

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda Tuesday, November 4, 2025 @ 10:00 AM In the Jeffrey M. Levine Community Room

- 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: *National Grid (x3), G.A. Bove Fuels*
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: *n/a*
 - b. Budget & Finance: *n/a*
 - c. Building & Grounds: *n/a*
 - d. Ad Hoc: *n/a*
 - e. Outreach: *John*
 - f. Policy: *Workshop on policies - Open Meeting, FOIL, Retention and Disposition of Records*
- VII Old Business
 - Changing furnaces from oil to propane
 - i. Furnaces functioning properly after redoing venting*
 - ii. HVACS will be calibrated in spring*
 - Adirondack Rural Revitalization Program (ARRP) Grant
 - i. Public Notice – Request for Proposals through Nov 7*
 - ii. Received donation for final \$1,000 in matching funds*
 - iii. article in the Post Star*
 - Adirondack Foundation Lake Placid Education Foundation 2025
 - i. in progress, 3 sessions in October*
 - ii. frequency of status reports to Board?*
 - WLGS – *comments sent to Chamber of Commerce*
 - Vacancy: maintenance/handyperson
 - Budgets 2026/2027 – *posted to website*
 - Posting Trustee names in the Library – *done, on meeting schedule*
 - Library loans outside of the system - *return postage*
- VIII New Business
 - SNAP
 -
- IX Other Business
 - Town Board Meetings
 - Report from Mary/Samantha for the Thurman meeting (10/16 @ 4:30 PM)
 - Sarah attending the Warrensburg meeting (11/12 @ 7:00 PM)
 - Need volunteer for the WCSD BOE meeting (12/8 @ 6:00 PM)
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, November 18, 2025 @ 10:00 AM
- XII Next Board Meeting: Tuesday, December 2, 2025 @ 10:00 AM
- XIII Adjournment

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

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

Excused: Becky Lawler, Susan Matzner

Meeting called to order at 10:05am

Motion to accept and approve the consent agenda and meeting minutes was made by John, seconded by _____. 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 Keving 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 _____ to amend the 2026 budget as presented and to adopt the proposed 2027 budget as presented. Seconded by _____. The motion was passed by the Board.
 - A motion was made by _____ to not exceed the 2% tax cap for the 2027 budget. Seconded by _____. 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:___ AM by _____, seconded by _____. The motion was passed by the Board.

Richards Library
Monthly Statement of Revenues & Expenses

Accrual Basis

October 2025

	<u>Oct 25</u>
Ordinary Income/Expense	
Income	
LOCAL PUBLIC FUNDS	6,033
OTHER STATE AID	1,661
OPERATING RECEIPTS	319
NON-OPERATING RECEIPTS	<u>2,316</u>
Total Income	10,329
Expense	
OPERATING EXPENSES	3,169
PAYROLL, WAGES, BENEFITS & EXPE	12,578
COLLECTION & OTHER CAPITAL EXPE	<u>1,968</u>
Total Expense	<u>17,715</u>
Net Ordinary Income	-7,387
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	<u>167</u>
Total Other Expense	<u>167</u>
Net Other Income	<u>-167</u>
Net Income	<u><u>-7,554</u></u>

