

TOWN OF HAMBURG PUBLIC LIBRARY-BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY-January 21, 2020

PRESENT: Jack Connors, Anita Metzger, Joe Lowry, Sheree Hillman, Michelle Parker, and Brian Hoth (Director)

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

MINUTES: Sheree Hillman moved to accept the Minutes of December 2, 2019 meeting. Anita Metzger seconded and the motion was passed.

PUBLIC COMMENT: None.

DIRECTORS REPORT: Brian Hoth presented his written report to the Trustees.

- Both libraries held lapsit and preschool programs during the month with good attendance.
- Ashley became a member of TLC Daycare's Board of Directors. She has been doing monthly outreach there for almost two years and thus has a relationship with them. They meet six times a year. Her first meeting will be in March.
- Brian was again asked to be a judge at Union Pleasant's annual Spelling Bee. It is scheduled for January 22nd.
- Both libraries are working in conjunction with the Western New York Library Resources Council (WNYLRC) on a library advocacy letter writing campaign. We are encouraging our patrons to write letters to our state representatives and the governor stating why the library matters to them. The campaign runs until March 1st.
- Census 2020 events for hiring census workers are taking place at both libraries.
- On January 11th "Frozen Faire" was held based on the movie, "Frozen II" with 249 children and adults in attendance. Children got to enjoy crafts, a snowball fight, snowball toss, sensory activities and a photo booth. They also got to participate in an interactive journey along the ramp. Lego Club was based on the theme with 128 children in attendance. This was the biggest program attendance for a single program held so far at Hamburg. Finally, kids got to enter a raffle full of prizes.
- Several programs were held at the Lake Shore branch throughout the month with very good attendance.

Sheree Hillman moved to accept the Directors Report and Joe Lowry seconded the motion.

PRESIDENT'S REPORT: Jack Connors stated that he would not be running for the position of President again.

TREASURER'S REPORT: The board reviewed the treasurer's report which was routine.

OLD BUSINESS:

Brian Hoth updated the board on the HVAC system at Lake Shore library.

The town awarded the project to Greater Niagara Mechanical with a bid of \$130,000.

At the Board's suggestion, Brian would like to extend operating hours at the Hamburg Library during the installation period. The proposed hours would be Tuesday and Thursday 10:00 AM-9:00 PM and on Wednesday, from 9:00 AM-9:00 PM. Jack Connors suggested waiting until the February meeting to vote and approve said hours. The project could take approximately two weeks to complete.

Friends Group update:

They are working on various fundraising initiatives including a fundraiser at the Coyote Café or utilizing their food truck. The group approved the by-laws and are looking to elect officers to the board.

Long Range Plan update:

The plan will be reviewed by the board with approval at next month's meeting.

Senior Library Clerk update:

Emily Brahn was hired for the position. She had previously worked at the Orchard Park Library as a library clerk.

NEW BUSINESS:

Election of Officers:

Nominations were taken for each of the positions and motions were made for the appointments as follows:

President: Michelle Parker, moved by Jack Connors and seconded by Anita Metzger.

Vice President: Joe Lowry, moved by Michelle Park and seconded by Jack Connors.

Treasurer: Jack Connors, moved by Michelle Parker and seconded by Joe Lowry.

Secretary: Sheree Hillman, moved by Jack Connors and seconded by Michelle Parker.

Shawna John and Shannon Carnall were promoted to senior page.

Continuing education requirements for trustees:

Beginning in 2021, it will be mandatory for Trustees to have 2.0 hours of continuing education per year. There is a workshop in March which will be held at the Central Library that would qualify for this. Also, a survey has been emailed to all library trustees for them to complete. More details are to follow at the February meeting.

Library specific policies:

Brian Hoth asked whether the Trustees would want these policies reviewed and adopted during one meeting or broken down into multiple meetings. Jack Connors stated that two should be reviewed per meeting, amended if necessary, and then a vote taken to either accept or deny.

EXECUTIVE SESSION: Michelle Parker made a motion to go into Executive Session at 6:30 PM and Joe Lowry seconded the motion.

Anita Metzger motioned to move out of Executive Session at 6:45 PM and Michelle Parker seconded the motion.

ADJOURNMENT: Michelle Parker moved to adjourn at 6:46 PM. Anita Metzger seconded, and the motion passed.

The next meeting of the Hamburg Library Board of Trustees will take place on Tuesday; February 18, 2020 at 6:00 PM at the Hamburg Library.

