

THE RICHARDS LIBRARY



The Board of Trustees Meeting Agenda

Tuesday, May 3rd, 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
 - That's My Brick Legacy Project Donor Recognition
- VIII New Business
 - Donation from Sarah F.
 - Compliance Officer
- IX Other Business
 - Report from Warrensburg Town Board Meeting (4/13).
 - Esther attending Thurman Town Board Meeting (5/19 @ 7:00p). Need volunteer for Warrensburg Town Board Meeting (6/15 @ 7:00p).
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, May 17, 2022
- XII Next Board Meeting: Tuesday, June 7, 2022
- XIII Adjournment

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, April 5, 2022 @10:00 am

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

Excused: Suzanne Glebus

Meeting called to order at 10:05am

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
- Reviewed updated Andy's list
- Annual Report submitted to NYS
- Article in The Sun
- On-going programs listed on website, Facebook and flyers
- Take and make crafts available every Friday
- Two paintings returned and new one sent to Bev Saunders

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: discussed concerns about possible impact of pressure washing building. Will use hose to clean instead.

Old Business

- Hickory Mtn Chimney & Masonry – no update, need pictures of Chimney Cap and possible future work
- SALS construction grant/Electrical Survey – awaiting survey
- Lawn care bids. Motion by Susan to have Director hire for lawn care, seconded by John, approved by board
- Book Challenges
- No workshop in April, next board workshop May 17
- 2022 SALS Construction Challenge Grant – not applying because can't use money for current projects. Director is looking for a grant to improve accessibility.

New Business

- That's my Brick - will recognize Donors, need to design layout and create a poster to demonstrate to potential buyers
- Plaque for previous Directors
- Arbor Day program- no tree
- Esther was sworn in as a board member

Other Business:

- Mary attended the Thurman town meeting in March, Esther will go in May
- Susan will attend the April Warrensburg town meeting with Shelby
- Next board meeting on May 3 at 10:00am

Meeting adjourned at 11:05am (Motion by Mary, seconded by Susan).

Approved by The Board of Trustees of The Richards Library on

DRAFT

Richards Library
Monthly Statement of Revenues & Expenses
April 2022

Accrual Basis

	<u>Apr 22</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	540
NON-OPERATING RECEIPTS	<u>6</u>
Total Income	<u>546</u>
Gross Profit	546
Expense	
OPERATING EXPENSES	2,653
PAYROLL, WAGES, BENEFITS & EX...	10,882
COLLECTION & OTHER CAPITAL EX...	<u>848</u>
Total Expense	<u>14,383</u>
Net Ordinary Income	<u>-13,837</u>
Net Income	<u><u>-13,837</u></u>

