

Hulbert Library of the Town of Concord

Meeting Minutes

Date: 1/12/23

Time Start: 9:05 am Time End: 10:15 am

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

Type: **Regular Scheduled Board Meeting**

Attendees:

President	Susan Fischbeck	Present
Vice president	Stephanie Bacon	Present
Secretary	Bob Adler	Present
Treasurer	Susan Putney	Present
Town Board Rep	Phil Drozd	Present
Library Director	Jennifer Morris	Present
Trustee	Susan Kellner	Absent excused
Trustee – Village Rep	Lindsay Buncy	Absent
Trustee	Mary Carol Dearing	Present

Agenda Items

1. **Call to order** Sue Fischbeck called meeting to order at 9:05 am
2. **Secretary's Report** -----
Motion to approve minutes of 12/8/22 – Stephanie Bacon proposed approval, Sue Putney seconded, passed unanimously
3. **Treasurer's Report** -----
 - Sue Putney presented reports on accounts. No objection to report.
4. **Approval of bills** approved without objection.
 - a. County
 - i. Village water \$84.50
 - ii. Village Electric \$268.26
 - b. Private
 - i. Demco – Library processing supplies \$153.16
 - ii. Joy Kuebler, Landscape Architect - \$580.00
 - iii. Lonnie Thompson – caretaker – reimburse for furnace belt \$24.46
5. **Village Report**
No report
6. **Town Board Report**-----

As heating system needs attention today, Phil D. will contact Redding Heating to find out what needs attention. Discussion of future needs for heating and cooling.

7. Committee work-----

Finance – to meet February 12, 2023 8:15 am Community room
Building and grounds – Bob Adler met with Lonnie Thompson to review checklists
Strategic planning – to meet Saturday, January 12, 2023 9-12 am Library
Personnel - no report

8. Correspondence -----

Donation thank you letter sent.

9. Library Director’s Report

- Director’s Report attached

10. Old Business

Construction Aid Grant business.

Motion to pay Joy Kuebler Associates up to \$2,000 to pay for work already completed (survey by Frandina Assoc. etc.) made by Stephanie Bacon, seconded Mary Carol Dearing, approved unanimously.

Motion to transfer funds of \$5,000 from savings account to private funds account made by Sue Putney, seconded Mary Carol Dearing, approved unanimously

Motion that the Board of Trustees of the Concord Library agree to commit to authorizing a total expenditure of up to \$69,000 to include already expended funds on the Concord Library’s outdoor reading/programming space and resurfacing of the parking lot and upgrading interior lighting to LED efficient lights.

Motion to authorize Jennifer Morris and/or Susan Fischbeck to authorize continuation of construction project with Joy Kuebler Associates per existing agreements by Stephanie Bacon seconded Mary Carol Dearing passed unanimously.

11. New Business

Jennifer Morris needs to respond to request by BECPL Central Andrew Wiede to apply for structural repairs for future years including HVAC, automatic doors, new interior areas of the building, insulation and roofing etc. Will send in a wish list and will copy Bob Adler.

12. Next meeting date and time: Strategic Planning meeting January 12, 2023 9-12 am then a regularly scheduled trustee meeting is scheduled for **February 9, 2023 at 9am** both in the Community Room of the Concord Library.

13. Adjournment – Meeting was adjourned at 10:15 am

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

MOTIONS:

- Motion to pay Joy Kuebler Associates up to \$2,000 to pay for work already completed (survey by Frandina Assoc. etc.) made by Stephanie Bacon, seconded Mary Carol Dearing, approved unanimously.
- Motion to transfer funds of \$5,000 from savings account to private funds account made by Sue Putney, seconded Mary Carol Dearing, approved unanimously
- Motion that the Board of Trustees of the Concord Library agree to commit to authorizing a total expenditure of up to \$69,000 to include already expended funds on the Concord Library's outdoor reading/programming space and resurfacing of the parking lot and upgrading interior lighting to LED efficient lights.
- Motion to authorize Jennifer Morris and/or Susan Fischbeck to authorize continuation of construction project with Joy Kuebler Associates per existing agreements by Stephanie Bacon seconded Mary Carol Dearing passed unanimously.

REMINDERS:

Upcoming Meetings for library trustees:

January 12, 2023 9-12 am Planning meeting for all trustees Community Room or UNOVA if needed due to lack of heat.

January 21, 2023 – ACT training meeting at West Seneca Library 9-12 noon