

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, July 7, 2026 @ 10:00 AM

In the Jeffrey M. Levine Community Room

- 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, Vanguard, City of Laurel, Warrensburg Chamber of Commerce*
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: *n/a*
 - b. Budget & Finance: *n/a*
 - c. Building & Grounds: *Elm tree on front lawn damaged by storm*
 - d. Ad Hoc: *Increase Archival Attention Grant – on hold, need to discuss plans this summer; 125th Anniversary Committee – musicians, etc.*
 - e. Outreach: *n/a*
 - f. Policy: *Workshop on Code of Conduct, Code of Ethics and Conflict of Interest policies*
- VII Old Business
 - Vacancy: Maintenance position
 - Emergency Closure
 - i. *Remaining building repairs in progress or will be*
 - ii. *Collection reshelved, finishing settling the rest of the Library*
 - iii. *Warren County Building Code Enforcement approved building for the public*
 - Sexual Harassment Prevention Training – *free online from NYS*
 - Hold Harmless Agreement for Workers' Compensation
- VIII New Business
 - SALS plan of service online meeting – *held in June*
 -
- IX Other Business
 - Town Board Meetings
 - o Report from the WCSD BOE (6/8 @ 6:30 PM)
 - o Need volunteer for Thurman meeting (7/8 @ 4:30 PM)??
 - o Need volunteer for the Warrensburg meeting (8/12 @ 7:00 PM)
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, July 21, 2026 @ 10:00 AM
- XII Next Board Meeting: Tuesday, August 4, 2026 @ 10:00 AM
- XIII Adjournment

Richards Library
Monthly Statement of Revenues & Expenses
June 2026

Accrual Basis

	<u>Jun 26</u>
Ordinary Income/Expense	
Income	
PUBLIC SALS SYSTEM GRANTS	3,636
Total Income	3,636
Expense	
OPERATING EXPENSES	1,974
PAYROLL, WAGES, BENEFITS & EXPE	11,649
Total Expense	13,623
Net Ordinary Income	-9,987
Net Income	<u>-9,987</u>

Richards Library
Monthly Funds Activity Report
 May 2026

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Arrow Bank #-5131 -Operat & DF						
12.39a - Operating Account - GFNB						
Deposit	05/01/2026					
Bill Pmt -Check	05/03/2026	7109	PRIORITY ONE PAYROLL NYSIF - WORKER'S COMP	PAYROLL TAX ADJUSTMENT POLICY #A-779-916-6 (5/1/26-6/1/27)	0.02	
Deposit	05/05/2026			Deposit		702.63
Bill Pmt -Check	05/05/2026	7110	SOUTHERN ADIRONDACK LIBRARY SYSTEM	APRIL 2026 AUTOMATION FEES	61,990.52	
Check	05/06/2026	A/W	SPECTRUM ENTERPRISE #142279801	4/25/26-5/24/26		479.35
Check	05/08/2026	7111	CRANDALL, LYNN	4/20/26 - 5/3/26		77.81
Check	05/08/2026	7112	Marie Ellsworth	Gross Adjusted Wages		612.06
General Journal	05/08/2026	PAYR		-MULTIPLE-		53.64
Check	05/12/2026	A/W	VERIZON	4/22/26-5/21/26		5,892.30
Check	05/17/2026	A/W	SPECTRUM ENTERPRISE #143161701	5/4/26-6/3/26		50.79
Check	05/19/2026	ONLINE	COMMERCE BANK	VISA #1697 ONLINE PAYMENT		130.00
Bill Pmt -Check	05/22/2026	ONLINE	ERIE INSURANCE COMPANY	5/14/26-5/14/27 RENEWAL		234.00
General Journal	05/22/2026	PAYR		-MULTIPLE-		8,542.90
General Journal	05/23/2026	TRAN		TRANSFER TO RESTORE 2026 BLD & GROUNDS DF		6,306.07
Bill Pmt -Check	05/28/2026	7114	GEBBIE-MEASECK, SARAH	CHIMNEY CAP LAWN SIGN		1,207.66
Bill Pmt -Check	05/28/2026	7115	NATIONAL BUSINESS TECHNOLOGIES*	5/9/26-6/8/26		34.22
Bill Pmt -Check	05/28/2026	7116	SOUTHERN ADIRONDACK LIBRARY SYSTEM	COMPUTERS		76.37
Bill Pmt -Check	05/28/2026	7117	SOUTHERN ADIRONDACK LIBRARY SYSTEM	READ IT FORWARD		4,747.41
Total 12.39a - Operating Account - GFNB						68.55
					61,990.54	29,015.76
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						25,000.00
					0.00	25,000.00
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 #-5131 -Operat & DF					63,198.20	54,015.76
RESERVE FUNDS						
Arrow Reserve Sav #40392707						
Director's Discretionary Fund						
General Journal	05/04/2026	VANG		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S DISC...	59.26	
Total Director's Discretionary Fund					59.26	0.00
Total Arrow Reserve Sav #40392707					59.26	0.00
Total RESERVE FUNDS					59.26	0.00
RESTRICTED FUNDS						
PERMANENT RESTRICTED FUNDS						
RICHARDS LIBRARY ENDOWMENT FUND						
Vanguard Investment Account						
General Journal	05/04/2026	VANG		TO RECORD REALIZED VANGUARD INCOME	59.26	
General Journal	05/04/2026	VANG		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S DISC...		59.26
Total Vanguard Investment Account					59.26	59.26
Total RICHARDS LIBRARY ENDOWMENT FUND					59.26	59.26
Total PERMANENT RESTRICTED FUNDS					59.26	59.26

