

THE RICHARDS LIBRARY



The Board of Trustees Meeting Agenda

Tuesday, February 1st, 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: n/a
- V Director's Report: *See attached*
- VI Committee Reports
 - a. Personnel: n/a
 - b. Budget & Finance: Letter to WCSD Board of Education
 - c. Building & Grounds: n/a
 - d. Ad Hoc: n/a
 - e. Outreach: John
 - f. Policy: presenting reviewed *Building Use Policy for the Jeffrey M. Levine Community Room*, policy review time schedule
- VII Old Business
 - Hickory Mtn Chimney & Masonry
 - Davis-Ulmer Sprinkler Inspection & Proposal
 - Security Cameras
 - SALS Construction Grant/Electrical Survey
 - Lawn care bids for 2022
- VIII New Business
 - Schedule Sexual Harassment Prevention Training for March
 - Conflict of Interest Forms
 - Name change on credit card
- IX Other Business
 - Report from January Thurman Town Board Meeting.
 - Sarah attending February Warrensburg Town Board Meeting (2/9 @ 7:00p). Need volunteer for March Thurman Town Board Meeting (3/17 @ 6:30p).
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, February 15, 2022
- XII Next Board Meeting: Tuesday, March 1, 2022
- XIII Adjournment

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:

- 2nd 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 3rd 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: operational
- 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

Richards Library

Monthly Statement of Revenues & Expenses

Accrual Basis

January 2022

	<u>Jan 22</u>
Ordinary Income/Expense	
Income	
PUBLIC FUNDING (1e)	171,224
PUBLIC GRANTS (1e)	3,000
OPERATING RECEIPTS	115
NON-OPERATING RECEIPTS	<u>6</u>
Total Income	<u>174,345</u>
Gross Profit	174,345
Expense	
OPERATING EXPENSES	2,483
PAYROLL, WAGES, BENEFITS & EXPE	4,002
COLLECTION & OTHER CAPITAL EXPE	<u>544</u>
Total Expense	<u>7,030</u>
Net Ordinary Income	<u>167,315</u>
Net Income	<u><u>167,315</u></u>

Richards Library
Monthly Funds Activity Report
January 2022

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB CHECKING-Operat & DF (X1)						
Operating Account - GFNB						
Deposit	01/03/2022			Deposit	171,224.00	
Bill Pmt -Check	01/07/2022	6347	HOMETOWN OIL	ACCOUNT 235010		635.27
Bill Pmt -Check	01/07/2022	6348	NATIONAL BUSINESS TECHNOLOGIES*	TONER		35.00
Bill Pmt -Check	01/07/2022	6349	WARRENSBURG WATER DISTRICT	10/01/21-12/31/21		12.00
Deposit	01/09/2022			Deposit	30.00	
Check	01/11/2022	A/W	TIME WARNER CABLE #7701	12/25/21-01/24/22		95.60
Check	01/12/2022	A/W	NATIONAL GRID	12/07/21-01/06/2022		349.09
Check	01/12/2022	A/W	TIME WARNER CABLE #2501	01/04/2022-02/03/2022		124.98
Bill Pmt -Check	01/13/2022	6350	CINTAS			39.52
General Journal	01/14/2022	PAYROLL		-MULTIPLE-		6,285.90
Check	01/15/2022	A/W	NATIONAL BUSINESS LEASING	CONTRACT #25538315		96.56
Deposit	01/16/2022			Deposit	14.00	
Bill Pmt -Check	01/17/2022	6351	PETTY CASH	REPLENISH PETTY CASH		4.54
Check	01/21/2022	6352	FIRST BANKCARD	#4418----4676		1,020.13
Bill Pmt -Check	01/21/2022	6353	ADIRONDACK ONLINE SERVICES			75.00
Bill Pmt -Check	01/21/2022	6354	AMERICAN LIBRARY ASSOCIATION	NON PROFIT ORGANIZATION BASIC DUES		150.00
Bill Pmt -Check	01/21/2022	6355	BAKER & TAYLOR			386.70
Bill Pmt -Check	01/21/2022	6356	GAYATRI HINGWALA			450.00
Deposit	01/23/2022			Deposit	71.00	
Bill Pmt -Check	01/23/2022	6357	BAKER & TAYLOR			668.69
Bill Pmt -Check	01/23/2022	6358	BRALEY & NOXON			18.61
Bill Pmt -Check	01/23/2022	6359	HOMETOWN OIL	ACCOUNT 235010		932.01
Bill Pmt -Check	01/23/2022	6361	NEW ENGLAND SOLAR GUARD	SECURITY FILM		125.00
Total Operating Account - GFNB					171,339.00	11,504.60
ALA Grant Funds						
Deposit	01/03/2022			Deposit	3,000.00	
Total ALA Grant Funds					3,000.00	0.00
Total GFNB CHECKING-Operat & DF (X1)					174,339.00	11,504.60
RESERVE FUNDS						
GFNB Reserve Sav #40392707 (X2)						
Director's Discretionary Fund						
Transfer	01/07/2022			Funds Transfer	0.85	
Transfer	01/07/2022			Funds Transfer	1.27	
Transfer	01/07/2022			Funds Transfer	1.06	
Transfer	01/07/2022			Funds Transfer	1.27	
Transfer	01/07/2022			Funds Transfer	1.27	
Total Director's Discretionary Fund					5.72	0.00
Total GFNB Reserve Sav #40392707 (X2)					5.72	0.00
RESERVE FUND CD's @ GFNB (X2)						
CD #839682 (1 YEAR LADDER)						
Deposit	01/07/2022			Deposit	0.85	
Transfer	01/07/2022			Funds Transfer		0.85
Total CD #839682 (1 YEAR LADDER)					0.85	0.85
CD #839683 (1 YEAR LADDER)						
Deposit	01/07/2022			Deposit	1.27	
Transfer	01/07/2022			Funds Transfer		1.27
Total CD #839683 (1 YEAR LADDER)					1.27	1.27
CD #839684 (3 YEAR LADDER)						
Deposit	01/07/2022			Deposit	1.06	
Transfer	01/07/2022			Funds Transfer		1.06
Total CD #839684 (3 YEAR LADDER)					1.06	1.06
CD #839685 (3 YEAR LADDER)						
Deposit	01/07/2022			Deposit	1.27	
Transfer	01/07/2022			Funds Transfer		1.27
Total CD #839685 (3 YEAR LADDER)					1.27	1.27
CD #839686 (3 YEAR LADDER)						
Deposit	01/07/2022			Deposit	1.27	
Transfer	01/07/2022			Funds Transfer		1.27
Total CD #839686 (3 YEAR LADDER)					1.27	1.27
Total RESERVE FUND CD's @ GFNB (X2)					5.72	5.72
Total RESERVE FUNDS					11.44	5.72
TOTAL					174,350.44	11,510.32

