

Hulbert Library of the Town of Concord

Meeting Minutes

Date: 11/10/22

Time Start: 9:05 am Time End: 10:05 am

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

Type: **Regular Scheduled Board Meeting**

Attendees:

President	Susan Fischbeck	Present
Vice president	Stephanie Bacon	Absent 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	Absent
Trustee	Mary Carol Dearing	Present
Guest	Kelley Campbell	Present

Agenda Items

1. **Call to order** President Susan Fischbeck called meeting to order at 9:05 am
2. **Secretary's Report** -----
Motion to approve minutes – Sue Putney proposed approval, Mary Carol seconded, passed unanimously
3. **Treasurer's Report** -----
 - Sue Putney presented reports on accounts. Motion to approve treasurer's report Sue K motioned, Mary Carol seconded – passed unanimously
4. **Approval of bills** approved without objection.
 - a. County
 - i. Village water \$89.50
 - b. Private
 - i. Life path Yoga – Yoga Lifestyle class (WNYLRC grant) \$50.00
 - ii. BECPL reimbursement – Amazon Order – Cork boards \$247.97
 - iii. BECPL reimbursement – Amazon Order – Tele lens replace \$39.99
 - iv. EKL Reorder – t shirts/totes - \$1,507.53

5. Village Report

No report

6. Town Board Report-----

No report

7. Committee work-----

Finance – no report

Building and grounds – no report

Strategic planning – will meeting in near future (January)

Personnel - no report

8. Correspondence -----

Thank you letter received from Concord Senior Center for donation of surplus office equipment.

9. Library Director’s Report

- Director’s Report attached

10. Old Business –

- a. Joy Kuebler Landscape – rendering provided to trustees

11. New Business

- a. **2023 Holidays** – board motioned and approved authorization for Jennifer Morrison, Director to make decisions on when to close library for holidays for 2023
- b. **December staff holiday party** – date, time and venue tbd at next meeting
- c. **January Annual Strategic Planning meeting** – tentatively planned for January 14, 2023 9 – 12 noon
- d. **Policies review** – 5 year review of policies will be held during January meeting
- e. **Trustee Continuing Ed training** – form to certify each trustee needs at least 2 hours of annual training beginning at the end of 2023 circulated.

12. Next meeting date and time: December 8, 2022 9am

13. Adjournment – Meeting was adjourned at 10:05 am

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

MOTIONS:

Motion to authorize Jennifer Morris, Library director to make decisions on when to close building for holidays and other unforeseen situations approved unanimously.

REMINDERS:

Upcoming Meetings for library trustees:

November 30, 2022 – Meeting with Legislators at West Seneca Library 10 am

December 14, 2022 – Trustee Holiday Party – Central library 5 – 7pm

January 21, 2023 – ACT training meeting at West Seneca Library 9-12 noon

For January strategy meeting: be prepared to review our policies.

Kelly Campbell prospective trustee is due to begin attending meetings in January – will need to be sworn in before Town of Concord officials.

We need to decide on Holiday party for Concord Library staff/volunteers/trustees – be prepared to collect donations from trustees at next board meeting.