

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
HAMBURG PUBLIC LIBRARY – January 15, 2019

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

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

MINUTES: Karen Kaczmarski moved to accept the Minutes of the October 24, 2018 meeting. Joe Lowry seconded, and the motion was passed.

PUBLIC COMMENT: none

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

- Reported that book sales are going great.
- Fowlers Candy sales strong at Hamburg branch. The plan is to use the profits from sales to bring in 4-6 paid presenters for future events.
- He will be attending the annual State of the Town event on January 24th.
- Sent sheet pizza to the Building and Grounds crew in appreciation for all they do at the libraries.
- Shared that the Diwali Celebration on Nov. 3 at the Hamburg branch was well-attended (61 children) as was the annual book club potluck event.
- He participated in the annual Santa Claus Parade, with the Bookmobile.
- Another well-attended event was the Holiday Hoopla event. The event drew 175 children and adults for a time of stories, crafts and hot chocolate.
- Encouraged people to visit the Facebook page for the Year in Review video.
- The Lakeshore Branch is developing a homebound program. Details will be forthcoming.
- Lakeshore held a "Wreck-it-Ralph" party where 60 children and adults attended. The annual Graham Cracker House event was also a big success, with 53 attendees.

PRESIDENT'S REPORT: None. It was noted that the door count was up 11 percent at the Hamburg Library in December.

TREASURER'S REPORT: Anita Metzger reviewed the report the Trustees received. The Bullet Aid came in and the furniture for the Reading Garden was ordered. Brian Hoth said a \$3,000 deposit was paid from the Bullet Aid and he expects the furniture will arrive by the end of the month.

OLD BUSINESS:

- Cafe Update – Tara Felser and Marissa Felser-Gilbert addressed the board with updates on the café. They presented the board with the menu for Mmmm & Tea's Café as well as a list of vendors they will be using. They noted that they hope to be open the week of January 21st. They are waiting for their health inspection certificate to arrive. This will be a "soft launch" with plans for a Grand Opening roughly two weeks later. Jack Connors asked if they were going to be available for special events at the library. They said they would, and they are prepared for catering-style service in the conference room as needed. Karen Kaczmarski suggested they be mindful of pricing. She noted that was one of the struggles the previous operator experienced. They said they are prepared to adjust the menu once they see what works, and they will have items at lower prices people can "grab and go."
- Reading Garden Grand Opening – The Grand Opening of the Reading Garden was cancelled. The plan is to hold an event in the spring when the weather is good and the new furniture will be in place.

- 2018 Bullet Aid Update - \$20,000 aid was delivered. \$3,000 was used to make a down payment on the furniture for the Reading Garden.
- Update on HVAC System at Lakeshore - Brian Hoth told the board the grant money is good until June 2020 and they are still assessing what is needed. An inspection of the pipes under the floors found that they were still good and usable. Installation is estimated to take place in Fall 2019.
- ACT Board Meeting Update – The focus was addressing ways to minimize audit issues.
- New Trustee Orientation – The new trustee orientation was attended by Matt Chandler and Joe Lowry. Brian Hoth put together a comprehensive presentation, specifically dealing duties and expectations of board members. Both said they found the program valuable.
- Emergency Preparedness and Disaster Plan- Brian Hoth told the board the new plan is done, and he will have it in final form and ready to present to the board at the February meeting.

NEW BUSINESS:

- Eagle Scout Project- Trevor Wilson is a local Boy Scout from the Troop at St. Mary's on the Lake. He is looking to complete his Eagle Scout project. He has proposed building a reading chair as well as a welcome sign for the Reading Garden at the Hamburg branch. Brian Hoth shared images of the chair proposal. The issue was raised about the height of the chair and Brian told the board he had final say on the specs and it could be adjusted if needed before it is built.
- Long-Range Plan 2020-2022- Brian Hoth told the board he just wanted to get it out there for early planning. He discussed that previously a committee was formed for the process. Jack Connors suggested the board revisit it mid-year and see where we go, including the possibility of forming a committee to address the long-range-plan.
- Annual ACT Workshop on March 2- The event is scheduled for March 2 at the Central Library. Brian Hoth told the board that they request that two trustees from each library attend. Jack Connors said he planned to attend.

EXECUTIVE SESSION:

The board entered into executive session to discuss personnel matters at 6:45 and closed the executive session at 6:55.

ADJOURNMENT: Karen Kaczmarski moved to adjourn at 6:57 PM. Anita Metzger seconded, and the motion passed.

The next meeting of the Hamburg Library Board of Trustees will take place on Wednesday, February 20, 2019 at 6:00 PM at the Lake Shore Library.