Richards Library Monthly Funds Activity Report

Accrual Basis

October 2025

Type	Date	Num	Name	Memo	Debit	Credit
Arrow Bank #--6131 -Operat & DF						
12.39a · Operating Account - GFNB						
Deposit	10/05/2025			Deposit	44.00	
Bill Pmt -Check	10/07/2025	7023	MICHAEL FREDERICK			50.00
Bill Pmt -Check	10/07/2025	7024	SOUTHERN ADIRONDACK LIBRARY SYSTEM	SEPT 2025 JA FEES		442.46
Bill Pmt -Check	10/07/2025	7025	WARRENSBURG WATER DISTRICT	#W0020		53.75
General Journal	10/10/2025	PAYROLL		-MULTIPLE-		6,263.91
Check	10/11/2025	AUTO PAY	SPECTRUM ENTERPRISE #142279801	9/25/25-10/24/25		95.18
Check	10/12/2025	AUTO PAY	VERIZON	9/22/25-10/21/25		50.32
Deposit	10/12/2025			Deposit	968.00	
Bill Pmt -Check	10/16/2025	7026	CINTAS	JANITORIAL		54.62
Bill Pmt -Check	10/16/2025	7027	JUNIOR LIBRARY GUILD	10/1/25 - 9/1/26 CHILDRENS/YOUTH BOOKS		1,352.76
Check	10/16/2025	7028	COMMERCE BANK	#--5609		854.42
Check	10/17/2025	A/W	SPECTRUM ENTERPRISE #143161701	10/4/25-11/3/25		130.00
Deposit	10/19/2025			Deposit	152.00	
Bill Pmt -Check	10/21/2025	7031	NATIONAL BUSINESS TECHNOLOGIES*	10/9/25-11/5/25 + OVERAGE		81.17
Credit Card Ch...	10/23/2025	#--3208253	AMAZON.COM	MOVEMENT OF FUNDS FORR PAYMENT OF CR...	167.48	
General Journal	10/26/2025	PAYROLL		-MULTIPLE-		6,180.05
General Journal	10/26/2025	PAYROLL		RECLASSIFY - PAYMENT OF ARCHIVAL GRAN...	112.82	
Deposit	10/26/2025			Deposit	6,088.00	
Check	10/27/2025	A/W	NATIONAL GRID	9/8/25-10/7/25		368.10
Bill Pmt -Check	10/28/2025	7032	MR. ELECTRIC OF QUEENSBURY	ELECTRICAL DIAGNOSTIC		324.00
Check	10/28/2025	7033	BRIAN HAVENS	INVOICE #930151		500.00
Total 12.39a · Operating Account - GFNB					7,532.30	16,800.74
ACF-Archiving & Young Adult Col						
Credit Card Ch...	10/23/2025	#--3208253	AMAZON.COM	MOVEMENT OF FUNDS FORR PAYMENT OF C...		167.48
General Journal	10/26/2025	PAYROLL		RECLASSIFY - PAYMENT OF ARCHIVAL GRAN...		112.82
Total ACF-Archiving & Young Adult Col					0.00	280.30
Director Discretionary Funds						
Transfer	10/28/2025			Funds Transfer - Replenish DF in Checking Account	1,000.00	
Total Director Discretionary Funds					1,000.00	0.00
DF - Furnace/AC						
Bill Pmt -Check	10/01/2025	7022	BEADNELL HEATING & COOLING	PROGRESS PAYMENT		15,000.00
Bill Pmt -Check	10/21/2025	7029	BEADNELL HEATING & COOLING	HEATING & AC REPLACEMENT CONTRACT		15,000.00
Bill Pmt -Check	10/21/2025	7030	G A BOVE & SONS, INC	500 GALLON UNDERGROUND LP TANK INSTAL...		5,830.00
Total DF - Furnace/AC					0.00	35,830.00
Total Arrow Bank #--6131 -Operat & DF					8,532.30	52,911.04
(12.39) · OPERATING SAVINGS #9012						
12.39d · Non-Designated Operating Saving						
Deposit	10/05/2025			Deposit	1,661.00	
General Journal	10/07/2025	PER BOARD		PER BOARD APPROVAL TO REDUCE DESIGNA...	3,000.00	
General Journal	10/07/2025	PER BOARD		PER BOARD APPROVAL TO DESIGNATED NON...		12,000.00
Total 12.39d · Non-Designated Operating Saving					4,661.00	12,000.00
12.39l · 2026 Operating Budgeted Needs						
General Journal	10/07/2025	PER BOARD		PER BOARD APPROVAL TO REDUCE DESIGNA...		3,000.00
Total 12.39l · 2026 Operating Budgeted Needs					0.00	3,000.00
12.39m · 2027 Operating Budgeted Needs						
General Journal	10/07/2025	PER BOARD		PER BOARD APPROVAL TO DESIGNATED NON...	12,000.00	
Total 12.39m · 2027 Operating Budgeted Needs					12,000.00	0.00
Total (12.39) · OPERATING SAVINGS #9012					16,661.00	15,000.00
RESERVE FUNDS						
Arrow Reserve Sav #40392707						
Director's Discretionary Fund						
Transfer	10/28/2025			Funds Transfer - Replenish DF in Checking Account		1,000.00
Total Director's Discretionary Fund					0.00	1,000.00
Total Arrow Reserve Sav #40392707					0.00	1,000.00
Total RESERVE FUNDS					0.00	1,000.00
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	10/12/2025			Deposit	53.00	
Deposit	10/26/2025			Deposit	312.50	
Total Non-Designated Funds - S/A					365.50	0.00
Brick Donation Funds						
Deposit	10/05/2025			Deposit	50.00	
Total Brick Donation Funds					50.00	0.00
Chimney Cap						
Deposit	10/26/2025			Deposit	1,000.00	

