

The Richards Library

Board of Trustee Meeting Minutes

Tuesday, February 1, 2022 @ 10. AM

Present: Sarah Gebbie-Measeck, Becky Lawler, Gina Colburn, John Schroeter, Mary Beadnell, Esther McTague, Shelby Burkhardt, Assistant/Acting Director

Absent: Suzanne Glebus (excused), Susan Matzner (excused)

Meeting called to order 10:05 AM by President Sarah. Meeting minutes of December OK, Minutes for January amended; Consent agenda then approved (Motion by John, seconded by Esther)

Public Expression – N/A for entire meeting

Correspondence – N/A

Director's Report –

*Discussion and updates of recent vendors doing inspections, repairs and service.

*Three new employees trained and working new schedules.

*Update on Andy's work list.

*Several programs scheduled during February

* Annual report portal now open.

Committee reports-

***Outreach** – quarantine in place but going well

***Budget and Finance-** Revised tax levy letter to send to WCS Bd. of Education, cc to K. Geraghty

***Policy-** Policy for use of Jeffrey M. Levine Community Room approved. (Motion by John, seconded by Esther). Board voted to review all policies on a five year rotation. (Motion by Becky, seconded by John).

Old Business-

- *SALS Construction Grant Electrical Survey is scheduled for February.
- *2022 Lawn Care bids solicited

New Business-

- *Sexual Harassment training will be scheduled for March
- *Mary will attend Thurman Town Board meeting Thurs. 3/17.
- *Conflict of Interest forms will be signed at next meeting
- *Name on Credit Card needs to be changed – Gina will facilitate this

Next Meeting- Tuesday, March 1, 2022 (No workshop needed Feb. 15)

Adjournment – 11:09 AM (Motion by John, seconded by Sarah)

(Respectfully submitted by Esther McTague)

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