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

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

Excused: Becky Lawler

Meeting called to order at 10:04 am

Motion to accept and approve the consent agenda with an edit to the minutes regarding who made the motion to accept a resolution regarding emergency closure pay was made by John, seconded by Susan, and approved by Board

Correspondence:

- Erie Insurance
  - Received a letter identifying criteria to close out the claim and receive final payment
- Vanguard Brokerage
  - Update on holdings
- City of Laurel
  - Information on a class action suit against Cintas
  - Library was awarded monies - $251.54
- Warrensburg Chamber of Commerce
  - Potential Grant available for Façade improvement
  - Potential to use money for mortar work around the building
    - Will apply for the grant

Directors Report

- Director delivered a resignation letter, effective Dec. 16, 2026
  - A motion was made by Sarah, seconded by Mary and approved by the Board to accept the letter
- Emergency closure repairs
  - Still uncovering items
  - Replacement of the front door may require short closure
- Library staff participated in the Strawberry Festival

Committee Reports

- Personnel – n/a
- Budget & Finance – n/a
- Building & Grounds
  - Elm tree on front lawn was damaged by a storm
    - Tree needs to be taken down
  - Fence replacement
    - Got a quote from Crane Fence for $6000+
    - Decided to leave the fence alone
  - Retaining Wall repair will be $8000

    - Camp Echo Lake will send CITs to volunteer
        - Will weed around the building
    - PCC confirmed a precast chimney cap is okay
    - Cornell Cooperative Ext – help with cleaning and pruning bracken
- Ad Hoc
    - Increase Archival Attention grant on hold
    - 125 Anniversary Committee
        - Hearts available for patrons to fill out
        - Banner looks good
        - Music has been confirmed
        - Need to send out invitations
- Outreach – n/a
- Policy
    - Workshop was conducted on Code of Conduct, Code of Ethics and Conflict of Interest policies
    - A motion to approve all 3 policies was made by Susan, seconded by John and approved by the
      Board.

Old Business

- Vacancy
    - Looking for a maintenance/handyperson
    - Post in various on-line and social media places
- Emergency Closure
    - Repairs in progress
        - Discussed remaining steps
        - Hoping for a late June soft reopen depending on progress of repairs
    - Volunteers to help reshelve collection
    - Need to check with Warren County Bldg Code Enforcement
- Sexual Harassment Prevention Training – free on-line from NYS
    - Everyone needs to complete and send proof to Shelby
- Hold Harmless Agreement
    - Subcontractors without Workers Compensation will need to sign

New Business

- SALS plan of service online meeting
    - Was held in June
    - Will follow-up, looking for more feedback

Other Business

- Town Board Meetings
    - Sarah reported on the June Warrensburg Central School BOE June meeting
        - Nothing library specific
        - Will be providing summer meal delivery – 40+ families
    - Need volunteer for Thurman town meeting July 8
    - Need a volunteer for Warrensburg Town Meeting on 8/13

Next Board Meeting will be September 1, 2026 at 10:00am

- August 4, 2026 Board meeting is cancelled
- August 4 will be a workshop to review and revise Director job description.

Next Committee Workshop tentatively scheduled for July 14 at 10:00am – will focus on 125 Anniversary celebration

Motion made by John seconded by Samantha and approved by the Board to adjourn at 11:03 am.

Approved by The Richards Library Board of Trustees on September 1, 2026.