

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, May 5, 2026**

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

Excused: Becky Lawler, Susan Matzner

The meeting, held at Warrensburg Fire House Community Room, was called to order at 10:04 am by President Sarah Gebbie-Measeck.

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

Period of Public Expression:

- None

Correspondence:

- Erie Insurance - We received claim checks for parts of the ongoing claim, copies of the check have been sent to accounting.
- NYSIF -Received policy renewal for Work. Comp. This will be posted for staff .

Director's report:

- Received information, including diagram on necessary parts for the bathroom
- Drywall and paint done, no other updates
- 2025 annual report was submitted to SALS/NYS
- Received information on RIF program from SALS
- We were awarded OATS mini-grant \$3630. For promotion, marketing, etc.
- Repair Cafe was successful

Committee Reports:

- Personnel Committee: n/a
- Budget & Finance : n/a
- Buildings and Grounds: Discussion of process for returning collection
- Ad Hoc: 125 Anniversary Committee - discussion included logo design for stickers and banner; donations received from Stewarts, Jacobs and Toney, Price Chopper; anticipated music from WCS students. \$500. is budgeted from Programming
- Archival Attention Grant -on hold
- Outreach: n/a
- Policy: Motion by John, seconded by Sarah, to approve new draft of Volunteer Policy, motion passed.
 - Motion by John, seconded by Samantha, to approve minor clarification in ByLaws, regarding voting , motion passed.

Old Business:

- Vacancy: No maintenance/handyperson candidate at this time, post/ad will be reworked and reposted.
- DASNY- The required material has been submitted. We were approved on the statewide financial system
- 2025 Annual report has been submitted

New Business:

- SALS Annual Business meeting information was distributed

Other Business:

- Town Board Meetings
 - Sarah will attend the Warrensburg Town Meeting on 5/13/26 7 pm
 - Warrensburg CSD BOE meeting 3/9/26 Volunteer?
 - The Thurman Town Board meeting on 5/13/26 4:30 pm Volunteer?
 - WCSD Tax Levy Vote for the library and school budget May 19, 2026

Public Expression: none

Other: Library Director Shelby shared with the board her intent of taking time off, returning May 26.

Next Board Meeting set for June 2, 2026 at 10:00am – possibly at Wbg. Fire House Community Room

Next Committee Workshop scheduled for May 19, 2026 at 10:00am – possibly at Wbg. Fire House
125th Anniversary of Library plans will be discussed

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 June 2, 2026.