

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, March 3, 2026**

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

Excused: Becky Lawler, Gina Coburn, Susan Matzner

Meeting, held at Warrensburg Fire House Community Room, called to order at 10:02am

Motion to accept and approve the consent agenda, financials for Dec 2025, Jan 2026 and Feb 2026; and meeting minutes for January, February and February Emergency Meeting was made by John, seconded by Samantha, and approved by Board.

Period of Public Expression:

- None

Correspondence:

- Erie Insurance - Notice of 10% increase in premium in accordance with NYS law
- SALS - Received info on JA 3.5 % billing increase; new directors handbook
- SALS - Notice of SALS annual dinner meeting May 18

Director's report:

- Tapestry was repaired and returned Plan to be open from 9:00-3:00 on MLK Jr Day and Presidents' Day
- Light work in the Adult room was completed, some parts retained for future use; Mr Electric will work with Davis Ulmer on air compressor repair Ordered "crawl-thru cabinet" for Children's Room
- Ed Ostberg checked signage damage, can be reinstalled
- Knoxbox ordered and will be installed outside
- OATS-SALS received additional funding- offering mini grants
- Board needs to approve NYS Annual Library Report before it is sent- deadline may be extended

Committee Reports

- Personnel Committee: Discussion of possible restructuring of staff duties
- Ad Hoc:
 - Archives - Currently on hold
 - 125 Anniversary Committee
 - Samantha answered questions about framework created for the event; discussion ensued about workshop on March 17 which will be devoted to 125th anniversary celebration
- Budget and Finance: tax levy increase proposed for 2027
- Building and Grounds: No responses received for maintenance position
- Outreach
 - John – holds on-site during the building emergency were taken to Countryside Adult Home,

deliveries on hold until library materials become available again

- Policy
 - minor changes to Emergency Preparedness policy will be made after walk-through with Ann Marie from Warren County Office of Emergency Services is completed – *post completion of building repairs*

Old Business

- Vacancy: maintenance/handyperson
 - Duties of the position were discussed; post/ad will be reworked and reposted.
- Letter to WCSD BOE
 - A motion was made by Sarah, seconded by John, and approved by Board, to exceed the 2% tax cap, and request an increase of \$28,000 for 2027. Letters will be sent to BOE and Sarah will attend BOE meeting March 9, 2026.
- Emergency Closure to the public as of 2/9/2026
 - Building mitigation – mitigation phase complete, awaiting insurance so repairs can begin
 - Staff Compensation – discussed in executive session

Executive Session

Sarah made a motion, seconded by John, to convene an Executive Session at 10:57 am for discussion of a personnel matter, motion passed by Board. John made a motion, seconded by Mary, and approved by Board to return to regular session at 11:19 am.

New Business

- none

Other Business

- Town Board Meetings
 - Susan attended the Warrensburg Town Meeting on 2/11/26 – *report later*
 - Sarah will attend Warrensburg CSD BOE meeting 3/9/26
 - Sarah and possibly Samantha will attend the Thurman Town meeting on 4/16/26

Public Expression: none

Next Board Meeting set for April 7, 2026 at 10:00am – possibly at Wbg. Fire House Community Room

Next Committee Workshop scheduled for March 17, 2026 at 10:00am – possibly at Wbg. Chamber Office

Motion was made by Sarah, seconded by John and approved by Board to adjourn at 11:50am.

Approved by The Richards Library Board of Trustees on April 7, 2026.