

TOWN OF HAMBURG PUBLIC LIBRARY – BOARD OF TRUSTEES MEETING

HAMBURG PUBLIC LIBRARY -April 18, 2017

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

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

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

PUBLIC COMMENT- none

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

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

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

OLD BUSINESS-

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

NEW BUSINESS-

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

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

EXECUTIVE SESSION- none

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

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

Respectfully submitted,

Anita Metzger

Treasurer