

Hulbert Library of the Town of Concord

Meeting Minutes

Date: 1/13/22

Time Start: 9:06 am Time End: 9:58 am

Place: **Concord Library Community Room – in person meeting**

Type: **Regular Scheduled Board Meeting**

Attendees:

President	Susan Fischbeck	Present
Vice president	Stephanie Bacon	Present
Secretary	Bob Adler	Present
Treasurer	Susan Putney	Present
Town Board Rep	Phil Drozd	Present
Library Director	Jennifer Morris	Present
Trustee	Mary O'Reilly	Present
Trustee	Susan Kellner	Zoom linked
Trustee	Gwen Bixby	Zoom linked

Agenda Items

1. **Call to order** President Susan Fischbeck called meeting to order at 9:06 am
2. **Secretary's Report** -----
Motion to approve 12/9/21 minutes – Sue P. proposed approval, Mary O., seconded, passed unanimously
3. **Treasurer's Report** -----
Treasurer Sue Putney submitted accounts from M & T Bank - , Stephanie proposed approval, Mary O. seconded - approved unanimously. Bob A. mentioned the requirements of investing surplus funds.
4. **Approval of bills** approved without objection.
 - a. County
 - i. Village water \$83.50
 - ii. Imperial Door Controls – annual contract \$390.00
 - b. Private
 - i. Reimbursement for Lonnie Thompson (caretaker) \$43.86 – Lowes salt spreader and pail.
 - ii. Magazine subscription – The Week Jr. \$59.95
 - iii. Magazine subscription – Poets & Writers \$19.95
 - iv. Earth Spirit Educational Services – Kids program – Wildlife Tracking – February 5th \$175

- c. Lighting bill – we have purchased replacement bulbs for existing fixtures in the amount of \$247.75 from Graybar – this bill is to be submitted to Erie County for reimbursement to internal account.

5. Town Board Report -----

Phil Drozd reported that

- Town of Concord meeting is tonight – requires an amended MOU between the Library Board and the Town of Concord – will be amended and signed.
- Mentioned that the electric bill for the library will be turned back to Erie County for payment in the future.

6. Committee work-----

It is agreed that the following committees will have regular reports for future board meetings:

Finance – meets quarterly

Building and grounds – meets quarterly or as needed

Strategic planning – tentatively will meet on March 19, 2022 9 – 11 or 12.

Personnel – meets to evaluate Director or as needed

7. Correspondence -----

Donations in memory of Deb Eisenhard – thank you letters
\$125 donation from Mary Stuart – thank you letter

8. Library Director's Report

- Director's Report attached
- Volunteer patron Roberto Petrilli is teaching Spanish to children, 3-4 families are participating
- Erie County budget has passed with an additional allocation of \$2,000 for Hulbert Library from Legislator John Mills

9. Old Business –

Discussed Strategic Plan adoption of.

10. New Business

11. Next meeting date and time: February 10, 2022 at 9 am

12. Adjournment – Meeting was adjourned at 9:58 am

SUMMARY OF MOTIONS, AGREEMENTS, ACTIONS, ATTACHMENTS -----

Action Items

Set up committee structure for future meetings

Motions passed

Because of the lack of a quorum for 12/9/21 Board meeting the board unanimously passed approval for the minutes accepting the secretary's and treasurer's reports as well as the approval of bills for the month.