

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, April 7, 2026**

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

Excused: Becky Lawler, Gina Coburn, Mary Beadnell

Meeting called to order at 10:13am

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

Correspondence:

- Commerce Bank
 - Received a letter indication resolution of disputed charge
- Caldwell- Lake George Library
 - Annual dinner announcement
- Erie Insurance
 - Received first check toward building repairs

Directors Report

- Received quote from Davis Ulmer/SRI for sprinkler system work in upstairs bathroom
- Some Library staff coming in sporadically to assist with various tasks
- 2025 Tax Documents taken to Warrensburg Town Hall
- 2025 Annual Report due to SALS by end of day April 14
- Knoxbox received and awaiting installation
- Read it Forward (RIF) planning sessions with SALS
- Only program this month was reading at Small Tales
 - All other programs and events canceled until repairs can be completed

Committee Reports

- Personnel – n/a
- Budget & Finance
 - Workshop meeting was held in March where the 2027 preliminary budget was reviewed
 - It was determined that the library would need to ask for an increase
 - A motion was made by Sarah, seconded by Samantha and approved by the Board to accept the amended 2027 library budget
- Building & Grounds – n/a
- Ad Hoc
 - Increase in the Archival Grant is on hold
 - 125 Anniversary Committee
 - Have a social media plan
 - Committee will work with Logan to post Library history on Facebook
- Outreach – n/a
- Policy – n/a

Old Business

- Vacancy
 - Looking for a maintenance/handyperson
- Letter to WCSD BOE
 - 2 letters sent to the WCSD BOE in March regarding need to request tax increase in 2027
- Emergency Closure
 - Shelby and Sarah met with Quick Response and Erie and agreed on repair costs
 - Repairs will begin shortly
 - Sarah is signing letter of agreement for Quick Response to begin work
 - Will use carpet squares instead of a carpet roll for the large room upstairs – more cost efficient if a tile needs to be replaced

New Business

- 2025 Tax Return and Audit Review
 - See above
- SAMs/DASNY
 - Sarah submitted new project plans for approval
- 2025 Annual Report
 - See above

Other Business

- Town Board Meetings
 - Report from Sarah for the WCSD BOE March meeting
 - Sarah and Samantha will attend the Thurman April 16 meeting
 - Sarah has volunteered to attend the May 13 Warrensburg Town Meeting
- WCSD May 19, 2026
 - Tax Levy Vote for Library and School Budget
- 2026 SALS Annual Meeting
 - Meeting will be held at the Queensbury Hotel

Next Board Meeting set for May 5, 2026 at 10:00am – Volunteer Fire Dept Community Room location will be confirmed

Next Committee Workshop scheduled for April 21 at 10:00am – Samantha will send out location

Motion made by Susan, seconded by Sarah and approved by the Board to adjourn at 11:07am

Approved by The Richards Library Board of Trustees on May 5, 2026.