

TOWN OF HAMBURG PUBLIC LIBRARY - BOARD OF TRUSTEES MEETING

HAMBURG LIBRARY –September 25, 2024

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

PRESENT: Michelle Parker, Dr. Holly Schreiber, Cate Lee, and Sheree Hillman, Director Brian Hoth, Librarian/Branch Manager Nicole Brown, and Bob Mahoney, assistant to Councilmember Daniel Kozub were present. Anita Metzger had a preapproved absence.

MINUTES: President Michelle Parker asked for a motion to accept the Minutes of the last meeting; Dr. Holly Schreiber made a motion to approve; Michelle Parker seconded; the motion was passed.

PUBLIC COMMENT: Donna Ludwig, president, Friends of the Hamburg Public Library, made an announcement about their upcoming book sale on Saturday, September 28 and Sunday, September 29. A member's meeting is scheduled in October. A speaker from Graycliff will be present.

Carolyn Meunier, a patron who attends the lapsit program on Mondays at the Hamburg Library, expressed a concern about Miss Laurie being replaced by Nicole, the recently hired librarian. Laurie was asked by Nicole if she wouldn't mind giving up lapsit and Laurie didn't mind. Nicole's first program was Monday, September 23. Caroline feels that the attendance will decline without Miss Laurie. Director Hoth and President Michelle Parker said that this is not set in concrete and that we need to give Nicole an opportunity to make her mark on the community and the program.

Mr. Mahoney questioned Director Hoth regarding the phone system at the Hamburg Library and if he heard about a Request for Proposals (RFP) for this. Director Hoth explained that an RFQ went out in June and was awaiting a decision from the Town. The software is set to expire in 2025 and was told that townships normally oversee phone systems for libraries. Mr. Mahoney stated it was discussed at the town board work session on September 23. Director Hoth again stated that the Library is not budgeted for costs associated with the phone system. The Board would like this to be a part of the Town's budget for 2025.

DIRECTOR'S REPORT: Director Brian Hoth presented his written report to the Trustees about several programs that were presented throughout August and September at both the Hamburg and Lake Shore libraries. See Reports link.

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.

TREASURER'S REPORT:

- Dr. Holly Schreiber reported that The Friends of the Hamburg Public Library reimbursed the Library for the summer prizes and also half the cost of an additional instrument for the music garden. President Parker asked for a motion to approve the treasurer's report; a motion was made by Vice-President Lee; seconded by President Parker; the motion was approved, the motion was passed.

OLD BUSINESS:

- Music Garden update – An additional instrument was purchased for the music garden with half the cost donated by The Friends of the Hamburg Library.
- NYS Construction Grant – Awaiting award announcements by the state.
- Funding for the Hamburg Public Library – Director Hoth was informed that the \$100,000 funding from Assemblymember Rivera's office is a reimbursement. The Library would need to have and spend those funds first. The Library does not have that kind of funding. Mr. Mahoney suggested that pursuing a grant may be an option. Director Hoth questioned if we received a grant, then why would we need the original funding? Director Hoth will follow up.
- Repurposing Café Space – Director Hoth mentioned this is on the list for the \$100,000 funding.
- Rel Comm phone system – (see Public Comment)
- Alarm System - Director Hoth has been in contact with the Town legal department and Superintendent Ed Hughes. Discussions are ongoing and a solution is being worked out.

NEW BUSINESS:

- Status of System Administrators -Jeanne Purtell, B&ECPL COO, resigned effective October 1.
- Review and approval of Procurement Policy – No changes were recommended. President Parker asked for a motion; a motion was made by Secretary Hillman to approve; Dr. Schreiber seconded, all approved; the motion was passed.

EXECUTIVE SESSION: President Parker asked for a motion to go into Executive session at 6:45PM. Vice-President Lee made the motion, Dr. Schreiber seconded, and it was approved.
President Michelle Parker asked for a motion to move out of Executive session. Secretary Hillman made the motion to move out, Michelle Parker seconded, and it was approved at 7:01PM.

ADJOURNMENT: President Michelle Parker moved to adjourn the meeting at 7:02PM.

The next meeting of the Hamburg Library Board of Trustees will take place on Monday, November 18th at the Hamburg Library at 6:00PM.

Respectfully submitted,

Sheree Hillman

