

The Richards Library
Board of Trustees Meeting Minutes
Thursday, June 5, 2025

Present: Sarah Gebbie-Measeck, Susan Matzner, John Schroeter, Esther McTeague, Mary Beadnell, Samantha Newcomb, and Shelby Burkhardt, Library Director

Excused: Gina Colburn, Becky Lawler

Meeting called to order at 10:05am

Motion to approve the consent agenda was made by John, seconded by Samantha with changes to the meeting minutes and approved by the Board.

Period Of Public Expression: Sarah Gebbie-Measeck suggested going out of order from the approved agenda, to focus on items that need discussion and Board approval, prior to Samantha Newcomb leaving at 10:50am.

Old Business:

- Changing furnaces from Oil to Propane
 - Motion to pay for the replacement furnaces and HVAC units utilizing monies saved in the Capital Expenditures fund, a Schwab donation, and to borrow the remaining funds needed for this project from the emergency fund, with the provision to take monies designated in the 2026 budget for Capital Expenditures and move them to the emergency fund to repay all funds borrowed, was made by Susan, seconded by John and approved by the Board.
- Draft Strategic Plan
 - Discussed comments/suggestions from Sara Dallas re: Strategic Plan
 - Sarah will try to incorporate comments and present the revised plan to the Board in July.
- Another 100 Year Campaign
 - Discussed need to fundraise for matching funds needed to apply for grants
 - Need to consider changing the financial management plan to allow Board members to fund raise and move the CDs
 - Workshop suggested to review and possibly revise the financial plan was suggested
- Policies – Non Circulating Materials
 - A motion was made by John and seconded by Samantha to change the policy to a procedure and approved by the Board

Correspondence:

- Received a letter thanking the library for renewing our insurance for paid family leave and disability

Director's report:

- Elevator is in working order
- Advertisement for North Country Living in conjunction with Warrensburg Museum and Chamber of Commerce

- WCSD 6th grade teacher borrowed *Finding Kalman* to read in class, planning to bring students to *Messages From Survivors* exhibit
- Attended SALS Annual Meeting with Sarah and John
- Received Water Test Kits from Water Insecurity Correction Coalition
- Met with Drew Monthie to discuss his upcoming exhibit in the YA Room
 - Artist reception on 6/10 at 5pm
- WCS Student volunteer helped with gardening, signage and displays
- May programs were discussed
- Special programs planned for June 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
 - 2 ladies borrowing books
- Policy:
 - Workshop continued development of the strategic plan, briefly reviewed policies: Web-link Request and Non-Circulating Disposal

Old Business

- Annual Sexual Harassment Prevention Training
 - Completed by all trustees, still need information from Gina
- Changing furnaces from Oil to Propane
 - Signed contract with Beadnell Heating & Cooling
- New Trustee
 - Website and Facebook updated
- Adirondack Rural Revitalization Program Grant
 - Library requested approximately \$15,000 – waiting to hear back
- May 20th Vote for WCSD propositions and Library Tax Levy increase
 - Voters approved
- Draft Strategic Plan 2025-2030
 - Feedback received from SALS (see above)

New Business

- Adirondack Foundation Lake Placid Education Foundation 2025
 - Submitted a request for \$5000 to increase archival attention and grow the YA collection
 - Award results will be released in July, funds in August
- Warren County Occupancy Tax
 - Online submission created for the Library on County website, 2026 Occupancy Tax Event Funding will open Summer 2025
 - Warrensburg town application found
 - Esther will ask Thurman about their application process
- Another 100 Years Campaign (see above)

- Master Plan from Butler, Rowland & Mays Architects
 - Received final plan
 - No questions or comments for Paul Mays

Other Business:

- Town Board Meetings
 - Report from Esther for Thurman town meeting in April
 - Report from Sarah for Warrensburg town meeting in May
 - Report from Sarah for the WCSD BOE Meeting in May
 - No attendance at a meeting in June due to schedule conflicts, attended 2 meetings in May instead
 - Esther or Mary will attend the Thurman town meeting in July (7/17 @ 4:30p)

Public Expression: none

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

Next Committee Workshop scheduled for June 17 at 10:00am

Motion to adjourn meeting made by Susan, seconded by John and approved by the Board at 11:54am.

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