

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, October 7, 2025**

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

Excused: Becky Lawler, Susan Matzner

Meeting called to order at 10:05 AM

Motion to accept and approve the consent agenda and meeting minutes was made by John, seconded by Sam. Sarah added corrections to the September meeting minutes under New Business. It should read "Received a call from NYS Assemblyman Matt Simpson in regards to a potential funding source for exterior projects. Warrensburg Town Supervisor Kevin Geraghty advocated on behalf of the Library to Matt Simpson." Esther corrected the spelling of her last name under Excused. With added corrections the motion was approved by the Board.

Period of Public Expression: None

Correspondence:

- National Grid – annual report
- LARAC – community art grants
- Affordable Lawn Services – received a letter stating lawn mowing and fall/spring clean up price. Board decided to retain our current lawn maintenance person and keep Affordable Lawn Services letter on file.

Director's Report:

- Waiting on a new security camera to replace broken one
- Waiting on quotes for potential building maintenance hires
- Furnace/HVAC installation is still underway
- NY Fire & Security serviced the fire alarms
- Regular supplier of audio books has many items on backorder, may consider a different supplier
- Elementary school's In The Zone afterschool program have booked to use the library multiple times from October to December. Logan will run some STEM focused programs with them.
- Homeschool meet ups have resumed, it's a big group this year
- Request from Girl Scout troops to use the Community Room
- Reviewed several programs held in September and upcoming programs in October

Committee Reports

- Personnel Committee: n/a

- Budget and Finance: last workshop amended 2026 budget and drafted 2027 budget
- Building and Grounds: n/a
- Ad Hoc: n/a
- Outreach: John - everything going well
- Policy: next workshop will be spent updating the Open Meeting Policy and the Retention and Disposition of Records Policy

Old Business

- Changing furnaces from oil to propane – in progress – propane tanks installed 10/2
- Adirondack Rural Revitalization Program (ARRP) grant – public notice for chimney cap RFP was posted in The Glens Falls Chronicle and The Sun Community News for two weeks. Should be receiving affidavits from both papers soon.
- Adirondack Foundation – Lake Placid Education Foundation 2025 grant – Shelby is drafting an outline for the work to be done, should start soon
- Casella Foundation Grant – Sarah noted we probably didn't receive this grant and should drop it from the agenda
- Smart Growth in The Adirondack Park and Catskill Park – DEC grant – Sarah stopped pursuing due to another funding source that became available.
- WLGS – we have 9 vendors and made \$900. Maybe we should get traffic cones for next year? Sarah will relay Shelby's comments about checking in vendors and parking in handicap space to the Chamber of Commerce.
- Vacancy: maintenance person – Shelby is trying to get someone to finish jobs left in progress.

New Business

- Budgets 2026/2027
 - A motion was made by John to amend the 2026 budget as presented and to adopt the proposed 2027 budget as presented. Seconded by Mary. The motion was passed by the Board.
 - A motion was made by John to not exceed the 2% tax cap for the 2027 budget. Seconded by Sam. The motion was passed by the Board.
 - Town water rate is increasing for 2026. Sarah will check with town clerk how much it is increasing.
- A patron asked why trustee names were not posted in the Library. Board agreed that Shelby will post trustee names on the meeting date flyer by the front door.
- Shelby had a question as to how the Library should handle the return postage for library loans outside of the system. She was previously told that the patron always pays for the cost of return postage. The Library's current circulation policy does not address this specifically. The Board agreed that the Library will pay the cost of return postage for now and will look into updating the policy at a later date.

Other Business:

- Town Board Meetings

- Sarah attended the WCSD BOE meeting on 9/8. Sher reported that the school registered 48 new students (moved to the district, not Kindergarteners) this year, which is a big number for them. Also reported on the Drop Everything And Read (DEAR) program on Fridays at the high school.
- Mary and Samantha will attend the Thurman town meeting on 10/16
- Sarah volunteered to attend the Warrensburg town meeting on 11/12

Period of Public Expression: None

Next Committee Workshop scheduled for October 21, 2025 at 10 AM

Next Board Meeting set for November 4, 2025 at 10 AM

A motion was made to adjourn at 11:10 AM by Mary, seconded by John. The motion was passed by the Board.

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