

# Hulbert Library of the Town of Concord

## Meeting Minutes

**Date:** January 16, 2025

**Time Start:** 8:38 AM      **Time End:** 9:55 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	Absent-excused
Library Director	Jennifer Morris	Present
Trustee - Village Rep	Lindsay Buncy	Present
Trustee	Mary Carol Dearing	Present
Trustee	Kelly Campbell	Absent-excused
Trustee	Laura Safford	Present

### Agenda Items

1. **Call to order** Sue Fischbeck called the meeting to order at 8:38 AM.
2. **Secretary's Report**

Motion was made to approve the minutes of November 14, 2024 by Sue P. Laura seconded, passed unanimously.
3. **Treasurer's Report**

Sue Putney presented reports on accounts. Stephanie proposed approval and Mary Carol seconded. Passed unanimously.
4. **Approval of Bills**
  - a. County
    - i. Village water \$ 113.50
    - ii. Village electric \$363.25
  - b. Private
    - i. Springville Journal subscription \$42

ii. Petty Cash replenishment \$100

Mary Carol made a motion to approve the bills. Laura seconded the motion.  
Approved unanimously.

**5. Committee Work**

- a. Sustainable Libraries Initiative
  - i. Jennifer reported that we are 47% complete with the process
- b. Outreach
  - i. The ROC staff has started coming to the Library to offer assistance. They are here every other Thursday.
  - ii. Jennifer contacted Christine, the librarian at SES to set a date to come in and give a presentation on the Library
- c. Building Maintenance Committee - none

**6. Village Report**

- a. Lindsay reported that the Comprehensive Plan Public Hearing is Monday, February 17th.

**7. Town Board Report**

- a. Discussion was held about regularly attending the Town Board meeting and giving a report on the library, possibly submitting a report for the agenda.

**8. Correspondence**

- a. Donations
  - i. Andrea Domst \$250
  - ii. Catherine Ballentine \$50
  - iii. Village Office Staff \$50
  - iv. Irene Lockwood \$50

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

**10. Old Business**

- a. Board term renewals - vote
  - i. Mary Carol Dearing
  - ii. Stephanie Bacon
  - iii. Renew terms of officers

Laura made a motion to renew Mary Carol and Stephanie's terms as Board members, Sue P. seconded. Passed unanimously.

Mary Carol made a motion to keep the slate of officers in place. Sue P. seconded.  
Passed unanimously.

**11. New Business**

- a. Policy review for November - Whistleblower Policy  
A motion was made by Sue P. to adopt the Whistleblower Policy. Stephanie seconded.

Passed unanimously.

A motion was made by Laura to accept the new Library maintenance contract renewal with Imperial Doors. Mary Carol seconded. Passed unanimously.

b. Strategic Plan meeting date: March 8, 2025 9:00 AM - 11:00 AM.

**12. Next Meeting Date:** February 13, 2025 @ 8:30 AM

**13. Adjournment:** A motion was made by Mary Carol to adjourn the meeting at 9:55 AM. It was seconded by Stephanie. The motion was carried by all.

Respectfully submitted,  
Susan Kellner