Respectfully submitted,

Sheree Hillman

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING

HAMBURG LIBRARY – February 18, 2020

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

ABSENT: N/A

Michelle Parker called the meeting to order at 6:01 PM. and roll was called.

MINUTES: Jack Connors moved to accept the Minutes of the December 2, 2019 meeting. Anita Metzger seconded, and the motion was passed.

PUBLIC COMMENT: Karen Hoak attended the meeting. She is the library liaison from the Town of Hamburg Board. She was happy about her assignment to the library and offered her help when needed. She plans on attending more meetings.

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

- Both libraries held their weekly preschool and lapsit programs in January and February with a total of 259 children and adults attending as of February 13th.
- Meeting rooms at both libraries are being utilized by the public.
- The Fowlers candy sales continue to generate revenue.
- The WNYLRC has asked that the Lake Shore branch host a library advocacy event with Senator Chris Jacobs on Thursday; February 20th @ 2:00PM.
- Promotional materials are emailed to public officials each month. Brian Hoth also reached out to the newest Board members Karen Hoak and Shawn Connelly; as well as, County Legislator John Gilmour.
- Brian Hoth attended the Kiwanis Club meetings in January and February.
- Currently working on a partnership with Gander RV (formerly Camping World) regarding a community outreach program called “Good Sam (Samaritan) Program”. Sean, our caretaker, used to work there and he put Brian in touch with the general manager. Brian would like to see if they would build a playhouse for us.
- On January 27th, Brian attended a Hamburg Holidays meeting where he discussed the Storytime held in December. The committee was very impressed with the activities that the library does and the number of attendees. The event originally started with 30 children and adults in attendance and has grown to 150.
- Dr. Holly Schreiber; director of education at Penn Dixie has offered as part of their community outreach initiative has offered to do two free programs for the Hamburg Public Library; on fossils and astronomy. Astronomy Night is scheduled for July 13th fro 9-10:00 PM and a children’s fossil program on October 17th at 1:00 PM.
- On February 6th, Laurie, Stephanie, and Brian attended Staff Census Training at Hamburg. Stephanie and Laurie are the point persons for everything census.
- On February 14th Stephanie and Brian attended a library advocacy meeting with Assemblyman Sean Ryan at the Gonzalez-Soto Branch where Brian spoke of the importance of increasing library construction grant money and literacy.

Hamburg

- Four prints by Thelma Winter were donated by Russ and Sue Bautista. The three smaller prints are hanging on pillars going up the ramp. The bigger print is in the hall.
- An email was received from Angelo Gangemi; a Boy Scout from Troop 509 (Hamburg United Methodist Church) about doing an Eagle Scout project.
- On January 17th Mike Randall performed his one-man show “Mark Twain Live!” to one hundred adults and children. Those who came commented on how much they enjoyed the show. There was also positive feedback on Facebook as well. Mike Randall and Friends program has been booked for July.
- On January 28th, a donation in the amount of \$104.25 was given to the Hamburg Library by the Zonta Club of Hamburg and Orchard Park in memory of Gail Sutton and Jennie Altes. Plaques were created and hung at the parking lot entrance. A presentation was made with several members in attendance. Marianne Chiumento, donated a separate check in the amount of \$50.00. The money will be used to purchase gardening and travel books. Book plates will also be inserted.

- On February one “Take Your Child to the Library” day was held with eighty two in attendance. There were giveaways, a drawing, and a craft table set up where the children made hearts for residents at Elderwood. Ashley and Laurie dropped off one hundred hearts to the residents on February 13th.
- On February 6, Brian conducted a library tour for a Daisy Troop including areas that the public doesn’t normally get to see. They were very excited. He read stories and had giveaways for them. Once again, there was positive feedback on Facebook.
- Sunday Screenings during February: “The Mighty Ducks” and “MegaMind”.
- Ashley did her monthly outreach programming at TLC Daycare and The Comfort Zone with thirty one attending.

Lakeshore

- Stephanie did outreach programming at EduKids on Fridays with sixty in attendance. She also dropped off promotional materials at Cloverbank Elementary.
- EduKids visited with 45 children and teachers.
- Other programs scheduled throughout December and January include:

January 18 th - Harry Potter Party	Attendance - 45
January 25 th - LEGO Club	Attendance -13
January 22 nd - Adult Craft Night	Attendance - 16
January 22 nd - Ukulele Club	Attendance - 4
January 27 th - Book Club	Attendance - 2
February 9 th - Cult Movie Double Feature	Attendance - 9
February 10 th - Cookbook Club	Attendance - 11
February 12 th - Ukulele Club	Attendance - 4

PRESIDENT’S REPORT:

There was nothing new to report.

