

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
HAMBURG PUBLIC LIBRARY - January 16, 2018

PRESENT: Karen Kaczmarski, Anita Metzger, Bob Kaiser, Marianne Chiumento, Brian Hoth (Director)

Vice-President Karen Kaczmarski called the meeting to order at 6:10 PM.

MINUTES: Bob Kaiser moved to accept the Minutes of the November 14, 2017 meeting. Anita Metzger seconded and the motion passed.

PUBLIC COMMENT: none

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

- Lake Shore's circulation desk is almost complete, and will be installed on a Wednesday when the library is closed.
- Chelsey is working on outreach with the Frontier Schools, and Ashley is doing the same with the Hamburg Schools.
- Weeding of the collection should be finished by the end of February.

PRESIDENT'S REPORT - none

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

OLD BUSINESS

- a. Secret Garden - The new proposal stays within the budget. Brian will call the Town to okay the proposal so that the garden can be installed this spring.
- b. Cafe update - Some interest has been shown. Brian will check out a few other possibilities.
- c. As a result of a meeting with System Director Mary Jean Jakubowski and CFO Ken Stone, Brian was able to shift some schedules to have Lake Shore Library open 40 hrs. per week. In early February a survey will be conducted at Lake Shore to determine whether Lake Shore should be open on a Friday or a Saturday. It is currently open on Fridays.

NEW BUSINESS

- a. Brian wrote out procedures for In Charge Librarians working on Sundays.
- b. The list of maintenance needs for Lake Shore has been prioritized.
- c. Book Sales have been scheduled for May 17-19 at Lake Shore Library, and sometime in June at the Hamburg Library.
- d. Brian will redo Guidelines for the display case and unit.
- e. The Board agreed to the purchase of video editing software.
- f. Brian is looking into the future purchase of a new CD flip display unit.
- g. Brian will also look into a covering (plexiglass?) for the books in the HPL circulation desk.
- h. Jacob Rachwal has accepted the position of Library Manager at the North Collins Library. While we are very sad to see Jacob go, we wish him all the best in his new position.

EXECUTIVE SESSION - none

ADJOURNMENT - Marianne Chiumento moved to adjourn at 7:40 PM. Bob seconded and the motion passed. The next Trustee meeting will take place on Tuesday, February 20, 2018 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 - February 20, 2018

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

President Jack Connors called the meeting to order at 6:05 PM.

MINUTES: Anita Metzger moved to accept the Minutes of the January 16, 2018 meeting. Bob Kaiser seconded and the motion passed.

PUBLIC COMMENT: none

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

- Spectrum has replaced the phone lines for the alarm system, but the alarm continues to go off. The Town of Hamburg is considering a new company for the alarm system.
- A new Library Associate, Laurie Obrochta, has been hired and started today.
- There is a new, more functional, circulation desk in Lake Shore, and a mini circulation desk will be set up in the new section of the Hamburg Library.

PRESIDENT'S REPORT: There was discussion about inviting Supervisor Shaw to the March Trustee Meeting. But, due to a series of scheduling conflicts among the Trustees, Anita Metzger moved to forego the March Meeting. Bob Kaiser seconded and the motion was passed. Brian will contact Supervisor Shaw and invite him to the April Meeting.

- \$23,052.13 needs to be returned to Central as it is money we haven't used. This is a common occurrence among libraries. This money will then go into the Library System's Fund Balance.

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

- Brian reported that, with Jacob's leaving, we have a new staff member who has taken over the financial duties of the library.

OLD BUSINESS:

- Secret Garden update - Bids will go out, but we are still on target for getting this done in the spring.
- Cafe update - still being worked on
- Lake Shore hours update - New hours will start on April 14th. The majority of those who responded to a recent survey preferred to have the building open on Saturday instead of Friday. People are excited about the new hours.
- Update on HVAC system at Lake Shore - If the Town of Hamburg is willing to pay for the HVAC system now, we would reimburse them when the Library Construction grant comes in. This way the work could be done sooner.

