

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, June 4, 2024**

Present: John Schroeter, Sarah Gebbie-Measeck, Esther McTague, Mary Beadnell, Gina Colburn, Becky Lawler (via phone), and Shelby Burkhardt, Library Director

Excused: Susan Matzner and Danielle Robichaud

Meeting called to order at 10:05 AM

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

Period of Public Expression: none

Correspondence: The library received more donations in memoriam of Barbara Nissen. The family hasn't mentioned any specific use for the donations yet.

Director's Report: (see attached report for more detail)

- There was an issue with the burglar alarm, but seems to be in working order.
- The elevator passed its rupture test. Need to put the expense in the budget every 5 years.
- Robin continues to peck windows! Need to research deterrents.
- Received 2nd and final check from WCSD for 2024 tax levy funds.
- Community room is being used.
- Lots of programs in May and upcoming June programs on the calendar.
- Will ask SALS if we can continue OATs classes past the deadline.
- Shelby attended the Warren County Comprehensive Plan focus group of educators. Noted problems of declining student population, lack of jobs and housing, homelessness, needed more coordination between county and towns and organizations already in place, childcare needed.

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Buildings and Grounds: Board met with Paul Mays on 5/22 and Shelby sent him all the follow up items of previous studies and quotes done on the library. Shelby received an extension for the grant from SALS.
- Outreach: John reported it's the same. We will need coverage on the fourth Thursday of July since he'll unavailable.

Old Business:

- Joint Automation - numerous ad hoc committees have been formed to address the NYS Education Dept comments and to re-evaluate the JA policies in response to the withdrawal of the 9 Schenectady County libraries.
- Carpenter & Assoc. Insurance - they were contacted to report an incident in April and to ask questions about programs the library offers. Waiting to hear back.
- Directional Signage Package - no updates yet from Ed.
- WCSD Vote on Budget - library proposition passed. A thank you was posted on our website.

New Business:

- SALS Annual Meeting - Shelby and Sarah attended on 5/20. The presentation was on the holocaust exhibit that has been traveling around libraries in SALS. We'd like to try to host it this summer.

Other Business:

- Town Board meetings -
 - Sarah attended the Warrensburg Town Board meeting on 5/8. It was very short. She spoke about the library's 2023 annual report and upcoming and on-going programs.
 - Sarah will attend the WCSD BOE meeting on 6/10.
 - Mary will attend the Thurman Town Board meeting on 7/18.
- Sara Dallas emailed about visiting libraries. Shelby will email her our 2024 meeting schedule.

Period of Public Expression: none

Next Committee Workshop: Tuesday, June 18th at 10 AM - we will come up with LRP survey questions.

Next Board Meeting: Tuesday, July 2 at 10 AM

Motion to adjourn made by Mary, seconded by John, approved by the board at 11:10 AM

Approved by The Richards Library Board of Trustees on July 2, 2024.