

# THE RICHARDS LIBRARY



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

ESTABLISHED 1901

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## **Richards Library Board of Trustees Meeting 8 November 2018**

Call to Order: 11:04 AM

Adopt Agenda with Addendums: Motion: Esther Second: Sue M. Unanimous

Approval of Prior Meeting Minutes: Motion: John S. Second: Suzanne G. Unanimous

Roll Call of Members:

Quorum Present: Suzanne Glebus, Esther McTague, Sue Matzner, John Schroeter

Excused Absence: Bridgette Connelly-Howe, John Giotto, Suzanne Marthins

Unexcused Absence: Suzanne Tyler

Non-voting Members Present: Mike Sullivan, Director, Becky Lawler, Treasurer, Gina Colburn, Treasurer-Elect, Elaine Cowin, Secretary

Period of Public Expression: None

Correspondence:

Donations in memory of Linda Apple are arriving and discussion ensued as to expressing gratitude to the family.

Treasurer/Financial Officer Report:

1. Report of Receipts and Disbursements - See Monthly Financials

2. Warrants – See Monthly Financials

Financial Report was accepted as presented. Discussion ensued as to some purchases  
Mike will make to close out the year.

Director's Report:

Accepted as presented. Discussion ensued as to:

- Food for fines program to run from 11/15-12/15

- Senior Citizens not having to pay fines
- Notaries in the library
- Walk the Moon Program
- Challenge Construction Grant (Possible repair of original windows)
- Second phase of trustee training is upcoming
- Need for Narcan

## Committee Reports

- Personnel (Bridgette Connelly-Howe Sue Matzner Suzanne Glebus): Proceeding Well
- Budget/Finance (Gina Colburn Becky Lawler Esther McTague Frank Romano John Schroeter)  
2020 Proposed Budget was disseminated.  
2019 approved budget was disseminated.
- Building & Grounds (John Schroeter Mike Sullivan): Proceeding Well
- Long Range Planning (Bridgette Connelly-Howe Elaine Cowin John Giotto Mike Sullivan). A date to begin discussion will be set via email.
- Policy: (Suzanne Glebus Suzanne Marthins): To be discussed in Old Business
- Outreach (John Schroeter): Proceeding Well
- Fundraising (Bridgette Connelly-Howe Suzanne Glebus Esther McTague): Pending

## Old Business:

Sexual Harassment Policy was disseminated.

Sexual Harassment Prevention Training was disseminated.

Elevator Discussion: A presentation needs to be made to all parties involved demonstrating the correlation between the Fire Inspection and the Elevator Problems. Mike will attempt to have them both here at the same time.

## New Business:

- Proposed Fiscal Year Budget 2020 Budget was presented. Motion to Accept: Sue Matzner Second Suzanne Glebus Unanimous
- Sub for Director: The staff will handle upstairs while Mike does director work downstairs. Thanks to the staff for stepping up.
- 2019 Challenge Grants
- Questions on New Trustees Handbook (Review is forthcoming).
- Suggesting all Board Members get a Richards Library Email.
- Library Professional Organizations: ALA Rural and Small Libraries NYLA were discussed
- Copier Scanner Fax Discussion National Business Technologies was discussed B&W copies more, color less, toner free, maintenance free Lease 96.52 per month.
- Operation Santa Claus participation was discussed.
- Possible Loss of Groundskeeper was discussed.  
Possible replacements include Greg Putney, Bruce Randall, Darryl Frazier
- Consent Agenda approved
- Increase Cost of SALS Computer Purchase Mike will decrease number of laptops purchase.
- SALS suggests that ALL trustees have a separate email address to keep your private email private.

- December Elections (I suggest we review committees at the same time.). President and Vice President Nominations are needed.

Period of Public Expression: None

Next Board Meeting on December 6 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.

Motion to Adjourn at 12:30 PM by John S. Second Sue M. Unanimous.