TREASURER’S REPORT: The board reviewed the treasurer’s report.

OLD BUSINESS:

- Brian updated the board on the HVAC system at Lake Shore and advised that he will be following up with Mike Quinn as to the current status.
- Lake Shore building needs could be done by the Town Buildings and Grounds or by a state grant. Recently the wood grain contact paper was taken off and painted. Looking to get the carpeting in the meeting room and staff work area replaced. Also, the linoleum replaced with tile in the breakroom.
- Friend’s group update: Elections were held. Officers elected were: president, vice-president, and treasurer. They are still looking to fill secretary and historian. Their next meeting is scheduled for Monday, 2/24 @ 6PM at the Hamburg Library.
- Long Range Plan update: Anita Metzger moved to approve the long range plan and Joe Lowry seconded it. The motion was passed.

NEW BUSINESS

- Staff Development Day is scheduled for May 20th from 8:30-4:30 at the Central Library. Brian Hoth asked if both our branches could close for the day so that staff could attend. Sheree Hillman moved to approve closing the branches to attend and Jack Connors seconded the motion. The motion was passed.
- Bullet Aid was received courtesy of Assemblyman Sean Ryan in the amount of \$10,000. The library hopes to utilize it to get more storage in the building. They have reached out to get quotes. Anita Metzger mentioned that she is still interested in attaining a book drop at the Buffalo St. entrance so that walkers could utilize it without coming down

the slope. Brian Hoth doesn't think that would be a good idea due to the possibility of books being exposed to the elements if the drop was full and the difficulty in getting the unit emptied on holidays. Another wish is for new DVD shelving to help make them more accessible.

- There was an incident where a patron who utilized the library on a regular basis for printing was caught taking two fundraiser candy bars. Brian spoke to the patron who felt that it was a nonissue due to the amount of money that he spends on printing. It was explained that print fees do not justify the taking of the candy. The individual was banned for six months. He was afforded the opportunity to attend the monthly meeting but declined. He did however send a letter of apology. Michelle Parker questioned amending the ban to three months but Brian held firm on his decision.
- Jack Connors asked Karen Hoak about the Town selling off surplus properties to generate more revenue. She said that is true and is being looked into. Jack questioned if the lot adjacent to the Lake Shore Library is in jeopardy of being sold and was told that she was not sure but would look into. He mentioned that both the library and EduKids use it for various activities for the community and was wondering if Karen could make that known prior to it being sold off. Karen advised that she would pass the information on to the appropriate people.

EXECUTIVE SESSION: N/A

ADJOURNMENT: Anita Metzger moved to adjourn at 6:41 PM. Jack Connors seconded, and the motion passed.

The next meeting of the Hamburg Library Board of Trustees will take place on Tuesday, March 24th, 2020 at 6:00 PM at the Hamburg Library.

Respectfully submitted,

Sheree Hillman

TOWN OF HAMBURG PUBLIC LIBRARY-BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY-April 14, 2020

PRESENT: Michelle Parker, Jack Connors, Anita Metzger, Sheree Hillman, Brian Hoth (Director), Karen Hoak, town councilperson/library liaison, and Carima El-Behairy, System Board liaison to the contracting libraries.

ABSENT: Joe Lowry

Michelle Parker called the meeting to order at 6:06 PM and roll was called.

MINUTES: Anita Metzger moved to accept the Minutes of the February 18, 2020 meeting. Jack Connors seconded and the motion was passed.

PUBLIC COMMENT: None.

DIRECTORS REPORT: Brian Hoth presented his written report to the Trustees.

- The Annual agreement between the Town of Hamburg and Hamburg Public Library has been signed and mailed.
- Staff is working from home providing programs and services to our patrons and community; also working on professional development.
- Director Hoth had to postpone a meeting with BGI Millworks regarding a quote for storage units at the Hamburg Library until further notice.
- Children made shamrocks for residents at Elderwood Assisted Living Center. They were delivered by staff on March 13.
- Librarian Ashley Zengerski and Library Associate Laurie Obrochta met with staff from the Village Recreation Center to talk about what the library has to offer with respect to programming, especially during the summer months.
- Director Hoth met with a Boy Scout, from Troop 509 to discuss doing an Eagle Scout project.
- On February 20 an advocacy meeting was held at the Lake Shore Branch with Senator Chris Jacobs. Librarian/Branch Manager Stephanie Molnar spoke about the importance of construction grant funding in relation to the needs of the Lake Shore Library.
- On February 24 Director Hoth attended a Friends meeting.
- On February 25 Librarian Ashley Zengerski attended the One Community, One Book committee meeting on February 25.
- On March 3 the New York State Disaster Preparedness Corps. held a session on how to prepare for a disaster with 24 participants. Each participant received a free disaster backpack.
- On March 5 Librarian Ashley Zengerski a board meeting at TLC Daycare as a new board member.
- Stephanie did monthly outreach programming at EduKids with 49 students and teachers attending.
- Stephanie dropped off promotional materials at Cloverbank Elementary.

