

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, July 11, 2023 @ 10:00 AM

In the Jeffrey M. Levine Community Room

- I Call to Order and Roll Call of Members
- II Consent Agenda
 - Approval of Mtg. Agenda
 - Approval of Prior Mtg. Minutes
 - Treasurer's Report: Financials
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: Adirondack Explorer
- V Director's Report: *See attached*
- VI Committee Reports
 - a. Personnel: *n/a*
 - b. Budget & Finance: *n/a*
 - c. Building & Grounds: *n/a*
 - d. Ad Hoc: *n/a*
 - e. Outreach: *John*
 - f. Policy: *n/a*
- VII Old Business
 - Cyber Insurance through Cowbell Insurance
- VIII New Business
 - New Trustee
 - Barrier Free Elevators - *quote*
 - Project Planning prep
- IX Other Business
 - Town Board Meetings
 - o Report from Sarah for WCSD BOE meeting (6/12 @ 6:00p).
 - o Esther attending for Thurman meeting (7/20 @ 4:30p).
 - o Need volunteer for Warrensburg meeting (8/9 @ 7:00p).
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, **July 18, 2023 @ 9:00a**
- XII Next Board Meeting: Tuesday, August 1, 2023 @ 10:00a
- XIII Adjournment

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, June 6, 2023

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

Excused: Gina Coburn

Meeting called to order at 10:05am

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

Period Of Public Expression: None

Board Education: Checklist of being a good board member.

Correspondence:

- Email from Bev Saunders.

Director's report:

- Water in the far furnace room due to heavy rains, now dry
- Shelby, Sarah and John attended the SALS Annual Meeting
- The referendum for the library tax increase passed in May vote
- Trustee candidate will attend the July board meeting to determine if she is interested in joining the board
- Butler Rowland Mays Architects were sent the contract and started communication
- Reviewed updated list of tasks for Andy
- Received 4 photographs back from Bev Saunders, discussed sending more items
- Programs in May were discussed as were upcoming programs and events
- Statistics for the month were presented

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: met with Carpenter's Insurance, received a follow up email, more questions regarding rates for Cyber Insurance
- Building and Grounds: n/a
- Outreach: outreach is going well despite construction.
- Policy: n/a

Old Business

- Cyber Insurance through Cowbell
 - board members still have questions regarding rates and possible alternatives to Cowbell

New Business

- Richards Library 2022 Report to the Community was prepared by the Director. John made a motion to approve the report, seconded by Mary and approved by board.

Other Business:

- Town Board Meetings
 - Mary attended May Warrensburg Meeting
 - Sarah will Attend June WCSD BOE meeting
 - Esther will attend the July Thurman Town meeting
 - Sarah Dallas will visit some time in the Fall
 - Trustee continuing education discussed

Public Expression: none

Next Board Workshop will tentatively be set for June 20

Next Board Meeting : Tuesday, July 11, 2023 at 10:00am

Meeting adjourned at 11:34 following a motion by Susan, seconded by Mary and approved.

Approved by Trustees of the Richards Library on

Richards Library

Monthly Statement of Revenues & Expenses

Accrual Basis

June 2023

	Jun 23
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	147
Total Income	147
Gross Profit	147
Expense	
OPERATING EXPENSES	1,976
PAYROLL, WAGES, BENEFITS & EX...	18,047
COLLECTION & OTHER CAPITAL EX...	1,115
Total Expense	21,138
Net Ordinary Income	-20,991
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	76
Total Other Expense	76
Net Other Income	-76
Net Income	-21,067

