

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, September 12, 2023**

Present: John Schroeter, Sarah Gebbie-Measeck, Danielle Robichaud, Becky Lawler and Shelby Burkhardt, Library Director

Excused: Gina Colburn, Susan Matzner, Esther McTague and Mary Beadnell

Meeting called to order at 10:08 AM

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

Period of Public Expression:

- No public was present.
- The Board took this opportunity to review current Strategic Plan. Reviewed all 4 goals, what had been completed, what still needed to be addressed and what was still feasible. Also reviewed the most recent Book Club for the library trustee handbook on strategic planning. Sarah attended the webinar and gave a few suggestions from it, including asking the community more open ended questions and that a gap analysis is needed.

Correspondence:

- Shelby noted that a resident passed away and the family asked for donations to be made to the library in lieu of flowers. The family also asked if they could be notified of who donated. Becky said we will send a thank you to all donors as well as a card to the family to notify them of who donated.

Director's Report:

- Elevator repair complete and in working order
- Bev has finished with the artwork. Next step will be to assess the value of our art collection/archives with the leftover funds. Becky noted that the board should be prepared to start paying more in insurance after the assessment.
- The library received the state aid construction grant for our Accessibility improvements project of \$16,600 at a 75/25% match. Work has to be underway by 2/4/24.
- Programs offered and upcoming were discussed.

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Buildings and Grounds: Sarah bought 4 more plants for the rain garden/native pollinator garden and planted them as a donation to the library.
- Outreach: John said it's going well and the building is still under construction.

Old Business:

- Cyber Insurance - After discussion the board agreed to move forward with the Cowbell cyber insurance quote from Carpenter Insurance. Motion by Becky, seconded by Danielle to approve to exceed the 2023 budget by \$1,444 to pay for the additional insurance, approved by the board. Shelby will contact Jenna at Carpenter Insurance.
- Project Planning Prep - board discussed which future workshop dates were needed for Paul Mays and which could be set aside for planning the next strategic plan and also the budget. The October workshop will be set aside for Paul Mays. The November workshop will be for the 2025 budget and the January workshop is tentatively set for strategic planning.

New Business:

- Library Fines - Shelby reported that we are one of very few libraries in SALS to not go fine free to some degree. It has deterred some patrons from using our library to return overdue items. Board agreed to leave the decrease and/or elimination of fines up to Shelby's discretion.

Other Business:

- Town Board meetings
 - Susan reported that the 8/9 Town of Warrensburg meeting was uneventful. She noted the library wifi usage numbers at the meeting.
 - Sarah reported that she introduced herself at the BOE 9/11 meeting and let them know the board has added their meetings to their schedule to visit every 3 months and also highlighted all the resources the library has for students and teachers.
 - Need a volunteer for Thurman meeting on 10/19, will ask at next regular meeting.

Period of Public Expression: none

Next Committee Workshop: Tuesday, September 19, 2023 @ 10:00 AM with Paul Mays

Next Board Meeting: Tuesday, October 3, 2023 at 10:00 AM

Motion to adjourn made by John, seconded by Danielle, approved by the board at 11:30 AM

Approved by The Richards Library Board of Trustees on October 3, 2023.