

## Hulbert Library of the Town of Concord

### Meeting Minutes

Date: 12/5/19

Time Start: 9:02 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	Absent
Library Director	Jennifer Morris	Present
Trustee	Mary O'Reilly	Present
Trustee	Diane Bookhagen	Present
Trustee	Geoffrey Gorsuch	Present

#### Agenda Items

- 1. Call to order** President Susan Fischbeck called meeting to order at 9:02 am
- 2. Secretary's Report** -----  
Secretary Bob Adler submitted minutes of 11/7/19 meeting for approval.  
Revisions on one item – revised.  
Motion to approve as revised by Sue P. Seconded by Diane 8 Ayes 0 Nays
- 3. Treasurer's Report** -----  
Treasurer Susan Putney submitted accounts from M & T Bank  
Corrections – none  
  
Motion to approve by Geoffrey Seconded by Bob Ayes 8 Nays 0
- 4. Approval of bills**  
None
- 5. Town Board Report** -----  
No Report.

## 6. Correspondence -----

None

## 7. Library Director's Report

- Director's Report attached

**Buffalo Astronomical Association presentation** – suggested that we join (\$40) and make a donation to organization for their presentation on 12/3/19 of \$50.

Motion to approve Diane Second Stephanie Ayes 8 naves 0

Considering keeping open more hours. Downtown approved for moving staffing hours around as a local initiative. Idea to integrate hours with a "First Friday" involving other organizations such as Springville Center for the Arts.

## 8. Old Business

### Policy Committee update:

- **Standards Committee** – has met recently and will focus on 4 or 5 goals  
Motion to approve Vision statement Mary seconded Sue Ayes 8 naves 0  
Amended motion to approve Mission and vision statement for immediate release to website etc. Sue seconded Diane Ayes 8 naves 0  
January meeting will be devoted to creating 4-5 goals
- **Personnel Policy from Central:** A recent Personnel policy distributed by Janine Doyle needs to be adopted by trustees
- **LED lighting project** underway Graybar has taken information on relamping
- **Kiwanis Club book donation** program – declined to put donation box in library
- **Tree program** is dealt with through Town of Concord
- **Concord Library Holiday party** is December 12, 2019 with staff etc.

## 9. New Business

10. Next meeting date and time: December 5, 2019 at 9 am

11. Adjournment – Meeting was adjourned at 10:05 am Stephanie moved Sue seconded

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

- Action for maintenance committee: Add to Annual checklist – change filters on ducts
- Continuing action: begin a LED bulb replacement program for all lights in building
- From November meeting: Action: Jennifer will check with Central Library re: Peanut free policy, revisit
- Standards Committee to meet December 11, 2pm UNOVA
- Jennifer Morris to send check to Buffalo Astronomical Associate for membership (\$40) and donation (\$50).
  
- We formally approved these two items:

**MISSION**

**Connecting our community with library resources that enrich, educate, enlighten and entertain.**

**VISION**

**The vision of the Concord Library is to be an integral part of creating an engaged, literate, educated, and cultured community.**