

The Richards Library  
Board of Trustees Meeting Minutes  
Tuesday, December 7, 2021 @10:00 am

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

Excused Absence: Mary Beadnell, Suzanne Glebus

Meeting called to order at 10:05am  
Consent agenda approved. Motion made by John and seconded by Sarah.

Public Expression: None

Correspondence: None

Director's report:

- Stats for the month are good
- Staff training day went well
- Searching for new employee
- Multiple programs planned for December

Committee Reports:

- Personnel Committee report delayed for Executive Session
- Outreach: quarantine in place but going well.
- Policy: N/A
- Ad Hoc: N/A
- Budget and Finance: N/A
- Building and Grounds: N/A

Old Business

- Video of Library – not necessary for insurance – photos will be taken instead
- Art Restoration – work is continuing
- Camera System – discussed working of camera system. Looking into how to download previous 16 days instead of overwriting
- WLGS – tabled
- NYS Fire and Security – alarm system installed and up and running.
- Signage – waiting for update
- Esther attended the November Thurman Town Board Meeting and Suzanne will attend the Warrensburg Town Board Meeting.
- Fundraising – tabled
- Handyman list will be updated to include winter tasks
- Archiving almost completed
- Compliance Calendar updated
- Board Meeting schedule will be sent out
- Safety Deposit Box – Sue and John will go to bank and determine if box is necessary
- Chimney Liner will be installed Dec. 20 and 21.

#### New Business

- Air Duct cleaning estimates were received. Becky moved to have A1 Air Duct Cleaning do the work. John Seconded and the board approved.
- Discussed hours of operation of the library. November attendance was discussed. Sue made motion to cut hours during Covid. Sarah Seconded and the board approved.
- Construction Grant received to conduct Electrical Survey
- John made a motion not to exceed the 2% tax levy. Becky seconded and the board approved.
- Staff Evaluations – Mike will work with Shelby on annual report and staff evaluations in January

Library Board member Webinar discussed. Reminded board members of how to use Executive Session, quorum requirements and length of meetings.

Motion to go into Executive Session was made at 11:50 by John and seconded by Sarah.

Motion to come out of Executive Session was made at 12:10 by John and seconded by Sue.

After executive session:

- Board approved a motion to exceed expenditure for extra hours for staff members to assist with programming
- Board voted to exceed budget expenditure to pay treasurer to scan documents needed by outside accountant.

Motion to end board meeting was made at 12:30 by Sue and seconded by John.

**Approved by the Board of Trustees of The Richards Library January 4, 2022.**