Richards Library Monthly Funds Activity Report

June 2023

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #--6131 -Operat & DF						
Operating Account - GFNB						
General Journal	06/02/2023	PAYROLL #1		-MULTIPLE-		6,666.55
Bill Pmt -Check	06/02/2023	6620	BRALEY & NOXON			49.24
Deposit	06/04/2023			Deposit	57.99	
Bill Pmt -Check	06/06/2023	6621	BRALEY & NOXON	WOOD FILLER		50.57
Bill Pmt -Check	06/06/2023	6622	SOUTHERN ADIRONDACK LIBRARY SYSTEM			711.89
Deposit	06/11/2023			Deposit	42.00	
Check	06/15/2023	A/W	VERIZON	5/22/23-6/21/23		33.92
Check	06/15/2023	A/W	SPECTRUM ENTERPRISE #142279801	5/25/23-6/24/23		94.55
Check	06/15/2023	A/W	SPECTRUM ENTERPRISE #143161701	06/04/2023-07/03/2023		129.98
Bill Pmt -Check	06/15/2023	6623	BAKER & TAYLOR	PRINTED BOOKS		1,094.29
General Journal	06/16/2023	PAYROLL #1		-MULTIPLE-		5,830.93
Check	06/16/2023	A/W	NATIONAL GRID	5/8/22-6/7/23		665.29
Deposit	06/18/2023			Deposit	14.00	
Check	06/22/2023	6624	COMMERCE BANK	#--1705		644.36
Bill Pmt -Check	06/22/2023	6625	BRALEY & NOXON			63.57
Bill Pmt -Check	06/22/2023	6626	CINTAS	JANITORIAL		33.90
Bill Pmt -Check	06/22/2023	6627	CURTIS LUMBER			43.68
Bill Pmt -Check	06/22/2023	6628	NATIONAL BUSINESS TECHNOLOGIES*	5/9/23-5/8/23 + OVERAGE		67.13
Deposit	06/25/2023			Deposit	33.00	
Bill Pmt -Check	06/27/2023	6629	BAKER & TAYLOR	PRINTED BOOKS		21.08
Bill Pmt -Check	06/27/2023	6630	UL3 INCORPORATED	TECH-TALK		197.00
General Journal	06/30/2023	PAYROLL		-MULTIPLE-		5,411.68
Total Operating Account - GFNB					146.99	21,809.61
OATS Grant Funds						
General Journal	06/02/2023	OATS P/R		-MULTIPLE-		76.09
Total OATS Grant Funds					0.00	76.09
Total GFNB #--6131 -Operat & DF					146.99	21,885.70
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Regina Porter Bequest Funds						
Bill Pmt -Check	06/06/2023	221	BJ'S ARTWORKS FRAMING GALLERY STUDIO	ARCHIVAL RESTORATION DATED MARCH ...		1,000.00
Total Regina Porter Bequest Funds					0.00	1,000.00
Total Special Acc't #5976 - GFNB					0.00	1,000.00
Total TEMPORARY - RESTRICTED BY BOARD					0.00	1,000.00
Total RESTRICTED FUNDS					0.00	1,000.00
TOTAL					146.99	22,885.70

THE RICHARDS LIBRARY



Director's Report

July 7, 2023

- Fire extinguisher inspection from NY Fire & Security
- Community Room: lots of use for tutoring in June
- Programs:
 - The Richards Library Book Club
 - Read at Small Tales
 - Rhubarb and Strawberry Festivals at the Riverside Farmers' Market

Upcoming Events & Programs

** Events can be found on The Richards Library website, our Facebook page, or at the Library. **

- Tech Help, Tuesdays & Thursdays, 2:00-5:00p
- New *Take and Make Crafts* each Friday
- Reading at Small Tales (7/20)
- Technology Classes in Partnership with Senior Planet from AARP (see flyers attach.)
- Riverside Farmers' Market – 6 festivals June to October
- Summer Reading Program – *currently 11 participants, letters sent home through school*

July/August Events Calendar attached

Statistics for the Year

See attached *2023 Monthly Statistics*.

Respectfully submitted,

Shelby Burkhardt

Library Director

2023 Monthly Statistics

Month	Att Adult	Att Juv	Comp Use Ad	Comp Use Juv	Circ.	Ref	Holds Placed	Holds Sat	Items W/D	Items Acc	WiFi Conn
January	592	112	112	30	1255	27	522	452	31	129	190
February	545	101	55	18	1201	14	286	329	2	94	199
March	683	112	89	22	1415	23	399	393	63	149	202
April	638	100	91	12	1224	13	292	256	6	86	248
May	690	95	116	14	1266	19	360	349	20	91	267
June	671	138	70	18	1474	17	408	397	11	234	327
July											
August											
September											
October											
November											
December											
2023 TOTALS	3819	658	533	114	7835	113	2267	2176	133	783	1433
	O/A Att 4477		O/A Comp 647		O/A Circ. 7835						



FREE Technology Classes!

The Richards Library is partnering with Senior Planet from AARP to help older adults use technology to learn new skills, save money, get in shape, and make new friends.

Classes are hosted in the Jeffrey M. Levine Community Room at the Richards Library in Warrensburg, NY, and are intended for adults 60 and over.

Upcoming Topics:

7/11 Choosing a New Computer @ 2:00pm (Lecture)

7/18 Internet of Things (New Technologies) @ 2:00pm (Lecture)

7/25 Youtube @ 2:00pm (Workshop)

Sign Up Today!