NEW BUSINESS:

- Language has been modified on the Meeting Room Application form to avoid any overlap. A suggestion was made to include organizations that meet on a regular basis.
- Annual State of the Town Address - Brian and Anita reported.
- Friends' Gathering (April 19th) - Marianne Chiumento moved to approve funds, not to exceed \$500, to purchase breakfast and lunch refreshments. Anita Metzger seconded and the motion passed.

EXECUTIVE SESSION: At 7:09 PM Marianne Chiumento moved to go into Executive Session. Bob Kaiser seconded and the motion passed. At 7:34 PM Bob Kaiser moved to go out of Executive Session. Anita Metzger seconded and the motion passed.

The meeting was adjourned at 7:36 PM. The next meeting will be at the Hamburg Public Library at 6:00 PM on Tuesday, April 17, 2018.

Respectfully submitted,
Marianne Chiumento
Secretary

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
Hamburg Public Library – May 15, 2018

PRESENT: Anita Metzger, Karen Kaczmariski, Bob Kaiser, and Brian Hoth (Director)

Vice President Karen Kaczmariski called the meeting to order at 6:20 PM.

MINUTES: Anita Metzger moved to accept the Minutes of the April 17, 2018 meeting. Bob Kaiser seconded and the motion passed.

PUBLIC COMMENT: none

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

- Month long celebration of Star Wars at the Hamburg Library.
- To promote “One Community, One Book” the movie “In Love and War” based on the novel *A Farewell to Arms* was shown; a talk was given by supernatural historian Mason Winfield on supernatural folklore and the Great War; and the Hamburg Historical Society loaned a male and female mannequin dressed in WWI garb to display.
- The Friend’s Gathering scheduled at the Hamburg Library on April 19 was well attended. A lot of good ideas were discussed.
- Awaiting word on the start of replacing the sidewalk at the Lakeshore Branch.
- A hot dog roast is scheduled on the last day of the book sale at both libraries (May & June) as an additional fundraiser. Brian will be doing the honors.

PRESIDENT'S REPORT: None

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

OLD BUSINESS:

- Secret (Reading) Garden update – The work is due to get started any day, which will take approximately 2 weeks to complete. A groundbreaking ceremony is to be scheduled with Assemblyman Sean Ryan. Brian will contact the town to see if they have any surplus furniture that can be used until permanent seating can be purchased. It was also suggested that visitors bring their own chairs in the interim.
- Cafe update – The owners of The Comfort Zone expressed an interest in operating the café. Brian will follow up.
- The collections at the Hamburg Library have been weeded and rearranged to make them more user friendly. Brian has received many compliments from patrons.
- Staff Development Day – Several staff from both libraries attended and found it very educational.
- Update on HVAC system at Lake Shore – Met with Supervisor James Shaw, Engineer Mike Quinn, Engineering Consultant Matt Skuse, and Pat Ryan from Buildings & Grounds to discuss ways to reduce the cost and when installation will happen. Since there will be no air conditioning this summer, it was determined that if the interior temperature went beyond 86 degrees the library would close.

NEW BUSINESS:

- Procurement Policy – Moved by Bob Kaiser and seconded by Karen Kaczmariski to adopt the Procurement Policy. The motion passed.
- Investment Policy – It was suggested that it be streamlined to meet the needs of the library before it is adopted. Brian will check with the Central Library to see what is needed for passage.
- Purchase of 3 eight foot tables – Moved by Karen Kaczmariski and seconded by Bob Kaiser to purchase. The motion passed.
- Selling candy at both libraries was discussed as an additional fundraiser.
- Trustee Bob Kaiser was presented with a certificate for his many years of service to the board.

EXECUTIVE SESSION:

The meeting was adjourned at 7:30 PM. The next meeting will be determined.

