

Hulbert Library of the Town of Concord

Meeting Minutes

Date: May 7, 2020

Time Start: 9:07 AM Time End: 10:10 AM

Place: **Internet meeting using GoToMeeting**

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

Attendees:

President	Susan Fischbeck	Internet present
Vice president	Stephanie Bacon	Internet present
Secretary	Bob Adler	Internet present
Treasurer	Susan Putney	Internet present
Town Board Rep	Phil Drozd	Absent
Library Director	Jennifer Morris	Internet present
Trustee	Mary O'Reilly	Phone present
Trustee	Diane Bookhagen	Internet present
Trustee	Geoffrey Gorsuch	Phone present

Agenda Items

1. **Call to order** President Susan Fischbeck called meeting to order at 9:07 am
2. **Secretary's Report** -----
Secretary Bob Adler submitted minutes of 4/2/20 however meeting minutes will be reviewed for approval at next meeting.
3. **Treasurer's Report** -----
Treasurer Susan Putney submitted accounts from M & T Bank
Need to rollover CDs for Cattaraugus Bank for \$100k+
4. **Approval of bills**
5. **Town Board Report** -----

A message has been received from Clyde Drake regarding town policy in building due to the Covid 19 Virus.

6. **Correspondence** -----

None

7. Library Director's Report

- Director's Report attached

8. Old Business – Policies review

Ethics and Conflict of Interest Policies submitted by Diane Bookagen – Sue P proposed adopting

Stephanie seconded

approved unanimously by members

Additional discussion:

- Conflict of interest based on Grand Island
- Conflict of interest needs to be annually reviewed and signed and disclosure forms should be filed when appropriate.
- We should consider reviewing our an annual checklist to make sure all of the policies and procedures are understood by all and all compliance reviews are made (conflict of interest etc.)
- Our first meeting in September 2020 will be used to OK all of the policies.
- Possibly use Docusign to sign forms when in person forms are not feasible or available.

CD needs renewal –

Motion to rollover currently expiring CD 2.25 percent for 24 month Sue Putney, Jeff seconded, motion passed unanimously

9. New Business

We discussed:

Plan to reopen library system

Phase I – possible takeout type of service – if governor approves re-opening

Phase II – limited hours workforce being downsized

Physical accommodations include shields, gloves, materials for cleaning, quarantining books

We need to coordinate with the town officials Krebs, Drake, consider zoom meetings.

Consider modification of our policies based on Covid 19 policies directed from Central Library and NYS.

Amended Conflict of Interest policy will be circulated by Diane Bookagen.

10. Next meeting date and time: June 4 at 9 am

11. Adjournment – Meeting was adjourned at 10:25 am

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

- Approval to rollover CD with Cattaraugus Bank at a favorable interest generating rate.
- Ethics and Conflict of Interest Policies approved.