

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, February 4, 2025

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 10:03am

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

Period Of Public Expression:

- None
- Board discussed safeguarding the rights of Immigrants and how to assure patrons can get library cards

At 10:19 John made a motion to go into Executive Session, seconded by Mary and approved by Board.

- Board discussed the Director's contract

At 10:59 Susan made a motion to end Executive Session, seconded by Mary and approved by Board.

Correspondence:

- Received a letter from Vanguard about an upcoming virtual meeting
- Received a Facebook invite from the Warrensburg Chamber of Commerce
 - There will be a virtual annual member meeting on February 11, 2025
 - There will be an increase in membership dues from \$75 to \$110

Director's report:

- Will continue collecting for Martha's Mittens until February 14
- The hired contractor completed the installation of the automatic door opener
- NMS made 2 visits to get information for propane furnace replacements
- 2025 Annual Report was opened – due to SALS by 2/9
- Big Read grant details sent to SALS – results in April
- The many January programs were discussed
- Upcoming programs for the month were discussed
 - Additional programs to be offered during school break
- Statistics for the month were presented

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance:
 - Review of 2026 budget will happen under new business
- Building and Grounds: n/a
- Outreach
 - going along at Countryside
 - Community surveys have been collected, results will be tabulated and discussed at future meeting

- Policy:
 - A motion was made by Susan, seconded by John and approved by Board to adopt the updated Collection Development and Material Reconsideration Policy

Old Business

- Planning Services Project
 - Zoom meeting with Paul Mays was held on January 13 at 11:00am
- JA Fees for 2025 and proposal for 2026
 - 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%
 - Checked on fees being charged, they are similar to other firms. Will stay with CHS Financial
- 2025 SALS Challenge Grant is due March 31

New Business

- 2026 Budget
 - A motion was made by Susan, seconded by Mary and approved by the Board to accept the 2026 budget
 - Board voted not to exceed the 2% tax cap
 - A letter to the School Board will be presented at the March WCSSD BOE meeting
- Renew Trustee Term
 - Mary renewed Sarah's term as a trustee
- Renew Director's Contract
 - Board agreed that the President will discuss the new contract with the Director
- 2025 Annual Report
 - Director reviewed the 2025 Annual Report.
 - A motion was made by John, seconded by Susan and approved by the Board to submit the report.

Other Business:

- Library Advocacy Day is February 5
- Town Board Meetings
 - Esther attended the January Thurman town meeting
 - Sarah will attend the February Warrensburg Town Meeting
 - Susan will attend the March Warrensburg CSD meeting

Public Expression: none

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

The Board Committee workshop is set for February 18, 2025 at 10:00am

A motion was made by John, seconded by Susan and approved by the board adjourn at 11:41am

Approved by The Richards Library Board of Trustees on March 4, 2025.