

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
HAMBURG PUBLIC LIBRARY – January 15, 2019

PRESENT: Jack Connors, Karen Kaczmarski, Anita Metzger, Joe Lowry, Matt Chandler, Brian Hoth (Director)

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

MINUTES: Karen Kaczmarski moved to accept the Minutes of the October 24, 2018 meeting. Joe Lowry seconded, and the motion was passed.

PUBLIC COMMENT: none

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

- Reported that book sales are going great.
- Fowlers Candy sales strong at Hamburg branch. The plan is to use the profits from sales to bring in 4-6 paid presenters for future events.
- He will be attending the annual State of the Town event on January 24<sup>th</sup>.
- Sent sheet pizza to the Building and Grounds crew in appreciation for all they do at the libraries.
- Shared that the Diwali Celebration on Nov. 3 at the Hamburg branch was well-attended (61 children) as was the annual book club potluck event.
- He participated in the annual Santa Claus Parade, with the Bookmobile.
- Another well-attended event was the Holiday Hoopla event. The event drew 175 children and adults for a time of stories, crafts and hot chocolate.
- Encouraged people to visit the Facebook page for the Year in Review video.
- The Lakeshore Branch is developing a homebound program. Details will be forthcoming.
- Lakeshore held a "Wreck-it-Ralph" party where 60 children and adults attended. The annual Graham Cracker House event was also a big success, with 53 attendees.

PRESIDENT'S REPORT: None. It was noted that the door count was up 11 percent at the Hamburg Library in December.

TREASURER'S REPORT: Anita Metzger reviewed the report the Trustees received. The Bullet Aid came in and the furniture for the Reading Garden was ordered. Brian Hoth said a \$3,000 deposit was paid from the Bullet Aid and he expects the furniture will arrive by the end of the month.

OLD BUSINESS:

- Cafe Update – Tara Felser and Marissa Felser-Gilbert addressed the board with updates on the café. They presented the board with the menu for Mmmm & Tea's Café as well as a list of vendors they will be using. They noted that they hope to be open the week of January 21<sup>st</sup>. They are waiting for their health inspection certificate to arrive. This will be a "soft launch" with plans for a Grand Opening roughly two weeks later. Jack Connors asked if they were going to be available for special events at the library. They said they would, and they are prepared for catering-style service in the conference room as needed. Karen Kaczmarski suggested they be mindful of pricing. She noted that was one of the struggles the previous operator experienced. They said they are prepared to adjust the menu once they see what works, and they will have items at lower prices people can "grab and go."
- Reading Garden Grand Opening – The Grand Opening of the Reading Garden was cancelled. The plan is to hold an event in the spring when the weather is good and the new furniture will be in place.

- 2018 Bullet Aid Update - \$20,000 aid was delivered. \$3,000 was used to make a down payment on the furniture for the Reading Garden.
- Update on HVAC System at Lakeshore - Brian Hoth told the board the grant money is good until June 2020 and they are still assessing what is needed. An inspection of the pipes under the floors found that they were still good and usable. Installation is estimated to take place in Fall 2019.
- ACT Board Meeting Update – The focus was addressing ways to minimize audit issues.
- New Trustee Orientation – The new trustee orientation was attended by Matt Chandler and Joe Lowry. Brian Hoth put together a comprehensive presentation, specifically dealing duties and expectations of board members. Both said they found the program valuable.
- Emergency Preparedness and Disaster Plan- Brian Hoth told the board the new plan is done, and he will have it in final form and ready to present to the board at the February meeting.

#### NEW BUSINESS:

- Eagle Scout Project- Trevor Wilson is a local Boy Scout from the Troop at St. Mary's on the Lake. He is looking to complete his Eagle Scout project. He has proposed building a reading chair as well as a welcome sign for the Reading Garden at the Hamburg branch. Brian Hoth shared images of the chair proposal. The issue was raised about the height of the chair and Brian told the board he had final say on the specs and it could be adjusted if needed before it is built.
- Long-Range Plan 2020-2022- Brian Hoth told the board he just wanted to get it out there for early planning. He discussed that previously a committee was formed for the process. Jack Connors suggested the board revisit it mid-year and see where we go, including the possibility of forming a committee to address the long-range-plan.
- Annual ACT Workshop on March 2- The event is scheduled for March 2 at the Central Library. Brian Hoth told the board that they request that two trustees from each library attend. Jack Connors said he planned to attend.

#### EXECUTIVE SESSION:

The board entered into executive session to discuss personnel matters at 6:45 and closed the executive session at 6:55.

ADJOURNMENT: Karen Kaczmarski moved to adjourn at 6:57 PM. Anita Metzger seconded, and the motion passed.

The next meeting of the Hamburg Library Board of Trustees will take place on Wednesday, February 20, 2019 at 6:00 PM at the Lake Shore Library.

Respectfully submitted,  
Matt Chandler  
Secretary