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:

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Susan Fischbeck</td>
<td>Zoom Present</td>
</tr>
<tr>
<td>Vice president</td>
<td>Stephanie Bacon</td>
<td>Present</td>
</tr>
<tr>
<td>Secretary</td>
<td>Bob Adler</td>
<td>Present</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Susan Putney</td>
<td>Present</td>
</tr>
<tr>
<td>Town Board Rep</td>
<td>Phil Drozd</td>
<td>Present</td>
</tr>
<tr>
<td>Library Director</td>
<td>Jennifer Morris</td>
<td>Present</td>
</tr>
<tr>
<td>Trustee</td>
<td>Mary O’Reilly</td>
<td>Absent</td>
</tr>
<tr>
<td>Trustee</td>
<td>Susan Kellner</td>
<td>Present</td>
</tr>
<tr>
<td>Newly elected trustee</td>
<td>Gwen Bixby</td>
<td>Zoom Present</td>
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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.