

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING  
Hamburg Library – June 3, 2024

President Michelle Parker called the meeting to order at 6:04 PM.

**PRESENT:** Director Brian Hoth, President Michelle Parker, Dr. Holly Schreiber, Anita Metzger, Cate Lee, and Sheree Hillman were present.

**MINUTES:** Cate Lee moved to accept the Minutes of the last meeting. Dr. Schreiber seconded, and the motion was passed.

**PUBLIC COMMENT:** Donna Ludwig, President and JoAnn Maciuba, Vice President from Friends of the Hamburg Library were present. Donations are keeping up with sales. They have been moving a lot of puzzles and kid's books. Joann set up a social night, turnout was light, but it was a beautiful program.

**DIRECTOR'S REPORT:**  
See Report Link on the website.

**PRESIDENT'S REPORT:**

- Review March 28, 2024 correspondence from Director Hoth regarding scheduling a meeting with Town Board Liaison Daniel Kozub regarding inspection of the Lake Shore building; respond with our schedule availability; review and respond to various exchanges of correspondence on this topic.
- Exchange of correspondence on March 28, 2024 with Director Hoth and Board Secretary Hillman regarding our President's report for the meeting of March 27, 2024.
- Review correspondence on March 28, 2024 from Director Hoth regarding quote from Rel Comm for the annual service agreement; review response from Vice President Lee.
- Reviewed March 28, 2024 correspondence from B&ECPL's Assistant Deputy Director Joy Testa Cinquino regarding various recent media releases and coverage.
- Exchange of correspondence on March 29, 2024 with Director Hoth and Town Board Liaison Daniel Kozub regarding meeting for inspection of the Lake Shore building.
- Review April 2, 2024 note from B&ECPL Assistant Deputy Director – System Services, Dorinda Darden, regarding access to the March 9 minutes and recordings.
- Reviewed April 3, 2024 correspondence from B&ECPL's Assistant Deputy Director Joy Testa Cinquino regarding media release regarding Central Library's massive used book sale from April 11 to April 13.

- Review April 3, 2024 correspondence from Director Hoth to Nathaniel Rivera, director of Buildings & Grounds regarding obtaining a contractor's estimate for walkway connecting the parking lot entrance to the Buffalo Street entrance at the Hamburg Library.
- Review April 10, 2024 correspondence from Library Personnel Clerk Ashley Ligammari regarding confidential personnel issue. Review bylaws and issue a responsive correspondence to Ms. Ligammari how we will proceed regarding a vote.
- Draft correspondence on April 10, 2024 to Board of Trustees regarding confidential personnel issue; review exchanges of responsive correspondence.
- Draft April 11, 2024 correspondence to Library Personnel Clerk Ashley Ligammari regarding how the Board has to proceed regarding confidential personnel issue; receive and review responsive correspondence.
- Reviewed April 12, 2024 correspondence from Assistant to the Director, Caitlin Goodrich, regarding the next meeting of the B&ECPL Board of Trustees on April 12, 2024 at 4 p.m.; review proposed agenda.
- Review April 13, 2024 correspondence from Director Hoth regarding personnel and staffing issues for the near future and how he will proceed; exchanges of various correspondence on April 13, 14, and 15 with Hoth regarding how to proceed.
- Review April 15, 2024 correspondence from Library Personnel Clerk Ashley Ligammari regarding confidential personnel issue and confirming our correspondence of April 11, 2024.
- Review April 19, 2024 correspondence from Director Hoth regarding personnel and staffing issues for the near future and how he will further proceed; exchanges of various correspondence on April 19 and 22 regarding how to proceed.
- Review April 24, 2024 note from Assistant Deputy Director – System Services, Dorinda Darden, to save the date for the next Association of Contracting Library Trustees (ACT) General Meeting at Grand Island scheduled on May 4, 2024.
- Review April 24, 2024 correspondence from Director Hoth regarding attendance at the May 4 ACT Workshop; review various correspondence from Trustees in response.
- Review April 29, 2024 note from Assistant Deputy Director – System Services, Dorinda Darden, regarding Bylaws and agenda for the next Association of Contracting Library Trustees (ACT) General Meeting at Grand Island on May 4, 2024.
- Review May 1, 2024 correspondence from Librarian Ashley Cassidy regarding little baby Ayla Cassidy; review various correspondence from Trustees in response.
- Review May 3, 2024 correspondence from Director Hoth regarding Board Secretary Hillman's excused absence from May 22 Board meeting.

