

-THE RICHARDS LIBRARY



“A GATEWAY TO KNOWLEDGE AND ADVENTURE”

ESTABLISHED 1901
36 ELM STREET
WARRENSBURG, NEW YORK 12885-1625
(518) 623-3011
(518) 623-2426 – FAX

The Board of Trustees of The Richards Library Meeting Agenda

Tuesday, January 4th, 2022 @ 10:00 AM

- I Call to Order and Roll Call of Members
- II Consent Agenda:
 - Approval of Mtg. Agenda
 - Approval of Prior Mtg. Minutes
 - Treasurer's Report-Financials
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: Received thank you card from First Presbyterian Church.
- V Director's Report: *See attached*
- VI Committee Reports:
 - a. Personnel: Present new hires to board
 - b. Budget/Finance:
 - c. Building & Grounds:
 - d. Ad Hoc:
 - e. Outreach: John S., Town Board Meeting report (Warrensburg)
 - f. Policy: need to set meeting to revise Building Use Jeffrey M. Levine Community Room and Orientation package for New Board Members.
- VII Old Business:
 - Safety Deposit Box
 - Photos of artifacts/Video of Library
 - WLGS
 - Staff evaluations
 - Hickory Mtn Chimney & Masonry
 - A1 Duct Cleaning
 - Security Cameras
 - Job descriptions
 - Oath of Office (2)
 - SALS Construction Grant/Electrical Survey
- VIII New Business:
 - Lawn care bids for 2022
 - Election of officers
- IX Other Business:

-Esther attending January Thurman Town Board meeting. Need volunteer for February
Warrensburg Town Board meeting.

X Period of Public Expression: 15 minutes total for comments

XI Next Board Meeting: Tuesday, February 1, 2022

XII Adjournment:

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

Absent: 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
- 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 budge 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.

Richards Library Monthly Statement of Revenues & Expenses December 2021

	Dec 21
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	254
NON-OPERATING RECEIPTS	66
Total Income	320
Gross Profit	320
Expense	
OPERATING EXPENSES	5,495
PAYROLL, WAGES, BENEFITS & EXPE	17,545
COLLECTION & OTHER CAPITAL EXPE	462
Total Expense	23,502
Net Ordinary Income	-23,183
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	6,193
Total Other Expense	6,193
Net Other Income	-6,193
Net Income	-29,376