THE RICHARDS LIBRARY



Director's January Report

January 31, 2022

- All three new employees are trained and working new schedule.
- Davis-Ulmer Sprinkler Inspection and Proposal
- Russ from Adirondack Online-Security Cameras
- A1 Duct Cleaning
- Hickory Mountain Chimney & Masonry
- Lawn bid for 2022 up and accepting estimates through 2/18. Only for 2022?
- Staff labelling series throughout all sections, take & make kits, computer support
- Andy's work list: raingarden sign fixed up and re-attached, upstairs bathroom faucet-in progress, Brick Design-in progress
- Girl Scout Troop meeting in Community Room
- Had Director Orientation with Erica, Jill, and Mary from SALS
- Annual Report portal opened 1/28. Report assistance from SALS 2/10.
- Programs:
 - Stretching for Teens
 - Story Time & Activity (used Zoom for *Small Tales* to join)
 - Cooking video: Healthy Swaps w/Gayatri

Upcoming Events & Programs

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

- Stretching for Teens (2/9, 23)
- Reading at *Small Tales* (2/10)
- Cooking video: Funny Face Pizzas w/Gayatri (coming during week of 2/21)
- Story Time & Activity (2/22)

Upcoming staff training

- Libby (Feb)
- Patron Self-Registration (Feb)
- CPR & AED (Mar)
- Sexual Harassment Prevention (Mar)

Statistics for the Year

See attached *2022 Monthly Statistics* with data through 1/29. Missing stats will be made available on 2/1, once released.

Respectfully submitted,

Shelby Burkhardt

Assistant Director

PROPOSAL

Job Name: Warrensburgh Library

Invoice To: Richards Library

Site Address: 36 ELM ST
WARRENSBURG, NY 12885-1625

36 ELM ST
WARRENSBURG, NY 12885-1625

Contact:

Sales Rep: Krebs, Stephanie J

Email: stephanie.krebs@davisulmer.us

Work Description: While onsite performing an inspection on 1/03/2022, deficiencies were found. We propose the following corrective actions:

1. We shall perform a 5 year internal obstruction investigation on (1) dry sprinkler systems and (1) wet sprinkler system - there is no record of these inspections having been performed.

- The systems will be shutdown and drained to allow us to open it in a minimum of four (4) points to perform the obstruction investigation
- Pictures will be taken to document findings
- Upon completion the systems will be returned to service
- The risers will be tagged to indicate date completed
- Documentation will be submitted

2. We shall perform a 3rd year air leakage test on (1) dry sprinkler system using the following method - there is no record of having been performed.

