

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
LAKE SHORE PUBLIC LIBRARY - January 24, 2017

PRESENT: Karen Kaczmarski, Jack Connors, Anita Metzger, Marianne Chiumento, Bob Kaiser, Jack Edson (Director)

Guests: Celinda Crego (Lakeview) and Nina Smeltz (Angola)

President Karen Kaczmarski called the meeting to order at 6:00 PM. MINUTES - Jack Connors moved to accept the Minutes of the December 6, 2016 meeting with the following corrections. Anita seconded and the motion was passed. CORRECTIONS: Under New Business - Officers for 2017 to be voted on at the January Meeting: President: Jack Connors  
Vice President: Karen Kaczmarski

PUBLIC COMMENT - Celinda Crego and Nina Smeltz were welcomed to the meeting. Celinda stated that she is pleased with the new carpeting at Lake Shore Library (LSL), but is concerned with the fact that many of the bookcases were moved - some, right out of the library, and feels that this has caused the library to lose its appeal. She does feel that the Lake Shore Library has much better handicap accessibility than the Hamburg Public Library (HPL). Jack Edson responded that it was very congested at LSL, a lot of the material was not used much, and that more space was needed. Weeding the collection is a process that goes on constantly, but has not been done at LSL in awhile. Jack E. advised that if wanted material can't be found in a particular library, leave a note for the librarian.

Karen asked what made the HPL less accessible? Celinda responded that she does not have a "Handicap" permit, and the parking lot is much farther away from the main entrance. Also, when she first came in to the HPL, the ramp was not obvious, so better signage is needed.

Nina Smeltz feels both the sidewalk and the parking lot at the Lake Shore Library are safety concerns, and the Town needs to be notified. She also expressed dismay over how the landscaping looks at times, and was told that the Town takes care of this also. She feels we need to take a look at the floor space and how it is used, as right now everything appears to be shoved in front of the windows. It was mentioned that the painters are still working and that may account for the placement of some of the bookcases and other shelving. Nina asked a question about the possibility of a group having a fundraiser, and then raising enough money to purchase a couch for the Lake Shore Library. This would indeed be possible. She also feels that two more chairs are needed in the area facing the large windows.

Karen suggested that a sign at the circulation desk, letting patrons know that the collection has been weeded, might be helpful. Staff could then be informed if a patron is looking for something in particular.

Both guests felt that information regarding Lake Shore Library needs to be on the website.

DIRECTOR'S REPORT - Jack E. presented the written report to the Trustees. Both Hamburg and Frontier School Districts will send representatives to work on the Long Range Plan. Jack asked Mary Jean to bring this up at the ACT Meeting on February 11. We have received another \$3000 grant from the Town of Hamburg for which we are very grateful. Several suggestions were made for lighting the sign on Union Street. Jack E. will check on various possibilities. He will also check to see if the Town would help with this when they do the parking lot.

OLD BUSINESS - The NYS Construction Grant for the Lake Shore Library (roof) has been completed. Anita will check to see if we will have to pay a fee on the Expansion Account once most of the money is spent.

- - Secret Garden - We have received 2 complete proposals (Gullo's and Beyond the Basics) for all 3 parts. The 3rd landscaping company was called twice, but never responded. There was discussion regarding the two proposals. Marianne Chiumento made a motion to accept the proposal from Beyond the Basics Property Services, Inc. Karen Kaczmarski seconded and the motion passed unanimously.

- - Volunteer Reception - We would like to see the Friends group revived. Perhaps we could combine the revival of the Friends group with the Volunteer Reception into a singular event to be held in the spring. Anita and Marianne volunteered to meet with Tammy and other Staff members to get this going. Perhaps this could be tied together with the opening of the Secret Garden.

- - New Librarian - Marianne will send a card, from the Board, welcoming Ashley Zengerski.

NEW BUSINESS - The Slate of Officers for 2017 are as follows:

President - Jack Connors  
Vice President - Karen Kaczmarski  
Treasurer - Anita Metzger  
Secretary - Marianne Chimento

Bob Kaiser made a motion to accept the Slate of Officers. Anita seconded and the motion was passed unanimously.

- - 2016 contract extension and 2017 budget schedules - Jack E. reported that the minimum wage went up, and state aid to libraries has been cut by 4 million dollars.
- - \$3000 grant resolution from the Town regarding the Town's annual contribution - Karen Kaczmarski made a motion to accept the agreement between the Town of Hamburg and the Hamburg Public Library to continue providing services. Bob Kaiser seconded and the motion passed unanimously.
- - The schedule of Library Board meetings for the next 3 months will take place at 6:00 PM on the third Tuesday - February 21, March 21, April 18. Additional dates will be added at the February Meeting.

