

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 MARCH 2021 MEETING

The meeting was called to Order at 10:07 AM on Tuesday, March 9, 2021 by President Esther McTague.

Roll Call of Members:

Present: Esther McTague, Sarah Gebbie-Measeck, John Schroeter, John Gitto, Becky Smith-Lawler

Excused Members Absent: Sue Matzner, Elaine Cowin, Suzanne Glebus

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

Period of Public Expression: None

Correspondence: Mike read correspondence from Liberty Mutual Insurance via Upstate Insurance that our yearly premium will be increasing. 3 Board members will research other local companies to see if we might be able to find a company which would offer a lower premium.

Consent Agenda Motion: John Gitto; Seconded: Becky Lawler-Smith. 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: Mike will get a list of his duties to Sarah and Sue by the end of the week.

-Budget/Finance: Prior to Board approval of the FY2022 Budget, a discussion ensued concerning hiring a new Librarian/Director prior to Mike's planned retirement schedule to afford the new person time to be adequately trained. All agreed it would be prudent to do so at an earlier time than discussed.

Motion to Approve the FY2022 Budget: John S., Seconded by Sarah G-M. Unanimous. A Resolution was made by John S. that any remaining funds, at the end of the year, in the Equipment/Equipment Replacement-Computers Budget Line item would be moved to the Reserve Capital Expenditures Computer Funds. Unanimous.

-Building & Grounds: A briefing by Butler Rowland Mays, Architects on 5 March 2021, reviewed the final report, which will be forwarded to us at a later date, along with the invoice, with members of the Board stating areas of improvements needed, approximate costs and offered assistance with any future grant requests.

-Ad Hoc: N/A

-Outreach: John S. reported that Countryside is open and deliveries will resume following their protocols.

-Fundraising: Meeting to be scheduled some time in April.

-Policy: Richards Library By-laws, Conflict of Interest, Whistleblower, COVID-19 policies as well as the Richards Library Fiscal Management Plan were up for approval. Motion made to approve: Sarah G-M, Seconded: John S. Unanimous

Old Business:

-A face-to-face meeting to discuss the Porter Bequeathment will be set sometime in April to decide on disbursement.

-Dismissal for the development of an Institutionally-Generated Digital Unmediated Content policy.

-Develop Code of Ethics; to be borrowed from the American Library Association.

-NYS Annual Library Report submitted to SALS with minimal changes; final report to be forwarded in April to NYS Division of Library Development. Final approval to be forthcoming.

New Business:

-A form, forwarded by John G., was given to the staff to determine what they would like as a token of appreciation for their work at the library.

-Mike will develop a new schedule to offer combined services to the public, Monday through Saturday, and allow children to re-enter the Library with parents starting in April/May. The current appointment rubric will be used to maintain public health and safety.

Period of Public Expression: None

Next Board Meeting: Tuesday, April 6, 2021 at 10:00 AM via Zoom.

Other Business: None

Motion to Adjourn Meeting: Motion made at 11:45 AM by Sarah G-M, Seconded by John G. Unanimous

Minutes Approved at 6 April 2021 Board of Trustees Meeting