

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, October 1, 2024 @ 10:00 AM

In the Jeffrey M. Levine Community Room

- I Call to Order and Roll Call of Members
- II Consent Agenda
 - Approval of Mtg. Agenda
 - Approval of Prior Mtg. Minutes
 - Treasurer's Report: Financials
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence:
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: *n/a*
 - b. Budget & Finance: *n/a*
 - c. Building & Grounds: *n/a*
 - d. Ad Hoc: *n/a*
 - e. Outreach: *John*
 - f. Policy: *Workshop - Security Cameras Policy*
- VII Old Business
 - Vanguard – *account transition by December 31, 2025*
 - Construction Project Amendment Request – *Design Function deposit paid, in production*
 - Planning Services Project - *still need updated front steps estimate*
 - Security Cameras Policy – *create time frame guidance for saving footage?*
 - WLGS – *October 4 to 6th, library closing at noon on Fri and closed Sat*
- VIII New Business
 - JA meeting – *discussion of member library fees for 2026*
 -
- IX Other Business
 - Town Board Meetings
 - o Mary attending Thurman meeting (10/17 @ 4:30p)
 - o Need volunteer for Warrensburg meeting (11/13 @ 7:00p)
 - Workshop for 2025/2026 Budgets
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, October 15 @ 10:00 AM?
- XII Next Board Meeting: Tuesday, November 5, 2024 @ 10:00 AM?
- XIII Adjournment

**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 forest 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

Richards Library
Monthly Statement of Revenues & Expenses
September 2024

Accrual Basis

	Sep 24
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	138
NON-OPERATING RECEIPTS	165
Total Income	303
Expense	
OPERATING EXPENSES	3,542
PAYROLL, WAGES, BENEFITS & EXPE	11,967
COLLECTION & OTHER CAPITAL EXPE	54
Total Expense	15,563
Net Ordinary Income	-15,260
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	6,401
Total Other Expense	6,401
Net Other Income	-6,401
Net Income	-21,661

Richards Library

Monthly Funds Activity Report

September 2024

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #--6131 -Operat & DF						
12.39a · Operating Account - GFNB						
Deposit	09/01/2024			Deposit	41.00	
Bill Pmt -Check	09/03/2024	6843	MODERN MARKETING	DEBOSSED SILICONE BRACELETS		397.95
Bill Pmt -Check	09/03/2024	6844	SOUTHERN ADIRONDACK LIBRARY SYSTEM	AUG 2024		414.92
General Journal	09/06/2024	PAYROLL		-MULTIPLE-		6,156.79
Deposit	09/08/2024			Deposit	41.00	
Bill Pmt -Check	09/10/2024	6845	BAKER & TAYLOR	BOOK		27.98
Bill Pmt -Check	09/10/2024	6846	BARRIER FREE ELEVATOR SALES & SERVIC...	VOID: 5 yr full load repture valve test	0.00	
Bill Pmt -Check	09/10/2024	6847	CINTAS	JANITORIAL		51.52
Bill Pmt -Check	09/10/2024	6848	CURTIS LUMBER	tewire		10.19
Bill Pmt -Check	09/10/2024	6849	NATIONAL BUSINESS TECHNOLOGIES*	9/9/24-10/8/24 + OVERAGE		85.31
Bill Pmt -Check	09/10/2024	6853	BARRIER FREE ELEVATOR SALES & SERVIC...	5 yr full load repture valve test		823.00
Check	09/11/2024	A/W	SPECTRUM ENTERPRISE #142279801	8/25/24-9/24/24		90.22
Check	09/12/2024	A/W	VERIZON	8/22/24-9/21/24		34.33
Check	09/15/2024	A/W	SPECTRUM ENTERPRISE #143161701	9/4/24 - 10/3/24		129.98
Deposit	09/15/2024			Deposit	16.00	
Bill Pmt -Check	09/16/2024	6854	BAKER & TAYLOR	BOOKS		25.61
Bill Pmt -Check	09/16/2024	6855	NORTHERN MECHANICAL SERVICES	REPLACE MOTOR & RUN CAP		972.37
Check	09/17/2024	6856	COMMERCE BANK	#--1705		364.13
Check	09/17/2024	6857	LAWLER, BECKY	REIMBURSEMENT - TIME CARDS		63.95
General Journal	09/20/2024	PAYROLL		-MULTIPLE-		5,672.05
Deposit	09/24/2024			Deposit	40.00	
Bill Pmt -Check	09/24/2024	6858	BARRIER FREE ELEVATOR SALES & SERVIC...	ELEVATOR MAINTENANCE REPAIR		606.00
Check	09/25/2024	A/W	NATIONAL GRID	8/7/24-9/6/24		367.78
Total 12.39a · Operating Account - GFNB					138.00	16,294.08
12.39i · NYS Accessibility Grant						
Bill Pmt -Check	09/10/2024	6845	Design Function, Inc.	signs for library		4,800.62
Bill Pmt -Check	09/10/2024	6846	Design Function, Inc.	signs for library		1,600.21
Total 12.39i · NYS Accessibility Grant					0.00	6,400.83
DF - Elevator Repairs & Mainten						
Bill Pmt -Check	09/10/2024	6852	BARRIER FREE ELEVATOR SALES & SERVIC...	5 yr full load repture valve test		995.00
Total DF - Elevator Repairs & Mainten					0.00	995.00
Total GFNB #--6131 -Operat & DF					138.00	23,689.91
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	09/08/2024			Deposit	122.84	
Deposit	09/15/2024			Deposit	42.06	
Total Non-Designated Funds - S/A					164.90	0.00
Total Special Acc't #5976 - GFNB					164.90	0.00
Total TEMPORARY - RESTRICTED BY BOARD					164.90	0.00
Total RESTRICTED FUNDS					164.90	0.00
TOTAL					302.90	23,689.91

