Hulbert Library of the Town of Concord

Meeting Minutes

Date: June 4, 2020

Time Start: 9:08 AM Time End: 10:10 AM

Place: Internet meeting using Zoom

Type: Regular Scheduled Board Meeting in the age of the Covid 19 pandemic

Attendees:

<table>
<thead>
<tr>
<th>President</th>
<th>Susan Fischbeck</th>
<th>Internet present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice president</td>
<td>Stephanie Bacon</td>
<td>Internet present</td>
</tr>
<tr>
<td>Secretary</td>
<td>Bob Adler</td>
<td>Internet present</td>
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<tr>
<td>Treasurer</td>
<td>Susan Putney</td>
<td>Internet present</td>
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<tr>
<td>Town Board Rep</td>
<td>Phil Drozd</td>
<td>Internet present</td>
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<tr>
<td>Library Director</td>
<td>Jennifer Morris</td>
<td>Internet present</td>
</tr>
<tr>
<td>Trustee</td>
<td>Mary O’Reilly</td>
<td>Not present</td>
</tr>
<tr>
<td>Trustee</td>
<td>Diane Bookhagen</td>
<td>Internet present</td>
</tr>
<tr>
<td>Trustee</td>
<td>Geoffrey Gorsuch</td>
<td>Phone present</td>
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</tbody>
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Agenda Items

1. **Call to order**  President Susan Fischbeck called meeting to order at 9:07 am
   This was an internet meeting online.

2. **Secretary’s Report**  
   Approval of minutes of 5/25/20, 5/7/20, 4/2/20 – passed unanimously

3. **Treasurer’s Report**  
   Treasurer Susan Putney submitted accounts from M & T Bank

4. **Approval of bills**  
   Approved unanimously

5. **Town Board Report**  
   A request to plant tree seedlings by a board member (Geoffrey) needs approval from Town of Concord. Phil will facilitate.
   Boiler replacement needs to be replaced – Bob will continue to seek out cost from Tom Randall.
6. **Correspondence**

None

7. **Library Director’s Report**
   - Director’s Report attached

8. **Old Business – Policies review**
   Diane Bookhagen presented following
   - Rules of Conduct as amended for Covid 19 – passed unanimously

9. **New Business**
    Plan to reopen library system
    Amended Conflict of Interest policy will be circulated by Diane Bookhagen
    Freedom of Information Law policy discussed.
    Insurance coverage for officers and directors needs exploration:
    - Town of Concord insurances cover only the building according to Phil D.
    - Erie County – does insurance cover staff only or staffs and board members
    Approval of Reopening Plan – passed unanimously
    Approval of hours – passed unanimously

10. Next meeting date and time: July 2, 2020 at 9 am

11. Adjournment – Meeting was adjourned at 10:00 am
SUMMARY OF MOTIONS, AGREEMENTS, ACTIONS, ATTACHMENTS

- Approved Rules of Conduct revised 2020 for Covid 19
- Approved Reopening Plan
- Approved modified hours of operation