

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
HAMBURG PUBLIC LIBRARY - May 16, 2017

PRESENT: Jack Connors, Anita Metzger, Bob Kaiser, Marianne Chiumento, Jack Edson (Director)
GUEST: Joe Lowry

President Jack Connors called the meeting to order at 6:00 PM.

MINUTES: Anita Metzger moved to accept the Minutes of the April 18, 2017 meeting. Jack Connors seconded and the motion passed.

PUBLIC COMMENT: Joe Lowry felt that much was accomplished on the Long Range Planning Committee.

DIRECTOR'S REPORT: Jack Edson presented his written report to the Trustees. The Town of Hamburg will be issuing RFPs (Request For Proposal) for work on the Secret Garden. A contract has been awarded for the paving work on the Union St. parking lot, and we are waiting for the work to begin.

PRESIDENT'S REPORT: Jack Connors reported that the Long Range Plan for HPL is looking good.

TREASURER'S REPORT: Anita reviewed the report the Trustees had received. New checks have arrived for the Private Checking Account.

OLD BUSINESS: The Secret Garden status and the parking lot status were covered in the Director's report.

- Long Range Plan - Jack Edson is still getting feedback from the Committee. Some suggestions from the Board include: prioritize items, divide into actions that can be taken immediately and what will take more time and money, and finding ways to tell when goals have been achieved (although many are ongoing). Jack will go over the Plan and make changes, send it to the Committee for further input, and then he will present the finished Plan, ready for the Board to adopt, at the next meeting.
- Petty Cash Fund Policy - Jack E. added a line to the beginning of the paragraph of the policy the Trustees had received. Jack E. feels the amount to be maintained will work. Marianne Chiumento moved to approve the Petty Cash Fund Policy. Anita Metzger seconded and the motion was passed.
- Claims Audit Policy - This includes things like mileage and reimbursement for certain expenses. Two signatures are needed for the checks, and the Claims Auditor cannot write checks. Jack Connors suggested putting the Policy together and checking with Tracy or Ken to be sure the Policy is in line with Central's Policy.
- United Way Born Learning Trail - can be used at both libraries. A sponsor is being sought.

NEW BUSINESS - Anita commended Tammy Yekich on the work she has done, and continues to do, to encourage Boosters, get library card applications out to the schools, and coordinate volunteers for the two Book Sales.

- Procurement Policy - We initially followed Central's lead for the Secret Garden, but now we need to follow the Town of Hamburg's policy.

EXECUTIVE SESSION: none

Anita Metzger made a motion to adjourn at 6:50 PM. Marianne Chiumento seconded and the motion passed.

The next meeting is scheduled for Tuesday, June 20, 2017 at 6:00 PM at Lake Shore Library.

Respectfully submitted,
Marianne Chiumento, Secretary