

Minutes of the Inlet Library Board

Thursday, March 18, 2021

Members Present: Ellie Andrews, Sue Beck, Jean Bird, Katie Chambers, Reggie Chambers, Kim Egenhoffer, Becky Hasemeier, Mary Jane Lasher, Edie Schreppel and Library Director Joanne Kelly

Members Excused: Judy Miller

The meeting was called to order at 1:58

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

Treasurer's Report: Katie prepared the February report which was distributed, (copy attached). Katie reviewed the report line by line. There were no unusual expenses or receipts. The total for all funds as of February 28, 2021 was \$44,127.35. The Treasurer's report was approved on a motion by Ellie, seconded by Jean.

OLD BUSINESS:

1. Fire and Lights: Joanne worked from 10-2. Mary Jane helped until 12. Due to the warm and rainy weather there were few people in Town. Joanne reported that no one came in for the bookstore. She had one who needed papers notarized and two who needed materials printed. Adele reported that only 4 people participated in the scavenger hunt.
2. Library Construction Grant: The new LED Lights have been installed. Katie is working on closing the grant and preparing the final report which she expects to submit by the end of April. Once that is submitted and approved, we will receive the final grant funds.
3. Minimum Standards: Joanne, Katie and Mary Jane reported on the webinar they attended on March 2nd. Major points discussed:
 - a. In conducting a community wide survey, the emphasis should be on exploring community needs not just asking about what the library should have. The survey should ask "What kind of community do you want?".
 - b. A committee of 3-5 people consisting of board members, library Staff and community members, needs to be formed. This committee would begin by identifying the demographics of the community including updated census data and reviewing the Town of Inlet's plan of service. This committee would then identify available services throughout the community and how the library can assist. Joanne had Adele discuss this at the IABA meeting. Holly Koeppe expressed an interest in being on the committee. Joanne hopes Adele Burnet will also participate.
 - c. Need to obtain census information and review the town of Inlet plan of service.
 - d. The Board discussed above. Reggie pointed out that the Library is already proactive for the community. The Library is open any time the Town has special activities. The library has technology for all to use; the used book room, summer program, children's area, Notary Public services, printing, scanning and faxing services, best

seller books, CD's, movies, access to materials from other libraries, Wy-Fy 24 hours per day, and both inside and outdoor seating. The library utilizes grants to keep the facility and services up to date.

NEW BUSINESS:

1. By-laws:

- a. The By-laws were compared with the sample in "Helpful Information for Meeting Minimum Public Library Standards in New York State". The Board discussed adding the Mission Statement and Preamble to the By-laws. The Board approved on a motion by Jean, seconded by Sue to replace the Inlet Library Mission Statement dated 4/12/98 with the following: "The Town of Inlet Public Library exists to provide quality service that meets the needs of the people in our service area in an open and non-judgmental environment with free access to library materials and services in a variety of formats". The Preamble will follow: "The Board of Trustees (hereinafter designated as the "Board") of The Town of Inlet Public Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents (or Secretary of State) of the State of New York, dated November 14,2003, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following bylaws."
- b. All references to "Librarian" in the bylaws should be changed to "Library Director".
- c. The board discussed adding a requirement regarding attendance at board meetings and library functions. While most absences are excusable (for example: weather, health, work) other absences are not. Should there be a limit of unexcused absences before a Board member is asked to resign or is expelled? The item was tabled until April and Mary Jane asked members to give it some thought and bring samples to the next meeting to either add something to the bylaws or leave it the way it is.

2. Community Survey:

The survey was briefly reviewed with no additional changes until the community committee on minimum standards meets.

3. Spring clean-up:

Window washing and care of the garden was discussed. For the past two years former Trustee Danicia Nerschook paid to have the windows cleaned. After discussion Reggie volunteered to clean the windows which she will complete in May before Memorial weekend. Jean and Mary Jane will make an appointment to meet with John Frye to discuss the water system for the garden. As to weeding and maintaining the garden Joanne will check with the Key Club. Katie and Kim volunteered to do what they can. Jean can advise what to pull, what to trim what to save but cannot do the work. Mary Jane can help.

DIRECTOR'S REPORT: Joanne distributed and reviewed her report (copy attached).

NEXT MEETING: Thursday, April 15, 2021 at 2pm

Meeting adjourned at 3:20 on a motion by Ellie seconded by Kim.

