

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, June 2, 2026 @ 10:00 AM

Warrensburg Volunteer Fire Company's Community Room, 18 Elm Street, Warrensburg, NY 12885

- I Call to Order and Roll Call of Members
- II Consent Agenda
 - Approval of Mtg. Agenda
 - Approval of Prior Mtg. Minutes
 - Treasurer's Report: Financials
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: *Erie Insurance*
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: *n/a*
 - b. Budget & Finance: *n/a*
 - c. Building & Grounds: *PCC – chimney cap project started*
 - d. Ad Hoc: *Increase Archival Attention Grant – on hold; 125th Anniversary Committee – May Workshop*
 - e. Outreach: *n/a*
 - f. Policy: *n/a*
- VII Old Business
 - Vacancy: Maintenance position – *draft job description attached*
 - Emergency Closure
 - i. *Building repairs in progress*
 - ii. *Volunteers to help reshelve the collection – form attached*
 - iii. *Remaining steps prior to reopening*
 - SAMs/DASNY - *in financial review*
 - SALS Annual Meeting
 - WCSD May 19, 2026 - Tax Levy Vote for the Library (and school budget)
- VIII New Business
 - Sexual Harassment Prevention Training – *free online from NYS*
 -
- IX Other Business
 - Town Board Meetings
 - o Report from Sarah for the Warrensburg meeting (5/13 @ 7:00 PM)
 - o Report from Sarah for the Thurman meeting (5/13 @ 4:30 PM)??
 - o Need volunteer for the WCSD BOE (6/8 @ 6:30 PM)
 - Executive session – *to discuss personnel*
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, June 16, 2026 @ 10:00 AM – *location?*
- XII Next Board Meeting: Tuesday, July 7, 2026 @ 10:00 AM – *location?*
- XIII Adjournment

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, May 5, 2026

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

Excused: Becky Lawler, Mary Beadnell, Susan Matzner

The meeting, held at Warrensburg Fire House Community Room, was called to order at 10:04 am by President Sarah Gebbie-Measeck.

Motion to accept and approve the consent agenda, was made by John, seconded by Samantha, and approved by Board.

Period of Public Expression:

- None

Correspondence:

- Erie Insurance - We received claim checks for parts of the ongoing claim, copies of the check have been sent to accounting.
- NYSIF -Received policy renewal for Work. Comp. This will be posted for staff .

Director's report:

- Received information, including diagram on necessary parts for the bathroom
- Drywall and paint done, no other updates
- 2025 annual report was submitted to SALS/NYS
- Received information on RIF program from SALS
- We were awarded OATS minigrant \$3630. For promotion, marketing, etc.
- Repair Cafe was successful

Committee Reports:

- Personnel Committee: n/a
- Budget & Finance : n/a
- Buildings and Grounds: Discussion of process for returning collection
- Ad Hoc: 125 Anniversary Committee - discussion included logo design for stickers and banner; donations received from Stewarts, Jacobs and Toney, Price Chopper; anticipated music from WCS students. \$500. is budgeted from Programming
- Archival Attention Grant -on hold
- Outreach: n/a
- Policy: Motion by John, seconded by Sarah, to approve new draft of Volunteer Policy, motion passed.
 - Motion by John, seconded by Samantha, to approve minor clarification in ByLaws, regarding voting , motion passed.

Old Business:

- o Vacancy: No maintenance/handyperson candidate at this time, post/ad will be reworked and reposted.
- o DASNY- The required material has been submitted. We were approved on the statewide financial system
- o 2025 Annual report has been submitted

New Business:

- o SALS Annual Business meeting information was distributed

Other Business:

- o Town Board Meetings
 - Sarah will attend the Warrensburg Town Meeting on 5/13/26 7 pm
 - Warrensburg CSD BOE meeting 3/9/26 Volunteer?
 - The Thurman Town Board meeting on 5/13/26 4:30 pm Volunteer?
 - WCSD Tax Levy Vote for the library and school budget May 19, 2026

Public Expression: none

Other: Library Director Shelby shared with the board her intent of taking time off, returning May 26.

Next Board Meeting set for June 2, 2026 at 10:00am – possibly at Wbg. Fire House Community Room

Next Committee Workshop scheduled for May 19, 2026 at 10:00am – possibly at Wbg. Fire House
125th Anniversary of Library plans will be discussed

Motion was made by Sarah, seconded by John and approved by Board to adjourn at 11:50am.

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses
May 2026

Accrual Basis

	<u>May 26</u>
Ordinary Income/Expense	
Income	
LOCAL PUBLIC FUNDS	61,991
Total Income	61,991
Expense	
OPERATING EXPENSES	2,475
PAYROLL, WAGES, BENEFITS & EXPE	12,798
COLLECTION & OTHER CAPITAL EXPE	4,747
Total Expense	20,020
Net Ordinary Income	41,971
Other Income/Expense	
Other Expense	
INSURANCE CLAIM (2026)	25,000
DESIGNATED FUNDS EXPENDED	-1,208
Total Other Expense	23,792
Net Other Income	-23,792
Net Income	<u><u>18,178</u></u>