Call: [518] 623-3011

Email: lkeith@sals.edu



FREE Technology Classes!

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Classes are hosted in the Jeffrey M. Levine Community Room at the Richards Library in Warrensburg, NY, and are intended for adults 60 and over.

Upcoming Topics:

8/8 Smartphones at a Glance @ 10:30 AM (Lecture)

8/15 Protecting Your Personal Information Online @ 2:00 pm (Lecture)

8/22 Staying Safe Online @ 10:30 AM (Workshop)

Sign Up Today!

Call: [518] 623-3011

Email: lkeith@sals.edu

THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS JULY 2023

SUN

MON

TUE

WED

THU

FRI

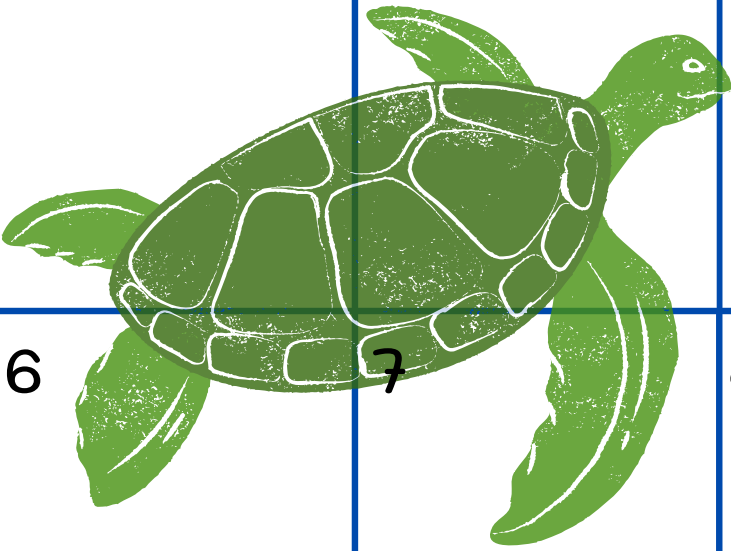
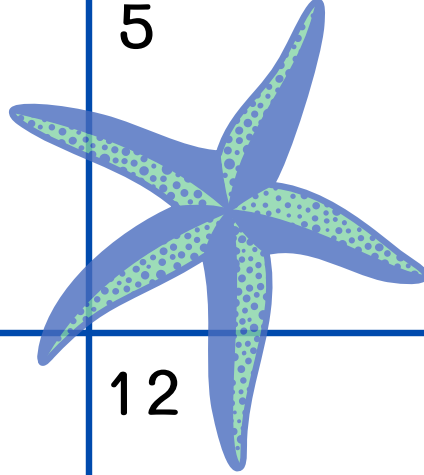
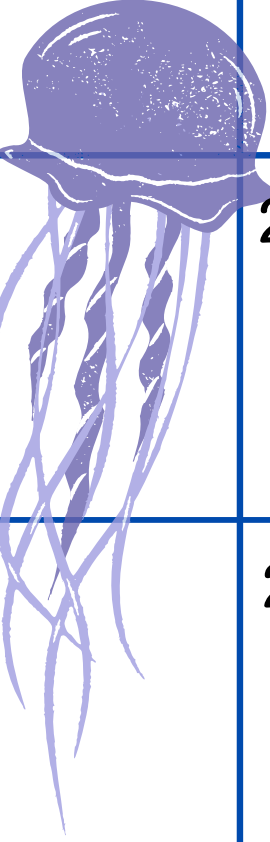
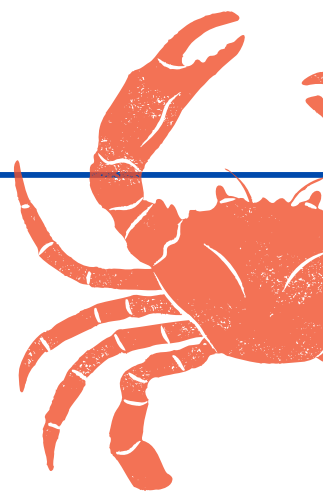
SAT

