

THE RICHARDS LIBRARY



The Board of Trustees Meeting Agenda

Tuesday, April 5th, 2022 @ 10:00 AM

In the Jeffrey M. Levine Community Room

- 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: n/a
 - c. Building & Grounds: n/a
 - d. Ad Hoc: n/a
 - e. Outreach: John
 - f. Policy: n/a
- VII Old Business
 - Hickory Mtn Chimney & Masonry– *additional email and phone call, no reply yet*
 - SALS Construction Grant/Electrical Survey- *awaiting survey, emailed*
 - Lawn care bids for 2022– *one submission so far*
 - Book Challenges- *schedule upcoming workshop time*
 - 2022 SALS Construction Challenge Grant- *not at this time*
- VIII New Business
 - That's My Brick Legacy Project- *see attached*
 - Arbor Day with Warren County Soil and Water- *see email attached*
- IX Other Business
 - Report from March Thurman Town Board Meeting.
 - Sue and Shelby attending April Warrensburg Town Board Meeting (4/13 @ 7:00p). Need volunteer for March Thurman Town Board Meeting (5/19 @ 6:30p).
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, April 19, 2022
- XII Next Board Meeting: Tuesday, May 3, 2022
- XIII Adjournment

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, March 1, 2022 @10:00 am

Present: Esther McTague, John Schroeter, Sarah Gebbie-Measeck, Becky Lawler, Susan Matzner, Mary Beadnell, and Shelby Burkhardt, Library Director

Excused: Gina Colburn, Suzanne Glebus

Meeting called to order at 10:07am

Consent agenda approved. Motion made by John and seconded by Susan and approved by board.

Public Expression: None

Correspondence: None

Director's report:

- Discussion of inspections, repairs and service
- Water issue in basement resolved
- Updated Andy's list
- Annual Report going out to SALS 3/1.
- Article for Sun being written
- Planning summer programs
- Take and make crafts available every Friday

Committee Reports:

- Personnel Committee: n/a
- 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

- Hickory Mtn Chimney & Masonry – no update, need pictures of Chimney Cap and inquiry for additional work.
- Davis Ulmer Sprinkler Inspection & Proposal – motion made by John to approve further inspections, seconded by Esther, board approved.
- SALS construction grant/Electrical Survey – awaiting survey
- Sexual Harassment Prevention training – March 15 @10am
- Conflict of Interest forms completed
- Name change on credit card completed and new card received
- Oath of Office administered to Shelby as Library Director

New Business

- Face Masks in Library – will follow county and state guidance, Warren County low risk so masks will be optional starting Mar 2. Motion made by Susan and seconded by Mary, board approved.
- Book Challenge – SALS virtual training 3/11
- Annual Report - motion made by Becky to approve, Seconded by Mary, approved by board.
- Plumbing for upstairs bathroom, new faucet needed.

Other Business:

- Sarah attended the February Warrensburg Town Board meeting and let them know the library was open
- Mary will attend the Thurman town meeting in March, Susan will attend the April Warrensburg town meeting with Shelby
- Committee Workshop on 3/15
- Next board meeting on 4/5
- Need to push out strategic plan to 2024 due to Covid.

Meeting adjourned at 11:28am (Motion by Susan, seconded by John).

Approved by the Board of Trustees of the Richards Library on

Richards Library

Monthly Statement of Revenues & Expenses

Accrual Basis

March 2022

	<u>Mar 22</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	322
NON-OPERATING RECEIPTS	205
Total Income	<u>527</u>
Gross Profit	527
Expense	
OPERATING EXPENSES	4,262
PAYROLL, WAGES, BENEFITS & EX...	10,576
COLLECTION & OTHER CAPITAL EX...	682
Total Expense	<u>15,520</u>
Net Ordinary Income	-14,993
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	3,979
Total Other Expense	<u>3,979</u>
Net Other Income	<u>-3,979</u>
Net Income	<u><u>-18,972</u></u>

