

**The Richards Library  
Board of Trustees Meeting Minutes  
Tuesday, February 3, 2026**

**Present:** Sarah Gebbie-Measeck, Esther McTague, John Schroeter, Gina Coburn and Shelby Burkhardt, Library Director

**Excused:** Becky Lawler, Susan Matzner, Mary Beadnell, Samantha Newcomb

Meeting called to order at 10:10 am.

The consent agenda and meeting minutes, after amendment to Old Business entry, (Sarah will ask Becky where funds will come from re \$980 shortage for chimney cap) will be voted on at March meeting.

**Period of Public Expression:**

- None

**Correspondence:**

From SALS 1) Received information on Sexual Harassment Training available from SALS  
2) Due Date for submission of annual report will be extended to April 1, 206

**Director's report:**

- Open from 9:00-3:00 on MLK Jr Day, some adult attendance, same plan for Presidents' Day
- Related issue of sprinkler system losing air pressure. Shelby is coordinating sprinkler system repair and obtaining exterior lockbox . The board thanked Shelby for her time and dedication in dealing with this incident.
- Discussion of January events and upcoming scheduled February events
- The Richards Library Seed Library - drop in hours start Tuesdays 3-5 pm
- Statistics for the month were noted

**Committee Reports**

- **Personnel Committee:** n/a
- **Ad Hoc:**
  - Archives: report from Marie was submitted. The current display focuses on Japanese and Chinese items.
  - Emergency Preparedness: Work on policy continues- Warren County Sheriff Dept provided wording suggestions. Walk through of County department of Emergency Preparedness will be undertaken
  - Gore Electric will provide quote for generator
- **Budget and Finance:** n/a
- **Building and Grounds:** n/a
- **Outreach:** John – continuing on as usual at Countryside Adult Home
- **Policy:** Workshop on February 17 will begin 125th Anniversary planning

**Old Business**

- Adirondack Rural Revitalization Program Grant
  - Contract from PCC will be sent when available

- Staff Vacancy
  - Ads put in SUN and Chronicle for maintenance/handyman
- Princh - more discussion and information needed for implementation
- DASNY Diligence Letter/Application - reworking, extension until the end of February; discussion included possible ways funds could be used

**New Business**

- Library Speakers Consortium - underway
- Letter to WCSD Board of Education - will be sent, will be presented by Sarah at WCS Board meeting

**Other Business:**

- Town Board Meetings
  - Esther reported on Thurman Town Board 1/15/26
  - Susan will attend the Warrensburg Town Meeting on 2/11/26
  - Sarah will attend the Warrensburg CSD BOE meeting 3/9/26

Next Board Meeting set for March 3, 2026 at 10:00am

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

Meeting was adjourned at 11:13 am.

Submitted by Esther McTague

**Approved by The Richards Library Board of Trustees on**