

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, May 5, 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: *NYSIF, Erie Insurance*
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: *n/a*
 - b. Budget & Finance: *n/a*
 - c. Building & Grounds: *repair timeline filling in*
 - d. Ad Hoc: *Increase Archival Attention Grant – on hold; 125th Anniversary Committee – sticker designs emailed.*
 - e. Outreach: *n/a*
 - f. Policy: *Workshop - the new draft Volunteer Policy was discussed, and reviewed Bylaws and Circulation Policy*
- VII Old Business
 - Vacancy: maintenance
 - Emergency Closure – *Building repairs in progress*
 - 2025 Tax Return and Audit Review
 - SAMs/DASNY - *new application*
 - 2025 Annual Report
- VIII New Business
 - SALS Annual Meeting – *May 18, 2026*
 -
- IX Other Business
 - Town Board Meetings
 - o Sarah attending the Warrensburg meeting (5/13 @ 7:00 PM)
 - o Need volunteer for the Thurman meeting (5/?? @ 4:30 PM)
 - o *April meeting missed due to permanent change to monthly meeting date*
 - o Need volunteer for the WCSD BOE (6/8 @ 6:30 PM)
 - WCSD May 19, 2026 - Tax Levy Vote for the Library (and school budget)
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, May 19, 2026 @ 10:00 AM – *location?*
- XII Next Board Meeting: Tuesday, June 2, 2026 @ 10:00 AM – *location?*
- XIII Adjournment

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, April 7, 2026**

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

Excused: Becky Lawler, Gina Coburn, Mary Beadnell

Meeting called to order at 10:13am

Motion to accept and approve the meeting agenda was made by Susan, seconded by John, and approved by Board

Correspondence:

- Commerce Bank
 - Received a letter indication resolution of disputed charge
- Caldwell- Lake George Library
 - Annual dinner announcement
- Erie Insurance
 - Received first check toward building repairs

Directors Report

- Received quote from Davis Ulmer/SRI for sprinkler system work in upstairs bathroom
- Some Library staff coming in sporadically to assist with various tasks
- 2025 Tax Documents taken to Warrensburg Town Hall
- 2025 Annual Report due to SALS by end of day April 14
- Knoxbox received and awaiting installation
- Read it Forward (RIF) planning sessions with SALS
- Only program this month was reading at Small Tales
 - All other programs and events canceled until repairs can be completed

Committee Reports

- Personnel – n/a
- Budget & Finance
 - Workshop meeting was held in March where the 2027 preliminary budget was reviewed
 - It was determined that the library would need to ask for an increase
 - A motion was made by Sarah, seconded by Samantha and approved by the board to accept the amended 2027 library budget
- Building & Grounds – n/a
- Ad Hoc
 - Increase in the Archival Grant is on hold
 - 125 Anniversary Committee
 - Have a social media plan
 - Committee will work with Logan to bring attention to Library history
- Outreach – n/a
- Policy – n/a

Old Business

- Vacancy
 - Looking for a maintenance/handyperson
- Letter to WCSD BOE
 - 2 letters sent to the WCSD BOE in March regarding need to request tax increase in 2027
- Emergency Closure
 - Shelby and Sarah met with Quick Response and Eire and agreed on repair costs
 - Repairs will begin shortly
 - Sarah is signing letter of agreement for Quick Response to begin work
 - Will use carpet squares instead of a carpet roll for the large room upstairs – more cost efficient if a tile needs to be replaced

New Business

- 2025 Tax Return and Audit Review
 - See above
- SAMs/DASNY
 - A new application needs to be submitted
- 2025 Annual Report
 - See above

Other Business

- Town Board Meetings
 - Report from Sarah for the WCSD BOE March meeting
 - Sarah and Samantha will attend the Thurman April 16 meeting
 - Sarah has volunteered to attend the May 13 Warrensburg Town Meeting
- WCSD May 19, 2026
 - Tax Levy Vote for Library and School Budget
- 2026 SALS Annual Meeting
 - Meeting will be held at the Queensbury Hotel

Next Board Meeting set for May 5, 2026 at 10:00am – Volunteer Fire Dept Community Room location will be confirmed

Next Committee Workshop scheduled for April 21 at 10:00am – Samantha will send out location

Motion made by Susan, seconded by Sarah and approved by the Board to adjourn at 11:07am

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses

Accrual Basis

April 2026

	Apr 26
Ordinary Income/Expense	
Expense	
OPERATING EXPENSES	1,973
PAYROLL, WAGES, BENEFITS & EXPE	12,802
Total Expense	14,775
Net Ordinary Income	-14,775
Other Income/Expense	
Other Expense	
INSURANCE CLAIM (2026)	-110,600
Total Other Expense	-110,600
Net Other Income	110,600
Net Income	95,825

