

The Richards Library  
Board of Trustees Meeting Minutes  
Tuesday, November 2, 2021 @10:00 AM

Present: Esther McTague, John Schroeter, Sarah Gebbie-Measeck, Becky Lawler, Suzanne Glebus, Susan Matzner, Michael Sullivan, Shelby Burkhardt, Gina Colburn

Potential Board Member: Francine Buser

Absent: Mary Beadnell

Meeting called to order at 10:04 AM

Meeting agenda approved. Motion made by John and seconded by Suzanne.

Approval of prior meeting minutes and Treasurer's report tabled

Public Expression: Francine Buser introduced herself. She is the manager of the TD Bank branch and will join the Board. Due to being short staffed, she left the meeting.

Correspondence: Warren County Historical Society thanked the library for the donation of historical artifacts.

Director's report:

- Library received a grant from the Libraries Transforming Communities for \$3000 which will be used to expand the YA section. This is in response to the strategic plan and community input.
- Furnace issues have been resolved.
- Received 3 quotes for Sprinkler Inspection. John made a motion to contract with David/Ulmer for 3 years. Suzanne seconded and the board approved.
- SALS Construction Challenge Grant submitted
- Waiting for quotes for chimney repair
- Archiving is almost done

Committee Reports:

- Personnel Committee is meeting on November 16 @10:00 AM
- Budget/Finance Committee presented the final FY 2022 budget and proposed 2023 budget. Motion to accept the budget John and seconded by Sarah. Board accepted. Motion to designate funds to cover budget shortfall made by Becky and seconded by Sue. Board accepted.
- Building and Grounds Committee reported 2 more paintings should be restored soon, Hickory Mountain Chimney and Masonry looked at the chimney and waiting for estimate. Reviewed to do list for Andy to see what has been done, will do this monthly
- Ad Hoc: N/A
- Outreach: quarantine in place but going well.
- Policy: N/A

Old Business

- Video of Library – will have staff member do it and take photos of individual items
- WLGS – tabled

- NYS Fire and Security – staff stated preference for burglar alarm. Motion to move forward to install alarm system made by Becky, seconded by John. Board approved
- Sue attended the October Warrensburg Town Board Meeting. Esther will attend the November Thurman Town Board Meeting and Suzanne will attend the December Warrensburg Town Board Meeting.
- Waiting for an update on signage
- Fundraising – waiting for a design to show the public how bricks will be used.

#### New Business

- Furnace repairs completed
- Open Meeting Laws are changing effective Nov. 18. All items being discussed at meetings must be posted at least 24 hours in advance and hard copies must be available. Questions were raised concerning committee meetings.
- Discussed hours of operation of the library. Low usage from 6-8. Agreed to stay open until 7 two nights a week and track patron usage.
- Beginning in March 2022, printers can be purchased without going through SALS so long as there is had wire connection capability, SALS will not support.
- Compliance Calendar was updated
- Beginning January 2023, board members will be required to take 2 hours of continuing education every year
- Sexual harassment prevention training will be offered to all staff and board members in March of 2022.

Motion to go into Executive Session was made at 11:36 AM by Sue and seconded by John.

Motion to come out of Executive Session was made at 11:50 AM by John and seconded by Suzanne

Motion to end board meeting was made at 11:52 AM by Sarah and seconded by John.

Next Board Meeting: Tuesday, December 7, 2021 @ 10 AM.

Approved by the Board of Trustees of The Richards Library 7 December 2021