

Hulbert Library of the Town of Concord

Meeting Minutes

Date: March 13, 2025

Time Start: 8:30 AM **Time End:** 9:45 AM

Place: Concord Library Community Room - in person meeting

Type: Regular Scheduled Board Meeting

Attendees:

President	Sue Fischbeck	present
Vice President	Stephanie Bacon	present
Treasurer	Sue Putney	present
Secretary	Sue Kellner	present
Trustee	Mary Carol Dearing	present
Trustee	Kelly Campbell	present
Trustee	Laura Safford	present
Town Board Rep	Phil Drozd	present
Village Rep	Lindsay Buncy	present
Library Director	Jennifer Morris	present
Guest	Kara Kane	present

Agenda Items

1. **Call to order** Sue Fischbeck called the meeting to order at 8:30 AM.
2. **Secretary's Report**
Motion was made to approve the minutes of February 13, 2025 by Sue P. Laura seconded, passed unanimously.
3. **Treasurer's Report**
Sue Putney presented reports on accounts. Mary Carol proposed approval and Stephanie seconded. Passed unanimously.
4. **Approval of Bills**
 - a. County
 - i. Village water \$113.50
 - ii. Village electric \$452.65

- iii. BECPL return to system \$2351.73
 - iv. Cornell Cooperative Ext. Master Gardeners - March 22nd: Smartphone apps for gardeners: \$75.00
 - v. Rich Wells - Bluebird presentation April 5 - \$75.00
- b. Private
 - i. Association for Rural and Small Libraries annual membership: \$70.00

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

5. Committee Work

a. Sustainable Libraries Initiative

- i. Jennifer will meet with Hazel to go over our application for SRI to gain insight into our progress.
- ii. Mary Carol and Jennifer are discussing ways to include the staff with this initiative

b. Outreach

- i. Waiting to hear back from the kindergarten teachers for final scheduling for the walking field trip in June
- ii. There have been many people coming to the library and meeting with Kelly, the ROC representative who is here every other Thursday

c. Building Maintenance Committee - none

6. Village Report

- a. Discussion of ribbon cutting for the outdoor space during Art Crawl
- b. A report was given on the town electric bill information meeting. Discussion was held on how the library can help educate people on the bill and how to reduce electric usage.

7. Town Board Report

- a. The parking lot was well plowed over the winter
- b. Discussion was held on water/plumbing work, energy audit and missing shingles and what should be done
- c. Jennifer suggested a checklist and a walk-through possibly twice a year to make sure things are properly maintained
- d. Kara Kane mentioned there was a program called Empower that provides energy audits. She will check to see if they will do non-residential buildings.

8. Correspondence

- a. Donations - none

9. Director's Report - see attached

10. Old Business

- a. Reminder - Strategic Planning Meeting - Saturday March 15th - 9:00 AM
- b. Reminder - Act Meeting - Saturday March 22nd at Central - registration due 3/14
- c. Outdoor space ribbon cutting celebration - June
- d. A discussion was held about sending a monthly library report for the Town Board meeting, and Jennifer and/or board members attending the meeting

11. New Business

- a. Construction Aid Update - the Change in Scope application is being completed. This is to discuss what was changed from our grant application and why it was changed.

12. Next Meeting Date: April 10, 2025 8:30 AM

13. Adjournment: A motion was made by Sue P. to adjourn the meeting at 9:45 AM. It was seconded by Kelly. The motion was carried by all.

Respectfully submitted,
Susan Kellner