- Painting was finished at the Lake Shore Branch behind the public service desk. Director Hoth discussed additional work to be done with Pat Ryan, director of Buildings & Grounds. Pat will get additional work done as time permits.

PRESIDENT'S REPORT: Michelle Parker had nothing to report.

TREASURER'S REPORT: The board reviewed the treasurer's report. All transactions were routine.

OLD BUSINESS:

- Update on HVAC project at the Lake Shore Branch

The Town Board contracted with Greater Niagara Mechanical. The boiler and chiller units have been ordered and are expected to arrive in early May. The tentative schedule is for installation in mid-May and early June for completion. Director Hoth will have a more definitive construction timeline at the next scheduled meeting.

- Mmmm & Teas Café

They began takeout and delivery service on March 28 for three weeks with mixed results. The proprietors will be taking a pause and assess their options when the library re-opens.

- Friends of the Hamburg Public Library

Michele Timm, president of the Friends is looking into having virtual meetings. The group is still in the process of attaining 501 c 3 status and looking at additional fundraisers.

- Staff Development Day

Cancelled due to the Covid-19 pandemic. It will be rescheduled at a later date.

NEW BUSINESS:

- Continued closure of the Hamburg and Lake Shore libraries

Closed through April 30. Signage posted at the entrances stating "Until Further Notice".

- State of Emergency/Quarantine Leave Policy

A system-wide policy allowing part time staff who are not represented by a collective bargaining unit receive emergency pay through pay period 8. The System Board will review the policy as needed. Letters were sent to all part time, non-represented staff informing them

- Review of Petty Cash and Claims Audit policies

With regards to the Claims Audit Policy, Jack Connors directed Director Hoth to contact the Central Library to see if there were any changes made in State law since the policy was first created.

- Resolution and approval of 2019 State Report

Jack Connors suggested Director Hoth change the response in 3.11 (providing service to nursing homes) from N to Y. Director Hoth concurred. Jack Connors made the motion and was seconded by Anita Metzger to adopt the resolution. The resolution was passed.

- Living History Project

A collaboration between librarians Ashley Zengerski and Stephanie Molnar, which seeks to capture the experiences of our community during the COVID-19 pandemic. They will be asking the community to send photos, letters, videos or other forms of expression on how we are all coping. They are looking to partner with The Hamburg Sun. Also working with the Central Library to discuss using Archive-It, a web archiving service, to crawl official sites for health information.

EXECUTIVE SESSION: Michelle Parker made a motion to go into Executive Session at 6:45 PM and Anita Metzger seconded the motion.

Anita Metzger motioned to move out of Executive Session at 6:50 PM and Michelle Parker seconded the motion.

ADJOURNMENT: Michelle Parker moved to adjourn at 6:51 PM. Anita Metzger seconded, and the motion passed.

The next meeting of the Hamburg Library Board of Trustees will take place on Monday; May 18, 2020 at 6:00 PM to be held virtually.

Respectfully submitted,

Sheree Hillman

TOWN OF HAMBURG PUBLIC LIBRARY-BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY-5/18/2020

PRESENT: Michelle Parker, Joe Lowry, Jack Connors, Sheree Hillman, Anita Metzger, Director Brian Hoth, and Carima el-behairy; System Board liaison to the contracting libraries.

ABSENT: N/A

Michelle Parker called the meeting to order at 6:01 PM and roll was called.

MINUTES: Jack Connors accepted the Minutes of April 14, 2020 meeting. Joe Lowry seconded, and the motion was passed.

PUBLIC COMMENT: N/A

DIRECTORS REPORT: Brian Hoth presented his written report to the Trustees.

PRESIDENT'S REPORT: Michelle Parker had nothing at this time.

TREASURER'S REPORT: The board reviewed the treasurer's report. All transactions were routine.