THE RICHARDS LIBRARY



Director's Report

September 29, 2024

- Closed for Labor Day
- CPR/AED Refresher 9/23 – *library opened at 1pm, waiting on invoice, need new AED pads*
- Community Survey – *first drawing for Visa/Mastercard Gift Card 9/27*
- NY Fire & Security - *inspected smoke detectors, all good*
- Barrier Free Elevators – *service call for elevator car not lining up with floor*
- Utz painting – *picked up by Bev Saunders, may not get to it right away*
- Voter Registration Day – *no sign ups, received supplies from Warren County*
- Updated Job List with Andy – *priority projects in red*
- Issued new credit card - *fraud charge detected*
- Community Room Use – *Girl Scout meeting 9/30, 1 video conferencing session*
- September Programs:
 - The Richards Library Book Club
 - Read at Small Tales
 - Homeschool Meet-up – *trying new meeting times*
 - Sewing w/Sarah
 - OATS: Buying a new computer, Smartphones at a glance, Streaming and Smart TVs
 - Tech help – *3 one-on-one sessions*
 - Apple Festival – *also doing face painting for Teresa*
 - Mental Health 101 – *low attendance, left flyers/brochures, have again in Jan/Feb?*
 - School Supplies Drive – *supplies pick ups*

Upcoming Events & Programs

** Events can be found on The Richards Library website, our Facebook page, or at the Library. **

- See programming calendar and event flyers attached
- Reading at Small Tales on October 17
- In the Zone – *program with first through third graders in October*

Statistics for the Year

See attached *2024 Monthly Statistics*. Statistics shown only through 9/27. Remaining statistics will be added once available on October 1.

Respectfully submitted,

Shelby Burkhardt

Library Director

Andy's Job List

Updated 9/17/2024

In-progress

- Installation of fencing along upper border wall
- Re-painting façade above front entrance

Outdoor work

- WLGS – October 4-6, need lines laid by Thursday, October 3
 - *Do we need more spray?*
- Check pipe coming out of bathroom above watering hose access – *dripping okay?*
- Re-hang “Tobacco-Free Property” sign by main entrance
- Measure lean of border wall
- Clean gutters, as needed
- Repair pillars by main entrance, as needed, and mend border marker
- Fall clean up of overgrown weeds around back of building and trim tree in rain garden
- Grounds Winter prep – move hoses to shed, etc.
- Refinish outer front door – stain
- Re-do wooden slats on HVAC air intake area
- Gravel and river rock deliveries
 - Place gravel under HVAC lines (?) and as needed around building
 - River rocks are behind rain garden
 - *Should we wait until Spring 2025?*

