summer reading programs. Friends of the Hamburg Public Library has offered to pay for those and the library will then be reimbursed. The Town of Hamburg sent a check for \$3,000 and a private donation of \$1,000 were made. Anita Metzger made the motion to approve, this was seconded by Sheree Hillman, all approved and the motion was passed.

### **OLD BUSINESS:**

- a. Friends Update – President Donna Ludwig advised that they now have 24 members. They have had brisk sales this month of \$30 to \$40 per day. They are selling raffle tickets for a gift card that will be awarded in September. They are working on the October book sale. Donna found a subscription for a free trial magazine called “Book Page.” This features new and forthcoming books.
- b. Update on Long Range Plan - will be discussed at next meeting
- c. Update on reinstatement to Director III - will be discussed at next meeting

### **NEW BUSINESS:**

- a. Review and Approval of System Contract 2022 Library Contract resolution-please refer to the 22-21 Budgetary allocations. Anita Metzger made a motion to approve the resolution, Sheree Hillman seconded it, and the resolution was adopted.
- b. Good Neighbors Compost Program - received a request to have a compost bin at the Hamburg Library so that community members can utilize it. Anyone that subscribes to the service for a fee of \$14 per month and the company comes in and empties it out. They in turn then sell the compost. President Michelle Parker has asked Anita Metzger to research the status of the company and to report the findings at the next Board meeting.

### **EXECUTIVE SESSION:**

- Dr Holly Schreiber made the motion to go into executive session, Anita Metzger seconded the motion, and the motion was approved. Anita Metzger made the motion to leave executive session, Dr. Holly Schreiber seconded the motion, and it was approved.

### **ADJOURNMENT:**

President Michelle Parker adjourned the meeting at 7:10 PM

Next meeting scheduled Monday, September 12 at 6:00 PM at the Hamburg Library.

Respectfully submitted,

Sheree Hillman

