

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
HAMBURG LIBRARY –November 7, 2022

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

**PRESENT:** Director Brian Hoth, President Michelle Parker, Dr. Holly Schreiber, Cate Lee, and Sheree Hillman were present. Anita Metzger was not present but had advised Director Hoth of her planned absence.

**MINUTES:** Dr. Schreiber made a motion to approve the minutes of the last meeting, Cate Lee seconded them, and the motion was approved.

**PUBLIC COMMENT:** Donna Ludwig from the Friends of the Hamburg Public Library was present Jeana Franjoine from Good Neighbors Compost was present. Jacob Rachwal was also present. He had worked for the Hamburg Library and is currently a librarian at the Central Library and is doing this observation as part of an assignment.

**DIRECTOR'S REPORT:**  
See Reports link on the website.

**PRESIDENT'S REPORT:**  
President Michelle Parker presented the following:

The First Annual B&ECPL Trustee Holiday Gathering is on Wednesday, December 14, 5 – 7 pm at the Central Library downtown.

The Association of Contracting Library Trustees (ACT) meeting for September 24, 2022, was canceled due to the passing of ACT President (and Grand Island Trustee) Dick Earne on September 18, 2022. The new president is Martha Buyer, trustee from the Aurora Town Public Library. The next meeting will be on January 21, 2023, at the West Seneca Public Library; this will include the agenda items from the cancelled meeting and information on the Trustee Education Policy.

Reviewed correspondence of September 22 from Director Hoth to Hamburg Town Board Liaison, Councilmember Megan Comerford, re: a request to repurpose the Hamburg Library café. I had a chance to respond to Councilmember Comerford's inquiries when I ran into her on October 4.

Reviewed correspondence of September 27 from B&ECPL Library Administrative Manager Tracy Palicki re: analysis of the "System Paid" expense for the Hamburg Library as of July 31 and that our Library is projected to be within its 2022 "System Paid" budget and not responsible for reimbursement of any overages.

Reviewed correspondence of October 3 from B&ECPL Assistant Deputy Director of Public Services Dorinda Darden re: the B&ECPL Trustee Education Policy that was adopted by the System Board of Trustees on September 15. The policy will require trustees to take a minimum of 2 hours of trustee education annually beginning January 2023.

Reviewed correspondence of October 12 from B&ECPL Library Administrative Manager Tracy Palicki re: the payroll report for the Hamburg Library through Pay Period 20 (September 2022); reviewed the report for the Hamburg and Lake Shore locations.

Reviewed correspondence of 10/12 from Director Hoth re: a request to the Town for a 50% match to a grant to rehabilitate the parking lot at the Lake Shore Library arising from Hoth's intention to apply for a NYS construction grant in 2023.

Reviewed correspondence of October 14 from B&ECPL Deputy Director/CFO Kenneth Stone re: the 2023 Budget Request. County Executive Mark Poloncarz's 2023 Proposed Budget included a recommendation for a county funding increase of \$1,849,674 (7.0%) to libraries through funds generated by growth in the equalized full value property tax base. As the tax base is reported to have grown by 13%, the Library Tax Rate per \$1,000 will decline. The additional funding will help offset inflation related impacts on library operating costs, including contractually obligated labor costs, costs of supplies and utilities in this challenging fiscal environment.

- County funding of \$28,285,362, combined with New York State operating aid funding of \$2,321,930, use of \$716,119 in Library fund balance, and \$167,976 in other library revenue, brings the 2023 proposed operating budget to \$31,491,387; a 6.2% increase over the 2022 County Adopted Budget. In addition to the operating budget, \$721,839 in estimated state aid is included in the Library Grants Budget.
- The Erie County Legislature will conduct budget hearings which usually take place about mid-November. Their deliberations will continue until their vote on the proposed budget, scheduled for December 1<sup>st</sup>. Should there be any vetoes, the Legislature has scheduled a veto override vote on December 15<sup>th</sup>.

Reviewed correspondence of October 20 from the B&ECPL's Assistant Deputy Director of Development & Communications Joy Testa Cinquino regarding the letter writing campaign underway that will be directed to members of the Erie County Legislature advocating for support for the County Executive's 2022 proposed budget allocation to the Library System's Operating Budget.