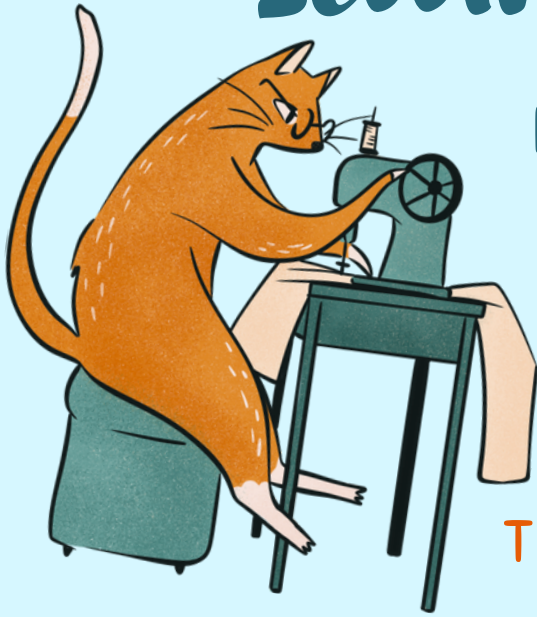
Indoor work

- New screws for inner front door
- Secure shorter bookshelves in Adult Room to wall
- Replace picture hangings along gallery rail with new ones – *Shelby will order new ones*
- Remove window covers for Emma to clean behind
- Increase height of new and popular book display (~6-8”)
- Fire-proof book return box**
 - Waiting on drawings from architect
- Install new employee handrails**
 - Also add color and padding to overhead wall space for safety
- Build painting storage for small archive
- Install picture molding in Adult room display case
- Paint around Archive door

****Items noted as deficiencies on previous building survey.****

- An electrician needs to be contacted about light fixtures in Adult Room, correct?
- Some recent complaints about upstairs toilet's flushing capabilities.

SEWING WITH SARAH



IN THE JEFFREY M. LEVINE
COMMUNITY ROOM
@THE RICHARDS LIBRARY

THURSDAY, SEPTEMBER 26, 5:00–
6:30PM

THURSDAY, OCTOBER 10, 5:00–6:30PM

Join Sarah of Seamingly Sarah, to learn the basics of a sewing machine or hand sewing. Use the one provided or bring your own. Sarah has over 20 years of experience sewing quilts, mending clothes, sewing clothes and toys. She will offer hands-on help with basic troubleshooting of your machine or sewing projects. This is not a presentation, but a drop-in time for people with questions and projects with sewing machines or hand sewing.

Sewing with Sarah will be offered on a regular basis, schedule variable. Stay tuned for future dates!



SAVE THE DATE



Warrensburg Repair Café

Saturday, October 19th

9:30 to 11:30 AM



The Richards Library
36 Elm St, Warrensburg, NY

Fix your Broken, but Beloved items for
FREE with friendly Repair Coaches

Contact us at 518-744-7554 or
warrensburgrepaircafe@gmail.com for more information



HOMESCHOOL MEET-UP

**THURSDAY, SEPT. 19
AT 5:00PM**

**WEDNESDAY, OCT. 23
AT 1:00PM**

**AT THE RICHARDS LIBRARY
IN WARRENSBURG, NY**

IN THE JEFFREY M. LEVINE COMMUNITY ROOM

This is an opportunity for homeschooling families in the Southern Adirondacks, and surrounding areas, to meet in person, socialize, offer support, etc. For all ages - infant to high school.

Led by local homeschooling parent, Jennifer. There will be more dates going forward. Please share with homeschooling families in the area!

Have questions? Contact the Library at
518-623-3011 or Jennifer at
merry.bierman@gmail.com

The logo for Tech-Talk is set within a light blue rounded rectangle. The text "Tech-Talk" is in a bold, dark blue sans-serif font. A speech bubble, also in blue, is positioned to the right of the text, with its tail pointing towards the hyphen between "Tech" and "Talk".

