

# Hulbert Library of the Town of Concord

## Meeting Minutes

**Date:** September 12, 2024

**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
Secretary	Sue Kellner	present
Treasurer	Sue Putney	present
Town Board Rep	Phil Drozd	present
Library Director	Jennifer Morris	present
Trustee	Bob Adler	resigned
Trustee - Village Rep	Lindsay Buncy	absent-excused
Trustee	Mary Carol Dearing	absent-excused
Trustee	Kelly Campbell	absent-excused
Guest	Carl Eisenhard	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 August 8, 2024 by Sue P. Stephanie seconded, passed unanimously.
3. **Treasurer's Report**  
Sue Putney presented reports on accounts. Stephanie proposed approval and Sue K. seconded. Passed unanimously.
4. **Approval of Bills**
  - a. County
    - i. Village water \$122.00
    - ii. Village electric \$356.84
    - iii. Mileage and parking for central manager's meeting - Jennifer \$27.59

- b. Private - Transfer \$5000 from Money Market Savings to private checking
  - i. Brodart - library book processing supplies \$104.90
  - ii. Erica Fire - September program - Seed Saving - \$100.00 (Springville Garden Club Sponsor)
  - iii. Kathleen Contrino - CW Native Plant Farm - October program - Permaculture & Native Plants - \$100.00 (Springville Garden Club Sponsor)
- c. Private - Construction Aid
  - i. Joy Kuebler Landscape Architect - \$4,662 bid documents

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

## **5. Committee Work**

- a. Sustainable Libraries Initiative
  - met with mentor recently, will meet again soon.
- b. Outreach
  - Social work intern - Jennifer and Mary Carol met with two interns from the ROC, more discussion needed. Will hold off for now.
  - Library tote bags - discussion about expanding to Early Bird and other PreK programs
- c. Building Maintenance Committee
  - Discussion with Phil regarding educating the Board about the building and maintenance needs. Suggestion was made for asking the town to create an annual report of the building and maintenance. Will discuss further.

## **6. Village Report - none**

**7. Town Board Report** - Work has begun on the outdoor space. Discussion held on drainage and eliminating tree roots.

## **8. Correspondence**

- a. Unrestricted donation received from Women of the Moose for \$100. Thank you letter sent.

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

## **10. Old Business - none**

## **11. New Business**

- a. Policy review for September - Gift Policy
- b. Construction Aid Update
- c. Outdoor space donors - possibly create a sign to put on the back of the outdoor sign to recognize donors
- d. Energy audit - will get this done in the next month (Phil)
- e. Bob Adler resignation - Stephanie made the motion to accept the resignation, Sue P. seconded. Carried by all.

**12. Next Meeting Date:** October 10th, 2024 @ 8:30 AM

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

Respectfully submitted,  
Susan Kellner