Richards Library Monthly Funds Activity Report

April 2026

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Arrow Bank #--6131 -Operat & DF						
12.39a - Operating Account - GFNB						
Bill Pmt -Check	04/04/2026	7101	CHS WEALTH MANAGEMENT & CPA's LLC	2025 ANNUAL FINANCIALS & TAX PREP		6,400.00
Check	04/10/2026	A/W	SPECTRUM ENTERPRISE #142279801	3/25/26-4/24/26		77.91
General Journal	04/10/2026	PAYRO...		-MULTIPLE-		6,301.53
General Journal	04/10/2026	PAYRO...		-MULTIPLE-	0.00	
Bill Pmt -Check	04/10/2026	7102	SOUTHERN ADIRONDACK LIBRARY SYSTEM	AUTOMATION FEES		479.35
Bill Pmt -Check	04/10/2026	7104	WARRENSBURG WATER DISTRICT	#W0020		60.00
Check	04/12/2026	A/W	VERIZON	3/22/26-4/21/26		50.84
Check	04/17/2026	A/W	SPECTRUM ENTERPRISE #143161701	4/4/26-5/3/26		130.00
Check	04/22/2026	7107	QUICK RESPONSE RESTORATION, INC	BATHROOM WALL DEPOSIT (PARTIAL)		1,292.34
General Journal	04/24/2026	PAYRO...		-MULTIPLE-		6,302.01
General Journal	04/24/2026	PAYRO...		-MULTIPLE-	0.00	
Check	04/27/2026	A/W	NATIONAL GRID	3/9/26-4/8/26		326.15
Bill Pmt -Check	04/28/2026	7108	NATIONAL BUSINESS TECHNOLOGIES*	4/9/26-5/8/26 + OVERAGE		76.37
General Journal	04/29/2026	PR INS...		PAYMENT OF PROCESSING FEES		65.22
General Journal	04/29/2026	PR INS...		-MULTIPLE-	0.00	
Total 12.39a - Operating Account - GFNB					0.00	21,561.72
12.39c - OATS Grant Funds						
General Journal	04/10/2026	PAYRO...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
General Journal	04/24/2026	PAYRO...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
General Journal	04/29/2026	PR INS...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
Total 12.39c - OATS Grant Funds					0.00	0.00
Insurance Claim #A00007437086						
Deposit	04/02/2026			CK #8888944 - INSURANCE CLAIM CHECK - RESTORATION	68,152.41	
Check	04/02/2026	7100	QUICK RESPONSE RESTORATION, INC	PAYMENT #1 (DOWNPAYMENT)		25,000.00
Bill Pmt -Check	04/21/2026	7105	NEW YORK FIRE & SECURITY	PREPARE BUILDING FOR UPCOMING REPAIRS		705.00
Total Insurance Claim #A00007437086					68,152.41	25,705.00
ACF-Archiving & Young Adult Col						
General Journal	04/10/2026	PAYRO...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE	0.00	
General Journal	04/24/2026	PAYRO...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE	0.00	
General Journal	04/29/2026	PR INS...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE	0.00	
Total ACF-Archiving & Young Adult Col					0.00	0.00
DF - 2026 Buildings & Grounds						
Check	04/22/2026	7106	QUICK RESPONSE RESTORATION, INC	BATHROOM WALL DEPOSIT (BALANCE)		1,207.66
Total DF - 2026 Buildings & Grounds					0.00	1,207.66
Total Arrow Bank #--6131 -Operat & DF					68,152.41	48,474.38
TOTAL					68,152.41	48,474.38

THE RICHARDS LIBRARY



Director's Report

May 1, 2026

- Emergency closure to the public since 02/09/2026
 - *Building repairs in progress*
 - Some Library staff came in sporadically for partial shifts to help with the following: Archive accessioning/organizing, miscellaneous circulation tasks, and answering phone calls. Shelves and (most) contents in Archive Rm 2 were moved to back of Archive Rm 1 because of repairs.
 - 2025 Annual Report – *submitted to SALS and then NYS*
 - Knoxbox – *need to order the correct style, their customer service stopped responding*
 - Read It Forward (RIF) - *2 titles selected, 30 books requested – 15 copies of the graphic novel Raven Boys and 15 copies of the novel Cemetery Boys. Book costs come from our budget.*
 - Awarded OATS Mini Grant from SALS – *to be used for marketing, promotional giveaways, etc. - we will receive approximately \$3,630, 1 of 11 SALS member libraries awarded.*
 - Sent forms for Warrensburgh Riverside Farmers' Market Festivals – *tentatively attending Strawberry (June 12), Blueberry (July 17), Apple (September 11), and Garlic (October 9)*
 - April Program:
 - Read at Small Tales
- **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 May.**
 - **Warrensburgh Repair Cafe, May 2, 9:30-11:30 AM at Warrensburgh Volunteer Fire Company, 18 Elm Street.**

Statistics for the Year

Monthly statistics will be shared once the Library reopens. Answered various reference questions via phone. There were 143 unique clients listed for using Wi-Fi in April.