EXECUTIVE SESSION - none

Anita moved to adjourn at 7:45 PM. Karen seconded and the motion passed.

Respectfully submitted,  
Marianne Chimento  
Secretary

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
LAKE SHORE PUBLIC LIBRARY - February 21, 2017

PRESENT: Anita Metzger, Marianne Chiumento, Bob Kaiser, Jack Edson (Director)  
Guests: Nina Smeltz and Joe Lowry

Marianne Chiumento called the meeting to order at 6:00 PM. MINUTES - Bob Kaiser moved to accept the Minutes of the January 24, 2017 meeting. Anita Metzger seconded and the motion was passed.

PUBLIC COMMENT - Nina Smeltz was complimentary in saying that things look great at the Lake Shore Library. She wondered if some first lines from famous books could be added to the LSH walls like they were to the wall behind the desk at HPL? Jack indicated that this would not be a problem. Nina mentioned that she has called the Town of Hamburg Department of Public Works regarding the condition of the LSH parking area on Kennison.

Joe Lowry, a resident of Hamburg, owns RJR Engineering and operates in Springville. He is interested in becoming more involved with the library.

DIRECTOR'S REPORT - Jack E. presented the written report to the Trustees. He is still waiting for the last 10% of the grant money for the roof to give to the Town.

- The Kennison parking area (LSH) will be worked on in the spring.
- An Early Childhood survey will be conducted with the help of Dr. Tan, an Early Childhood Professor from Fredonia.
- Jack will ask if the Union St. parking lot sign can be raised. Joe Lowry will check into solar lights so the sign can be more visible at night.

TREASURER'S REPORT - Anita reported on the M&T Expansion Account and the fees that are charged if the accounts (checking and savings) fall below a certain amount. Once we receive the last 10% of grant money from the State, Jack will pay the Town and both of the Expansion accounts can be closed. Bob moved to put any remaining money, once the accounts have been closed, into the private accounts. Marianne seconded and the motion passed.

OLD BUSINESS - Secret Garden status: Don Witkowski, Hamburg Village administrator, is waiting to hear back from the NYS Dormitory Authority.

- Volunteer Reception - Anita and Marianne reported that this will be postponed until after an event(s). They met with Tammy Yekich, Donna Ludwig, and Jack E. to discuss the possibility of resurrecting a "Friends" group. An application to recruit members will be designed and an email will go out to all those who are currently on the Volunteer list and any others who express interest. Another meeting is scheduled for Friday, March 24 at 10 AM at HPL.
- Long Range Plan - Central's is 4 pages long and is a 5-year plan (2017-2021). Our group will consist of 8 people, with Joe Lowry agreeing to be part of the group. Jack will find a March date that is good for everyone and we will begin the process.
- Both libraries will receive \$500 from Central to be used for equipment. The \$500 for LSH will be put towards purchasing 2 upholstered chairs. The \$500 for HPL will be used for an outdoor garbage receptacle and other equipment.

NEW BUSINESS - Anita moved to accept the Whistleblower Policy, Chapter VIII Section 9, as stated in the B&ECPL Personnel Policies and Procedures Manual. Bob seconded and the motion passed. Jack reported that there are additional policies that we need to adopt. He will choose a different policy each month and send it to us ahead of the Trustee meeting.

EXECUTIVE SESSION - none

The next two meetings are scheduled for Tuesday, March 21st and Tuesday, April 18th at 6:00 PM at the Hamburg Public Library.

Bob moved to adjourn at 7:15 PM. Anita seconded and the motion passed.

Respectfully submitted,  
Marianne Chimento  
Secretary

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
HAMBURG PUBLIC LIBRARY - March 21, 2017

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

President Jack Connors called the meeting to order at 6:00 PM. MINUTES - Bob Kaiser moved to accept the Minutes of the February 21, 2017 meeting. Anita Metzger seconded and the motion was passed.

PUBLIC COMMENT - none

DIRECTOR'S REPORT - Jack E. presented the written report to the Trustees. Jack discussed the need for the Hamburg Public Library to develop a Long Range Plan. We have Central's to refer to, but we do not necessarily need to follow their format. Jack Connors suggested that HPL's should be no longer than 36 months, and that it should be broken down into 4 or 5 manageable areas of concern. Topics that were suggested included: collaboration and outreach, how best to utilize the meeting spaces, ways to revitalize the "Friends" group. We should also include a wish list of things we want to accomplish.

