

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, October 1, 2024**

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

Excused: Becky Lawler

Meeting called to order at 10:02am

Motion to approve the consent agenda with edit to remove "forest" so the minutes read "rain garden" was made by Susan, seconded by Mary and approved by board.

Period Of Public Expression:

Sarah reminded board members of the SALS training on 10/10 from 6:30-8:00 and the FOIL training on 10/22 and the Open Law training also on 10/22. Board members need to maintain training to serve on the board.

Correspondence:

- A letter was received from Sarah Dallas regarding FOIL. As an association library, we are not required to respond to FOIL requests. Board agreed that we should attempt to respond to all FOIL requests.
- We received some resource material from Vanguard. We will send it to Becky.

Director's report:

- Rescheduled CPR/AED refresher took place on 9/23
- Community Survey – the first drawing for the Visa/Mastercard gift card will take place soon.
- NY Fire & Security inspected the fire extinguishers
- UTZ painting was picked up by Bev Saunders
- Voter Registration Day – no sign ups.
- Library was issued a new credit card – fraud charges were detected.
- September programs were discussed
- 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: need to begin budget process soon
- Building and Grounds: n/a
- Outreach:
 - John is back doing outreach. Lots of books were returned during last visit for last two times.
- Policy: Security Camera Policy
 - Adjustments were made, waiting to hear from Saratoga Library and will approve at the next meeting.

Old Business

- Vanguard – account transition by December 31, 2025.
- Construction Grant
 - Amendment was approved, a check was sent to Design Function and signs are in production
- Planning Services Project
 - Need updated front steps estimate. Shelby will reach out to Paul Mays
- Security Camera Policy
 - Need to create time frames for saving footage.
- World's Largest Garage Sale
 - All the spots were rented
 - Library will be open on Friday until noon and closed on Saturday due to WLGS.

New Business

- Joint Automation – waiting for next meeting date. They will discuss member library fees for 2026

Other Business:

- Town Board Meetings
 - Mary will attend the Thurman meeting 10/17
 - Susan will attend the Warrensburg town meeting on 11/13

Public Expression: none

Next Board Meeting set for November 12, 2024 at 10:00am

Next Board Committee workshop is set for October 22, 2024 at 10:00am

A motion was made by Mary, seconded by John and approved by the board adjourned at 10:50am

Approved by The Richards Library Board of Trustees on