

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, June 2, 2026 @ 10:00 AM

Warrensburg Volunteer Fire Company's Community Room, 18 Elm Street, Warrensburg, NY 12885

- I Call to Order and Roll Call of Members
- II Consent Agenda
 - Approval of Mtg. Agenda
 - Approval of Prior Mtg. Minutes
 - Treasurer's Report: Financials
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: *Erie Insurance*
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: *n/a*
 - b. Budget & Finance: *n/a*
 - c. Building & Grounds: *PCC – chimney cap project started*
 - d. Ad Hoc: *Increase Archival Attention Grant – on hold; 125th Anniversary Committee – May Workshop*
 - e. Outreach: *n/a*
 - f. Policy: *n/a*
- VII Old Business
 - Vacancy: Maintenance position – *draft job description attached*
 - Emergency Closure
 - i. *Building repairs in progress*
 - ii. *Volunteers to help reshelve the collection – form attached*
 - iii. *Remaining steps prior to reopening*
 - SAMs/DASNY - *in financial review*
 - SALS Annual Meeting
 - WCSD May 19, 2026 - Tax Levy Vote for the Library (and school budget)
- VIII New Business
 - Sexual Harassment Prevention Training – *free online from NYS*
 -
- IX Other Business
 - Town Board Meetings
 - o Report from Sarah for the Warrensburg meeting (5/13 @ 7:00 PM)
 - o Report from Sarah for the Thurman meeting (5/13 @ 4:30 PM)??
 - o Need volunteer for the WCSD BOE (6/8 @ 6:30 PM)
 - Executive session – *to discuss personnel*
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, June 16, 2026 @ 10:00 AM – *location?*
- XII Next Board Meeting: Tuesday, July 7, 2026 @ 10:00 AM – *location?*
- XIII Adjournment

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, Mary Beadnell, 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 minigrant \$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:

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

New Business:

- o SALS Annual Business meeting information was distributed

Other Business:

- o 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

Richards Library
Monthly Statement of Revenues & Expenses
May 2026

Accrual Basis

	<u>May 26</u>
Ordinary Income/Expense	
Income	
LOCAL PUBLIC FUNDS	61,991
Total Income	61,991
Expense	
OPERATING EXPENSES	2,475
PAYROLL, WAGES, BENEFITS & EXPE	12,798
COLLECTION & OTHER CAPITAL EXPE	4,747
Total Expense	20,020
Net Ordinary Income	41,971
Other Income/Expense	
Other Expense	
INSURANCE CLAIM (2026)	25,000
DESIGNATED FUNDS EXPENDED	-1,208
Total Other Expense	23,792
Net Other Income	-23,792
Net Income	<u>18,178</u>

Richards Library
Monthly Funds Activity Report
May 2026

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Arrow Bank #-6131 -Operat & DF						
12.39a - Operating Account - GFNB						
Bill Pmt -Check	05/03/2026	7109	NYSIF - WORKER'S COMP	POLICY #A-779-916-6 (6/1/26-6/1/27)		
Deposit	05/05/2026			Deposit		702.63
Bill Pmt -Check	05/05/2026	7110	SOUTHERN ADIRONDACK LIBRARY SYSTEM	APRIL 2026 AUTOMATION FEES	61,990.52	
Check	05/06/2026	A/W	SPECTRUM ENTERPRISE #142279801	4/25/26-5/24/26		479.35
Bill Pmt -Check	05/07/2026		NATIONAL GRID	QuickBooks generated zero amount transaction for bill payment stub		77.91
Bill Pmt -Check	05/07/2026		NATIONAL GRID	QuickBooks generated zero amount transaction for bill payment stub	0.00	
Check	05/08/2026	7111	CRANDALL, LYNN	4/20/26 - 5/3/26	0.00	
Check	05/08/2026	7112	Marie Ellsworth	Gross Adjusted Wages		612.06
General Journal	05/08/2026	PAYR...		-MULTIPLE-		53.64
General Journal	05/08/2026	PAYR...		-MULTIPLE-		5,692.30
Check	05/12/2026	A/W	VERIZON	4/22/26-5/21/26	0.00	
Check	05/17/2026	A/W	SPECTRUM ENTERPRISE #143161701	5/4/26-6/3/26		50.79
Check	05/19/2026	ONLINE	COMMERCE BANK	VISA #1697 ONLINE PAYMENT		130.00
Bill Pmt -Check	05/22/2026	ONLINE	ERIE INSURANCE COMPANY	5/14/26-5/14/27 RENEWAL		234.00
General Journal	05/22/2026	PAYR...		-MULTIPLE-		8,542.90
General Journal	05/22/2026	PAYR...		-MULTIPLE-		6,306.07
General Journal	05/23/2026	TRAN...		TRANSFER TO RESTORE 2026 BLD & GROUNDS DF	0.00	
Bill Pmt -Check	05/28/2026	7114	GEBBIE-MEASECK, SARAH	CHIMNEY CAP LAWN SIGN		1,207.66
Bill Pmt -Check	05/28/2026	7115	NATIONAL BUSINESS TECHNOLOGIES*	5/9/26-6/8/26		34.22
Bill Pmt -Check	05/28/2026	7116	SOUTHERN ADIRONDACK LIBRARY SYSTEM	COMPUTERS		76.37
Bill Pmt -Check	05/28/2026	7117	SOUTHERN ADIRONDACK LIBRARY SYSTEM	READ IT FORWARD		4,747.41
Total 12.39a - Operating Account - GFNB						68.55
					61,990.52	29,015.86
12.39c - OATS Grant Funds						
General Journal	05/08/2026	PAYR...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
General Journal	05/22/2026	PAYR...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
Total 12.39c - OATS Grant Funds					0.00	0.00
Insurance Claim #A00007437086						
Check	05/14/2026	7113	QUICK RESPONSE RESTORATION, INC	PAYMENT #2 RECONSTRUCTION (INVOICE #26-3663)		25,000.00
Total Insurance Claim #A00007437086					0.00	25,000.00
ACF-Archiving & Young Adult Col						
General Journal	05/08/2026	PAYR...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE	0.00	
General Journal	05/22/2026	PAYR...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE	0.00	
Total ACF-Archiving & Young Adult Col					0.00	0.00
DF - 2026 Buildings & Grounds						
General Journal	05/23/2026	TRAN...		TRANSFER TO RESTORE 2026 BLD & GROUNDS DF	1,207.66	
Total DF - 2026 Buildings & Grounds					1,207.66	0.00
Total Arrow Bank #-6131 -Operat & DF					63,198.18	54,015.86
TOTAL					63,198.18	54,015.86