Richards Library
Monthly Funds Activity Report

Accrual Basis

October 2025

Type	Date	Num	Name	Memo	Debit	Credit
Total Chimney Cap					1,000.00	0.00
Total Special Acc't #5976 - GFNB					1,415.50	0.00
Total TEMPORARY - RESTRICTED BY BOARD					1,415.50	0.00
Total RESTRICTED FUNDS					1,415.50	0.00
TOTAL					26,608.80	68,911.04

THE RICHARDS LIBRARY



Director's Report

October 31, 2025

- Outdoor security camera – *now working after troubleshooting by Evolve IT*
- SRI Fire & Security – *completed annual sprinkler inspection, water overflow in Utility Room A, need to consider remedy in future, extra note added to file*
- Initial visit from Mr. Electric – *next diagnostic for lights out in the Adult Room*
- Havens Home & Auto Repair – *gutter repair and cleaning*
- Ordered a new staff laptop and three staff desktops with Oct. group order through JA
- Senior “Give Back Day” – *cleaned front lawn and garden, multiple conversations about volunteer projects for this fall*
- Water leak from the light fixture in the Children’s Room – *started afternoon of 10/31*
- Community Room Use – *private space/meeting requests*
- October Programs:
 - The Richards Library Book Club
 - Homeschool Meet-up – *highest attendance thus far*
 - In the Zone – *4 sessions: Sound Machine, Castles & Catapults*
 - Story time & activity
 - Small Tales
 - Community Seed Swap
 - Painting with Patrice
 - Tech help – *1 session recorded*

Upcoming Events & Programs

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

- See programming calendar and event flyers attached
- Warrensburg Repair Café, 11/8, 9:30-11:30AM
- Reading at Small Tales on 11/20
- The Richards Library Seed Library & Gardening Workshops – *Winter Sowing in January*
- The Big Read grant – *Virtual Q&A with Mary Roach 10/8 at 6PM, “Fuzz: When Nature Breaks the Law”, recording will be available for 30 days – still available for viewing*
- Ornament Making Workshop for Christmas in Warrensburgh, 12/6, 9:30-11:30AM

Statistics for the Year

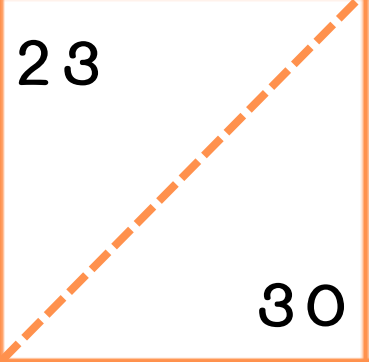
Monthly statistics for October will be added once all are available after November 1.

Respectfully submitted,

Shelby Burkhardt

Library Director

THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS NOVEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4 TRL Board Meeting @ 10:00a	5 Homeschool Meet-up @ 10:00a	6 TRL Book Club @ 4:00p	7	8 Warrensburg Repair Cafe, 9:30-11:30a
9	10	11 Closed for Veterans Day 	12	13 Sewing with Sarah, 5:00-6:30p	14	15
16	17	18 OATS: Online Shopping @ 5:30p	19 Story Time & Activity @ 10:30a	20 Paper Circuits Holiday Cards, 3:00- 6:30p	21	22
23 	24	25	26	27 Closed for Thanksgiving 	28	29
30						

- *Homeschool Meet-up* meets monthly for the school year. See flyer for more details.
- *Warrensburg Repair Cafe*, see flyer for more details!
- *OATS Classes* are tech classes geared towards seniors 60+, but open to any ages interested in the topic. Check Facebook for flyers or ask Logan!
- *TRL Book Club* is discussing, *The Violin Conspiracy*.
- *Sewing with Sarah*, hands on help with sewing projects. This session involves a special project. See flyer for more details.
- *Story Time & Activity*, 1 session for NOV, we will read stories and complete a themed activity. Child supervision required.
- *Paper Circuits Holiday Cards*, in the YA Room, for any ages, supplies and instructions provided to work on here or take home. Staff available to answer questions.

