

Hulbert Library of the Town of Concord

Meeting Minutes

Date: 9/5/19

Time Start: 9:06 AM Time End: 10:10 AM

Place: **18 Chapel Street, Springville, NY 14141**

Type: **Regular Scheduled Board Meeting**

Attendees:

President	Susan Fischbeck	Present
Vice president	Stephanie Bacon	Present
Secretary	Bob Adler	Present
Treasurer	Susan Putney	Present
Trustee	Pam Bartkowski	Absent
Town Board Representative	Phil Drozd	Present
Library Director	Jennifer Morris	Present
Trustee	Darlene Sarver	Delayed
Trustee	Mary O'Reilly	Present
Trustee	Diane Booklagen	Present
Trustee	Geoffrey Gorsuch	Absent

Agenda Items

- 1. Call to order** President Susan Fischbeck called meeting to order at 9:06 am
- 2. Secretary's Report** -----
Secretary Bob Adler submitted minutes of 5/2/19 meeting for approval.
Corrections - none
Motion to approve by Sue P. Seconded by Pam B. 6 Ayes 0 Nays
- 3. Treasurer's Report** -----
Treasurer Susan Putney submitted accounts from M & T Bank
Corrections - none
Motion to approve by Stephanie B. Seconded by Bob A. 6 Ayes 0 Nays
Discussion regarding petty cash policies. Under policy date 2016.
- 4. Approval of bills**
Village of Springville water bill delay

No need to approve

5. Town Board Report -----

Phil braced Library sign and reinforced it for winter. All tree stumps were ground down and removed. Library will need to purchase electric edge trimmer. Boiler will need to be evaluated for longevity. Phil explained the ownership of the building to new members.

Outdoor lighting was retrofitted with LED lights.

Discussion about exterior fencing and parking area to integrate with new Heritage Park areas. Phil will bring up at future meetings.

6. Correspondence -----

- Thank you for donors, Women of Moose, Phil Drozd sign, other donors

7. Library Director's Report

- Director's Report

Motion for Approval spending items in directors report Motion Steph Second Sue 6 ayes.

8. Old Business

Mission statement : homework for trustees (Sue F) please read area mission statements from other libraries. In order to meet minimum standards, we need to be in compliance by January 2021. Suggestion to bring the mission statement Standards committee Bob A, Diane B, Mary O'Reilly.

9. New Business

Formed a standards committee to review our organizational documents. Members
Bob Adler
Mary O'Reilly
Diane Sarver

Central library has an apparel offer for staff and possibly for board members – motion to pay up to \$400 for purchasing staff apparel Motion Sue P Second Stephanie Ayes 6 Naves 0

10. Next meeting date and time: October 3, 2019 9 am

11. Adjournment – Meeting was adjourned at 10:03 AM

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

Formed:

Standards Committee

Bob Adler

Mary O'Reilly

Diane Sarver

Targets for committee – review compliance and standards for contract library – provide recommendations to the board for : Mission, Vision, Bylaws, etc. to meet all NYS Contract Library standards.

All members – Please read mission/vision statements from other contract libraries in Erie County.