

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, June 2, 2026

Present: Sarah Gebbie-Measeck, Susan Matzner, Shelby Burkhardt - Library Director, Samantha Newcomb, Esther McTague, Mary Beadnell

Excused: Becky Lawler, Gina Coburn, John Schroeter

Meeting called to order at 9:54 am

Motion to accept and approve the meeting agenda was made by Susan, seconded by Samantha, and approved by Board

Correspondence:

- Erie Insurance
 - Received a letter identifying criteria for final payment
- SALS
 - Zoom sessions for input for SALS planning 2027-2031

Directors Report

- Emergency Closure to public since 02/09/2026
 - Repairs in progress
 - Staff have been coming in periodically
 - Book shelves in place and unpacking has started
- Knoxbox – new one ordered
- Computers ordered through 2025 JA Group Order received by SALS
 - Will be installed in June
 - New computers will have Word
- Vega Discover – ADA Compliant online catalog released by SALS
- Only program this month was Warrensburg Repair Cafe

Committee Reports

- Personnel – n/a
- Budget & Finance
 - Budget passed vote
- Building & Grounds
 - PCC Chimney cap project started
- Ad Hoc
 - Increase Archival Attention grant on hold
 - 125 Anniversary Committee – May Workshop
- Outreach – n/a
- Policy – n/a

Old Business

- Vacancy
 - Looking for a maintenance/handyperson

- Post in various places
- Emergency Closure
 - Repairs in progress
 - Discussed remaining steps
 - Hoping for a late June soft reopen depending on progress of repairs
 - Volunteers to help reshelve collection
 - Need to check with Warren County Bldg & Code Enforcement

A motion was made by Sarah and seconded by Samantha for the board to go into executive session at 10:41am

A motion was made by Sarah and seconded by Susan for the board to exit executive session at 11:20am

- Emergency Closure
 - Board passed a resolution that effective June 8 employees will be paid for the hours they work in the library. Motion made by Mary and seconded by Susan.
 - If staff have any issues they need to address the Board President who will bring it to the Board.
- SAMs/DASNY
 - Financial review
- SALS Annual Meeting
 - Received an award
- WCSD Tax Levy Vote
 - Tax Levy vote passed

New Business

- Sexual Harassment Prevention Training – free on-line from NYS
 - Shelby will send out link
- Worker's Compensation
 - If vendors do not have personal workers compensation can use a Hold Harmless Agreement
- Discussion of specific repairs
 - Concrete patch
 - Extension of fencing
- Director Resignation
 - Shelby informed the Board that she will be resigning by the end of the year
 - No specific date given

Other Business

- Town Board Meetings
 - Sarah reported on the May 13 Warrensburg Town Meeting
 - No one attended the Thurman town meeting
 - Need a volunteer for the June 8 WCSD BOE meeting

Next Board Meeting set for July 7, 2026 at 10:00am – tentatively at the library, location will be confirmed

Next Committee Workshop tentatively scheduled for June 16 at 10:00am – location will be confirmed

Motion made by Susan, seconded by Sarah and approved by the Board to adjourn at 11:54 AM.

Approved by The Richards Library Board of Trustees on July 7, 2026.