To pre-register for programs, or ask questions, contact the Circulation Desk at 518-623-3011.





Warrensburg Repair Cafe



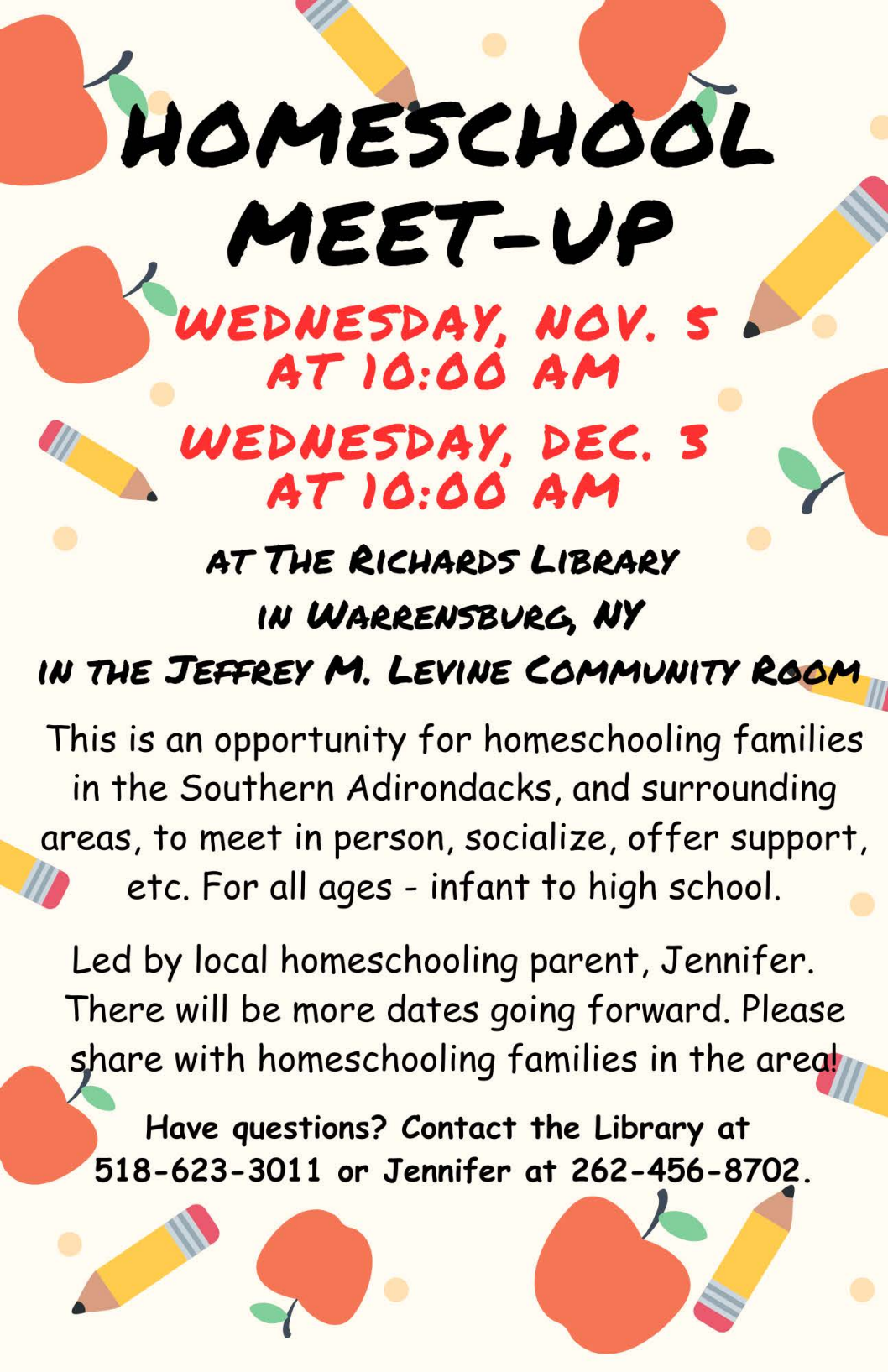
Saturday, Nov. 8th 9:30-11:30 AM

The Richards Library

**Fix your broken, but beloved items for
FREE with friendly Repair Coaches**

- **Bicycles**
- **Jewelry**
- **Ceramics**
- **Electronics**
- **Small Appliances**
- **Sewing Machines**
- **Wood Furniture/Wooden Items**
- **Textiles – Cloth/Knit/Crocheted Items**