INPUT NEEDED: SALS Plan of Service (2027 - 2031) - Member Input Sessions - June 2026

From Bolan, Kim <kbolan@sals.edu>

Date Tue 05/19/2026 2:09 PM

To sals-directors (All directors at all SALS libraries) <sals-directors@sals.edu>; sals-trustee (All SALS libraries trustees) <sals-trustee@sals.edu>

All,

Following up on the survey SALS distributed earlier this year, we are now gathering additional input from our members to help shape the next SALS Plan of Service for 2027–2031. Your feedback is essential as we begin drafting the plan, which must be submitted to New York State by October 1, 2026.

These Zoom sessions will be facilitated by me and other SALS staff members. We will ask participants several guided questions and also allow time for open discussion and feedback. All SALS **directors, staff members, and trustees** are encouraged to attend.

Session dates and times are:

- Tuesday, June 9 | 10:00–11:00 am
- Tuesday, June 9 | 6:00–7:00 pm
- Thursday, June 11 | 10:00–11:00 am
- Thursday, June 11 | 6:00–7:00 pm

Please register for a session here:

<https://www.surveymonkey.com/r/SALSPoS2026>

If you have any questions, don't hesitate to contact me directly. Thank you in advance for your participation and input.

Kim

Kim Bolan, Executive Director
Southern Adirondack Library System
22 Whitney Place, Saratoga Springs, NY 12866
E: kbolan@sals.edu
O: 518-584-7300 x205
C: 585-739-7003
<https://salsblog.sals.edu/>



THE RICHARDS LIBRARY



Director's Report

May 29, 2026

- Emergency closure to the public since 02/09/2026
 - *Building repairs in progress*
 - *Book return behind the Circ. Desk was damaged – Quick Response is trying to repair*
- Took vacation time May 11 - May 25
- Some Library staff came in sporadically for partial shifts to help with the following: putting in individual shelves and unpacking the Collection, miscellaneous circulation tasks, and answering phone calls.
- Knoxbox – *return slip provided, restocking fee waived, correct product ordered, incorrect product will be mailed next week*
- Computers ordered through 2025 JA Group Order arrived at SALS – *will be installed in June*
- Vega Discover – *new ADA compliant online catalog released by SALS/MVLS, accessible through the website and public computers*
- May Program:
 - *Warrensburg Repair Cafe – report from Sarah G-M*

****All other programs cancelled due to emergency closure****

Upcoming Events & Programs

**** Events can be found on The Richards Library website, our Facebook page, or at the Library. ****

- **On-site programs and private bookings are postponed for June.**
- Warrensburg Riverside Farmers' Market Festivals – *tentatively attending Strawberry (June 12), Blueberry (July 17), Apple (September 11), and Garlic (October 9)*
 - *Tammy will attend Strawberry Festival as well*

Statistics for the Year

Monthly statistics will be shared once the Library reopens. Answered a few reference questions via phone.