Reviewed correspondence of October 25 from Director Hoth regarding the letter campaign directed to Erie County Legislator John Gilmore advocating for his approval of the Erie County budget proposed by County Executive Poloncarz; reviewed and signed the letter (one for Hamburg and one for Lake Shore.)

Had an inquiry on October 29 from the Hamburg Town Board Liaison, Councilmember Megan Comerford re: the 2023 grant for the parking lot; conferred with Director Hoth and responded to the Councilmember's inquiry.

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

Dr. Holly Schreiber communicated that all transactions were routine the past couple of months. Friends of the Library reimbursed half the cost of the Healing Library Kits. The Library received a check for \$8,000

from Arts Services Inc of WNY for the purchase of outdoor instruments and other needs for the Music Garden. Sheree Hillman made the motion to approve, Cate Lee seconded the report, and the motion was approved.

**OLD BUSINESS:**

- a. Friends Update – the book sale recently held raised a little over \$1300. The Friends decided that next year there will be two sales. They would like to order a feather flag to put out in front of the library to promote the sale. Friends President Donna Ludwig said that it may have a picture of books with the word “sale” to use or something similar for future events. They have added some new members since our last meeting. Their new bank balance is over \$12,000.
- b. Approval of Long- Range Plan of Service - Cate Lee made a motion to approve, Dr. Schreiber seconded, and the motion was approved.
- c. Update on reinstatement to Director III - Director Hoth said that they are looking to put this into place in December and make it retroactive from August.
- d. Music Garden update - The instruments have arrived. Director Hoth would like to speak with the Garden Club to see what can be planted in this new area.
- e. NYS Construction Grant – Director Hoth sent a letter to Library Liaison Megan Comerford re: an assurance from the Town that they would provide a 50 percent match to rehabilitate the Lake Shore Library parking lot.
- f. Good Neighbors Compost Program - Jeana Frangione as the owner and operator of Good Neighbors Compost. She currently has 7 drop offs in the area. She has had 40 people from Hamburg who have reached out to her to put one in the Hamburg area. She empties them once a week. She is looking for permission to place it at the Hamburg Library with no fees to the library. President Michelle Parker questioned about the potential of this attracting rodents. It is a plastic garbage tote with a combination lock. Families who participate pay her a fee of \$14.00 and have a combination to the plastic tote which they use to deposit their scraps. President Parker has asked Director Hoth to ask the Town of Hamburg if this is allowable or not.
- g. M&T Bank Statements - Director Hoth spoke to M&T regarding the statements and getting them via email but he is not comfortable with that because the library would need to set up an online account. He would prefer to continue receiving them via postal mail.
- h. Repurposing Café space - Megan Comerford, town board liaison to the library, had some ideas to use the space for work-based programs allowing the school districts to use. It was tabled until the next meeting.
- i. Approval of 2023 Proposed Meeting Schedule – Director Hoth will see if it can be amended and get back to the board regarding the second Wednesday of every other month at 6:00 PM to held at the Lake Shore Library.
- j. Opioid Overdose Prevention Program (Narcan) – Director Hoth and Librarian Ashley Cassidy received training on administering Narcan. The Orchard Park Public Library is looking to schedule a training session as a Southtowns location. Director Hoth said that he would like to get more of his staff to attend.

**NEW BUSINESS:**

- a. New Trustee Education Policy - This policy begins 1/1/2023 but no dates or times have been discussed yet. As soon as it becomes available, it will be passed out.
- b. Open Meetings Law (Virtual) – the executive order for having virtual meetings has been rescinded. An option is available but the board will stick with in-person meetings.
- c. New Sensory Nook – 4 of the 6 computers were removed to make room for this new play area. The Friends of the Hamburg Public Library provided half the funding for the sensory wall and accessories.
- d. Veterans’ Day 2023 – the observed holiday is on Friday, November 10. Director Hoth is seeking approval to be open normal hours on Saturday, November 11. Dr. Schreiber made the motion to approve, Cate Lee seconded, and it was approved.

**EXECUTIVE SESSION:**

Dr Schreiber approved going into executive session, Cate Lee seconded, and the motion was approved. Sheree Hillman moved to exit executive session, Cate Lee seconded and the motion was approved.

**ADJOURNMENT:**

President Michelle Parker adjourned the meeting at 7:29 PM.

The next library meeting date TBD.

Respectfully submitted,  
Sheree Hillman