

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING

Lake Shore Library –November 15, 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 had an excused absence.

MINUTES: Dr. Schreiber moved to accept the Minutes of the last meeting. Michelle Parker seconded, and the motion was passed. Anita Metzger abstained.

PUBLIC COMMENT: Donna Ludwig, President and JoAnn Maciuba, Vice President from the Friends of the Hamburg Public Library were present. A book sale was held in September totaling \$890. The extra books were sent to the Teachers Desk and to a care facility. Overall, monthly sales are over \$800 between both libraries. They also set up the Christmas Pop Up sale at the Hamburg Library. Finally, the Friends donated \$3,500 to the Music Garden plantings. Councilperson Megan Comerford was present as well.

DIRECTOR'S REPORT:

See Report Link on the website.

PRESIDENT'S REPORT:

- Drafted notice on September 13 to Director Hoth regarding change of the November meeting date from November 8 to November 15.
- Reviewed September 15 correspondence from Director Hoth regarding the need for two trustees to participate in the Librarian II interviews; draft response regarding dates of availability; review further Director Hoth correspondence regarding scheduling; draft further response.
- Review September 15 notice from B&ECPL's Assistant to the Director, Caitlin Goodrich, regarding the upcoming Board of Trustees meeting on September 21.
- Reviewed September 19 correspondence from Director Hoth further to the need for two trustees to assist with interviews for Librarian II.
- Reviewed September 20 correspondence from B&ECPL's Assistant Deputy Director Joy Testa Cinquino regarding recent news coverage about book bans, Director Spears response and event for *Banned Books Week*.
- Reviewed September 22 correspondence from B&ECPL's Assistant Deputy Director Joy Testa Cinquino regarding media release for the Grand Reopening Celebration at the Crane Branch Library.
- Reviewed September 23 correspondence from B&ECPL's Library Administrative Manager Tracy Palicki regarding payroll report for Hamburg Library systems (pay period 17); review payroll report.
- Reviewed September 26 correspondence from B&ECPL's Assistant Deputy Director Joy Testa Cinquino regarding media release for event "*Celebrate Your Freedom to Read Because Books Unite Us and Censorship Divides Us.*"
- Reviewed September 19 correspondence from Director Hoth regarding save the date for the Music Garden grand opening on October 30.

- Reviewed October 3 correspondence from Director Hoth regarding outline for interview schedule for 5 candidates; respond regarding my availability; review responses of other Trustees regarding lack of availability.
- Review October 4 correspondence from Director Hoth regarding resumes for the candidates and outline of schedule for interviews; exchange of correspondence with Director Hoth regarding status and how to proceed.
- Review October 4 correspondence from Director Hoth regarding partnering with B&ECPL Assistant Deputy Director – System Services, Dorinda Darden, as third person present during interviews since none of the other Hamburg trustees can be available on the relevant dates.
- Reviewed October 5 correspondence from Director Hoth regarding invitation for the Music Garden grand opening on October 30.
- Reviewed October 5 correspondence from B&ECPL’s Assistant Deputy Director Joy Testa Cinquino regarding media release regarding upcoming Indie Author Day; COE DOH promoting Health Literacy Month; upcoming media events; and recent media coverage.
- Appear for 3 interviews for Librarian II position on October 9; reviewed Thank You correspondence from interviewee.
- Reviewed October 10 correspondence from Director Hoth regarding change of instruction from downtown re: management of the new title.
- Reviewed October 12 correspondence from Director Hoth regarding confidential personnel matter; review material; draft correspondence to Director Hoth re: analysis of material; review further correspondence regarding the confidential personnel matter.
- Reviewed October 14 correspondence from Director Hoth regarding confidential personnel matter; review material; draft correspondence to Director Hoth regarding analysis of material; review further correspondence re the confidential personnel matter.
- Reviewed October 15 Thank You correspondence from interviewee.
- Reviewed October 16 correspondence from B&ECPL’s Library Administrative Manager Tracy Palicki regarding payroll report for Hamburg Public Library (pay period 20).
- Appear for interview for Librarian II position on October 17.
- Reviewed October 18 correspondence from Director Hoth regarding further change of instruction of the new title;
- Appear for interview for Librarian II position on October 18.
- Reviewed October 18 correspondence from Director Hoth regarding his selection of the candidate for the Librarian II position; draft response; review response by B&ECPL’s Ms. Darden.
- Reviewed October 18 correspondence from B&ECPL’s Assistant Deputy Director Joy Testa Cinquino regarding media releases.

