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:

<table>
<thead>
<tr>
<th>Office</th>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Susan Fischbeck</td>
<td>Present</td>
</tr>
<tr>
<td>Vice president</td>
<td>Stephanie Bacon</td>
<td>Present</td>
</tr>
<tr>
<td>Secretary</td>
<td>Bob Adler</td>
<td>Present</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Susan Putney</td>
<td>Present</td>
</tr>
<tr>
<td>Trustee</td>
<td>Pam Bartkowski</td>
<td>Absent</td>
</tr>
<tr>
<td>Town Board Representative</td>
<td>Phil Drozd</td>
<td>Absent</td>
</tr>
<tr>
<td>Library Director</td>
<td>Jennifer Morris</td>
<td>Present</td>
</tr>
<tr>
<td>Trustee</td>
<td>Mary O’Reilly</td>
<td>Present</td>
</tr>
<tr>
<td>Trustee</td>
<td>Diane Bookhagen</td>
<td>Present</td>
</tr>
<tr>
<td>Trustee</td>
<td>Geoffrey Gorsuch</td>
<td>Present</td>
</tr>
</tbody>
</table>

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 Nayes

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 Nayes 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 nayes 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 nayes 0
  Amended motion to approve Mission and vision statement for immediate release to website etc. Sue seconded Diane Ayes 8 nayes 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.