

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES  
MEETING

Lake Shore Library –September 13, 2023

President Michelle Parker called the meeting to order at 6:02 PM.

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

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

**PUBLIC COMMENT:** Emily Patronik, Assistant Deputy Director, Controller from the Buffalo and Erie County Public Library did a presentation on different levels and types of audits. Councilperson Megan Comerford, library liaison from the Town was also present.

**DIRECTOR’S REPORT:**

See Report Link on the Board Info tab on [buffalolib.org](http://buffalolib.org).

**PRESIDENT’S REPORT:**

President Michelle Parker presented the following:

Reviewed July 13 correspondence from Director Hoth to B&ECPL’s regarding the New Position Request Form for the position of Librarian II emailed to Assistant Deputy Director of Human Resources Judy Fachko.

Reviewed July 14 correspondence from Director Hoth regarding the need for a Special Meeting to accommodate the September 1 deadline for the NYS Construction Grant request.

Review July 14 notice from B&ECPL’s Assistant to the Director Caitlin Goodrich, regarding the upcoming Board of Trustees meeting scheduled on July 20.

Reviewed July 26 correspondence from Director Hoth regarding the approval of the Librarian II title.

Reviewed August 6 correspondence from Assistant Deputy Director Joy Testa Cinquino regarding recent news coverage about B&ECPL Libraries.

Reviewed August 8 correspondence from Director Hoth to the Hamburg Staff regarding promotion of Ashley Cassidy to Librarian II and her responsibilities and my exchange of correspondence with Ms. Cassidy. Director Hoth reported this has not happened. The position will need to be posted, candidates canvassed and interviewed.

Reviewed August 9 correspondence from Director Hoth regarding status of various documents required for the construction grant.

Reviewed August 15 correspondence from Director Hoth to the Board regarding how to proceed with rehabilitating the parking lot at the Lake Shore Library via the construction grant.

Reviewed August 16 correspondence from Assistant Deputy Director Joy Testa Cinquino regarding Indie Author Day scheduled on November 14 at the Central Library.

Reviewed August 18 correspondence from Administrative Manager Tracy Palicki regarding the payroll report for the Hamburg library through the end of July (pay period 15.)

Reviewed August 31 correspondence from Assistant Deputy Director Joy Testa Cinquino regarding upcoming media events at the Central Library.

Reviewed September 7 correspondence from Director Hoth to the Board regarding agenda and other documents for review; review minutes of the 8/21 meeting; the September financial report, agenda for the 9/13/2023 meeting, the September Director's report, the Display Policy, and Investment Policy.

Reviewed September 11 correspondence from Director Hoth regarding the Velma L. Moore Award.

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

Dr. Holly Schreiber stated all transactions were routine during the last two months. New items of business included a payment made for the music garden for the landscaping. Proceeds from the book sale equaled \$748.15. There was also a deposit for the copier machine usage. President Michelle Parker made the motion to approve the report, Sheree Hillman seconded, and it was approved.

### **OLD BUSINESS:**

- a. Music Garden Update - the landscaping has been completed. Director Hoth emailed Buildings & Grounds requesting they install the instruments. A grand opening is slated for some time in October.
- b. NYS Construction Grant update - the grant has been submitted.
- c. Café Update – Megan Comerford continues to work with West Side Bazaar.
- d. Librarian II position – a DRAFT posting was sent to the director for review. It is expected to be posted Friday.

### **NEW BUSINESS:**

- a. Partnership with Frontier Central School District - they are looking to apply for a full-service community schools grant for Blasdell & Big Tree Elementary. An MOU was signed by Director Hoth which includes the following: providing a craft component,

scheduling literacy nights at the schools, providing educator cards to teachers, and library cards to students and parents. This is a five year grant.

- b. Review/approval of Display Policy - Sheree Hillman made a motion to Dr. Schrieber seconded, it was voted on and approved.
- c. Review/approval of Investment Policy - Sheree Hillman made a motion to approve, Dr. Schreiber seconded this, and it was approved.

**EXECUTIVE SESSION:**

President Michelle Parker made a motion to go into executive session, Dr. Schreiber seconded it, and it was approved at 6:50PM.

President Michelle Parker made a motion to move out of Executive session, Dr. Schreiber seconded it, and it was approved.

**ADJOURNMENT:**

President Michelle Parker adjourned the meeting at 7:15 PM.

Next meeting scheduled November 15 @ 6:00 PM at the Lake Shore Library.

Respectfully submitted,

Sheree Hillman