Richards Library
Monthly Funds Activity Report
May 2026

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Total RESTRICTED FUNDS					59.26	59.26
TOTAL					63,316.72	54,075.02

**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
 - 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

DRAFT



Outlook

Up to \$100,000 to Renovate Your Warrensburg Building — Deadline July 15

From Warrensburg Chamber of Commerce <info@warrensburgchamber.com>

Date Wed 07/01/2026 4:45 PM

To Burkhardt, Shelby <SBurkhardt@sals.edu>

Caution: This email appears to have originated from outside the organization. Do not open attachments or click links from unknown or unexpected sources.

Up to \$100,000 to Renovate Your Warrensburg Building

The Town of Warrensburg is applying for a New York Main Street grant
— and your project could be funded.

Application Deadline: July 15, 2026

This is real funding available right now for eligible commercial and mixed-use building owners in the Warrensburg Hamlet. If you have been considering a façade improvement, commercial renovation, accessibility upgrade, or upper-floor housing project, now is the time to act.

75%

of eligible costs
reimbursed

\$50,000

per building base

\$25,000

per residential unit
added

\$100,000

maximum per
building

Who Can Apply

Commercial and mixed-use building owners located in the Warrensburg Hamlet who are current on taxes.

What's Eligible

- Façade improvements
- Commercial renovations
- Upper-floor residential units
- Accessibility upgrades

Important Requirements

- This is a reimbursement grant — you pay first and are reimbursed after approval.
- No work can begin before approval.
- Environmental review is required.
- A 25% match is required.
- A 5-year maintenance commitment is required.

What Gets Prioritized

Shovel-ready projects with plans, quotes, and financing already in place will score highest. If your project is ready or nearly ready, this is the moment to get your application in.

Don't Miss This Opportunity

The deadline is firm. Review the program details, download the application materials, and connect with Drew Alberti as soon as possible.

Visit the Program Page →

Download Program Guide →

Download Application →

Contact Drew Alberti →

Drew Alberti

Drew@FlatleyRead.com

(518) 350-4934

This opportunity is being shared by the Warrensburg Chamber of Commerce as part of our ongoing support for the Town of Warrensburg and its business community.

Suzanne Tyler

Executive Director

Warrensburg Chamber of Commerce

styler@warrensburgchamber.com

Warrensburg Chamber of Commerce

Warrensburg, NY

Unsubscribe

Town of Warrensburg Main Street Program Project Application Form

The Town of Warrensburg is seeking a New York Main Street Program (NYMS) to assist commercial and commercial/residential building owners with costs associated with undertaking building renovations. This is a competitive grant program and the purpose of this application is to collect the information necessary to determine whether a proposed project (1) has the potential to be transformative, (2) can meet minimum state and local program requirements, and (3) scores high enough compared to other proposed projects to be awarded funding. It is the responsibility of the applicant to provide accurate and complete information with this application. The deadline to submit applications is July 17, 2026.

