Hulbert Library of the Town of Concord

Meeting Minutes

Date: _______ 4/14/22 _________
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>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>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>Trustee</td>
<td>Gwen Bixby</td>
<td>Zoom linked</td>
</tr>
<tr>
<td>Guest</td>
<td>Geoff Gorsuch</td>
<td>Present</td>
</tr>
<tr>
<td>Guest Landscape Architect</td>
<td>Joy Kubler</td>
<td>Zoom</td>
</tr>
</tbody>
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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 – Sue Putney proposed approval, Sue Kellner seconded, passed unanimously

3. **Treasurer’s Report**  
   
   Treasurer Sue Putney submitted accounts from M & T Bank - , Sue K. proposed approval, Gwen seconded - approved unanimously. Additonal motions:
   - Motion to have have two signatories on any check or transfer involving $10,000 or more applying to all accounts at M&T and Cattaraugus Community Bank. Sue K. proposed approval, Gwen seconded - approved unanimously.
   - Motion to approve rollover of CD in the amount of $107,045.08 on 5/8/22 if there is no penalty for withdrawal during the 2 year period. If there is a penalty, then move money into savings account. Sue K. proposed approval, Gwen seconded - approved unanimously.

4. **Approval of bills**  approved without objection.
   a. County
      i. Village water $83.50
   b. Private
i. Laura Clark Take and Make supplies for April $18.11

5. **Town Board Report**

   Phil Drozd, Town Supervisor reported that
   - Engineering study to repair/replace/resurface parking lot was approved and done in March-April.
   - May town meeting will discuss next steps ie. Contracting, funding, approvals for parking lot.
   - Phil will attend April 20, 2022 1pm meeting with Ken Stone CFO, BECPL re: funding approvals, project work regarding the outdoor library developments.

6. **Committee work**

   Finance – No report
   Building and grounds – Geoff Gorsuch was present at meeting and submitted a report of his activities
   Strategic planning – no report
   Personnel – no report

7. **Correspondence**

   Donation letter sent Clarence Harrison

8. **Library Director’s Report**

   - Director’s Report attached

9. **Old Business**

   - See Geoff Gorsuch re landscaping report attached

10. **New Business**

11. 

   - Zoom Meeting (9:35-10:05) with Joy Kubler, Landscape Architect to discuss projects possible contracts etc. for landscaping outdoor library.
   - 2021 State Report – motion to approve report Gwen motioned approval, Sue P seconded, approved by the 5 board members present.
   - Lindsey Buncy (Village board member), was approached to become a non-voting board member.

12. **Next meeting date and time**: May 12, 2022 9 am

13. **Adjournment** – Meeting was adjourned at 10:08 am
SUMMARY OF MOTIONS, AGREEMENTS, ACTIONS, ATTACHMENTS

Motions approved this board meeting (April 14, 2022)

- **Motion** to have 2 board members as signatories for any movement of cash (check or transfer) over $10,000. Sue Kellner approved as signatory.

- **Motion** to rollover CD for $107,045 scheduled for 5/8/22 for 2 years if no penalty for early withdrawal, if penalty then transfer to savings account.

- **Motion** to approve Annual State Report

Possible consideration for future meetings – discuss contracting for design with Joy Kubler, landscape architect for outdoor spaces.

**Note upcoming Meetings:**

- Meet and greet new Central Library director John Spears
- on May 2, 2022 Downtown Library 4-6pm

- ACT Meeting/Workshop at Central Library downtown May 7, 2022 9 am – 12 pm, lunch included.