						1
2	3	4 Closed for Independence Day	5 Summer Story Hour @ 9:30a	6 TRL Book Club @ 4:00p Chess Day, 3:00- 6:30p	7	8
9	10	11 TRL Board Meeting @ 10:00a OATS: How to Choose a New Computer @ 2.00p	12 Summer Story Hour @ 2:00p	13 Chess Day, 3:00- 6:30p	14	15
16 	17	18 OATS: Internet of Things @ 2.00p	19 Summer Story Hour @ 9:30a	20 Chess Day, 3:00- 6:30p	21 Children's Craft at Riverside Farmers' Market, 3:00- 6:00p	22
23	24	25 OATS: YouTube @ 2.00p	26 Summer Story Hour @ 9:30a	27 Children's Film @ 2:30p Chess Day, 3:00- 6:30p	28	29 
30	31					

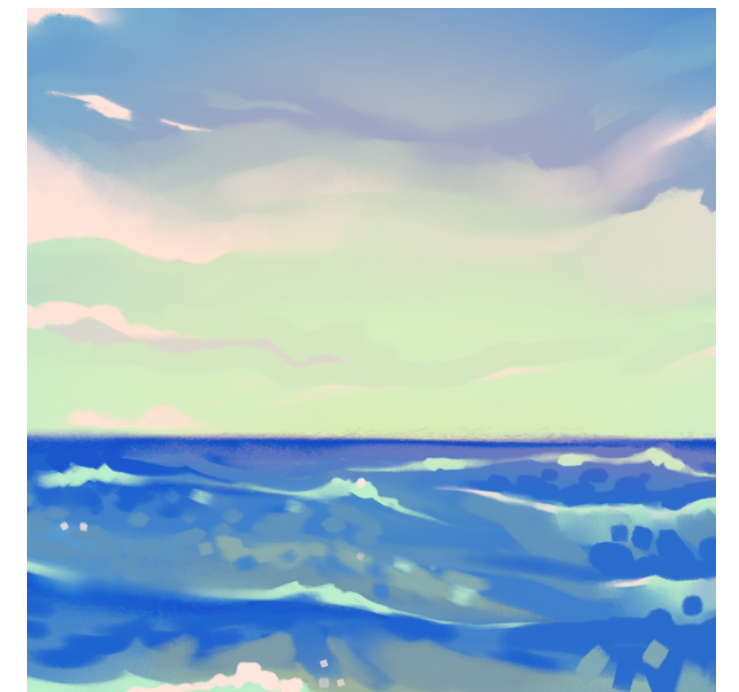
- Chess Day open to all ages. We have 2 chess boards. If you can, bring one along!
- July 21, Blueberry Festival, at Riverside Farmers' Market in Warrensburg, NY.
- For **Summer Story Hour**, we will read 1-2 picture books and complete a craft or activity. Child supervision required. Focused on ages 4-8, other ages welcome.
- OATS: How to Choose a New Computer, Lecture, pre-registration recommended.
- OATS: Internet of Things, Lecture, pre-registration recommended.
- OATS: YouTube, Lecture, pre-registration recommended.
- Children's Film, title to be determined. Bring water and comfy blankets. Popcorn provided.



THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS AUGUST 2023

SUN	MON	TUE	WED	THU	FRI	SAT
		1 TRL Board Meeting @ 10:00a	2 Summer Story Hour @ 2:00p	3 TRL Book Club @ 4:00p Origami Day, 3:00- 6:30p	4	5 
	6	7	8 OATS: Smartphones at a Glance @ 10:30a	9 Summer Story Hour @ 9:30a	10 Origami Day, 3:00- 6:30p	11 Children's Craft at Riverside Farmers' Market, 3:00- 6:00p
12	13 	14	15 OATS: Protecting Your Personal Info Online @ 2.00p	16 Summer Story Hour @ 9:30a	17 Origami Day, 3:00- 6:30p	18 Children's STEM Project @ 2:15p
19	20	21	22 OATS: Staying Safe Online @ 10:30a	23 Summer Story Hour @ 9:30a	24 Origami Day, 3:00- 6:30p	25 End of Summer Reading Program
26	27	28	29	30	31 Origami Day, 3:00- 6:30p	32 

- Origami Day open to all ages. Self-guided, paper and instruction books provided.
- August 11, Gathering of Artisans Festival, at Riverside Farmers' Market in Warrensburg, NY.
- For **Summer Story Hour**, we will read 1-2 picture books and complete a craft or activity. Child supervision required. Focused on ages 4-8, other ages welcome.
- OATS: Smartphones at a Glance, Lecture, pre-registration recommended.
- OATS: Protecting Your Personal Info Online, Lecture, pre-registration recommended.
- OATS: Staying Safe Online, Workshop, **limited to 6 seats**, pre-registration required.
- Children's STEM Project: Bristle Bots, **limited to 10 seats**. Pre-registration required. Focused on ages 6-12, other ages welcome. Child supervision required.
- **August 14-19, Anniversary Scavenger Hunt and raffles in the library.**