1. General Information

Instructions: Complete all applicable fields. Phone numbers and email addresses must be provided for the applicant, property owner, and contact person. If the property owner is not the applicant then the application must include a letter from the owner authorizing the applicant to apply for funding and make proposed improvements. The applicant or contact person must provide an email address.

Property Address:

Applicant Name:			Owner Name (if different):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		
Email:			Email:		
Contact Person (if different):					
Phone:			Email:		

Ownership Status	☐ Applicant is Property Owner ☐ Applicant is Tenant/Leaseholder (owner authorization is attached)
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2. Current Building Uses

Instructions: Provide the total number of residential and commercial units on each floor and the number of vacant units on each floor.

Residential		Commercial	
# Units	# Units Vacant	# Units	# Units Vacant

Project Outcomes	
Number of commercial units to be renovated	
Number of new commercial units to be created	
Number of existing residential units to be renovated	
Number of new residential units to be created	
Does the project include accessibility improvements?	☐ Yes ☐ No
Does the project include historic restoration or preservation work?	☐ Yes ☐ No
Does the project leverage funds beyond the minimum required match?	☐ Yes ☐ No

3. Project Description

Instructions: Describe in detail the following: (1) the current condition of the building, (2) existing uses of the building including names and types of businesses, (3) the total scope of the proposed project including descriptions of each major component, and (4) what project component(s) grant funding would be used for. Attach additional sheets as necessary.

4. Project Budget

Instructions: List each major work component described in the Project Description and provide an estimated cost for each. Provide an estimated cost for exterior work and interior work and an overall total project cost. The grant request cannot exceed \$50,000 per building + \$25,000 per residential unit for up to two (2) units for a maximum of \$100,000. The grant request cannot exceed 75% of the Total Project Cost.

Work Component	Estimated Cost
Exterior (e.g. masonry, roofing, signage)	
1.	
2.	
3.	
4.	
Total Exterior Cost	
Interior (e.g. Electrical, HVAC, framing)	
1.	
2.	
3.	
4.	
Total Interior Cost	
Total Project Cost (Total Exterior Cost + Total Interior Cost)	
Grant Request (Maximum \$50,000 per building plus \$25,000 per assisted residential unit, not to exceed \$100,000 total)	
Applicant Match (Total Project Cost – Grant Request)	
Grant Request Percentage (Grant Request / Total Project Cost but cannot exceed 75%)	

5. Taxes and Utilities

Instructions: Property owners who are the beneficiaries of NYMS funds must be current with all property taxes and special district fees. Indicate the status of taxes and fees. Provide an explanation for any taxes or fees that are late or unpaid.

	Yes	No	Unsure
Are Village, County and Town Taxes Current?	☐	☐	☐
Are School Taxes Current?	☐	☐	☐
Are Water/Sewer Bills Current?	☐	☐	☐
Explanation:			

6. Attachments

Instructions: Attach any documentation that supports the application. Attachments may be uploaded as separately or combined but all attachments.

Information submitted with application (Check all that apply):	✓
Current photo of building and photos of areas to be renovated <i>(Required)</i>	☐
Letter of commitment [template attached] <i>(Required)</i>	☐
Project description <i>(Required)</i>	☐
Evidence of committed funds [bank statements, grant awards from local state agencies, loan commitment letters] <i>(Required)</i>	☐
Contractor estimates, proposals, or cost opinions (if available)	☐
Other:	☐
Explanation:	

7. Mandatory Environmental Testing and Review

Projects receiving NYMS assistance are subject to environmental review requirements established by New York State Homes and Community Renewal. Depending on project scope and building conditions, applicants may be required to complete asbestos surveys, lead-based paint testing, radon testing, site contamination review, historic preservation review, and other environmental compliance activities.

I acknowledge that environmental review must be completed before construction activities begin and agree to cooperate with all program requirements.