Tech-Talk

Intro to Tech-Talk Class!

Join us in The Jeffrey M. Levine Community Room on October 18 2024 @ 2:15PM for a class about using Tech-Talk!

Tech-Talk is a self-guided learning resource available through our library focusing on a wide range of technology topics including: Microsoft Office, Résumé Building, Email Organization and more! It even includes informative Webinars!

This class will show you how to log in to the website, navigate it, and find the topics that interest you!

We hope to see you there!

SENIOR PLANET

FROM AARP



FREE Technology Classes!

The Richards Library is partnering with Senior Planet from AARP to help older adults use technology to learn new skills, save money, get in shape, and make new friends.

Classes are hosted in the Jeffrey M. Levine Community Room at the Richards Library in Warrensburg, NY, and are intended for adults 60 and over.

Upcoming Course:

IPad Essentials Course – Every Tuesday and Thursday at 2:00 PM, Weekly from 10/29 – 11/28

This 5-week course will cover the essentials of how to use the Apple iPad, how to navigate the internet, and how to send and receive email. By the end of the course, you'll have a foundation for using an iPad and the internet to enrich your life!

iPads will be provided for use in class.

Dates – 10/29, 10/31, 11/5, 11/7, 11/12, 11/14, 11/19, 11/21, 11/26, 11/28

Sign Up Today!

Call: [518] 623-3011

Email: lkeith@sals.edu

THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS OCTOBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
		1 TRL Board Meeting @ 10:00a	2	3 Chess/Checkers, Thursdays, 3:00- 6:30p	4 Closing at NOON due to WLGS	5 Closed due to WLGS
6	7	8 Needle Felted Pumpkins w/Filomena, 3:30-6:30p	9	10 TRL Book Club @ 4:00p Sewing with Sarah, 5:00-6:30p	11 Children's craft @ Garlic Festival, 3-6:00p	12
13	14 Closed for Columbus/ Indigenous Peoples Day	15	16	17	18 Intro to Tech-Talk @ 2:15p	19 Warrensburg Repair Cafe, 9:30-11:30a
20	21	22	23 Homeschool Meet-up @ 1:00p	24 Community Seed Swap & Herbal Lecture, 4:00-5:30p	25	26
27	28	29 OATS: Ipad Essentials Course @ 2:00p	30 Story time & Activity @ 10:00a	31 OATS: Ipad Essentials Course @ 2:00p		

- *Chess/Checkers* in the YA Room, for any ages, instruction books provided.
- *Needle Felted Pumpkins w/Filomena*, limited to 8 seats. Free program for adults and young adults ages 14+. Please pre-register.
- *Intro to Tech-Talk*, join Logan for a presentation of how to use this self-guided tech teaching resource!
- *Sewing with Sarah*, hands on help with sewing projects. See flyer for more info.
- *Garlic Festival* located at the Warrensburg Recreation Field.
- *Homeschool Meet-up* meets monthly for the school year. Times will vary. Details on flyer.
- *Community Seed Swap & Herbal Lecture*, help stock the Seed Library with new varieties, share with community members, and learn about herbal teas you can make yourself for stress relief and boosting immunity. Free for all ages interested in the topics.
- Story time & Activity, 1 session for Oct, Halloween themed, will focus on children ages 3-5. Other ages welcome. Child supervision required.
- OATS Classes are tech classes geared towards seniors, 60+, but open to any ages interested in the topic. Check Facebook for flyers or ask Logan!

To pre-register for programs, or ask questions, contact the Circulation Desk at 518-623-3011.

