

**The Richards Library  
Board of Trustees Meeting Minutes  
Tuesday, April 4, 2023**

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

Excused: Suzanne Glebus, Esther McTague, and Mary Beadnell

Meeting called to order at 10:16am

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

Education: Responsibilities of Trustees

Correspondence:

- Letter from Fitzgerald Morris Baker Firth Attorneys & Counselors regarding probate of estate
- Invitation to Lake George Library Dinner
- Thank you from staff for staff recognition

Director's report:

- NYS Annual Report submitted to NYS
- Library closed 3/4 and 3/14 due to weather
- SALS Challenge grant submitted
- Girl with Pearls painting hanging in Adult Room
- Shifting of Adult non-fiction section discussed
- Monthly statistic discussed
- March programs and upcoming April programs and events discussed

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds: Planned picture hangings discussed
- Outreach: outreach is going well despite construction
- Policy: Emergency Preparedness Policy is a work in progress

Old Business

- NBT Copier purchased and installed
- Trustee Term dates proposed to be adjusted to all end on December 31 of appropriate year. Motion by Becky, seconded by Sarah. One trustee abstained from vote. Only three votes to approve. Motion not passed due to lack of quorum. Will vote again in May.
- WCSD Board of Education meeting in March
  - Shelby presented proposition to the Board of Education to increase the current tax levy for the May 2023 School District election

New Business

- 2022 Tax return and annual financials discussed. Motion made to approve the return and annual financials by Becky. Seconded by Sarah and approved by board.

Other Business:

- Discussed Cyber Insurance initial estimates
  - More information needed. Shelby will reach out to our insurance company.
- Discussed rotating attendance at town meetings to include WCSD Board of Education Meetings.
- Someone will attend the Thurman Town Meeting in April
- Susan will attend the Warrensburg Town Meeting in May
- SALS Annual Trustee Meeting on May 15
  - Sarah and John will attend along with Shelby

Public Expression: none

Next Board Workshop will be April 18: Annual Sexual Harassment Prevention training at 9:00am

Next Board Meeting : Tuesday, May 2, 2023 at 10:00am

Meeting adjourned at 11:15 following a motion by Susan, seconded by John and approved.

**Approved by The Richards Library Board of Trustees on May 2, 2023.**