

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

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

Meeting called to order at 10:03am

Motion was made by John to accept the revised Fiscal Management Plan, as edited today and at the Board workshop on June 17, and seconded by Susan. The Board approved the motion.

- Board members agreed to move the CDs with Arrow Bank into higher yield short-term CDs as they come due

Motion was made by Mary to remove Suzanne Glebus as a signatory on Library accounts and to keep John Schroeter and Susan Matzner as signatories alongside Gina Colburn. Motion was seconded by Susan and approved by the Board.

Board discussed changing meeting minutes to reflect edits prior to finalization of minutes and approval by Board. Board members agreed to note any major changes to the previous month's minutes would be reflected at the beginning of the current month's minutes.

Motion to accept and approve the consent agenda and meeting minutes without June financials was made by Susan, seconded by John and approved by Board.

Period Of Public Expression: None

Correspondence:

- Vanguard sent an updated report
- G. A. Bove sent a letter to prepay for fuel. Shelby contacted G. A. Bove for the propane contract since we are switching over this year. Becky may have signed the new contract. Details not known, need an update from Becky.
- DAFgiving 360 sent \$1000 from the Southern Adirondack Fund. Motion was made by John, seconded by Susan and approved by the Board to apply this money to matching funds needed for the Chimney Cap repair.
- Adirondack Community Foundation sent a newsletter
- Joint Automation (JA) sent an email
 - Need to upgrade Microsoft Office (2016/2019) products by October 14, 2025, cost per computer, need to follow up to determine if this is a one-time or annual charge, etc.

Director's report:

- Prepping Archive Room 1 for furnace/HVAC installation
- Pick Up Warrensburg left stickers and brochures
- WCSD 6th grade came to view Messages From Survivors
- SALS conducted final interviews for new Director
- Received 2024-2025 Yearbooks from both WCSD buildings

- Final report submitted for the Accessibility Improvement Project
 - Once approved, we'll receive the remaining funds
- Artist reception was held on 6/10 at 5pm
- WCS Student volunteer helped with signage and displays
- June programs were discussed
- Special programs planned for July were discussed

Committee Reports

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds: n/a
- Outreach
 - John - Continuing as usual at Countryside
- Policy:
 - Workshop reviewed and revised the Fiscal Management Plan

Old Business

- Changing furnaces from Oil to Propane
 - A contract with excavation costs received from G. A. Bove – signed, emailed and deposit check mailed
 - Deposit given to Beadnell Heating & Cooling – waiting on refrigerant parts to start installation
 - Finalized plans submitted on CRIS
- Adirondack Rural Revitalization Program Grant
 - Library requested approximately \$15,000 – waiting to hear back
 - Received \$2500 from Stewart's to go towards our matching funds
- Draft Strategic Plan 2025-2030
 - A motion to approve was made by Samantha, seconded by John and approved by the Board
- Adirondack Foundation Lake Placid Education Foundation 2025
 - Submitted a request for \$5000 to increase archival attention, plus supplies, and add to our YA collection
 - Awaiting results – July notification
- Warren County Occupancy Tax
 - Esther reported that Thurman does have a form for requesting occupancy tax funds, need to email the town hall for it.
 - Will try to use these funds for advertising in the Sun Community News and possibly the Chronicle
- Another 100 Years Campaign
 - Discussed the need to start a capital campaign committee with community members in order to fundraise and collect on-line donations
- Master Plan from Butler, Rowland & Mays Architects
 - Email will be sent to Paul Mays that there are no questions from the Board.

New Business

- Fiscal Management Plan
 - See above
- Policies to be reviewed
 - Privacy and Confidentiality of Library Records
 - Security Cameras
 - WebLink Policy
 - Need to review and vote at next Board meeting
- Casella Foundation Grant
 - Application submitted by Sarah June 9.

Other Business:

- Town Board Meetings
 - Esther will attend Thurman Town meeting July 17
 - Susan will attend Warrensburg Town Meeting on August 13

Public Expression: None

Next Board Meeting set for August 5, 2025 at 10:00am

Next Committee Workshop scheduled for July 15 at 10:00am

Motion made by Susan, seconded by John and approved by the Board to adjourn at 11:17am.

Approved by The Richards Library Board of Trustees on August 5, 2025.