Applicant Name

Applicant Signature

Date

8. Certification

I hereby certify that all information, which has been or will be furnished in support of this application, is given for the purpose of obtaining funds through the New York Main Street Grant Program and that all information submitted has been examined and approved by me and is true, correct, and complete. I understand that this information will be used to assess and rank my proposed project in accordance with funding criteria. I agree to abide by all requirements to be set forth in connection with said program and the penalties and provisions of all applicable local, state, and federal laws pertaining to falsification of any item contained herein or fraudulent misrepresentation of my business. I understand that this is a competitive award program and that my project may not be awarded funding. I agree that verification of any information contained herein may be obtained.

Applicant Name

Applicant Signature

Date

Commitment Letter Template

Date:

To Whom It May Concern:

My name is _____ and I own a building located at _____ in the Town of Warrensburg. I am confirming my interest in participating in the Main Street Program should the State award funds. I understand that if the Town selects my project through the competitive application process, I will be eligible to be reimbursed for up to 75% of the eligible costs of the renovations to my building.

The estimated total project cost is \$ _____ for which I understand I would be eligible for a maximum reimbursement of 75%. I understand that this is a reimbursement program and that I must complete all the work in the approved project scope, pay contractors in full, and submit receipts and proof of payment before receiving the grant. I confirm that the project can be completed within the two-year contract period and I have financing in place to complete the project. Documentation of my financing plan is attached.

My property is in need of the following eligible improvements:

Eligible Improvement	Estimated Cost
Estimated Total Project Cost	

These improvements will contribute to the sustainability of my building but also contribute to the revitalization of the neighborhood and the Town, but without assistance I would be unable to permanently commit this amount of money towards these improvements.

I understand that the improvements must meet local design guidelines and standards (if applicable), NYS Building Code, NYS environmental and historic preservation requirements, and all other applicable regulatory requirements. I also understand that I will be required to maintain the assisted improvement for a minimum of five years and will execute a Property Maintenance Declaration to formalize this responsibility. I understand that if I sell my building within this five-year term, I will be required to pay back a pro-rated amount of the grant funds.

Sincerely,

Owner Signature

Contacts

Technical Contact

Flatley Read, Inc.

(518) 577-5681

info@flatleyread.com

THE RICHARDS LIBRARY



Director's Report

July 3, 2026

- Resignation letter – *see attached*
 - Emergency closure to the public since 02/09/2026
 - *Building repairs mostly done, but still ongoing*
 - *Book return behind the Circ. Desk was damaged – Quick Response stated possible to repair, still waiting on delivery*
 - *'Book Return' reopened to the public*
 - *Started receiving deliveries from SALS – 17+ backlogged bins, etc.*
 - *Holds for pickup here will resume after we reopen*
 - *Likely to reopen during the week of 7/6 (mid/late)*
 - *Some of the water damaged items have been reordered*
 - Library staff came in sporadically for partial shifts to help with the following: unpacking the Collection, miscellaneous circulation tasks, Sexual Harassment Prevention training, answering phone calls, etc.
 - We had a few volunteer shifts, from 2 individuals, for reshelving the collection.
 - New router installed by JA 6/22. New staff computers installed by JA 6/29. They also verified that our projector is working.
 - Group ad submitted to North Country Living magazine for Wbg. Chamber, Wbg. Museum, and Library – *see attached*
 - June Program:
 - Strawberry Festival – *slower festival, but good interactions. Mentioned in Sun Community News - <https://suncommunitynews.com/news/126099/wbgs-strawberry-fest-a-sellout-success/>*
- **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. ****

- **July 23, 2026, Red Cross Blood Drive relocating – possibly NYSDEC (Wbg. location)**
- Warrensburgh Riverside Farmers' Market Festivals – *tentatively attending Strawberry (June 12), Blueberry (July 17), Apple (September 11), and Garlic (October 9)*
- “Read it, pass it on!” and “Read It Forward” for 2026 Summer Reading Program – *located on top of the take & make kits shelf, will have Barnes & Noble Gift Card drawings at Open House*
- Two items on loan to the Warrensburgh Museum for their Military Exhibit - *on display in July, see the loan form attached.*
- Painting w/Patrice, Tuesday, August 11, 2:30-4:30PM, theme TBD

Statistics for the Year

Monthly statistics will be shared once the Library reopens. No Wi-Fi stats for June, “Insufficient data. Not enough data to display.” Answered reference questions via phone, Facebook messenger, and email.