OLD BUSINESS:

- a. Update on HVAC system at the Lake Shore Branch -the boiler has been installed and the installation of the chiller is scheduled for Wednesday, May 20th. The project is slated for completion by the second week of June.
- b. Friends group will be hosting the Chiavetta's Chicken Barbeque on June 19, 2020.
- c. The Petty Cash and Claims Audit policies have been reviewed and approved. Petty Cash - \$50 minimum and \$250 maximum. Anita Metzger moved to approve the motion and Sheree Hillman seconded. All were in favor and the motion was passed.
- d. Status of closure is still status quo. At this time, Carima el-behairy believes that the library will not open until Phase IV.
- e. Status of part time staff are no longer receiving emergency pay but have filed and are receiving unemployment.
- f. Update on Living History Project-Ashley and Stephanie are working on compiling photos, letters, and videos related to the pandemic. Unfortunately, Jennifer Robinson, IT director for the Town of Hamburg can no longer commit to helping with the project so it is up to the Library to see what can be done to get this going. The cost of creating a website is prohibitive at this time so Jack Connors questioned if the Foundation would help fund for the contract libraries. Carima el-behairy emailed System Director Mary Jean Jakubowski about this as well.

NEW BUSINESS:

- a. The Reopening Plan is fluid as the requirements are ever changing. The Plan will change as directives and guidance become clearer over time.
- b. PPE in the form of 25 face shields have been purchased for both libraries and plexiglass has been installed at the Hamburg Library. It will also be installed at the Lake Shore Branch. Other PPE will be provided by the System.
- c. Review and approval of 2019 Annual Report to the Community was motioned by Anita Metzger and seconded by Jack Connors. The motion was passed.
- d. Review of Comptroller's Report was given by Jack Connors. It was routine.
- e. A Seed Library is being started at Hamburg Library. Seeds are being donated by Tricia Miller, who oversees the Giving Garden. Jim Gang, the gentleman who built the lending library displays throughout the village will be building the Seed Library.
- f. Director Hoth asked for approval to purchase a Zoom account mainly to provide a platform for performers and to hold virtual meetings. The cost is \$12.49/month. Carima el-behairy questioned if that was a non-profit price to which Brian Hoth was not sure. He will check into this. Jack Connors made the motion to purchase this at the above-mentioned price and if it could be lowered as a non-profit that would be fine too, Sheree Hillman seconded it, and the motion was passed.
- g. Brian Hoth and Michelle Parker will be attending a meeting on Wednesday, May 20 to discuss projected budgets going forward. Form letters to Senators Schumer and Gillibrand were sent by Director Hoth to staff and partners including the Friends group advocating for additional stimulus for states and local governments.
- h. Director Hoth spoke about a patron who emailed System Director Mary Jean Jakubowski questioning why B&ECPL libraries are not providing curbside service at this time. She explained why this service isn't allowable under the governor's executive orders.

EXECUTIVE SESSION: N/A

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

The next meeting of the Hamburg Library Board of Trustees will take place on July 21, 2020 at 6:00 PM. The location to be determined based on the Covid restrictions as to whether it will be held virtually or at one of the Hamburg Library branches.

Respectfully submitted,

Sheree Hillman

Hamburg Public Library
Board of Trustees
Meeting Minutes
Tuesday, July 21, 2020 at 6:00 PM
Held Virtually via Zoom

1. Call of the Roll-Meeting called to order at 6:04 PM by Michelle Parker.
In attendance: Director Brian Hoth, Michelle Parker, Joe Lowry, Anita Metzger, and Sheree Hillman.
2. Minutes of the Meeting of May 18, 2020-Anita Metzger made the motion to approve the minutes and Sheree Hillman seconded. All were approved.
3. Public Comment-Kathy Hoak attended briefly for an update on the Lake Shore Library opening.
4. Director's Report-There were no changes to the report. Director Hoth has been taking an inventory of the keys of the building due to the various personnel changes.
5. President's Report-Michelle Parker had nothing to report
6. Treasurer's Report-This was read by Director Hoth. All transactions were routine. The only exception was the plexiglass purchase which was noted as such.
7. Old Business
 - a. Update on HVAC system at Lake Shore-Governor Cuomo extended the three year grants to June 30th of 2021 allowing anyone who has a grant to utilize it by that date.
 - b. Status of Lake Shore-Lake Shore will be reopening on Monday; July 27th. It will be open 32 hours per week as follows:
Monday and Wednesday 12:00 PM-8:00 PM
Tuesday and Thursday 9:00 AM-5:00 PM
 - c. Reopening of Hamburg Library occurred on June 22, 2020 to the public. The meeting room is closed to the public due to restrictions on social gatherings; every other public access computer is shut down to allow for social distancing. Page staff is coming in the morning to decrease the risk of exposure.
 - d. Status of Café-The café has closed due to a lack of business. Sheree Hillman questioned whether the Library could work with the BOCES program and allow them to run it but was informed that this Café needs to be contracted through the Town.
 - e. Seed Library-We are currently waiting for the dedication plaque from Southtown's Trophy to honor Jim Gang and Tricia Miller for their contributions. Upon receipt of the plaque, a dedication ceremony will be scheduled.
8. New Business
 - a. Review and approval of System Contract-Anita Metzger motioned to approve, Joe Lowry seconded, and the motion was approved.