Respectfully submitted,

Shelby Burkhardt

Library Director

The Richards Library Facilities & Maintenance Manager Job Description

Mission Statement

The Richards Library provides a wide-range of unbiased source materials and utilizes traditional and modern methods that will educate, inform, entertain and provide the basis for a life-long learning experience. We offer the community a safe space that encourages inquiries, free thought, an exchange of ideas and a forum for discussion. As we strive to expand the community's global knowledge, we also endeavor to expand and preserve its cultural and historical uniqueness within that global setting.

Position Summary:

The Facilities & Maintenance Manager offers a range of assistance and management for The Richards Library. Such responsibilities include maintaining the historic building and grounds, ensuring safe operation of the building, grounds and programs/exhibits, completing maintenance projects and coordinating the work of external vendors and contracts.

Employment Location – 36 Elm Street, Warrensburg, NY 12885

Position Type:

- Part Time \$25 an Hour for an average of 10 Hours a Week
- Hourly
- Hours flexible around operation: M/W/F 9:00 AM to 5 PM and T/Th 9:00 AM to 7:00 PM and Saturday 9:00 AM to 12:00 PM

Qualifications:

- Valid NYS Driver's License with a clean driving record
- High school diploma or GED
- Physically capable of frequent, heavy lifting
- Can climb ladders
- Capable of performing labor for long periods of time
- Ability to work independently and proactively with minimal supervision

Reports to:

- Library Director

Responsibilities:

- Manage and schedule security and fire safety inspections with the County
- Schedule maintenance/inspections for all aspects of the facility (including, but not limited to HVAC, Elevator, Sprinklers, Carpet/Rug cleaning, Duct cleaning, Smoke/Fire/CO Alarms & Fire Extinguishers)
- Maintain high standards of safety
- Preventative maintenance and emergency repairs
- Schedule external vendors and ensure terms of all contracts are upheld
- Responds to emergency calls as needed

Physical Demands:

- Persons performing service in this position may exert over 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects
- Must have an adequate range of motion in the upper and lower extremities
- This work involves sitting, standing and driving for variable periods of time
- Exposure to hot, cold, wet, or windy conditions caused by weather are to be expected

Evaluation:

- Performance of this position is to be evaluated at minimum on an annual basis and may be completed on a more frequent basis as determined by the Library Director.

The Richards Library Volunteer Application

Contact Information

Name: _____

Address: _____

Phone: _____

Emergency Contact

Name: _____

Relationship: _____

Phone: _____

The Richards Library Volunteer Agreement

I, the undersigned, wish to volunteer my services to The Richards Library. I understand that:

- I am volunteering my time and services without expectation of compensation.
- I will comply with all Library policies, procedures, and guidelines, including those related to patron confidentiality and conduct.
- I will attend any required orientation or training sessions.
- I understand that the Library is not responsible for any injuries I may sustain while volunteering and that I am not covered by the Library's workers' compensation insurance.
- Either I or The Richards Library may terminate this volunteer relationship at any time for any reason.

By signing below, I acknowledge that I have read, understood, and agree to this Volunteer Agreement.

Signature of Volunteer: _____ Date: _____

If volunteer is under 18 years old:

Signature of Parent/Guardian: _____ Date: _____

Print Name of Parent/Guardian: _____

Relationship to Volunteer: _____

HOLD HARMLESS AGREEMENT FOR WORKERS'

COMPENSATION

This Hold Harmless Agreement for Workers' Compensation (hereinafter referred to as "Agreement") is made by _____, whose principal office is located at _____ (hereinafter known as "Vendor") to The Richards Library located at 36 Elm Street, Warrensburg, NY 12885, (hereinafter known as "TRL").

By its signature below, Vendor advises and warrants that under state or federal law applicable to Carrier, it is exempt from providing workers' compensation coverage to its employees. As a result of such exemption, Vendor does not carry workers' compensation or employers' liability insurance and that Vendor will not be able to provide a certificate evidencing workers' compensation and employers' liability coverage to TRL.

Vendor is hereby informed that it has the full and complete responsibility of verifying its exempt status and demonstrating such to TRL's satisfaction.

Vendor hereby agrees that it will assume full and complete responsibility for the compensation of any and all work-related injury occurring to any of its personnel and that Vendor shall fully indemnify and hold harmless for any claim brought against TRL for any such work-related injury or employment obligations.

Further, Vendor shall defend, indemnify and hold TRL harmless for all damages of any kind whatsoever that arise from any misrepresentation, change in status or revocation of Vendor's warranty regarding exemption, coverage or its authority and stability to self-insure.

.

This Hold Harmless Covenant for Worker's Compensation is executed this day of _____, 20_____. And the person signing represents that he/she has been or is specifically authorized to execute this document on behalf of Vendor.

Agree to for Vendor;

By: _____

Name: _____

Title: _____

Date: _____