

## 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:

President	Susan Fischbeck	Internet present
Vice president	Stephanie Bacon	Internet present
Secretary	Bob Adler	Internet present
Treasurer	Susan Putney	Internet present
Town Board Rep	Phil Drozd	Internet present
Library Director	Jennifer Morris	Internet present
Trustee	Mary O'Reilly	Not present
Trustee	Diane Bookhagen	Internet present
Trustee	Geoffrey Gorsuch	Phone present

#### 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