Respectfully submitted,
Matt Chandler
Secretary

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

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

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

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

PUBLIC COMMENT: none

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

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

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

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

OLD BUSINESS:

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

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

NEW BUSINESS:

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

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

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

EXECUTIVE SESSION:

None.

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

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

Respectfully submitted,
Matt Chandler
Secretary

Hamburg Public Library Board of Trustees Meeting
Tuesday, April 23, 2019 - Hamburg Library

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

Meeting called to order at 6pm with a quorum present

Minutes of the meeting of Feb. 20, 2019 accepted and motion passed

No public comment

Director's Report – report made by Director Brian Hoth

President's Report - nothing to report

Treasurer's Report - current financial statements reviewed

Old Business

Grant money for Hamburg Paving Project update (July 2017) -
2018 Budget Aid update was used to purchase new computers
Progress on adding a circulation desk at Hamburg - desk planned for lower level adjacent to exit
Update on HVAC system at Lake Shore - plans are for this Fall 2019
Trustee orientation took place March 8
Eagle Scout project update chair for reading garden almost complete
Reading Garden dedication set for Friday May 17

New Business

Review and adoption of 2018 State Report - report reviewed and adopted. 4 yea/0 no
Review and adoption of Whistleblower Policy - Policy reviewed and adopted. 4 yea/0 no
Census 2020 training will take place at the library
New projects - new cabinets have been ordered
Filling the offices of vice president and treasurer - Joe Lowry was appointed to fill the vacant position of Vice President by a vote of 3 yea/0 no and 1 abstention.
Michelle Parker was appointed treasurer by a vote of 3 yea/0 no and 1 abstention. As a result the board directed, as to the Hamburg Public Library M&T Bank and Northwest Bank checking and savings accounts, former treasurer Anita Metzger be removed as signatory, that Library Director

Brian Hoth remains as signatory, and that newly elected treasurer Michelle Parker be added as a signatory to those accounts.

No Executive Session

Adjournment @7:13pm

Next meeting scheduled for Tuesday June 18, 6pm at Hamburg Library.

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

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING
HAMBURG PUBLIC LIBRARY – July 16, 2019

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

ABSENT: Matt Chandler

President Jack Connors called the meeting to order at 7:32 AM.

NEW BUSINESS

A special meeting was called to review and adopt the 2019 Contract between the Hamburg Public Library and the Buffalo & Erie County Public Library System. The resolution passed 4 to zero.

ADJOURNMENT: Jack Connors moved to adjourn at 7:45 AM. Michelle Parker 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,
Brian Hoth

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING

LAKE SHORE BRANCH LIBRARY – September 18, 2019

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

ABSENT:

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

MINUTES: Jack Connors moved to accept the Minutes of the June 18, 2019 and July 16, 2019 (special) meeting. Anita Metzger seconded, and the motion was passed.

PUBLIC COMMENT:

None

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

- A Chiavetta's Chicken Barbeque was held on June 21 at the Lake Shore Library. \$1553 was realized as profit to go toward programs and services.
- Brian visited Penn Dixie on June 23 for their annual open house. Brian discussed with Executive Director Phil Stokes about setting up an astronomy night at the Lake Shore Library and getting the bookmobile for Earth Science Day scheduled for October 5.
- The Hamburg Library participated in the annual Garden Walk.
- Donations totaling \$255 was made to the Hamburg Library in memory of Dorothy Brant. The money will be used to purchase new true crime book titles.
- Existing outlets were replaced with USB outlets in both the Hamburg and Lake Shore libraries for added convenience to our patrons.
- The Hamburg Garden Club received a grant to purchase children's books on gardening. Brian purchased a display table to display the books.
- Celery, the former Bisons mascot visited the Hamburg Library promoting her book and taking pictures with children and their parents.
- Three noise blocking headphones were purchased for patron use.
- Assemblyman Sean Ryan's assistant Dave Thompson and Gabby Harrington, director of special projects visited the Hamburg Library. Brian gave them a tour and spoke about building needs.
- Summer programming highlights included: Hamburg Library – Superhero Saturday featuring Will Lorenz voted "Buffalo's Best Batman" and Justice League of WNY. Lake Shore Library – an End of Summer Barbeque.

PRESIDENT'S REPORT: None.

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

OLD BUSINESS:

- Brian updated the board on the HVAC system at Lakeshore. An asbestos survey was completed on September 6. Installation is due to begin in March 2020. Brian will be working out a schedule with the contractor to minimize the amount of time the building will be closed.

- Café – Money was stolen from the tip jar, individual was caught on security camera. The police were notified. The café financially after 7 months is breaking even.
- Memorial Bricks for Secret Garden (Reading Garden) – A donation was made for a memorial brick for the secret garden. The idea for the bricks was dropped at a later date. The money will be returned to the donor.

