

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
HAMBURG PUBLIC LIBRARY – February 20, 2019

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

President Jack Connors called the meeting to order at 6:10 PM.

MINUTES: Anita Metzger moved to accept the Minutes of the January 15, 2019 meeting. Joe Lowry seconded, and the motion was passed.

PUBLIC COMMENT: none

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

- Book sales at both branches continue to generate revenue.
- Seeing strong candy sales, an additional ten boxes of the Fowler's Chocolate Bars were purchased. The profits from the candy sales will be used to fund programming.
- Brian attended the 18th annual State of the Town Address. He met with Sonja Jensen-Schell from Edward Jones. She presents educational programs at no cost to residents and discussed presenting at the library. Brian requested three presentations spread throughout 2019.
- Brian sends out promotional materials each month to various elected officials to make them aware of what is happening at the libraries. He received an email from Councilwoman Beth Farrell expressing her appreciation for being kept up to date.
- New ADA-compliant paper towel dispensers were installed in all bathrooms. These replaced the electronic dispensers that broke down frequently and were costly to operate due to replacing batteries frequently.
- Wendel, a local energy company, conducted an audit of both buildings in January. They prepared a report with recommendations. Those included replacing lights, windows, doors and the HVAC system (which is already being done) at Lakeshore. At Hamburg, they suggested updating the software for the HVAC system.
- The Barker library burned down, and a request came in to provide two boxes of materials to help rebuild inventory. Five boxes were donated from Hamburg.
- Six organizations have been identified to provide programming in Hamburg in 2019. Some of the organizations bring in their programming at no cost.
- The new café at the Hamburg Branch held its grand opening on February 2, which coincided with "Take Your Child to the Library Day." They are doing a strong business so far with great feedback from the patrons.
- "Sunday Screenings" has averaged 13 children and adults. It runs every second and fourth Sunday and includes a movie and popcorn.
- The Lakeshore Branch continued to see strong attendance at its events. A Mary Poppins event held on January 19 drew 30 children and adults. The lap sit program averaged 40 children and adults in attendance for the month, and 50 students and teachers from Cloverbank Elementary School and EduKids Daycare visited the library during the month of January.

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PRESIDENT'S REPORT: President Jack Connors welcomed Michelle Parker to the board.

TREASURER'S REPORT: Anita Metzger reviewed the report the Trustees received. She noted two minor discrepancies with dates on the report that needed to be adjusted.

OLD BUSINESS:

- Grant Money for Paving Project – Brian Hoth said they are waiting on a final invoice to close out the grant. He said \$4,500 was used for sidewalks at the Lakeshore Branch.
- 2018 Budget Aid Update – The outdoor furniture for the Reading Garden is ordered and Brian Hoth told the board he expected it to arrive within two weeks. He said some of the Budget Aid is also earmarked to replace staff computers at the Lakeshore Branch and that he is working on getting that done.

- Café Update - Jack Connors said he was excited to see the café open and noted he expects the owners to adjust the menu once they get a feel for business. Brian Hoth noted that he has received positive feedback from patrons about the food and service. Anita Metzger commented that it was nice to see the positive coverage of the grand opening in *The Sun*.
- Update on HVAC at Lakeshore – Brian Hoth updated the board on the HVAC situation. He said the original estimate for the work was \$98,000. Based on that estimate, the library received a grant from the State for \$48,500 (50% of the total cost). Unfortunately, after further inspection, the system has to be replaced at a higher cost than originally estimated. He said the cost to replace the HVAC is \$150,000 and they anticipate an additional \$20,000 in engineering costs. Brian said they are not eligible to ask for the grant to be amended, and he is working with the Town to see if they can come up with additional funding to address the shortfall. The original grant was for three years and it expires in June 2020.
- Trustee Orientation – Brian Hoth spoke about the success of the last new trustee orientation and coordinated with Michelle Parker to schedule her orientation. They agreed on a tentative date of March 8.
- Eagle Scout Project Update- Brian Hoth updated the board on the Eagle Scout who is building a chair and a sign for the reading garden for his Eagle Scout Project. He advised the board that the project would be completed by May 21, in time for the grand opening of the Reading Garden.

NEW BUSINESS:

- Emergency Preparedness and Disaster Plan- Brian Hoth discussed the emergency preparedness and disaster planning for the libraries. He said both libraries will have totes in the back with an assortment of necessary supplies in case of an emergency. He also noted that all staff would attend an annual training in emergency preparedness and disaster planning.
- Review of Whistleblower Policy- Brian Hoth shared the draft of the new Whistleblower policy. He noted that he developed the policy using a template of the policy from Central Library. He pointed out that at Central Library they have a governance committee and a compliance officer, and he asked whether the board felt those roles were necessary given the size of the Hamburg Board. After some discussion, Jack Connors suggested Brian refer the matter back to the Central Library to see how they would like it to be handled.
- Trustee Bylaws- Brian Hoth shared that the bylaws had not been reviewed since 2016. Jack Connors said no changes were needed at the present time, and suggested the board revisit the review of the bylaws in the future.
- Scheduling of Board Meetings- Brian Hoth explained that the System wants the branches to have the schedule of board meetings planned out in advance. Jack Connors noted that the rules require the board to meet four times per calendar year. The board discussed the challenges of making an advance schedule given everyone's commitments. Jack Connors suggested the board schedule the meetings for the second Tuesday of each month at 6 PM with the understanding the schedule could be amended as needed. The board agreed there would be no meeting scheduled for the months of July, August, and December unless a time-sensitive issue arose. Brian Hoth said he would draw up a schedule and forward it to the board.
- Annual ACT Workshop - The annual ACT workshop was scheduled for March 2 at the Central Library. Jack Connors and Joe Lowry all indicated they would be attending.
- Employee Accident – Brian Hoth reported to the board on an accident involving a library employee who was injured while cleaning up the bathroom at the Hamburg Library from a backup in the sewer. The employee suffered a leg injury when an electronic cigarette in his pocket exploded. Brian indicated he has been out of work since the previous Tuesday and was waiting for medical clearance to return to work.

- Patron Incident- Brian Hoth reported on an incident that was brought to his attention by a patron. A man who appears to be homeless attacked a patron, striking him in the face and threatening him. Approximately two weeks after the incident, the patron who was hit told Brian what happened. Brian discussed the issue with his staff and advised everyone to be on the lookout for the man, who was known to library staff. When Brian saw him in the library, he spoke to him about the incident. The man confirmed he struck the patron, and told Brian he also threatened the man with a knife.

Michelle Parker asked why a police report wasn't filed, and suggested this is a criminal matter that needs to be pursued with the Town of Hamburg Police. The group agreed a letter should be drafted to the man, advising him he is no longer welcome in either library and presented to him should be return.

EXECUTIVE SESSION:

None.

ADJOURNMENT: Michelle Parker moved to adjourn at 7:15 PM. Anita Metzger seconded, and the motion passed.

The next meeting of the Hamburg Library Board of Trustees will take place on Tuesday, April 23, 2019 at 6:00 PM at the Hamburg Library.

Respectfully submitted,
Matt Chandler
Secretary