

THE RICHARDS LIBRARY



“A GATEWAY TO KNOWLEDGE AND ADVENTURE”

ESTABLISHED 1901
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THE RICHARDS LIBRARY BOARD OF TRUSTEES MEETING APRIL 2019

The meeting was called to Order at 3:07 PM on 10 April 2019, by President Esther McTague

Roll Call of Members:

Present: Esther McTague, John Schroeter, Sue Matzner, John Gitto, Bridgette Connelly-Howe,

Excused Members Absent: Suzanne Glebus, Gina Colburn

Unexcused Absence: N/A

Non-voting Members: Elaine Cowin, Secretary; Michael Sullivan, Director

Period of Public Expression: None

Correspondence: None

Consent Agenda Motion: Sue; Second: John S. - Unanimous

-Adoption of Agenda

-Approval of Prior Meeting Minutes

-Treasurer/Financial Officer Report

1. Report of Receipts and Disbursements - See Monthly Financials

2. Warrants - See Monthly Financials

Director's Report:

-Accepted as Presented

-Upcoming Staff training concerning registration upgrades and SALS procedures

Committee Reports: (The Board President and Director are de facto members of all committees)

-Personnel: B. Connelly-Howe & S. Matzner

-Budget/Finance: G. Colburn, J. Gitto & J. Schroeter

-Policy: S. Glebus & S. Matzner: Whistleblower Policy still under development

-Building & Grounds: J. Schroeter

-Long Range Planning: E. Cowin, B. Connelly-Howe & John Gitto

-Outreach: J. Schroeter

-Fundraising: S. Glebus, B. Connelly-Howe, S. Matzner

Old Business:

-Update of the library website is almost complete

- Conflict of Interest forms are complete
- Oath of Office(s) are complete
- Still waiting on release of Preserve NY Grant
- Need all Board members to change by-laws to reflect an increase of voting members to a minimum of seven (7)
- Tax Levy strategy was discussed; Elaine will write Trustee letter to the Editor (Post Star) and Esther will solicit letters from the public. Mike will distribute bookmarks to remind people to vote on May 21st

New Business:

- Mike suggested approaching Sarah Gebbie-Measeck to fill the opening on the Board
- Mike suggested a new steel sleeve for the chimney; possibility for a SALS Challenge Grant; will call for estimate
- Several policies will need re-wording and changes were submitted to the Board for review:
 - Internet Use: add ransomware
 - Code of Conduct: Re-write use of viewing questionable material through Wi-Fi; Update animals in the library only certified service animals allowed; Add if patron refuses to leave property to call Warren County Sheriff
 - Circulation: Omit local reference for summer patrons; Solidify loaning periods
 - Community Event Room: Re-write religious groups inclusion/exclusion; Change language to "Hold Harmless Agreement" rather than "reservation application"; Change "any item left for more than 24 hours" to "seven (7) days" will be disposed of.

Period of Public Expression: None

Next Board Meeting: Thursday, May 9, 2019 at 11:00 AM; Sara Dallas, SALS Director will be joining us

Other Business: Esther recommended that John Schroeter be recognized with the complimentary dinner at the annual SALS Business Meeting

Motion to Adjourn Meeting: 3:56 PM by S. Matzner; second by J. Gitto-Unanimous

Minutes Approved at 9 May 2019 Board of Trustees Meeting