NEW BUSINESS

- Bullet Aid for Hamburg – The Hamburg Library will be receiving bullet aid from Assemblyman Sean Ryan in the near future. Brian is looking at having additional storage added in the form of cabinets.
- Suggestions for replacing Matt Chandler – Matt Chandler resigned from the board of trustees on September 5. Brian contacted Supervisor Jim Shaw asking for the name(s) of a replacement. Brian contacted the individual and requested a resume for the board to review.
- Formation of a Friends Group – a meeting was held on September 13 with a group of 13 individuals interested in forming a friends group for both libraries. It looks very promising! A second meeting is scheduled for September 24 at 6:00 PM at the Hamburg Library.
- Theft of DVDs and Blu-rays – On August 26 a couple was caught stealing several DVDs and Blu-rays from the Hamburg Library. Security footage was pulled and the police were notified. They returned to the library the next day. The police were called and made an arrest. Charges were filed.
- Macmillan Publishing and Public Libraries – a letter sent from the Hamburg Public Library to Macmillan Publishing objecting to the publisher wanting to limit the number of e-books they want libraries purchase. The letter was approved by the board.

EXECUTIVE SESSION:

Jack Connors moved into executive session at 6:40 PM. Jack Connors moved out of executive session at 7:00 PM.

ADJOURNMENT: Jack Connors moved to adjourn at 7:01 PM. Anita Metzger seconded, and the motion passed.

The next meeting of the Hamburg Library Board of Trustees will take place on Tuesday, October 15, 2019 at 6:00 PM at the Hamburg Library.

Respectfully submitted,

Brian R. Hoth, director

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING

HAMBURG LIBRARY – October 15, 2019

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

ABSENT: Jack Connors

Vice-President Joe Lowry called the meeting to order at 5:30 PM.

MINUTES: Michelle Parker moved to accept the Minutes of the September 18, 2019 meeting. Anita Metzger seconded, and the motion was passed.

PUBLIC COMMENT:

CMU President Kevin Zawadzki and Clerk-typist (RPT) Susan Kamuda were present to speak. Vice-president Joe Lowry informed them they had 2 to 3 minutes to speak. Mr. Zawadzki spoke about Ms. Kamuda's request for extended sick leave. Vice-president Lowry informed Mr. Zawadzki that the board meeting was not the proper forum to bring this up. Mr. Zawadzki agreed.

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

- Storytime and lapsit programming began on September 30 and October 3 respectively at both libraries.
- Arthur Filipiak, a professional photographer, asked to display his work at the Hamburg Library. Fifteen photographs are currently on display.
- On October 9 a dedicated group of volunteers who are in the process of forming a Friends group, held their 3rd meeting. The discussion focused on details concerning the upcoming book sale and final edit of the Memorandum of Understanding (MOU) between the Library and Friends. The next meeting will be on Monday, October 28 at 6 PM at the Hamburg Library. All are welcomed to attend!
- On October 14 Director Hoth was the guest speaker at a meeting of the Zonta Club of Hamburg and Orchard Park. Mr. Hoth spoke about all the programming and changes made at the Hamburg and Lake Shore libraries. He was well received.
- Several donations were made to the Hamburg Library, including pumpkins to the Hamburg Library. Director Hoth purchased corn stalks and Mums for display outside each building to give it that festive look.
- The Director's Book Club was held on September 20 with 25 in attendance. September's title was, "The Tattooist of Auschwitz" by Heather Morris.
- Monthly outreach programming was presented at The Comfort Zone, TLC Daycare, and Elderwood Assisted Living Center.
- On October 5 Director Hoth attended the 22nd Annual Earth Science Day at Penn Dixie. Mr. Hoth collaborated with the Library on Wheels Bookmobile. They had children's crafts and giveaways. Mr. Hoth handed out promotional materials for the Hamburg and Lake Shore libraries. Attendants got to tour the Library on Wheels, check out materials, and apply for a library card. Together they saw 350 individuals.
- On October 13 the Hamburg Library began "Sunday Screenings". Movies will be shown every 2nd and 4th Sunday each month beginning at 1:30 PM.
- The Lake Shore Branch held their monthly Cookbook Club, Adult Craft Night, and Book Club.

PRESIDENT'S REPORT: None.

TREASURER'S REPORT: The board reviewed the treasurer's report. The board commented on well we were are doing selling Fowler's candy and selling books from the ongoing book sale.

OLD BUSINESS:

- Brian updated the board on the HVAC system at the Lakeshore Library.

On October 1 he met with Town Engineer Mike Quinn, Engineer Matt Skuse, and Pat Ryan, director of Buildings & Grounds. The project will go out to bid in November. Installation will take place in March or April. The library will be closed for approximately 2 weeks for installation.

