

## Minutes of the Inlet Library Board

Thursday, October 21, 2021

MEMBERS PRESENT: Ellie Andrews, Sue Beck, Jean Bird, Katie Chambers, Reggie Chambers, Kim Egenhofer, Becky Hasemeier, Mary Jane Lasher, JoAnn Meneilly, Edie Schreppel, Jeanne Wilson and Library Director Joanne Kelly

GUEST: SALS Director Sara Dallas (virtually)

The meeting was called to order at 2pm.

REPORT FROM SARA DALLAS: Mary Jane introduced Sara Dallas.

1. Sara thanked the Board for all they do.
2. Sara pointed out that the monthly fee each library sends to SALS goes into a special account used exclusively to support the Joint Automation Project which includes paying the salaries of 6 IT staff available to member libraries 24/7.
3. Sara briefly reviewed the Minimum Standards required to be in place by January 2021 which will be reported in our annual report due February 2022. These standards are: written bylaws, community based long range plan of service, written annual report, and written policies for operating the library.
4. Governor Hochul signed into law that all public library Board members must complete two hours of trustee education annually. This law goes into effect on January 1, 2023. Regulations regarding what constitutes acceptable training, and how we report it have yet to be written. Sara believes if a trustee does not complete two hours of training they may have to step down.
5. Copies of the "Handbook for Library Trustees of New York State" were distributed. . Sara reviewed the contents, pointing out significant areas. She mentioned upcoming on-line training being presented in November. (Mary Jane will e-mail the schedule to each board member).
6. Sara discussed challenge grants and mentioned that some are being discontinued though the construction grant will remain available.

September Minutes: The minutes, distributed previously, were approved on a motion by Reggie, seconded by Kim.

Treasurer's Report: Katie reviewed the Treasurer's report which was distributed prior to the meeting (copy attached). Disbursements were \$1,150.50 for the usual expenses. Receipts were \$3,329.50 including reimbursement from the Town of Inlet of \$1,382. The remainder were donations from a variety of sources and Foundations. The total funds as of 9/30/2021 is \$45,500.67; \$30,107.59 in the checking account and \$15,393.08 in the savings account. The Treasurer's report was approved on a motion by JoAnn seconded by Jean.

OLD BUSINESS:

1. Minimum Standards, Draft of Long-Range Plan of Service: Mary Jane reviewed the elements already in place: written bylaws, annual report, annual budget, and written policies for the operation of the library. Copies of the draft of the Plan of Service proposed by Mary Jane, Katie, Becky, JoAnn, and Joanne were distributed. Each section was reviewed, corrections made. Mary Jane thanked everyone on the Board for the contributions each made during the process, and particularly to the committee who put all the pieces together. Katie made the following motion: I move the acceptance of the Inlet Library Strategic Plan 2021-2026 as corrected with a title page developed by Becky, Jeanne, and Joanne to be added. The motion was seconded by Edie and approved.
2. The Well Water Project: On October 19<sup>th</sup> Mary Jane spoke with Claire of Amber Well Drilling. They are currently drilling multiple wells for dairy farms in Plattsburg. When those are completed, we will be scheduled. Claire will give us one week notice and will call 24 hours before they arrive. Mary Jane has updated the Mike and Shawn at the Town.
3. 2022 Budget: The Budget committee, Katie, Jean, Jeanne, and Joanne met. Katie distributed copies of the proposed budget as of 9/4/2021, (copy attached). Katie reviewed each line, corrections were made. Some figures may change as the committee estimated expenses and receipts for the balance of the year. They estimate the revenue and expenses for 2022 will balance at \$45,680. The motion to accept the budget as corrected was approved on a motion by Kim, seconded by Sue.

#### NEW BUSINESS:

1. Christmas on Main Street 11/26-11/28: Joanne will work all three days and have the library open from 10-3 each day. An additional board member needs to work either from 10-12:30 or 12:30-3 each day; schedule to be determined at the November meeting. Volunteers are needed to help decorate the library for Christmas prior to Thanksgiving.
2. Used Book Room: As many books have been donated recently help from Board members is needed. Reggie would like to take this on with Becky when she returns next spring. Reggie is donating bookshelves to the library from her recently closed Adirondack Reader. Discussed donating extra books to other organizations or to people who are housebound. Reggie is on the board at HASCA and suggested contacting them.
3. Author's book signing: When developing the Plan of Service, the IABA suggested the Library continue the author's book signing previously done at the Adirondack Reader. Reggie said she could continue organizing this and Ellie will assist. They would contact and schedule the authors in coordination with Old Forge as well as contacting a board member to be at the library to greet the author.

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

NEXT MEETING: Thursday, November 18, 2021, at 2:30 pm in the library

Meeting adjourned at 3:55 on a motion by Kim, seconded by Reggie.