Richards Library

Monthly Funds Activity Report

As of December 31, 2021

Type	Date	Num	Name	Memo	Debit	Credit
PETTY CASH (X1)						
Total PETTY CASH (X1)						
GFNB CHECKING-Operat & DF (X1)						
Operating Account - GFNB						
Bill Pmt -Check	12/03/2021	6327	BRALEY & NOXON	ICE MELT	118.00	47.98
Bill Pmt -Check	12/03/2021	6328	CURTIS LUMBER	PAIL W/ COVER		19.99
Bill Pmt -Check	12/03/2021	6329	DAVIS-ULMER	CON TAX67140		380.00
Bill Pmt -Check	12/03/2021	6330	FILOMENA RIVELLO	BEGINNING FELTING		58.00
Bill Pmt -Check	12/03/2021	6331	DAVIS-ULMER	CON TAX67140		380.00
General Journal	12/03/2021	PAYROLL		-MULTIPLE-		5,800.89
Deposit	12/05/2021			Deposit		
Bill Pmt -Check	12/07/2021	6332	BRALEY & NOXON	HOSE-MOP HEAD		20.77
Bill Pmt -Check	12/07/2021	6333	CINTAS			49.34
Bill Pmt -Check	12/07/2021	6334	HOME TOWN OIL	ACCOUNT 235010		726.03
Check	12/10/2021	AWW	TIME WARNER CABLE #2501	12/04/2021-01/03/2022		124.98
Check	12/10/2021	AWW	NATIONAL GRID	11/04/2021-12/07/2021		331.05
Check	12/13/2021	AWW	TIME WARNER CABLE #7701	11/25/21-12/24/2021		95.80
Check	12/15/2021	AWW	NATIONAL BUSINESS LEASING	25538315		96.56
Check	12/16/2021	6335	FIRST BANKCARD	#4418--4676		275.01
Bill Pmt -Check	12/16/2021	6336	A1 AIR DUCT CLEANING	CLEAN THE AIR DUCTS		2,150.00
Bill Pmt -Check	12/16/2021	6337	BAKER & TAYLOR	BOOKS & CD		168.77
Bill Pmt -Check	12/16/2021	6338	BRALEY & NOXON	ICE MELT		47.98
Bill Pmt -Check	12/16/2021	6339	LOOKOUT BOOKS	5 BOOKS		293.04
Deposit	12/17/2021			Deposit	61.25	
General Journal	12/17/2021	PAYROLL		-MULTIPLE-		6,209.96
Deposit	12/19/2021			Deposit	71.00	
Check	12/21/2021	AWW	VERIZON	12/22/21-01/21/22		32.09
Credit Card Charge	12/22/2021	W/879875879	HOME DEPOT	MOVEMENT OF DF TO OPERATING FOR PAYMENT OF CREDIT CARD	318.00	695.78
Bill Pmt -Check	12/23/2021	6340	HOME TOWN OIL	ACCOUNT 235010		43.76
Bill Pmt -Check	12/23/2021	6341	NATIONAL BUSINESS TECHNOLOGIES*	TONER	0.00	80.00
Bill Pmt -Check	12/23/2021	6343	RYAN MARCANTONIO	VOID: emergency clean up landfill tickets	0.00	400.00
Bill Pmt -Check	12/23/2021	6344	SULLIVAN, MICHAEL	VOID: emergency clean up		
Bill Pmt -Check	12/23/2021	6345	RYAN MARCANTONIO	EMERGENCY CLEAN UP	38.00	400.76
Deposit	12/26/2021			Deposit		
Bill Pmt -Check	12/30/2021	6346	SOUTHERN ADIRONDACK LIBRARY SYSTEM	11-WARREN		5,465.12
General Journal	12/31/2021	PAYROLL		-MULTIPLE-	1,508.00	
Check	12/31/2021	216	RICHARDS LIBRARY	REIMBURSE DF EXPENDITURE TO OPERATING ACCOUNT	2,114.25	24,393.46
Total Operating Account - GFNB						
Chimney Repairs Funds						
Check	12/15/2021	6312	HICKORY MOUNTAIN CHIMNEY & MASONRY, L...	BALANCE - ESTIMATE 229 - CHIMNEY LINER		5,875.00
Total Chimney Repairs Funds						
Director Discretionary Funds						
Credit Card Charge	12/22/2021	W/879875879	HOME DEPOT	MOVEMENT OF DF TO OPERATING FOR PAYMENT OF CREDIT CARD		318.00
Total Director Discretionary Funds						
Designated Children's Books						
Total Designated Children's Books						
Bullet Grant - STEM Material						

