

The Richards Library  
Board of Trustees Meeting Minutes  
Tuesday, February 7, 2023 @ 10:00 AM

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

Excused: Suzanne Glebus and Becky Smith-Lawler

Meeting called to order at 10:02 AM

Consent agenda approved. Motion made by John, seconded by Susan.

Public Expression: None

Education: Reviewed roles and responsibilities handout of Trustee vs Director Responsibilities as noted in the Handbook for Library Trustees of New York State.

Correspondence: Thank you letter from Presbyterian Church for our Food for Fines donation.

Director's Report:

- Opened at noon on 1/23 due to weather conditions.
- We were accepted into OATS Program through SALS. We will receive funding to offer technology literacy to older adults.
- In the Director's Council it was noted that the Overdrive/Libby blocks have been reinstated in order to share collections with other libraries.
- New fax and copy prices have been put in place.
- Met with Michelle at NBT about a new copier, which will be smaller and the lease price will decrease.
- The NYS Annual Report portal is open and due by 3/1.
- The Girls Couts and La Bella Associates (for the Warrensburg Comprehensive Planning) used the Community Room.
- Monthly statistics discussed.
- January programs and upcoming programs and events were discussed.

Committee Reports:

- Personnel: n/a
- Ad Hoc: n/a
- Budget & Finance: Reviewed letters for WCSD Board of Education at 1/17/23 Workshop meeting.
- Outreach: John – can now enter the County home for deliveries of books
- Policy: n/a

Old Business

- SALS Construction Challenge Grant 2023 – Will apply for grant to help defray the cost of hiring Butler, Rowland, Mays to create a proposal to help us prioritize and fund basic maintenance and future "dreams" for the Library building.

#### New Business

- Will proceed with an energy efficiency audit from Green New York Energy Study.
- Accepted into OATS Program through SALS. We will receive stipend and kits to offer technology literacy to older adults. Training starts 2/14.
- Board approved motion for the President to sign the Joint Automation Library Agreement, motion made by John and seconded by Susan.

#### Other Business

- Library Advocacy Day is 2/28. Shelby and Sarah will join via zoom meetings hosted through SALS.
- Ester attended the Thurman town board meeting on 1/19. She reported that we don't need to provide a bulletin board for the Town of Thurman. They have their own system in place to display our materials. The library can help the town advertise Thurman events.
- Sue will attend the Warrensburg Town meeting on 2/8 at 7 PM.
- Need a volunteer for the Thurman meeting on 3/16 at 5 PM.
- Director will check with SALS regarding document retention.
- Trustees asked clarifying questions about the 2 hours of continuing education required each year now. Sarah referenced the email from Sara Dallas at SALS with the sign up link for the Trustee Handbook Book Club.

Public Expression: none

Motion to go into Executive Session made by Sarah and seconded by John at 11:03 AM (Mary and Gina left).

Motion to exit Executive Session made by Sarah and seconded by John at 11:11 AM.

The board took the following actions during Executive Session:

1. Designate \$11,000 of unused funds equally into the 2023, 2024 and 2025 budgets for additional operating expenses.
2. Amend Library Director's contract to increase the annual salary by \$3,000 for 2023 (retroactively to the beginning of the year).
3. Amend the 2023 and 2024 budgets for additional operating expenses.

Next Board Workshop: cancelled for February

Next Board Meeting: Tuesday, March 7, 2023 at 10:00 AM

Meeting adjourned at 11:14am, motion by John, seconded by Esther.

**Approved by The Richards Library Board of Trustees on March 7, 2023.**