- Memorial Bricks for Secret Garden (Reading Garden)
A refund check was issued to a library supporter in the amount of \$100 for a brick purchased.
- Friend's group update
The Memorandum of Understanding (MOU) between the Hamburg Public Library and the Friends was moved by Michelle Parker and seconded by Anita Metzger. The motion passed.
- Matt Chandler's replacement
Sheree Hillman, a candidate to replace Matt Chandler who resigned last month, was agreed to by the board upon review of her qualifications. A motion was made by Anita Metzger and seconded by Michelle Parker. The motion passed. A resolution will be made at a future Town Board meeting.
- Replacement of glass at Hamburg
Director Hoth has been in contact with Pat Ryan, director of Buildings & Grounds regarding the replacement. Mr. Ryan has in turn been in contact with the contractor.
- Update on Homebound program at Lake Shore
The Zonta Club of Hamburg and Orchard Park has expressed interest in volunteering.

NEW BUSINESS

- HJBSL Baseball Sponsorship
It was decided not to be a sponsor.

EXECUTIVE SESSION:

None.

ADJOURNMENT: Joe Lowry moved to adjourn at 6:30 PM. Michelle Parker seconded, and the motion passed.

The next meeting of the Hamburg Library Board of Trustees will take place on Monday, December 2, 6:00 PM at the Lake Shore Branch Library.

Respectfully submitted,

Brian R. Hoth

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING

HAMBURG LIBRARY – December 2, 2019

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

ABSENT:

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

MINUTES: Jack Connors moved to accept the Minutes of the October 15, 2019 meeting. Joe Lowry seconded, and the motion was passed.

PUBLIC COMMENT:

None

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

- Both libraries held lapsit and preschool programs during the month with very good attendance.
- Director Hoth joined the Kiwanis Club of Hamburg.
- The Friends of the Library Book Sale was held from 1/21-11/23. They made a profit of \$1080.00. The proceeds, along with the balance from the former friends, will be deposited into their account once it is established. The Friends will oversee the ongoing book sale and chicken barbeque at both libraries.
- Census 2020 events for hiring census workers are taking place at both libraries.
- Assemblymember Sean Ryan visited Hamburg to read during preschool story time and talk to the members of the Book Club. Director Hoth gave him a packet consisting of promotional materials and a list of construction needs for the Lake Shore Library.
- Spoke about programs and class visits happening at both libraries and attendance figures.
- Librarian/Branch Manager Stephanie Molnar passed her 6 month probationary period.

PRESIDENT'S REPORT:

None

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

OLD BUSINESS:

- Brian updated the board on the HVAC system at Lakeshore.
The project was advertised Friday, 11/15 in the Hamburg Sun & Front Page. Tentative schedule will be as follows:
Nov 15th (Friday) advertise.
Nov 22nd, 10am prebid meeting at LSH.
Dec 10th 10am bid opening at Town Hall. The next town Board meeting will not be until January but that's probably fine to get the work going in the spring.
Replacement is tentatively scheduled for March or April 2020.
- Friend's group update
In the process of finalizing the by-laws.
Next steps: establishment of 501 (c) (3) and election of officers.
Next meeting: Wednesday, December 4 at 6PM @ the Hamburg Library
- Replacement of glass at Hamburg
Replaced on October 18

NEW BUSINESS

- Review and reaffirm adoption of system-wide personnel policies
Michelle Parker moved to adopt the System-wide personnel policies. Joe Lowry seconded, and the motion was passed.

- Proposed operational hours for 2020
Michelle Parker moved to adopt proposed operational hours for 2020. Anita Metzger seconded, and the motion was passed.
- Kiwanis Club membership
Director Hoth asked if the board was willing to reimburse him for annual dues of \$75.00. Michelle Parker moved to reimburse the annual dues. Anita Metzger seconded and the motion was passed.
- Margo's (Tillinghast, senior library clerk) retirement
Her official last day is December 28. Her party is Thursday, December 12 at noon.
- Proposed schedule for meetings in 2020
Wednesdays are a conflict with some of the board members. Director Hoth will revise the schedule and email to the members.
- Possible addition of new drop box at Buffalo St. entrance
Proposed by Anita Metzger. The cost is from \$4000 to \$6000. Director Hoth will research further
- Long Range Plan update.
Director Hoth will get input from staff and work with Joe Lowry to finalize. He will also email copies to board members.

EXECUTIVE SESSION:

ADJOURNMENT: Michelle Parker moved to adjourn at 7:00 PM. Joe Lowry seconded, and the motion was passed.

The next meeting of the Hamburg Library Board of Trustees will take place on Tuesday, January 21, 2020 at 6:00 PM at the Hamburg Library.

Respectfully submitted,

Brian R. Hoth, Director