Cowbell Cyber Insurance Quote - Prime 100

NAMED INSURED	Richards Library	AGENCY NAME	Carpenter & Associates Insuring...
REVENUE	\$200,000.00	QUOTE NUMBER	QCB-100-GYKVNLSH
# OF EMPLOYEES	3		
YEAR ESTABLISHED	1901	EXPIRES ON	2023-07-20 (12:01 AM) Insured Local Time
INSURED STATE	NY		

Thank you for trusting Cowbell for your cyber coverage. Below is the detail of your quoted cyber policy based on the truthfulness and accuracy of the information provided to Cowbell in response to the questions on the insurance application entered into our underwriting system. After quote expiration date, underwriters generally reserve the right to revise the offered quotes. All quotes are subject to signed Cowbell application and confirmation of loss history.

PROPOSED POLICY DETAILS

AGGREGATE LIMIT	\$1,000,000	POLICY PERIOD	07/13/2023 to 07/13/2024
DEDUCTIBLE	\$2,500	ESTIMATED ANNUAL PREMIUM	\$1,376.00
WAITING PERIOD	6 Hrs	BROKER FEES	\$100.00
RETROACTIVE PERIOD	Full Prior Acts	TOTAL AMOUNT	\$1,476.00

COVERAGES

	0	1M
✓ Security Breach Expense		1M
✓ Security Breach Liability		1M
✓ Restoration of Electronic Data		1M
✓ Extortion Threats	50K	
✓ Public Relations Expense	50K	
✓ Business Income & Extra Expense Sublimit \$100K	100K	
✓ Computer & Funds Transfer Fraud		1M
✓ Ransom Payment Limit \$500K	500K	
✓ Social Engineering Limit \$250K Deductible \$10K	250K	
✓ Hardware Replacement Costs	50K	
✓ Telecommunications Fraud	50K	
⊞ Post Breach Remediation Coverage		
✓ Website Media Liability	50K	



Cowbell Cyber Coverages - Prime 100



SECURITY BREACH EXPENSE

Coverage for losses and expenses directly associated with recovery activities in the aftermath of a cyber incident. This can include investigation and forensic services, notification to customers, call center services, overtime salaries, post-event monitoring services such as credit monitoring for impacted customers and more.



SECURITY BREACH LIABILITY

Coverage for third party liability directly due to a cyber incident and that the insured becomes legally obligated to pay. This includes defense expenses, compensatory damages, and settlement amounts, and fines or penalties assessed against the insured by a regulatory agency or government entity, or for non-compliance with the Payment Card Industry Data Security Standards.



RESTORATION OF ELECTRONIC DATA

Coverage for the costs to replace or restore electronic data or computer programs in the aftermath of an incident. This can also include the cost of data entry, reprogramming and computer consultation services to restore lost assets.



EXTORTION THREATS

Coverage for loss resulting from an extortion threat that is discovered during the policy period. This can include approved firms and resources that determine the validity and severity of threat, interest costs associated with borrowing for the ransom demand, reward payment that leads to conviction and arrest of party responsible, the ransom payment and other reasonable expenses.



PUBLIC RELATIONS EXPENSE

Coverage for the fees and costs to restore reputation in response to negative publicity following a cyber incident or a security breach. This includes, for example, the fees associated with the hiring of a public relations firm that handles external communications related to the breach.



COMPUTER AND FUNDS TRANSFER FRAUD

Coverage for the losses due to a fraudulent computer operation that causes money (or other property) to be transferred from an insured's account. This also covers losses incurred by a fraudulent instruction directing a financial institution to debit money from the insured's transfer account.



BUSINESS INCOME AND EXTRA EXPENSE

Coverage for the losses and costs associated with the inability to conduct business due to a cyber incident or an extortion threat. Business income includes net income that would have been earned or incurred. Note that business interruptions due to system failure or voluntary shutdown are not covered.



SOCIAL ENGINEERING

Coverage for a loss resulting from a social engineering incident where the insured is intentionally misled to transfer money to a person, place or account directly from good faith reliance upon an instruction transmitted via email by an imposter. A documented verification procedure requirement needs to have been completed in order to be provided coverage.



