March 7, 2019

Hulbert Library of the Town of Concord

Minutes

Trustees in Attendance:

Susan Fischbeck, MD; Kara Kane; Susan Putney; Stephanie Bacon; Robert Adler (9:07 a.m.)

Trustees Absent: Pam Bartkowski

Others in Attendance: Jennifer Morris, Library Director; Phillip Drozd, Town of Concord Board and liaison to Library

Meeting called to order at 9:05 a.m. by President S. Fischbeck

Secretary’s Report: Minutes from February meeting were reviewed by the board. Motion to approve made by S. Putney, seconded by S. Bacon. Motion passed.

Treasurer’s Report: Private funds of $588.37 were disbursed for supplies, a literature rack and a Springville Area Chamber of Commerce membership for 2019. Two deposits were made from book sales. $170.07 was paid from the public fund account for recurring bills; $793.45 was paid back to the BECPL for fines and fees. Current balances are $62,600 in private savings and $102,544.56 in the public funds account. Motion to approve made by K. Kane, seconded by R. Adler. Motion passed.

Motion made to approve payment of bills made by K. Kane and seconded by R. Adler. Motion passed.

Town Board Report: P. Drozd reported that he and R. Adler have been corresponding on the maintenance checklist to centralize information about the library building and ascertain responsibilities for repairs and upkeep. Next steps are to refine this checklist, divide responsibilities, determine budget/costs, and develop a maintenance schedule.

An estimate for removing trees from near the parking lot will be obtained from the Town of Concord (as a chargeback), and will be compared with quotes from private businesses. P. Drozd and R. Adler noted the potential for future energy and cost savings by replacing library interior lights with LED bulbs.

Correspondence: J. Morris noted that a donation was received, no designation given. J. Morris also noted that K. Kane has tendered her resignation from the board as of March 7, 2019. Discussion followed, including the need for additional trustees. P. Drozd said that he has presented the availability of trustee openings at the town board meetings and will continue to do so. Resignation was accepted.

Officer Election: K. Kane nominated a slate of S. Fischbeck (President), S. Bacon (Vice President), S. Putney (Treasurer) and R. Adler (Secretary) as officers for 2019. Discussion followed. Motion seconded by S. Putney. Motion passed.

Director’s Report: J. Morris presented information about staffing and personnel. Discussion followed.

Old Business: S. Fischbeck offered an update on the Bike Committee work and planning for a bike safety event in conjunction with a Green Springville Earth Day event on Saturday, April 27. This all ages event will focus on bike safety and repair.

New Business: S. Fischbeck presented information about the ACT meeting on March 2 at the Central Library. There are new requirements for trustees and branch libraries on the horizon for 2021, and the board should be prepared for those policy updates, training needs and budget impact going forward. Next ACT meeting will focus on health and safety standards and training for libraries.

S. Fischbeck also shared information and a fact sheet about the Library of Things at the Elma branch. Discussion followed.

The board also discussed AED training for trustees and library staff.

Motion made to adjourn the meeting at 10:06 a.m. by K. Kane, seconded by S. Putney.

Respectfully Submitted,

Kara Kane

Past Vice President!