

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING

HAMBURG LIBRARY –March 21, 2023

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

PRESENT: Director Brian Hoth, President Michelle Parker, Dr. Holly Schreiber, Anita Metzger, and Sheree Hillman were present. Cate Lee did not attend but had an excused absence.

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

PUBLIC COMMENT: Donna Ludwig from Friends of the Hamburg Public Library shared the picture of the feather flag that the Friends purchased for the book sale. They have promoted the sale via Facebook, fliers, and bookmarks. There seems to be a lot of interest in the upcoming sale. Their membership is now up to 30. They raised the price of the coffee table books and the puzzles capping them at \$5.00. They have not had any negative comments about the increase. Megan Comerford our liaison from the Town of Hamburg was present as well.

DIRECTOR'S REPORT:

See Reports Link.

PRESIDENT'S REPORT:

President Michelle Parker presented the following:

Exchange of correspondence with Director Hoth on January 19 regarding action directed towards a library patron.

Appearance at meeting of the Association of Contracting Library Trustees (ACT) held on January 21 at the West Seneca Library. Completed trustee education document.

On January 21 attended the Hamburg Library Staff and Volunteer Recognition dinner held at the Hamburg library.

Reviewed correspondence dated February 22 from Assistant Deputy Director Ken Stone re: the Governor's proposed 2023-2024 budget; review budget information.

On February 6 attended a meeting with System Director John Spears and COO Jeannine Doyle at the B&ECPL administration offices re: labor and employment processes.

Reviewed correspondence dated February 7 from Assistant Deputy Director Joy Testa Cinquino regarding the 2023 Board of Trustees.

Reviewed correspondence dated February 7 from Assistant Deputy Director Joy Testa Cinquino regarding media releases and recent news coverage; review same.

Exchange of correspondence dated February 13 with Director Hoth on January 19 regarding lobbying efforts.

Reviewed correspondence dated February 16 from Assistant Deputy Director Joy Testa Cinquino regarding availability of CPR training kits.

Reviewed correspondence dated February 22 from Library Administrative Manager Tracy Palicki regarding the 2022 return to system calculation and invoice for the Hamburg Public Library based on the 2022 annual operating financial statement.

Exchange of correspondence starting March 4 with Director Hoth regarding the March meeting documents and rescheduling efforts.

Reviewed correspondence dated March 6 from Director Hoth re: staff meeting scheduled for March 23 from 9:15am to 11:15am. Director Hoth requested the Lake Shore Library be closed from 9am to 11am so staff could attend the meeting.

Exchanges of correspondence dated March 7 with Director Hoth regarding signature for agreement with the Town.

Go to the Lake Shore branch on March 8 to execute the contract with the Town.

Reviewed dated March 9 from Library Administrative Manager Tracy Palicki regarding the State Report worksheet for the financial section of the 2022 State Report.

Reviewed correspondence dated March 9 from Assistant Deputy Director Joy Testa Cinquino regarding temporary reduction of the public hours of the downtown library; now closing at 3 PM Monday through Friday.

Reviewed correspondence dated March 16 from Deputy Director Ken Stone re: the NYS Senate and the Assembly's proper changes to the Governor's proposed 2023-2024 budget; review budget information.

Reviewed correspondence dated March 17 from Assistant to the Director Erin Vest regarding membership in the NY Library Association for all Board of Trustee presidents. The membership is effective until February 28, 2024.

On March 20, reviewed March Agenda, Conflict of Interest policy, Director's report, February financial report and draft minutes of January meeting.

TREASURER'S REPORT:

Dr. Holly Schreiber presented that all transactions were routine this month. There was a seed donation and a purchase of four books from a memorial donation. Proceeds from candy and book sales were deposited. Sheree Hillman made the motion to approve the report, Anita Metzger seconded, and it was approved.

OLD BUSINESS:

- a. Update on reinstatement to Director III – Director Hoth received a provisional appointment of Director III. The appointment is retroactive from August 2022.
- b. Music Garden update - Director Hoth decided to go with stamped concrete because it will be easier to maintain. A non-slip additive can be added to prevent slippage.
- c. NYS Construction Grant – Director Hoth will be applying for a grant in June to rehabilitate the parking lot at the lake Shore Library.
- d. Café update - Carolyn Hurley, with West Side Bazaar, visited on January 19 to look over the space. She seemed excited and went to the Clerk's office to discuss in more detail.
- e. Opioid Overdose Prevention Program (Narcan) update - Received the wall units from Erie County Health Department. They are located in each of the public restrooms. Staff received training on the use of Narcan,
- f. AED devices - There was a discussion at the last Managers/Directors meeting about the System purchasing these for libraries that do not currently have them.

NEW BUSINESS:

- a. Phone System @ the Hamburg Library - Effective December 31, 2024, the software for the current phone system will be obsolete. RelCom will call Director Hoth to discuss options including pricing. He hopes to have more information at the next meeting.
- b. 2022 Contract Extension - An extension must be done yearly.
- c. Approval of the Annual Report - President Parker asked for a motion to approve the 2022 Annual Report to the Community, Anita Metzger made the motion, Dr. Schreiber seconded, and it was approved.
- d. 2023 Town Agreement – The agreement was signed by President Parker and delivered with required documentation. The annual stipend was received via mail on March 20.
- e. Conflict of Interest – Disclosure statement were distributed to the trustees.
- f. Staff meeting - The Trustees approved the Lake Shore Library's hours change to accommodate the staff meeting on March 6th.

EXECUTIVE SESSION: N/A

ADJOURNMENT:

President Michelle Parker adjourned the meeting at 6:42 PM.

Next meeting scheduled May 10, 2023 at 6:00 PM at the Lake Shore Library.

Respectfully submitted,

Sheree Hillman