RANSOM PAYMENTS

Coverage for the reimbursement of the monetary value of any ransom payment made by the insured to a third party in response to a ransom demand to resolve an extortion threat.



HARDWARE REPLACEMENT COSTS

Coverage for the cost to replace computers or any associated devices or equipment operated by the insured that are unable to function as intended due to corruption or destruction of software or firmware, resulting from a cyber incident.



TELECOMMUNICATIONS FRAUD

Coverage for the cost of unauthorized calls or unauthorized use of the insured's telephone system's bandwidth, including but not limited to phone bills.



POST BREACH REMEDIATION COVERAGE

Coverage for labor costs incurred to resolve vulnerabilities or weaknesses in the insured's computer system that are identified by an independent security firm after a cyber incident. Identified upgrades or improvements must reduce the probability or potential damage of a future incident to qualify.



WEBSITE MEDIA LIABILITY

Coverage for a loss and defense expenses from intellectual property infringement, other than patent infringement, related to media content on the company website or its social media accounts only.



10B Holden Avenue | Queensbury, New York 12804
518-798-5180 | info@barrierfreeelevators.com | www.barrierfreeelevators.com

RECIPIENT:

(SMA) Richards Library
36 Elm Street
Warrensburg, New York 12885

Quote #43	
Sent on	Apr 25, 2023
Total	\$5,995.00

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Repair Proposal	Provide labor and material to replace existing door protection with new due to misfiring.	1	\$5,995.00	\$5,995.00

A deposit of \$2,997.50 will be required to begin.

Questions - Please contact Shari Solghan at 518-470-1651.
This quote is valid for the next 30 days, after which values may be subject to change.

Total	\$5,995.00
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The Richards Library Project Planning

Grants In progress:

- NYS DLD Grants, submitted September 2023
 - Accessibility improvements
 - Infant changing tables in public restrooms
 - Automatic handicap door opener
 - Wayfinding signage
 - Through SALS – New wifi router

Large Projects from surveys:

- Chimney cap
- Front steps and handrails – any foundation issues?
- Miscellaneous building repointing – new and historic sections
- New windows in older sections – working
- Replace furnaces
- Replace HVACs

Small Projects from surveys:

- Second handrailing in staff stairwell – variance possible?
- Fireproof book return

Other Projects based off of observations or *patron suggestions*:

- New Elevator
- Heat in bathrooms
- 2 Reading nooks in JUV room – allow for activity area for littles in place of couch?
- Replace round table in adult room with a divided study corral – with charging spaces?
- *More shade outside – awning or structure over courtyard, or for front yard picnic table or gazebo? – haven't gotten an umbrella yet for the courtyard table*
- *Better wifi outside*
- *Acoustic dampening inside library*

Projects in progress or *for future consideration*:

- Library of Things – kits shelf/alternative lending
- More tools for increased accessibility to services and resources
- Installation of black fencing by border wall
- Archive
 - Organizing small and large for optimal storage
 - Refurbishing artwork – hired Bev Saunders & by ourselves

- *Appraisal of art & et cetera collection*
- Increasing size of overall library collection – books, DVDs, audiobooks, periodicals, CDs, etc.
- *Improvements to website*
- *Seed Library*

Information from Lauren Cardinal from NYS Education Department about chimney cap and front steps for construction applications by DASNY.

6/26/2023 “Hi Shelby,

I’m sorry to keep you hanging for so long! We asked DASNY to review the chimney work and are waiting on a response from them—since they are still in the process of reviewing the current FY23 construction applications, it’s taking a bit longer than I thought.

As to the front step/stonework quote—it would be very difficult to see this as anything other than repairs, which are not allowable expenses under the construction program. Obviously the wording on the quote is very problematic, as it says “repair” and “patching” all throughout. But also just looking at the description of the work, the majority of it is indeed repairs. The new railings could be an eligible expense. The repointing may be an eligible expense, but it would need to be the replacement of all the mortar in each specific section of the building—not patching damaged areas. DASNY would want to see more specific information from the contractor about the repointing.

Hopefully I will have an answer for you on the chimney work sometime in the next few weeks. Please let me know if you have any questions.

Thanks!
Lauren”

7/6/2023 “Hi Shelby,

We did finally hear back from DASNY about the chimney portion of the proposed project. The determination is that the chimney work would be considered maintenance, and not be eligible for award funds. I'm sorry I don't have better feedback! Please let me know if you have any other questions I can answer.

Thanks,
Lauren”