As of December 31, 2021

Type	Date	Num	Name	Memo	Debit	Credit
Total Bullel Grant - STEM Material						
Califa Group Rural Gateway Gran						
Total Califa Group Rural Gateway Gran						
Designated Stem Kits (Stewarts)						
Total Designated Stem Kits (Stewarts)						
Lotus Sponsored Poetry Program						
Total Lotus Sponsored Poetry Program						
SALS Construction Grant						
Total SALS Construction Grant						
Total GFNB CHECKING-Operat & DF (X1)						
OPERATING SAVINGS - GFNB (X2)						
Non-Designated Operating Saving						
Total Non-Designated Operating Saving						
2022 Operating Budgeted Needs						
Total 2022 Operating Budgeted Needs						
2023 Operating Budgeted Needs						
Total 2023 Operating Budgeted Needs						
Total OPERATING SAVINGS - GFNB (X2)						
RESERVE FUNDS						
GFNB Reserve Sav #40392707 (X2)						
Capital Ex Reserve Funds						
Total Capital Ex Reserve Funds						
Director's Discretionary Fund						
Transfer	12/07/2021			Funds Transfer	0.82	
Transfer	12/09/2021			Funds Transfer	1.23	
Transfer	12/09/2021			Funds Transfer	1.03	
Transfer	12/09/2021			Funds Transfer	1.23	
Transfer	12/09/2021			Funds Transfer	1.23	
Total Director's Discretionary Fund						
5.54 0.00						
Reserve Emergency Fund						
Total Reserve Emergency Fund						
5.54 0.00						
Total GFNB Reserve Sav #40392707 (X2)						
RESERVE FUND CD's @ GFNB (X2)						
CD #839682 (1 YEAR LADDER)						
Deposit	12/07/2021			Deposit	0.82	
Transfer	12/07/2021			Funds Transfer		0.82
Total CD #839682 (1 YEAR LADDER)						
0.82 0.82						
CD #839683 (1 YEAR LADDER)						
Deposit	12/09/2021			Deposit	1.23	
Transfer	12/09/2021			Funds Transfer		1.23

Richards Library

Monthly Funds Activity Report

As of December 31, 2021

Type	Date	Num	Name	Memo	Debit	Credit
Total CD #839683 (1 YEAR LADDER)					1.23	1.23
CD #839684 (3 YEAR LADDER)						
Deposit	12/09/2021			Deposit	1.03	1.03
Transfer	12/09/2021			Funds Transfer		1.03
Total CD #839684 (3 YEAR LADDER)					1.03	1.03
CD #839685 (3 YEAR LADDER)						
Deposit	12/09/2021			Deposit	1.23	1.23
Transfer	12/09/2021			Funds Transfer		1.23
Total CD #839685 (3 YEAR LADDER)					1.23	1.23
CD #839686 (3 YEAR LADDER)						
Deposit	12/09/2021			Deposit	1.23	1.23
Transfer	12/09/2021			Funds Transfer		1.23
Total CD #839686 (3 YEAR LADDER)					1.23	1.23
Total RESERVE FUND CD's @ GFNB (X2)						
Total RESERVE FUNDS					11.08	5.54
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Account - GFNB (X1)						
Non-Designated Funds - S/A						
Deposit	12/26/2021			Deposit	60.00	
Total Non-Designated Funds - S/A					60.00	0.00
Brick Donations						
Total Brick Donations						
Building Improvements-SA						
Total Building Improvements-SA						
Children's Rm Furniture(Stewart						
Total Children's Rm Furniture(Stewart						
In Memory - Linda Apple						
Total In Memory - Linda Apple						
In Memory - Linda Apple - Books						
Total In Memory - Linda Apple - Books						
In Memory - Richard Nissen						
Total In Memory - Richard Nissen						
Levine Trust Funds						
Total Levine Trust Funds						
Regina Porter Bequest Funds						
Total Regina Porter Bequest Funds						
Warren county Soil and Water						
Total Warren county Soil and Water						

Richards Library

Monthly Funds Activity Report

As of December 31, 2021

Type	Date	Num	Name	Memo	Debit	Credit
W L Richards Bequest Funds						
Check	12/31/2021	216	RICHARDS LIBRARY	REIMBURSE DF EXPENDITURE TO OPERATING ACCOUNT		1,508.00
Total W L Richards Bequest Funds					0.00	1,508.00
Total Special Account - GFNB (X1)					60.00	1,508.00
Total TEMPORARY - RESTRICTED BY BOARD					60.00	1,508.00
PERMANENT RESTRICTED FUNDS						
RICHARDS LIBRARY ENDOWMENT FUND						
Vanguard Investment Acct (X11)						
Total Vanguard Investment Acct (X11)						
Total RICHARDS LIBRARY ENDOWMENT FUND						
Total PERMANENT RESTRICTED FUNDS						
Total RESTRICTED FUNDS					60.00	1,508.00
TOTAL					2,185.33	32,100.00

