

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:

President	Susan Fischbeck	Present
Vice president	Stephanie Bacon	Present
Secretary	Bob Adler	Absent
Treasurer	Susan Putney	Present
Town Board Representative	Phil Drozd	Present
Library Director	Jennifer Morris	Present
Trustee	Mary O'Reilly	Present
Trustee	Diane Bookhagen	Absent
Trustee	Geoffrey Gorsuch	Present

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 -----

- 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 useage statistics to Phil Drozd
- Phil Drozd will continue to pursue LED relamping project at Library