Hulbert Library of the Town of Concord

Meeting Minutes

Date: 3/12/20

Time Start: 9:09 AM  Time End: 10:02 AM

Place: 18 Chapel Street, Springville, NY 14141

Type: Regular Scheduled Board Meeting

Attendees:

<table>
<thead>
<tr>
<th>Role</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>Absent</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Susan Putney</td>
<td>Present</td>
</tr>
<tr>
<td>Town Board Representative</td>
<td>Phil Drozd</td>
<td>Present</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>Absent</td>
</tr>
<tr>
<td>Trustee</td>
<td>Geoffrey Gorsuch</td>
<td>Present</td>
</tr>
</tbody>
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Agenda Items

1. **Call to order** President Susan Fischbeck called meeting to order at 9:09 am

2. **Secretary’s Report**

   Secretary Bob Adler submitted minutes of 2/6/20 meeting for approval. Revisions on one item-Bartkowski resignation.

3. **Treasurer’s Report**

   Treasurer Susan Putney submitted accounts from M & T Bank. Treasurer stated that because the monthly meeting was later in the month, there are 2 county reports to review. Corrections – none - Treasurer’s report accepted as written.

4. **Approval of bills**

   Water $79.25. ACT $36.00. Imperial Door $594. Ray Small Engine $70.24. BECPL $3241.54

5. **Town Board Report**

   Phil Drozd was at the Library building on 3/11 with the lighting contractor to discuss. Potholes were patched. Discussion of the parking lot with the Town Board will be in the future.
6. **Correspondence**

Letter from Central regarding our new liaison, Joel Moore.

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

CO-VID 19 discussion. How should we handle planning and message? We will defer to the Erie County Health Department’s guidance.

8. **Old Business**
   - Long-range planning report: still on track. Central library staff will give suggestions at the committee meeting on 3/18.
   - Diane Bookhagen presented the Bulletin Board, Meeting Room & Petty Cash policies that have been drafted. Vote to accept policies: Motion to accept by Stephanie Bacon, seconded by Sue Putney. Carried.

9. **New Business-none**

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

11. Adjournment – Meeting was adjourned at 10:02 am
SUMMARY OF MOTIONS, AGREEMENTS, ACTIONS, ATTACHMENTS
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- Long Range Planning Meeting February 12, 2020 1 pm UNOVA Co-working
- Board Members should pick a committee to join and build long range plan
- Jennifer Morris will report library usage statistics to Phil Drozd
- Phil Drozd will continue to pursue LED relamping project at Library