

**The Richards Library**  
**Board of Trustees Meeting Minutes**  
**Tuesday, February 6, 2024**

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

Excused: Danielle Robichaud

Meeting called to order at 10:03am

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

Period Of Public Expression: None

Discussion of new Handbook for Library Trustees. Sarah reviewed public relations and the role of the board, doing one mailing a year and creating partnerships with local agencies.

Correspondence:

- We have been receiving donations in memoriam of Alice Damp

Director's report:

- Seed Library planning with Cornell Cooperative Extension
- The Annual Report portal opened on 1/26 and is due to SALS by 2/16
- Community Room has been used by Girl Scouts and private meetings
- January Programs were discussed
- February programs were discussed
- Statistics for 2024 were presented

Committee Reports:

- Personnel Committee: Director's Evaluation was presented to Director by Board President
- Ad Hoc: reviewed Paul Mays stakeholders meeting
- Budget and Finance: Letters to the WCSD Board of Education was reviewed
- Building and Grounds: n/a
- Outreach: John - nothing new.
- Policy: n/a

Old Business

- JA agreement was signed and submitted

New Business

- Library Advocacy via Zoom with NY Assemblyman Matt Simpson and Senator Daniel Stec
- SALS Construction Challenge Grant
  - Discussed potential to apply
  - Must fit into the strategic plan
- Mock Book Challenge
  - Reviewed a mock challenge of a controversial book to check procedures

Other Business:

- Town Board Meetings
  - Ether reported on the Thurman Town meeting on Jan. 18
  - Sarah will attend the March 11 WCSD BOE meeting
  - Susan volunteered to attend the Warrensburg Town meeting in February.

Public Expression: none

Next Board Workshop set for February 20 at 10:00am

Next Board Meeting : Tuesday, March 5, 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 John and approved by the board adjourn at 11:17am.

**Approved by The Richards Library Board of Trustees on March 5, 2024.**