Hulbert Library of the Town of Concord

Meeting Minutes

Date: 5/12/22

Time Start: 9:05 am Time End: 10:10 am

Place: Concord Library Community Room – in person meeting

Type: Regular Scheduled Board Meeting

Attendees:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Susan Fischbeck</td>
<td>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>Excused Absent</td>
</tr>
<tr>
<td>Town Board Rep</td>
<td>Phil Drozd</td>
<td>Excused Absent</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>Present</td>
</tr>
<tr>
<td>Trustee</td>
<td>Susan Kellner</td>
<td>Excused Absent</td>
</tr>
<tr>
<td>Trustee</td>
<td>Gwen Bixby</td>
<td>Absent</td>
</tr>
<tr>
<td>Guest</td>
<td>Linsey Buncy</td>
<td>Present</td>
</tr>
</tbody>
</table>

Agenda Items

1. **Call to order**  President Susan Fischbeck called meeting to order at 9:05 am

2. **Secretary’s Report**

   Motion to approve minutes – Stephanie proposed approval, Mary O’Reilly seconded, passed unanimously

3. **Treasurer’s Report**

   Library Director Jennifer Morris submitted accounts from M & T Bank - Mary O’Reilly proposed approval, Stephanie seconded - approved unanimously.

   Additional motions:
   - Discussion to have have two signatories on any check or transfer involving $10,000 or more – bank suggested having new checks written with 2 lines to accommodate – will defer and use existing checks but continue policy to keep two signatories.

4. **Approval of bills** approved without objection.
   - County
     - Village water $83.50
   - Private
     - EBSCO – LibraryAware subscription – annual - $799.00
     - Bee Culture Magazine – annual subscription $25
iii. EKL – Library t-shirts and tote bags $751.00 – to generate income as a fund raiser.

5. **Town Board Report**

None – discussed progress on parking lot repaving – need to contact Phil Drowzd on progress with bidding/repaving contracts. Bob to follow up and contact Phil.

6. **Committee work**

Finance – Due to meet in July 14, 2022 8:30am  
Building and grounds – currently discussing  
Strategic planning – no report  
Personnel – possible vacancies and retirement of Kathy discussed

7. **Correspondence**

On Director’s report

8. **Library Director’s Report**
   - Director’s Report attached

9. **Old Business** – Board has received a proposal from Joy Kubler for a study on a reading garden for the library. The costs outlined in the proposal is:
   - $7,000 overall report + reimbursable expenses
   - $500.00 marketing poster + reimbursable expenses
   - $200/hr for principle time, $110/hr design 1, $90/hr design 2, $55/design 3 personnel  
     Stephanie Bacon motioned to accept proposal with modifications to language corrected. Mary O’Reilly seconded. Passed unanimously with 2 proxy votes recorded from absent members of the board.

10. **New Business**

11. Next meeting date and time: **June 9, 2022 9am**

12. Adjournment – Meeting was adjourned at 10:08 am
Proposal to sign contract with Joy Kubler, landscape architect to draw up a proposal reading garden for Concord Library. Authorized Jennifer Morris to sign contract as amended. Approved unanimously.