Respectfully submitted,

Shelby Burkhardt

Library Director

2026 “Read It Forward” Teen Collaboration

Description: a summer program for teens (approximately grades 6-12) to read a featured title and pass the book to their peers who continue the cycle of reading and sharing.

Deadline to indicate your interest in participating and number of books you wish to purchase: To come

Purpose: foster teen reading and communication about books; promote collaboration with schools; call attention to quality teen literature; encourage parents to read and discuss books with teens.

Number of participating libraries: no limit

Process:

1. Interested staff members participate in three 30 minute meetings where the group chooses a title or titles.
2. Through our group purchase, libraries buy as many copies of the title as you see fit, at a group discount price. Your system will bill you for your cost after the books arrive.
3. None of the RIF copies are cataloged. Books do not get checked out to teens. No due dates, fines, or lost fees – just teens reading a great book and passing it on to more teens to read. Purchase with the expectation that the print copies will NOT return to the library.
4. Systems will create and attach a label similar to this to the inside cover of book:

“No due dates, no late fees, just Read It Forward!

Teens: RIF! Read this book, then pass it along to a friend! Want to share what you thought of it?

Fill out a quick survey for a chance to win a prize: ([QR code and short link](#)).

Visit your public library and share your comments with the librarian or in the comment box in the teen area.

ENJOY THE BOOK!

A project of [your] System”

- System will add a small sticker on the front of the cover of the book:
“READ IT FORWARD! No due dates, no late fees. See inside for details!”
 - Individual libraries will stamp their library name or attach a sticker on the bottom of the title page of the book. No other labels will go on books.
 - Optional: libraries can add this note in the back of the book: “So? What did you think? Write it here!”
5. There will be one URL where readers go to take the survey. The inside cover label will point them to this URL. At the end of the summer, your YS consultant will share information on your library’s survey respondents. You may choose to award one prize, or multiple prizes. The nature of the prize is up to you.
6. Pass the books out to teens at the library, at programs, at school visits, at outreach events - anywhere!
7. Promotion: up to you! Think social media, website, display in library. You can also use one of the RIF books the theme for your end of summer tween/teen party. Advertised in advance, it’s a book and program promotion!

8. Gather statistics by counting comments, and/or by estimating: X number of copies x Y number of weeks of program x Z average number of checkouts per week.

9. Encourage greater participation through:

- Activities/programs related to book
- Social Media engagement
- Book discussion for parents only to familiarize them with the book and train them in talking to their kids about books and the sensitive issues they provide openings to discuss. Post tips on the library website.
- Collaboration with schools

“Rules” for teen readers:

- Read the book.
- Optional: comment (by writing in back of book if encouraged or through survey)
- Give your book to a friend to read, telling them what you thought of it.
- Tell your friend that when they are through reading to pass it on to another friend to read. Keep Read It Forward going!

Funding:

- Books: each library funds its own paperbacks. Think budget, Friends, community sponsorships.

Questions?

Mary Fellows – mary.fellows@uhls.org – 518-437-9880 ext. 228

Beth Rienti - brienti@mvls.info - 518-355-2010 ext. 225

Jack Scott - jscott@sals.edu - 518-584-7300 ext. 219

The Richards Library Volunteer Policy

The following are the rules and regulations of The Richards Library Board of Trustees. They will be reviewed every 5 years or as needed to reflect changes in laws, regulations, or Library operations.

Purpose

The Richards Library welcomes volunteers to support its mission of providing educational, cultural, and informational resources to the community. Volunteers play a vital role in enhancing Library services, expanding outreach efforts, and deepening community engagement.

This policy outlines the scope of volunteer opportunities, expectations, and responsibilities to ensure a safe, respectful, and productive experience for both volunteers and Library staff.

Definition of a Volunteer

A volunteer is any individual who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of The Richards Library. Volunteers do not replace paid staff but rather supplement and support Library services.

