

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES SPECIAL  
MEETING

HAMBURG LIBRARY – May 10, 2023

PRESENT: Michelle Parker (President), Catherine Lee (Vice-President), Holly Schreiber (Treasurer), Anita Metzger (Trustee), Brian Hoth (Director)

ABSENT: Sheree Hillman (Secretary)

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

**MINUTES:** The minutes were presented by President Michelle Parker, Holly Schreiber moved to accept the Minutes of the March 21 meeting, Anita Metzger seconded, and the motion was passed.

**PUBLIC COMMENT:**

Donna Ludwig (Friends of the Library) spoke about funding Vox Books needed by the Lake Shore Library; using an app called Book Scouter to send books donated and not needed by the library to people who are looking for them; changing up language used in asking for donations so that books that are old/falling apart/dirty/moldy are not as likely to be donated; and finally she spoke about Laurie Obrochta putting together a display of older books for sale in the Hamburg Library.

**DIRECTOR'S REPORT:**

See Reports Link on the website.

**PRESIDENT'S REPORT:**

- Reviewed 3/23/23 correspondence from BECPL's Executive Director John Spears re: restoration of the operating hours at the Central branch.
- Reviewed 3/24/23 press release from BECPL's Assistant Deputy Director Joy Testa Cinquino re: Executive Director John Spears remarks about the restoration of the operating hours at the Central branch.
- Reviewed 3/24/23 correspondence from Director Hoth regarding dedication of the new Main Library at Audubon.
- Received 3/29/23 correspondence from BECPL's Assistant to the Director, Erin Vest, regarding the continuation of the appointment of Trustee, Carima, El-Behairy as the System Board's liaison to the Hamburg Library Board. Drafted correspondence to Ms. Vest to confirm.
- Reviewed the April 2023 issue of The NYLA Voice, a publication of the New York Library Association.
- Received 4/15/23 correspondence from BECPL's Erin Vest re: particulars concerning the next meeting of the BECPL board of trustees for 4/20/2023 at 4 PM.
- Reviewed 4/17/23 correspondence from BECPL's Assistant Deputy Director Joy Testa Cinquino regarding recent news coverage about BECP Libraries.
- Reviewed 4/19/23 correspondence from BECPL's Assistant Deputy Director Joy Testa Cinquino regarding recent BECPL press releases.

- Reviewed 4/24/23 correspondence from BECPL's Assistant Deputy Director Joy Testa Cinquino regarding National Library Week.
- Reviewed 4/24/23 correspondence from BECPL's Assistant Deputy Director Joy Testa Cinquino regarding an interview with BECPL Library Director, John Spears, regarding National Library Week, the value of libraries, and book bans.
- Exchanges of correspondence with Director Hoth and others on 4/27/23 regarding the New York State Senate Libraries Committee's selection of Hamburg librarian, Ashley Cassidy, as the Outstanding Librarian in Western New York.
- Exchanges of correspondence with Director Hoth on 4/29/23 regarding the New York State Senate Libraries Committee's presentation of award to Ms. Cassidy on 5/25 at noon.
- Review notice for the upcoming Association of Contracting Libraries meeting on 5/20/2023.
- Reviewed 5/3/23 correspondence from BECPL's Deputy Director Ken Stone re: the NYS Legislature's adoption of the 2023-2024 Budget which eliminated the Governor's proposed cuts: review summary of the funding bills.
- Reviewed 5/4/23 correspondence from BECPL's Administrative Manager Tracy Palicki regarding the payroll report for the Hamburg library through the first quarter of 2023 (pay period seven.)
- On 5/9/23, reviewed May Agenda, Meeting Room policy, Bulletin Board policy, Director's report, May financial report and draft minutes of March meeting. Sent from my iPhone

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

Dr. Holly Schreiber stated that all transactions were routine this month. Anita Metzger made the motion to approve the report, Catherine Lee seconded, and it was approved.

#### **OLD BUSINESS:**

- a. Music Garden update  
Estimate for \$6900 for walkway from Hudson Masonry, Inc. was received and proposed to Board. Approved.
- b. NYS Construction Grant  
Director Hoth and Nate Rivera, director of Buildings & Grounds did a walkthrough at the Lake Shore Library focusing on building needs. Mr. Rivera plans to contact the Highway Department about filling in parking lot potholes with cold patch. Mr. Rivera mentioned getting the site lighting at the Kennison St. side entrance replaced.
- c. Café update  
A draft of revised RFP was received with no major changes. Pat Ryan stopped by to check kitchen equipment. All of which is in working order.
- d. Phone system update  
No update received. The software for the phone system at the Hamburg Library will be obsolete by the end of 2024.

**NEW BUSINESS:**

- a. Dynamic shelving  
Dynamic shelving will be implemented in the libraries. Bookstore feel; very eye catching to encourage browsing. It focuses mainly on displaying books and genre shelving. Libraries will need to weed to make room for display space. This is considered a long term project, it took school libraries 2 years to fully implement. Member of collection development team will assist Lake Shore Library since the space is smaller. Circulation increased significantly.
- b. Approval of 2022 State Report  
Catherine Lee moved to accept the 2022 State Report meeting, Anita Metzger seconded, and the motion was passed.
- c. Permanent placement of Kiwanis sign on premises **Tabled**
- d. Review/approval of Meeting Room Policy **Changes to be added.**
- e. Review/approval of Bulletin Board Policy  
Holly Schreiber moved to accept the Bulletin Board policy, Catherine Lee seconded, and the motion was passed.

**EXECUTIVE SESSION:** Not needed.

**ADJOURNMENT:** President Michelle Parker adjourned the meeting at 7:00 PM.

Next meeting scheduled for Wednesday, July 12, 2023 at 6:00 PM at the Lake Shore Library.

Respectfully submitted,

Alyssa Johnson