

## **Minutes for the Hulbert Library of the Town of Concord**

**December 7, 2017**

**Present:** President Leslie Gibbin, Secretary Pam Bartkowski, Treasurer Carl Eisenhard, Trustee Susan Fischbeck, Trustee Susan Putney, Trustee Kara Kane and Director Bridgette Heintz **Guests:** Director BECPL Mary Jean Jakubowski and CFO BECPL Ken Stone

**Absent:** Vice President Virginia Krebs, and Clyde Drake, Town Representative

**Call to Order:** President Leslie Gibbin called the meeting to order 9:07 am.

**Special Presentation:** Director BECPL Mary Jean Jakubowski and CFO BECPL Ken Stone made a presentation regarding Hulbert Library's schedule and hours. The Hulbert Library is open 35hr./week and the Director has 40hr./week. The Director is currently scheduled to work up to 9hr./week when the Library is closed.

The following suggestions were made:

1. Adjust the director's schedule to make the Director more available during open hours so there is continuity of being available on Saturdays.
2. The Director has responsibilities that may require attending off site meetings during closed hours. For instance, the Managers/Directors meetings which are held in the morning of the 2nd and 4th Wednesday of the month.
3. The Director noted she typically works 1 Saturday/month conducting a children's program.
4. Discuss the possibility of opening earlier Monday through Friday and/or shifting hours of operation and adjusting work schedules accordingly.
5. Have the Director schedule various activities; such as outreach or school visits which are justifiable during closed hours and should be noted on the employee's timesheet.
6. The fiduciary responsibility of the Board of Trustees must be aware of the perception that taxpayer funds are being used wisely.

7. The importance of consistent open hours year round. Hulbert Library is one of eight libraries which currently have summer and winter hours.
8. Possibly surveying patrons of their preference regarding being open or closed on Saturdays during the Summer months. The Office of Development and Communications could assist with survey development.

**Secretary's Report:**

Trustee Susan Fischbeck moved, Treasurer Carl Eisenhard seconded to accept the November minutes as read. Motion carried.

**Treasurer's Report:**

Secretary Pam Bartkowski moved, Trustee Kara Kane seconded to accept the Treasurer's Report as submitted. Motion carried.

**Approval of Bills:**

Secretary Pam Bartkowski moved, Trustee Susan Fischbeck seconded to pay the bills for the month November 2017. Motion carried.

**November 2017:**

Village of Springville water/sewer	\$123.00
Brodart labels dots for CD relabelling	\$ 65.14
Wegman Motor Works snowblower assembly	\$ 60.00
Ray's Small Engine delivery of old snowblower	\$ 70.40
Reimbursement PVT acct. Lowe's driveway marker	\$ 41.60
Brodart office chair	\$188.49
<b>Total</b>	<b>\$ 548.43</b>

**Library Improvements:**

1. The new carpet and tile have been installed. There was unexpected work because it was necessary to remove the old floor patch and tiles before the floors could be leveled. This required more labor than anticipated resulting in an additional labor charge of \$562.50. Before the Library pays this bill, the three doors which don't close properly must be corrected. The transition strips need to be replaced. Carpet World is looking into metal transition strips which should resolve the problem.

2. The shelving unit for the Mary Jane Virginia Memorial has arrived from Benz Custom Woodworking at the price quoted. The remainder of the donation will be used for more toys and books for the children's area.

**Town Board Report:** None

**Correspondence:**

1. Kara Kane submitted a report on the ACT meeting on November 4th. Her report is attached to the end of the minutes. The next ACT meetings are January 2, 2018 from 9:30 AM to noon with the location TBD and March 10, 2018 8:30 AM to 1:00 PM at the Central Library.
2. The Director was approached by Ashlee Oakley to see if the Library would be interested in running a table or a room at SES elementary school's science night on January 25th. Ms. Oakley asked for Maker Club stations. The Director and Dan Caufield from CECPL are working together for more ideas specifically something the kids can make and take home.
3. A donation of \$25.25 was received through Pay Pal Giving Fund. No designation was given.
4. There was an inquiry asking for assistance in donating \$500 to the library in memory of Anne Zack. The funds will be mailed and the donor requested to remain anonymous.
5. President Leslie Gibbin received a letter of resignation from Vice President Virginia Krebs for health reasons.

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

1. The first draft of the January through April 2018 Event Calendar has been made.
2. The new snowblower has been received and arrangements have been made with the county to pick up the old one for surplus.

3. There was no heat in the building from November 17th. through November 24th. because the boiler broke. Randall Plumbing fixed the problems. The carbon monoxide leak on the exhaust pipe was only temporary, though. Mr. Randall stated he would discuss the boiler issue with Town officials. The library was closed on Monday, November 20th. The staff elected to work with space heaters on Tuesday, November 21st.
4. One of our regular teen patrons inquired about volunteering at the library. I decided to have her and a friend plan a board game program on Fridays from 4 to 6 pm. We would be providing the space and the games. "Gaming Unplugged" ties-in with the board game lending program the Central Library recently started. The first meeting of this group will be December 15th.

**Old Business:** None

**New Business:**

1. Secretary Pam Bartkowski moved, Treasurer Carl Eisenhard seconded to accept with deep regret the resignation of Vice President Virginia Krebs and a letter be sent thanking her for her service.
2. Secretary Pam Bartkowski moved, Treasurer Carl Eisenhard seconded to pay Carpet World \$562.00 over their estimate for the extra man hours and work they had to do to patch the floor, so the new floor would look smooth after installation. This could not be seen before removing the old floor.
3. President Leslie Gibbin moved, Treasurer Carl Eisenhard seconded to take \$1,315.00 from private funds to cover the cost for Winter 2018 (January through April) programming.

**Next Meeting:**

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

**January 4, 2018, 9:00 A.M.**

**Adjournment:** President Leslie Gibbin moved Secretary Pam Bartkowski seconded to adjourn the meeting at 10:16 am. Motion carried.

Respectfully Submitted  
Pam Bartkowski, Secretary