

## TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING

HAMBURG LIBRARY – July 24, 2024

Vice President Cate Lee called the meeting to order at 6:00 PM.

**PRESENT:** Dr. Holly Schreiber, Cate Lee, Anita Metzger, and Sheree Hillman, and Director Brian Hoth were present. President Michelle Parker had a pre-approved absence.

**MINUTES:** Vice President Cate Lee made a motion to accept the Minutes of the last meeting once the date is changed to June 6, 2024. Dr. Holly Schreiber made to approve the motion with that date change, Anita Metzger seconded, and the motion was passed.

**PUBLIC COMMENT:** President Donna Ludwig and Vice-President JoAnn Maciuba from Friends of the Hamburg Public Library were present. Also present was Sarah Hoover, the newly hired librarian trainee. She is assigned at the Hamburg Library and is scheduled every other Saturday at the Lake Shore Branch.

Donna reported that there have been some big donations of kid's books and that the other items are a little slower on intake at the moment. They are using the display table upstairs showing things that they have done for the library and displaying the various types of things that they sell to support the library. They are planning on a book sale to be held from September 28<sup>th</sup> through 29<sup>th</sup>. Bookmarks to advertise the sale are on order.

**DIRECTOR'S REPORT:** Director Brian Hoth presented his written report to the Trustees about several programs that went on throughout the month at both the Hamburg and Lake Shore libraries. This is posted on the website under the Reports tab.

**PRESIDENT'S REPORT:** No report.

### **TREASURER'S REPORT:**

Dr. Holly Schreiber reported that all transactions were routine with some library-related purchases made, including for summer reading. The baby changing table was replaced due to damage. Proceeds from book sales, candy sales, and mugs totaled \$671. Anita Metzger made a motion to approve the treasurer's report; Cate Lee seconded, and the motion was approved.

### **OLD BUSINESS:**

- Music Garden update – The grant was denied. The Library and Friends have agreed to split the cost for one instrument.
- NYS Construction Grant – The announcement will be made in August.
- Repurposing Café Space – Director Hoth met with Supervisor Hoak to discuss what future projects are in need at both libraries. Director Hoth mentioned that the café at the Hamburg Library needs to be repurposed as possible study rooms. He suggested an option, which may be more cost effective. Supervisor Hoak suggested he contact Legislators Gilmour and Mills for funding.
- LED lighting replacement - Director Hoth spoke to Nate Rivera, director of Buildings & Grounds about interior lighting replacement at the Lake Shore Library. The town has been converting lighting in all its buildings to LED. Director Hoth stated that a NYS construction grant will need to be submitted due to the complexity of the project.
- Rel Comm phone system – Director Hoth is waiting to hear back for the town.
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### **NEW BUSINESS:**

- Review and approval of 2024 B&ECPL System Contract –Sheree Hillman made a motion to approve the 2024 System Contract, Dr. Holly Schreiber seconded it, and it was approved.
- Review and approval of Rules of Conduct - Vice President Cate Lee made a motion to approve the Rules of Conduct as amended. Sheree Hillman seconded it, and it was approved.
- Funding for the Hamburg Public Library – The Hamburg Public Library is in line to receive \$100,000 in funding from Assemblymember Jon Rivera for several projects. Some of those projects include: Hamburg Library - new AV equipment in the meeting room, and walkway connecting both entrances. Lake Shore Branch – site lighting and repainting of soffits. Director Hoth is in the process of getting estimates.

- Replacement of the copier at Hamburg Library - Director Hoth said obtained quotes from three vendors: Ricoh, Konica Minolta, and Xerox. Dr. Holly Schreiber made the motion to purchase a Ricoh copier, Anita Metzger seconded, and it was approved.
- Alarm System - The alarm system was switched by the town to new vendor.
- Drainage issues at Hamburg Library – Director Hoth mentioned regarding issues with the drainage due to intense rainfall the last couple of months. He said this should be looked into.

**EXECUTIVE SESSION:** Dr. Holly Schreiber made a motion to go into Executive session at 6:57PM; Anita Metzger seconded, and it was approved. Anita Metzger made the motion to move out of executive session; Dr. Schreiber seconded at 7:10PM.

**ADJOURNMENT:** Vice President Cate Lee made a motion to adjourn the meeting at 7:12PM; Dr. Schreiber seconded, the meeting was adjourned.

The next meeting of the Hamburg Library Board of Trustees will take place on Wednesday, September 25 at 6:00 PM at the Hamburg Library.

Respectfully submitted,

Sheree Hillman

