

# THE RICHARDS LIBRARY



**“A GATEWAY TO KNOWLEDGE AND ADVENTURE”**

ESTABLISHED 1901

36 ELM STREET

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## THE RICHARDS LIBRARY BOARD OF TRUSTEES MARCH 2020 MEETING

The meeting was called to Order at 10:07AM on March 3, 2020 by President Esther McTague.

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

Present: Esther McTague, Sarah Gebbie-Measeck, John Schroeter. John Gitto.

Excused Members Absent: Sue Matzner, Suzanne Glebus

Unexcused Absence:

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

**Consent Agenda Motion:** Motion by John S. Second by Sarah. 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

**Period of Public Expression:** None

**Correspondence:** Letters of Invitation and Gratitude were presented for signatures.

**Director's Report:** Accepted as presented.

### **Committee Reports:**

-Personnel: Changes to Mike's contract need amendments added

-Budget/Finance: Gina has the Tax Return is ready to be signed. . Motion to accept tax return as presented was made by John S. and seconded by Sarah. Unanimous

-Policy: Recommend Approval of Cell Phone Use and Open Meetings Policy. Unanimous.

-Building & Grounds: Bathroom repaired and Elevator is operational after shut-down issue

-Ad Hoc: Discussion of mission statement, bylaws and policies.

-Outreach: Going smoothly; wished weather would cooperate better

-Fundraising: We need to push brick sales.

### **Old Business:**

-Garage Sale Layout in progress.

-Annual report submitted to SALS.

### **New Business:**

-Schedule for Town Board Meetings was set up.

- A Policy for linkage to our website needs to be developed by policy committee.
- Review of Code of Conduct.
- A policy for disposal of non-circulating items need to be developed.
- Proposal to Rename the Community Event Room the Jeffrey Levine Community Room.  
Motion by John S. Second by John G. Unanimous.

**Period of Public Expression:** None

**Next Board Meeting:** Tuesday April 7, 2020 at 10:00

**Other Business:** Thurman Town Board, Wednesday, 11 March 2020 @ 7 PM: Esther and Mike attending

**Motion to Adjourn Meeting:** Motion by John Second by Sarah. Unanimous at 10:50.

**Minutes Approved at 7 April 2020 Board of Trustees Meeting**