Richards Library Monthly Funds Activity Report

March 2022

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #-6131 -Operat & DF (X1)						
Operating Account - GFNB						
Check	03/01/2022	A/W	TIME WARNER CABLE #7701	2/25/22-03/24/22		94.21
Bill Pmt -Check	03/03/2022	6381	BACKGROUND ASSURANCE SERVICES	EMPLOYEE BACKGROUND CHECK KEITH		57.00
Bill Pmt -Check	03/03/2022	6382	BALLSTON SPA PUBLIC LIBRARY	ROMANCING MISTER BRIDGERTON		7.00
Bill Pmt -Check	03/03/2022	6383	CINTAS			39.52
Bill Pmt -Check	03/03/2022	6384	SOUTHERN ADIRONDACK LIBRARY SYSTEM	MOVIE LICENSE 03/01/22-02/28/2023		207.00
Deposit	03/06/2022			Deposit	66.00	
Bill Pmt -Check	03/08/2022	6385	BAKER & TAYLOR	BOOKS		87.67
Bill Pmt -Check	03/08/2022	6386	BRALEY & NOXON			40.15
Bill Pmt -Check	03/08/2022	6387	SI KIDS	SPORTS ILLUSTRATED KIDS 2YRS		49.96
General Journal	03/11/2022	PAYROLL		-MULTIPLE-		4,903.86
Check	03/12/2022	A/W	VERIZON	2/22/22-03/21/22		32.10
Deposit	03/13/2022			Deposit	87.00	
Check	03/15/2022	A/W	NATIONAL BUSINESS LEASING	1/15/22 - 2/14/22 INVOICE #75203245		96.56
Bill Pmt -Check	03/18/2022	6388	BAKER & TAYLOR	BOOKS		15.83
Bill Pmt -Check	03/18/2022	6389	BRALEY & NOXON	MISC NUTS & BOLTS		8.98
Bill Pmt -Check	03/18/2022	6390	COMMERCE BANK			522.40
Bill Pmt -Check	03/18/2022	6391	CURTIS LUMBER	WATER STOP CEMENT		14.99
Bill Pmt -Check	03/18/2022	6392	FIRST BANKCARD	#4418--4676		102.35
Bill Pmt -Check	03/18/2022	6393	HOMETOWN OIL	ACCOUNT 235010		1,096.64
Deposit	03/20/2022			Deposit	63.00	
Check	03/21/2022	A/W	TIME WARNER CABLE #2501	03/04/22-04/03/22		129.98
Bill Pmt -Check	03/22/2022	6394	BAKER & TAYLOR	BOOKS		351.78
Bill Pmt -Check	03/22/2022	6395	BRALEY & NOXON			69.95
Bill Pmt -Check	03/22/2022	6396	NATIONAL BUSINESS TECHNOLOGIES*	2/01/22-2/28/22		54.78
Bill Pmt -Check	03/22/2022	6397	SOUTHERN ADIRONDACK LIBRARY SYSTEM	2022-2 WARREN		368.70
General Journal	03/25/2022	PAYROLL #1		-MULTIPLE-		5,514.65
General Journal	03/25/2022	PAYROLL #2		-MULTIPLE-		88.75
Deposit	03/27/2022			Deposit	106.00	
Check	03/28/2022	A/W	NATIONAL GRID	02/04/22-03/07/2022		393.05
Bill Pmt -Check	03/30/2022	6398	BAKER & TAYLOR	BOOKS		89.52
Bill Pmt -Check	03/30/2022	6399	CINTAS			25.40
Bill Pmt -Check	03/30/2022	6400	HOMETOWN OIL	ACCOUNT 235010		736.41
Bill Pmt -Check	03/30/2022	6401	LAWLER, BECKY	CHECK ENVELOPES		29.95
Bill Pmt -Check	03/30/2022	6402	SOUTHERN ADIRONDACK LIBRARY SYSTEM	Materials Barcode Labels		21.93
Total Operating Account - GFNB					322.00	15,251.27
Total GFNB #-6131 -Operat & DF (X1)					322.00	15,251.27
RESERVE FUNDS						
GFNB Reserve Sav #40392707 (X2)						
Director's Discretionary Fund						
General Journal	03/07/2022	CD #839682		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	0.77	
General Journal	03/09/2022	CD #839683		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	1.15	
General Journal	03/09/2022	CD #839684		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	0.96	
General Journal	03/09/2022	CD #839685		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	1.15	
General Journal	03/09/2022	CD #839686		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	1.15	
Total Director's Discretionary Fund					5.18	0.00
Total GFNB Reserve Sav #40392707 (X2)					5.18	0.00
RESERVE FUND CD's @ GFNB (X2)						
CD #839682 (1 YEAR LADDER)						
General Journal	03/07/2022	CD #839682		RESERVE CD INTEREST EARNED	0.77	
General Journal	03/07/2022	CD #839682		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		0.77
Total CD #839682 (1 YEAR LADDER)					0.77	0.77
CD #839683 (1 YEAR LADDER)						
General Journal	03/09/2022	CD #839683		RESERVE CD INTEREST EARNED	1.15	
General Journal	03/09/2022	CD #839683		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		1.15
Total CD #839683 (1 YEAR LADDER)					1.15	1.15
CD #839684 (3 YEAR LADDER)						
General Journal	03/09/2022	CD #839684		RESERVE CD INTEREST EARNED	0.96	
General Journal	03/09/2022	CD #839684		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		0.96
Total CD #839684 (3 YEAR LADDER)					0.96	0.96
CD #839685 (3 YEAR LADDER)						
General Journal	03/09/2022	CD #839685		RESERVE CD INTEREST EARNED	1.15	
General Journal	03/09/2022	CD #839685		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		1.15
Total CD #839685 (3 YEAR LADDER)					1.15	1.15
CD #839686 (3 YEAR LADDER)						
General Journal	03/09/2022	CD #839686		RESERVE CD INTEREST EARNED	1.15	
General Journal	03/09/2022	CD #839686		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		1.15
Total CD #839686 (3 YEAR LADDER)					1.15	1.15
Total RESERVE FUND CD's @ GFNB (X2)					5.18	5.18
Total RESERVE FUNDS					10.36	5.18
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB (X1)						
Non-Designated Funds - S/A						
Bill Pmt -Check	03/08/2022	217	DAVIS-ULMER	1052-F115209		2,460.00
Total Non-Designated Funds - S/A					0.00	2,460.00
Regina Porter Bequest Funds						
Bill Pmt -Check	03/08/2022	218	BJ'S ARTWORKS FRAMING GALLERY STUDIO			1,519.00
Total Regina Porter Bequest Funds					0.00	1,519.00
Total Special Acc't #5976 - GFNB (X1)					0.00	3,979.00
Total TEMPORARY - RESTRICTED BY BOARD					0.00	3,979.00
Total RESTRICTED FUNDS					0.00	3,979.00
TOTAL					332.36	19,235.45