Volunteer Opportunities

Volunteer roles vary based on the Library's needs and may include, but are not limited to:

- Assisting with archival organization, digitization, and historical research
- Representing the Library at community events such as the Warrensburg or Thurman farmers' markets, festivals, or other outreach programs
- Delivering Library materials to local organizations
- Helping prepare for or run Library programs and events
- Supporting special projects and seasonal initiatives
- Light clerical work or shelf organization under staff supervision

Eligibility and Requirements

Volunteers must:

- Be at least 14 years old (volunteers under 18 require written parental/guardian permission)
- Submit a completed Volunteer Application

- Comply with the Library's Code of Conduct and all relevant policies
- Undergo training and orientation for their assigned role
- Submit their name (and maiden name if applicable), date of birth and driver's license number so the Library may search the NYS and National Sex Offender Lists. Copies of the volunteer's confidential information will be shredded after the search is complete.
- Update their contact information annually

The Library Director or designee reserves the right to approve, assign, reassign, or dismiss volunteers at any time based on the Library's needs and the volunteer's performance or behavior.

Supervision and Scheduling

- Volunteers will be supervised by designated Library staff.
- All volunteer schedules must be approved in advance. Volunteers are expected to be punctual, reliable, and communicate promptly about any schedule changes or absences.
- Volunteers at off site events must be able to travel independently unless otherwise arranged.

Training and Safety

- Volunteers will receive an orientation outlining their responsibilities, safety protocols, and emergency procedures.
- Volunteers working with archival materials or historical items will receive instruction on proper handling and documentation.
- Volunteers participating in off site events or deliveries must follow transportation laws and represent the Library appropriately. If a volunteer violates the law while volunteering for the Library on or off site the Library will not be held responsible.

Conduct and Representation

Volunteers are expected to:

- Treat Library patrons, staff, and fellow volunteers with respect
- Refrain from personal use of confidential information
- Not represent themselves as staff members or make Library policy decisions

- Avoid using volunteer positions for personal gain, promotion, or solicitation

Volunteers may be asked to wear a name tag or identifier while on duty or at events.

Insurance and Liability

Volunteers are not covered by The Richards Library's workers' compensation policy.

Volunteers must sign a liability waiver acknowledging this. Volunteers driving on behalf of the Library must show proof of a valid driver's license and insurance.

Community Service Hours

The Library is happy to document volunteer hours for school, court, or service organization requirements, but the nature and quality of the volunteer's service must meet Library standards.

Termination

Either the volunteer or The Richards Library may end the volunteer relationship at any time, with or without cause or notice. Volunteers who do not comply with this policy may be removed from the program.

Formatted, Reviewed, and Approved by The Richards Library Board of Trustees on 5 May, 2026.

The Richards Library Volunteer Application

Contact Information

Name: _____

Address: _____

Phone (Home): _____ Cell: _____

Email: _____

Preferred Contact Method: ___ Email ___ Phone (Library does not accept text messages)

Emergency Contact

Name: _____

Relationship: _____

Phone: _____

Volunteer Interests

Please check areas where you would like to volunteer:

- ☐ Archives / Historical Research
- ☐ Outreach Events (e.g., Farmers' Markets)
- ☐ Material Delivery
- ☐ Program Assistance / Event Support
- ☐ Clerical / Shelving
- ☐ Other (please specify): _____

Availability

Days Available (check all that apply):

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Preferred Time(s): _____

Skills and Experience

Please describe any relevant skills, certifications, or experience:

Driver's License and Insurance (Required for volunteers driving for Library business)

Do you have a valid driver's license? ☐ Yes ☐ No ☐ N/A

Do you have automobile insurance? ☐ Yes ☐ No ☐ N/A

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.
- If driving on behalf of the Library, I will maintain a valid driver's license and insurance, and will operate vehicles safely and responsibly.
- 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: _____

For Library Use Only

Received by Staff Name: _____

Date Application Received: _____

Driver's License Shown: ☐ Yes ☐ N/A Expiration Date: _____

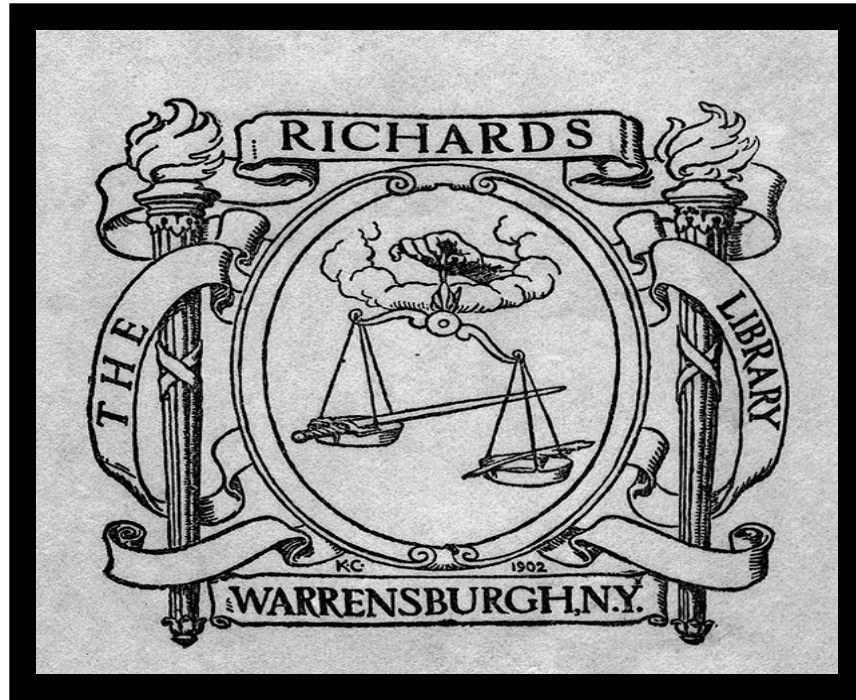
Car Insurance Shown: ☐ Yes ☐ N/A Expiration Date: _____

