

Minutes for the Hulbert Library of the Town of Concord

February 1, 2018

Present: Secretary Pam Bartkowski, Treasurer Carl Eisenhard, Trustee Susan Fischbeck, Trustee Susan Putney, Trustee Kara Kane and Phil Drozd, Town Representative

Absent: President Leslie Gibbin

Call to Order: In the absence of the President, Secretary Pam Bartkowski called the meeting to order 9:35 am.

Secretary's Report:

Trustee Kara Kane moved, Treasurer Carl Eisenhard seconded to table the acceptance of the January 4th. Regular Meeting and the January 11th. Special Meeting minutes until the next Regular Meeting March 1st. Motion carried.

Treasurer's Report:

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

Approval of Bills: No bills were submitted.

Library Improvements: None

Town Board Report:

Phil Drozd, Town Representative reported that:

1. The sewer mats have been installed. He would also like to see if these mats and the floor rugs could be placed on the Town's rug cleaning contract to be cleaned on a regular basis. The Library already has a service contract for the rugs.
2. The Town of Concord and the Village of Springville have reached a memorandum of understanding regarding the installation of the street light bulbs. In this agreement the Village will change the bulbs using the Village's cherry picker truck and the Town will supply the bulbs. Mr. Drozd took the bulbs purchased by the past Director.
3. The entrance sign which was knocked down by the regular plowing has been fixed and re-erected.

Correspondence:

1. A \$500 donation was received from Barbara Hebden the wife of Robert Hebden in his memory. This donation is for the unrestricted use by the Hulbert Library. It was suggested that these funds be used for some environmental project, since Mr. Hebden was an avid environmentalist.
2. Three donations totaling \$132 were received in memory of Robert Hebden. These donations are for the unrestricted use by the Hulbert Library.

Director's Report:

Exit Report from outgoing Director Bridgette Heintz informed the Board that:

1. She reported that the entrance sign was knocked down with regular plowing. She reported this to Phil Drozd and gave him pictures.
2. The first half of the State Report for 2017 is complete. The Report to the Community is in the draft stage. All this needs for completion is the new director's name. I will e-mail you and the staff once that is finalized. I have contacted Tracy Palicki in the Business Office about finalizing the financial portion of the Report. I will keep you apprised.
3. Until the new director starts, I will be in the building on Fridays from 4 to 6 pm to answer any questions the staff have, complete payroll and make sure financials are up to date. Please contact me if anything comes up. My e-mail and cell phone are the same.

Old Business:

1. The Board cannot respond to Mary Jean Jakubowski's March timeline for the issues of hours and schedule issue. We would like the new director to have input into this decision. It was decided that Secretary Pam Bartkowski and Trustee Kara Kane compose a letter in response to Mary Jean Jakubowski.
2. No action was taken on the fixed assets.

3. Trustee Kara Kane moved, Treasurer Carl Eisenhard seconded to appoint the following trustees as officers for 2018. Motion carried.

President:	Susan Fischbeck
Vice President:	Kara Kane
Secretary:	Pam Bartkowski
Treasurer:	Susan Putney

New Business:

Leslie Gibbin's reappointment to another five years as Trustee.

Next Meeting:

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

March 1, 2018; 9:00 A.M.

Adjournment:

Trustee Kara Kane moved, Trustee Susan Putney seconded to adjourn the meeting at 10:55 am. Motion carried.

Respectfully Submitted
Pam Bartkowski, Secretary