

The Richards Library  
Board of Trustees Meeting Minutes  
Tuesday, September 6, 2022 @10:00 am

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

Special Guest: Sara Dallas

Excused Absence: Suzanne Glebus

Meeting called to order at 10:02am

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

Public Expression: None

Correspondence: None

Director's report:

- Northern Mechanical replaced condenser line sets and additional wrapping
- Smoking by HVACs is being addressed
- NYS Construction Grant is being submitted today
- Barrier Free Elevators provided maintenance
- A number of programs were held in August
- Some programs planned for September
- Monthly statistics remained stable

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: September Workshop to review 2023 and draft 2024 budget Tuesday, September 20 at 10am
- Building and Grounds: additional plants going into the native plants garden in September
- Outreach: going well, John is doing an earlier drop off
- Policy: Collection Development Policy/Binder – made change to grammar of page 4, paragraph 5 Archives. Susan made a motion to approve as edited, seconded by John and approved by board.

Old Business

- FY 2022-2023 State Aid for Library Construction
  - Will be submitted today, awaiting final quotes and matching funds verification
  - It may take up to a year to hear about funding approval
- Hickory Mountain Chimney and Masonry was sent pictures regarding chimney cap and re-pointing for estimates
- Electrical survey waiting for invoice, will reach out to NY Fire & Security for carbon monoxide alarms to be installed.

- Black fencing by wall – John made a motion to exceed the Grounds Repair and Maintenance budget by cost of fencing and necessary supplies, up to \$2,000. Seconded by Mary and approved by board.
- WLGS – 4 spots rented, 1 spot possibly rented

Other Business:

- Sue attended the August Warrensburg Town Meeting and presented information about the Library
- Esther will attend the September Thurman Town meeting 9/15
- Sarah will attend the October Warrensburg Town meeting 10/12
- Sarah will be mulching the garden; the cost of mulch is covered by a grant. Future mulch purchases will need to be added to future budgets
- Sara Dallas from SALS spoke to the board
  - Suggestions included purchasing cyber insurance and reminders that all Trustees must have 2 hrs of CE yearly starting Jan. 2023

Public Expression: none

Next Board Workshop: September 20, 2022 At 10:00am

Next Board Meeting : Tuesday, October 4, 2022 at 10:00am

Meeting adjourned at 11:09am (Motion by Mary, seconded by John).

**Approved by The Richards Library Board of Trustees on**