

# THE RICHARDS LIBRARY



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

ESTABLISHED 1901  
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## THE RICHARDS LIBRARY BOARD OF TRUSTEES SEPTEMBER 2019 MEETING

The meeting was called to Order at 11:00 AM on 12 September 2019, by President Esther McTague.

### **Roll Call of Members:**

Present: Esther McTague, John Gitto, John Schroeter, Suzanne Glebus, Sarah Gebbie-Measeck

Excused Members Absent: Sue Matzner, Bridgette Connelly Howe

Non-Voting Members: Elaine Cowin, Secretary; Gina Colburn, Treasurer; Frank Romano, Financial Consultant; Michael Sullivan, Director

Public: None

**Period of Public Expression:** None

**Correspondence:** None

**Consent Agenda Motion:** John Schroeter. Suzanne Glebus seconded. Unanimous.

-Adoption of Agenda for the Meetings in July, August and September 2019.

-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.

### **Committee Reports:**

-Personnel: Bridgette Connelly Howe, Sue Matzner

-Budget/Finance: Gina Colburn, John Gitto, John Schroeter

-Policy: Suzanne Glebus, Sue Matzner

Motion to Accept revisions in the Non-Smoking and Collection Development Policies was made by John Schroeter, Seconded by Sarah Gebbie-Measeck. Unanimous.

-Building & Grounds: John Schroeter, Mike Sullivan

-Ad Hoc: Elaine Cowin, John Gitto, Esther McTague, Bridgette Connelly Howe

Will be revising the library history.

-Outreach: John Schroeter: Up to 5 people.

-Fundraising: Suzanne Glebus, Bridgette Connelly Howe, Sue Matzner

**Old Business:**

- New Security Protocols were discussed and decided upon.
- T-Mobile hotspots were discussed and it was decided against providing this service for liability concerns.
- Preservation Grant was discussed
- Garage Sale times for selling Bricks were discussed.

**New Business:**

- Saratoga Book Festival was discussed.
- Capital Funding was discussed and creating a budget line for Capital Improvements.
- Library Projects and possible repairs were discussed.
- The possibility of a NYS Education construction grant to procure the services of Butler, Rowland and Mays Architects for above mentions projects and repairs.
- The coordination of Northern Lifts and NY Fire and Security elevator inspection was discussed.
- Change of Date and Time of Monthly meetings were discussed.

**Period of Public Expression:** None

**Next Board Meeting:** Thursday, 10 October 2019 at 11:00 AM.

**Other Business:** None

**Motion to Adjourn Meeting:** Motion made by John Schroeter at 12:17 PM Second by Suzanne Glebus.  
Unanimous.

**Minutes Approved at 10 October 2019 Board of Trustees Meeting**