Respectfully submitted,
Brian Hoth
Director

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
Hamburg Public Library – July 12, 2018

PRESENT: Jack Connors, Anita Metzger, Karen Kaczmariski, and Brian Hoth (Director)

President Jack Connors called the meeting to order at 7:40 AM.

MINUTES: Jack Connors moved to accept the minutes of the May 15, 2018. Karen Kaczmariski seconded and the motion was passed.

PUBLIC COMMENT: none

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

- Annual book sales were held at both the Hamburg and Lake Shore libraries, including hot dog roast fundraisers.
- Two trees were taken down in the front yard at the Hamburg Library.
- Several teens have volunteered over several weeks to complete community service hours.
- Several parties have expressed interest in running the Hamburg Library's Café.
- Staff did outreach at various events over the last two months.
- Several classes from Union Pleasant Elementary visited the Hamburg Library.
- On June 20 work began on the new Reading Garden at the Hamburg Library.
- A Garden Show was held at the Hamburg Library from July 12 – 14.
- On June 15 the sidewalk and entryway was replaced at the Lake Shore Library.
- Several programs were held with very good attendance at the Lake Shore Library.

PRESIDENT'S REPORT: None

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

OLD BUSINESS:

- A groundbreaking ceremony held was on June 15 with several dignitaries in attendance. Director Brian Hoth is looking into acquiring furniture.
- The AC unit at Lake Shore was repaired to provide air conditioning during the summer. The entire HVAC system is due to be replaced in the fall.
- The possible purchase of a stair lift for the Hamburg Library was discussed. It was decided that there is a need to gather additional comments from the public.

NEW BUSINESS:

- Jack Connors moved to approve the 2018 Contract with the Central Library to provide services to the Hamburg Public Library. The motion was seconded by Karen Kaczmariski; motion passed.
- A revision of the Investment Policy will be sent to the board for further review.
- Karen Kaczmariski moved to approve the Reading Garden Policy. The motion was seconded by Anita Metzger; motion passed.
- The Annual Report to the Community was approved by the board and posted to both the Hamburg Library and Lake Shore Branch homepages.
- Additional fundraising ideas were discussed to raise money for programs and services at both libraries.
- The board and director welcomed Joe Lowry as a new board member. We are all looking forward to working with Joe!
- Phone lines will need to be replaced at the Lake Shore Library.

EXECUTIVE SESSION:

The meeting was adjourned at 9:30 AM. The next meeting will be held on Tuesday, September 18 at 7:30 am @ the Hamburg Library.

Respectfully submitted, Brian Hoth, director

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
Hamburg Public Library – September 18, 2018

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

President Jack Connors called the meeting to order at 7:30 AM. New trustees Joe Lowry and Matt Chandler were officially welcomed.

MINUTES: Anita Metzger moved to accept the minutes of the July 12, 2018. Joe Lowry seconded and the motion was passed.

PUBLIC COMMENT: none

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

- Ongoing book sales going strong at both Hamburg and Lake Shore libraries.
- A Chiavetta's Chicken Barbeque is scheduled at the Lake Shore branch on Friday, October 12 from 4-7pm. Pre-sale tickets are available for purchase.
- A Celtic Festival was held at the Hamburg Library with live bands, crafts, and activities.
- Three proposals were submitted for the Hamburg Library's Café.
- Staff did outreach at various events over the last two months.
- New staff hired were welcomed at both libraries.
- On August 3rd two teams of students competed in the 20th Annual Battle of the Books competition held at ECC South.
- Outdoor furniture is ready to be purchased for the new Reading Garden.
- Several programs, including a Summer Carnival, were held with very good attendance at the Lake Shore Library.

PRESIDENT'S REPORT: None

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

OLD BUSINESS:

- A resolution was approved by Anita Metzger and seconded by Matt Chandler to purchase outdoor furniture from Arthur's Home Furnishings for the Reading Garden; motion passed.
- Funding in the form of bullet aid was presented by Senator Chris Jacobs in the amount of \$10,000 each for both the Hamburg and Lake Shore libraries.
- The investment policy was approved by Joe Lowry and seconded by Anita Metzger; motion passed.