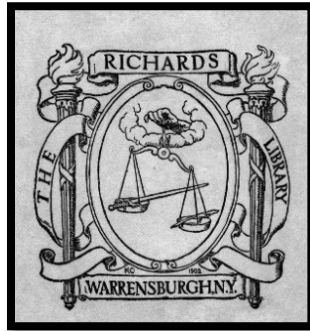
TRICK
OR
TREAT



2024 Monthly Statistics

Month	Att Adult	Att Juv	Comp Use Ad	Comp Use Juv	Circ.	Ref	Holds Placed	Holds Sat	Items W/D	Items Acc	WiFi Conn
January	645	126	83	28	1504	9	494	500	10	93	133
February	739	178	106	26	1621	16	441	363	6	113	167
March	759	156	113	23	1470	14	435	442	13	106	237
April	797	212	112	28	1471	32	500	462	4	137	245
May	722	170	115	26	1427	20	467	479	2	214	198
June	781	172	126	26	1479	25	456	422	31	119	207
July	900	212	137	7	1956	18	404	410	10	82	373
August	900	178	116	6	1736	26	453	417	33	100	429
September	695	126	99	7	1278	18	442	421	35	48	312
October											
November											
December											
2024 TOTALS	6938	1530	1007	177	13942	178	4092	3916	144	1012	2301
	O/A Att 8468		O/A Comp 1184		O/A Circ. 13942						

The Richards Library



Security Camera Policy (DRAFT)

In order to provide a safe and secure environment for patrons, Staff and the Library's assets, The Richards Library Board of Trustees has established the following policy in regard to the use of security cameras at The Richards Library.

Purpose:

Since Library Staff are unable to provide direct supervision over all areas within the Library and its grounds, the security cameras are placed at select locations in order to observe and record visible activities of persons within the Library and its property. Observation of activity, whether in real time or from digital records storage, shall be limited to activities that are specific to Library operations and those that may affect the safety and security of Library patrons, Staff and Library assets. A real-time monitor is placed at the Circulation Desk for use by the Director and Staff.

Privacy and Confidentiality:

Camera placement will be determined by the Director or their designee. The placement of cameras is for the safety of the Staff and patrons, which is the first priority; protection of Library property is of secondary importance. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms.

To the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential as interpreted by NYS Civil Practice Law and Rules, CVP§4509-Library Records, and as accepted by NYLA, and reads as:

“Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.”

Library Staff may view real time. Protected information shall be held in confidence by Library Staff under the Library's *Code of Ethics*, as found on the Library's website under *Policies*.

Public Notice:

Signage shall be conspicuously displayed at the Library advising of the recording of video images. Conversations or other audible communications are not monitored or recorded by the security cameras.

Data Storage and Access:

Cameras will record activities in real time and images will be saved to the camera server's hard drive. The capacity of the storage system allows for images to be stored for a period of 14 days. Current software deletes images automatically as the capacity of the hard drive is reached. The Library is not obligated to store images past the 14-day limit. Cameras will not be monitored continuously by Library Staff.

The Director may archive footage to an external flash drive, pursuant to the purpose of this policy, and store it in a controlled area. Access to the archived footage is restricted to designated Staff: Library Director and their designee. **Include time frame for saving footage to flash drive?**

When dealing with Law Enforcement officials, access will only be allowed when pursuant to a subpoena, court order, or when otherwise required by law. In such cases, the Board President and SALS Director will be notified by the Library Director or their designee. Law Enforcement officials may be given copies of recorded material if the Library is initiating criminal proceedings against person/persons who have committed damage to Library property, assaulted a Staff member, or other serious, related offenses.

Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users or footage that is archived and to be used in a criminal case commenced by the Library. If the Library receives a request from a member of the general public to inspect security camera footage, they will be advised to obtain legal standing via an attorney or Law Enforcement official.

Security camera recordings that are not considered confidential library user records (external recordings not depicting access to the Library) will be shared with a third party at the discretion of the Director or their designee.

**Approved and adopted by The Richards Library Board of Trustees April 19, 2018
Reviewed and approved on October, 6 2020**

Permission was obtained from the Aurora Public Library, Aurora, IL, The Warren County Library, Belvidere, NJ and the Elizabeth Public Library, Elizabeth, NJ, to use, alter and/or adapt excerpts from each of their library policies to formulate this current policy, on April 17, 2018. Permission was obtained from Saratoga Springs Public Library, Saratoga Springs NY, to use excerpts from their library policy to formulate this current policy on, TBD.