

Minutes for the Hulbert Library of the Town of Concord

October 5, 2017

Present: Secretary Pam Bartkowski, Treasurer Carl Eisenhard, Trustee Susan Fischbeck, Trustee Susan Putney, Trustee Kara Kane, Clyde Drake, Town Representative and Director Bridgette Heintz

Absent: President Leslie Gibbin and Vice President Virginia Krebs

Call to Order:

In the absence of the President and Vice President, Secretary Pam Bartkowski called the meeting to order 8:59 am.

Secretary's Report:

Trustee Susan Fischbeck moved, Trustee Kara Kane seconded to accept the September minutes as read with the following changes: under Director's Report #3 change "unslvageable" unsalvageable place a space between the and Be. Under #5 change She in the first sentence to Director Bridgette Heintz. Motion carried.

Treasurer's Report:

Trustee Kara Kane moved, Trustee Susan Putney seconded accept the Treasurer's Report as submitted. Motion carried.

Approval of Bills

Trustee Susan Fischbeck moved, Treasurer Carl Eisenhard seconded to pay the bills for the month September 2017. Motion carried.

September 2017:

Village of Springville water/sewer	\$ 75.75
Total	\$ 75.75

Library Improvements:

1. Director Bridgette Heintz reported that she received a quote from Carpet World for carpeting the meeting room and tiling the back hall, two public bathrooms and the staff kitchen of \$5,823 without tax. Our procurement policy requires two more bids.
2. Carpet World also presented a quote of \$2,249 to replace the sewer grate mates. Director Bridgette Heintz passed this information on to the Town Board.

Town Board Report: Town Representative Clyde Drake reported no tax increase for 2018.

Correspondence:

1. A \$60 donation was received from the Village of Springville Staff from their Casual Fridays' Donations. No designation was given.
2. A memorial \$30 donation was received in memory of Betty Visnesky Forster from Larry and Peggy Hess. It was requested that the funds are to be used for either romances or children's books.
3. Trustee Kara Kane attended the Western New York Library Resources Council forum held at and coordinated by the BECPL. Trustee Kara Kane gave us a brief summary of the salient points of this meeting. Her complete report of this meeting has been attached to the minutes. The full report has been attached to the minutes as an addendum.

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

1. She was notified by Ken Stone's office that new copiers and coin machines have been purchased for all the libraries. These machines will be delivered and the old ones will be taken back to the Central Library.
2. Our snow blower was sent out for a tune up and have a minor repair done to the chute, unfortunately it is unsalvageable. Director Bridgette Heintz contacted the Central Library to see if there was one at Erie County Surplus.
3. There was a major leak in the boiler room that resulted in the water being turned off by Randall Plumbing on September 22nd. The repairs were made on September 25th. There probably will be a spike in the water bill next month.
4. We are accepting donations for victims of Hurricane Maria through October 10th. This is part of a system-wide initiative. The Development Office at BECPL will handle getting the donations to their final destination.
5. Automated External Defibrillators (AED) will be installed in all Town of Concord. The Library Board discussed training on the use of the machine. The directions are on the machine. Trustee Susan Fischbeck reassured us that the use of the machine is straightforward and quite easy to use.

Director's BECPL Committee Work: None

Old Business:

Treasurer Carl Eisenhard moved, Trustee Kara Kane seconded to hire Brady Benz to make the shelving unit for the children's area using the Mary Jane Virginia Memorial funds not exceeding \$200. Motion carried.

New Business:

The Library Board directed Treasurer Carl Eisenhard to investigate new interest rates for our savings account and CDs.

Next Meeting:

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

November 2, 2017, 9:00 A.M.

Adjournment: Treasurer Carl Eisenhard moved, Trustee Kara Kane seconded to adjourn the meeting at 9:37 am. Motion carried.

Respectfully Submitted
Pam Bartkowski, Secretary