

## Minutes of the Inlet Library Board

Thursday, February 25, 2021

Members Present: Sue Beck, Katie Chambers, Kim Egenhofer, Becky Hasemeier, Mary Jane Lasher, Edie Schreppel, and Library Director Joanne Kelly

Members Excused: Ellie Andrews, Jean Bird, Reggie Chambers and Judy Miller

The meeting was called to order a 2:03 pm.

November Minutes: The minutes were distributed prior to the meeting. As there were no corrections or additions the minutes were approved on a motion by Sue, seconded by Edie.

Treasurer's Report: Katie prepared monthly reports for November, December, and January (copies attached). Katie reviewed each report. There were no unusual expenses in any of the months. As to receipts: in November the SALS-LLSA check for \$995 was \$450 less than the previous year; in December \$10,340 was received for the Construction grant from 2019 and in January \$1,000 from The Inlet School which is half of what they usually fund.

The combined ending balance for the checking and savings account as of January 31, 2021 is \$44,999.00.

The treasurer's report was approved on a motion by Kim, seconded by Sue.

### OLD BUSINESS:

1. Christmas on Main Street 11/27-29: The library received \$82 on Friday, \$134 on Saturday and \$57 on Sunday for a total of \$273 in donations for used books.

### NEW BUSINESS:

1. Fire and Lights 2/27/21: Joanne reported that because of COVID Fire and Lights will not be happening. However, Fern Park will be open for ice skating, snow shoeing and skiing. The trails will be lighted in the evening and businesses may be located along the trails. Adele is doing another scavenger hunt; similar to what she did for Christmas on Main Street. Each participating business will be given a snowflake for participants to locate with prizes being awarded by the Town. Joanne will have the library open from 10-2.
2. Library Construction Grant: Katie received a reminder that the 2019 construction grant must be started by April 14<sup>th</sup>. Mary Jane has been in touch with Eva of Risley & Townsend. The LED lights have been ordered and there is no increase in the cost. As soon as they arrive Eva will coordinate an installation time with Joanne. Eva believes they will begin by April 14<sup>th</sup>.
3. Minimum Standards:
  - a. Review of requirements: Mary Jane reviewed the basic requirements. The Library already has written by-laws though it might be a good idea this spring for a

committee to review these to see if they need to be updated. We also already have written policies, a written budget, a written annual report to the community and a Library website. Joanne is working with IT to ensure all required documents are on the website.

- b. 5-part engaged planning series: SALS is hosting these sessions on zoom over the next 4 months. The first session is on Tuesday, March 2<sup>nd</sup> from 10-11:30. The sessions are spaced to give Library boards the opportunity to get in place what was discussed in the zoom session. Mary Jane encouraged Board members to attend. Joanne, Katie, Becky, and Mary Jane will attend the first session.
  - c. Community input survey from Old Forge Library: Mary Jane distributed copies of the Old Forge Library survey (copy attached). The Old Forge placed an article in the Adirondack Express regarding the survey and how to access it online. At a later date they e-mailed the survey to patrons. Time was spent reviewing the newspaper article, determining ways to distribute a survey, and modifying and adding to the sample survey.
4. SALS Annual Report: The board expressed appreciation to Joanne and Katie for completing the required report. Joanne reviewed some relevant statistics regarding our collection, circulation of materials and patron usage. (see attached Director's Report for details). Katie distributed and reviewed excerpts from the statistics of the Inlet Public Library Operating Fund and the Inlet Public Library 2020 YTD Balance Sheet (copies attached). Copies of the full report (43 pages) are available. After review and discussion, the Annual report was approved on a motion by Sue, seconded by Edie. Joanne will submit the report to SALS.

Director's Report: Joanne distributed and reviewed the rest of her report. The board discussed placing an ad in the 2021 summer guide at a cost of \$235. Kim made a motion to use last year's with adjustments because of possible limitations due to COVID which was seconded by Edie and approved.

Next meeting will be Thursday March 18, 2021 at 2pm.

Meeting adjourned at 3:30 on a motion by Sue, seconded by Kim