

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
Hamburg Public Library – May 15, 2018

PRESENT: Anita Metzger, Karen Kaczmariski, Bob Kaiser, and Brian Hoth (Director)

Vice President Karen Kaczmariski called the meeting to order at 6:20 PM.

MINUTES: Anita Metzger moved to accept the Minutes of the April 17, 2018 meeting. Bob Kaiser seconded and the motion passed.

PUBLIC COMMENT: none

DIRECTOR'S REPORT: Director Brian Hoth presented his written report to the Trustees.

- Month long celebration of Star Wars at the Hamburg Library.
- To promote “One Community, One Book” the movie “In Love and War” based on the novel *A Farewell to Arms* was shown; a talk was given by supernatural historian Mason Winfield on supernatural folklore and the Great War; and the Hamburg Historical Society loaned a male and female mannequin dressed in WWI garb to display.
- The Friend’s Gathering scheduled at the Hamburg Library on April 19 was well attended. A lot of good ideas were discussed.
- Awaiting word on the start of replacing the sidewalk at the Lakeshore Branch.
- A hot dog roast is scheduled on the last day of the book sale at both libraries (May & June) as an additional fundraiser. Brian will be doing the honors.

PRESIDENT'S REPORT: None

TREASURER'S REPORT: Anita reviewed the report the Trustees received.

OLD BUSINESS:

- Secret (Reading) Garden update – The work is due to get started any day, which will take approximately 2 weeks to complete. A groundbreaking ceremony is to be scheduled with Assemblyman Sean Ryan. Brian will contact the town to see if they have any surplus furniture that can be used until permanent seating can be purchased. It was also suggested that visitors bring their own chairs in the interim.
- Cafe update – The owners of The Comfort Zone expressed an interest in operating the café. Brian will follow up.
- The collections at the Hamburg Library have been weeded and rearranged to make them more user friendly. Brian has received many compliments from patrons.
- Staff Development Day – Several staff from both libraries attended and found it very educational.
- Update on HVAC system at Lake Shore – Met with Supervisor James Shaw, Engineer Mike Quinn, Engineering Consultant Matt Skuse, and Pat Ryan from Buildings & Grounds to discuss ways to reduce the cost and when installation will happen. Since there will be no air conditioning this summer, it was determined that if the interior temperature went beyond 86 degrees the library would close.

NEW BUSINESS:

- Procurement Policy – Moved by Bob Kaiser and seconded by Karen Kaczmariski to adopt the Procurement Policy. The motion passed.
- Investment Policy – It was suggested that it be streamlined to meet the needs of the library before it is adopted. Brian will check with the Central Library to see what is needed for passage.
- Purchase of 3 eight foot tables – Moved by Karen Kaczmariski and seconded by Bob Kaiser to purchase. The motion passed.
- Selling candy at both libraries was discussed as an additional fundraiser.
- Trustee Bob Kaiser was presented with a certificate for his many years of service to the board.

EXECUTIVE SESSION:

The meeting was adjourned at 7:30 PM. The next meeting will be determined.

Respectfully submitted,
Brian Hoth
Director