

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, April 1, 2025**

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

Excused: Gina Colburn, Esther McTague

Guest: Samantha Newcombe, Arrow Bank, Warrensburg Branch Manager, possible new Trustee, and Dana from Northern Mechanical Services

Meeting called to order at 10:09am

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

Period Of Public Expression:

- Discussed furnace replacement proposal with Dana from Northern Mechanical Services

Correspondence:

- Received a notice of the Caldwell Lake George Library Annual Dinner
 - Fundraiser to be held on April 10
- SALS Annual Trustee Meeting
 - Will be held in Saratoga on May 19 RSVP by May 2
- Adirondack Land Trust
 - Letter with opportunity for a free backpack for Birding for All
 - Director will follow up with interest

Director's report:

- Received a response from Division for Historic Preservation of the Office of Parks and Historic Preservation
- NMS service visit for upstairs – new section of furnace
- Warren County Sherriff's Office escorted a person from the library
 - This was not initiated by library staff
 - No incident report
 - No disruptions in the library
- Received visits from ADK P & M and Crisafulli Bros. regarding furnace replacement
- Richards Library Seed Library is open
- WCS student volunteer came for 2 sessions
- March programs were discussed
- Special programs planned for April were discussed
 - April 1 – Seed Workshop
 - April 21 - Holocaust Exhibit
 - April 24 – Forage & Cook
- Statistics for the month were not presented yet

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds:
 - Had Zoom meeting with potential Grant Writer - Lisa
 - Suggested getting more information from Paul Mays since we have an open project with him already
 - Discussed her rates and determined they were high for our budget
- Outreach
 - going along at Countryside
- Policy:
 - March workshop focused on reviewing our strategic plan and giving feedback and edits for the next one. Sarah will add the edits and share with the Board. Another workshop will be needed, possibly in April.

Old Business

- 2025 SALS Challenge Grant – not applying this round
- Renew Director's Contract
 - completed
- Holidays Closed
 - Director will decide on changes and discuss with Board before finalizing
- Annual Sexual Harassment Prevention Training
 - All Staff and Board members will complete the free on-line training from NYS

New Business

- Quotes for changing furnaces from oil to propane
 - Received quotes from Northern Mechanical Services and Crisafulli Brothers
 - Still waiting for quotes from Adirondack P&M and Family Danz
 - Will look for additional quotes
 - Need to contact G.A. Bove about removing oil (and possibly tanks) and installing new tanks for propane
- 2024 Financial Review and Tax Return
 - Reviewed. Motion made to accept...
 - Signed by Sarah and submitted by Becky

Other Business:

- Town Board Meetings
 - Susan reported on the March Warrensburg BOE meeting
 - Presented the Library's proposition for the May ballot
 - Esther will attend the April Thurman meeting
 - Sarah will attend the Warrensburg Town Meeting in May

Public Expression: none

Next Board Meeting set for May 6, 2025 at 10:00am, Sara Dallas will attend.

The Board Committee workshop date will be determined over email.

A motion was made by Susan, seconded by Becky and approved by the Board to adjourn at 11:28am.

Approved by The Richards Library Board of Trustees on May 6, 2025.