Richards Library
Monthly Funds Activity Report
April 2022

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #--6131 -Operat & DF (X1)						
Operating Account - GFNB						
Deposit	04/03/2022			Deposit	42.00	
Bill Pmt -Check	04/04/2022	6403	BRALEY & NOXON			34.56
Bill Pmt -Check	04/04/2022	6404	WARRENSBURG WATER DISTRICT	1/01/22-3/31/22		12.00
General Journal	04/08/2022	PAYROLL		-MULTIPLE-		5,488.17
Deposit	04/10/2022			Deposit	79.00	
Check	04/11/2022	A/W	TIME WARNER CABLE #7701	3/25/22-04/24/22		94.21
Check	04/12/2022	A/W	VERIZON	3/22/22-04/21/22		32.10
Bill Pmt -Check	04/15/2022	6405	BAKER & TAYLOR			9.70
Bill Pmt -Check	04/15/2022	6406	BRALEY & NOXON			38.96
Bill Pmt -Check	04/15/2022	6407	NATIONAL BUSINESS TECHNOLOGIES*	2/28/22-3/30/22		80.11
Bill Pmt -Check	04/15/2022	6408	TASTE OF HOME	1 YEAR SUBSCRIPTION		8.00
Check	04/16/2022	6409	COMMERCE BANK	#--1705		443.32
Deposit	04/17/2022			Deposit	85.00	
Check	04/21/2022	A/W	TIME WARNER CABLE #2501	4/4/22-5/3/22		129.98
Bill Pmt -Check	04/21/2022	6410	SOUTHERN ADIRONDACK LIBRARY SYSTEM	AUTOMATION FEES - MARCH 2022		368.70
General Journal	04/22/2022	PAYROLL		-MULTIPLE-		5,324.02
Deposit	04/24/2022			Deposit	334.25	
Bill Pmt -Check	04/25/2022	6411	BAKER & TAYLOR			688.39
Bill Pmt -Check	04/25/2022	6412	BRALEY & NOXON	WHEELBARROW		64.99
Bill Pmt -Check	04/25/2022	6413	CINTAS			47.82
Bill Pmt -Check	04/25/2022	6414	CURTIS LUMBER	4X8-5/8-19/32 CDX LUMBER		54.99
Bill Pmt -Check	04/25/2022	6415	HOMETOWN OIL	ACCOUNT 235010		890.82
Check	04/27/2022	A/W	NATIONAL GRID	3/7/22-4/6/22		293.98
Total Operating Account - GFNB					540.25	14,104.82
Total GFNB #--6131 -Operat & DF (X1)					540.25	14,104.82
RESERVE FUNDS						
GFNB Reserve Sav #40392707 (X2)						
Director's Discretionary Fund						
General Journal	04/07/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	0.85	
General Journal	04/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	1.27	
General Journal	04/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	1.06	
General Journal	04/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	1.27	
General Journal	04/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...	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)						
General Journal	04/07/2022	CD #839...		RESERVE CD INTEREST EARNED	0.85	
General Journal	04/07/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		0.85
Total CD #839682 (1 YEAR LADDER)					0.85	0.85
CD #839683 (1 YEAR LADDER)						
General Journal	04/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.27	
General Journal	04/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		1.27
Total CD #839683 (1 YEAR LADDER)					1.27	1.27
CD #839684 (3 YEAR LADDER)						
General Journal	04/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.06	

Richards Library
Monthly Funds Activity Report
 April 2022

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
General Journal	04/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		1.06
Total CD #839684 (3 YEAR LADDER)					1.06	1.06
CD #839685 (3 YEAR LADDER)						
General Journal	04/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.27	
General Journal	04/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		1.27
Total CD #839685 (3 YEAR LADDER)					1.27	1.27
CD #839686 (3 YEAR LADDER)						
General Journal	04/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.27	
General Journal	04/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUN...		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					551.69	14,110.54

THE RICHARDS LIBRARY



Director's Report

April 30, 2022

- Northern Mechanical Services-serviced HVACs and brought additional furnace filters, awaiting quote for insulation replacement
- Gravel delivered to prevent leaking in basement, hauling dirt away next week
- Wi-fi/ethernet internet issues 19th-22nd
- Nature's Green Landscaping and Lawncare for 2022
- Placing two ads with Warrensburg Museum and Chamber of Commerce in North Country Living Magazine and Northern Living Vacation Rental
- Artifacts- acquiring supplies, processing, and reorganizing archives
- Community room used by: Warrensburg Beautification and WHS for NYS Historic Homeownership Rehabilitation Tax Credit Workshop-*working to set-up ethernet*
- Programs:
 - Stretching for Teens - *offered*
 - Story Time & Activity
 - Read at Small Tales
 - Take and Make Crafts – *positive feedback from patrons*
 - 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, 2:00-5:00p (*hours increased*)
- New *Take and Make Crafts* each Friday
- Stretching for Teens (5/4, 18)
- Reading at *Small Tales* (5/19)
- The Richards Library: Past, Present, and Future Community Conversation (5/21)
- Needle Felting w/Filomena (5/24)
- The Richards Library: Past, Present, and Future Community Conversation (5/24)
- Story Time & Activity (5/31)