- b. Approval to reduce Lake Shore's hours-Joe Lowry motioned to approve, Anita Metzger seconded, and the motion was approved.
 - c. Fall Sunday Hours-Due to budget constraints, Sheree Hillman motioned to approve not opening the Library on Sundays in the fall, Anita Metzger seconded, and the motion was approved.
 - d. 2021 Budget-Director Hoth submitted various budget scenarios to the System based on 5%, 10%, and 25% budget cuts.
9. Executive Session-Sheree Hillman motioned to enter into Executive Session, Joe Lowry seconded, and all approved.
Joe Lowry moved to exit Executive Session, Anita Metzger seconded the motion, and it was approved.
10. Adjournment-Sheree Hillman moved to adjourn the meeting, Joe Lowry seconded, and it was approved.
11. Next meeting: Monday, September 21 @ Lake Shore or via Zoom

TOWN OF HAMBURG PUBLIC LIBRARY-BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY-September 21, 2020

PRESENT: Michelle Parker, Jack Connors, Joe Lowry, Anita Metzger, Director Brian Hoth, Carima El-Beahry, Sheree Hillman

ABSENT: N/A

Michelle Parker called the meeting to order at 6:03 PM and roll was called.

MINUTES: Sheree Hillman moved to accept the Minutes of the June 21, 2020 meeting. Jack Connors followed suit and the motion was passed.

PUBLIC COMMENT: Carima El-Beahry told us that the Board meeting was last Thursday and that it was the first time they had met in a couple months. While in session, the Whistle Blower policy was approved and steps were taken to work on a budget. They received some Covid funding and applied for state funding to help bridge the gap in the budget.

DIRECTORS REPORT: Brian Hoth presented his written report to the Trustees.

The library will be reimbursed from the County for face shields and Plexiglas purchased by the Hamburg Public Library.

PRESIDENT'S REPORT: Nothing to report.

TREASURER'S REPORT: The board reviewed the treasurer's report. All transactions were routine.

OLD BUSINESS:

- A. The HVAC system is installed at the Lake Shore library and the few issues that were found will be addressed prior to signing off on the work. Training for the staff on the system will be on October 9, 2020 at which time they will switch from AC to heat.
- B. Status of Café: Sue Walczak may be interested in using the café next year as a commissary.
- C. Hamburg Seed Share is going well and has been refilled several times already. A dedication was held on Friday, September 4.

NEW BUSINESS:

- A. 2021 Proposed Direct Budget: This is the second part of the budget looking at revenues and expenses. The county will release their budget on or about October 15, 2020 so we will have a better idea of what we have to work with then.

- B. Approve procedures for Memory Kits (Lake Shore) Sheree Hillman motioned to approve, Jack Connors made a motion to second, and all were in favor.
- C. Approval to expand hours at Hamburg from 40-48. This was previously approved via email but now being made official. Jack Connors made a motion to approve and Anita Metzger seconded the motion. All were in favor.
- D. Laminator-Director Brian Hoth would like to purchase a laminator for the library at a cost of \$1880.00 which is within his buying power but chose to get the Board's approval. Sheree Hillman suggested allowing the public to pay to use the laminator to help offset the cost of buying it. Michelle Parker asked for a cost benefit analysis of purchasing this vs. using services in the town. Jack Connors suggested that if we are going to offer the service to the community to get a standard letter size unit which is more cost effective. Director Hoth does not want to offer that service.
- E. System Board Meeting-This requires that the library have an ethics policy and conflict of interest policy. Director Hoth will send the trustees a copy to review and put it on the November agenda.

EXECUTIVE SESSION: Michelle Parker hosted the session with Trustees Jack Connors, Joe Lowry, Anita Metzger, and Sheree Hillman.

ADJOURNMENT: Jack Connors moved to adjourn at 6:43 PM. Anita Metzger seconded, and the motion passed.

