

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
HAMBURG PUBLIC LIBRARY – June 18, 2019

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

ABSENT: Jack Connors

Vice-President Joe Lowry called the meeting to order at 6:07 PM.

MINUTES: Michelle Parker moved to accept the Minutes of the April 23, 2019 meeting. Anita Metzger seconded, and the motion was passed.

PUBLIC COMMENT: none

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

- After conducting a series of interviews for a replacement for Chelsey at the Lakeshore Branch, Stephanie Molnar, a part-time librarian from the Central Branch, was hired to fill the open spot.
- A goodbye party was held on May 24th to wish Chelsey good luck as she accepted a position at the Cheektowaga Public Library.
- Erie County Executive Mark Poloncarz visited the Hamburg Branch and Brian gave the County Executive a tour of the building as well as the reading garden.
- Randy has moved over to the Central Branch. Six people applied for his position, and Brian shared that interviews were scheduled with five of the applicants.
- In preparation for the 2020 census, both library branches were used to conduct interviews. The library is not part of the census process, beyond providing the space.
- The Hamburg Branch is participating in the 15th annual Garden Walk on July 13. Brian shared his vision of using the walk as an opportunity to showcase the new Reading Garden.
- On May 6th, the secondary circulation desk opened at the Hamburg Branch. Brian noted that the feedback from patrons have expressed appreciation for the new desk, citing the convenience of having a space on the lower level to check out books.
- Fourteen patrons attended the monthly Director's Book Club on May 17th to discuss Dan Brown's "Origin."
- The Reading Garden was officially dedicated at a ceremony on May 17th. Among those in attendance were Assemblyman Sean Ryan; Mayor Tom Moses; Supervisor Jim Shaw; Board President Jack Connors; and Trustee Anita Metzger..
- Ashley and Shawna participated in an outreach initiative at Union Elementary School, connecting with 114 children and adults.
- The library received a donation of three watercolor paintings created by Francis Valentine, a student of the late Charles Birchfield. Brian had the paintings framed and they are on display in the library.
- Lakeshore held several successful events in recent weeks including:
 - A wood burning craft night presented by MuseJar with 15 people in attendance.
 - A mom and teen painting event held the day before Mother's Day drew 15 attendees.
 - EduKids and Cloverbank Elementary both brought large groups to the library.
 - Eight patrons attended the Cookbook Club. The theme was Indian food and Brian reported it was a success.
- The next Chiavetta's Chicken BBQ is scheduled for June 21 from 4-7 pm—take out only.

PRESIDENT'S REPORT: None.

TREASURER'S REPORT: The board reviewed the treasurer's report. It was noted that the final checks have been written for the construction grant, and that the candy sales continue to be strong.

OLD BUSINESS:

- Brian updated the board on the HVAC system at Lakeshore. The updated estimate is \$135,000-150,000. He has been in contact with Jim Shaw and the town is still working on money to cover the gap between the aid and the higher estimate. The deadline to get the project completed is June 30th, 2020.
- The Eagle Scout project to provide a sign and reading chair for the garden is complete. The sign is done, but Brian said the scout, Trevor Wilson, is still working on the chair.

NEW BUSINESS

- The board reviewed the revised Rules of Conduct. An addition was highlighted addressing the use of tobacco products including electronic cigarettes and vaping on library property. Following the discussion, Anita Metzger made a motion to accept the Rules of Conduct, the motion was seconded by Matt Chandler, and passed unanimously.
- The board reviewed the updated Whistleblower Policy. Director Hoth explained the addition of the point that trustees who are employees of the Hamburg Public Library may not participate in any board of committee deliberations or voting relating to administration of the Whistleblower Policy. Following the discussion, Matt Chandler made a motion to accept the updated Whistleblower Policy, the motion was seconded by Anita Metzger, and it passed unanimously.
- The board discussed the plan for the future building facility needs for Lakeshore. Brian explained the project is broken into two lists – needs for 2020-2025 and a second list for 2025 and beyond. In the short-term, he noted a new parking lot is at the top of the list, with a new roof being a major consideration in the long-term.
- The board discussed requests by staff for excessive time off, or time off requests given on short notice. Brian was trying to get a feel for the board's thoughts. The general consensus was that if coverage wasn't an issue, and the employees had the time available, it could be given, but that ultimately, Bran could manage the issue on a case-by-case basis.

EXECUTIVE SESSION:

None.

ADJOURNMENT: Anita Metzger moved to adjourn at 7:13 PM. Matt Chandler seconded, and the motion passed.

The next meeting of the Hamburg Library Board of Trustees will take place on Wednesday, September 18, 2019 at 6:00 PM at the Lakeshore Public Library.

Respectfully submitted,
Matt Chandler

