

## Hulbert Library of the Town of Concord

### Meeting Minutes

Date: 12/10/20

Time Start: 9:06 am Time End: 9:55 am

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

Type: **Regular Scheduled Board Meeting in the age of the Covid 19 pandemic**

#### 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	Mary O'Reilly	Present
Trustee	Diane Bookhagen	Resigned due to moving
Trustee	Geoffrey Gorsuch	Present

#### Agenda Items

- 1. Call to order** President Susan Fischbeck called meeting to order at 9:06 am
- 2. Secretary's Report** -----  
One clarifying revision regarding computer use during a pandemic orange condition.
- 3. Treasurer's Report** -----  
Treasurer Susan Putney submitted accounts from M & T Bank approved unanimously.
- 4. Approval of bills**  
Village water \$ 81.25  
Vacuum repairs \$140.00  
Amazon acrylic signs \$ 59.86  
Amazon sign holders/displays \$ 43.94  
Approved unanimously
- 5. Town Board Report** -----  
  
Boiler is now inoperative therefore we are undertaking a boiler swap which will trigger a board expenditure – (see old business)

## 6. Correspondence -----

Donation letters acknowledging receipt and appreciation:

Mary Stuart	\$50.00
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Also, email notification of resignation by Diane Bookhagen received by board.

## 7. Library Director's Report

- Director's Report attached

## 8. Old Business

- Reviewed of Covid 19 protocols, safety plan and discussed plan
- FOIL Policy (Freedom of Information act law) **motion** to approve Sue Putney, **seconded** Mary O'Reilly **approved unanimously**
- Bullet aid funds (remaining balance) – board suggested Director make expenditure as she sees fit – mentioned security system as a possible expenditure.
- Boiler – has failed and will need total replacement – underway. Board authorized expenditure of one half of cost of replacement up to \$5,000. Old boiler has partial warranty so cost is yet to be determined for replacement.

## 9. New Business

ACT Meeting is December 12, 2020 9-11am.

We discussed what board would be interested in seeing during ACT meetings:

- Have topics relevant to Contract libraries, keep additional info short
- Make things plain and to the point
- Trainings be practical and illustrative for board of trustees use

Discussed the Christmas party for staff/volunteers need to be canceled due to pandemic concerns.

10. Next meeting date and time: January 12, 2020 at 9 am

11. Adjournment – Meeting was adjourned at 9:58 .am

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

- FOIL Policy (Freedom of Information act law) **motion** to approve Sue Putney, **seconded** Mary O'Reilly **approved unanimously**
- Revised earlier approval of \$5,000 for boiler replacement to one half the cost of replacement after warranty discount be taken – shared with Town of Concord.