- System air pressure will be locked in at 40 PSI between the systems air maintenance devices and the valve/ riser assembly
- System pressure will be monitored over the course of (2) hours to determine if the systems are losing pressure above allowed minimums
- Upon completion the systems will be returned to service

3. Hydrostatic FDC Testing - Perform a hydrostatic test of the fire department connection. FDC's shall be hydrostatically tested every 5 years as per NFPA *NOTE: This work must be performed after the threat of freezing weather conditions has passed.

4. We shall furnish & install the following gauges which were found to be over 5 years old. As per NFPA, gauges shall be calibrated or replaced every 5 years.

- (3) 0-300 psi water gauges
- (1) 0-80 psi air gauge

5. Perform a site survey of sprinkler heads for both dry sprinkler system. Once complete a list will be compiled to be left in each sprinkler head box.

PROPOSED TOTAL: \$2,460.00



DAVIS-ULMER SPRINKLER COMPANY INC.

25 Post Road, Suite 4
Albany NY. 12205

Proposal: FQ2201040032

Authorized Signature _____ Date: _____

Print Name: _____ PO#: _____

Before and After Photos from A1 Duct Cleaners



Before and After Photos from A1 Duct Cleaners



2022 Monthly Statistics

Month	Att Adult	Att Juv	Comp Use Ad	Comp Use Juv	Circ.	Ref	Holds Placed	Holds Sat	Items W/D	Items Acc	WiFi Conn
January	497	46	76	4	1137	20	370	368	1	97	175
February											
March											
April											
May											
June											
July											
August											
September											
October											
November											
December											
2022 TOTALS	497	46	76	4	1137	20	370	368	1	97	175
	O/A Att 543		O/A Comp 80		O/A Circ. 1137						

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

Board of Education
Warrensburg Central School District
103 Schroom River Road
Warrensburg, NY 12885

February 1, 2022

Dear Superintendent Langworthy & Members of the Board of Education:

The Board of Trustees of The Richards Library, after a review of the Library's budget for FY2023, and having established said budget for FY2023, have decided not to seek an increase to the tax levy of \$214,030.00 for The Richards Library.

Therefore, a proposition on the 2022 Fiscal Budget Vote and School Board Election, slated for Tuesday, May 17, 2022, will not be required.

However, the Board of Trustees of The Richards Library, reserves the right to post a proposition on any future Fiscal Budget Vote and School Board Election, IAW NYS Education Law, Section 259, if an increase in the tax levy is found to be warranted.

Sincerely yours,

Sarah Gebbie-Measeck
President
Board of Trustees of The Richards Library, *et al*

cc: File
Mr. Kevin Geraghty

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.

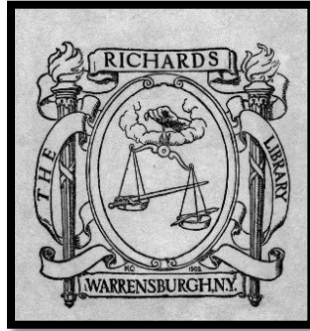
After executive session:

- 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.

The Richards Library



Building Use Policy for the Jeffrey M. Levine Community Room

The following are rules and regulations of The Board of Trustees of The Richards Library. These are effective December 1, 2013 and will be reviewed every 3 or 5 years.

The Board of Trustees makes the Jeffrey M. Levine Community Room, hereafter known as the Community Room, available for uses that will enhance the Library's role as an essential community resource. **All** programs will be held in the Community Room provided they do not impede the delivery of regular public Library Services.

1. Permission to use the Community Room does not constitute Library endorsement of the policies, beliefs, goals or activities of the program sponsor, nor shall any advertisement or publicity indicate endorsement or sponsorship by the Library without prior approval of the Board of Trustees or its Designee.
2. The Library Board of Trustees or its Designee reserves the right to approve or disapprove each application for the use of the Community Room. It may impose added restrictions it deems appropriate for a particular program or use. The Library Director shall be authorized to implement procedures for the use of the Community Room consistent with this Board-approved policy.
3. The Board of Trustees or its Designee may deny, rescind, or cancel any application.
4. Scheduled Library programs take precedence in cases of scheduling conflicts. The Library reserves the right to pre-empt the use of meeting space for Library purposes upon one (1) week notice to the organization requesting the space.
5. The room is scheduled on a first-come, first-served basis and is available at the sole discretion of the Board of Trustees or its Designee. No more than two (2) events will be scheduled per day. Exceptions must be approved by the Library Director.

