

**The Richards Library  
Board of Trustees Meeting Minutes  
Tuesday, August 1, 2023**

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

Meeting called to order at 10:11am

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

Period Of Public Expression: None  
Board education on budgeting webinar.

Correspondence:

- Contacted by Adirondack Explorer editor
- Hometown Oil regarding billing options

Director's report:

- Northern Mechanical Services checked air intake for HVACs – OK, no water damage
- Barrier Free Elevators came to fix the door protection – also need an interface panel installed, elevators are still out of service
- Received a check for aid from Warren County
- Received a new router from SALS that should improve wifi
- Programs in July were discussed as were upcoming programs and events
- Statistics for the month through 7/27 were presented

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: reviewed funds available for capital projects
  - need to do project planning for long range projects and review the Strategic Plan
- Building and Grounds: July 18<sup>th</sup> workshop was held with Mays and Rowland
- Outreach: outreach is going well despite construction.
- Policy: n/a

Old Business

- Cyber Insurance through Cowbell
  - Still awaiting additional quote
- Barrier Free Elevators – there is no interface panel in the elevator
  - Received quote, deposit sent and work has started for door protection
- Project Planning prep on the long range plan needs to continue

New Business

- Prepaid heating fuel
  - Will change to Bove Fue and prepay
  - Motion by Sue, seconded by Mary to move funds to cover, approved by board

- Motion by Sue, seconded by John to designate funds to cover the cost of fuel

Other Business:

- Town Board Meetings
  - Esther attended the July Thurman Town meeting - it was a public hearing
  - Susan will attend the Warrensburg town meeting in August
  - Danielle and Sarah will attend the WCSD BOE meeting in September

Public Expression: none

Next Board Workshop set for August 15 with Paul Mays

Next Board Meeting : Tuesday, September 12, 2023 at 10:00am

Meeting adjourned at 11:10 following a motion by Danielle, seconded by Susan and approved.

**Approved by The Richards Library Board of Trustees on September 12, 2023.**