

## 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:

President	Susan Fischbeck	Present
Vice president	Stephanie Bacon	Present
Secretary	Bob Adler	Present
Treasurer	Susan Putney	Excused Absent
Town Board Rep	Phil Drozd	Excused Absent
Library Director	Jennifer Morris	Present
Trustee	Mary O'Reilly	Present
Trustee	Susan Kellner	Excused Absent
Trustee	Gwen Bixby	Absent
Guest	Linsey Buncy	Present

#### 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.
  - a. County
    - i. Village water \$83.50
  - b. Private
    - i. EBSCO – LibraryAware subscription – annual - \$799.00
    - ii. 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

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

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.