Completed NYS & National Sex Offender Search: ☐ Yes ☐ No

Orientation Date: _____

Assigned Supervisor: _____

Volunteer Role: _____



The By-Laws Of The Richards Library

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.

Preamble

The Board of Trustees of The Richards Library, an association, chartered by the University of the State of New York, July 1, 1901, amended on June 22, 2009, hereby enacts the following By-laws:

Articles

Article I: Membership

1. The Board shall consist of 5-15 members and maintain a minimum of 5 voting members.
2. Vacancies on the Board are filled by nomination and selected by a majority vote of the existing Board.
3. The term of office for Trustees shall be 5 years to begin immediately upon the date of election and shall not be limited to any set number of terms.
4. Newly elected Trustees shall be provided with appropriate orientation by the Board President and Library Director.
5. All Board members shall be given a copy of The Richards Library By-laws as well as a copy of the Handbook for Library Trustees of New York State.

Article II: Officers

1. The officers of the Board shall be President, Vice-President, Secretary, Financial Officer and Treasurer.
 - a) Each officer, except the Treasurer as a paid position, shall be elected for a one-year term or until a successor has been duly elected.
 - b) Vacancies among the officers shall be filled by election at a regular or special meeting and a majority vote of the Trustees shall be necessary for the election.
2. Elections shall be held at the last regular meeting of the Library year, by majority vote of the Board. The fiscal year of the Library shall be the calendar year.
3. Duties of the Officers:

Article II: Officers (Cont'd)

- a) The President shall preside at meetings of the Board, call special meetings of the Board, appoint all committees and select the chair for each committee as well, execute all documents authorized by the Board and generally perform the duties of a presiding officer.
- b) The Vice-President, in the event of absence or disability of the President, or of a vacancy in the office, shall assume and perform the duties and functions of the President. The Vice-President shall be co-chair of the Finance and Budget Committee and is *ex-officio* member of all committees except the nominating committee.
- c) The Secretary shall have charge of the records of the Board and shall keep minutes of its meetings. Each member of the Board shall receive a copy of the minutes. A copy of the minutes shall be available for public study.
- d) The Financial Officer shall work with the Treasurer to ensure the financial security of the Library.
- e) The Treasurer shall perform such duties as general devolve upon the office. In the absence or inability of the Treasurer, their duties shall be performed by such members of the Board as the Board may designate. The Treasurer shall pay out funds by checks signed by the Treasurer and co-signed by a Trustee authorized by the Board. The Treasurer shall keep accurate records for all moneys received and disbursed and shall make regular reports as the Board shall require. The Treasurer shall submit the finance section of the annual report the New York State Education Department as required. The Treasurer will attend regular and special meetings. The Treasurer is employed by the Board and as such is not a member of the Board. The Treasurer shall have the right to speak on all matters under discussion at Board Meetings, but shall not have the right to vote thereon. The Treasurer, as chair and the Vice President as co-chair shall share the responsibilities for any Finance and Budget Committee.

Article III: Duties of the Board

Duties of the Board are as outlined in the Handbook for Library Trustees of New York State. The Board may consider and act on any matter before it with or without recommendations from a committee. The President shall appoint standing or special committees as is deemed necessary. Each committee chairperson shall be responsible for periodic meetings of the committee and shall have an opportunity to report at each regular meeting of the Board. The President and Vice-President shall be a member, *ex-officio*, of all committees except the nomination committee. The Board of Trustees, being few in number will serve as a group on all fact finding and decision-making aspects concerning the library. When no specific committee is formed, the Board will act as a group.

