

# THE RICHARDS LIBRARY



**“A GATEWAY TO KNOWLEDGE AND ADVENTURE”**

ESTABLISHED 1901

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## **Richards Library Board of Trustees Meeting 10 October 2018**

The meeting was called to order at: 11:03 AM

Members Present: John Schroeter, Suzanne Glebus, John Giotto, Esther McTague, Sue Matzner, Bridgette Connelly-Howe, Frank Romano.

Members Absent: Suzanne Marthins, Suzanne Tyler

Non-voting Members Present: Mike Sullivan, Director, Becky Lawler, Treasurer, Elaine Cowin, Secretary, Gina Colburn (incoming Treasurer), Frank Romano, Financial Consultant.

Accept Minutes to Meeting of October 5, 2018 as written: Motion to Accept: John Schroeter. Second Suzanne Glebus. Unanimous.

Financial Report: Financial Report was accepted as presented. Discussion ensued as to Use of STEM monies. Director could use them to purchase non-fiction YA books.

Director's Report: Accepted as Presented.

Discussion ensued as to Mike having copies of all laws listed in trustee handbook for perusal at any time.

North Country Ministries has asked to partner with our in-house training on Sexual Harassment. Sue Matzner agreed to the extra participants at her workshop.

Committee Reports:

Buildings and Grounds (John, Mike) All is well.

Personnel and Nominating (Bridgette, Sue, Suzanne G.)

SALS recommended that any employee of the library should have a contract. Gina recommended that the Labor Standards form be used for this purpose.

Finance and Budgeting (Becky, Gina, John S., Esther):

Gina and Becky presented the preliminary budget for 2019, stating nothing extravagant is included in the budget.

John moves to amend the budget of 4/2/2018 to reflect budget changes recommended. Sue Matzner, Seconded. Unanimous.

Frank questioned why continuing the practice of 2 signatures on employee checks and bill payment checks. It is an internal policy, not a bank policy. It is recommended to change the By-Laws to reflect a single signature being all that is necessary.

Outreach (John): All is well.

Policy (Suzanne G. And Suzanne M.): Under continuing review from Mike.

Fundraising: (Bridgette, Suzanne G. Esther):

The fundraising committee will look at options of selling bricks and reviving the Friends of Richards Library for such purposes.

Strategic Planning Committee (Elaine, Bridgette, Mike, John G.):

The committee is looking for direction from a community member who may be willing to donate time to get us started.

New Business: Ribbon Cutting on Memorial Shed. Tabled for time being.

Old Business:

Bruce Carr agreed to be our Pro Bono Attorney and would like a sit down with Mike and Bridgette. He should look at policies and contracts.

Suzanne Marthins taking a leave of absence due to health reasons. Motion to accept by Sue Matzner, second by Suzanne G. Unanimous. We wish her well.

For The Good of the Order:

Adjourn to executive session at 12:08 PM John Schroeter, Second by Sue Matzner. Unanimous  
Discussion of Director Evaluation

Motion to adjourn Executive Session at 12:33 PM by Esther, Second by Suzanne G. Unanimous.

Motion to adjourn at 12:34 PM by Esther, Second Suzanne Glebus. Unanimous.

Next Meeting: Thursday November 8, 2018 at 11:00 AM in the Community Event Room.

Please notify Bridgette or Mike if you cannot attend as we need a quorum to do business.