

Hulbert Library of the Town of Concord

Meeting Minutes

Date: 9/15/22

Time Start: 9:00 am Time End: 10:20 am

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

Type: **Regular Scheduled Board Meeting**

Attendees:

| | | |
|-----------------------|-----------------|---------|
| President | Susan Fischbeck | Present |
| Vice president | Stephanie Bacon | Present |
| Secretary | Bob Adler | Present |
| Treasurer | Susan Putney | Present |
| Town Board Rep | Phil Drozd | Present |
| Library Director | Jennifer Morris | Present |
| Trustee | Mary O'Reilly | Absent |
| Trustee | Susan Kellner | Present |
| Trustee | Gwen Bixby | Present |
| Trustee – Village Rep | Linsey Buncy | Absent |
| | | |

Agenda Items

1. **Call to order** President Susan Fischbeck called meeting to order at 9:04 am
2. **Secretary's Report** -----
Motion to approve minutes – Sue Putney proposed approval, Gwen seconded, passed unanimously
3. **Treasurer's Report** -----
 - Sue Putney presented reports on accounts. Motion to approve treasurer's report Gwen motioned, Stephanie seconded – passed unanimously
4. **Approval of bills** approved without objection.
 - a. County
 - i. Village water \$89.50
 - b. Private
 - i. Joy Kuebler Associates \$1,540.00
 - ii. Brodart – library processing materials \$129.68
 - iii. Scholastic – book \$4.95
5. **Town Board Report**-----

Phil briefly attended meeting to report that town has completed the repaving project through their contractor, the LED lighting will be considered when grant approval is made (probably by December 2022)

6. Committee work-----

Finance – Due to meet at 8:30 am prior to next board meeting

Building and grounds – no report

Strategic planning – no report

Personnel - no report

7. Correspondence -----

None

8. Library Director's Report

- Director's Report attached
- Construction grant was revised over Labor Day weekend due to language – director thanked for the extra effort

9. Old Business –

- NYS Libraries Construction aid grant was submitted and processed and revised as necessary.
- Motion to hire and pay Frandina surveyors per 9/6/22 10:51 email from Rosanne Frandina to Emma Cook at Kuebler Associates for the cost of \$1,850 using private funds (maybe be reimbursable or used as match at later date made by Gwen, seconded by Stephanie – passed unanimously. This is part of the construction aid grant and needs expediting before winter months.

10. New Business

- a. Gwen Bixby's letter of resignation accepted by board – Gwen due to begin working for library in future months
- b. Mary Carol Dearing applied to become a board member – approved unanimously.
- c. ACT upcoming training at Kenmore Library on Delaware Road Kenmore – September 24, 2022 – 8:30 am Refreshers 9:00 – 11:00 am programs. John Spears to address current library issues, Dorinda Darden – trustee issues, Kelly Donovan about acquisition issues.

11. Next meeting date and time: October 13, 2022 9am

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

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

- Motion to hire and pay Frandina surveyors per 9/6/22 10:51 email from Rosanne Frandina to Emma Cook at Kuebler Associates for the cost of \$1,850 using private funds.

REMINDERS:

Next meeting of Finance Committee to meet on October 13, 2022 8:30am previous to board meeting.