The next meeting of the Hamburg Library Board of Trustees will take place on Tuesday, October 20, 6PM @ Hamburg or via Zoom (if executive order is extended)

Respectfully submitted,

Sheree Hillman

TOWN OF HAMBURG PUBLIC LIBRARY-BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY-OCTOBER 20, 2020

Michelle Parker called the meeting to order at 6:02 PM.

PRESENT: Jack Connors, Joe Lowry, Sheree Hillman, Michelle Parker, and Brian Hoth (Director)

ABSENT: Anita Metzger

Councilperson Karen Hoak, liaison to the Library and Carima El-Beahiry, System liaison to the contracting libraries also attended.

MINUTES: Michelle Parker asked that the spelling of Carima El-Beahiry be corrected in the September 21, 2020 minutes. Jack Connors moved to accept the amended Minutes and Sheree Hillman seconded and the motion was passed. Brian Hoth will resubmit with the change.

PUBLIC COMMENT: Karen Hoak stated that with the HVAC project for Lake Shore the maintenance budget will be impacted. Carima El-Beahiry stated that at the Central Library meeting last week that the Erie County budget only went down 1.3% vs. the 2% they had projected. At the meeting, they also expanded the hours at Central and amended the Information Technology Policy.

DIRECTORS REPORT: Brian Hoth presented his written report to the Trustees. Pumpkins and corn stalks were purchased for both libraries to make them more festive.

Hamburg and Lake Shore Library

- The Hamburg Holiday's meeting took place at the Hamburg Library last month and will again next Wednesday.
- Santa's Story Hour will be a Zoom event.
- Michael Edwards spoke with Director Hoth that his photography students were having difficulties doing assignments due to issues with Wifi, etc. and asked if a program called GIMP could be installed on the public computers. Director Hoth asked Central if that was possible and it is now on the computers throughout the system.
- Pick a Book to Shred-was a big hit.
- Race Car Raffle netted \$115.00. President Michelle Parker questioned if the library had a permit to do so and was informed by Director Hoth and Carmina El-Beahiry that it is not necessary.
- There will be free cider and doughnuts courtesy of the Kiwanis Club starting next Saturday until Halloween.
- Halloween Scavenger Hunt- a stuffed witch and vampire are hidden in the children's section and when found can be redeemed for a prize at the front desk.
- It is National Library Card sign up month.
- The library will be reimbursed by Erie County for the PPE equipment (plexiglass & face shields) that were purchased.

PRESIDENT'S REPORT: Michelle Parker announced that Jack Connors term concludes at the end of the year and that Jack will not return. Director Hoth said that he will advise Supervisor Shaw so that he can find a replacement for the position.

TREASURER'S REPORT: The board reviewed the treasurer's report which was routine.

OLD BUSINESS:

Brian Hoth updated the board on the HVAC system at Lake Shore Library. The contractor will be there tomorrow to finish the punch list. The contractor will provide a quote for filters suitable for use during Covid.

A pocket laminator was purchased for the Hamburg Library that will be suitable for use with 8-1/2" x 11" projects. This purchase was significantly less than what was discussed at last month's meeting and included 50 free pockets. Director Hoth said that it is working out well. Anything that is larger than that can be done by the Graphics Department.

NEW BUSINESS:

- a. Review of Conflict of Interest and Ethics policies- Director Hoth is going to update the wording to reflect 'Board Oversight' and resubmit for review at the November meeting.
- b. 2021 Budget-Director Hoth said that this was covered when Carima El-Behairy discussed what transpired at Central's meeting.
- c. In Library Programming-Due to social distancing, it has been decided not to resume this programming until the situation is better under control.
- d. Purchase of DVD shelving-Director Hoth will get quotes for DVD display units. He visited a Family Video store that is closing to see if there was anything suitable for this purpose but stated that there was not. He will continue to research this.
- e. Purchase of air purifiers & filters-Director Hoth stated that libraries with newer HVAC systems than ours are purchasing these. Michelle Parker and Jack Connors suggested that he contact the County Public Health Department to see what and if the library requires these.

Executive Session-N/A

Adjournment-Sheree Hillman moved to approve, Jack Connors seconded, and all were in favor. The meeting ended at 6:40PM.

The next meeting is Monday, November 23, 6PM @ Hamburg or via Zoom.

TOWN OF HAMBURG PUBLIC LIBRARY-BOARD OF TRUSTEES MEETING
HAMBURG LIBRARY-November 23, 2020

PRESENT: Jack Connors, Anita Metzger, Joe Lowry, Sheree Hillman, Michelle Parker, and Brian Hoth (Director), Karen Hoak, Marianne Chiumento

Michelle Parker called the meeting to order at 6:00 PM.

