

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY – September 24, 2025

PRESENT: Cate Lee, Michelle Parker, Matt Bourke, Holly Schreiber, Anita Metzger, and Brian Hoth (Director)

ABSENT: None

Other Attendees: Megan Comerford (Town Board Liaison), JoAnn Maciuba (Friends of the Library)

Michelle called the meeting to order at **6:08 PM**.

MINUTES: The minutes were presented by Michelle, Cate moved to accept the Minutes of the July 23, 2025 meeting, Holly seconded, and the motion was passed.

PUBLIC COMMENT:

Megan Comerford provided updates from the Town of Hamburg:

- The Town is working on paving at the Lake Shore Branch
- There is a Boy Scouts volunteer project to assist with landscaping at the Lake Shore Branch in October

JoAnn Maciuba provided updates from the Friends of the Library group:

- The Friends group is hosting a book sale on October 11th and 12th, and put out a call for volunteers for 2 hours shifts
- October 17-25 is National Friends of the Library Week, and the Friends group will be doing a membership drive that week

No other comments were made.

DIRECTOR'S REPORT:

See Reports Link on the Library website.

PRESIDENT'S REPORT:

Michelle noted that the Board received the usual correspondence.

TREASURER'S REPORT:

Treasurer Holly Schreiber presented the following:

- Expenses were routine the past two months with a few things to note:
 - There were summer reading program expenses at both libraries
 - There were a few other large expenses
 - Friends of the Library reimbursed the library for Vox books
 - A quarterly system return check was received for loss of fine revenue

- The book sale, candy sale, and mug sales collectively made \$729.15 for the library

Cate made the motion to approve the report, Matt seconded, and the motion passed.

OLD BUSINESS:

a. NYS Construction Grant

Most of the additional elements submitted for approval were not approved; they were deemed to be a part of the park and not the parking lot. Brian recently met with the contractor on site. Regarding the scope amendment, Brian has been looking into a new shed with a concrete pad, fencing around the A/C unit, a new security camera, a new dropbox slot, new double doors for boiler room entrance. He resubmitted the new scope with those elements for approval.

b. Funding from Erie County Legislature

The \$1,000 check arrived in July.

c. Funding for the Hamburg Public Library

\$100,000 in funding continues to be pursued from Assemblyman Jon Rivera's office. Brian submitted an update of needs with revised estimates. Brian spoke to Marta Torres and discussed how provide funding up front for expenses rather than as reimbursement. The Village may be involved to make this process easier. Brian Is looking to fund A/V upgrades, meeting room booths to repurpose the cafe, updating the children's area with new seating and shelving, and additional instruments for the music garden. \$112,490 is the estimated total for those projects.

d. Alarm system update for Hamburg Library

Burglar and fire alarms expenses were approved by the Town Board for \$14,000.

e. Rel Comm phone system

No updates. Brian will look to provide an update next meeting.

f. Bylaws Committee

Anita moved to approve the updated Bylaws, Holly seconded, and motion passed.

g. Landscaping at the Lake Shore Library

Brian met with Master Gardeners on site on Monday to determine what should be removed and replaced. A volunteer has been trimming the current landscaping over the last several weeks. The Boy Scouts will be on site to help with plant removal.

NEW BUSINESS:

a. Review, approval, adoption of Claims Audit Policy

Cate moved to approve the Policy, Matt seconded, and the motion passed.

b. Staffing issues resulting branch closure

Brian had to close Lake Shore Branch twice in 2 weeks due to staffing issues. There was some staff turnover, sick time, and other factors that lead to closures. Public notices were made. A minimum of 3 staff are needed to run the library. One patron did complain.

c. Patron objection to library materials

A couple came in to the Hamburg branch objecting to library materials, which they visit other libraries to do. Brian gave them the Reconsideration of Library Materials form, which goes to Central Library. A response was provided to the patrons and the patrons did not respond further.

d. Procedure for requesting time off

There has been a procedure in place, but staff have been making exceptions to the procedure. Brian has posted it on the library website and it has been made available to staff, in hopes of resolving regular exceptions.

EXECUTIVE SESSION:

Matt motioned to move into executive session, Holly seconded, motion passed. The Board moved into executive session at 6:54. The Board left executive session at 7:12.

ADJOURNMENT:

Michelle adjourned the meeting at 7:12.

The next meeting is scheduled for **Monday November 17, 2025 at 6:00 PM** at the Hamburg Public Library.

Respectfully submitted,

Matt Bourke