- Draft correspondence on May 3, 2024 to Board Secretary Hillman on notice to Trustees regarding congratulations to her daughter graduating with a Ph.D.
- Review May 6, 2024 note from Assistant Deputy Director – System Services, Dorinda Darden, regarding thanks to two Trustees at Orchard Park Public Library and Grand Island Memorial Library for their edits to the Bylaws; review revised Bylaws.
- Reviewed May 9, 2024 correspondence from Assistant Deputy Director Joy Testa Cinquino regarding media release regarding 2<sup>nd</sup> Annual Family History Day scheduled for May 8, genealogy program, and programs on June 6 and 8 that focus on local history and research.
- Reviewed May 10, 2024 correspondence from Assistant to the Director, Caitlin Goodrich, regarding next meeting of the Board of Trustees on May 16, 2024 at 4 p.m.; review proposed agenda, information items, and Director’s monthly report.
- Reviewed May 13, 2024 correspondence from Assistant Deputy Director Joy Testa Cinquino regarding Buffalo News photo collage of impressive items held in the Library’s vault and in the stacks; review online version of the two dozen photos.
- Draft May 16, 2024 correspondence to the Board and Director Hoth regarding my excused absence from the May meeting and that there should still be a quorum; review response from Director Hoth; exchange of correspondence with Director Hoth regarding his inquiry.
- Reviewed May 17, 2024 correspondence from Assistant Deputy Director Joy Testa Cinquino regarding System Board Chair Kimberly Johnson interview on WBFO-FM’s *What’s Next*.
- Review May 17, 2024 correspondence from Director Hoth regarding proposed agenda for Executive Session; review proposed agenda; draft response regarding how to proceed.
- Review May 17, 2024 correspondence from Director Hoth to the Board and stakeholders regarding agenda, minutes and other documents for the May 22 Hamburg Public Library Board of Trustees meeting; review March minutes, May agenda, Whistleblower Policy, and other documents.
- Review text on May 22, 2024 from Director Hoth regarding flooding and the need to cancel the board meeting scheduled for that evening.
- Review May 22, 2024 correspondence from Trustee Metzger regarding inquiry about library closure; draft response to Metzger and other stakeholders; review further response from Director Hoth regarding how he has proceeded.
- Review various correspondence regarding availability for rescheduling the meeting for June 6.

- Review May 28, 2024 note from Assistant Deputy Director – System Services, Dorinda Darden, regarding ACT meeting scheduled for May 4; meeting minutes and the presentation on NY Open Meetings Law; review minutes.
- Review May 30, 2024 correspondence from Director Hoth to the Board and stakeholders regarding agenda for the rescheduled meeting Board on June 6; review agenda.
- Reviewed June 4 correspondence from Assistant Deputy Director Joy Testa Cinquino regarding media release regarding ribbon cutting event with the County Executive for the new teen space at the downtown Central Library and a Buffalo News *My View* column about libraries.

### **TREASURER’S REPORT:**

Dr. Holly Schreiber stated that all transactions were routine during the last two months. Dr. Schreiber noted that framing was done for the donated Thelma Winter prints. Adirondack chairs and a bird bath were purchased for the Music Garden. Sheree Hillman made a motion to approve the Treasurer’s Report, Anita Metzger seconded it; the motion was approved.

### **OLD BUSINESS:**

- Music Garden update - Director Hoth submitted the grant with ASI. He is awaiting notification sometime in June.
- NYS Construction Grant - announcement will be made in August. This is for the rehabilitation of the Parking lot at the Lake Shore Library.
- Repurpose Café Space – Director Hoth spoke with Mark Melewski, the town’s grant writer regarding grant money for repurposing the café space into study rooms. It was decided that it should go through the town.
- LED lighting replacement - The town got a grant to convert to LED a few years ago, which includes the Lake Shore Library. Director Hoth spoke to Nate Rivera, director of Buildings & Grounds about replacing with new lighting. Mr. Rivera stated that the work would involve work on the ceiling.
- Imagine Hamburg Project - Originally, the plan was doing framed photographs but it has been decided to do wall murals instead. It has been requested that the walls be painted light beige. President Parker asked Director Hoth to see if town board approval is needed to move forward.
- Rel Comm phone system - Jennifer Robertson, director of the IT Department stated in an email that the town will be sending out an RFQ late spring or early summer for a new phone system before 2025 when the software will become obsolete.
- Sesquicentennial – The Hamburg Library has several programs scheduled in celebration of the event in June.
- Cluffalo Artwork @ Hamburg - Tabled to the next meeting.
- AED - Tabled to the next meeting.

### **NEW BUSINESS:**

- Walkway @ Hamburg Library - Director Hoth received a quote. He is working with several elected officials to obtain funding.
- Replacement of AV equipment in the meeting room at Hamburg Library - Director Hoth

got an estimate for \$22,320.00 from Southtowns AV. Assemblymember Rivera may be interested in funding.

- c. Status of flooding – The Hamburg Library had minor flood damage during the storm on May 22. The Buildings & Grounds department got everything cleaned up. After a brief closure of a day and a half, the library reopened on Friday, May 24. On June 4, the village experienced a brown out affecting the Hamburg Library. It closed 30 minutes early. The library reopened the next day.
- d. Review and approval of Whistleblower Policy - Sheree Hillman made the motion to approve, Cate Lee seconded; the motion was approved.

**EXECUTIVE SESSION:**

Dr. Schreiber made the motion to go into Executive session at 6:40 PM, Anita Metzger seconded it; the motion was approved.

Sheree Hillman made a motion to leave Executive session at 7:20 PM, Dr Schreiber seconded; the motion was approved.

**ADJOURNMENT:**

President Michelle Parker adjourned the meeting at 7:20PM.

Next meeting scheduled July 24, 2024 @ 6:00 PM at the Hamburg Library.

Respectfully submitted,

Sheree Hillman, Secretary