NEW BUSINESS:

- New trustee Matt Chandler was appointed secretary
- Several policies were reviewed, revised, and adopted. They include: Bulletin Board, Display, Rules of Conduct, and Meeting Room. Jack Connors suggested all policies be reviewed every 12 to 18 months. All Hamburg Library specific policies will be posted to the Hamburg and Lake Shore homepages.
- An updated version of the trustee's handbook was reviewed and approved.
- Cordless phones were replaced to resolve the phone issues experienced at the Lake Shore Library.

EXECUTIVE SESSION:

At 8:50 AM a motion was made by Anita Metzger and seconded by Joe Lowry to move into executive session. At 8:54 AM a motion was made by Anita Metzger and seconded by Matt Chandler to move out of executive session.

The meeting was adjourned at 9:00 AM. The next meeting will be held on Wednesday, October 24 @ 6:00 PM at the Lake Shore Library.

Respectfully submitted, Brian Hoth, director

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
Lake Shore Branch Library – October 24, 2018

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

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

MINUTES: Joe Lowry moved to accept the minutes of September 18, 2018. Anita Metzger seconded and the motion was passed.

PUBLIC COMMENT: none

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

- Brownie and Girl Scout troops are meeting regularly at the Hamburg Library through June 2019.
- A page and I participated at the 21st Annual Earth Day Celebration at Penn Dixie on Saturday, October, 6.
- The Hamburg Library worked in conjunction with the Village Business Advisory Council (VBAC) to do programming to complement “Halloween Fun” held that day. Three hundred children and adults visited for spooky storytime, creepy crafts, and Halloween-style sensory stations. The library entered a scarecrow based on the character in the book, “Where the Wild Things Are” for the Scarecrow Contest.
- On Friday, October 19, the Hamburg Guitar Quartet held its 11th Annual Concert at the Hamburg Library for 75 adults.
- The Lake Shore Library is getting additional classes to visit from Cloverbank Elementary.
- Both libraries are participating in a passport program during Red Ribbon Week with Big Tree Elementary PTA.

PRESIDENT'S REPORT: Lake Shore Library's statistics have improved due to the efforts of the Branch Manager Chelsey Lonberger and her staff.

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

OLD BUSINESS:

- Reading Garden Grand Opening – cancelled due to the weather. Looking to be rescheduled in the spring.
- 2018 Budget Aid – still awaiting funding.
- Café – discuss with the Town about getting a vendor and how much they would like the library to get involved. Director Hoth will look into how many other libraries in the System have a café and how they are operated. Also, he will talk to ECC South about their operation.
- HVAC system for Lake Shore Library – still no word as to when it will be replaced.
- Association of Contracting Libraries (ACT) Board meeting – Anita Metzger attended the meeting and reported on the System contracts, training for trustees, and orientation for library directors.
- New trustee orientation scheduled for Friday, November 9, 5:30 PM at the Hamburg Library.

NEW BUSINESS:

- Chiavetta's Chicken Barbeque – Friday, October 12 at Lake Shore Library. Made \$1124.75 in profit. Money goes towards library programs.
- Disaster Plan – Director Hoth working on developing a plan for both libraries. Should have it completed early next year.
- Condition of parking lot at Lake Shore – Jack Connors will speak to Highway Superintendent Ted Casey regarding repairs.
- It was suggested by Jack Connors to invite the Girl Scout Troop that meets at Hamburg to a board meeting.

EXECUTIVE SESSION:

At 7:00 PM a motion was made by Karen Kaczmarski and seconded by Jack Connors to move into executive session. At 7:20 PM a motion was made by Karen Kaczmarski and seconded by Joe Lowry to move out of executive session.

The meeting was adjourned at 7:25 PM. The next meeting will be held on Tuesday January 15 @ 6:00 PM at the Hamburg Library.

Respectfully submitted, Brian Hoth, director