

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, August 5, 2025

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

Excused: Mary Beadnell, Becky Lawler

Meeting called to order at 10:08am

Motion was made by John and seconded by Susan to approve the amended consent agenda with addition of “use of funds” to the previous minutes. 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

Period Of Public Expression: None

Correspondence:

- Warren County Health Services – offer of providing free community education programs
 - Shelby will review
- That’s My Brick – cost of the bricks will go up to \$30 per brick
 - Board discussed raising the price of each brick to maintain profit for Library
- National Grid
 - Letter about installation of smart meter

Director’s report:

- Closed for Independence Day
- Fire extinguishers inspected
 - Two are being replaced
- SALS hired a new director
- SALS libraries received the Big Read grant
- Propane prepay contract completed by Becky
- Final report for the Accessibility Improvement Project approved by NYS DLD
- July programs were discussed
- Special programs planned for August were discussed

Committee Reports

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: need to sign to move remaining CDs
- Building and Grounds: n/a
- Outreach
 - 2 patrons
- Policy:
 - Workshop reviewed and revised the Privacy and Confidentiality of Library Records and Security Cameras Policies
 - A motion was made by Susan and seconded by Samantha to adopt three policies. Motion was approved by the Board.
- Discussed policy about which animals are allowed in the Library as per our Code of Conduct
 - Board does not wish to make additional exceptions beyond Certified Service Animals

- Discussed posting signs at both entrances – Service Animals Only, etc.
- Shelby will look into sign options

Old Business

- Changing furnaces from Oil to Propane
 - waiting on refrigerant parts to start installation
 - Additional information requested about tank burial by CRIS to be reviewed by the archeology unit
 - Submitted with info from GA Bove
- Adirondack Rural Revitalization Program Grant
 - waiting to hear back
- Draft Strategic Plan 2025-2030
 - Approved by the Board in July
- Adirondack Foundation Lake Placid Education Foundation 2025
 - Awaiting results
- Another 100 Years Campaign
 - On hold
- Fiscal Management Plan
 - Changes approved at the July meeting
- Policies
 - Voted on earlier, see above
- Casella Foundation Grant
 - Awaiting results

New Business

- Code of Conduct
 - See discussion above regarding allowing animals in the Library

Other Business:

- Town Board Meetings
 - Esther reported on the Thurman Town Meeting
 - Susan will attend Warrensburg Town Meeting on August 13
 - Sarah will attend the WCSD BOE on September 8

Public Expression: None

Next Board Meeting set for September 9, 2025 at 10:00am

No committee workshop in August

Motion made by Samantha, seconded by Susan and approved by the Board to adjourn at 11:05am.

Approved by The Richards Library Board of Trustees on September 9, 2025.