

# THE RICHARDS LIBRARY



## “A GATEWAY TO KNOWLEDGE AND ADVENTURE”

ESTABLISHED 1901  
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## RICHARDS LIBRARY BOARD OF TRUSTEES 7 JULY 2020 MEETING MINUTES

The meeting was called to Order at 10:04 AM by President Esther McTague.

### **Roll Call of Members:**

Present: Esther McTague, Suzanne Glebus, Sarah Gebbie-Measeck, John Schroeter. Sue Matzner

Excused Members Absent: John Gitto

Unexcused Absence: None

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

Public: None

**Consent Agenda Motion:** Motion by. John Schroeter Second by Sue Matzner . Unanimous.

-Adoption of Agenda

-Approval of Prior Meeting Minutes

-Treasurer/Financial Officer Report

**Period of Public Expression:** None

**Correspondence:** None

**Director’s Report:** Accepted as presented. Discussion ensued as to purchase of more PPE and phased reopening and procedures which are up to date as of this meeting.

Research of virtual programming is proceeding.

### **Committee Reports:**

-Personnel: Director will sign contract and will forward copies to personnel committee members.

-Budget/Finance: The Budget/Finance committee recommended approval of the 2020-2021 budget.  
Unanimous.

-Policy:

-Building & Grounds:

-Ad Hoc: The ad hoc committee is working on increasing the online presence of the library.

-Outreach: Paused until further notice.

-Fundraising: Paused until further notice.

### **Old Business:**

Mike has contacted GF Post Office concerning monthly newsletter and is awaiting return call.

### **New Business:**

Discussions-Re-Opening Phase I

- The staff has agreed to team concept and work schedule.
- Public has been notified of 13 July reopening procedures by facebook, webpage, and The Sun.

- Deep clean of library and carpet cleaning accomplished.
- Expansion of services will be forthcoming.

Ordering materials

- Notification to vendors that we are accepting shipments.
- SALS pickup and delivery will begin Wednesday July 8.

**Period of Public Expression:** None

**Next Board Meeting:** Virtual Meeting will be Tuesday, August 4, 2020 at 10:00 AM.

**Other Business:**

**Motion to Adjourn Meeting:** Motion at 10:45 by Second by Suzanne Glebus. Second by John Schroeter. Unanimous.

**Minutes Approved at 4 August 2020 Board of Trustees Meeting**