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:

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<tbody>
<tr>
<td>President</td>
<td>Susan Fischbeck</td>
<td>Present</td>
</tr>
<tr>
<td>Vice president</td>
<td>Stephanie Bacon</td>
<td>Present</td>
</tr>
<tr>
<td>Secretary</td>
<td>Bob Adler</td>
<td>Present</td>
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<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>Present</td>
</tr>
<tr>
<td>Trustee</td>
<td>Diane Bookhagen</td>
<td>Resigned due to moving</td>
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<tr>
<td>Trustee</td>
<td>Geoffrey Gorsuch</td>
<td>Present</td>
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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

   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
• 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.