Respectfully submitted,

Shelby Burkhardt

Library Director

June 9, 2026

Dear The Richards Library Board of Trustees,

Please take this letter as my resignation from the position of Library Director of The Richards Library. My last day will be Wednesday, December 16, 2026.

Thank you!

Sincerely,

Shelby Burkhardt



Discover WARRENSBURG

FRIENDLY FACES • COMMUNITY CONNECTIONS • LOCAL HISTORY

➤ **SCAN TO EXPLORE WARRENSBURG!** ⬅

Three organizations. One community. Endless opportunities to discover Warrensburg. Scan below for local events, community resources, programs, attractions, maps, and local history.



Events &
THINGS TO DO



Warrensburg
CHAMBER OF COMMERCE
3797 MAIN ST



Programs &
COMMUNITY RESOURCES



The
RICHARDS LIBRARY
36 ELM ST



Local History
MUSEUM INFORMATION



Discover Warrensburg
MUSEUM OF LOCAL HISTORY
3754 MAIN ST

LIVE LOCAL | LEARN LOCAL | EXPLORE LOCAL

Presented in Partnership by the Warrensburg Chamber of Commerce • Richards Library • Warrensburg Museum of Local History
Funded in Part by the Town of Warrensburg Occupancy Tax Fund

LOAN AGREEMENT

The Richards Library, 36 Elm Street, Warrensburg, NY 12885

518-623-3011, war-director@sals.edu

Borrowing Institution: Warrensburgh Museum of Local History

Address: 3754 Main Street (PO Box 441), Warrensburg, NY 12885

Contact information: Laura Moore, museum@warrensburghhistory.org, 518-623-2928

Purpose: Military Exhibit (July 2026) *ends 7/18*

Exhibit Location: 3754 Main Street

Transportation: Library staff to the Museum on July 1. Return TBD.

Date out: July 1, 2026

Date back: *TBD*

Item(s): *1 flag,*

1) Regiment Flag for Col. Samuel Richards

- Condition: delicate and fragile. Please hang from a rod, not the attached rings. If a rod is not available, one can be provided. Please keep out of direct sunlight and no touching of the flag by the public. It is recommended to handle the flag with freshly washed hands and to wash hands after handling.

2) *2025.0060 Print (paper) men drumming*

- Condition: delicate. Figures glued on back paper. Please display where cannot be touched by public. No puncture holes or glue.

The Borrowing Institution accepts responsibility for the loaned item(s); and agrees to store them in conditions appropriate for that item(s) as defined by the Lending Institution. The Borrowing Institution will report any damage or other issues as soon as possible to the Library Director.

Accepting charge and care of the loan:

*Laura S. Moore Museum Director
7/1/2026*

Approved and released by:

*Shelby Brinkhoff, Library Director
7/1/2026*

The Richards Library Code of Conduct Policy

The following are the rules and regulations of The Richards Library Board of Trustees. They will be reviewed every 5 years or as needed to reflect changes in laws, regulations, or Library operations.

Purpose

In order to provide resources and services to all people who visit The Richards Library in a manner that ensures both their safety and an atmosphere of courtesy, respect, and service excellence, the Board of Trustees has adopted the following Code of Conduct policy. Its purpose is to guarantee that The Richards Library is able to carry out its mission and ensure that no person or group is denied access to Library facilities, programs or services due to behaviors that create an environment or atmosphere that is unsafe, disruptive, or not conducive to the Library's mission.

The enforcement of the Code of Conduct will be applied evenly, consistently, and fairly. Access to Library facilities and/or services may be denied to any patron involved in behavior that is disruptive, constitutes a nuisance, creates an unsafe environment, or prevents The Richards Library from accomplishing its mission.

The Library reserves the right to request patron I.D. at any time.