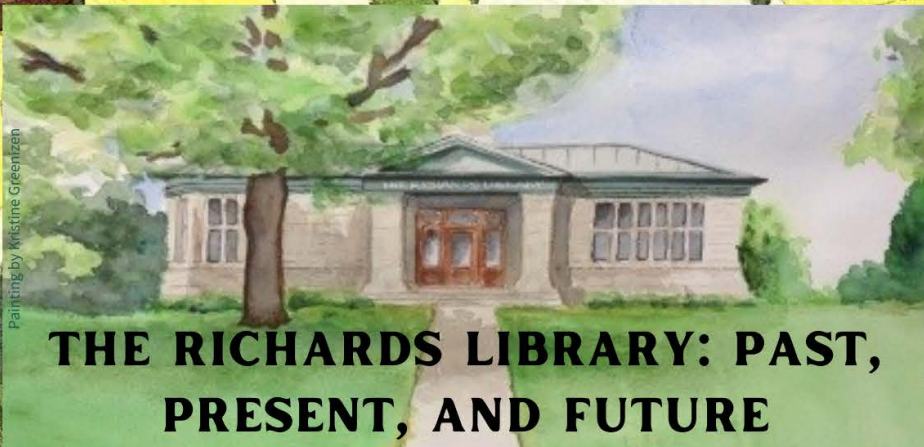
Statistics for the Year

See attached *2022 Monthly Statistics*. Wi-fi usage increased due to juveniles using the patio after school and the days the ethernet was down.

Respectfully submitted,

Shelby Burkhardt

Library Director



THE RICHARDS LIBRARY: PAST, PRESENT, AND FUTURE

Through the aid of an American Library Association grant, The Richards Library will be hosting community conversations to:

- brainstorm ways to grow our young adult section
- gather interests for future programs and library resources for all ages

Join us in the Jeffrey M. Levine Community Room
Saturday, May 21st from 10 to 11am

or

Tuesday, May 24th from 5 to 6pm

We will:

- have a brief presentation on the history of The Richards Library
- share photographs of our current YA space and examples from other SALS libraries
- break into smaller discussion groups to brainstorm resources and programs for young adults and other ages

Who is invited:

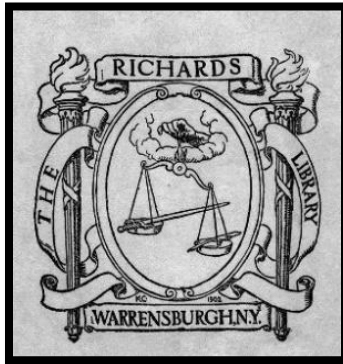
Community members from Warrensburg and Thurman, NY, and patrons of The Richards Library. We encourage people of all ages to come dream, share ideas and experiences.

Surveys will be available at the Circulation Desk for those unable to attend the community conversations.

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	561	85	92	2	1267	12	431	447	2	101	242
May											
June											
July											
August											
September											
October											
November											
December											
2022 TOTALS	2068	269	346	7	4820	70	1642	1592	51	421	761
	O/A Att 2337		O/A Comp 353		O/A Circ. 4820						

The Richards Library Policies



Whistleblower Policy

The following are rules and regulations approved by The Board of Trustees of The Richards Library. These rules are effective 9 March 2021 and will be reviewed bi-annually.

General

The Richards Library (the Library) requires Trustees, the Director, employees (part-time and qualified substitutes) [hereby also referred to as Protected Persons] who provide substantial services to the Library to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Representatives of the Library must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The Objective of this Whistleblower Policy is to encourage and enable Protected Persons without fear of retaliation, to raise concerns regarding suspected unethical or illegal conduct on a confidential or anonymous basis so that the Library can address and correct inappropriate conduct.

Reporting Responsibility

It is the responsibility of all Protected Persons to report in good faith any concerns they may have regarding actual or suspected activities which may be illegal or in violation of Library policies or ethical or legal standards of any kind.

No Retaliation

No Protected Person who in good faith reports an actual or suspected ethics or legal violation shall suffer harassment, retaliation or adverse employment consequence. Any Trustee or Staff member who retaliates against someone who has reported such a violation in good faith is subject to discipline, up to and including, termination of employment.

Reporting Violations

Protected Persons should report their questions, concerns, suggestions or complaints to the Compliance Officer. Trustees, officers, the Director and all employees are required to report suspected ethics violations to the Library's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. The Library's Compliance Officer is Esther McTague of the Board of Trustees. Protected Persons may contact the Library's Compliance Officer directly.

Compliance Officer

The Library's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at their discretion, shall advise the Board of Trustees. The Compliance Officer has direct access to the Board of Trustees and is required to report to the Board of Trustees at least annually on compliance activity.

Accounting and Auditing Matters

The Financial Officer and Treasurer shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Board of Trustees of any such complaint and work with the Board until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false, will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the Protected Person may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the Protected Person and acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer

Esther McTague

Distribution: A copy of this policy is to be distributed to all Trustees, the Director and all employees (part-time and qualified substitutes) who provide substantial services to the Library

Approved and Adopted by the Board of Trustees on 9 March 2021