

## Hulbert Library of the Town of Concord

### Meeting Minutes

Date: 10/14/21

Time Start: 9:04 am Time End: 9:58 am

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

Type: **Regular Scheduled Board Meeting**

#### Attendees:

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

#### Agenda Items

1. **Call to order** President Susan Fischbeck called meeting to order at 9:04 am
2. **Secretary's Report** -----  
Motion to approve 9/9/21 minutes – Sue P. proposed approval, Sue K. seconded, passed unanimously
3. **Treasurer's Report** -----  
Treasurer Sue Putney submitted accounts from M & T Bank - , Mary O proposed approval, Gwen B. seconded - approved unanimously.
4. **Approval of bills** approved without objection.  
**County funds**
  - Village water – \$84.76

#### Private Funds

- American Library Association – online store “Books Unit” bookmarks \$22.95
- Petty cash replenishment \$100.00

## 5. **Town Board Report** -----

Phil Drozd reported that

- Town of Concord is in budget negotiations
- Parking lot resurfacing is part of the preliminary budget subject to examination
- Construction aid projects for building improvements need to be made a year in advance for inclusion in budget both Erie County (NYS) grants and local funding
- All proposed construction projects of significance need to be brought to the Concord Town board to be included in insurance updating and approvals
- Relamping with efficient LED lights needs to be readdressed to see who would be responsible for putting it into their budgets
- Ken Stone, BECPL CFO is a resource to be consulted with building improvements, upgrades and ways of funding them.
- Meet with caretaker, Bob Adler to go through maintenance/upgrades
- Sue F. suggested that future plans look toward including outdoor programming spaces

## 6. **Correspondence** -----

Acknowledgement letters to Village of Springville office staff, Ashley Lowry, Beth and David Ashe for garage sale proceeds, Timothy and Sandra Czerwinski in memory of John and Janet Baldwin – see agenda

## 7. **Library Director's Report**

- Director's Report attached
- Discussed ideas for future programming hiring HS students and others to provide intergenerational technology program for community elders (how to use ipads, computers, phones, etc.)
- Visited the idea of starting a Friends of the Library group – supporting library through volunteer efforts.

## 8. **Old Business** –

President Sue F. suggested we recirculate our planning process documents to all staff members for review and updating for next meeting

Revisited HVAC Covid MERV filter possible furnace upgrades – Jennifer to ask Tom Randall about upgrading.

## 9. **New Business**

Trustee training – one possible resource is Mid-Hudson Library System bookclub for Trustee Handbook.

Need to vote on renewing board members before year's end

## 10. Next meeting date and time: **November 18, 2021 at 9 am**

## 11. Adjournment – Meeting was adjourned at 9:58 am

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

Action Items

- Circulate a copy of Planning (1 & 5 year) documents for all board members before next meeting.
- Also, send out a copy of bylaws for review to all board members to make sure we are in compliance.
- Bob Adler and Phil Drozd will meet with Lonnie Thompson to review building requirement for upgrades, etc.

Motions passed