Hulbert Library of the Town of Concord

Meeting Minutes

Date: 1/13/22

Time Start: 9:06 am  Time End: 9:58 am

Place: Concord Library Community Room – in person meeting

Type: Regular Scheduled Board Meeting

Attendees:

<table>
<thead>
<tr>
<th>President</th>
<th>Susan Fischbeck</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<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 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>Susan Kellner</td>
<td>Zoom linked</td>
</tr>
<tr>
<td>Trustee</td>
<td>Gwen Bixby</td>
<td>Zoom linked</td>
</tr>
</tbody>
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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**

   Motion to approve 12/9/21 minutes – Sue P. proposed approval, Mary O., seconded, passed unanimously

3. **Treasurer’s Report**

   Treasurer Sue Putney submitted accounts from M & T Bank - , Stephanie proposed approval, Mary O. seconded - approved unanimously. Bob A. mentioned the requirements of investing surplus funds.

4. **Approval of bills**  approved without objection.
   a. **County**
      i. Village water $83.50
      ii. Imperial Door Controls – annual contract $390.00
   b. **Private**
      i. Reimbursement for Lonnie Thompson (caretaker) $43.86 – Lowes salt spreader and pail.
      ii. Magazine subscription – The Week Jr. $59.95
      iii. Magazine subscription – Poets & Writers $19.95
      iv. Earth Spirit Educational Services – Kids program – Wildlife Tracking – February 5th $175

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c. Lighting bill – we have purchased replacement bulbs for existing fixtures in the amount of $247.75 from Graybar – this bill is to be submitted to Erie County for reimbursement to internal account.
5. **Town Board Report**  
Phil Drozd reported that
- Town of Concord meeting is tonight – requires an amended MOU between the Library Board and the Town of Concord – will be amended and signed.
- Mentioned that the electric bill for the library will be turned back to Erie County for payment in the future.

6. **Committee work**  
It is agreed that the following committees will have regular reports for future board meetings:

- Finance – meets quarterly
- Building and grounds – meets quarterly or as needed
- Strategic planning – tentatively will meet on March 19, 2022 9 – 11 or 12.
- Personnel – meets to evaluate Director or as needed

7. **Correspondence**

Donations in memory of Deb Eisenhard – thank you letters  
$125 donation from Mary Stuart – thank you letter

8. **Library Director’s Report**
- Director’s Report attached  
- Volunteer patron Roberto Petrilli is teaching Spanish to children, 3-4 families are participating  
- Erie County budget has passed with an additional allocation of $2,000 for Hulbert Library from Legislator John Mills

9. **Old Business**
- Discussed Strategic Plan adoption of.

10. **New Business**

11. **Next meeting date and time:** **February 10, 2022 at 9 am**

12. **Adjournment**
- Meeting was adjourned at 9:58 am
SUMMARY OF MOTIONS, AGREEMENTS, ACTIONS, ATTACHMENTS  ---------------

Action Items

    Set up committee structure for future meetings

Motions passed

Because of the lack of a quorum for 12/9/21 Board meeting the board unanimously passed approval for the minutes accepting the secretary’s and treasurer’s reports as well as the approval of bills for the month.