PRESIDENT'S REPORT - Jack C. mentioned a "My View" article that appeared in a recent Buffalo News.

TREASURER'S REPORT - Anita reported that she and Jacob closed out the Expansion Savings Account at M & T Bank. Soon they will close out the Expansion checking account. Any monies left were transferred to the Private Savings Account at Northwest Bank.

OLD BUSINESS - LSH output measures - For libraries of comparative size, LSH seems to be doing okay. We will continue to keep an eye on the numbers. It would be good to get Chelsey's perspective.

- The final check from the NYS Construction Grant for the LSH roof has been sent to the Town.
- Secret Garden - Anita reported that we are hoping we are ready to get started in April.
- Volunteer Reception - We are planning to revive the "Friends" group, but under another name for the present time.
- Long Range Plan - A meeting is scheduled for March 22nd.
- Surveys - Jack E. distributed the surveys for both libraries. Perhaps we can use information from the surveys to help with the Long Range Plan. A suggestion was made for LSH to include a sign indicating all of the recent improvements, as well as to include information regarding the architecture of the library. It opened in 1966, the same year as HPL's opening. Perhaps we could do some kind of celebration for the library's anniversary - 50+ years.

NEW BUSINESS - NYS Annual Report, 2016 - Jack C. read the Resolution. Anita Metzger moved to accept the Resolution. Bob Kaiser seconded and the motion passed. Marianne signed the Resolution.

- The "MY View" article in the Buffalo News 2 weeks ago was discussed. Jack E. will check on whether we can change the way, and where, the music plays.

EXECUTIVE SESSION - none

The next meeting will be on Tuesday, April 18, 2017 at HPL at 6:00 PM. Marianne moved to adjourn at 7:00 PM. Anita seconded and the motion was passed.

Respectively submitted,  
Marianne Chiumento  
Secretary

TOWN OF HAMBURG PUBLIC LIBRARY – BOARD OF TRUSTEES MEETING

HAMBURG PUBLIC LIBRARY -April 18, 2017

PRESENT: Jack Connors, Karen Kaczmariski, Anita Metzger, Jack Edson (Director)

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

MINUTES- Jack Connors moved to accept the minutes of the meeting of March 21, 2017. Anita Metzger seconded the motion, passed.

PUBLIC COMMENT- none

DIRECTOR'S REPORT- Jack Edson presented his written report to the Trustees. Output measures were discussed. April 26 will mark the two year anniversary of the reopening of the expanded Hamburg Public Library building. We completed the survey of proposed changes for NYS minimum standards for public libraries. Jack is working on revision of the Meeting Room policy. The Long Range Plan committee has met and has another meeting scheduled for May 10. We are investigating the Born Learning Trail sponsored by the United Way.

PRESIDENT'S REPORT- Jack Connors observed that there is progress on all fronts.

TREASURER'S REPORT- Treasurer Anita Metzger was sent an email to verify contact information for the NYS Comptroller. Information about the library's accounts at M&T Bank has been updated. New checks have been ordered.

OLD BUSINESS-

- Secret Garden project- Hamburg Village is investigating how funds will be received before the project may start.
- Hamburg Library parking lot- the Town received bids, will award a contract and set a start date.
- A new sign will be installed on Union Street after the parking lot has been repaved. This project has been approved by the Town code enforcement.
- Long Range Plan- committee will meet May 10.

NEW BUSINESS-

- Petty Cash Policy- was discussed and it was suggested that the library clerk keep records and report activity on a quarterly basis as part of the Treasurer's quarterly report. Discussion took place and this policy will be put on the agenda for a vote at the May meeting.
- Lake Shore Library equipment- Jack Edson recommended the purchase of a large screen TV for the LSH meeting room, using funds for such electronic equipment included in a grant received from NYS Senator Patrick Gallivan in 2013. Jack Connors made a motion to purchase the item, Karen Kaczmariski seconded the motion and the motion passed unanimously.

- Proposed revision of NYS minimum standards for public libraries: Jack Edson and Jack Connors reviewed the survey prior to the board meeting and Jack Edson will complete and submit the survey.

EXECUTIVE SESSION- none

The next meeting will be held on Tuesday, May 16, 2017 at 6 pm at the Hamburg Public Library. Tentatively, the June meeting will be held on June 13 at 8 am at the Hamburg Public Library, depending on the availability of trustees for that time.