**Contact us at 518-744-7554 or
warrensburgrepaircafe@gmail.com
for more information**



HOMESCHOOL MEET-UP

**WEDNESDAY, NOV. 5
AT 10:00 AM**

**WEDNESDAY, DEC. 3
AT 10:00 AM**

**AT THE RICHARDS LIBRARY
IN WARRENSBURG, NY**

IN THE JEFFREY M. LEVINE COMMUNITY ROOM

This is an opportunity for homeschooling families in the Southern Adirondacks, and surrounding areas, to meet in person, socialize, offer support, etc. For all ages - infant to high school.

Led by local homeschooling parent, Jennifer. There will be more dates going forward. Please share with homeschooling families in the area!

Have questions? Contact the Library at 518-623-3011 or Jennifer at 262-456-8702.



AI All Around

Date: Tuesday, December 2, 2025

Time: 5:30 PM

**Location: Jeffrey M. Levine Community Room at the Richards Library in
Warrensburg, NY**

If it seems like AI is showing up everywhere, it's not just you! From searching the web to attending a Zoom meeting, AI tools are now available to help with most online tasks. In this lecture, we'll explore many of the digital platforms and websites where generative AI is now available. We'll discuss how the tools try to make tasks easier and go over privacy considerations to keep in mind when using them.

Sign Up Today!

**Call: [518] 623-3011 Email:
lkeith@sals.edu**



Online Shopping

Date: Tuesday, November 18, 2025

Time: 5:30 PM

**Location: Jeffrey M. Levine Community Room at the Richards Library in
Warrensburg, NY**

Online shopping lets you buy products on the internet from your computer and have them shipped to your home or anywhere! Online stores often have larger inventories and lower prices, so you can quickly find the best deal. This lecture will provide a general introduction to shopping online using the popular website Amazon.com. You'll learn how to search for products, make comparisons, and add items to an online shopping cart.

Sign Up Today!

**Call: [518] 623-3011 Email:
lkeith@sals.edu**

SEWING WITH SARAH

IN THE JEFFREY M. LEVINE
COMMUNITY ROOM
@THE RICHARDS LIBRARY

THURSDAY, NOVEMBER 13,
5:00–6:30PM
THURSDAY, DECEMBER 11,
5:00–6:30PM

Join Sarah of Seamingly Sarah, to learn the basics of a sewing machine or hand sewing. Use the one provided or bring your own. Sarah has over 20 years of experience sewing quilts, mending clothes, sewing clothes and toys. She will offer hands-on help with basic troubleshooting of your machine or sewing projects. This is not a presentation, but a drop-in time for people with questions and projects with sewing machines or hand sewing.

Sewing with Sarah will be offered on a regular basis, schedule variable. Stay tuned for future dates!



The Richards Library Policies

Open Meetings 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 purpose of this policy is to ensure that meetings of The Richards Library Board of Trustees are conducted in compliance with **New York State Open Meetings Law** (Public Officers Law, Article 7, §§100–111), and that the Library conducts its business in a transparent and accessible manner.

Definitions

As used in this policy:

- 1) “Meeting” means the official convening of a public body for the purpose of conducting public business.
- 2) “Public body” means any entity for which a quorum is required in order to conduct Library business and which consists of four (4) or more members, performing a Library function.
- 3) “Executive session” means that portion of a meeting not open to the general public.

1. Applicability

The Richards Library is an association library chartered by the New York State Board of Regents. Although association libraries are private nonprofit corporations, their boards are considered public bodies under Open Meetings Law when they receive significant public funding and serve a governmental function. Therefore, meetings of the Library’s Board of Trustees are subject to Open Meetings Law requirements.

2. Open Meetings Requirement

All regular meetings of the Board of Trustees are open to the public, except when an executive session is called under the provisions of New York State law (see Section 6). No action may be taken by the Board except at a meeting that complies with Open Meetings Law.

