

THE RICHARDS LIBRARY



“A GATEWAY TO KNOWLEDGE AND ADVENTURE”

ESTABLISHED 1901
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THE RICHARDS LIBRARY BOARD OF TRUSTEES SPECIAL MEETING 17 SEPTEMBER 2019 MINUTES

The meeting was called to Order at 6:33 PM on September 17, 2019 by President Esther McTague

Roll Call of Members:

Present Bridgette Connelly Howe, Sue Matzner, John Gitto, Sarah Gebbie-Measeck John Schroeter, Suzanne Glebus, Esther McTague

Excused Members Absent:

Unexcused Absence:

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

Period of Public Expression: None

Correspondence: None

Consent Agenda Motion: Not Applicable (N/A) for this meeting

-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: N/A

Committee Reports: N/A

-Personnel:

-Budget/Finance:

-Policy

-Building & Grounds:

-Long Range Planning:

-Outreach:

-Fundraising:

Old Business:

Changes to By-Laws:

-Article I to reflect Maintain a minimum of 7 voting members.

Motion by John Schroeter Second Sue Matzner Unanimous.

-Article VI to reflect the agenda will be made by the Director.

Motion by Sue Matzner Second John Schroeter Unanimous.

-IX to reflect Amendments, Repeals, or Additions to the By-Laws by a majority vote of a quorum, as that is defined in Article VI of these By-Laws. Motion by Suzanne Glebus. Second Bridgette Connelly Howe. Unanimous.

- Proposition: Capital Improvements as Line Item in Budget
- Proposition: Open Account at Glens Falls National Bank to be listed as Capital Funds
- Proposition: Disbursement of budget surplus shall be 50% to the Operating account and 50% to the Capital Funds account.
- Proposition: Authorize any changes to the Fiscal Management Plan to accommodate the above issues. Motion to approve all propositions by John Schroeter. Second Sue Matzner. Unanimous

New Business: N/A

Period of Public Expression: None

Next Board Meeting: N/A

Other Business:

- Check Signatures Alterations to Dual Check Signing Policy. Director will research further.
- Move Meeting Day to the first Friday of each month at 10:00 beginning in November 2019.

Motion to Adjourn Meeting at 6:52 PM by Sue Matzner. Second by John Schroeter. Unanimous.

Minutes Approved at 10 October 2019 Board of Trustees Meeting