6. One (1) week notice must be provided in case of cancellation unless the organization is faced with an emergency situation. If the library is closed due to weather conditions, the organization will be notified that the Community Room is not available.
7. In the case of events, the organization must provide a Certificate of Insurance that is acceptable to the Library Board of Trustees or Designee.
8. Use of the room by groups must be in compliance with local codes and regulations.
9. No meeting may have more than 78 people. All applicable fire and building codes must be complied with.
10. Applicants must announce fire exits prior to the start of the meeting/program.
11. The use of open flames or candles in the room is prohibited.
12. Library facilities may be made available to non-library organizations for the pursuit of cultural, educational and non-partisan political activities. Religious organizations are eligible to schedule meetings and events provided they do not hold worship or instructional services at the library.
13. No meetings will be allowed if there is any commercial intent or solicitation for profit or sales from the group, the individual, the organization or business. However, at the discretion of the Board of Trustees or its Designee, the following will be permissible at Library sponsored programs:
 - a. Fund raising to benefit the Library and/or sponsored by the Library, Friends of the Library or other Library-related groups.
 - b. The sale of books, media, and other items by authors or artists as part of a Library program.
14. The Board of Trustees reserves the right to establish limitations on multiple uses of the room by any organization.
 - a. Reservations may not be made for more than three (3) successive months without specific authorization of the Library Director.
 - b. Reservations may not be made for more than two (2) days per month without specific authorization of the Library Director.
15. The room will be available during, and outside of, regular library hours. The hours the community room is available outside of regular library hours is determined by special arrangement with the Board of Trustees or Designee. Use of the room outside library hours

must be obtained by special permission from the Library Board or Designee at least two (2) weeks in advance of the meeting. If a staff member is required outside of regular working hours, compensation for said employee must be met by the organization using the room.

16. Reservations for the room should be made at least two (2) weeks prior to the scheduled program and no more than 3 months in advance. The organization or business should indicate in their registration if they need the AV equipment and whether tables and/or chairs are required.
17. An authorized adult (25 years of age) representative of the group must request the use of the Community Room. This representative will be required to sign a Community Room Reservation Application. By signing the form, the applicant agrees that the rules and regulations regarding the use of the Community Room have been read and understood. Failure to abide by these regulations may disqualify the organization from future use of the room. If the reservation is made for when the library is closed, a prepayment if any is necessary will be required.
18. All organizations are required to notify the Director or Library Designee when the meeting is finished.
19. When the room is scheduled for use by minors, adult supervision (25 years of age) must be present in the room at all times. The adult to child ratio must be appropriate for the age group.
20. All groups are responsible for their set-up in the Community Room. Please allow time for set-up and restacking of chairs and reflect that additional time needed in your reservation application.
21. Any personal or group equipment, supplies, or materials left in the room will be the responsibility of the group reserving the room. The Library assumes no responsibility for any loss or damage to personal property. Any items left for more than 24 hours will become the property of the Library and disposed of as the Library deems appropriate unless prior arrangements have been made.
22. The room must be left neat, clean and orderly. If cleaning is required, a minimum charge of \$25.00 will be assessed and billed to the organization to cover cleaning costs or repairs. The group will be charged for any damage to the equipment or furnishings.
23. Refreshments may be served if noted on the application. However, no hospitality services or custodial assistance will be provided in connection with food service and groups will be responsible for cleaning and removal of all refuse. The Library does not supply porter service or storage space for supplies and equipment.
24. Smoking is prohibited. Alcoholic beverages are prohibited except in the event of fund-raising activities either hosted specifically for the Library or other requesting organizations. There will be no exception for private parties. Events directly related to the Library will be cleared through the current Insurance Agency of record to ensure the proper liability coverage is

available and all rules, Town, County and State, are in compliance. The same will be required of all other organizations that request to use the Library for fund-raising purposes.

25. No object, poster or writing, etc. will be placed on the walls unless the group uses "Post it" papers. No tape, tacks, nails or glue are to be used to affix items to the walls.
26. The Library supplies AV equipment as a courtesy and assumes no responsibility for its availability or proper functioning. No organization may use the equipment unless they have received prior training from the staff. Organizations must arrange for training of the person who will be responsible for using the equipment when reservations are made.
27. The organization agrees to indemnify the Library and hold the same harmless against any and all claims, demands, damages, costs and expenses, including reasonable attorney's fees for defense of such claims, arising out of the organization's use of the Community Room. A representative of the organization must sign the indemnification form.

Adopted: December 1, 2013.

Reformatted and Updated: March 10, 2016.

Reformatted, Revised, Reviewed and Adopted: April 19, 2018

Reviewed, Revised and Adopted: February 4, 2020

Reviewed, Revised and Adopted: