

**The Richards Library**  
**Board of Trustees Meeting Minutes**  
**Tuesday, September 10, 2024**

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

Excused: Esther McTague, Becky Lawler

Meeting called to order at 10:05am

Motion to approve the consent agenda was made by John, seconded by Susan and approved by board.

Period Of Public Expression:

Due to no meeting being held in August and no one from the public, this period was skipped.

Correspondence:

- Thank you letter from Becky Lawler for kindness at death of her mother
- Southern Adirondack Audubon Society asked if we want educational material regarding native plants. This is not needed since we already have native plants in the rain garden.
- Vanguard sent a Total Bond Market Index Fund Summary Prospectus

Director's report:

- Rescheduled CPR/AED refresher will take place on 9/23
- Community Survey – both paper and pencil and on-line versions are ready, the response has not been very good
- NY Fire & Security inspected the fire extinguishers
- Northern Mechanical Services serviced the upstairs HVAC/furnace. Parts were replaced and all is good now.
  - Board suggested that Director check regarding the expected lifetime of the furnace
- Anniversary Open House on August 13 was well attended along with a nice follow up article in the Sun Community News
- UTZ painting in the children's room fell on 8/18, there was extensive damage
  - Motion made by Sarah and seconded by Susan and approved by the board to use remaining funds in the bequest we received to have the painting repaired.
- The summer reading program went well – 33 signed up, 22 turned in reading logs, 730 books read
- We received a donation of yarn and beads from Becky
- July and August programs were reviewed
- Upcoming programs for the month were discussed
- 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 covered for John while he was unable to make the trip. She will continue to act as backup as needed.
- Policy: n/a

#### Old Business

- Joint Automation – Schenectady County Public Library withdrawal from JA extended to 12/31. Reciprocal lending ended on 8/31.
- G. A. Bove – the contract for prepayment of the fuel was sent along with a check.
- Library Open House – was discussed as part of the Director's Report

#### New Business

- Vanguard – account transition by December 31, 2025.
  - Becky will follow up to determine the impact of moving the account to the new platform and assure original endowment is preserved.
- Construction Grant
  - Amendment was approved and a deposit check will be sent to Design Function to begin work
- Security Camera Policy
  - Policy needs to be updated. This will be the subject of the Committee Workshop on 9/24
- World's Largest Garage Sale
  - Library is working with the local chamber to sell spots and will split the profits
  - Library will be open on Friday until noon and closed on Saturday due to WLGS.

#### Other Business:

- Town Board Meetings
  - No report for Thurman meeting in July or Warrensburg Meeting in August
  - Susan attended the WCSD Meeting on Sept 9 and shared information on upcoming programs
  - Mary will attend the Thurman town meeting on Oct. 17

Public Expression: none

Next Board Meeting set for October 1, 2024 at 10:00am

Next Board Committee workshop is set for September 24, 2024 at 10:00am

A motion was made by Susan, seconded by Mary and approved by the board adjourn at 11:43am

**Approved by The Richards Library Board of Trustees on October 1, 2024.**