

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

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

Excused: Mary Beadnell

Meeting called to order at 10:04am

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

Period Of Public Expression: None

Correspondence:

- Received a notice about board development opportunities.
 - Board members would not be available to attend these course so decision was made not to pay for the courses
- SALS – New Director Search
 - Sarah Dallas is planning to retire late summer
 - SALS is holding a series of meetings with Board members and Library Directors in March

Director's report:

- Martha's Mittens donations were collected
- NMS made an additional visit to get information for propane furnace replacements
 - Request sent to SHIPO
 - Need approval due to historical building
- SALS submitted the 2025 Annual Report to NYS
- Service visit from Barrier Free Elevators – batteries changed, all OK
- All tax forms are available along with instructions for filing
- Contacted Paul Mays about finalizing the Accessibility Improvements Project
- The many February programs were discussed
- Upcoming programs for the month were discussed
- Special programs planned for April were discussed
 - April 1 – Seed Starting Workshop
 - April 21 - Holocaust Exhibit – will be in Community Room for a month
 - April 24 – Forage & Cook Workshop
- 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 at Countryside

- Policy: n/a

Old Business

- 2025 SALS Challenge Grant is due March 31 – looking for a grant writer
- 2026 Budget
 - Preliminary budget posted to website
- Renew Trustee Term – completed at Feb. Board meeting
- Renew Director’s Contract
 - Contract will be created and signed this month
- 2025 Annual Report
 - SALS submitted to NYS

New Business

- Holidays Closed: Discussed which holidays the Library might be open instead of closed

Other Business:

- Town Board Meetings
 - Sarah reported on the February Warrensburg Town Meeting
 - Town Board asked if the Library could collect data on broadband access in our community. Will ask town to provide forms that patrons may self-report and turn in to the town.
 - Town Board asked if the Library could help with Friday programming for the town summer youth program. Will ask town to share more details.
 - Town Board asked if the Library would be able to host a monthly “Senior Game Night” since there is no longer a Senior Center in town for them to meet. Will ask town to share more details and try to move forward with this program.
 - Susan will attend the March Warrensburg CSD BOE meeting to present the Library’s ballot proposition for the BOE Voting in May 2025
 - Esther will attend the April Thurman meeting
- Annual Sexual Harassment Prevention Training: Determined that the Annual Sexual Harassment Prevention Training for Trustees and staff will be done on-line utilizing the free training from NYS.

Public Expression: none

Next Board Meeting set for April 1, 2025 at 10:00am

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

A motion was made by Susan, seconded by John and approved by the Board to adjourn at 11:02am

Approved by The Richards Library Board of Trustees on April 1, 2025.