

**The Richards Library**  
**Board of Trustees Meeting Minutes**  
**Tuesday, July 2, 2024**

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

Excused: John Schroeter, Becky Lawler

Meeting called to order at 10:03am

Correction to Meeting Minutes of June Board meeting. The burglar alarm seems to be working. Consent agenda approved. Motion made by Mary seconded by Esther and approved by board.

Period Of Public Expression:

Reviewed NYS funding sources for various library projects. List of sources was sent by Paul Mays.

Correspondence:

- Letter of resignation from board submitted by Danielle Robichaud. Motion made by Mary and seconded by Susan to accept the resignation with regret. Board approved.
- Received a letter from Vanguard that they are upgrading accounts. Board discussed the possibility of talking with some financial advisors about handling this account and our other accounts.
- Received a notice from Curtis Lumber that they are moving to e-statements.

Director's report:

- Received a large donation of Bentley Seed packets for the Seed Library
- Received a donation Great Courses and various documentaries – DVD and Audio CDs
- OATS license was extended for another year. We can keep using the grant funds.
- Northern Mechanical Services cleaned the HVAC's – need to replace a motor but waiting for part.
- June Programs were discussed
- Upcoming programs for July were discussed
  - Blood Drive with Red Cross on July 24
  - Renew CPR/AED certification on July 29 – Library will be closed in the morning
- Statistics for the month were presented

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds: n/a
- Outreach:
  - Lynn will assist with deliveries when John is unavailable.
  - Discussed Community survey and possibility of offering drawing for gift cards with completed surveys.
- Policy: n/a

#### Old Business

- Joint Automation – Schenectady County Public Library withdrawal extended to November
- Directions Sign Package – finalized signs and paint colors

#### New Business

- G. A. Bove - prepay for Fuel. Motion by Susan seconded by Esther and approved by board
- Library Open House set for August 13 from 3:30 – 6:30
  - Invite local officials
  - Offer refreshments
  - As many board members as possible should attend.

#### Other Business:

- Town Board Meetings
  - Sarah attended the June WCSO BOE meeting. Both school librarians reported
  - Mary will attend the July Thurman Town Meeting
  - Susan will attend the Warrensburg Town Meeting on August 14.

Public Expression: none

Next Board Meeting set for August 6, 2024 10:00am

Not sure if there will be a Board workshop in July.

A motion was made by Sarah and seconded by Susan and approved by the board adjourn at 11:37am

**Approved by The Richards Library Board of Trustees on September 10, 2024.**