

The Richards Library  
Board of Trustees Meeting Minutes  
Tuesday, January 3, 2023 @ 10:00 am

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

Meeting called to order at 10:02am

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

Public Expression: None

Education: Difference between an Association Library and a Public Library discussed.

Correspondence: Christmas Cards received from vendors and patrons passed around. Request from LaBella Associates to use the Community Room to discuss town plan.

Director's report:

- Bev Saunders returned two pieces and sent 4 more
- Library closed 12/16 due to weather conditions
- Food for Fines donations
- Warren County Volunteer duties discussed
- Reviewed updated list for Andy
- December programs reviewed
- Statistics for year discussed
- Upcoming programs and events discussed

Committee Reports:

- Personnel Committee: Director's evaluation to be discussed in executive session
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds: n/a
- Outreach: going well, John is doing an earlier drop off
- Policy: Emergency Preparedness to be reviewed in February

Old Business

- 2023 Meeting Calendar reviewed
- SALS Construction Challenged Grant 2023 – will have answers for next meeting
- Archives – discussed what pieces need to be cleaned next.

New Business

- 2023 Compliance calendar reviewed
- Fax and copy prices discussed
  - Will decrease fax price. New price to be determined.
  - Copy charges: B/W now \$0.10 per side, Color still \$0.25 per side.

Other Business:

- Mary reported on the December Warrensburg Town Meeting.
- Esther will attend the January Thurman Town meeting.
- Susan will attend the February Warrensburg Town meeting.

Public Expression: none

Motion to go into Executive session made by John and second dd by Suzanne at 11:08

Motion to end Executive session made by Susan and seconded by John at 11:45

Next Board Workshop: Tuesday, January 17, 2023 at 10:00am

Next Board Meeting : Tuesday, February 7, 2023 at 10:00am

Meeting adjourned at 11:46 (Motion by Mary, seconded by Suzanne).

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