Karen Kaczmarek made a motion to adjourn, Jack Connors seconded the motion and the meeting concluded at 7:10 pm.

Respectfully submitted,

Anita Metzger

Treasurer

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

PRESENT: Jack Connors, Anita Metzger, Bob Kaiser, Marianne Chimento, 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 Chimento 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 Chimento 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 Chimento, Secretary



TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
HAMBURG PUBLIC LIBRARY - JUNE 20, 2017

PRESENT: Jack Connors, Anita Metzger, Bob Kaiser, Marianne Chiumento, Jack Edson (Director)  
President Jack Connors called the meeting to order at 6:00 PM.

MINUTES - Anita Metzger moved to accept the Minutes of the May 16, 2017 meeting. Bob Kaiser seconded and the motion passed.

PUBLIC COMMENT - none

DIRECTOR'S REPORT - Jack Edson presented his written report to the Trustees. Librarian 1 (provisional) has been posted.

- McAllister Plumbing has provided an estimate for a new HVAC system at Lake Shore Library.
- Jack E. reported on the recent electrical issues at Lake Shore, the work that needs to be done, and how the Hamburg Library is helping out.
- Board Minutes need to be on the Internet within 2 weeks of the meeting.

PRESIDENT'S REPORT - none

TREASURER'S REPORT - Anita reviewed the report the Trustees had received.

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

- Long Range Plan - Jack Connors suggested taking down the 2 large bushes that are blocking the existing sign, instead of getting a new sign at this point. However, we will keep the current wording that starts with "Investigate" Marianne Chiumento moved to accept the Long Range Plan. Anita Metzger seconded and the motion passed.
- Meeting Room Policy - After some discussion, Bob Kaiser moved to adopt the Meeting Room Policy. Marianne Chiumento seconded and the motion passed.
- Claims Audit Policy - After some discussion, Anita Metzger moved to adopt the Claims Audit Policy. Bob Kaiser seconded and the motion passed.

NEW BUSINESS - Jack Edson reviewed the 2017 Contract with Central. Marianne Chiumento moved to adopt the 2017 Contract with Central. Anita Metzger seconded and the motion passed. The Resolution reads as follows:

RESOLUTION adopted by the Board of Trustees of the HAMBURG PUBLIC LIBRARY at a regular meeting of said Board of Trustees held at the HAMBURG PUBLIC LIBRARY on the 20th day of June, 2017 at 6:00 PM.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the HAMBURG PUBLIC Library, held at the HAMBURG PUBLIC LIBRARY on the 20th day of June, 2017 a resolution was adopted of which the following is a true copy:

RESOLVED, that pursuant to Chapter 768 of the Law of 1953 of the State of New York, this Board of Trustees does hereby approve the agreement submitted by the Buffalo and Erie County Public Library for the furnishing of free library privileges to the people of the County of Erie, by this Library for the year 2017, and

BE IT FURTHER RESOLVED, that the President of this Board be, and he/she is, hereby authorized and directed to execute the same on behalf of this Board.

Ayes - 4  
Noes - 0

Marianne Chiumento  
Board Secretary

NEW BUSINESS (continued) - There was discussion regarding the need to replace the HVAC system at Lake Shore Library, and the consensus was to apply for a NYS Library Construction Grant to pay for this.

- Librarian 1 position - Jack E. explained that people apply, are canvassed, and then HR (Central) determines who is eligible.
- Garden Walk (July 8 and 9) - HPL will be involved, but not as a vendor. Anita will attend their next meeting.

EXECUTIVE SESSION - none

ADJOURNMENT - Anita Metzger moved to adjourn at 6:55 PM. Bob Kaiser seconded and the motion passed.

The next meeting is scheduled for Tuesday, August 22, 2017 at 6:00 PM at the Hamburg Public Library.

Respectfully submitted,  
Marianne Chiumento  
Secretary

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
HAMBURG PUBLIC LIBRARY - August 22, 2017

PRESENT: Jack Connors, Karen Kaczmarski, Anita Metzger, Bob Kaiser, Marianne Chiumento,  
Jack Edson (Director)

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

MINUTES: Bob Kaiser moved to accept the Minutes of the June 20, 2017 meeting. Anita Metzger seconded and the motion passed.

PUBLIC COMMENT: none

DIRECTOR'S REPORT: Jack Edson presented his written report to the Trustees.

- Vendor for the cafe - people have been expressing interest
- Jack E. explained numbers for Output Measures, WiFi sessions, and totals.

