

Hulbert Library of the Town of Concord

Meeting Minutes

Date: 01/14/21 Revised

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:

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	Geoffrey Gorsuch	Present

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.