

Hulbert Library of the Town of Concord

Meeting Minutes

Date: 6/16/22

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	Absent
Trustee – Village Rep	Linsey Buncy	Present
Guest – BECPL Director	John Spears	Present

Agenda Items

1. **Call to order** President Susan Fischbeck called meeting to order at 9:00 am
2. **Secretary's Report** -----
Motion to approve minutes – Stephanie proposed approval, Sue P. seconded, passed unanimously
3. **Treasurer's Report** -----
 - Sue P. presented reports on accounts. Discussed using “Square Card Reader” – a merchant device to open a separate account with bank. Jennifer will select bank that is convenient to library.
4. **Approval of bills** approved without objection.
 - a. County
 - i. Village water \$89.50
 - ii. Imperial Door Repair - \$9.90 scheduled maintenance
 - b. Private
 - i. None.
5. **Town Board Report** -----

Phil briefly attended meeting to report that he is talking to Ken Stone, CFO BECPL on grant application matters. There is a contract with a paver from Arcade and we will attempt to coordinate repaving with summer activities such as Fiddlefest, etc.

6. Committee work-----

Finance – Due to meet in July 14, 2022 8:30am
Building and grounds – no report
Strategic planning – no report
Personnel - Employee Cathy retired and retirement party held.

7. Correspondence -----

None

8. Library Director’s Report

- Director’s Report attached

9. Old Business –

- .Board members walked outside around building and discussed the work which is in progress with Joy Kubler, Landscape Architect – we realized we need more clarification within board member ranks on our priorities and next steps for pursuing construction in outdoor development.
- Discussed BECPL construction grants to include parking lot and LED retrofit for lighting.
- Square Card reader – see Treasurer’s Report
- Discussed Hoopla and Libby and pricing issues for libraries (system wide)

10. New Business

- a. NYS Construction Aid application – Jennifer, Bob A and Susan Fischbeck have been meeting to discuss and pilot the application process meeting deadlines set by BECPL and NYS. Have scheduled meetings into July.
- b. EC Legislative Aid payment - \$2,488 received for 2022 budget for Concord Library
- c. Emergency procedures – discussed emergency response to active shooter situation as well as other emergencies. John Spears mentioned BECPL reactions to the Jefferson Avenue shootings in May and library may be involved in capturing oral histories of the incident. John also mentioned Mental Health First Aid, Crisis Prevention Institute and Norstar Online training.

11. Next meeting date and time: July 14, 2022 9am

12. Adjournment – Meeting was adjourned at 10:20 am

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

Informally agreed that we need to clarify our vision for Outdoor Construction Projects.