

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
HAMBURG LIBRARY –January 11, 2023

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

**PUBLIC COMMENT:** Donna Ludwig and Marion Polasik from Friends of the Hamburg Public Library attended the meeting. Their book sales continue to be good. Marion and other volunteers set up a Xmas pop up table with Xmas items which was a big success. They then offered tabletop books which was also a big success. It was followed up with graphic novels. Once the novels are gone, they will be taking a break from their sales for a while. A meeting is scheduled for January 19<sup>th</sup> with the Trustees and Board members. The meeting room was cleared of excess books for the book sale held in September. The Friends have added a Face Book page called Friends of the Hamburg Public Library and are using Canva to develop fliers. The Friends will be holding their book sale at the Hamburg library on March 25<sup>th</sup> & 26<sup>th</sup>. They are still accepting donations of books.

**DIRECTOR’S REPORT:**

See Reports Link on the website.

**PRESIDENT’S REPORT:**

President Michelle Parker presented the following:

On November 22, 2022 - received and reviewed the final version of the meeting schedule for 2023 from Hamburg Public Library Director Brian Hoth; diaried the 2023 meetings. Received a “Self-Assurance of Trustees Education Activity Completion” form from B&ECPL’s Dorinda Darden, Assistant Deputy Director of Public Services. Forwarded the form to the Hamburg Library trustees regarding their need to record two hours of trustee education per year starting January 1, 2023.

On November 19, 2022 - received and review the payroll report through pay period 22 (October 2022) from Tracy Palicki, B&ECPL Library Administrative Manager.

On November 10, 2022 - received and reviewed the B&ECPL Board of Trustees proposed agenda for a meeting at the Central Library on November 17, 2022

On November 15, 2022 - received and reviewed a notice from B&ECPL’s Joy Testa Cinquino, Assistant Deputy Director for Development and Communications, regarding an opinion piece editorial from the Library Board Chair Kimberly Johnson in the Buffalo News of November 15, 2022.

On November 18, 2022 - received and reviewed a Notice of Claim dated November 14, 2022 tendered by the President of the Clerical and Maintenance Union of the Buffalo & Erie County Public Library - Contracting Libraries.

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On November 28, 2022 - received and reviewed an invitation from B&ECPL's Melissa Burgess, Development and Communications Clerk regarding a trustee holiday gathering at the downtown library on Wednesday, December 14. Advised Director Hoth that I was unable to attend.

On November 20, 2022 - received and reviewed the payroll report through pay period 24 (November 2022) from Tracy Palicki, BECPL Library Administrative Manager.

On December 2, 2022 - received and reviewed a communication from B&ECPL's Andrew Wiede, Facility Operations Manager, requesting an update of building construction needs for updating the statewide list for the State Aid for Library Construction Program.

On December 14, 2022 - received and reviewed an invitation from Director Hoth, regarding a staff/volunteer recognition party on Saturday, January 21, 5:30 PM at the Hamburg Library; diaried same. Issued an RSVP on 12/19/2022.

On December 15, 2022 - received and reviewed a communication from Director Hoth regarding his submission of a letter to the Town as to the appointment of Catherine Lee to full a five-year term as Library Trustee.

On December 19, 2022 - Exchanges of communication with Director Hoth regarding his December vacation. Received and reviewed a communication from Director Hoth regarding the banning of a library patron, the term of and the reason for the ban.

On December 21, 2022 and December 22, 2022 - exchanges of texts with Director Hoth regarding the closing of the Hamburg Libraries due to the blizzard starting on December 23, 2022.

On January 2, 2023 - received and reviewed a follow-up communication from B&ECPL's Andrew Wiede, Facility Operations Manager, requesting an update of building construction needs for updating the statewide list for the State Aid for Library Construction Program.

On January 5, 2023 - received and reviewed a communication from B&ECPL's Dorinda Darden, Assistant Deputy Director of Public Services, re: a meeting of the Association of Contract Library Trustees at the West Seneca Public Library on Saturday, January 21 at 8:30 a.m.

On January 6, 2023 - received and reviewed a communication from Director Hoth regarding the agenda minutes and reports for the Hamburg Library Board of Trustees meeting on Wednesday, January 11 at 6 pm at the Lake Shore Library; reviewed Board agenda, minutes of November meeting, Director's Report, January 2022 Financial Report, and Annual Resolution required re personnel policy.

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

Dr. Holly Schreiber stated that all transactions were routine this month. There were two notable transactions: 1. Purchase of 2 STEM panels and accessories and, 2. STEM Mobile panel and accessories for the Lake Shore Branch.. The Friends reimbursed the library for half of the items. There was also a deposit from candy and book sales. Anita Metzger made the motion to approve the report, Cate lee seconded, and it was approved.

### **OLD BUSINESS:**

- a. Update on reinstatement to Director III - This reinstatement should take place very soon. It will be retroactive to August 1, 2022.

- b. Music Garden update - Director Hoth discussed installing a stamped concrete pathway for the garden. President Michelle Parker questioned whether it would be a slippery, Anita Metzger suggested composite. Megan Comerford suggested a Hopscotch or similar type of graphic blocks. Director Hoth will look into these and report back at the next meeting. He will be meeting with the Hamburg Garden Club to discuss what types of plantings would be conducive to the conditions present and what to plant for a berm..
- c. NYS Construction Grant - Megan Comerford said that she spoke with the Supervisor and that we can move forward with writing the grant for the parking lot.
- d. Good Neighbors Compost Program - Director Hoth spoke to Buildings and Grounds about this program, and they are not interested in moving forward. The town is also looking into composting options. President Parker asked for a motion to not proceed with this at this time. Cate Lee made a motion to not proceed, Anita Metzger seconded, and all approved.
- e. Repurposing Café space update - Megan Comerford found that the Westside Bazaar needs an incubator space for a Bubble Tea company and thought that this space might be a good fit. She will give the contact information to Director Hoth so that he can contact them to discuss. Alchemy is also offering an incubator space as well.
- f. Opioid Overdose Prevention Program (Narcan) update – One will be installed in each restroom high enough where children cannot reach. Narcan training is scheduled for staff on January 19 at 9:30 am at the Hamburg Library.

**NEW BUSINESS:**

- a. Election of Officers - Anita Metzger made the motion to close the nominations for the positions of President, Vice President, Treasurer, Secretary, Michelle Parker seconded, it was approved that all positions were to be retained by those now holding them.
- b. Reappointment of Cate Lee - Director Hoth sent a letter to Supervisor Hoak on December 15 requesting reappointment. Library Liaison Megan Comerford reported the motion was passed at Monday's town board meeting.
- c. Future construction projects 2023 and beyond - Director Hoth reached out to the assistant engineer to see if they have come up with the approved list yet but has not heard back. He will try again tomorrow.
- d. Reaffirmation of Personnel Policies & Procedures - President Michelle Parker asked if everyone had reviewed the resolution that was circulated to readopt the Handbook & Personnel Policies and asked for a motion to approve, Anita Metzger made the motion, Dr. Schreiber seconded, and it was approved.
- e. Purchasing a Defibrillator & By Stander Training will be discussed at the next meeting.

**EXECUTIVE SESSION:** President Michelle Parker made a motion to go into Executive session at 6:50PM, Anita Metzger seconded, and it was approved. President Parker a motion to adjourn Executive session. Dr. Schreiber made the motion to approve, Cate Lee seconded, and it was approved.

**ADJOURNMENT:** President Michelle Parker adjourned the meeting at 7:11PM.

Next meeting scheduled for Wednesday, March 8 at 6:00 PM at the Lake Shore Library.

Respectfully submitted,  
Sheree Hillman - Secretary