Personal Rules of Conduct

The Library prohibits any activity or conditions that unreasonably interferes with Library use; performance of duties by Staff; or the quiet and peaceful enjoyment of the Library or Library resources. This includes, but is not limited to:

- Use of profane, obscene, threatening, or injurious language or gestures is prohibited;
- Viewing of pornography on Library devices or through Library Wi-Fi is strongly discouraged as not to infringe upon the rights of other patrons;
- Library property, including all buildings, outside grounds and parking areas are designated smoke and tobacco-free areas. The use of tobacco products, electronic or "e-cigarettes", and vaping is prohibited;
- Shirts and shoes are required for health reasons and must be worn at all times while in the Library;
- Making any loud or unreasonable noise or other disturbances such as running or talking loudly is prohibited;
- Disruptive use of personal communications or entertainment devices is prohibited;
- Silence cell phones upon entering the building. There are labeled "cell phone friendly" locations in the Library, or outside, that may be used for phone calls;
- Offensive body odor due to poor personal hygiene, overpowering perfume and/or cologne;
- Inappropriate public displays of affection;
- Use of alcoholic beverages, except for private Library events, or illegal drugs is prohibited. Persons under the influence of alcohol or illegal drugs are not allowed on Library property and will be asked to leave;
- Solicitation is not allowed on Library property;
- Sleeping in the Library or on Library property is discouraged.

Personal Safety

The Library prohibits any activity or conditions that unreasonably interferes with Library safety and patron and Staff safety. This includes, but is not limited to:

- Harassing or threatening Library patrons or Staff;
- Staring at, following, photographing or any type of videography without permission of patrons or Staff;
- Weapons of any type are prohibited;
- Sexual misconduct;
- Defacing or intentionally damaging Library property;
- Use of skateboards, roller blades, roller skates, or “razor” style scooters is not allowed in the Library or on Library premises;
- Sidewalks must remain obstacle-free at all times;
- Theft or attempted theft of Library property or the property of patrons and/or Staff.

Animals

Animals are not allowed in the Library with the exception of a certified service animal and animals brought in for special programs. A certified service animal is individually trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals. Staff can ask someone to remove their certified service animal if it is not housebroken and/or is out of control and the owner cannot get it under control. Owners of pets, including emotional support animals, will be asked to remove them from the Library.

Unattended Children

The Richards Library welcomes children of all ages to the Library. Staff are engaged in circulation, reference and other library related customer service duties. Staff are not licensed to perform child care duties and are not responsible for unattended minors. It is the responsibility of the parents and/or guardians to supervise their child(ren) at all times in the Library or on Library grounds.

- All children under 9 years of age shall be accompanied by a responsible person or caregiver, 16 years of age or older, at all times;
- Children 9 years and older may use the Library unattended, subject to the rules and regulations of the Library;
- Individuals who have special needs related to physical or mental ability shall be attended by responsible persons at all times;
- It recommended that any child left unattended at the Library knows their emergency contact information;
- Children could be asked to leave if misbehaving or be stranded at closing time or during an unexpected closing. In this situation, if no parent or responsible adult is available or reachable by telephone, Warren County Sheriff's Office will be contacted for the safety of the child.

Tutoring

The Library permits tutoring in accordance with this policy. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities

of tutors who use available Library space. Tutors and their students are expected to follow the Library's Code of Conduct policy in addition to these guidelines:

- Monies cannot be exchanged in the Library.
- Library staff should not be asked to deliver messages or to find a student or a tutor.
- Tables and spaces can neither be reserved, nor can others be asked to move to accommodate tutoring sessions.
- Library staff reserves the right to require tutoring to cease if the space being used is needed for other Library purposes.
- Library space is not to be used as a classroom or place of business for tutors to work from but as a safe and quiet workspace for students to receive instruction. Tutors use of space should not interfere with use of the Library by others.
- Unacceptable behavior includes, but is not limited to, engaging in loud or disruptive conversation or conduct, use of cell phones or electronic devices at a high volume, and monopolizing work areas.
- Tutors may not publish, distribute, or post advertisements in newspapers, bulletin board, social media, and so on indicating the library as their place of doing business or imply Library sponsorship of their activities.
- Tutors/Students must bring their own supplies.
- Tutors are responsible for the behavior of the student during the session.
- Tutoring sessions must end 15 minutes prior to closing. Tutors must make sure the students have arranged a ride home prior to the Library closing.

