Hulbert Library of the Town of Concord

Meeting Minutes

Date: 11/7/19 Revised
Time Start: 9:01 AM Time End: 10:10 AM

Place: 18 Chapel Street, Springville, NY 14141

Type: Regular Scheduled Board Meeting

Attendees:

<table>
<thead>
<tr>
<th>Office</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>Internet present/California</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>Trustee</td>
<td>Pam Bartkowski</td>
<td>Present</td>
</tr>
<tr>
<td>Town Board Representative</td>
<td>Phil Drozd</td>
<td>Had another meeting</td>
</tr>
<tr>
<td>Library Director</td>
<td>Jennifer Morris</td>
<td>Present</td>
</tr>
<tr>
<td>Trustee</td>
<td>Darlene Sarver</td>
<td>Absent (resigned)</td>
</tr>
<tr>
<td>Trustee</td>
<td>Mary O’Reilly</td>
<td>Present</td>
</tr>
<tr>
<td>Trustee</td>
<td>Diane Bookhagen</td>
<td>Present</td>
</tr>
<tr>
<td>Trustee</td>
<td>Geoffrey Gorsuch</td>
<td>Present</td>
</tr>
</tbody>
</table>

Agenda Items

1. **Call to order**  President Susan Fischbeck called meeting to order at 9:01 am

2. **Secretary’s Report**  Secretary Bob Adler submitted minutes of 10/3/19 meeting for approval. Revisions on several items – revised. Motion to approve by _Sue P._ Seconded by _Pam B._ Ayes 8 Nayes 0

3. **Treasurer’s Report**  Treasurer Susan Putney submitted accounts from M & T Bank Corrections – none Discussion on CD interest rates – possible rates were discussed. Interest is .25% at Cattaraugus Community Bank. Discussion about long range plan for use of funds, possible staffing for more hours.

   Motion to approve by _Diane_ Seconded by _Pam_ Ayes 8 Nayes 0

4. **Approval of bills**  Village of Springville water bill paid $79.25.

   Motion to approve _Sue_ seconded by _Diane_ Ayes 8 Nayes 0

Page 1 of 3
5. **Town Board Report**

No Report.

6. **Correspondence**

- Thank you letters for donors, Patricia McIvenna - $200
- Thank letter from staff
- Resignation letter received from Darlene Sarver
- Possible new board prospects Susan Kellner
- Motion to accept letter of resignation from Darlene Sarver
  Motion to approve by **Diane**, Seconded by **Pam** Ayes 8 Nayes 0

7. **Library Director’s Report**

- Director’s Report attached
  Action for maintenance committee: Add to Annual checklist – change filters on ducts
  Action for maintenance committee: Consider maintenance log book for front desk use
  Action: begin a LED bulb replacement program for all lights in building – Bob will call Ken Stone at Central
  Action: Jennifer will check with Central Library re: Peanut free policy, revisit
  Motion to table Peanut Pam Geoffrey 8 ayes 0 nayes

8. **Old Business**

  Action: check with Clyde re: board membership within the township
  Action: Article 4 – committee structure “may”
  Post minutes online bound in a permanent notebook and available online (2 years)
  Board Member Terms ending January: Stephanie Bacon and Mary O’Reilly
  Motion Diane Second Bob: Mary O’Reilly and Stephanie Bacon accepted a returning board members.
  Geoffrey Ash tree needs to be treated ($30-$40 per tree) also thinned – Pam suggested that we need to contact Memorial trees needs to be treated with sensitivity to the donors. Motion to table tree discussion and research issues. Bob motion Pam second – 9 ayes 0 nayes.
  Contributions for Xmas party for staff encouraged at next meeting. (Last year Edible Crush catered)

9. **New Business**

10. Next meeting date and time: December 5, 2019 at 9 am

11. Adjournment – Meeting was adjourned at 10:05 am Bob moved Sue seconded
Action for maintenance committee: Add to Annual checklist – change filters on ducts
Action for maintenance committee: Consider maintenance log book for front desk use
Action: begin a LED bulb replacement program for all lights in building – Bob will call Ken Stone at Central
Action: Jennifer will check with Central Library re: Peanut free policy, revisit
Motion to table Peanut Pam Geoffrey 8 ayes 0 nayes