

## Minutes of the Inlet Library board Meeting

Thursday, December 15, 2022

Members Present: Sue Beck, Kim Egenhofer, Becky Hasemeier, Mary Jane Lasher, Jeanne Wilson, and Library Director Joanne Kelly

Members Excused: Ellie Andrews, Jean Bird, Katie Chambers, Reggie Chambers, and JoAnn Meneilly

The meeting was called to order at 2:40. The meeting was held even though there wasn't a quorum.

Barb Thibado resigned as a board member effective December 1, 2022, stating in an e-mail that she feels she cannot put forth the time to be an active member.

November Minutes: The minutes previously distributed were reviewed. Mary Jane made the following correction: Under Oath of office change the last sentence to read "Mary Jane administered the Oath of Office to Trustee JoAnn by phone". Vote to approve tabled to February meeting.

Treasurer's Report: Katie previously distributed the November Report (copy attached). Under disbursements item 3260 to SALS was an additional charge for overdrive. Under receipts the \$14.50 from Town of Inlet was a reimbursement for an adult book paid for through Amazon. Vote to approve tabled to February meeting.

### OLD BUSINESS:

1. Stairway windows and Boiler: The windows have not arrived as of December 12<sup>th</sup>. The new boiler has been installed. Mary Jane had several e-mails with Mike, John and Katie regarding paying for the boiler and installation. The Town board approved paying for the new boiler if the library would pay for the installation. The cost for the installation would be around \$2500. Adding 2 votes by telephone with Katie and Jean a quorum was present. Kim made the motion that the Library pick up the installation of the boiler in the amount of \$2500 which was seconded by Jeanne and approved.
2. Flooring & books/shelves/furniture removal: Kim contacted 2 companies who would deliver and pick up 20-foot pods. Mobile Mini would cost \$767 for 1 month with shelving. A-Verdi would cost \$647 for one month without shelving. Jeanne checked on boxes. U-Haul did not have boxes that Jeanne thought would work. She did locate some 32-inch-long shallow boxes that Jeanne thought would work as each box would hold a shelf of books. We would need 72 boxes for one bank of shelves. The cost would be \$500. After discussion the overall concern was the ability to lift the box full of books. It was suggested that if we utilized the pod with shelves perhaps we could move books to the pod. The question remains as to the number of shelves in the pod and how deep are the shelves. Kim researched contracting for matt replacement service. Unifirst said we would need 1 4x6 mat and 1 3x10 mat. Their policy is that the mats would be changed every 2 weeks for 6 months (November -April) and once a month for the 6

months (May-October). The cost for the mats would be \$31.50 per trip. However, the company policy is that they charge a minimum of \$60 per trip. He gave Kim a catalog of other products and services we could buy to reach the minimum charge. Items such as toilet paper, mop heads to clean the floor which could be replaced at each visit, soap, sanitizer among other products. Kim has a call in to a company in Warrensburg who provides mats to Fast Track in Inlet. The alternative could be to purchase water hog mats from LL bean: \$140 for the smaller matt, \$380 for the larger mat for a total of \$520. This would mean the library would need to periodically clean them.

The overall plan continues to be that Meelan would come every other day for one week. In between books, shelves and furniture would have to be moved before they arrive. Each day everything would then have to be returned and another 1/3 be moved. One thought is to have 2 days in between. When Meelan visited they indicated if we emptied the top 3 shelves they could move the bank of shelves. After discussion it was believed that the bank of shelves next to the conference table would be too unstable for Meelan to move.

We discussed when to have the floor installed. Originally Joanne suggested during spring break (4/4-14) as so many are gone and the library could easily be closed for 1 week. However, if we need help from the community no one would be available. The suggestion was to move the project to the week beginning April 24. The suggestion was made that Key club members might be able to help on a weekend. With school and sports they would probably not be available during the week.

Other questions---can the floor be used immediately after the installation? What do we do with the shelves that will be replaced? How and where do we assemble the new shelves? A suggestion was made for Joanne to contact the library in Burnt Hills to obtain the company who made the shelves. Perhaps we could get directions from them to assemble the shelves.

3. Christmas on Main Street: Joanne reported that donations received for used books were \$103 on Friday, \$280 on Saturday, and \$65 on Sunday for a total of \$448.
4. Liability Insurance: Katie attended the SALS webinar on cyber security and liability. Her findings were reviewed and discussed (copy attached). Chubb declined to cover the library because we do not use Multi Factor authentication (MFA). SALS can "turn on" MFA for e-mail but not Polaris. We would need both. The premium may double what Chubb originally quoted so roughly \$2,000 per year. Other options are being looked into. Katie is convinced coverage is needed. The presenter said that small entities are often the entry point for hackers. Katie further stated that a minor incident would hurt the library financially and a moderate incident could put us out of business. Katie expects to have more information by our February board meeting.

#### NEW BUSINESS:

1. Potential construction Projects 1/2023-12/2027: SALS is requesting an estimate of future library construction projects and costs utilizing grants from the State Aid for

Library Construction Program. Copies of the list “Potential Maintenance/Repairs/Improvements” developed in February 2020 were distributed (copy attached). Suggested projects were discussed: Redo or repair the outside entrance—the birch bark. Repair, paint or replace outside window sills. Build a cabinet around the computer wires and equipment for the Wi-Fi and internet connections. Have a mural, advertising the library, painted on the back of the building overlooking the channel to 5<sup>th</sup> Lake.

2. New Board Member: Not discussed

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

Meeting adjourned at 4:10 on a motion by Jeanne, seconded by Becky.

NEXT MEETING: Thursday, February 16, 2023, Time to be determined.