

The Richards Library  
Board of Trustees Meeting Minutes  
Tuesday, January 4, 2022 @10:00 am

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

Excused: Michael Sullivan

Meeting called to order at 10:10am

Meeting Minutes of December meeting were updated. Consent agenda approved. Motion made by John and seconded by Suzanne.

Officers for 2022:

President: Sarah  
Vice President: Mary  
Secretary: Susan  
Financial: Becky  
Treasurer: Gina

Public Expression: None

Correspondence: Thank you card was received from the First Presbyterian Church.

Director's report:

- 2<sup>nd</sup> employee resigned. Interviews completed
- Late fall lawn cleanup completed
- Chimney sleeve installed. Chimney cap is deteriorating and needs replacement
- New hours started 12/27. Monday - Friday 10a-6p, Saturday 9a-12p.
- Work on Andy's worklist continues
- 6 programs held in December

Committee Reports:

- Personnel Committee: 3 potential new hires, delayed for Executive Session
- Outreach: quarantine in place but going well.
- Policy: will hold standing board workshop every 3<sup>rd</sup> Tuesday of the month going forward.
- Ad Hoc: N/A
- Budget and Finance: N/A
- Building and Grounds: received email from signage person, need to verify signs will fit.
- Warrensburg Town Meeting: went well

Old Business

- Video of Library – underway
- Safe deposit box emptied and closed
- WLGS – will sell spots through the Chamber
- Staff Evaluations - forthcoming
- Duct cleaning - scheduled

- Security Cameras – Appointment with Adirondack Online Services 1/6
- Job Descriptions – updated. Motion to accept new job descriptions – John, Seconded by Suzanne and accepted.
- Oath of Office administered to Mary as new board member and Suzanne as renewing board member
- Construction Grant received to conduct Electrical Survey was received.

#### New Business

- Lawn care bids – will accept bids for fall and spring cleanup
- Election of new officers – Motion by John to accept new officers, seconded by Suzanne and accepted by board
- Esther will attend the Thurman town meeting, Sarah will attend the February Warrensburg Town Meeting
- Archives – some photographing needs to be completed, the display cases upstairs need to be checked and the Library Charter needs to be located.

Motion to go into Executive Session was made at 11:08 by John and seconded by Susan.

Motion to come out of Executive Session was made at 11:16 by John and seconded by Susan.

After executive session:

- Board approved hiring of three new staff members

First board workshop will be held on Tuesday, Jan. 18 at 10:00am.

Next board meeting will be Tuesday, February 1 at 10:00am

Meeting adjourned at 11:18am

**Approved by Board of Trustees of the Richards Library February 1, 2022.**