Non-compliance with this policy will result in tutors and students being required to leave the Library.

Disciplinary Process

Staff members will enforce this policy by pointing out violations to patrons and requesting compliance. Failure to comply will result in the restriction of access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period or by denying access to specific services and/or programs. If someone refuses to leave the premises, the Warren County Sheriff's Office will be called.

Suspension of Library Privileges

Staff can suspend Library privileges of a patron, including access to materials, activities, services, or facilities if the situation is a serious offense and constitutes a violation of The Richards Library policies. Examples of serious offenses include, but are not limited to: verbal abuse, violence, threatening behavior, sexual harassment, theft/attempted theft, or any behaviors that threaten the safety and security of Staff and/or patrons. Staff will call the Warren County Sheriff's Office rather than place themselves or others in a threatening situation.

- Staff will issue an immediate suspension by requesting that the offending individual(s) leave the Library immediately;
- Staff will issue a warning to the offending individual(s) for offenses that do not require immediate suspension of privileges (Example: situational anger inappropriately expressed in a disruptive manner);

- Staff will issue a suspension of privileges when behavior is serious and/or repeated after a verbal warning has been issued. The time of suspension will be based upon the seriousness of the offense and the number of times the individual(s) has been suspended previously;
- Suspension orders will be issued in writing when possible.

Right of Appeal

A patron with suspended privileges may appeal a suspension in writing to the Board of Trustees within the following 7 business days. The patron must state clearly why they believe that their privileges should be restored. The Board of Trustees will respond to the appeal in writing within 14 business days of the date the appeal was reviewed. Privileges will remain suspended throughout the appeals process. The decision of The Richards Library Board of Trustees is final.

**Reformatted, Revised, Reviewed and Approved by The Richards Library
Board of Trustees April 19, 2018**

Reviewed, Revised and Approved May 19, 2020

Reviewed, Amended and Approved October 5, 2021

Reviewed, Revised and Approved June 7, 2022

Reviewed, Revised and Approved _____, 2026

The Richards Library Code of Ethics Policy

The following are the rules and regulations of The Richards Library Board of Trustees. They will be reviewed every 5 years or as needed to reflect changes in laws, regulations, or Library operations.

The Richards Library, as a member of the American Library Association, recognizes the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staff.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.

V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

XI. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008; and June 29, 2021.

The Richards Library has adopted the Code of Ethics of the American Library Association and has made only slight changes to the wording, which does not alter the intent or purpose of the original statement.

Approved by The Richards Library Board of Trustees on April 6, 2021
Reviewed, Amended and Approved August 3, 2021
Reviewed, Amended and Approved _____, 2026

The Richards Library Conflict of Interest Policy

The following are the rules and regulations of The Richards Library Board of Trustees. They will be reviewed every 5 years or as needed to reflect changes in laws, regulations, or Library operations.

Purpose

The purpose of this Policy is to protect the interests of The Richards Library and ensure that The Richards Library Board of Trustees, Director, and Employees act in the best interest of The Richards Library and comply with any applicable legal requirements. This Policy is intended to supplement, but not replace, any applicable state laws governing conflict of interest.

Definitions:

1. Board of Trustees. The “Board of Trustees” is the body responsible for the management of The Richards Library.
2. Compensation. “Compensation” shall include direct and indirect remuneration as well as gifts, or favors that are not insubstantial.
3. Trustee. A “Trustee” is a member of The Richards Library Board of Trustees.
4. Financial Interest. A person has a “financial interest” if the person has directly or indirectly, through business, investment, family, or Related Party:
 - a. A compensation arrangement with The Richards Library or with any entity or individual which The Richards Library has a transaction or arrangement; or
 - b. A potential ownership or investment interest in or compensation arrangement with, any entity or individual with which The Richards Library is negotiating a transaction or arrangement;
 - c. A financial interest is not necessarily a conflict of interest. Under “Procedures”, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists;
5. Employee. An “Employee” shall mean any person who is, or has within the past five (5) years, been in a position to exercise substantial influence over the affairs of The Richards Library. This includes any person who holds any of the following position or positions with comparable powers, responsibilities, or interests:
 - a. Director;
 - b. Staff Member (full time, part time, or per diem).
6. Related Party. “Related Party Transaction” shall mean:
 - a. any Trustee, Director, or Employee of The Richards Library;
 - b. any relative of a Trustee, Director, or Employee of The Richards Library.

