

**The Richards Library**  
**Board of Trustees Meeting Minutes**  
**Tuesday, January 7, 2025**

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 10:04am

Motion to approve the consent agenda was made by John, seconded by Mary and approved by Board.  
Treasurer reported that the Library has received a check from the school for the tax levy

Period Of Public Expression:

- None

Correspondence:

- Received a letter from Warren County Tourism Dept asking if library has interest in appearing in an email blast.
  - There is a cost involved.
- Received notice from Commerce Bank regarding an update to their payment processing procedures

Director's report:

- No donations yet in the donation box for Martha's Mittens to collect mittens for Veterans
- Archives are moving slowly – progress reports presented
  - Volunteer has other interests
  - Looking at applying for grants from DPHS/NY
- Due to power outage, Director has purchased lanterns and wall flashlights to improve ability of patrons and staff to exit safely
- Spectrum made a site visit to improve wireless speed – it is not yet resolved
- Infant changing stations have been installed in public restrooms
- Electrician prepared outlet to install automatic door opener
- NMS made a visit for the upstairs new section furnace
  - Getting quotes for furnace replacements – oil and propane
- Director submitted information, and letter of intent after this meeting, for The Big Read to SALS – Erica F. completing grant application for the library system.
- The many December programs were discussed
  - Additional programs were offered over the school break
- 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: going along
- Policy:
  - Board will need to review 4 policies in 2025
  - Need to finalize Disaster Preparedness Plan

#### Old Business

- Budget format on our website has been updated
- 2025 draft schedule of board meetings was submitted to the Sun Community News and The Chronicle
- 2025 Compliance Calendar (draft) was distributed to the board.

#### New Business

- Planning Services Project
  - Zoom meeting with Paul Mays on January 13 at 11:00am
  - Board President discussed some potential organizations for funding
- JA Fees for 2025 and proposal for 2026
  - Our fees will drop 3% in 2025. JA Council is hoping to keep fees flat for 2026
- CHS Financial review for 2024
  - Fees increased by 11%
  - Will use for 2024 and then get quotes from other accounting firms for 2025
- 2025 SALS Challenge Grant
  - Board discussed looking for a grant writer to assist with raising funds through grants

#### Other Business:

- Town Board Meetings
  - Sarah attended the December Warrensburg CSD meeting
  - Esther will attend the January Thurman town meeting
  - Sarah will attend the February Warrensburg Town Meeting

Public Expression: none

Sarah made a motion to go into executive session. Seconded by John and approved by Board at 11:33  
 Sarah made a motion to exit executive session. Seconded by John and approved by Board at 11:47

Next Board Meeting set for February 4, 2025 at 10:00am

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

A motion was made by Sarah, seconded by Susan and approved by the board adjourn at 11:47am

**Approved by The Richards Library Board of Trustees on**