

## Hulbert Library of the Town of Concord

### Meeting Minutes

Date: 2/9/23

Time Start: 9:05 am Time End: 10:22 am

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

Type: **Regular Scheduled Board Meeting**

#### Attendees:

President	Susan Fischbeck	Present
Vice president	Stephanie Bacon	Absent excused
Secretary	Bob Adler	Present
Treasurer	Susan Putney	Present
Town Board Rep	Phil Drozd	Present
Library Director	Jennifer Morris	Present
Trustee	Susan Kellner	Present via Zoom
Trustee – Village Rep	Lindsay Buncy	Present
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 1/12/23 – Sue Putney proposed approval, Mary Carol Dearing seconded, passed unanimously
3. **Treasurer's Report** -----  
Sue Putney presented reports on accounts. No objection to report. Approved
4. **Approval of bills** approved without objection.
  - a. County
    - i. Village water \$89.50
    - ii. Village Electric \$416.68
  - b. Private
    - i. Highlights for Children (Magazine) \$34.44
    - ii. Brodart – book processing supplies \$68.31
    - iii. Brodart – labels \$9.58
5. **Village Report**  
Lindsay Buncy reported that Fiddlefest is being discontinued this year due to no sponsoring group, Arbor day celebration (Devon Kowalski) will be held on April 22, 2023, Art Crawl on 6/3/23.

**6. Town Board Report**-----

Phil Drozd mentioned heating system is being repaired today due to additional parts needed. Discussed new town park building, need for future manager position at Town of Concord to oversee building repairs, maintenance schedules, etc..

**7. Committee work**-----

Finance – to meet March 9, 2023 8:00 am Community room  
Building and grounds – No report  
Strategic planning – Met January 12, 2023 9-12  
Personnel - no report

**8. Correspondence** -----

Library staff sent thank you card to board for Christmas party. Donation thank you letters to Mary Stuart \$50 and Springville Moose \$125.

**9. Library Director's Report**

- Director's Report attached

**10. Old Business**

Construction Aid Grant business.

Sue Fischbeck, Jennifer Morris and Phil Drozd to meet with Joy Kuebler in person or Zoom to clarify plans for outdoor seating/programming space including Town code requirements and limitations before next meeting in March.

**11. New Business**

- a. Imperial door Controls – renew and pay annual contract for automatic doors
- b. Amendments to bylaws – need revisions/clarification as to term limits for board members, notice posting, etc. Sue Fischbeck distributed possible amendments – needs further review.
- c. Change of open hours – to be finalized in March

**12.** Next meeting date and time: March 9, 2023 at 9am both in the Community Room of the Concord Library.

**13. Adjournment** – Meeting was adjourned at 10:22 am

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

**MOTIONS:**

None

**REMINDERS:**

(from January 2023 meeting)

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.

Board needs to further review Bylaws for further review on compliance and amend accordingly.

Sue Fischbeck, Jennifer Morris to set time and date for Joy Kuebler meeting with Phil Drozd for clarification and revision of plans to move forward with outside reading/programming space.

**New York State Library Advocacy Day** will be held on February 28, 2023 in Albany. Interested board members can coordinate with Jennifer Morris and the downtown library arrange transportation and lodging for the day.