Richards Library Monthly Funds Activity Report May 2026

Type	Date	Num	Name	Memo	Debit	Credit
Arrow Bank #-6131 -Operat & DF						
12.39a - Operating Account - GFNB						
Bill Pmt -Check	05/03/2026	7109	NYSIF - WORKERS COMP			702.63
Deposit	05/05/2026			POLICY #A-779-916-6 (6/1/26-6/1/27)	61,990.52	
Bill Pmt -Check	05/05/2026	7110	SOUTHERN ADIRONDACK LIBRARY SYSTEM	APRIL 2026 AUTOMATION FEES		479.35
Check	05/06/2026	AWW	SPECTRUM ENTERPRISE #14279801	4/25/26-5/24/26		77.91
Bill Pmt -Check	05/07/2026		NATIONAL GRID	QuickBooks generated zero amount transaction for bill payment stub	0.00	
Bill Pmt -Check	05/07/2026		NATIONAL GRID	QuickBooks generated zero amount transaction for bill payment stub	0.00	
Check	05/08/2026	7111	CRANDALL, LYNN	4/20/26 - 5/3/26		612.06
Check	05/08/2026	7112	Marie Elsworth	Gross Adjusted Wages		53.64
General Journal	05/08/2026	PAYR...	VERIZON	-MULTIPLE-		5,692.30
General Journal	05/08/2026	PAYR...	SPECTRUM ENTERPRISE #143161701	4/22/26-5/21/26	0.00	50.79
Check	05/12/2026	AWW	COMMERCE BANK	5/4/26-6/3/26		130.00
Check	05/17/2026	AWW	ERIE INSURANCE COMPANY	VISA #1697 ONLINE PAYMENT		234.00
Bill Pmt -Check	05/19/2026	ONLINE		5/14/26-5/14/27 RENEWAL		8,542.90
General Journal	05/22/2026	PAYR...		-MULTIPLE-		6,306.07
General Journal	05/22/2026	TRAN...	GEBBIE-MEASECK, SARAH	TRANSFER TO RESTORE 2026 BLD & GROUNDS DF	0.00	1,207.66
General Journal	05/23/2026	TRAN...	NATIONAL BUSINESS TECHNOLOGIES*	CHIMNEY CAP LAWN SIGN		34.22
Bill Pmt -Check	05/28/2026	7114	SOUTHERN ADIRONDACK LIBRARY SYSTEM	5/9/26-6/8/26		76.37
Bill Pmt -Check	05/28/2026	7115	SOUTHERN ADIRONDACK LIBRARY SYSTEM	COMPUTERS		4,747.41
Bill Pmt -Check	05/28/2026	7116	SOUTHERN ADIRONDACK LIBRARY SYSTEM	READ IT FORWARD		68.55
Bill Pmt -Check	05/28/2026	7117				
Total 12.39a - Operating Account - GFNB						
					61,990.52	29,015.86
12.39c - OATS Grant Funds						
General Journal	05/08/2026	PAYR...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
General Journal	05/22/2026	PAYR...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
Total 12.39c - OATS Grant Funds						
					0.00	0.00
Insurance Claim #A00007437086						
Check	05/14/2026	7113	QUICK RESPONSE RESTORATION, INC	PAYMENT #2 RECONSTRUCTION (INVOICE #26-3663)		25,000.00
Total Insurance Claim #A00007437086						
					0.00	25,000.00
ACF-Archiving & Young Adult Col						
General Journal	05/08/2026	PAYR...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE	0.00	
General Journal	05/22/2026	PAYR...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE	0.00	
Total ACF-Archiving & Young Adult Col						
					0.00	0.00
DF - 2026 Buildings & Grounds						
General Journal	05/23/2026	TRAN...		TRANSFER TO RESTORE 2026 BLD & GROUNDS DF		1,207.66
Total DF - 2026 Buildings & Grounds						
					1,207.66	0.00
Total Arrow Bank #-6131 -Operat & DF						
					63,198.18	54,015.86
TOTAL						
					63,198.18	54,015.86

THE RICHARDS LIBRARY



Director's Report

May 29, 2026

- Emergency closure to the public since 02/09/2026
 - *Building repairs in progress*
 - *Book return behind the Circ. Desk was damaged – Quick Response is trying to repair*
- Took vacation time May 11 - May 25
- Some Library staff came in sporadically for partial shifts to help with the following: putting in individual shelves and unpacking the Collection, miscellaneous circulation tasks, and answering phone calls.
- Knoxbox – *return slip provided, restocking fee waived, correct product ordered, incorrect product will be mailed next week*
- Computers ordered through 2025 JA Group Order arrived at SALS – *will be installed in June*
- Vega Discover – *new ADA compliant online catalog released by SALS/MVLS, accessible through the website and public computers*
- May Program:
 - *Warrensburg Repair Cafe – report from Sarah G-M*
 - **All other programs cancelled due to emergency closure****

Upcoming Events & Programs

** Events can be found on The Richards Library website, our Facebook page, or at the Library. **

- **On-site programs and private bookings are postponed for June.**
- *Warrensburg Riverside Farmers' Market Festivals – tentatively attending Strawberry (June 12), Blueberry (July 17), Apple (September 11), and Garlic (October 9)*
 - *Tammy will attend Strawberry Festival as well*

Statistics for the Year

Monthly statistics will be shared once the Library reopens. Answered a few reference questions via phone.

Respectfully submitted,

Shelby Burkhardt

Library Director