PRESIDENT'S REPORT: none

TREASURER'S REPORT: Anita reviewed the report the Trustees had received. Karen suggested the possibility of using the Community Foundation. Jack C. offered to check into this.

- Jack Connors moved to use money, not to exceed \$1500, from the Private Savings Fund, for Jack Edson's retirement celebrations. Karen Kaczmarski seconded and the motion passed.

OLD BUSINESS:

- Librarian 1 update - Chelsey is back!
- 2018 NYS Library Construction Grant - LSH HVAC project - The grant is being finalized by Connie Miner. Jack Connors read the Resolution regarding this grant. Karen Kaczmarski moved to approve the Resolution. Anita Metzger seconded and the motion passed unanimously. Various forms regarding this grant were then filled out, and Jack E. will mail the forms.

NEW BUSINESS:

- Procurement Policy - Trustees each received a copy for review. This will be discussed at the September meeting where a vote will be taken.
- Revenue increase from NYS Senator Chris Jacobs - Hamburg and Lakeshore Libraries each received \$10,000.

EXECUTIVE SESSION: At 6:50 PM Marianne Chiumento moved to report into Executive Session. Karen Kaczmarski seconded and the motion passed. At 7:10 PM Karen Kaczmarski moved to report out of Executive Session. Anita Metzger seconded and the motion passed.

The action taken during Executive Session, by the unanimous vote of the Board of Trustees, was to offer the position of Director of the Hamburg Public Library to Brian R. Hoth.

THANK YOU: The Board of Trustees of the Hamburg Public Library would like to thank Director Jack Edson for his many years of service to the Hamburg Public Library and to the Hamburg Community. His tireless efforts during the Expansion Project are very much appreciated. We wish Jack a happy, healthy, creative, and fulfilling retirement.

ADJOURNMENT: Jack Connors moved to adjourn at 7:20 PM. Karen Kaczmarski seconded and the motion passed.

NEXT MEETING: TBD

Respectfully submitted,  
Marianne Chiumento  
Secretary

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
HAMBURG PUBLIC LIBRARY - September 26, 2017

PRESENT: Jack Connors, Anita Metzger, Bob Kaiser, Marianne Chiumento, Brian Hoth (Director)

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

MINUTES: Anita Metzger moved to accept the Minutes of the August 22, 2017 meeting. Bob Kaiser seconded and the motion was passed.

PUBLIC COMMENT: none

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

- Librarian Chelsey Lonberger has been made Branch Manager of Lake Shore Library.
- Librarian Ashley Zengerski will be supervising the Pages.
- Options for the Secret Garden should be available by mid October and will be discussed at a Trustee meeting. Perhaps we should consider getting a security camera in the Secret Garden area.
- Ashley will be doing outreach at the Village Recreation Center.

PRESIDENT'S REPORT: none

TREASURER'S REPORT: Anita reviewed the report the Trustees had received. A suggestion was made to talk up "Amazon Smiles" as a fundraiser, for those who shop on Amazon.

OLD BUSINESS:

- Cafe Update - Brian met with a woman from Blessings Bakery who is interested in operating the Cafe. She will check with the Town. Bob has a contact and will get the information to Brian. Once we have someone running the cafe, perhaps we could put a sign out in front advertising their existence.
- Procurement Policy - Anita Metzger moved to adopt the Procurement Policy. Marianne Chiumento seconded and the motion passed.
- 2018 NYS Library Construction Grant for the LSH HVAC project - This has been submitted to NYS.
- Revenue increase from Senator Chris Jacobs - Brian will attend a meeting on Thursday.

NEW BUSINESS:

- Jack Connors moved to advance \$200 to Librarian Chelsey Lonberger for the children's sleepover program, for a maximum of 12 children, scheduled at Hamburg Library on Saturday and Sunday, November 18 and 19. Bob Kaiser seconded and the motion passed.
- Central's Internet Safety and Acceptable Use Policy - This is very similar to the policy adopted last year, but a section on cyberbullying was added. This is a system-wide policy. Marianne Chiumento moved to accept the Internet Safety and Acceptable Use Policy. Anita Metzger seconded and the motion passed.
- Brian will look into getting on the speaker list at the Hamburg Chamber of Commerce. He will also look into the library's involvement with other organizations such as Penn Dixie, Seaway Trail, Agricultural Society, etc.
- A light is out over the Handicapped Parking. It is NYSEG's responsibility and they have been notified.

EXECUTIVE SESSION: none

ADJOURNMENT: Marianne Chiumento moved to adjourn at 6:55 PM. Anita Metzger seconded and the motion passed.

