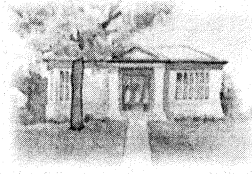


THE RICHARDS LIBRARY



“A GATEWAY TO KNOWLEDGE AND ADVENTURE”

ESTABLISHED 1901

36 ELM STREET

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The Board of Trustees of The Richards Library September Meeting Tuesday, September 14th, 2021 @ 10:00 am

Call to Order

The meeting was call to order on Tuesday, September 14, 2021 @ 10:02 am by Vice President Sarah Gebbie-Measeck.

Roll Call of Member:

Trustees Present	Sarah Gebbie-Measeck, Vice President John Schroeter, Trustee Sue Matzner, Trustee Suzanne Glebus, Trustee Becky Lawler, Trustee
Non-Voting Members Present	Gina Colburn, Treasurer
Others Present	Shelby Burkhardt, Programs Director
Excused Absences	Esther McTague, President John Gitto, Trustee Michael Sullivan, Director
Public	Mary Beadnell

Consent Agenda Motion

Approval of Meeting Agenda
Approval of Prior Meeting Minutes
Acceptance of Treasurer's Financial Report
Motion by John Schroeter
Second by Sue Matzner
Unanimous

Period of Public Expression

None

Correspondence

Superintendent Goralski contacted the library concerning James Lakatos looking to donate his brother's collection of a series of the Great Courses learning DVDs. Mike and Shelby will be following up on possible additions to our collection.

Director's Report

Presentation of the Director's Report was given by Shelby, including the monthly statistics. The report was reviewed, discussed and accepted as presented.

Committee Reports

Personnel Committee

Employee discussions were momentarily tabled in order to be taken up in Executive Session.

Budget & Finance Committee

Sarah will be coordinating a date and time for the Budget & Finance Committee to meet for the purpose of beginning the process for the 2023 Annual Budget.

Building & Grounds Committee

Compliance Task List

- Andy is progressing nicely with the compliance task list.
- The door is nearly complete and the installation of handrails is in the preliminary stages of verification of code compliance.
- The re-doing of the grassed area in front of the Library Avenue entrance has begun.

Masonry Repair

Sarah reported that a quote was expected yesterday, but it is unsure if was actually received.

The quote was expected to be received by either Mike or Esther, neither of which were available for follow-up at the time of the meeting.

Chimney Repair

A chimney inspection has been scheduled with Hickory Mountain Chimney & Masonry on Friday, October 22, 2021. The expected time of arrival is between 10:00 am and 11:00 am.

Signage

Ed Ostberg, owner of Design Function, is expected today at 1:00 pm to look over the library layout for his professional opinion on appropriate signage, as well as subsequently providing an estimate. John Schroeter will be meeting with Mr. Ostberg.

Ad Hoc Committee

None

Outreach Committee

John Schroeter reports things are going well. A new lady has signed on to the outreach program. Covid restrictions are still at place.

Fundraising Committee

That's My Brick fundraiser is in process. The first order of bricks has been received, with the second order to be placed soon. Mike and Andy are looking at a new design layout for around the flagpole. Discussion ensued as to possible ways of increasing the awareness of the project going forward.

Policy Committee

Non-Smoking & Archives Policy

- Mike sent out both the Non-Smoking (due for renewed approval) and Archives Policies (new) to committee members for review.
- No changes were suggested for either policy.
- Board reviewed & approved both policies with no changes.

Motion to approve by John Schroeter

Second by Suzanne Glebus

Unanimous

Covid 19 Policies

Discussion of Covid 19 Policies were tabled. In consideration of the suggested request of the director, Sarah will coordinate with Mike as to a policy meeting date, if required.

Old Business

AFLAC Public Seminar

The AFLAC Public Seminar, perhaps due to a miscommunication of purpose (informational for the public verses employer considerations), fell short of expectations. Future AFLAC programs are not expected to be actively sought out in the future.

Archives Report

The archiving is progressing.

- Items of possible interest to the State Archives were set aside, with a response deadline of August 31, 2021. No response of interest has been received to date. Boxing and disposition of the items will commence on September 15, 2021.
- Sorting and organization of various local genealogical information as it pertains to specific families is in process for consolidation of information into a single filing cabinet.
- File organization of annual reports and minutes is being undertaken, with completion to 2014, and the subsequent years to date still in progress.

Warrensburg Town Board Meeting

Elaine, as representative of the library, attended the Warrensburg Town Board meeting on August 11, 2021. She spoke during the period of public expression to share the following:

- Our strategic plan calling for a presence at both Warrensburg and Thurman town board meetings
- Library's mask mandates
- Hours of operation
- New hires, several of which are WCS graduates
- Upcoming & online programming

The assemblage had no questions.