The Board of Trustees shall:

1. Have general supervision of the policies and plans for the fiscal resources of the Library. It will be responsible for, but not confined to:
 - a) Preparing and approving an annual budget.
 - b) Evaluating and advising School District Tax Levy, monetary accounts, financial and investment plans, grants, memorial and other gifts and fund-raising in a manner advantageous to the annual and future needs of the Library.
 - c) Requesting and considering recommendations from all committees.
 - d) Seeking and receiving public funds on an on-going and regular basis and reporting to funding authorities on how funds are spent and what services the Library offers to the community.
2. Oversee the maintenance and upkeep of the Library building and grounds. It shall conduct periodic inspections of the building and grounds and shall make recommendations concerning repairs and alterations, replacement or addition of building equipment, insurance coverage of the building, anticipated expenses to be included in the annual budget, and such other matters as may be referred to it.
3. Recruit, recommend and present final candidates for the Director of the Library. It shall evaluate the performance of the Director and make recommendations for salary and benefits and shall adjudicate, if necessary, any formal grievance brought to it by a staff member.
4. Be responsible for evaluating the future library needs of the community and presenting a plan which will provide for the growth and improvement of the Library and library services. It shall enlist the Director, when necessary, in planning a program for approval by the Board.

Article IV: Library Director

1. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library and who shall be appointed as specified in New York State Education Commissioner's Regulation §90.8.
2. The Library Director shall be responsible for the proper performance of the duties as set forth in the job description provided by the Board.
3. It shall be the duty of the Library Director to set the agenda for all Board meetings as well as attend all meetings of the Board, including budget meetings. The Library Director shall have the right to speak on all matters under discussion at Board Meetings, but shall not have the right to vote thereon.

Article V: Committees

1. A nominating committee shall be appointed by the President of the Board in September which will present a slate of officers in November for election at the December meetings. Additional nominations may also be made from the floor.
2. Committees for specific purposes are appointed by the President of the Board who shall be notified of all committee meetings, time and place. Such committees shall serve until the completion of the work for which they were appointed. The President

and Vice-President of the Board is a member, *ex-officio*, of all committees except the nominating committee.

3. All committees shall present a report to the Board at each of its meetings.
4. Standing Committees shall be minimally:
 - a) The Finance and Budget Committee will be comprised of a Chairperson and Co-Chairperson, and two other Board members and the Library Director.
 - b) The Building and Grounds Committee will be comprised of a Chairperson and two Board members and the Library Director.
 - c) The Personnel Committee will be comprised of a Chairperson and two Board members. The Committee deals with staff matters and nominates candidates for new Trustees. Additional nominations may be made on the floor.
 - d) The Outreach Committee will be comprised of a Chairperson, the Library Director and Staff Representative.
 - e) The Policy Committee will be comprised of a Chairperson, the Library Director and two Trustees.
 - f) The Ad Hoc Committee shall be comprised of a Chairperson and two Trustees
 - g) The Fundraising Committee shall be comprised of a Chairperson and one Trustee.

Article VI: Meetings

1. Meetings shall be held at least quarterly and shall be open to the public, except when the Board adjourns into Executive Session.
2. Special meetings shall be held at the call of the President or any three Trustees for a specific purpose. No business may be transacted at such special meetings except the stated business.
3. Written notice of all meetings shall be sent by the Director to each member at least five days before any meeting.
4. A Majority of the Board shall constitute a quorum.
5. The order of business shall be presented in an agenda prior to the meeting. Inclusion of items in the agenda must be made to the Library Director at least three days prior to any Board meeting or items in the agenda must be made to the Library Director with reasonable notice.

Article VII: New York Sales and Use Tax Law

According to Section 116(a), Paragraph 4, of the New York Sales and Use Tax Law, the Board shall comply with the following provisions:

1. Dissolution Provision: In the event of the dissolution, all of the remaining assets and property of the organization shall, after necessary expenses thereof, be distributed to such organizations as shall qualify under Section 501(c)(3) of the Internal Revenue Code, or corresponding provisions of any subsequent Federal Tax Law; or to the federal government, or to a state or local government, for public purpose; or to

another organization to be used in such a manner as, in the judgment of a Justice of the Supreme Court of the State of New York, will best accomplish the general purpose for which this organization was formed. Distribution of assets will conform to New York State Education Commissioner's Regulation §220.

2. Non-Inurement Provision: No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization).
3. Restrictive Legislation Provision: No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code Section 501(h)), or participating in or intervening in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.
4. Restrictive Purposes and Activities Provision: Notwithstanding any other provision of these articles, the organization is organized exclusively for literary or educational purposes as specified in Section 501(c) (3) OF THE Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c) (3) or corresponding provisions of any Federal Tax Laws.

