

Minutes for the Hulbert Library of the Town of Concord

April 6, 2017

Present: Vice President Virginia Krebs, Secretary Pam Bartkowski, Treasurer Carl Eisenhard, Trustee Susan Fischbeck and Library Director Bridgette Heintz

Absent: President Leslie Gibbin, Trustee Tom Virginia and Town Representative Clyde Drake

Call to Order: Vice President Virginia Krebs called the meeting to order at 9:14 am.

Secretary's Report: Trustee Susan Fischbeck moved Treasurer Carl Eisenhard seconded to accept the March 2 Minutes with these changes: Motion carried.
Under **Town Board Report:** Place quotation marks around "slipped through the cracks". Replace after because so few people... with "there have been difficulties in the past filling positions on the Library Board."
Under **New Business #2** replace \$100 of private... to "\$100 of private funds..."

Treasurer's Report: Secretary Pam Bartkowski moved, Trustee Susan Fischbeck seconded to accept the March Treasurer's Report as submitted. Motion carried.

Approval of Bills Treasurer Carl Eisenhard moved, Secretary Pam Bartkowski seconded to pay the following bills for March 2017: Motion carried.

February 2017:

Village of Springville water/sewer	\$ 69.00
Noah Bochenek Tech Trainer Jan. through Mar.	\$ 150.00
Imperial Door Controls (annual contract renewal)	\$ 360.00
BECPL sound-bar ozobot (Bullet Aide funds)	\$ 257.99
School Outfitters charge cart (Bullet Aide funds)	\$ 384.67
<u>Total:</u>	\$ 1,221.66

Town Board Report:

Town Representative Clyde Drake, although absent, sent a report to Library Director Bridgette Heintz saying he is taking our concerns regarding trustees having to be residents of the Town of Concord to the Town Board.

Correspondence:

1. Received a \$50 unrestricted use by the Hulbert Library donation from SGI Middle School from their Dress Down Day.
2. Received from Susan Miller a gift of \$30 in memory of her husband Edwin. She requested the money be used to purchase books about hunting, fishing or the outdoors. Three books were purchased.
3. Received a letter of resignation from Trustee Kelli Rumfola starting immediately.

Library Improvements:

1. The new book drop has been installed.
2. The next item will be a fax machine for the public use. Budget Aide funds can be used for this project and the first step is to gather quotes for the electrical work.

Director's Report: Library Director Bridgette Heintz informed the Board that:

1. The Village water department came to check the "back flow water meter" as per the Board of Health. They discovered a leak. Supervisor Gary Eppolito was notified and Tom Randall was called. The meter need to be retested by a certified tester after the repair is made. Tom Randall has someone he works with who should be able to certify the repair as well.
2. The last day for the Erie County Department of Social Services intern is April 30th. The program will resume in November to my knowledge.
3. The Book sale dates are: July 18, 20 and 21st. with the Hot Dog Roast scheduled for July 20th. from 4 to 7pm. The bake sale and UNYTS blood drive will occur as usual during the roast.
4. The next ACT meeting will be Saturday, April 8th. at the Lackawanna Library from 9:30 to noon. Discussion topics include the NYS Minimal Standards and Strategic Planning. The Book Mobile will be available for tours.
5. The first draft for the summer program planning has begun.

Director's BECPL Committee Work:

The Customer Service Committee has resumed and will meet monthly for the foreseeable future. We are currently examining ways to provide an incentive program to staff who demonstrate exemplary customer service. We are also designing more scenarios for the A+ Customer Service staff training.

Old Business:

1. Secretary Pam Bartkowski moved, Vice President Virginia Krebs seconded to accept with deep regrets the resignation of Trustee Kelli Rumfola. On behalf of the Board the Director shall write a letter thanking Kelli for her services to the Hulbert Library. Motion carried.
2. Treasurer Carl Eisenhard moved, Vice President Virginia Krebs seconded to send a letter to the Town Board stating that the Hulbert Library Board has approved and recommends Susan Putney and Kara Kane as Library Trustees. Motion carried.

New Business:

1. Secretary Pam Bartkowski read the Annual State Report resolution and it was passed with 4 ayes and 0 nays. Secretary Bartkowski then officially signed the resolution.
2. Secretary Pam Bartkowski moved, Treasurer Carl Eisenhard seconded to hold a special meeting on April 20th at 9:00 am to discuss the NYS Minimal Standards. for NYS Libraries. Motion carried.

Next Meeting:

The next regular meeting of the Board of Trustees for the Hulbert Library will be:

May 4, 2017 9:00 A.M.

Adjournment:

Secretary Pam Bartkowski moved, Treasurer Carl Eisenhard seconded to adjourn at 10:02 am. Motion carried.

Respectfully Submitted
Pam Bartkowski, Secretary