

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 10:10am

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 due to lack of quorum at this 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, 2026

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.
 - 125 Anniversary Committee
 - Workshop on February 17 will begin 125th Anniversary planning
- Budget and Finance: n/a
- Building and Grounds: Gore Electric will provide quote for generator
- Outreach
 - John – continuing on as usual at Countryside Adult Home
- Policy
 - Work on Emergency Preparedness Policy continues – Warren County Sheriff Department

provided suggestions for active shooter and bomb threat responses. Walk through of County department of Emergency Preparedness will be undertaken.

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
- Library Speakers Consortium - underway

New Business

- Letter to WCSD Board of Education – will be sent, will be presented by Sarah at WCSD Board meeting

Other Business:

- Town Board Meetings
 - Esther reported on Thurman Town meeting on 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

Public Expression: none

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

Next Committee Workshop scheduled for February 17, 2026 at 10:00am

Motion was made by John, seconded by Sarah and approved by Board members in attendance to adjourn at 11:13am.

Approved by The Richards Library Board of Trustees on March 3, 2026.