

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, November 4, 2025

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

Excused: Becky Lawler

Meeting called to order at 10:05am

Motion to accept and approve the consent agenda and meeting minutes was made by John, seconded by Esther and approved by Board after the minutes were updated to identify who on the Board had made specific motions.

Period Of Public Expression:
None

Correspondence:

- National Grid sent two letters regarding new meter installation and an energy report
- G A Bove sent some safety information regarding propane

Director's report:

- Building issues
 - Security cameras are now working
 - Annual sprinkler inspection completed, issue with water overflow in Utility Room A may need remediation in the future
 - Water leak from light fixture in the Children's Room – room closed
 - Gutters were repaired and cleaned
 - Visit by Mr. Electric – diagnostic for lights out in Adult Room
- Ordered new staff laptop and 3 staff desktops through JA
- Senior "Give Back Day"
 - 35 HS Senior cleaned front lawn and garden
- Discussed October Programs and upcoming Programs for November
- Statistics for the month will be provided once available

Committee Reports

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds:
 - Looking for a volunteer to help with the front garden
- Outreach
 - continuing
- Policy
 - October Workshop was held to review Open Meeting Policy, FOIL, and Retention and Disposition of Records

- Policies were discussed and a motion to approve was made by Susan, seconded by Samantha and approved by the Board

Old Business

- Changing furnaces from Oil to Propane
 - furnaces are functioning properly after redoing venting
 - HVACS will be calibrated in the spring
- Adirondack Rural Revitalization Program Grant
 - Public notice – Request for Proposals through Nov.7
 - 1 quote received as of meeting
 - Received donation for final \$1000 in matching funds
 - Article in the Post Star
- Adirondack Foundation Lake Placid Education Foundation 2025
 - In progress, 3 sessions in October
 - Updates will be provided at the monthly Board meetings
- WLGS
 - Comments sent to Chamber of Commerce
 - Will request cones for next year
- Staff Vacancy
 - Looking for maintenance/handyman
- Budgets 2026/2027
 - Posted to website
- Posting Trustee Names in the library has been done
- Library loans outside the system
 - Discussion regarding postage charges and limits for requests outside the system

New Business

- SNAP
 - Discussion of libraries supporting food banks and possible ways Richards Library

Other Business:

- Town Board Meetings
 - Mary reported on the October Thurman Town Meeting
 - Mary will attend the November Warrensburg Town Meeting
 - Susan will attend the December WCSD BOE meeting

Public Expression: none

Next Board Meeting set for December 2, 2025 at 10:00am

Next Committee Workshop scheduled for November 18 at 10:00am

Motion made by Susan, seconded by Samantha and approved by the Board to adjourn at 11:08am

Approved by The Richards Library Board of Trustees on December 4, 2025.