

THE RICHARDS LIBRARY



“A GATEWAY TO KNOWLEDGE AND ADVENTURE”

ESTABLISHED 1901
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THE RICHARDS LIBRARY BOARD OF TRUSTEES NOVEMBER 2020 MEETING

The meeting was called to Order at 10:05 AM on Tuesday, November 3, 2020 by president Esther McTague.

Roll Call of Members:

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

Excused Members Absent: Elaine Cowing

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

Public: None

Period of Public Expression: None

Correspondence: E-mail from Tara Santisteban was read telling of her move to Florida and how she will miss the staff of the Richards Library.

Consent Agenda Motion: John Schroeter, Second Suzanne Glebus, 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: Accepted as Presented.

Committee Reports:

-Personnel: See Budget/Finance

-Budget/Finance: It was agreed by all members present, that a combined meeting of the Budget & Finance, Policy, and Personnel Committees would meet at the Library on Tuesday, November 17, 2020 at 10 AM to discuss the recommendations and development of guidelines for an Employee Payroll Policy, Pay Raise Schedule and any related personnel policies that may need to be brought about.

-Policy: See above.

-Building & Grounds: Andy Templeton is in the process of installing new insulation in the ceiling of the

Main Room of the Library where none had previously been placed during the construction of the addition. Andy has also completed some other minor repairs. The Board extends its appreciation to Andy for all his hard work!

-Ad Hoc: None

-Outreach: John S. has contacted Faye at the Countryside Adult Home to re-start book delivery in a safe manner to the residents of the home. More information will be forthcoming at a future Board meeting.

-Fundraising: None

Old Business:

-Mike informed the Board that he will initiate a Library Quarterly Newsletter which will be distributed to locally visited areas and businesses starting in January. Also, news briefs will be sent to the Town Boards of Thurman and Warrensburg to be mentioned at their Town Meetings or placed on their websites.

-Applicants for the open Library Assistant position will be interviewed on Thursday, November 5th by Mike and Lynn and a selection will be made no later than 6 PM on Friday, November 6th. The applicants are: Jenn Dodson of Lake George, Jennifer Moody of Warrensburg and Patti Miller of Bolton. Interviews are scheduled to take place via GoToMeeting.

New Business:

-The Library will expand its services to include browsing by the public by the week prior to Thanksgiving week.

-In case of another shutdown, ordered by the governor, it was decided that following the relevant instructions by the State will guide any decisions concerning the Library. An Emergency Plan is being developed, per NYS Law, and SALS is currently developing guidelines to assist all libraries.

-Employees of the Library will, in case of another State mandated shutdown, file for NYS Unemployment Benefits.

-The LARAC Grant for the Community Quilt Project will be returned; it is not possible, at this time, to safely hold a project in the Library due to the current health crisis. Application for a similar grant will be accomplished when it is safe to do so.

-Open Discussion: Gina stated that any future purchase of PPE materials should, and will be, deducted from the Library Operating Supplies budget line item. Also, the purchase of the upgraded Zoom virtual meeting application will be deducted from the Library Programs budget line item.

Period of Public Expression: None

Next Board Meeting: Tuesday, 1 December 2020 at 10:00 AM via GoToMeeting.

Other Business:

-Reminder of Sexual Harassment Prevention Training will take place on Friday, 6 November at 2 PM, via GoToMeeting and the Library will close at 1 PM in conjunction with this training.

Motion to Adjourn Meeting: Motion made at 10:57 AM by: Sue M. Seconded by: John S. Unanimous.

Minutes Approved at 1 December 2020 Board of Trustees Meeting

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