THE RICHARDS LIBRARY



Director's Report

March 31, 2022

- Two paintings returned and new one sent with Bev Saunders. Look fantastic!
- Davis-Ulmer Fire Protection completed additional inspections 3/9. Passed.
- Andy's work list: upstairs bathroom toilet-in progress (faucet completed), Brick Design-in progress, employee stair railing-in progress
- Community room used by: Girl Scouts, WHS, and SUNY Albany.
- Attended Teen's Summer Reading Workshop, meeting with Jen Casabonne
- Annual Report submitted to NYS.
- Article written by Thom Randall for the Sun, "New Library Director Envisions Outreach to All Ages"
- Programs:
 - Stretching for Teens- *offered*
 - Story Time & Activity
 - Read at Small Tales
 - Take and Make Crafts – *popular*
 - Tech Help

Upcoming Events & Programs

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

- Tech Help, Tuesdays & Thursdays, 3:00-5:00p
- New *Take and Make Crafts* each Friday
- Stretching for Teens (4/6, 20)
- Reading at *Small Tales* (4/14)
- Story Time & Activity (4/26)

Upcoming staff training

- CPR & AED (Apr/May)- rescheduled by instructor

Statistics for the Year

See attached *2022 Monthly Statistics*. Increase in adult and adolescent March attendance. We are seeing faces that haven't been in since shutdown in 2020.