MINUTES: Joe Lowry moved to accept the Minutes of the October 2020 meeting. Jack Connors seconded and the motion was passed.

PUBLIC COMMENT: There was none.

DIRECTORS REPORT: Brian Hoth presented his written report to the Trustees.

- September and October were Library Card sign up. The library did several applications.
- Friends of the Library held a meeting on 11/4/2020 and Donna Ludwig was elected President. They are looking into 501C3, and doing library advocacy to John Gilmore for county budget help.
- There was Trick or Treating on Halloween.
- There were several hunts both at Hamburg and Lake Shore.
- Tracy did her first virtual Cookbook Club at Hamburg and Stephanie did the same for Lake Shore.
- Book Club was cancelled to being in the orange zone.
- The Kiwanis free cider and doughnuts for the month was a big success.
- Ashley attended the monthly TLC Board of Directors meeting.
- Director Hoth is slated to do a virtual Santa Story Hour in December for TLC.
- Stephanie did a presentation on the Memory Kits.

Sheree Hillman moved to accept the Director's Report and Joe Lowry seconded the motion.

PRESIDENT'S REPORT: Michelle Parker had nothing new to report.

TREASURER'S REPORT: The board reviewed the treasurer's report submitted by Jack Connors which was routine. Anita Metzger questioned the travel expenses and was apprised of the mileage reimbursement.

OLD BUSINESS:

- a. Update on HVAC system at Lake Shore-
There were a few issues stemming from a leaky relief valve and a pressure valve. Once the incidentals are cleared up the town will sign off the project.
- b. Review and adoption of Conflict of Interest and Ethics policies
Jack Connors moved to accept the Conflict of Interest policy, Anita Metzger seconded, and the motion was passed.
Sheree Hillman motioned to accepted the Ethics policy, Jack Connors seconded, and the motion was passed.
- c. Update on 2021 Budget-

Director Hoth said that he attended both the Library public hearing, as well as; the Managers and Directors meetings and are still waiting to see what transpires. Jack Connors said that the Budget meeting was held tonight via Zoom. Jack Connors said that the ACT meeting will be held via Zoom on December 12th from 9-11:00 AM.

- d. Air purifiers and filters-
- e. After seeing the cost, Director Hoth feels that this is not cost effective to push for this year. He does have two contractors bidding on these to see what the numbers actually are. Jack Connors questioned if grants will be available next year but that has not been yet been stated.
- f. DVD shelving @ Hamburg-
Director Hoth got competitive quotes from two companies but is awaiting the third bid.

NEW BUSINESS:

- a. Review and adoption of Micro-Cluster Plan-
Jack Connors moved to approve, Anita Metzger seconded, and the motion was passed.
- b. Review and adoption of Telecommuting Policy-
This was originally approved via email by Michelle Parker, Anita Metzger, and Sheree Hillman. We voted on it again tonight and it was unanimously approved.
- c. Proposed meeting schedule for 2021 was presented and seems fine.
- d. Proposed operational hours for 2021- Director Hoth is going to develop a patron survey. Below are the proposed hours:
Monday and Wednesday 9:00-8:00
Tuesday and Thursday 12:00-8:00
Friday and Saturday 9:00-5:00
Director Hoth did propose new modified hours for Hamburg beginning in 2021. They are as follows:
Monday, Tuesday and Thursday 12:00-8:00
Wednesday, Friday, and Saturday 9:00-5:00
Joe Lowry motioned to approve, Sheree Hillman seconded, and it was passed.
- e. Existing ventilation system at Lake Shore-
There was a burning smell in the old system which ended up being seized fans, exposed wiring, and issues with the humidifier. Director Hoth had it looked at, the scope of work was determined, and Building & Grounds will cover the cost.
- f. There are issues with the cordless telephones at Lake Shore. The work will paid for with money in the maintenance budget.
- g. Jack Connors shared that the Foundation is offering funds to bring in authors and to then record this and put them on the B&ECPL website for others to view. The logistics are being worked out. This might be a good way to keep Book Clubs moving forward in Covid times.

The Trustees did a presentation to honor Jack Connors for his years of dedicated service to the Hamburg Library system as he moves on to concentrate on the Library Foundation. We wish him well in his endeavor!

ADJOURNMENT: Anita Metzger moved to adjourn at 6:46 PM. Joe Lowry seconded, and the motion passed.

1. The next meeting of the Hamburg Library Board of Trustees will take place on Tuesday, January 19, 2022 via Zoom.

Respectfully submitted,

Sheree Hillman