3. Public Notice of Meetings

In compliance with §104 of the Open Meetings Law:

- Public notice of each Board meeting shall be posted at least 1 week prior to a scheduled meeting. Any records that will knowingly be discussed at the meeting will be posted 72 hours prior to a scheduled meeting. Any records discussed during the meeting that were not known about ahead of time will be shared as soon as possible after the meeting.
- Notices shall include the date, time, and location of the meeting.
- Notice shall be:
 - Posted on the Library's website,
 - Posted at the Library's public entrance,
 - Shared with local media upon request. (should we delete this?)

In the case of an emergency meeting, notice shall be given as soon as reasonably possible prior to the meeting. (I'm waffling on whether we should keep this or not. We might have need to have an emergency meeting where we make a decision ala closing library for covid.)

4. Meeting Location and Accessibility

- Meetings shall be held in a location that is physically accessible to the public and compliant with the Americans with Disabilities Act (ADA).

5. Public Participation

Members of the public are welcome to attend open meetings. Public comment is not required by law, but The Richards Library Board of Trustees allows for two 15 minute periods of public expression at regular meetings.

The Board may require time limits and conduct during public comment to ensure orderly discussion.

6. Executive Sessions

The Board may enter into a closed executive session only for specific purposes permitted under §105 of the Open Meetings Law, such as: (I went with the nys law wording on this just to be safe)

- Matters which will endanger public safety if disclosed;
- Any private matter which may disclose the identify of a Staff or Board member;
- Discussion regarding proposed, pending or current litigation;

- The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- The proposed acquisition, sale or lease of real property of the proposed acquisition of securities, or sale of exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.
- Matters that would violate confidentiality laws if discussed publicly.

To enter executive session, the Board must first convene an open meeting, then pass a motion by the majority of the whole Board, identifying the specific reason for the executive session. No action may be taken during executive session except where expressly permitted by law. Minutes shall be recorded of any formal actions voted upon during executive session.

7. Minutes and Recordings

- Minutes of open meetings shall be taken and include a summary of motions, proposals, resolutions, and votes.
- Minutes shall be available to the public within:
 - **Two weeks** for open meetings,
 - **One week** for executive sessions where action is taken.

8. Quorum and Voting

- A quorum (simple majority) of the Board must be present in person to conduct official business. Trustees may call in to give input, but cannot vote via phone call. (I added this in because we know, but we don't say it)
- All votes must be cast in public. No secret ballots are allowed.
- Each trustee has one vote. A majority vote of those present is required for motions to pass, unless otherwise stated by law or bylaws.

Resources

- NYS Open Meetings Law Guide: <https://opengovernment.ny.gov/open-meetings-law>

Formatted, Reviewed, and Approved by The Richards Library Board of Trustees on March 3, 2020. Revised, Reviewed, and Approved on _____, 2025.

DRAFT

The Richards Library Policies

Freedom of Information Law 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 reflect changes in laws, regulations, or Library operations.

Purpose

This policy establishes guidelines for The Richards Library's compliance with the Freedom of Information Law. The Richards Library is an association library, which means it is a nonprofit, privately governed library that serves the public and receives public funds. As such, not all rules governing municipal or public libraries apply. However, The Richards Library voluntarily follows FOIL requirements where applicable in order to maintain transparency with the public.

This policy applies to all physical and electronic records created or received in the course of Library business, including those related to administration, operations, programs, personnel, and finances. The Library strives to follow FOIL by providing access to administrative records, policy documents, meeting minutes, budgets, and other non-confidential information when it is reasonable and does not violate privacy, confidentiality, or contractual obligations.

The Library considers requests for access to records on a case-by-case basis using the following guidelines:

Exemptions and Limitations

The Library reserves the right to deny requests for:

- Records containing personally identifiable patron information (protected under NYS Education Law §4509).
- Personnel or employment records that are confidential.
- Internal working drafts or notes not considered official records.
- Information that would compromise library security or violate legal agreements.

How to Submit a Request

Members of the public may direct information requests in writing to the Library Director, specifying:

- The records or information being requested.
- The purpose or relevance (optional, but helpful).
- Preferred format (viewing in person, digital copy, printed copy, etc.).

