

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, November 12, 2024

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

Meeting called to order at 10:11am

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

Period Of Public Expression:

Sarah discussed the Board training in October. Discussed the need to email board meeting dates to a Public News Outlet at the start of the new year. The Board discussed subcommittee/committee vs working session requirements under the NYS Open Meeting Law. The Board agreed to continue treating the workshop meetings as subcommittee/committee meetings.

Correspondence:

- National Grid sent two letters
 - Notice of late billing for October
 - Price increase in 2025
- NYS sent letter that tax withholding will change in 2025
- SALS Director sent message regarding committee meeting notices

Director's report:

- Utz painting was fixed, returned and rehung
- Wayfinding signage was installed
- NMS cleaned furnaces and replaced the blower motor for one section
- Ordered two new public desktops
- Will test SWANK streaming Services
- The many October 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: A motion was made by Becky, seconded by John and approved by the Board to approve the revised 2025 budget
- Building and Grounds: Andy will be picking up pieces of fencing
- Outreach: the same as usual
- Policy:
 - Collection Development Policy
 - Need definition of Patron, need to review archive policy regarding gifts
 - Final draft will be sent to SALS for review
 - Security Camera Policy
 - A motion to approved the revised Security Camera Policy was made by Sue, seconded

by John and approved by Board

Old Business

- Planning Services Project
 - Still need updated front steps estimate. PCC Contracting completing site visit to update the estimate as board meeting is in progress. Shelby will follow up with Paul Mays.
- Joint Automation – next meeting will be Dec. 11. They will be discussing fees for 2026. Fees anticipated to increase due to Schenectady County Public Library and associated branches leaving the JA consortium at the end of December 2024.

New Business

- Vanguard
 - Sue made a motion to approve new signers, John and Gina, for the Vanguard account. Mary seconded and the motion was approved by the Board. Letter signed by Sarah and Shelby. To be faxed to Vanguard after the meeting.
- 2025/2026 Draft Budget
 - The draft 2026 budget will be discussed at the December Board meeting

Other Business:

- Town Board Meetings
 - Mary discussed the October Thurman town meeting
 - Sarah will attend the Warrensburg town meeting on 11/13
 - Sarah will attend the December Warrensburg BOE meeting

Public Expression: none

Next Board Meeting set for December 3, 2024 at 10:00am

The Board Committee workshop set for November 19,2024 has been canceled.

A motion was made by Mary, seconded by John and approved by the Board to adjourn at 11:20am

Approved by The Richards Library Board of Trustees on December 3, 2024.