

THE RICHARDS LIBRARY



“A GATEWAY TO KNOWLEDGE AND ADVENTURE”

ESTABLISHED 1901

36 ELM STREET

WARRENSBURG, NEW YORK 12885-1625

(518) 623-3011

(518) 623-2426 – FAX

THE RICHARDS LIBRARY BOARD OF TRUSTEES FEBRUARY 2019 MEETING

The meeting was called to Order at 11:04 AM.

Roll Call of Members: Esther McTague, Suzanne Glebus, John Schroeter, Bridgette Connelly-Howe

Excused Members Absent: Sue Matzner, John Gitto

Unexcused Absence: None

On Leave: Suzanne Marthins

Non-Voting Members: Elaine Cowin, Secretary, Gina Colburn, Treasurer, Mike Sullivan, Director

Period of Public Expression: None

Correspondence:

- Esther signed the Joint Automation System Contract and handed out invitations for the SALS annual trustee meeting.
- Letter from Greenwich Library Director Annie Miller was noted as a site for online library donations.
- John S. Advised against accepting a tree from Warren County Soil and Water as previous trees are not doing well.
- American Red Cross thank you note was noted.

Consent Agenda: Motion: John S. Second: Suzanne G. Unanimous

- Adoption of Agenda
- Approval of Prior Meeting Minutes
- Treasurer/Financial Officer Report
 1. Report of Receipts and Disbursements - See Monthly Financials
 2. Warrants - See Monthly Financials

Director's Report: State of the Library Report

- Accepted as presented. Discussion ensued as to: Baseline year for reporting.

Committee Reports:

- Personnel & Nominating: Bridgette Connelly-Howe, Suzanne Marthins, Sue Matzner
- Finance & Budgeting: Gina Colburn, John Gitto, John Schroeter
- Building & Grounds: John Schroeter & Mike Sullivan
Pathway was created through the snow for oil delivery was much appreciated.
- Long Range Planning: Elaine Cowin, John Gitto, Bridgette Connelly-Howe Survey link is hot and cover letter distribution has begun.
- Outreach: John Schroeter
- Fundraising: Suzanne Glebus & Bridgette Connelly-Howe Sue Matzner
- Policy: Suzanne Glebus & Sue Matzner
 - Whistleblower policy is under consideration.
 - The Board President and Library Director are de facto members of all committees.

Old Business:

- Library Specific emails are complete,
- New website is up
- NYS Annual Library Report has been submitted.
- Preserve NY Grant was submitted
- Letter to Warrensburg BOE accomplished on 1/14/2019

New Business:

- Oath of Office taken for all present members
- Calendar of Annual mandated meetings and functions was begun.
- Insurance Savings on equipment was explained.
- Report to Warrensburg and Thurman Town Boards was outlined.
- Presentation to Warrensburg BOE of Library Referendum for 2/25/2019 was discussed.
- Conflict of Interest forms were distributed and signed.
- Contact Information was reviewed.
- Gina and John. G. Were assigned as Caretakers for Vanguard Investments.

Period of Public Expression: None

Next Board Meeting Date: Thursday March 14, 2019 (Second Thursday of each month) at 11:00 AM.

Other Business: None

Motion to Adjourn: Suzanne G. Second: John S. Unanimous. At 12:06 PM.