Mail a written request to:

The Richards Library
c/o The Library Director
36 Elm Street
Warrensburg, NY 12885

Email a written request to: war-director@sals.edu

Fax a written request to: (518) 623-2426

Submit a written request for records in person:

The Richards Library
36 Elm Street
Warrensburg, NY 12885

This may be done during posted business hours. Advise Staff that you would like to request records and they will contact the Library Director. Please be advised records require review prior to disclosure. As a result, documents and records will not be immediately available.

Response Time and Format

The Library will acknowledge receipt of the request within 2 weeks and provide a written response or status update within 4 weeks, when possible. Requests may be denied if they are unduly burdensome, vague, or requested records are not maintained by the Library. A denial may be appealed in writing to the Board within 1 week of receiving the denial. The Board will respond in writing after the next regularly scheduled meeting and their decision is final. Public is invited to attend regularly scheduled meetings and speak during the two 15 minute public comment periods.

Fees

The Library may charge reasonable fees for physical copies or extensive staff time required to fulfill a request, consistent with Library practices.

Commitment to Transparency

Key governance documents (e.g., board meeting minutes, policies, annual budget, annual reports, and strategic plans) are published on the Library's website as required by NYS Opening Meeting Law.

Formatted, Reviewed, and Approved by The Richards Library Board of Trustees on _____, 2025.

The Richards Library Policies

Retention and Disposition of Records 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 reflect changes in laws, regulations, or Library operations. Any new or revised Retention and Disposition Schedule of New York Local Government Records will supersede previous versions.

PURPOSE

This policy establishes guidelines for the minimum retention length of time and proper disposition of The Richards Library's records in accordance with the Retention and Disposition Schedule of New York Local Government Records. This ensures:

1. records are retained as long as needed for administration, legal and fiscal purposes;
2. state and federal record retention requirements are met;
3. records with enduring historical and other research value are identified and retained permanently; and
4. encourage and facilitate the systematic disposal of unneeded records.

The Richards Library is an association library, which means it is a nonprofit, privately governed library that serves the public and receives public funds. As such, not all rules governing municipal or public libraries apply. However, The Richards Library voluntarily follows appropriate record-keeping practices, including guidelines set by the New York State Archives and Education Department, where applicable.

This policy applies to all physical and electronic records created or received in the course of Library business, including those related to administration, operations, programs, personnel, and finances.

General Principles

1. Records Retention

Records shall be retained for the minimum periods recommended by the New York State Archives' Records Retention and Disposition Schedule LGS-1, where applicable, or as otherwise required by contracts, audits, grants, or legal counsel. This schedule covers the vast majority of records.

For any record not listed the Library Director will contact the State Archives to determine if it is indeed covered by this Schedule and if a legal minimum retention period has been established. If not, the State Archives will consult with appropriate state and local officials and users of local government records and advise the

Library on the disposition of the record. If the record is not covered by an item on this Schedule it must be retained until a revised edition of or addendum to the Schedule is issued containing an item covering the record in question and providing a minimum legal retention period for it.

The mere fact that a record is identified on this Schedule should not be interpreted as a requirement that the record must be created.

2. Disposition of Records

When records have reached the end of their retention period and are no longer needed for business, legal, or historical purposes, they will be disposed of in a secure and responsible manner. Disposition includes shredding, digital deletion, or other appropriate methods.

3. Historical or Archival Records

Records of historical value to The Richards Library or the greater Warrensburg community may be retained permanently in the Library archives, even if they are no longer required for operational purposes.

4. Records Created Before 1910

Disposition of records created before 1910 requires specific written approval from the State Archives, as required by Section 185.6 (c) of 8NYCRR, the Regulations of the Commissioner of Education. Certain records which would normally be disposable under this Schedule may need to be kept if created before 1910. Often these records have continuing historical or research value because:

1) Other documentation no longer exists. Many earlier records were destroyed through natural disasters or through destruction by public officials prior to the passage of the first state statute in 1911 requiring the consent of the Commissioner of Education to the disposition of local public records;

2) The volume and type of information contained in records have changed since the beginning of the 20th century. Older records often have more detailed and historically significant information than those produced today;

3) Early records sometimes have intrinsic value beyond the information they contain. "Intrinsic value" refers to qualities, such as value for exhibits, association with significant events, and aesthetic value, which records may possess beyond merely the information they contain.

