

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, March 7, 2023**

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

Excused: Suzanne Glebus

Meeting called to order at 10:03am

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

Education: Duties of Trustees focusing on care, loyalty and obedience.

Correspondence: Save the date received from SALS for annual meeting in May.

Director's report:

- Library passed annual sprinkler inspection
- Additional work is needed to pass the biannual elevator maintenance inspection
- OATS Training started
- Opened at 1:00pm on 2/23 due to weather conditions
- NYS Annual Report submitted to SALS
- Monthly statistic discussed
- February programs and upcoming programs and events discussed

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds: n/a
- Outreach: outreach is going well
- Policy: n/a

Old Business

- SALS Construction Challenge Grant 2023 discussed
 - can use the grant to help defray cost of consultant. Max amount is \$5000
- Library Advocacy Day
 - Sarah and Shelby reached out to our state legislators, Matt Simpson and Dan Stec, via Zoom with SALS staff.

New Business

- 2022 Annual Report
 - Discussed aligning of board terms
 - Motion by John to approve report, seconded by Susan and approved
- NBT Copier Purchase
 - Discussed how purchase of copier will be less costly than leasing

- Motion by John to approved purchase using funds from operating savings, seconded by Susan and approved by board.

Other Business:

- Susan attended the February Warrensburg Town meeting and updated town on library programs
- Mary will attend March Thurman town meeting
- Susan will attend April Warrensburg town meeting
- Shelby and Sarah will attend the WCSD Board of Education meeting in March
- Annual Sexual Harassment Prevention training will be Aril 18 at 9:00am

Public Expression: none

Next Board Workshop will be March 21: workshop on Emergency Preparedness Policy

Next Board Meeting : Tuesday, April 4, 2023 at 10:00am

Meeting adjourned at 11:09 following a motion by John, seconded by Sarah and approved.

Approved by The Richards Library Board of Trustees on April 4, 2023.