

THE RICHARDS LIBRARY



“A GATEWAY TO KNOWLEDGE AND ADVENTURE”

ESTABLISHED 1901
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THE RICHARDS LIBRARY BOARD OF TRUSTEES APRIL 2021 MEETING

The meeting was called to Order at 10 AM on April 6, 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: None

Period of Public Expression: None

Correspondence: None

Consent Agenda Motion: John Schroeter, Second by John Gitto. 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: Discussion ensued as to increasing staffing.

-Budget/Finance: Meeting scheduled for Thursday April 22 at 10:00 to discuss bequest and budget.

-Policy: The policy presented updated policies on Continuation of Operations, Circulation, Collection Development & Materials Selection, Code of Ethics, and Internet Use. Unanimous.

-Building & Grounds: Meeting Scheduled for Thursday April, 29, 2021 at 10:00 to discuss priorities for upcoming projects.

-Outreach: The Covid protocols are working as well as can be expected.

-Fundraising: Tabled until May

Old Business:

- Employee Recognition Sarah has taken care of everything for 2021 and Mike has added it to the compliance calendar.
- Leasing computers in not recommended by SALS because of state contracts and proprietary software.
- Possible replacements for Judy was discussed.
- Expanding the hours of service in the second week of May to include:Monday through Friday 10-6 and Saturday 9-12. These hours will include children.
- Alternate Contracted Cleaning was discussed as a cost saving measure.

New Business:

- Annual Contracted Lawn service was discussed.
- Carpenter and Associates Insurance Proposal (to include workers compensation and disability) – Motion by Becky Second by John S. Unanimous.
- Furnace and Chimney Heroes are working on proposal.

Period of Public Expression: None

Next Board Meeting: Tuesday, May 4, 2021 at 10:00 AM.

Other Business:

Motion to Adjourn Meeting: Motion made by: John Schroeter, Seconded by: Sarah Gebbie-Measack. Unanimous.

Minutes Approved at 5 May 2021 Board of Trustees Meeting