

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, January 9, 2024

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

Excused: Becky Lawler

Meeting called to order at 10:07am

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

Period Of Public Expression: None

Discussion of new Handbook for Library Trustees. Sarah reviewed the types of libraries in NY, Richards Library is chartered as an association library. She also discussed FOIL laws and NYS requirements for libraries to operate.

Correspondence:

- Christmas cards received were passed around

Director's report:

- Donation of Jazz II sewing machine
- Upstairs furnace needed repair. Northern Mechanical Services completed the repair.
- Community Room has been used by local groups
- Events in December were discussed
- Upcoming events and calendar for January were discussed
- Statistics for the year were presented and discussed

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds: n/a
- Outreach: the home is admitting more people and expect requests to pick up.
- Policy: n/a

Old Business

- Board meeting schedule for 2024 was distributed.

New Business

- A motion was made by John and seconded by Susan to amend the 2024 Budget. Board approved the amended budget.
- A motion was made by John and seconded by Susan to accept the JA agreement. Board approved the motion.
- Sarah reviewed the new board member orientation packet.

Other Business:

- Town Board Meetings
 - Sarah reported on the WCSO BOE meeting in December
 - Esther volunteered to attend the Thurman Town meeting on Jan. 18
 - Susan volunteered to attend the Warrensburg Town meeting in February.

- Education for Board Members
 - Sarah reviewed the education requirements for board members. She will send out the link to on-line trainings.

Public Expression: none

Next Board Workshop set for January 23 at 10:00am

Next Board Meeting : Tuesday, February 6, 2024 at 10:00am

Sexual Harassment Prevention Training will take place on March 19, 2024 at 9:00 am

A motion was made by Susan and seconded by Mary and approved by the board to go into Executive Session at 10:50 am to discuss the Director's Evaluation for 2023.

A motion was made by John and seconded by Esther and approved by the board to end Executive Session at 11:00 am.

A motion was made by John and seconded by Mary and approved by the board to adjourn the meeting at 11:01 am.

Approved by The Richards Library Board of Trustees on February 6, 2024.