The next meeting of the Hamburg Board of Trustees will take place on Tuesday, October 17, 2017 at 6:00 PM at the Lake Shore Library.

Respectfully submitted,  
Marianne Chiumento  
Secretary

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
LAKE SHORE PUBLIC LIBRARY - October 17, 2017

PRESENT: Jack Connors, Anita Metzger, Marianne Chiumento, Brian Hoth (Director)

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

MINUTES: Anita Metzger moved to accept the Minutes of the September 26, 2017 meeting. Jack Connors seconded and the motion passed.

PUBLIC COMMENT: none

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

- Hamburg and Lake Shore Libraries each received \$10,000 in Bullet Aid from State Senator Chris Jacobs.
- Circulation statistics were reviewed.
- An estimate for the Secret Garden was just received. It will be reviewed with Town officials.

PRESIDENT'S REPORT: none

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

OLD BUSINESS:

- Cafe update - No proposals have been received at this point. Suggestions were made to include ways of widening the search.
- Bullet Aid - Brian read through the Wish Lists that had been compiled by staff members for both libraries. He will get final numbers on the items recommended, and include any other items that may come up in the meantime. This information will then be presented at the next Trustee meeting.

NEW BUSINESS:

- Brian is creating a list of reportable fixed assets (assets not owned by the B&ECPL System) to be included in the 2017 Annual Update Document.
- The ongoing book sale at Hamburg is going well. Any revenue generated from this will go towards programming, hiring performers, and other initiatives.
- Weeding: Chelsey has been working on this process at Lake Shore. Brian has reworked the weeding schedule at Hamburg. Once the weeding is completed, the collections will be reorganized.

EXECUTIVE SESSION: none

ADJOURNMENT: Marianne Chiumento moved to adjourn at 6:57 PM. Jack Connors seconded and the motion passed.

The next meeting of the Hamburg Board of Trustees will take place on Tuesday, November 14, 2017 at 6:00 PM at the Hamburg Library.

Respectfully submitted,  
Marianne Chiumento  
Secretary

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
HAMBURG PUBLIC LIBRARY - November 14, 2017

PRESENT: Jack Connors, Anita Metzger, Bob Kaiser, Marianne Chiumento, Brian Hoth (Director)

President Jack Connors called the meeting to order at 3:35 PM.

MINUTES: Anita Metzger moved to accept the Minutes of the October 17, 2017 meeting. Jack Connors seconded and the motion passed.

PUBLIC COMMENT: none

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

- The book sale is doing well. To date \$600 has been collected, with an average of \$25 - \$30 being collected each day. The collection is still being weeded.
- The Trustees agreed to an estimate to reupholster 3 chairs in the adult fiction area.
- Secret Garden - Brian would like this project started in the spring, and is currently waiting for the Town's representative to get back to him regarding any changes. Brian will get estimates for both stamped concrete and pavers. Currently, the 6ft. wooden fence is included in the cost.

PRESIDENT'S REPORT: Jack, and Anita, reported on the recent ACT meeting that was held at the Hamburg Library.

- Central has a "Collaboration Book" of all libraries. Each library needs to send their partnership list to the Development and Communication office every year.

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

OLD BUSINESS:

- There has been no activity on the Cafe.
- Bullet Aid Funding - Brian gave an overview of the items, and their cost, being considered for the Hamburg and Lake Shore Libraries. Jack Connors made a motion to use the Bullet Aid money for the purchases outlined by Brian. Bob Kaiser seconded and the motion passed.

NEW BUSINESS:

- Jack read a letter from System Director Mary Jean Jakubowski regarding standard scheduling. Background information was given. Jack and Brian will schedule a meeting with Mary Jean.
- Three new locks were recently installed by the Town - at no cost to the library.
- An additional camera was installed on the building exterior - for the Secret Garden area.
- A new book drop is needed for the Lake Shore Library as the old one has been leaking. The leak has been temporarily fixed.
- The fire alarm has been going off at odd times - on its own. The problem has been discovered, and now the Staff and the Town are working on finding a way to get up to the 20ft. ceiling.

EXECUTIVE SESSION: none

ADJOURNMENT: Bob Kaiser moved to adjourn at 4:55 PM. Anita Metzger seconded and the motion passed.

The next Trustee meeting will take place on Tuesday, January 16, 2018 at 6:00 PM at the Hamburg Library.

Respectfully submitted,  
Marianne Chiumento  
Secretary