Hulbert Library of the Town of Concord

Meeting Minutes

Date: 01/14/21

Time Start: 9:05 am  Time End: 10:00 am

Place: Concord Library Community Room – in person meeting

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

Attendees:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>Treasurer</td>
<td>Susan Putney</td>
<td>Present</td>
</tr>
<tr>
<td>Town Board Rep</td>
<td>Phil Droz</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>Geoffrey Gorsuch</td>
<td>Present</td>
</tr>
</tbody>
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Agenda Items

1. **Call to order**  President Susan Fischbeck called meeting to order at 9:05 am

2. **Secretary’s Report**  
   One clarifying revision date of next meeting revised to 1/14/21. Motion to approve minutes as revised – passed unanimously.

3. **Treasurer’s Report**  
   Treasurer Susan Putney submitted accounts from M & T Bank
   Stephanie proposed Geoffrey seconded to accept report - approved unanimously.

4. **Approval of bills**  
   **Sue Stephanie**
   - County expenditures
   - Village water  $ 81.25
   - Snow blower repairs  $ 232.42
   - Private
   - Demco  $ 428.80
   - Springville chamber membership  $ 75.00
   - Booklist subscription  $ 75.00
   - Approved unanimously
5. **Town Board Report**

Boiler repairs are completed – billing will include flue replacement and boiler swap.

Discussion regarding filters air handling systems and covid – possibly research into standard practices (Erie County) for covid concerns. $6470 + $600-800.

**Motion** to pay Town of Concord one half of current cost which is $6,470 or plus pending cost of flue ($600-800).

Stephanie B motioned Sue P seconded passed unanimously.

6. **Correspondence**

Letter from Chamber of Commerce thanking library for being food collection site.

Letter from staff in appreciation for holiday gifts.

7. **Library Director’s Report**

- Director’s Report attached
- **Motion** to renew of contract for Imperial Door Controls for $370.
  - Sue P. motioned, Geoffrey G. seconded passed unanimously.

8. **Old Business**

- Reviewed of Covid 19 protocols, safety plan
- Bullet aid funds discussion – will pursue RFP from Amherst Alarm for security cameras.
- ACT Meeting was discussed – Sue F. felt we seem to be in good shape and in compliance with most policies.
- Trustee education will be a requirement for 2021 so we should be prepared.

9. **New Business**

- Discussion of creation of check sheet for Concord Library’s policy schedule for board use – Jennifer will begin to prepare.
- Discussion of creation/review Building Maintenance checklist for Town of Concord delegated to Phil and Bob (Building) and Geoffrey (Grounds). Geoffrey will put together a list of what was done and what could be done with trees and shrubs and flowers.
- **Create** a Finance committee of the board charged with creating financial oversight with present spending and future fiscally responsible spending. Several members volunteered and will report next meeting.
- **Motion** to transfer money in the amount of $7,000 from saving to checking from CCB to M&T private account for upcoming bills. Stephanie motioned, Mary seconded passed unanimously.

10. Next meeting date and time: February 11, 2021 at 9 am
11. Adjournment – Meeting was adjourned at 10:00 am

SUMMARY OF MOTIONS, AGREEMENTS, ACTIONS, ATTACHMENTS

Action Items

Create:
- ANNUAL BOARD CHECKLIST FOR POLICIES – Jennifer Morris and Sue Fischbeck
- BUILDING AND GROUNDS CHECKLIST – Bob Adler, Geoffrey Gorsuch and Phil Drozd
- FINANCE COMMITTEE OF BOARD OF TRUSTEES – Sue Fischbeck, Sue Putney, others

Motions passed

- Transfer of monies from saving to checking account in the amount of $7,000
- Renew Imperial Door Control Contract (for $370)
- Authorized that treasurer pay of one half of $6,470 to Town of Concord for boiler repair/replacement amount anticipated to be $3,235 and additionally pay cost of flue replacement amount anticipated to be one half of $600-800.