

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