

THE RICHARDS LIBRARY



“A GATEWAY TO KNOWLEDGE AND ADVENTURE”

ESTABLISHED 1901
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The Board of Trustees of The Richards Library October Meeting Tuesday, October 5, 2021 @ 10:00 am

Call to Order

The meeting was call to order on Tuesday, October 5, 2021 @ 10:05 am by President Esther McTague.

Roll Call of Member:

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

Consent Agenda Motion

Approval of Meeting Agenda, as amended
Approval of Prior Meeting Minutes
Motion by John Schroeter
Second by Suzanne Glebus
Unanimous

Period of Public Expression

None

Correspondence

Resignations received from Elaine Cowan, Secretary and John Gitto, Trustee.
The board voted to accept the resignation of both, with regrets.

Motion by Sarah Gebbie-Measeck
Second by John Schroeter
Unanimous

Director's Report

The Director's Report, including monthly statistics, 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

A Budget & Finance Committee meeting was scheduled for Thursday, October 14, 2021 @10:00 am for the purpose of the review and possible amendment of the 2022 Annual Budget, as well as beginning the process for the Annual Budget for 2023.

Building & Grounds Committee

Signage

John Schroeter met with Ed Ostberg, owner of Design Function. Mr. Ostberg will provide the library a design of appropriate signage, as well as an estimate for the project, in the near future. He will contact both John and Shelby, once completed.

Compliance Task List

Andy is progressing nicely with the compliance task list, which is nearly completed.

2022 Grounds Maintenance

In January of 2022, grass and grounds maintenance should be revisited, with the possibility of seeking bids.

Masonry Repair

Sarah reported that a quote was received for the costs of repairing the front stone steps and the masonry repairs to the building. The quotes were higher than expected. Possibly a second quote will be secured. The library will be looking into the possibility of grants that might exist that would fall into this category.

Chimney Repair

The chimney inspection is 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.

Ad Hoc Committee

None

Outreach Committee

John Schroeter reports things are going well. Again, a new patron has signed on to the outreach program. Covid restrictions are still in place.

Fundraising Committee

The *That's My Brick* fundraiser continues. Discussion ensued as to possible ways of increasing the awareness of the project going forward. It was brought up that some people who have purchased bricks are wondering when the actual laying of the bricks would begin, which Mike reported would not be before the spring. Esther suggested a paper representation of the flag pole area and the bricks purchased to date (including donor brick inscriptions) be displayed in the library so that people would be aware the project's progress.

It was the consensus of the board that the Fundraising Committee should be dissolved, and in the future the entire board would be participating in all fundraising considerations and events.

Policy Committee

- The Emergency Closure Policy and the Communicable Diseases & Infectious Viruses Policy were presented to the board by the Policy Committee for approval.
Motion to approve by John Schroeter

Second by Sue Matzner
Unanimous

- First amendment Audits
See Old Business

Old Business

Video of the Library Interior

Mike reported that the videoing of the library interior is upcoming in the near future. The possibility of still photos is being considered in lieu of an actual video.

Community Room Dedication

The dedication for the Jeffrey M. Levine Community Room was held on Monday, October 4, 2021 at 2:00 pm. It was a pleasurable social gathering with Mr. and Mrs. Levine. A thank-you appreciation basket was presented to the Levine's, along with a gift card for dinner at *The Bond*. Photos of the event were taken and an in-house article is planned to be written for publication in *The Sun*, as well as the library's Facebook and website.

World's Largest Garage Sale

No vendors were secured by the Chamber of Commerce for the use of the library grounds for the World's Largest Garage Sale. Suggestions were made that next year the library may consider donating at least some of the library property to other community groups who participate in the garage sale, such as the school classes. Participation in this event is to be revisited later in 2022.

Review of the draft Compliance Calendar for 2022

The 2022 Compliance Calendar was reviewed and amended. The amended calendar will be forthcoming.

New York Fire and Security

A brief discussion ensued pertaining to the quotes for a security alarm system and the employee panic button system. The issue was tabled until the next meeting so that confirmation of no additional ongoing monitoring costs could be secured from New York Fire and Security. Mike will follow up on this.

SALS construction Challenge Grant

Mike reported that things are moving forward with the process of applying for the grant for the purpose of securing an electrical system existing conditions report. The deadline for the application is November 1, 2021. If awarded the \$5000, this should complete our preliminary studies for the library and allow us to apply for a NYS Construction Grant.

First Amendment Audits

First Amendment Audits, as it pertains to photography and filming in or on library property, was incorporated into the Library Code of Conduct Policy and presented to the board for approval.

Motion to approve by Sue Matzner

Second by John Schroeter

Unanimous

Thurman Town Board Meeting

The November Thurman Town Board Meeting is scheduled for November 10, 2021 @ 6:30 pm. Esther has volunteered to attend the meeting on behalf of the library.

Archives Report

The archiving is progressing and nearing completion.

Annual SALS Visitation

Sara Dallas was unable to attend today's meeting. The visitation will be re-scheduled at a later time.

New Business

Approval of New Board Member

Mary Beadnell was presented to the board for approval as a new board member.

Motion to approve by Sue Matzner

Second by Suzanne Glebus

Unanimous

Welcome, Mary!

Interim Secretary

Our thanks to Sue Matzner for volunteering to fill in as Interim Secretary for the remainder of the year.

Hours of Operation

It was the consensus of the board that the library would change its hours of operation to the following, and monitor if the time changes prove beneficial in meeting the needs of the community.

Monday	10:00 am – 6:00 pm
Tuesday	10:00 am – 7:00 pm
Wednesday	10:00 am – 6:00 pm
Thursday	10:00 am – 7:00 pm
Friday	10:00 am – 6:00 pm
Saturday	9:00 am – 12:00 noon
Sunday	Closed

NYS Purchase Contracts & Inherent Issues

Mike related to the board information on the NYS purchase contracts and the inherent issues, as related to HP printers. A brief discussion ensued. Mike will follow up on questions that arose during the discussion and report back to the board.

Period of Public Expression

None

Next Board Meeting

The next board meeting is scheduled for Tuesday, November 2, 2021 @ 10:00 am.

Executive Session

Motion to move into Executive Session by Sue Matzner

Second by Suzanne Glebus

Unanimous

Moved into Executive Session @ 11:38 am

Motion to end Executive Session by Sue Matzner

Second by Sarah Gebbie-Measeck

Unanimous

Moved out of Executive Session @ 12:09 pm

Adjournment

Motion to adjourn by Sarah Gebbie-Measeck

Second by Suzanne Glebus

Unanimous

Meeting adjourned @ 12:10 pm

Approved by the Board of Trustees on December 7, 2021.