

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, December 3, 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 10:05am

Motion to approve the consent agenda was made by John, seconded by Susan and approved by Board after responding to a question about payment for lost books.

Period Of Public Expression:

- Sarah circulated an article on native plants that included information and pictures of our rain garden
- Sarah asked if Board members know of any potential candidates to fill the Board vacancy

Correspondence:

- SALS sent a letter saying they have Trustee vacancies and are looking for potential candidates

Director's report:

- Richards Library has a donation box for Martha's Mittens to collect mittens for veterans
- Volunteer in trial period for Archive assistance
- Continuing Food for Fines to donate to the Presbyterian Church Food Pantry
- JA staff changed wireless to static IP
 - Need to contact Spectrum to improve wireless speed – it is too slow
- Patron was briefly trapped in the elevator
 - Barrier Free Elevator came and checked the elevator – all is ok
- Brief power outage
- Final report for Seed Library Grant submitted
- Incident report completed on 11/26 – disruptive teenagers
- The many November programs were discussed
- Upcoming programs for the month were discussed
 - Additional programs will be offered during school break
- 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: an additional person has signed up
- Policy:
 - Collection Development Policy
 - Sent draft policy to SALS for review
 - Board agreed that a patron is “anyone who lives in our tax district”

Old Business

- Planning Services Project
 - The updated estimate from PCC Contracting to repair the front steps (and more) is considerably higher than the 2021 estimate. Need to find funding. Shelby will schedule next meeting 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 Public Library and associated branches leaving the JA consortium at the end of December 2024.
- Vanguard – authorized signers confirmed by Vanguard
- 2025/2026 Budget
 - Motion by John, seconded by Sue and approved by Board to exceed the 2% tax cap levy FY 2026

New Business

- Budget Format on Website
 - Board agreed to follow the same format as the school in posting budget information on our website
 - Will keep 3 years of budget information posted
 - Will post preliminary 2026 budget when ready, need to have another workshop.
- Vote on Board Positions
 - All Board officers agreed to stay in their current positions for the 2025 year.
 - Sarah Gebbie-Measeck as President, Mary Beadnell as Vice President, Susan Matzner as Secretary, and Becky Lawler as Financial Officer.
 - A motion was made by John, seconded by Mary and approved by Board.
- 2025 Draft Calendars
 - Shelby distributed the 2025 draft of the Board meeting calendar
 - All Board members agreed to meeting dates as listed and asked they be sent to The Sun and The Chronicle for public notice
 - Shelby distributed the draft of the 2025 compliance calendars

Other Business:

- Town Board Meetings
 - Sarah discussed the Warrensburg town meeting on 11/13
 - Sarah will attend the December Warrensburg CSD meeting
 - Esther will attend the January Thurman town meeting

Public Expression: none

Next Board Meeting set for January 7, 2025 at 10:00am

The Board Committee workshop is set for January 21, 2025 at 10:00am

A motion was made by Becky, seconded by John and approved by the Board adjourn at 11:34am

Approved by The Richards Board of Trustees on January 7, 2025.