- Reviewed October 18 correspondence from B&ECPL’s Assistant Deputy Director – Controller Emily Patronik regarding the County Executive’s 2024 Proposed Budget.
- Reviewed October 23 correspondence from B&ECPL’s Assistant Deputy Director – System Services Dorinda Darden regarding ACT General Meeting scheduled for November 18.
- Reviewed October 30 correspondence from B&ECPL’s Assistant Deputy Director Joy Testa Cinquino regarding media release about the Music Garden Grand opening at the Lake Shore Library.
- Reviewed October 31 correspondence from Director Hoth to the Board of Trustees regarding his selection of the candidate for the Librarian II position; draft congratulations to Ashley Cassidy; review response.
- Reviewed November 1 correspondence from Director Hoth regarding upcoming conclusion of my term and how to proceed; draft response.
- Reviewed November 3 correspondence from B&ECPL’s Library Administrative Manager Tracy Palicki regarding analysis of “System Paid” expense as of September 30; note we are projected to be within budget; review report.
- Reviewed November 9 correspondence from B&ECPL’s Assistant Deputy Director – System Services Dorinda Darden regarding ACT General Meeting on November 18 and Agenda; review minutes for May meeting.
- Reviewed November 9 notice from B&ECPL’s Assistant to the Director, Caitlin Goodrich, regarding the upcoming Board of Trustees meeting on November 16.
- Reviewed November 9 correspondence from Director Hoth to the Board regarding agenda and other documents for review; review minutes of the September; the November financial report, agenda for the November 9 meeting, the Director’s report for November, the Display Policy, and the Library’s Investment Policy.
- Review November 9 correspondence from Director Hoth further to preparation for the November meeting.
- Review November 11 correspondence from Director Hoth regarding revision to the Archived Materials Policy and reason for the proposed revision; review proposed revised policy.
- Review November 15 correspondence from Trustee Cate Lee regarding excused absence from tonight’s meeting.

TREASURER’S REPORT:

Dr. Holly Schreiber stated that all transactions were routine during the last two months. The Friends donated \$3,500 towards landscaping for the Music Garden. She also reported on candy and coffee mug sales. Several items donated through Amazon Wish List. A literacy grant was received which allowed the library to purchase health kits for children. Kits purchased include: Emotions and Empathy, My Healthy Body Kit, and Healthy Eating for Kids. Anita Metzger made the motion to approve the report, President Michelle Parker seconded, and it was approved.

OLD BUSINESS:

- a. Music Garden update – the grand opening went well. The library received media coverage from Channels 4 and 7.
- b. NYS Construction Grant – currently under State review. No issues so far.
- c. Repurposing Café Space - Matt Buckley, the owner/operator of Del Posto Coffee and Tea is interested in the space. Director Hoth is scheduled to meet with him on November 17.

NEW BUSINESS:

- a. Approval of 2023 Proposed Meeting Schedule- January 24th, March 27th, May 22nd, July 24th, September 25th, and November 27th at Hamburg Library @ 6:00PM.
- b. Approval to close on Christmas Eve 2024 - Anita Metzger motion to approve, Sheree Hillman seconded, and it was approved.
- c. AEDs - The county purchased 37AEDs for libraries. Director Hoth is requesting two for the Hamburg Library and one for the Lake Shore Library.
- d. Library Advocacy Day - Scheduled for Wednesday, February 7th in Albany, NY. They are looking for volunteers to attend. The Hamburg Library is hosting an advocacy meeting on Wednesday, December 6 at 11am with Senator Gallivan and other elected officials. Director Hoth is looking to get as many members of the community to attend. This meeting is sponsored through WNYLRC.
- e. Solar Eclipse (April 8) - Director Hoth would like to entertain having something at the Lake Shore Library for this. Due to expected traffic issues, he has reconsidered and decided not to do so.
- f. Review of Financial Procedures - Director Hoth drafted internal financial procedures based on the presentation from the last meeting for review.
- g. Review and approval of Archived Materials Policy - Director Hoth discarded editions of The Buffalo News related to the pandemic due to little interest and space considerations. Local papers including The Front Page, Grassroots, and The Hamburg Sun were kept. A motion was made by Sheree Hillman and seconded by Dr. Schreiber; the motion was approved.

EXECUTIVE SESSION:

President Michelle Parker made a motion to go into Executive session at 6:41PM, Sheree Hillman seconded it, and it was approved. Anita Metzger made a motion to move out of Executive session, President Michelle Parker seconded it, and we exited the session at 6:56PM.

ADJOURNMENT:

President Michelle Parker adjourned the meeting at 6:56PM.

Next meeting scheduled January 24, 2024 @ 6:00 PM at the Hamburg Library.

Respectfully
submitted,

Sheree Hillman

