

Hulbert Library of the Town of Concord

Meeting Minutes

Date: 1/11/24

Time Start: 8:30 am Time End: 9:55 am

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

Type: **Regular Scheduled Board Meeting**

Attendees:

President	Susan Fischbeck	Present
Vice president	Stephanie Bacon	Zoom Present
Secretary	Bob Adler	Present
Treasurer	Susan Putney	Present
Town Board Rep	Phil Drozd	Present
Library Director	Jennifer Morris	Present
Trustee	Susan Kellner	Present
Trustee – Village Rep	Lindsay Buncy	Absent
Trustee	Mary Carol Dearing	Present
Trustee	Kelly Campbell	Present

Agenda Items

- 1. Call to order** Sue Fischbeck called meeting to order at 8:35 am
- 2. Secretary's Report** -----
Board reviewed last two board meeting minutes and realized that we did have a quorum in December 2023 but the meeting adjourned before formal meeting began. Board authorized the payment of bills through email proxy voting. Motion to approve minutes of 11/9/23 and 12/14/23 (notes) Mary Carol proposed approval, Kelly Campbell seconded, passed unanimously
- 3. Treasurer's Report** -----
Sue Putney presented reports on accounts. Last month the following payments were made:
M&T Construction Account

LA Woolley Electric LED lighting - <\$6,182.62 (75%) check to Woolley Chapman's Electrical <\$5,325.00 (75%) not yet paid but check will be to Town of Concord>
Motion to accept treasurer's report – Sue Kellner motioned, Mary Carol Dearing seconded – accepted unanimously

4. **Approval of bills** approved without objection.
 - a. County
 - i. Village water \$108.50
 - ii. Village Electric \$272.85
 - iii. Imperial Door Controls annual renewal \$390.00
 - b. Private – Construction Aid Account
 - i. None
 - c. Private
 - i. None

5. **Village Report**-----
None.

6. **Town Board Report**-----Phil
Droz reported that Chapman electric needs to finish up work next Monday (1/15/24)
Discussed checks to town of Concord reimbursements through Construction Aid versus
direct reimbursement to vendors (LA Woolley Electric)

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

Finance – Met today and will continue.
Sustainable Libraries Certification Committee – Mary Carol reported on Waste audit –
(Phil D. mentioned Town of Concord is member of Erie County NEST)
Building and grounds – No report
Strategic planning – No report
Personnel - No report
Outreach committee – Sue Kellner is moving forward with a \$5,000 Dollar General grant
funding families with 2 yr olds and literacy (books) and Springville Pediatrics
Sustainability committee – Mary Carol Dearing reported on a portion of sustainability
certification process dealing with trash analysis and flow of materials. The motion
to adapt the sustainable purchasing process is under item

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

Acknowledgement of donation letter - \$50 Village Office Staff
Acknowledgement of donation letter - \$100 James and Susan Bialasik

9. **Library Director’s Report**

- Director’s Report attached

10. **Old Business**

- a. Board Elections
New board positions going forward as of February 2024
Mary Carol proposed approval, Sue Kellner seconded, approved unanimously.

President	Sue Fischbeck
Vice President	Stephanie Bacon
Treasurer	Sue Putney
Secretary	Sue Kellner
Trustee	Bob Adler (new term 2024-28)
Trustee	Mary Carol Dearing
Trustee	Kelly Campbell
Town Rep	Phil Drozd
Village Rep	Lindsay Buncy

- b. Thank you cards for SGCEF fundraisers were distributed to board members for signing and acknowledgement notes.
- c. Annual meeting date set to February 24, 2024
- d. Teen Space is being established – in need of furniture

11. New Business

- a. Construction grant going forward – will have a review meeting with Joy Kuebler – landscape architect to establish outdoor space going forward.

12. Next meeting date and time: February 8, 2024 **at 8:30 am** in the Community Room of the Concord Library.

13. Adjournment – Meeting was adjourned at 9:55 am

Respectfully submitted Bob Adler Secretary

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

REMINDERS:

Robert J. Adler
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January 10, 2024

Sue Fischbeck, President
Concord Library Board of Directors

Dear Sue,

I am resigning my position as Secretary of the Board of Directors for the Concord library as of February 1, 2024.

I intend to continue as a Trustee for the board for another 4 year term with the permission of the board (2024-2028).

Thank you,

Bob Adler