

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING

HAMBURG LIBRARY –September 12, 2022

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

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

**MINUTES:** Donna Ludwig asked to amend our minutes from our last meeting section A, under Old Business to reflect that the raffle tickets were not sold but given to existing members as a chance to win a prize. Upon the change, Anita Metzger moved to accept the Minutes of the last meeting. Cate Lee seconded, and the motion was passed.

**PUBLIC COMMENT:** Carima El-behairy, our liaison to the System Board was present virtually and Donna Ludwig from Friends of the Hamburg Public Library was in attendance as well. Carima said that the library board will meet on Thursday to discuss the Executive order allowing Zoom meetings which expires as of tomorrow. An in-person quorum will be necessary at the Board meetings. Trustees can attend virtually but their participation will not be counted towards the quorum.

**DIRECTOR'S REPORT:**

See Reports link on the website.

**PRESIDENT'S REPORT:**

President Michelle Parker presented the following:

- Approved a staff reimbursement for Stephanie Molnar - \$48.72 for supplies for adult craft night and cookbook club.
- Approved a staff reimbursement for Leslie Carr - \$40 related to programming supplies (Code Kraken).
- Stephanie Molnar advised that the Town's IT department would present to the Town Board the issue of the installation of cameras on the Lake Shore building on Monday, July 18; if passed, the installation would begin in early August with three cameras for Lake Shore which would be monitored by the police department.
- Extended permission to Lake Shore Librarian Stephanie Molnar to request free eclipse glasses from S.E.A.L. (Solar Eclipse Activities for Libraries.)
- Approved a donation of \$50 to a program called Buffalo Area Shipwrecks which was conducted through the Buffalo Harbor Museum. There were 35 adults registered for the program.
- Reviewed an inquiry by Brian Hoth regarding titles for the 2023 payroll budget; advised of our preference to add a Director III title.
- Reviewed the 2023 proposed direct budget issued by BECPL's Tracy Palicki.
- Reviewed the payroll report through pay period 15 (July 22) issued by Tracy Palicki, library administrative manager.
- Reviewed the payroll report through pay period 17 (August 22) issued by Tracy Palicki.
- Reviewed an invitation from Dorinda Darden, assistant deputy director of public services re: the next meeting of Association of Contracting Library Trustees (ACT) at the Kenmore branch on 9/24/2022; sign-in at 8:30 am; meeting at 9 am. The Governor has not extended the State of Emergency re. Covid, which means there is no provision permitting for virtual attendance. Board liaison Carima El-behairy will see if a proposed bylaw change as to Board meetings can apply to ACT meetings.

**TREASURER'S REPORT:**

Dr. Holly Schreiber presented the report. All transactions were routine this month. A motion was made by Sheree Hillman to approve the report, Anita Metzger seconded; the motion was approved.

**OLD BUSINESS:**

- a. Friends Update –The Friends will be meeting tomorrow to discuss the October book sale.
- b. NYS Construction Update - Director Hoth was unable to get the grant done on time for the parking lot at Lake

Shore. He will do so next year.

- c. Update on Long Range Plan of Service - Public committee is working on Goal 1: Community and Outreach. The staff is working on the remaining goals. CD players and cases were bought for circulation.
- d. Update on reinstatement to Director III – Directors Mary Muscarella (Town of Tonawanda) Glenn Luba (Cheektowaga), and Brian Hoth (Hamburg) sent a letter to System Director John Spears but have not heard back yet.
- e. Music Garden update - Director Hoth is looking for approval to fund the project upfront and then Art Services Inc. in conjunction with Assemblymember Rivera’s office are working together to reimburse funding of the \$8,000. Director Hoth is looking to purchase a 3-piece Rainbow Ensemble now because they are offering free shipping. With the extra funds, we can do the landscaping for the area where this will be installed and possibly purchase a park bench. Cate Lee made a motion to fund the purchase with the expectation to be reimbursed at a later date, Dr. Schreiber seconded, and all approved.
- f. Good Neighbors Compost Program - Anita Metzger followed up and reported that it is \$14 per month to have this compost bin on the library property. The bin would be picked up monthly. In our discussion, it was noted that the concern was that it could attract rodents. This is tabled as of now.
- g. Grant “Home Run” Johnson program - Director Hoth said that he has been working on trying to get a presentation to recognize the 150<sup>th</sup> anniversary of his birthday. It doesn’t look like it will happen this month but is still working on next month.

### **NEW BUSINESS:**

- a. Repurposing the café space - Director Hoth explained that this space is under contract with the Town. He would like to see if it could be repurposed for a staff restroom and some storage space for the Friends of the Library. President Michelle Parker has suggested that Director Hoth send a letter to Library Liaison Megan Comerford to request a meeting. This will hopefully start a discussion with the town on options of what can be done to best serve the community with this space.
- b. M&T Bank statements - Director Hoth said that we receive paper statements via mail and are charged \$5.00 per month but that if we get e-statements via the Hamburg Library email, we would not have to pay the fee. Director Hoth will reach out to M&T Bank to see if this is doable.
- c. Revision and adoption of Procurement Policy (reviewed annually) - Dr. Schreiber motioned to re-adopt this policy, Anita Metzger seconded, and all approved
- d. Revision and adoption of Emergency Preparedness and Disaster Plan - Cate Lee made a motion to reapprove this plan, Sheree Hillman seconded, and all approved.
- e. Approval of CD Player Guidelines - Sheree Hillman made a motion to approve the CD Player guidelines, Anita Metzger seconded, and all approved.
- f. Banned Books Readout - Director Hoth said Diana Patton, founder of We Exist Coalition, reached out to Supervisor Hoak about having a Banned Books Readout exploring our cultures at both libraries. This is geared for kids ages 6-12. The Village and Town police have been made aware in case there are protests. She asked to fundraise but was told that it would need to be done indirectly.
- g. Interview Guidelines - Director Hoth said that this came out for informational purposes for the contracting libraries. It requires three people present for interviews for a full -time position and two for a part time position. He feels that this would require a Board member to be part of the process. Cate Lee made a motion to adopt this process, Dr. Schreiber seconded, and all approved.
- h. 2023 Proposed Meeting Schedule - Director Hoth will look at the schedule and get back with some possible dates.
- i. Opioid Overdose Prevention Program (Narcan) - This will be discussed at Wednesday’s monthly Manager’s/Directors meeting. They are discussing possibly having Narcan at every library. We will be advised what transpires at our next meeting.
- j. Concrete pad near the Reading Garden - Pat Ryan, director of Buildings & Grounds will be putting in a concrete pad for the garbage cans. There is extra money in the budget to cover this expense.

### **EXECUTIVE SESSION:**

President Michelle Parker called us into Executive session at 7:05PM. Anita Metzger made a motion to approve, Cate Lee seconded, and all approved.

President Michelle Parker asked for a motion to move out of Executive session at 7:18PM. Anita Metzger made a motion to approve, Dr. Schreiber seconded, and all approved.

**ADJOURNMENT:**

President Michelle Parker adjourned the meeting at 7:19PM.

Next meeting scheduled Monday, November 7 at 6:00 PM at the Lake Shore Library.

Respectfully  
submitted,

Sheree Hillman