

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:

President	Susan Fischbeck	Present
Vice president	Stephanie Bacon	Internet present/California
Secretary	Bob Adler	Present
Treasurer	Susan Putney	Present
Trustee	Pam Bartkowski	Present
Town Board Representative	Phil Drozd	Had another meeting
Library Director	Jennifer Morris	Present
Trustee	Darlene Sarver	Absent (resigned)
Trustee	Mary O'Reilly	Present
Trustee	Diane Bookhagen	Present
Trustee	Geoffrey Gorsuch	Present

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. 8 Ayes 0 Naves
- 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 Naves 0
- 4. Approval of bills**
Village of Springville water bill paid \$79.25.
Motion to approve Sue seconded by Diane 8 ayes 0

5. Town Board Report -----
No Report.

6. Correspondence -----

- Thank you letters for donors, Patricia McIvanna - \$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 Naves 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 naves

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 naves.
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

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

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 naves