Article VIII: Directors, Officers, and Employees

The Richards Library, having its principal office at 36 Elm Street, Warrensburg, New York, 12885, in the County of Warren, New York, from and after the date hereof shall hold harmless any and all Trustees, Officers, Directors, and Staff from any and all liability, claims, demands, or expenses by reason of acting as a Trustee, Officer, Director, or Staff or otherwise by reason of any and all actions performed or omissions to act by reason of being a Trustee, Officer, Director, or Staff, or otherwise of the System (New York State Education Law §720(a), Paragraph 11).

Article IX: Amendments

1. Amendments to these By-laws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to the voting session. These By-laws may be repealed, amended, or added to by a majority vote of a quorum, as that term is defined in **Article VI** of these By-laws.
2. Any rule or resolution of the Board, whether contained in these By-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which there is a quorum of members present and a majority of those present shall so approve.

Article X: Procedures

All procedures not specified herein shall be conducted in an informal, accommodative and cordial manner. These By-laws of Richards Library were duly reviewed and adopted by a majority vote of the Board of Trustees on the 6th day of February, 2017.

Attested:

Sarah Gebbie-Measeck, President of The Richards Library Board of Trustees

Date

Reviewed, amended and approved by the full membership of The Richards Library Board of Trustees on 6 June 2018.

Reviewed, amended and approved by the full membership of The Richards Library Board of Trustees on 17 September 2019.

Reviewed, amended, approved and adopted by The Richards Library Board of Trustees on 9 March 2021.

Reviewed, amended, approved and adopted by The Richards Library Board of Trustees on 5 May 2026.



Model ACD Dry System Auxiliary Condensate Drain with Sight Glass

Bulletin 441 Rev. A

Features

- Sight Glass (Optional)
- Eliminates field assembly
- Ball Valves – quick operation
- No assembly required
- 1" Plug included

General Description

The Model ACD Dry System Auxiliary Condensate Drain or "Drum Drip Drain" is used in Dry Pipe and preaction sprinkler systems, which meet NFPA 13 (2007) Installation Requirements section 8.16.2.5.3.4.

The material used to construct this assembly is schedule 40 galvanized steel pipe with galvanized malleable iron fittings, brass ball valves and a brass sight glass.

Technical Data

Pressure Rating: 175 psi (12 bar)

Volume: 0.2 gallons (.76 Liters)

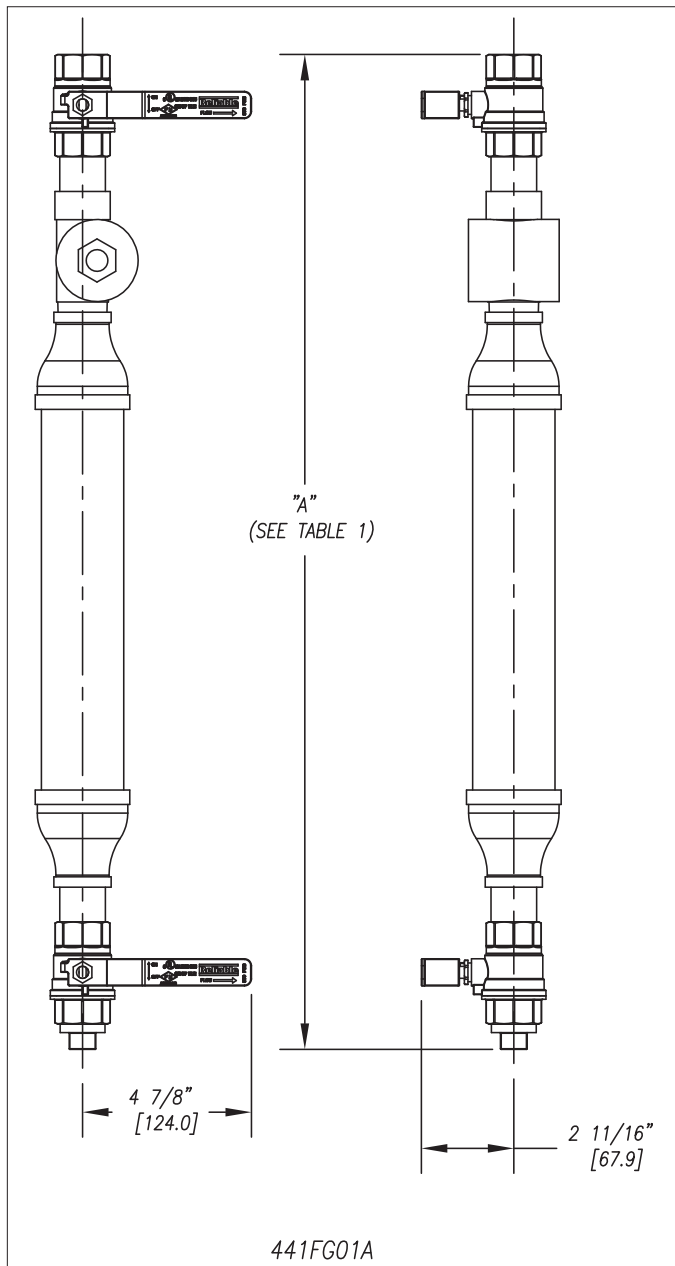
Overall Length: 28.5" (724 mm)

