

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, May 2, 2023**

Present: John Schroeter, Sarah Gebbie-Measeck, Susan Matzner, Shelby Burkhardt, Suzanne Glebus, Esther McTague, Mary Beadnell

Excused: Becky Lawler, Gina Coburn

Guest: Danielle Robichaud

Meeting called to order at 10:05am

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

Period Of Public Expression: Danielle Robichaud is sitting in to see if she is interested in joining the library board as a trustee.

Correspondence:

- Letter from Fitzgerald Morris Baker Firth Attorneys & Counselors regarding probate of estate and next steps.
- Monies are not encumbered and we are waiting for the check from the estate.

Director's report:

- Consolidated 2024 budget added to website
- Library opened at 11 to allow for Sexual Harassment Prevention training for staff and board
- YA shelving completed
- Maintenance on HVAC units completed, parts needed
- Discussed continuing education requirements for board members
 - Minimum of 2 hours
 - Recorded sessions count
 - Board members do not need to submit certificates of completion
- Monthly statistic discussed
- April programs and upcoming May programs and events discussed
 - Director will participate for library at 6 Farmer's Market Festivals
 - Director is planning more STEM projects over the summer

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 despite construction. Board thanked John for his efforts.
- Policy: n/a

Old Business

- Trustee Term dates proposed to be adjusted to all end on December 31 of appropriate year.

- Motion by Susan, seconded by Mary and approved by board with John abstaining
- Cyber Insurance through Cowbell
 - board members asked to have presentation on insurance needs at next committee workshop

New Business

- Planning services project with Butler Rowland Mays Architects
 - Motion by John, seconded by Suzanne and approved by board to move forward

Other Business:

- Town Board Meetings
 - Sarah reported for Thurman April meeting
 - Mary will attend May Warrensburg Meeting
 - Susan will Attend June WCSD BOE meeting
- SALS Annual Trustee Meeting on May 15
- Board accepted Suzanne Glebus' resignation from board with regret and thanks

Public Expression: none

Next Board Workshop will be May 16: Tentatively set for discussion of Cyber Insurance

Next Board Meeting : Tuesday, June 6, 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 June 6, 2023.