

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING

HAMBURG LIBRARY – November 18, 2024

PRESENT: Michelle Parker, president; Cate Lee, vice-president; Dr. Holly Schreiber, treasurer; Anita Metzger, trustee; Brian Hoth, director; Donna Ludwig, president – Friends of the HPL; JoAnn Maciuba, vice-president – Friends of the HPL; Laurie Obrochta, library associate; Kevin Zawadzki, president – Clerical Maintenance Union; Robert Mahoney, assistant to Councilmember Daniel Kozub; and Nicole Brown, branch manager took the minutes.

ABSENT: Secretary Sheree Hillman

Michelle Parker called the meeting to order at 6:00 PM.

MINUTES: The minutes were presented by, Michelle Parker; Cate Lee moved to accept the Minutes of the September 25 meeting, Holly Schreiber seconded, and the motion was passed.

PUBLIC COMMENT: Donna Ludwig reported that the recent book sale made \$830. Sustainable Books took the excess books. Teacher’s Desk took the kid’s books. There was a Cookbook pop up sale recently and the members recently set up a Christmas pop up sale. A recent members meeting was held with a guest speaker. There is a Holiday Gathering scheduled for December 19 at the Library. Michelle mentioned liking the Cookbook pop up sale. She thanked Donna for all the Friends do. Mr. Mahoney mentioned there is a budget line for the Hamburg Library phone system in 2025 budget. There was a question as to why the County isn’t responsible for the phones. It’s because the town owns the building.

DIRECTOR’S REPORT:

See Reports Link on the website.

PRESIDENT’S REPORT:

Numerous correspondence was received and reviewed from System administrators and Director Hoth throughout the reporting period. The list is available upon request. Michelle mentioned how nice the staff/volunteer party was.

TREASURER’S REPORT:

Dr. Holly Schreiber stated that all transactions were routine this month. Cate made the motion to approve the report, Anita seconded; motion was approved. Holly highlighted the reimbursement from the Friends for the VOX books purchased for the Lake Shore Library and button making machines; generous donation of \$1000 from a donor; and the discarded book sale made \$209.

OLD BUSINESS:

- a. Music Garden update – the new instrument was delivered. Cate asked what was purchased; a set of six cattails (reeds). Director Hoth is hoping to get it installed before winter.
- b. NYS Construction Grant – Director Hoth met with Supervisor Hoak, Town Engineer Ken Kostowniak, and Highway Superintendent Ed Hughes regarding bidding for the parking lot project. Bidding will be completed in December with work to begin in the spring. A crosswalk will be placed between the building entrance and sidewalk to the music garden. The parking space will be eliminated for ADA access. Ken is looking into whether the County can fund part of the driveway leading to the pumping station since the County owns half of it.

- c. Funding for the Hamburg Public Library - On 10/17, Director Hoth spoke with Assemblymember Rivera regarding needs. He has agreed to fund the study booths, additional instruments for the music garden, AV equipment for meeting room. He asked Buildings & Grounds to get an estimate for site lighting at Kennison St. entrance at the Lake Shore Library. Lots of paperwork involved. Director Hoth suggested using the System as a pass through. Emily Patronik, controller and John Spears, system director are looking to provide us with the money.
- d. Imagine Hamburg Project – Director Hoth purchased the paint to paint the meeting room. Buildings & Grounds will be repainting soon for the historical murals to go up.
- e. Rel Comm phone system – See Mr. Mahoney’s response under Public Comment.

NEW BUSINESS:

- a. System Grant Program for Libraries - The System has earmarked up to \$100,000 of donated funds to distribute to eligible requests for public-facing equipment & technology. Grants will be awarded at the following levels: Tier I: up to \$15,000 Tier II: up to \$10,000 Tier III: up to \$5,000 Guidelines Applications must be submitted by January 7, 2025 in order to be considered for funding. Director Hoth is looking to remake the teen area at the Hamburg Library and to purchase an ADA planter with wheelchair accessibility for the music garden at Lake Shore. A committee will make final determination in March.
- b. Sesquicentennial Fundraiser – The village is selling commemorative brick pavers to be placed in front of village hall in celebration of the sesquicentennial. Director Hoth purchased a, 8”X8” paver with Hamburg Public Library. The cost is \$185.
- c. Approval of 2025 Proposed Meeting Schedule – The proposed dates are as follows: Wednesday, January 22, March 26, May 28, July 23, September 24, and Monday, November 17. All meetings will be held at the Hamburg Library.
- d. Approval to close on Christmas Eve (Wednesday) 2025 – Anita moved to close on Christmas Eve, Holly seconded; motion was approved.
- e. Approval at 5pm on New Year’s Eve (Wednesday) - Cate moved to close on New Year’s Eve, Holly seconded; motion was approved.

EXECUTIVE SESSION:

Holly moved into executive session at 6:45 PM., Cate seconded. Anita moved out of executive session at 7:15 PM, Cate seconded.

ADJOURNMENT: Anita adjourned the meeting at 7:15 PM, Cate seconded; motion passed.

Next meeting scheduled for Wednesday, January 22 at 6:00 PM at the Hamburg Public Library.

Respectfully submitted,

Nicole M. Brown – librarian/branch manager