

The Richards Library
Board of Trustees Emergency Meeting Minutes
Thursday, February 12, 2026

Present: Sarah Gebbie-Measeck, Susan Matzner, Mary Beadnell, Esther McTague, John Schroeter, and Shelby Burkhardt, Library Director

Excused: Becky Lawler, Gina Coburn, Samantha Newcomb

Public attendees: Barbara Whitford, Paul Gilchrist

Meeting called to order at 11:35am

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

Old Business

- Building and Grounds Repairs and Maintenance
 - Building and grounds repairs and maintenance will exceed 2026 budgeted line items this month
 - A motion was made by Susan and seconded by Mary to move \$10,000 from Operational Savings to Building and Grounds
 - Motion was approved by the Board
 - A motion was made by Susan and seconded by Mary to move \$980 from Operational Savings to Building and Grounds for the Chimney Cap
 - Motion was approved by the Board

New Business

- Emergency Closure as of 2/9/2026
 - Sprinkler system broke in the first-floor bathroom flooding the first floor and basement
 - Leak was in the addition and spread to the old part of the library
 - Mitigation Company (First Response) has come in
 - removed the majority of the water
 - set up fans
 - working to remove books and furniture to be able to replace flooring, carpeting, etc.
 - arranged for a moving company to package books and clear the building
 - Insurance Company has been contacted and inspected the damage
 - Will cover everything except for sprinkler repair
 - Checking on covering of employee salaries while the library is shut
 - Will reimburse for the cost of any art work repairs
 - Sprinkler Company has been contacted
 - Inspected the break and repaired
 - Building will be closed this week, possibly up to a month or more
 - Employee Salaries
 - A motion was made by John, seconded by Mary and approved by the Board to pay employees as regularly paid to assist as needed in preparing materials for reopening

- Notice went up on our Facebook page
 - Board agreed that a statement should be prepared and delivered to The Sun and The Chronicle
- Form was filled out at the Post Office to hold our mail for pick up
- Board members agreed to assist with coverage at the Library as various repairs and remediation take place.

Other Business:

- Canceled library credit card due to fraud

Public Expression:

There was a question about damage to books

No damage as books were shelved

Question raised about previous contractor responsibility

Building addition was completed over 12 years ago – doubt there is any responsibility to the previous contractor

Next Board Meeting set for March 3, 2026 at 10:00am – location will be sent out

Next Committee Workshop scheduled for February 17 at 10:00am – Samantha will send out location

Motion made by Susan, seconded by John and approved by the Board to adjourn at 12:20pm.

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