

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING

Lake Shore Library – July 12, 2023

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

PRESENT: President Michelle Parker, Dr. Holly Schreiber, Anita Metzger, and Sheree Hillman were present, and Director Brian Hoth. Cate Lee was not present.

MINUTES: Sheree Hillman moved to accept the Minutes of the last meeting. Anita Metzger seconded, and the motion was passed.

PUBLIC COMMENT: Donna Ludwig from the Friends of the Hamburg Library was present. She shared what has been going on with the Friends including a water giveaway for the Garden Walk and that book sales continue to be good. In addition, they have also started using the Book Scouter app to sell more books. It has been successful. The donation sheet has been amended including mention with respect to the condition of the books donated. Megan Comerford, the library liaison to the Hamburg Town Board also attended.

DIRECTOR'S REPORT: See Report Link on the website.

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

- Reviewed 5/22/23 correspondence from Director Hoth confirming all Hamburg Library Trustees have completed the required 2 hours of trustee education for 2023.
- Reviewed 5/31/23 correspondence from B&ECPL's Administrative Manager Tracy Palicki regarding the payroll report for the Hamburg library through the end of April (pay period nine.)
- Reviewed 5/31/23 correspondence from B&ECPL's Assistant Deputy Director Joy Testa Cinquino regarding recent BECPL press releases.
- Reviewed 6/9/2023 correspondence from B&ECPL's Assistant Deputy Director for System Services, Dorinda Darden, re: the Library Trustees Association Section (LTAS) of the New York Library Association (NYLA) re: accepting nominations for the 2023 Velma K. Moore Award; exchange of correspondence with Director Hoth re: how to proceed.
- Reviewed 6/12/23 correspondence from B&ECPL's Deputy Director Ken Stone re: the 2023-24 State Aid for Library Construction process.
- Reviewed 6/15/23 correspondence from B&ECPL's Deputy Director Ken Stone re: the System Board's approval of moving forward with the 2023 Contracts; review pdf of the contract.
- Exchange of correspondence on 6/16/23 with Director Hoth re: bids for work on the Music Garden.
- Reviewed 6/20/23 correspondence from B&ECPL's Administrative Manager Tracy Palicki regarding the payroll report for the Hamburg library through the end of May (pay period eleven.)
- Appear for Zoom conference with Director Hoth and Trustee Metzger; exchange of correspondence with Director Hoth re: how he will proceed with work on the Music Garden.
- Reviewed 6/30/23 correspondence from B&ECPL's Administrative Manager Tracy Palicki re: "System Paid" expenses for the Library as of May 31, 2023; Hamburg is projected to be within its 2023 "System Paid" Budget.

- Reviewed 7/5/2023 correspondence from B&ECPL's Administrative Manager Tracy Palicki regarding how to proceed re: 2024 Personnel Budget Request Worksheet.
- Review 7/7/2023 correspondence from Director Hoth re: the July Agenda, System Contract, and documents for review.
- Reviewed 7/9/2023 correspondence from B&ECPL's Administrative Manager Tracy Palicki regarding 2024 Proposed Direct Budget, expenses and revenues.
- Review 7/11/2023 correspondence from Director Hoth to B&ECPL's Administrative Manager Tracy Palicki regarding acceptance of the 2024 Proposed Direct Budget.

TREASURER'S REPORT:

Dr. Holly Schreiber stated that all transactions were routine during the last two months. New items of business include: the Eastern, the copier company is no longer collecting the money from the copy machines. Staff has taken over that function and deposits the money. Payment for half the cost of the concrete pad was made to the Town of Hamburg. In addition, an anonymous donation was received and deposited in the amount of \$1,000. Sheree Hillman made the motion to approve the report, Anita Metzger seconded, and it was approved.

OLD BUSINESS:

- Music Garden Update - weather permitting, the walkway at the Lake Shore Library will begin tomorrow. On Friday, July 14 the Hamburg Garden Club will be meeting with Director Hoth as to what to plant in the garden.
- NYS Construction Grant update - Director Hoth is working on it. He is scheduled to consult with the town grant writer. The due date for submitting the grant is September 1.
- Dynamic shelving update – Librarian Ashley Cassidy is on the Collections crew committee.
- The committee is in discussions on ways to implement the project. Ashley and Librarian Stephanie Molnar researched other vendors to help defray the costs.
- Café Update - no updates. Councilperson Megan Comerford will look into seeing if there is anyone interested.
- Phone System Update – Director Hoth has not heard back from the company regarding software updates and costs.
- Concrete pad at Hamburg – half the plot was poured with concrete; sod was placed on the other half. It looks more attractive.
- Revision & approval of Meeting Room Policy – a motion was made by Anita Metzger to accept, seconded by Dr. Holly Schreiber; motion approved.
- Permanent placement of Kiwanis sign on premises - no motion was made to place the sign at the library, therefore this is now moved out of open business.

NEW BUSINESS:

- Creating a Librarian II position - moved to Executive session
- Copiers - discussed in the Treasurer's Report.
- Sealing the parking lot at Hamburg Library – will be sealed on Tuesday, July 25 and Thursday, July 27. Half the lot will be completed each day. If conditions are favorable, the work will be completed in one day.
- Review/approval of Procurement Policy – a motion was made by Dr. Holly Schreiber made a motion to accept the policy, seconded by Anita Metzger; motion approved.
- Review/approval of Reading Garden Rules – a motion was made by Sheree Hillman to accept, seconded by Dr. Holly Schreiber; motion approved.
- Review/approval of 2023 B&ECPL Contract- a motion was made by Anita Metzger to approve, seconded by Dr. Holly Schreiber; motion approved.
- Request for Reconsideration of Library Materials – a patron complained about the subject matter of a graphic novel written for children. She completed a Request for Reconsideration of Library Materials form as per the B&ECPL's Collection Development Policy. The complaint was reviewed by System Director John Spears, as per procedure. Director Hoth decided to re-catalog it as a young adult title.

EXECUTIVE SESSION:

At 6:58pm, a motion was made by Anita Metzger to move into Executive session, seconded by Dr. Holly Schreiber; motion approved. At 7:12pm, a motion was made by Sheree Hillman to move out of Executive session, seconded by Anita Metzger; motion approved.

ADJOURNMENT:

Adjourn in memory of the late David Lee who passed away on July 5th. David is the late husband of our Vice President, Cate Lee. President Michelle Parker adjourned the meeting at 7:14PM.

Next meeting scheduled Wednesday, September 13 @ 6:00 PM at the Lake Shore Library.

Respectfully submitted,

Sheree Hillman