Further information on identifying records with intrinsic value is provided in the State Archives' Publication No. 36, Intrinsic Value of Local Government Archival

Records. Before disposing of any records created before 1910 the Library Director will contact the State Archives, to obtain disposition request forms. This requirement also applies to the disposition of original records predating 1910 which have been microfilmed. The State Archives will review each request and advise the local government on retention or disposition of the records.

Roles and Responsibilities

- The Library Director is responsible for ensuring compliance with this policy and maintaining a current retention schedule (see at end of policy).
- Library staff shall manage records in accordance with this policy.
- The Board of Trustees may authorize increased retention periods, especially for documents of legal, historical, or administrative importance.

Retention Schedule Reference

For categories of records and recommended retention periods, The Richards Library will use **Schedule LGS-1** from the New York State Archives as a guiding reference, adapting it to fit the unique circumstances of an association library. A copy of the schedule can be found at: <https://www.archives.nysed.gov/records/local-government-record-schedule/lgs-1-title-page>

The following is the Schedule for Libraries/Library Systems found at <https://www.archives.nysed.gov/records/local-government-record-schedule/librarylibrary-system>

591. CO2 340, MU1 304, ED1 165, MI1 254

Incorporation, chartering and registration records

RETENTION: PERMANENT

592. CO2 341, MU1 305, ED1 158, MI1 255

Accession records

RETENTION: 1 year after accessioning procedure becomes obsolete

NOTE: Some libraries accession manuscripts, rare books and special collections, but not their general library holdings. In these cases, the accession records need to be retained only for the kinds of materials still accessioned.

593. CO2 342, ED1 166, MI1 256

Informational copies of records prepared by and received from public library system, including but not limited to directories, minutes, budgets and reports

RETENTION: 0 after superseded or obsolete

596. CO2 343, MU1 307, ED1 159, MI1 257

Borrowing or loaning records

RETENTION: 0 after no longer needed

598. CO2 344, MU1 308, ED1 160, MI1 258

Catalog of holdings

a. Manuscript or published catalog

RETENTION: PERMANENT

b. Continuously updated catalog

RETENTION: 0 after superseded or obsolete

599. CO2 345, MU1 309, ED1 161, MI1 259

Individual title purchase requisition which has been filled or found to be unfillable

RETENTION: 1 year

600. CO2 346, MU1 310, ED1 162, MI1 260

Records documenting selection of books and other library materials

RETENTION: 0 after no longer needed

601. CO2 347, MU1 311, ED1 163, MI1 261

Library material censorship and complaint records, including evaluations by staff, patrons' complaints and record of final decision

RETENTION: 6 years after last entry

NOTE: Appraise these records for historical significance prior to disposition. Some Library censorship records deal with serious constitutional issues and may have value for future research.

602. CO2 348, MU1 312, ED1 164, MI1 262

Patron's registration for use of rare, valuable or restricted non-circulating materials:

RETENTION: 6 years

594. MU1 306,

Directory of public library system and member libraries, prepared by public library system (member library's copy)

RETENTION: 0 after superseded or obsolete

597. Interlibrary loan records, including requests to borrow or copy materials from other libraries, receipts for materials, copy logs, accounting records, and circulation records

a. When no copies of original materials are requested

RETENTION: 0 after no longer needed

b. When copies of original materials are requested

RETENTION: 5 years after order is completed

595. Library card application records

Retention: 3 years after card expires or inactive

603. Program and exhibit file documenting planning and implementation of programs, services and exhibits sponsored or co-sponsored by the library, including but not limited to photographs, sketches, worksheets, publicity, brochures, exhibit catalogs, inventory lists, loan agreements, correspondence, attendance sheets or registration forms, and parental consent forms.

a. Parental consent records

RETENTION: 6 years, or 3 years after child attains age 18, whichever is longer

NOTE: Photo release records are covered under item no. 68 in General Administration section.

b. Attendance sheets and registration forms, when no fee is charged

RETENTION: 0 after no longer needed

c. All other records

RETENTION: 6 years after exhibit closed or program ended

NOTE: Appraise these records for historical significance or value for collections documentation prior to disposition. Some of these records may have continuing value for historical or other research and should be retained permanently. Contact the State Archives for additional advice.

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Revised, Reviewed, and Approved on _____ 2025.