

# Hulbert Library of the Town of Concord

## Meeting Minutes

**Date:** February 8, 2024

**Time Start:** 8:35 am      **Time End:** 9:50 am

**Place:** Concord Library Community Room - in person meeting

**Type:** Regular Scheduled Board Meeting

### Attendees:

|                       |                    |                   |
|-----------------------|--------------------|-------------------|
| President             | Sue Fischbeck      | Present           |
| Vice President        | Stephanie Bacon    | Present           |
| Secretary             | Susan Kellner      | Present           |
| Treasurer             | Sue Putney         | Present           |
| Town Board Rep        | Phil Drozd         | Present           |
| Library Director      | Jennifer Morris    | Present           |
| Trustee               | Bob Adler          | Present           |
| Trustee - Village Rep | Lindsay Buncy      | Absent - excused  |
| Trustee               | Mary Carol Dearing | Present           |
| Trustee               | Kelly Campbell     | Present via phone |

### Agenda Items

1. **Call to order** Sue Fischbeck called the meeting to order at 8:35 am.

2. **Secretary's Report**

The Board reviewed the minutes and a motion was made by Sue Putney to amend the treasurer's report to read that the check for lighting was made out to the Town of Concord instead of Wooley Chapman's Electrical. Mary Carol seconded, passed unanimously.

3. **Treasurer's Report**

Sue Putney presented reports on the accounts. Stephanie proposed approval of the reports and Bob seconded. Passed unanimously.

4. **Approval of Bills**

a. County

i. Village water \$113.50

ii. Village electric \$377.59

b. Private

- i. Petty cash reimbursement - \$100
- ii. Demco stickers and bookmarks - \$78.84
- iii. Uline brochure holders - \$54.00
- iv. BECPL Ingram Book order \$302.92
- v. Amazon - kids programming supplies \$88.23
- vi. ACT dues \$20.00
- vii. Missy Singer DuMars - seed program 2/10 \$100 (*from Year End Appeals Fund*)
- viii. Mark Carra - kids reptile program 2/21 \$100 (*from Year End Appeals Fund*)
- ix. Laura Woloszen - Pysanky egg painting class 3/2 \$100 (*from Year End Appeals Fund*)
- x. Rich Wells - Beekeeping 101 class 2/24 \$75 (*from Year End Appeals Fund*)

c. Private - Construction Aid

- i. Joy Kuebler Landscape Architect - design dev./construc. doc./project mgmt. \$3157.50

Mary Carol made a motion to approve the bills. Sue P. seconded the motion.  
Approved unanimously.

**5. Village Report** - reminder of election in March.

**6. Town Board Report** - Phil reported that we are waiting for 2 more lights to be installed in the library and then the Library LED Lighting Project will be complete.

**7. Committee Work**

**a. Finance** - no report

**b. Outreach**

- i. Mary Carol contacted the Rural Outreach Center and met with Frank Cerne, director, and Maria Knickerbocker, social worker. The purpose of the meeting was to see if the ROC had personnel/resources to support the social service needs of patrons of the library. Several possibilities were discussed.
- ii. Sue Kellner reported that the Dollar General Literacy Grant was not going to work out for the Pediatrician/Library partnership project. Several alternate ideas were discussed and the Outreach Committee will meet to develop these ideas.

**c. Sustainability** - Jennifer and Mary Carol met and discussed how to include staff in the sustainability program. Mary Carol gave us an update on our progress toward the goals of sustainability. We will discuss this further at the strategic planning meeting.

**8. Correspondence - None**

**9. Director's Report** - see attached

**10. Policy Review**

- a. A discussion on the Rules of Conduct was held.

**11. Old Business**

- a. Strategic planning meeting - February 24, 2024, 9 am -12 pm.
- b. Teen space - this is complete except for some furniture.

**11. New Business**

- a. CCB Donation - will put in general account (money market savings)
- b. ACT Meeting, Saturday March 9th at Central
- c. Art Crawl Sponsorship \$100 - June 1. Mary Carol made a motion to sponsor the Art Crawl, Bob seconded, the motion was carried by all.
- d. NYS Association for Reduction, Reuse and Recycling Membership - will discuss at a later date.

**12. Next Meeting Date:** March 14, 2024, 8:30 a.m.

**13. Adjournment:** A motion was made by Sue Putney to adjourn the meeting at 9:50 am. It was seconded by Stephanie. The motion was carried by all.

Respectfully submitted,  
Sue Kellner