

Hulbert Library of the Town of Concord

Meeting Minutes

Date: 11/9/23

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	Excused
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	Present
Trustee	Mary Carol Dearing	Present
Trustee	Kelly Campbell	Absent

Agenda Items

- 1. Call to order** Sue Fischbeck called meeting to order at 8:34 am
- 2. Secretary's Report** -----
Motion to approve minutes of 10/12/23 Sue Kellner proposed approval, Mary Carol seconded, passed unanimously
- 3. Treasurer's Report** -----
Sue Putney presented reports on accounts. Last month the following transfer were made:

Following motion made by Sue Kellner seconded by Sue Putney. Approved unanimously to approve amended amounts of payments and transfer per the Treasurer Sue Putney at the Special Board Meeting on 10/19/23 and the Regular Board Meeting on 10/12/23:
The amount of transfer to close out Cattaraugus County Bank account and deposit into a new Construction account with M&T Bank was \$143,470.78. The amount approved for payment to Town of Concord to reimburse costs for new parking lot less a \$7,2097.42 amount (payable when grant monies are received) is \$65,676.83 and has been paid from new M&T Construction Account.

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 \$122.00
 - ii. Village Electric \$267.29
 - iii. Village of Springville Recycle Tote \$54.00
 - iv. Mileage reimbursement Andrea \$16.38
 - b. Private – M&T Construction Aid Account
 - i. Joy Kuebler Landscape Architect \$737.50
 - ii. Town of Concord reimbursement \$65,676.83 balance of \$7,297.42 due upon receipt of total grant
 - c. Private
 - i. Brodart – book labels \$66.50
 - ii. Demco – book labels \$78.16
 - iii. Very Merry Main St \$50.00

5. **Village Report**-----
 Lindsay Buncy reported on current issues of residential development projects emerging in the village bounds.

6. **Town Board Report**-----Phil
 Drozd will contact the L.A. Woolley Company to see if there is price changes in the original bid for the Construction Aid funded project of relamping of the library with LED bulbs and fixtures. When the amount is established the work will proceed with library director coordinating the work around library scheduled close times.

7. **Committee work**-----
 Finance – No report.
 Building and grounds – No report
 Strategic planning – No report
 Personnel - No report
 Outreach committee – No report
 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 10. Old Business.

8. **Correspondence** -----
 none

9. **Library Director’s Report**
 • Director’s Report attached

10. Old Business

- a. Motion to accept the following as part of the Purchasing Procedures of the Concord Library by Mary Carol, seconded by Sue Putney, passed unanimously:

Sustainable Purchasing

The Hulbert Library strives to be a responsible steward of its resources, including decreasing its impact on the environment. Toward that end, the Hulbert Library shall, wherever practicable and efficient, endeavor to use sustainable and environmentally sound procurement practices in purchasing supplies and equipment for the library. Hulbert Library purchasing agents shall take factors such as the following into consideration when making purchases for the library, although this is not an exhaustive list:

- *Recyclability of the items*
- *Amount of post-consumer recycled content in the items and packaging*
- *Disposal of items such as batteries and hardware*
- *Transportation distances and impacts for delivery of the items*
- *Ability for an item to be repaired or repurposed rather than repurchasing*
- *The environmentally friendly practices of the vendors under consideration*

- b. Springville Community Education Foundation fundraiser took place on Saturday November 3, 2023 benefiting Concord Library.

11. New Business

None

12. Next meeting date and time: December 14th, 2023 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

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

Motion to accept the following as part of the Purchasing Procedures of the Concord Library by Mary Carol, seconded by Sue Putney, passed unanimously:

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REMINDERS: