

## Hulbert Library of the Town of Concord

### Meeting Minutes

Date: 11/18/21

Time Start: 9:04 am Time End: 9:35 am

Place: **Concord Library Community Room – in person meeting**

Type: **Regular Scheduled Board Meeting**

#### Attendees:

President	Susan Fischbeck	Zoom Present
Vice president	Stephanie Bacon	Present
Secretary	Bob Adler	Present
Treasurer	Susan Putney	Present
Town Board Rep	Phil Drozd	Present
Library Director	Jennifer Morris	Present
Trustee	Mary O'Reilly	Absent
Trustee	Susan Kellner	Present
Newly elected trustee	Gwen Bixby	Zoom Present

#### Agenda Items

1. **Call to order** Vice President Stephanie Bacon called meeting to order at 9:04 am
2. **Secretary's Report** -----  
Motion to approve 10/14/21 minutes – Sue P. proposed approval, Sue K. seconded, passed unanimously
3. **Treasurer's Report** -----  
Treasurer Sue Putney submitted accounts from M & T Bank - , Sue K. proposed approval, Stephanie B.. seconded - approved unanimously.
4. **Approval of bills** approved without objection.

#### County funds

- Village water – \$83.50

**Private Funds** none

5. **Library Improvements** (this item will be included in future agendas)

Building and Grounds committee met on Tuesday November 16, 2021 at 2pm at the library building .The committee includes:

- Bob Adler, Covener/chair – Building and grounds committee
- Phil Drozd, Town representative/Supervisor
- Jennifer Morris, Director
- Lonnie Thompson – newly hired library caretaker.

Items discussed:

- Memorandum of Understanding (MOU) between Town of Concord and Library board.
- Building Maintenance checklists for library building and grounds
- Future improvements/capital projects – funding availability, building needs

Action items (Bob Adler and Phil Drozd):

- Draft MOU to be circulated among board and town for inclusions/revisions
- Vet MOU with board and Town Attorney
- Possible approvals/signatures for January board meeting

Future items for committee

- Create a book of building/maintenance agreements
- Log of building maintenance repairs and needs for the future involving major systems upgrades
- Brainstorm future building needs

**6. Committee work**

See Library Improvements item.

**7. Town Board Report -----**

See Library improvements item

**8. Correspondence -----**

None

**9. Library Director’s Report**

- Director’s Report attached
- Director will add a Volunteer section of Director’s report outlining volunteer assignment needs and volunteer work for the period

**10. Old Business**

President Sue F. suggested we continue with Long range planning review

**11. New Business**

Trustee Sue Putney and Sue Kellner were elected unanimously for another term on the trustee board.

12. Next meeting date and time: **December 9, 2021 at 9 am**

13. Adjournment – Meeting was adjourned at 9:38 am

SUMMARY OF MOTIONS, AGREEMENTS, ACTIONS, ATTACHMENTS -----

Action Items

- Building and Grounds Committee to finalize MOU for December signatures
- Trustees Sue Kellner and Sue Putney will be proposed to the Town of Concord for continuation on the board of trustees.
- Long Range planning will need to be reviewed for completeness and up to date items

Motions passed

Trustees Sue Kellner and Sue Putney nominated for another term respectively.