Weight: 11 lb



Dimensional Data

Dimensions in [] are in mm



441FG01A

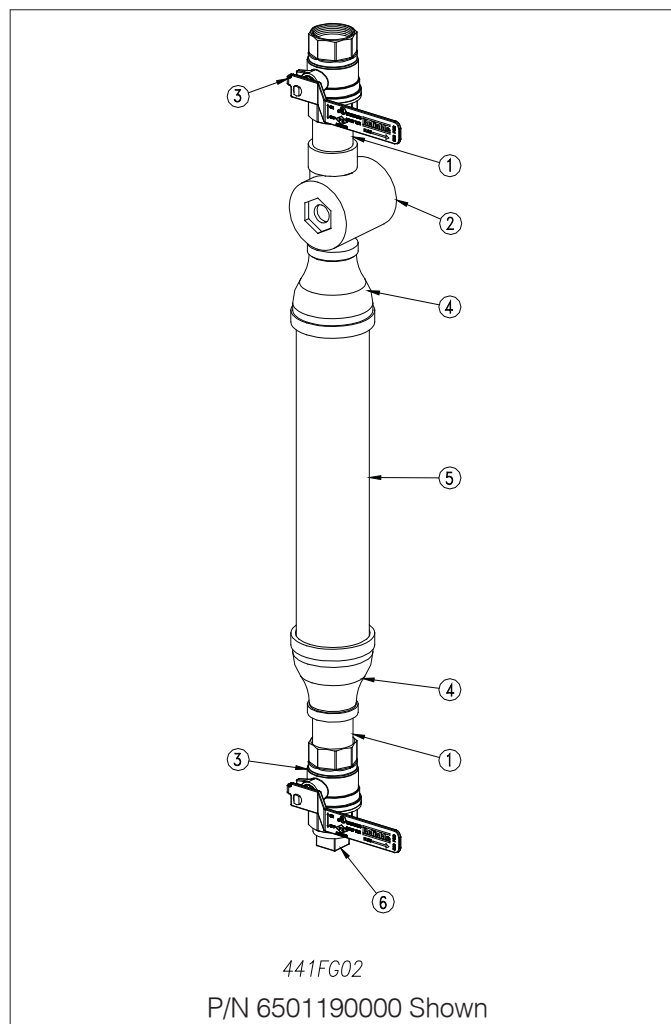
Fig. 1

Table 1	
Assy. P/N	"A"
6501190000	28½ [724]
6501190001	25 [635]

Table 2		
Parts list for P/N 6501190000		
Item No.	Part Description	Qty
1	Nipple, 1" NPT x 2" Long.	2
2	Sight Glass	1
3	Brass Ball Valve, 1" NPT	2
4	Bell Reducer, 1" x 2" NPT	2
5	Galv Pipe, Sch40, 2"x 12" Long	1
6	Plug, 1" NPT	1

Note: Valve type and manufacturer may vary.

(1) For assembly w/o sight glass order P/N 6501190001



441FG02

P/N 6501190000 Shown

Fig. 2

The equipment presented in this bulletin is to be installed in accordance with the latest pertinent Standards of the National Fire Protection Association, Factory Mutual Research Corporation, or other similar organizations and also with the provisions of governmental codes or ordinances whenever applicable.

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YOU'RE INVITED TO

SALS 68th Annual Trustee Meeting and Dinner

MONDAY	5PM - 8PM
May 18, 2026	

Plated dinner and business
meeting

with speaker

JAY ROGOFF

Saratoga Springs Poet Laureate

Library directors, please RSVP with attached
order form by **May 8!**

Library directors, please return this form by Friday, May 8

I (We) plan to attend the SALS business meeting and dinner at the Queensbury Hotel in Glens Falls, New York on Monday, May 18. A check for \$35 per person is enclosed. Each library is eligible for one complimentary meal for one Trustee.

Library: _____

Attendee	Dinner Choice (chicken, steak, or veg)	Please include any dietary restrictions

Dinner Options:

- Chicken piccata served with cauliflower mash and lemon white wine caper sauce.
- Grilled flat iron steak served with roasted garlic mashed potato, pimento chimichurri.
- Chef's choice vegetarian option.

Library directors, please return this form and check to:

Pamela DelSignore
Southern Adirondack Library System
22 Whitney Place
Saratoga Springs, NY 12866

Library directors, please make checks payable to Southern Adirondack Library System.