

**The Richards Library  
Board of Trustees Meeting Minutes  
Thursday, December 4, 2025**

**\*Rescheduled due to snowy conditions/closed Library on Tuesday, December 2\***

Present: Sarah Gebbie-Measeck, Susan Matzner, Mary Beadnell, Samantha Newcomb, Esther McTague, Becky Lawler (by Phone), and Shelby Burkhardt, Library Director

Excused: John Schroeter, Gina Coburn

Meeting called to order at 10:09am

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

Period of Public Expression:

- With no one was in attendance, Board President decided to use the time to renew expiring trustee terms
  - Motion to accept Swearing in of Becky Lawler “not present” but by phone made by Susan, seconded by Mary and approved by Board.
  - Renewed terms for both Becky Lawler and Susan Matzner.

Correspondence:

- NYS Department of Public Service sent a newsletter, shared with the Board
- News Enterprise Sun sent us an Affidavit of Publication for our RFP
- AARCH sent a newsletter – the Library’s award was featured
- That’s My Brick confirmed information regarding price increases

Director’s report:

- Building issues
  - Water leak from light fixture in the Children’s Room repaired
  - Main entrance door/automatic door opener resolved
  - Visit by Mr. Electric – some lights now working, coming for further work
- Free HP ePrint discontinued, being phased out, need to find replacement
- Updated Library brochure
- Need to establish policy for delivery of books to homebound patrons
- Discussed November Programs and upcoming Programs for December
- Statistics for the month will be provided once available

Committee Reports

- Personnel Committee: n/a
- Ad Hoc:
  - Increase Archival Attention Grant
    - 3 sessions, changing displays
  - Compliance Officer Annual Report
    - No complaints
- Budget and Finance: n/a

- Building and Grounds:
  - Discussed estimates from Mr. Electric
    - A motion was made by Sarah, seconded by Susan and approved by the Board to exceed the 2025 Building and Grounds budget for light repairs
- Outreach
  - No report this time due to trustee's absence.
- Policy
  - November Workshop was held to review Fiscal Responsibility Policy (formerly Debit/Credit card Policy) and Volunteer Policy
    - Fiscal Responsibility Policy was discussed and changed so that each employee who uses the credit card or debit card will have their own card.
      - A motion was made by Susan, seconded by Samantha and approved by the Board to approve the Fiscal Responsibility Policy with these changes
  - Volunteer Policy was reviewed and determine to need additional review

#### Old Business

- Adirondack Rural Revitalization Program Grant
  - Public notice – Request for Proposals through Nov.7
    - 3 quotes received as of meeting
  - Proposals were reviewed
  - A motion was made by Susan, seconded by Mary, to accept the bid from PCC, as the lowest bid and a contractor recommended by a trusted individual, and approved by the Board.
- Staff Vacancy
  - Continue to look for maintenance/handyman
  - Piecemeal making repairs
  - Director will put together a job description
- SNAP
  - Resources available outside the library

#### New Business

- Policy for Delivery of materials to Homebound Patrons
  - Lynn Crandall, Senior Library Clerk, spoke with the Board regarding delivery of materials
    - No policy
    - Only done a few times to known patrons
- Renewal of expiring trustee terms for Becky Lawler and Susan Matzner
  - Done at the beginning of the meeting
- 2026 Board Meeting Schedule
  - Reviewed and since no conflicts will be sent out to newspapers
- 2026 Compliance Calendars
  - Reviewed by Shelby
  - With feedback from the Board, calendar adjusted and will be resent to Board members
- Election of 2026 Board Officers
  - Motion made by Esther, seconded by Samantha and approved by Board to elect the 2026 slate of Officers
    - Sarah as President, Mary as Vice President, Susan as Secretary, Becky as Financial Officer

- Princh
  - The free wireless printing service the library has been using is being discontinued.
  - Princh seems to be our only option
  - Director will see if there is money in the office equipment budget line to pay for Princh
  - Director will get more information from Princh to answer questions raised by Board members

Other Business:

- Town Board Meetings
  - Mary reported on the November Warrensburg Town Meeting
    - Kevin Geraghty specifically asked about the Repair Café on 11/8
  - Susan will attend the December WCSD BOE meeting on 12/8
  - Esther will attend the January Thurman Town Meeting

Public Expression: none

Next Board Meeting set for January 6, 2026 at 10:00am

Next Committee Workshop scheduled for January 20 at 10:00am

Motion made by Samantha, seconded by Mary and approved by the Board to adjourn at 12:00 PM.

**Approved by The Richards Library Board of Trustees on January 6, 2026.**