Thurman Town Board Meeting

The Thurman Town Board Meeting was thought to be scheduled for September 14, 2021. It was learned the meeting was actually one week prior, and therefore no library representation was present.

Photos of Library Art

Barb has photographed the photos and other artworks currently displayed on the walls of the library. Items currently absent from the library due to restoration will be photographed upon return. 3 points of storage access are in place, including the cloud, a staff computer and a flash drive.

Video of the Library Interior

The status of the videoing of the library interior is to be reported to the board at the next board meeting.

Programs Report

- National Registry of Historical Buildings Event
Shelby attended the event held at *The Bond* pertaining to the National Registry of Historic Buildings, in hopes of securing information concerning possible applicable grants. Although beautiful in presentation and coverage of information, availability of grants was not a focus of the event.
- Recent Programs & Events
 - Inspirational Bookmarks
 - Emergency Preparedness & Response
 - Yoga with Michaela
- Upcoming Programs & Events
 - Back-to School Carnival
 - Yoga with Michaela

Fiber Arts Craft with Filomena
Storytime & Activity

- Discussion ensued on ways to increase public awareness of the programs and events of the library.

HERO Act

The HERO Act terminology adjustment has been completed and posted on webpage.

Community Room Dedication

The dedication for the Jeffrey M. Levine Community Room is scheduled for Monday, October 4, 2021 at 2:00 pm, followed by a social gathering. Due to the constraints of mask mandates required within the library building, it was a consensus of the board that Shelby would put together a thank-you appreciation basket for the Levine's in lieu of snacks for consumption during the social gathering time. The cost of the basket will be funded by contributions and donations of the board members. Photos of the event will be taken and an in-house article written for publication in *The Sun*, as well as the library's Facebook and website.

Annual SALS Visitation

Sara Dallas will be here for the October board meeting on Tuesday, October 5, 2021.

New Business

Review of the draft Compliance Calendar for 2022

The review of the draft Compliance Calendar was tabled to the next meeting.

Addition of Orientation Package for New Trustees

The New Board Member Orientation package has been updated by Mike and Elaine. It is located behind the circulation desk in a white binder so labeled, along with a copy of the *Handbook for Library Trustees of New York State*.

World's Largest Garage Sale

The board was provided with a layout for the booths on the library lawn, allowing for 13 vendor booths, as well as an Arts & Crafts reserved area for library use. John and Mike met with Suzanne Taylor, and they will take the lead on marking out the booth areas prior to the sale.

Approval of Personnel Position

See committee reports above.

Approval of Non-Smoking & Archive Policies

See committee reports above.

Security System for Staff / NY Fire and Security "Panic Button"

A discussion ensued as to "panic buttons" currently being utilized by other libraries for employees working alone. The Richards Library has minimally 2 employees, if not 3, working on-site at any given time. Although the initial cost of such a system is said not to be prohibitive, additional ongoing costs are assumed to be applicable. There was a consensus that in order to weigh the costs versus the necessity of panic buttons, it should be looked into further and revisited.

During the course of the discussion, mention was made of the security cameras and the belief that the security recordings are preserved only on a short-term basis. Also mentioned was the fact that the library does not currently have a security system in place in the event of a break-in. These security measures should be considered and revisited at the next board meeting.

SALS construction Challenge Grant

Shelby presented Mike's notes concerning the grant:

The SALS Construction Challenge Grant paperwork is out and we should put in for it for another, and final, Existing Condition Survey, aimed at the electrical infrastructure. If we are awarded the \$5000, this should complete our preliminary studies for the Library and put us on a path towards another NYS Construction Grant. Applications are due 1 November.

Employment Standards

In consideration of employment standards for the handling of vaccinated/unvaccinated staff, it was the consensus of the board not to pursue the establishment or adoption of any policy pertaining to mandatory vaccination of employees.

Preliminary Meeting – Budget FY 2023

See committee reports above.

First Amendment Audits

In regards to the "First Amendment Audits" as it pertains to photography and filming in or on library property, it was the consensus of the board that a new policy was not warranted, however, that this matter should be referred to the Policy Committee for incorporation into the Library Code of Conduct Policy.

Period of Public Expression

None

Next Board Meeting

The next board meeting is scheduled for Tuesday, October 5, 2021 @ 10:00 am.

Executive Session

Motion to move into Executive Session by John Schroeter

Second by Suzanne Glebus

Unanimous

Moved into Executive Session @ 11:30 am

Motion to end Executive Session by Suzanne Glebus

Second by Sue Matzner

Unanimous

Moved out of Executive Session @ 11:50 am

Adjournment

Motion to adjourn by John Schroeter

Second by Sue Matzner

Unanimous

Meeting adjourned @ 11:51 am

Approved by the Board of Trustees on October 5, 2021