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Director's Monthly Report December 2021

30 December 2021

December Events:

- Second employee submitted 2-week notice. Received resumes through 12/29. Interviews completed.
- Late Fall Clean-up by Ryan Marcantonio from Parcson Land Management. Interested in submitting lawn bid for 2022.
- Hickory Mountain Chimney sleeve installed (12/20 & 21). Chimney cap was reported to be deteriorating and will need replacement. Follow-up email sent 12/30.
- Received final box of Great Courses from Jim Lakatos. Need to provide him the value of the donation for a tax write off.
- New hours started 12/27. Monday through Friday 10a-6p, Saturday 9a-12p. Updated on Facebook, our website, in the library, and with SALS.
- Completed from Andy's work list: film on archive windows, trash run
- Programs:
 - Paintbrush Santa Ornaments
 - Yoga w/Sheryl
 - Let's Get Wrapping
 - Stretching for Teens
 - Story Time & Activity (used Zoom for *Small Tales* to join)
 - Read at *Small Tales* 12/14

Upcoming Events & Programs:

** Program flyers can be found on the Richards Library website, our Facebook page, or at the library. **

- Stretching for Teens (1/12, 26)
- Reading at *Small Tales* (1/11?)
- Cooking video: Healthy Swaps w/Gayatri (coming during week of 1/17)

- Story Time & Activity (1/25)

Upcoming maintenance:

- Davis Ulmer Sprinkler Inspection 1/3 @ 11:00a. They rescheduled from 12/22.
- Russ from Adirondack Online 1/6 @ 11:30a. Estimate for security cameras. He rescheduled from 12/14.
- A1 Duct Cleaning 1/16 @ 9:15a and 1/17 after 12:00p, if two days are needed.

Statistics for the Year:

See attached *2021 Monthly Statistics*

Respectfully submitted,

Shelby Burkhardt

Assistant Director

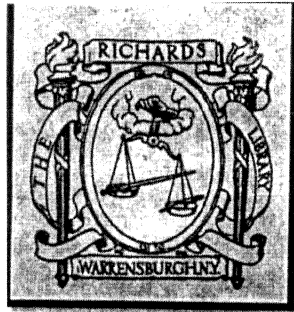
2021 MONTHLY STATISTICS

[illegible]

2021 MONTHLY STATISTICS

	K	L
1	Items Acc	WiFi Conn
2		
3	90	114
4	67	92
5	111	138
6	87	153
7	61	185
8	131	295
9	102	375
10	124	320
11	134	225
12	107	233
13	92	197
14	88	205
15		
16	1194	2532
17		
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28		

The Richards Library



Senior Library Clerk Job Description

The Senior Library Clerk is under the direct supervision of the Library Director, whose duty it is to manage matters of employment and staffing, as well as assisting the Library Director in carrying out the operations of the Library.

Duties of the Senior Library Clerk in managing matters of employment and staffing include, but are not limited to:

- Work Scheduling
- Approval of requested scheduling changes.
- Obtaining coverage of non-availability of employees' shifts.
- Maintain a congenial atmosphere among the co-working staff, and address any conflicts that may arise.
- Assist with employment searches when staffing shorted arise or are anticipated, including the following:
 - Placement of help wanted ads
 - Review of resumes
 - Scheduling of interviews for perspective candidates with yourself and the Library Director
 - The Library Director will be responsible for the final employment recommendations to the board
- Give feedback to Library Director for annual evaluations of Library Clerks.

The Senior Library Clerk is responsible for the weekly cash-out for the library, following the established procedures for this duty. Upon completion, the cash-out should be forwarded to the Library Director for ultimate delivery to the Treasurer. In the absence of the Senior Library Clerk, the Library Director will perform this duty.

In the absence of the Library Director, the Senior Library Clerk will be responsible for the performing and carryout the duties and responsibilities of the Library Director on a temporary basis, working closely with the President of the Board of Trustees.

