

THE RICHARDS LIBRARY



“A GATEWAY TO KNOWLEDGE AND ADVENTURE”

ESTABLISHED 1901
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THE RICHARDS LIBRARY BOARD OF TRUSTEES FEBRUARY 2021 MEETING

The meeting was called to Order at 10:01 AM on Tuesday, February 2, 2021 by President Esther McTague.

Roll Call of Members:

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

Excused Members Absent: Sue Matzner, Elaine Cowin

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

Period of Public Expression: None

Correspondence: Mike read correspondence concerning a donation made in the library’s name by Susan Jennings to the Montgomery County-Norristown Public Library in Pennsylvania, Thank You letter to Sue; an introduction letter from State Senator Dan Stec; and a change in rate charge from National Grid.

Consent Agenda Motion: John Schroeter; Seconded: 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:** Mike’s list of duties to the Personnel Committee

-**Budget/Finance:** FY2022 Budget total will be the same as FY2021; no increase in the Tax Levy. The Warrensburg Board of Education will be notified.

-**Building & Grounds:** A briefing was given by Butler Rowland Mays, Architects stating that some improvements can be made by us, but there will be some items that will need to be accomplished with a grant. Another briefing will be given in March (rescheduled from February).

-**Ad Hoc:** N/A

-**Outreach:** Countryside was on quarantine, but it is possible doorway exchange can be done.

-Fundraising: Set up meeting in March.

-Policy: By-laws amendments accomplished; Fiscal Management Plan to be revised according to Becky's rewrite; all other policies to be amended at February Policy Committee meeting with the exception of Circulation Policy, Emergency Preparedness and Shelter-In-Place Policy; these will be reviewed during March Policy Committee Meeting on Friday, March 12th. As will the Continuation of Service Plan and Code of Ethics.

Old Business:

-Review of Policies as stated above

New Business:

-Oath of Office given to John and Becky.

-Discussion of Regina Porter bequeathment had suggestions of restoration of library paintings, steel sleeve for chimney, new furniture and addition to periodicals and movies if need seen. Final decision to be made at future meeting(s).

-Annual NYS Library Report should be submitted to SALS by next Board Meeting.

Period of Public Expression: None

Next Board Meeting: Tuesday, 9 March, 2021 at 10:00 AM via Zoom (Rescheduled from March 2nd)

Other Business: Set meeting time for Policy Committee meeting.

Motion to Adjourn Meeting: Motion made at 12:10 PM by John S.; Seconded by Sarah G-M.
Unanimous.

Minutes Approved at 9 March 2021 Board of Trustees Meeting

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