

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, January 6, 2026**

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

Excused: Becky Lawler, Gina Coburn

Meeting called to order at 10:05am

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

Period of Public Expression:

- None

Correspondence:

- Sun Community News – request to place an ad
- ASL Deafined
 - Received a pamphlet about an on-line resource for the hard of hearing
 - Cost is \$799 per year
 - Director will email to get more information
- National Grid – information on energy usage

Director's report:

- A lot of time was spent working on vacation programming with no participation
- Plan to be open from 9:00-3:00 on MLK Jr Day and Presidents' Day
- Food for Fines Donation was taken to First Presbyterian Community Pantry
- Ordered "crawl-thru cabinet" for Children's Room
- Issue with private group using the Community Room and making excessive noise, safety concerns and rifling through library supplies
 - Email sent
- Discussed December Programs and upcoming Programs for January
- Statistics for the month and 2025 were discussed

Committee Reports

- Personnel Committee: n/a
- Ad Hoc:
 - Archives
 - 3 sessions, unique items discovered
 - Changing displays in Adult Room
 - Shelby will ask Marie to provide a simple report recording actions at each session
 - 125 Anniversary Committee
 - Will celebrate in August
 - Samantha has volunteered to chair the Ad Hoc committee

- Budget and Finance: n/a
- Building and Grounds:
 - Estimate from Mr. Electric approved
 - Waiting on parts – 2026 to finalize repair
 - Ice Melt for Courtyard
 - Reached out to Darryl (snow removal) – Magnesium Chloride is safe enough on stonework, sand recommended
- Outreach
 - John – continuing on as usual at Countryside Adult Home
- Policy
 - Workshop on Volunteer and Homebound Patrons scheduled for Jan. 20

Old Business

- Adirondack Rural Revitalization Program Grant
 - PCC proposal signed and submitted, awaiting contract
 - Discussed \$980 funding shortage for project – need to determine where to designate funds from in near future.
- Staff Vacancy
 - Continue to look for maintenance/handyman
 - Director put together a draft help wanted ad
 - Will advertise in SUN and Chronicle
- 2026 Board Meeting Schedule
 - Submitted to The Sun and The Chronicle
- 2026 Compliance Calendar
 - Distributed to Board
- Election of 2026 Board Officers
 - Term started January 1
- Princh
 - Director is waiting for a response

New Business

- DASNY Diligence Letter/Application
 - Will not fund repairs, mortar, or sealant
 - Will resubmit with new estimate and reworking of scope
- Library Speakers Consortium
 - Monthly author talks
 - 12 talks per year
 - 2 series cost \$1250 = all on-line
 - A motion was made by Sarah, seconded by John and approved by the Board to take unspent funds from 2025 Collections budget to get an annual subscription for 2 series

Other Business:

- Town Board Meetings
 - Esther will attend the Thurman Town meeting on 1/15/26
 - Susan will attend the Warrensburg Town Meeting on 2/11/26
 - Susan reported on the Warrensburg CSD BOE meeting 12/8/25

Motion was made by Susan, seconded by Samantha and approved by Board at 11:16am to go into Executive Session. Library Director asked to exit the Community Room.

Motion was made by Susan, seconded by Samantha and approved by Board to exit Executive Session at 11:26am. Library Director was asked to return to the Community Room.

Public Expression: none

Next Board Meeting set for February 3, 2026 at 10:00am

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

Motion was made by Mary, seconded by Samantha and approved by Board to adjourn at 11:27am.

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