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:

<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>Excused absent</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>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>Present</td>
</tr>
<tr>
<td>Newly elected trustee</td>
<td>Gwen Bixby</td>
<td>Present</td>
</tr>
</tbody>
</table>

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