Additionally, the duties of the Senior Library Clerk include all the responsibilities and duties prescribed to the Library Clerk position to be carried out in conjunction with the Library clerk staff, as outlined below:

As **the Senior Library Clerk** for the Richards Library, you will be, **along with your staff**, directly assisting patrons to fulfill their library needs and performing routine library duties. The Richards Library

strives to offer polite, professional interactions, and pro-active customer service, anticipating the needs of the patron.

Examples of Circulation Desk Responsibilities:

- Checking items in and out to patrons.
- Collecting and processing of materials from the *Book Return*.
- Fulfilling hold requests from other libraries on request manager.
- Sorting of deliveries and then calling patrons when their items are available.
- Assisting patrons in finding items within the library.
- Library card registration.
- Answering the telephone, transferring calls or taking messages.
- Signing in patrons for computer use and assisting as needed.
- Making copies or sending faxes for patrons.
- Collecting payment and making change for fines, book replacement, copies, and faxes.
- Accession and processing of new materials.
- Weeding of the collection.
- Keeping track of daily attendance, events, and computer usage.
- Send out notifications for over-due fines and replacement costs.

Other duties:

- Check email daily and respond as necessary.
- Daily grooming/straightening of shelves.
- Empty garbage (as needed) and take outside for pick-up (weekly).
- Assist Library Director with follow up phone calls/emails for programs.
- In inclement weather, check that walkways are clear of snow and ice, putting out ice melt as needed.
- Attend scheduled meetings and staff trainings.
- Other duties as deemed appropriate by the Library Director.

Knowledge, Skills and Abilities: Ability to have appropriate communication with patrons and staff members. Ability to work in a team environment. Ability to learn library methods, techniques, and tasks. Ability to pay attention to detail. Ability to work under pressure and coordinate multiple responsibilities simultaneously. Ability to work independently. Ability to complete tasks in a timely and professional manner. Ability to use logic, accepted practices, and sound judgment to resolve problems. Ability to adjust to a variety of situations and display proper amount of flexibility to resolve said situations. Ability to be counted on to work as needed to achieve results and/or meet targets within reasonable time limits.

Computer Skills: Must demonstrate competency in computer use including internet, email, and Microsoft Office programs. Must be able to learn and become proficient with equipment and software programs as required to effectively and efficiently perform assigned duties. Must adhere to information security policies.

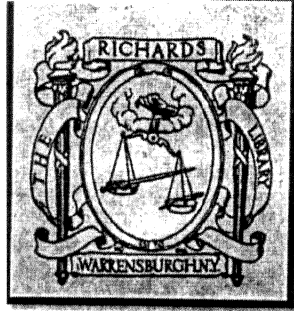
Physical Demands: The physical demands described below are typical and necessary to perform essential, daily functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Individuals may need to sit or stand for extended periods.
- Manual dexterity to manipulate library materials required.
- Ability to communicate orally and in writing effectively.
- Work extended periods at the computer screen.
- Reaching above shoulder heights, below the waist or lifting as required to shelvebooks, file documents, and store materials throughout the work day.
- Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 40 pounds.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma. Minimum of 2 years' experience working in a library.

Portions of Job Description were derived from and with the permission of the Caldwell-Lake George Library, the Crandall Library and the Greenwich Free Library established Job Descriptions.

The Richards Library



Library Clerk Job Description

Library clerks are under the direct supervision of the Senior Library Clerk for employment and staffing matters, and under the direct joint supervision of the Senior Library Clerk and the Library Director for all other matters.

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- Accession and processing of new materials.
- Weeding of the collection.
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Other duties:

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- Empty garbage (as needed) and take outside for pick-up (weekly).
- Assist Library Director and Senior Library Clerk with follow up phone

calls/emails for programs.

- In inclement weather, check that walkways are clear of snow and ice, putting out ice melt as needed.
- Attend scheduled meetings and staff trainings.
- Other duties as deemed appropriate by the Senior Library Clerk or the Library Director.

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