7. Related Party Transaction. A “Related Party Transaction” shall mean any transaction, agreement, or any other arrangement in which a Related Party has a financial interest and in which The Richards Library is a participant.

8. Relative. A “Relative” of an individual shall mean, but not limited to, their:

a. spouse, brothers, and sisters (whether whole or half) children (whether natural or adopted) grandchildren, great-grandchildren, and spouses of siblings, children, grandchildren and great-grandchildren;

b. domestic partner as defined in New York Public Health Law 2994-A.

Circumstances Constituting Conflict(s) of Interest

A Related Party Transaction is not necessarily a prohibited transaction. Under this Policy, if The Richards Library contemplates entering into a Related Party Transaction, the Board of Trustees, without participation of the Related Party, must determine if the transaction is fair, reasonable and in the best interests of The Richards Library at the time of such determination. The Richards Library shall not enter into any Related Party Transaction unless the transaction is determined by the Board of Trustees to be fair, reasonable and in The Richards Library’s best interest at the time of such determination. The New York State Attorney General holds the rights to bring an action to enjoin, void, or rescind Related Party Transactions that violate relevant law or are otherwise not reasonable or in the best interest of The Richards Library at the time of the transaction was approved. Any Trustee, Director, or Employee who has or acquires an interest in a Related Party Transaction shall promptly disclose, in good faith and in writing, to the Board of Trustees and /or The Richards Library Director the material facts concerning such interest. If disclosed to the Director, the Director shall refer the matter to the Board of Trustees for a review and determination in accordance with the procedures set forth in “Procedures” of this Policy.

Procedures

1. Duty to Disclose.

In connection with any actual or possible conflict of interest, a Related Party must disclose the existence of their financial interest and be given the opportunity to disclose, in writing, all material facts to the Board of Trustees or Director. In the event such written disclosure is made to the Director, such written disclosure shall be promptly forwarded to the Board of Trustees for consideration.

2. Determining Whether a Conflict of Interest Exists.

After disclosure of the financial interest and all material facts, and after any discussion with the Related Party, the Related Party shall leave the meeting of the Board of Trustees while the determination of a conflict of interest is discussed and voted upon. The Disinterested Members of the Board of Trustees shall decide if a conflict of interest exists. The Related Party may not be present at, or participate in the deliberation or vote on the Board of Trustees on the matter-giving rise to the potential conflict, and the Related Party is prohibited from improperly influencing the deliberation or voting on the matter.

3. Addressing a Conflict of Interest.

a. If a conflict is determined to exist, a Related Party may make a presentation at the meeting of the Board of Trustees, but after the presentation, they shall recuse themselves from the discussion and vote on the transaction or arrangement involving the possible conflict of interest.

b. The Board of Trustees may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement and thereafter report the results of such investigation to the Board of Trustees.

c. After exercising due diligence, the Board of Trustees shall determine whether The Richards Library can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would give rise to a conflict of interest.

4. Violations of the Conflicts of Interest Policy.

a. If the Board of Trustees has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation, as warranted by the circumstances, the Board of Trustees determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective action.

Statements

1. Each Trustee, Director, and Employee shall sign upon term of office, employment, or adoption of this policy a statement, which affirms such person:

- a. has received a copy of the Conflict of Interest Policy;
- b. has read and understands the Policy; and
- c. has agreed to comply with the Policy.

Adopted by The Richards Library Board of Trustees September 1, 2014
Reviewed, Reformatted, Approved and Adopted March 9, 2021
Reviewed, Amended, Approved and Adopted _____, 2026