Respectfully submitted,

Shelby Burkhardt

Library Director

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	379	51	73	0	1084	18	373	341	4	106	148
March	631	87	105	1	1332	20	468	436	44	117	196
April											
May											
June											
July											
August											
September											
October											
November											
December											
2022 TOTALS	1507	184	254	5	3553	58	1211	1145	49	320	519
	O/A Att 1691		O/A Comp 259		O/A Circ. 3553						

QUOTE



-Parcson Land Management-

[A division of NEW YORK RETAIL CONVERSIONS]
PO Box 291
Warrensburg, New York [12885]
(518)243-8383
www.Parcson.us

BILL TO

The Richards Library
36 Elm Street, Warrensburg, NY 12885
<https://therichardslibrary.com/>
(518) 623-3011
sburkhardt@sals.edu

QUOTE

3660 (Mowing
Season,

QUOTE DATE

SpringCleanup)
02/14/2022

DESCRIPTION	AMOUNT
DESCRIPTION: One Time Spring Cleanup \$450	450.00
Mowing services (May 1st-Oct 1st) (Bi-weekly) \$180 Per service, Billed Monthly.	0.00
TOTAL	\$450.00

Thank you

TERMS & CONDITIONS

NOTICE:

Please confirm acceptance of this quote as soon
as possible to be added to the schedule.

That's My Brick: Legacy Project



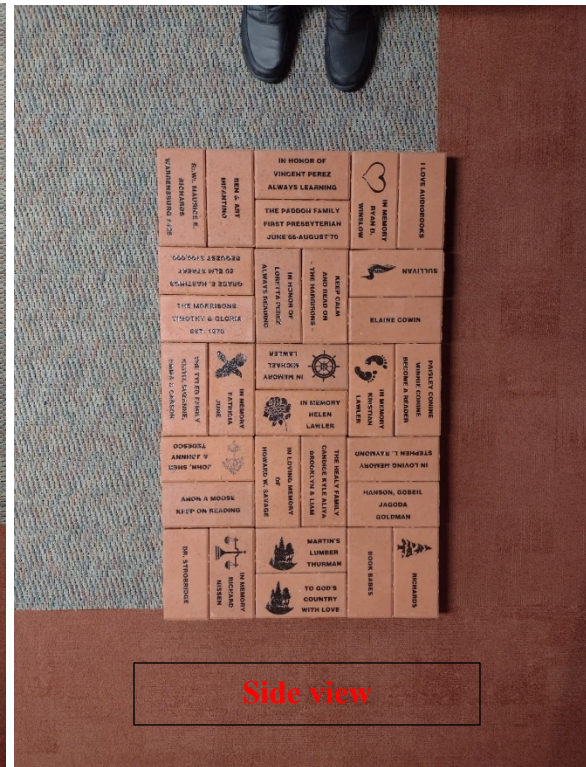
Location: Bricks lining both sides of the sidewalk starting at the top of the hill by the front steps, leading to the street.

Process: We will lay bricks on both sides of the sidewalk in 10' increments. Sidewalk estimated to be 100'. Will need 300 bricks per increment.

Needed: Curbstone, concrete, or pressure treated lumber on the outer edge to help hold bricks in place.



Forward facing view



Side view

Images: 30 bricks, 2'x 3.3'(LxW). Pattern based on basketweave brick layout.

Celebrate Arbor Day with Warren County Soil & Water

Maren Stoddard <marens@warrenswcd.org>

Thu 3/31/2022 3:37 PM

Hi All,

We are offering Arbor Day programs throughout Warren County again this year for school groups, libraries and organizations! The District supply a sugar maple or white spruce and do an outdoor presentation on the history of Arbor Day, the importance of trees and more! Applications are due by April 14th and we encourage you all to apply or share with other groups who may be interested. We are offering Sugar Maple and White Spruce this year but can also make recommendations for other species based on the planting site. We ask that programs be scheduled during the month of May.

Applications can be found at <https://warrenswcd.org/arbor-day/>

Feel free to contact me with any questions you may have and we hope to celebrate with you all!

Maren Stoddard
District Technician

Warren County Soil and Water Conservation District
394 Schroon River Road
Warrensburg, NY 12885
Cell: 518.538.8116
Office: 518.623.3119
marens@warrenswcd.org

Looking for info about the Tree and Shrub Seedling Sale? Visit our website at <https://warrenswcd.org/tree-and-shrub-program/>

43°30'45.53" N
73°44'59.59" W