

THE RICHARDS LIBRARY



“A GATEWAY TO KNOWLEDGE AND ADVENTURE”

ESTABLISHED 1901

36 ELM STREET

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THE RICHARDS LIBRARY BOARD OF TRUSTEES AUGUST 2021 MEETING

The meeting was called to Order at 10:00 AM on August 3, 2021, by President Esther McTague.

Roll Call of Members:

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

Excused Members Absent: Suzanne Glebus

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

Public: Shelby Burkhart

Period of Public Expression: None

Correspondence: None

Consent Agenda Motion: John Schroeter. Second Sue Matzner, 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: Shelby Burkhart, Program Director, was introduced to the Board.

-Budget/Finance: None

-Policy: The need for an archival policy was discussed.

-Building & Grounds: Met with stone mason Monte Montgomery, awaiting estimate.

Andy is working his way through our list of improvements from the building condition survey.

Furnace Update: The installer was present replacing one of four pumps, we asked him to replace the last while he was here and that project was completed.

- Outreach: Going as well as can be expected during pandemic.
- Fundraising: Continuing with Brick Sales. The first batch of completed bricks have arrived.

Old Business:

- Hero Act Terminology Adjustment: Add **“Per CDC Guidelines”**
Motion for the Adjustment made by Sue Matzner, Second by John Schroeter, Unanimous.
- Peter Holehan the AFLAC Rep will be available for consultation today.
- Discussion of purchasing a Shop Vac for maintenance debris.
- Archive Report: Mike supplied a spreadsheet for consideration of books of value.
- John and Esther attended the Thurman Town Board Meeting in July. They outlined pandemic challenges and invited residents to visit the library.
- Emergency Connectivity Fund: The Library has chosen not to participate.

New Business:

- Shelby will be asking for art supply donations.
- Garage Sale...still uncertain of 2021 status. Mike will check.
- As a result of the pandemic chip shortage, the computer ordering schedule has to be delayed, the library should be okay through 2022.
- The Code of Ethics was amended to reflect the change in the ALA code of ethics. Motion by John Schroeter, Second by Sue Matzner, Unanimous.
- A review of the compliance calendar indicated the need to review and amend the New Member Orientation Package. Elaine will take care of this.
- It was decided to recognize past directors with library bricks with their names and dates of service along with the Richards Library logo.

Period of Public Expression: None

The meeting adjourned to Executive Session at 11:12 to discuss personnel matters. Motion by Sue Matzner, Second by John Schroeter. Unanimous.

Motion to adjourn Executive Session at 11:36 by Becky Lawler, Second by Sarah Gebbie Measeck, Unanimous.

Next Board Meeting: Thursday September 14, 2021 at 10:00 AM.

Other Business: None

Motion to Adjourn Meeting at 11:37. Motion made by: John Schroeter, Seconded by Sarah Gebbie Measeck, Unanimous.

Minutes Approved at 14 September 2021 Board of Trustees Meeting